

GOVERNING BODY

Minutes of the meeting of the Governing Body (GB) held on Tuesday, 22nd May 2018.

Present:

Governors: John Glahome, Jane Hailwood, Carl Les, Colin Scott and Sam Wright.

Others: Helen Simpson (Bursar), Gill Morrissey (Director of Integrated Services/Facilities) and Stephanie Blood (Clerk to the Governing Body).

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Welcome and Apologies</u> The Governing Body took item 2 as their first item prior to electing a co-opted Governor.</p> <p>In absence of the Chair and Vice-Chair, Cllr Les proposed Mr Glahome take the seat as Chair in the interim, seconded by the Principal.</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • Mr Glahome act as Chair for this Governing Body meeting in the absence of the Chair. <p>Apologies received: Beki Bulmer – consented to. Stewart Gardiner – consented to. Joe Jordan – consented to. Phill Hunter - consented to. Sarah Sinnott – consented to.</p> <p>The quorum for a meeting of the governing body was noted to be not less than 50% of the number of governors in post at the time of the meeting and accordingly the meeting was able to proceed.</p>	
2.	<p><u>Election of a Co-Opted Governor</u></p> <p>The Governing Body took an open vote on the decision to formally co-opt the Garrison Padre, Chris Withers onto the Governing Body. The vote was unanimous in favour of the decision.</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • Padre Chris Withers be elected onto the Governing Body as of 22nd May 2018 to serve for a 4 year period. <p>5.05pm Mr Withers was invited to join the meeting as co-opted Governor. The Chair and Governors thanked and welcomed Mr Withers onto the Governing Body and provided Mr Withers with round the table introductions.</p>	
3.	<p><u>Declaration of Interests</u></p> <p>The Chairman reminded governors of the need to declare interests, pecuniary or non-pecuniary. No interests were declared.</p>	
4.	<p><u>Declaration of Business Interests</u></p>	

	<p>The Chairman reminded governors of the need to declare any business interests. Cllr Les confirmed his position as a member of North Yorkshire County Council and advised of a recent meeting held at County Council where Risedale school has been awarded Capital Maintenance Funding from NYCC to resolve its heating issue and flat roofing issue, of which the college will contribute funds to each project. The Governing Body welcomed this funding. No other business interests were declared.</p>	
5.	<p><u>Register of Hospitality</u></p> <p>No gifts or hospitality have been received by Governors since the previous meeting of the Governing Body.</p>	
6.	<p><u>Minutes and Actions from Previous Governing Body Meeting</u></p> <p><u>Resolved:</u> a) That the minutes of the meeting of the Governing Body held on 24 April 2018, be confirmed and signed by the Chair as a correct record.</p> <p><u>Action Log and Matters Arising:</u> Governors noted the action log and updates.</p> <p>The Principal advised of an appointment made this day for a Head of Faculty – Communications including English as a result of a resignation received from the current Head of English. A further recruitment process will be run next year.</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> Governors approved the Principal’s decision for the appointments. <p>The Chair reported on a meeting held with external School Improvement Advisor and Governors as a response to the Local Authority Review. It was agreed at that meeting for a core group of Governors to act as a School Improvement Committee. The group will comprise Chair (Mrs Bulmer), Mr Gardiner, Mr Glahome and Mr Jordan. The purpose of the group is for those Governors to understand the current issues of the school, how these issues are being addressed and how to challenge the school on improvements being made in these areas and gather an evidence base in preparation for an Ofsted visit. The group undertook to report back to the Governing Body and provide minutes of meetings to keep Governors updated on matters. The first meeting date is currently being identified where Governors will request to meet with a number of middle managers to provide question and challenge.</p> <p>Mrs Hailwood reported on the recent Race for Life event, organised by the Student Council which was successful in raising funds. Mrs Hailwood undertook to generate a positive good news story from the event. The next fund raising event will be to raise funds for a local boy in Richmond. Governors congratulated everyone involved in organising and completing the Race for Life and were overwhelmed with the money raised for such a worthwhile charity, and looked forward to the next local fund raising event.</p>	<p>Chair/ Clerk</p> <p>CSc</p>
7.	<p><u>Date of the Next Meeting and Future Meeting Dates</u></p> <p>Governors acknowledged the next date for the Governing Body meeting:</p> <p>Tuesday 17th July 2018 at 5pm</p>	
PART ‘B’ – SCHOOL IMPROVEMENT		
8.	<p><u>Budget</u></p>	

The Bursar presented 4 budget documents 1) Outturn report detailed 2) Outturn report summary 3) Start Budget detailed 4) Start Budget summary.

The Bursar focussed on the Outturn Summary report which provides the outturn figure as at 31 March 2018. The Bursar requested approval from Governors to apply for a licence deficit from NYCC for the next financial year. Governors approved the request. Looking forward, with the increase of pupil numbers growing over the years, projections show the school going into surplus from 2019/20.

Key points to note:

- Predicted increase pupil number: October 2018 - 537 pupils, October 2019 - 576 pupils, October 2020 - 615 pupils, October 2021 - 647 pupils
- Mobility funding included. Not a National Funding Formula factor but still included as a NYCC factor which the DFE have provided same level of funding as previous year.
- MFG calculation (per pupil funding) would create additional funding but not included as Mobility funding may reduce.
- Catering all in house. Projected balanced budget but does provide for Adult free meals and hospitality. There has been savings to this budget on admin fees however, there has been a drop in income as a result of the three snow days this academic year.
- Teaching costs – pay awards 2% Sept 2018 and Sept 2019. Vice Principal Mr McCann is remaining part-time Autumn 2018 term to provide continuity to a staffing matter and support to the Assistant Principal who will line manage the Humanities Faculty. Allows for increase in 1 teacher.
- Support staff – pay awards – various % depending on current pay grade. Included April 2018 and April 2019.
- New Leadership training budget - 2 years for NPQSL, NPQH and NPQML which will provide further evidence that the school is proactive in skilling the workforce.
- Refurbishment of Classrooms starting this year and continuing.
- Green Screen Technology costs to expand the creative provision.
- Invigilators budget increased to cover additional need for readers (rather than use existing TA support).
- Contribution from revenue budget to Capital to allow for ICT planned infrastructure.
- The school has bought into a TES subscription which allows the school unlimited advertising for posts but does not include leadership posts.

Pupil Growth linked expenditure

- Learning Resource budget increased from 2019/20 onwards.
- Maintenance budget increased from 2019/20 onwards.
- Supply budget increased added 2019/20 onwards.
- 1fte teacher added Sept 2019, Sept 2020, Sept 2021, Sept 2022.

Other considerations:

- The School Focus and Support Bids budget pots will be made available for the next academic year for staff to put forward bids.
- The anticipated increase in pupil numbers year on year will bring an increase in the Service element of Pupil Premium.
- At present the number of classes have not increased with the increase in pupil numbers however, this will need reviewing year on year. The number of split classes will be reduced in the new academic year, minimised by the 1fte teacher in post.

	<ul style="list-style-type: none"> Risedale is collaborating with Primaries in the Garrison to develop subject knowledge across the schools and identify gaps, as well as share time, people and resources to get primary students in the Garrison acquainted with Risedale, their transition school, at an early stage. Any slack in timetable for Risedale staff will be used to support this collaboration. <p>Q: Are staff more aware of their budget and how to manage it. A: Yes to a point. Staff are aware of their own budgets and these are reviewed 3 times a year where they are informed of their expenditure to date. They are maybe not aware of other budget allocations that they can access.</p> <p>Q: With regards to the increase in the use of invigilators that than using existing TA support as readers for exams, would this decision affect any pupils taking exams? A: No, as staff are not assigned to a pupil. Allocation is dependent on availability, as such pupils are not attached to working with specific individuals.</p> <p>Governors gave their thanks to the Bursar for their hard work and support in managing the school finances.</p> <p>Resolved: a) The Governing body approved the start budget for 2018/19. b) The Governing body approved for the Bursar to apply for a licence deficit from NYCC for the next financial year.</p>	<p style="text-align: right;">Bursar</p>
PART 'C' – OTHER BUSINESS		
<p>9.</p>	<p><u>Privacy Policy – General Data Protection Regulations (GDPR)</u></p> <p>General Data Protection Regulation (GDPR) came into force on May 25 2018, and was designed to modernise laws that protect the personal information of individuals.</p> <p>The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. To meet regulations a template Privacy Notice has been produced by Veritau to inform parents and pupils of Risedale Sports and Community College about what we do with your personal information. The Clerk presented Governors with the Notice and requested approval for the Notice to be adopted and published on the school's website. Once published a text will be sent out to all parents signposting them to the policy.</p> <p>On considering the Notice, the Clerk requested guidance from Governors on whether they accepted the Notice as presented, or whether a pro-forma be attached to the Notice for parents to sign to confirm that they have read and understood the Privacy Notice. The Clerk advised that although this would be possible it would create a large administrative task that could take a number of months as the school would require 100% return to satisfy requirements. Guidance from Veritau was that the pro-forma was not necessary.</p> <p>Resolved: a) Governors approved the Privacy Notice as presented, subject to checks being made with Veritau that there is no requirement to attach a pro-forma for parents to sign due to the administrative workload this would create. b) For the Privacy Notice to be published and parents informed.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

<p>10.</p>	<p><u>Careers Policy</u></p> <p>Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the college are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).</p> <p>The Technical and Further Education Act 2017, 42B came into force from January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 8 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.</p> <p>The Principal presented the Governing Body with a Career Policy that sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.</p> <p>The Principal advised that the process will be embedded from the new academic year however, the school has been striving for a careers award where the Gatsby Principals are being followed and an assessment by an external auditor is due imminently.</p> <p>The Principal requested Governors approve the policy but advised the policy will be reviewed as the process becomes embedded.</p> <p><u>Resolved:</u> a) Governors approved the policy and were mindful that the policy will be reviewed in line with the progression of the process.</p>	<p>Clerk</p>
<p>11.</p>	<p><u>Confidential Minute</u></p> <p>This discussion is recorded in the confidential minute book.</p>	

Meeting concluded at 6:50pm