

MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

**MINUTES OF THE GOVERNING BODY
HELD at RISEDALE SCHOOL HELD on TUESDAY 5th OCTOBER 2021 AT 5PM**

PRESENT

Governors: John Glahome (JG) (Chair), Colin Scott (CSc) (Headteacher), Carl Les (CL), Mike Holmes (MH), Gary Morley (GMr), Lt Col Jim Turner (JT)

In attendance: James Yates (JYa), Sarah Matthewman (SMn), Stacey Burke (SBu), Lisa Smith (LSm)

Clerk to the Governing Body Judith Bromfield

No.	Item
PART 'A' – PROCEDURAL	
1. (10/21)	<p><u>Election of Chair</u> The Clerk sought nominations for the role of Chair. CL nominated JG, seconded by CSc and unanimously agreed. JG accepted the position and took over the meeting.</p> <p>Resolved to approve JG as Chair of the GB for a term of 1 year.</p>
1.1 (10/21)	<p><u>Election of Vice Chair</u> The Chair sought nominations for Vice Chair. JG nominated MH, seconded by JT and unanimously agreed. MH accepted the position.</p> <p>Resolved to approve MH as Vice Chair for a term of 1 year.</p>
2. (10/21)	<p><u>School Counsellor Update (LSm)</u> The Chair with consent of governors brought forward item 11g to enable LSm to leave the meeting following the presentation.</p> <p>LSm delivered a PP presentation detailing the following:</p> <ul style="list-style-type: none"> • Data Collected From March to July 2021 • Numbers of Counselling Referrals received • Reasons for Pupil Referrals • Details of Year Group Referrals • Details of Closed Cases • Impact of Counselling including Outcome Measures • Pupil Evaluation Feedback • Staff Wellbeing • Development of School Wellbeing <p>Q. Are referrals of military children in line with other referrals? A. Yes. CSc added that FSM/SEN/Military children have higher levels of anxiety than the rest of the school. To look at the links, what's happening locally or in school to cause anxiety levels to be higher? Year 11 not as high as expected. Accessing the service well over 10% of the pupil population. CSc stated that staff well-being is also part of the role.</p> <p>Q. JG - how long is a session? A. A counselling hour, 50 minutes. The first session introduction, very relaxed, at the end they decide if they want to continue. They generally go with it and have 6 sessions.</p> <p>Q. Do you need to get parents' consent? A. We seek consent, yes. We would provide counselling if a pupil wanted it without a parent being aware.</p> <p>LSm was thanked for her presentation and left the meeting.m</p>

3. (10/21)	<p><u>Apologies for Absence</u> Apologies had been received for Charlene Thirlwell, Terry McCann, Samantha Cotgrove, Gill Morrissey.</p> <p>Resolved to approve the above apologies.</p>	
4. (10/21)	<p><u>Declarations of interest pecuniary and non-pecuniary:</u></p> <p>Mike Holmes-whose son works for Veritau. Lt.Col.Jim Turner in his role with the MOD.</p>	
5. (10/21)	<p><u>Completion of Register of Interests & Register of Gifts and Hospitality</u></p> <p>Governors present completed the annual forms. The Clerk to follow up with absent governors.</p>	Clerk
6. (10/21)	<p><u>Review Governor Code of Conduct and Standing Orders</u></p> <p>Resolved to approve the Code of Conduct and Standing Orders.</p>	
7. (10/21)	<p><u>Approval of Committee Structure & Terms of Reference</u></p> <ul style="list-style-type: none"> ● Staff Discipline Committee ● Staff Discipline Appeals Committee ● Pupil Discipline Committee ● Complaints Committee ● Pay Review Committee (JG, TM, CL, - JT as reserve) ● School Development Group (SDG) (MH, JG, CI, SC, GMr) <p>Resolved to approve the above committee structures, membership and Terms of Reference.</p>	
8. (10/21)	<p><u>Minutes of the previous Governing Body meeting dated 6th July 2021</u> Proposed MH, seconded GM and unanimously agreed as a true record.</p> <p>Resolved to approve the minutes.</p>	
9. (10/21)	<p><u>Matters Arising & Summary of Actions</u></p> <p>9.1 <u>Item 4 - SDG</u> SMn advised that the Agenda has been agreed.</p> <p>9.2 <u>Item 6 - Budget Update</u> CSc advised that there is no pay rise for teachers, lower staff will receive £250.00.</p> <p>9.3 <u>Item 8.1 - Additional Bank Holiday</u> CSc has spoken to HR today to chase up, it may be an LEA decision as to which day, and he will follow up.</p> <p>9.4 <u>Item 8.2 - Amendment to Training Dates</u> CSc has informed NYCC of revised dates.</p> <p>9.5 <u>Item 9a - Accountability Pack Link Governors</u> JG asked if staff would be contacting Link governors. CSs confirmed this.</p> <p>9.6 <u>Item 12 - Governor Training</u> SMn advised the training has been updated.</p>	

10.(10/21)	<p><u>To receive the minutes of the School Development Group Committee meeting on 14th July 2021</u></p> <p>MH proposed meeting dates to follow or between GB meetings. Pat Gale to be taken off the attendance list of the minutes. To note that the SDG minutes of 12th May had not been approved as the meeting was inquorate.</p> <p>Resolved to approve the minutes of 14th July and 12th May.</p>	
11.(10/21)	<p><u>Dates of Future Meetings & Focus</u></p> <p>Tuesday 07th December 2021 @ 5pm (Focus – Vision, SEF and Development Plan)</p> <p>Tuesday 01st February 2022 @ 5pm (Focus - Leadership and Management)</p> <p>Tuesday 22nd March 2022 @ 5pm (Focus – Quality of Education)</p> <p>Tuesday 03rd May 2022 @ 5pm (Focus – Budget)</p> <p>Tuesday 05th July 2022 @ 5pm (Focus – Personal Development, Behaviour and Attitudes)</p> <p><u>Meetings commence at 5pm.</u></p> <p>JG to speak to CSc on the detail of the meeting 1st February 22</p>	JG/CSc
PART 'B' SCHOOL IMPROVEMENT		
<p>12.(10/21)</p> <p>12.1</p> <p>12.2</p>	<p><u>Principal's Report</u></p> <p><u>Initial Report incl. Attendance, Exclusions, Staffing, Surveys, PAN</u></p> <p>CSc gave a verbal report on attendance figures and spoke of the challenges including covid recording, parents not engaging and seasonal bugs. There have been 2 PACE meetings. No exclusions to date, we've been able to reintroduce some of the methodologies we imposed before e.g., sanctions. A pupil disciplinary was held last week relating to last term.</p> <p>Q. Is it useful for pupils to take part in sanctions? A. Sometimes we get parental support, if parents don't engage it's difficult.</p> <p>Staff attendance, covid absence minimal at this stage. 3 new members of staff, ECTs. Currently 2 vacancies for GTA's, adverts going out this week. Interviews on Friday for new technician support, with 4 applicants, 3 to interview.</p> <p>CSc and JGI to look at potential new structures for faculties next year.</p> <p>Staff surveys have gone out. Parents' survey, CSc will share with governors.</p> <p>Pupil Admission Number (PAN) - 185 per year group equates to 875 pupils in school. CSc suggested 150 per year group, 750 pupils in school. Admissions are hovering well below that. The target for transition time to keep 70% coming from local schools.</p> <p>Resolved to approve PAN at 750.</p> <p><u>Accountability Pack, including Pupil Premium</u></p> <p>Governors received a report at pages 11 - 15 of the Accountability Pack. CSc spoke of the need to focus on spending the premium based on research and evidencing the impact. He was confident that the report is accurate and robust.</p> <p>Q. Have there been any changes to the pack?</p>	

12.3	<p>A. Exam data has been added. Other minor changes to be made, e.g, name of clerk. CSc with SMn and JYa to look at developing three or four whole school action points.</p> <p><u>Exam Results (JYa)</u> Governors received a written report summarising the results. JYa talked through the results highlighting key issues and key foci for 2021/22:</p> <ul style="list-style-type: none"> ● Ensuring HAPs progress continues its upward trajectory, with particular focus on Male HAPs and Service HAPs ● FSM Ever 6 (in particular MAPs) ● Non-Service MAPs ● SEND pupils (at all times) ● Focused intervention for identified core groups, led by smart teach first strategies. These strategies supplemented by focused, forensic small group intervention where required in line with the catch-up strategies ● More honest conversations with pupils (and parents) about their current attainment and what they need to do to improve ● More imaginative ways of increasing aspiration with a more cohesive and relentless focus on the importance of GCSEs linked to further education and careers 	
12.4	<p><u>Curriculum Approaches (SMn)</u> Governors received a written report outlining the current position, the development of a 3 year curriculum plan to develop young people beyond the classroom and intention to build aspiration. The creation of a whole school enrichment mapping exercise e.g., trips, Richmond Castle to contextualise their learning and enable them to see the world beyond Catterick Garrison. SLT are looking at how to do it, drop down days, getting pupils out and about and seeing things. As part of the curriculum provision this will be free to pupils so there is a cost, potentially £10 - £15K. Two further big strands are mental health and wellbeing and parental engagement. The application of a package called THRIVE, across the school and creation of opportunities for parents to come into school and be involved in activities with their children. Getting back to a more holistic approach. JG thanked SMn for her report and proposed that a report be back to the GB on progress with the actions.</p> <p>Q. MH asked if there would be residentials again? A. Yes, we can look towards bringing these back in over the 3 year period, subject to covid.</p>	
12.5	<p><u>Safeguarding (JYa)</u> Safeguarding training will be completed by next Tuesday and looking at getting more bespoke support for the staff. JYa looking at arranging a session for the GB. JGI acknowledged but stated it would be too much as part of a GB meeting. CSc stated it was about creating a culture of safeguarding and for the GB to challenge leaders.</p>	
12.6	<p><u>SEND (SBU)</u> SBU delivered a written report on SEND summarised below.</p> <ul style="list-style-type: none"> ● Currently 132 pupils on the SEND register equating to 23.76% ● An increase in the number of EHCPs within school this academic year, receiving 5 in the Yr 7 cohort. CSc stated his concern regarding the number of SEND pupils directed to Risedale. <p>Q. JG asked if there were any national statistics on growth in SEND numbers? SBU stated she would report on after the Census.</p> <ul style="list-style-type: none"> ● There are no attendance and exclusion figures to report as early in the term. ● No further tracking data since the last meeting. ● Staffing and recruitment update. 	

12.7	<ul style="list-style-type: none"> Due to an increase in the need for interventions within school as a result of increased SEND provision and EHCPs it may be that a re-structuring of the team is needed in order to facilitate. CSc asked for governor view on a restructure of SEND team. JG stated this was an operational decision for CSc but the funding may need to be checked. 	
12.8	<p><u>Equalities end of Year Report</u> Deferred to next meeting.</p> <p><u>Health & Safety & Premises</u> GMO was unable to attend the meeting but had provided a written report to the GB.</p> <ul style="list-style-type: none"> Fire Safety Risk Audit Building Works Fire Evacuation Practice CCTV for external grounds Single Central Record Monitoring 	
13.(10/21)	<p><u>Policy Revisions (SBI)</u></p> <p>Proposed by MH, seconded by JT and unanimously agreed to approve the policies in accordance with the policy update report (SBI) dated 27.09.2021.</p> <ul style="list-style-type: none"> Those policies that have been reviewed but have no or minor amendments, including updated policies that fall outside of the policy review schedule. Those policies presented at the meeting, including the adopted privacy notice. <ul style="list-style-type: none"> Admission of Pupils Policy – Revised by North Yorkshire County Council (NYCC) Anti-bullying – Updated to reflect school processes Attendance (Pupils) - Revised from the ‘The Key’ Model policy Behaviour (Pupil) – Updated to include definitions and confiscation Careers Policy (Mission Statement) – updated against DfE guidance Child Protection – Updated by NYCC to reflect updated KCSIE 2021 guidance Code of Conduct for Staff – updated against CYPS Model Policy (NYCC Children and Young People’s Services) Confiscated Property – Updated to reflect latest DfE guidance Exclusion – Revised from NYCC guidance Governing Body Code of Conduct – Revised from NGA model Code of Conduct For the Education of Looked After Children – Updated to reflect the change of terminology to suspensions and permanent exclusions and to detail the role of the Designated Teacher Health and Safety – Updated First Aid information and Chair of Governors Online Safety Policy – Revised from the ‘The Key’ Model policy which reflects updated guidance from KCSIE 2021 PSHCEe – Updated to reflect current process PREVENT – Revised against Government guidance Resolving Issues at Work – Revised by CYPS Adopted Privacy Notice: Visitor Privacy Notice – adopted from Veritau. Informs visitors about what the school does with their personal information. The Pay Review Committee to approve the Pay Policy if updated in time for that meeting, for it to be ratified at the next governing body meeting Archiving those policies listed within the report as superseded/redundant, for those reasons detailed within this report. 	
14.(10/21)	<p><u>Safeguarding</u></p> <p><u>Keeping Children Safe in Education KCSIE</u> Governors to confirm with (SBI) that they have read KCSIE.</p> <p><u>Sexual Violence and Sexual Harassment Between Children in Schools and</u></p>	ALL

14.3	<p><u>Colleges</u> Governors had received a copy of the document and were required to read the guidance.</p> <p><u>North Yorkshire Safeguarding Children Partnership's School Safeguarding Audit 2020/2021</u> Governors noted the audit across the different types of educational settings in North Yorkshire.</p>	
15.(10/21)	<p><u>Link Governor Reports</u> JG submitted a written report on his monitoring visit 23rd September 2021.</p>	
PART 'C' - RESOURCES		
16.(10/21)	<p><u>Finance - Detailed Monitoring Report Month & Budget Monitoring Summary Report Ended 31st August 2021</u> Governors reviewed the above reports and notes to variances as reported by Helen Simpson NYCC FMS Officer.</p> <p>The Start Budget approved a cumulative surplus revenue balance of £227k. There have been several changes made to the budget since that date which has resulted in the surplus increasing to £247k. The reasons are show below :-</p> <p><u>Additional income/Underspent expenditure – £99k</u></p> <ul style="list-style-type: none"> ● Summer 21 term MASS testing programme funding £12k ● Education Health Care plans changes including new Year 7's from September 2021 - £15k ● A new all year round letting for the Youth Centre from May 2021 – additional income of £3k ● Additional funding for Pupil Premium £5k ● Teaching changes from September including the non-replacement of an existing post –Saving £25k ● Support staff saving including the Digital team restructure (delay in appointments and lower grades than initially planned) and the temporary reduction in GTA hours – Saving £39k <p><u>Overspent expenditure - £80k</u></p> <ul style="list-style-type: none"> ● Preventative journal correction relating to 20/21 - £1k ● New Pastoral post from September 2021 and increase in admin hours from May 21 - £17k ● Increase for CPD £6k ● Increase in structure for Admin team £8k ● Alternative provision for a pupil from June 21 - £16k ● Agreed additional resource allocations for MFL, Music and technology - £7k ● Decoration of corridors £12k ● Purchase of Clever touch interactive board and Audio Visual equipment for the Hall - £13k <p><u>Capital expenditure</u> The following projects/costs are included within this report and are fully funded from the Devolved Capital grant and from contributions from revenue.</p> <ul style="list-style-type: none"> ● Principal loan repayments £18k ● Contribution to Capital maintenance projects carried out by County £14k ● Risedale Centre £20k ● Chrome workbooks £90k ● ICT Hardware £37k 	
PART 'D' - OTHER BUSINESS		
17.(10/21)	JT provided an update on future development of Catterick Garrison.	

16.(10/21)	Any Questions from SLT to Governors: None raised.	
17.(10/21)	Tuesday 07 th December 2021 @ 5pm (Focus – Vision, SEF and Development Plan)	

Membership of the Governing Body

Terry McCann, John Glahome (Chair), Cllr. Carl Les, Colin Scott (Headteacher), Lara Vinsen, Sarah Cotgrave, Lt Col. Jim Turner, Charlene Thirlwell, Mike Holmes, Gary Morley and Amy Beveridge.

Other staff – Members of the Senior Leadership Team *Sarah Cox (Associate Assistant Principal), Jane Hailwood, Sarah Matthewman (Assistant Principal), Gill Morrissey (Director of Facilities), Richard Sherwood (Senior Teacher), James Yates (Vice Principal), Helen Whitehead Vice Principal and SENCo).*