

GOVERNING BODY

Minutes of the virtual meeting of the Full Governing Body (GB) held on Tuesday 2nd February 2021 at 4pm.

Present:

Governors: John Glahome (Chair), Jane Hailwood, Colin Scott (Headteacher), Lara Vinsen (from 16.50), Cllr. Carl Les (from 16.50), Mike Holmes, Amy Beveridge (from 16.46), Samantha Cotgrave, Charlene Thirlwell, Lt Col. Jim Turner (from 16.27),

In attendance: Helen Simpson (NYCC Bursar).
James Yates, Helen Whitehead, Gill Morrissey, Richard Sherwood, Sarah Matthewman, Sarah Cox, Stacey Burke and Pat Gale (Clerk to the Governing Body).

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Welcome, Introductions and apologies for absence:</u></p> <p>The Clerk welcomed Governors to the meeting and welcomed the two newly appointed Parent Governors, Charlene Thirlwell and Amy Beveridge (who joined the meeting at 16.46). It was noted that Lara Vinsen, Lt Col Jim Turner and Cllr. Carl Les would be unavoidably delayed. Apologies had been received and consented to from Terry McCann, due to work commitments.</p>	
2.	<p><u>A proposal to reappoint John Glahome as a co-opted Governor for a term of four years:</u></p> <p>The Headteacher proposed the reappointment, seconded by Mike Holmes, and supported by all Governors.</p> <p><u>Resolved:</u> JG agreed to the reappointment as co-opted Governor from the 02-02-2021 until the 01-02-2025.</p>	All
3.	<p><u>Confirmation of new Chair of Governors:</u></p> <p>John Glahome had been nominated at the 6th October 2020 FGB meeting to take over the role from the interim Chair, Terry McCann.</p> <p>The Chair on behalf of all Governors wished to thank TMcC for undertaking the role in such an efficient and effective way.</p> <p><u>Resolved:</u> That John Glahome was confirmed as Chair for the rest of the academic year.</p>	All
4.	<p><u>Nominations for the Vice-Chair of Governors:</u></p> <p>The Chair invited nominations for the role of Vice-Chair, the Headteacher proposed Mike Holmes seconded by the Chair. A secret ballot then took place, and the proposal was unanimously supported by all Governors present, MH agreed to undertake the role.</p> <p><u>Resolved:</u> That Mike Holmes was elected as Vice-Chair for the rest of the academic year.</p>	All

No.	Item	Lead
5.	<p><u>Declarations of interest pecuniary and non-pecuniary:</u></p> <p>Cllr. Carl Les in his role of Leader of NYCC.</p>	
6.	<p><u>Governors to declare business and personal interests:</u></p> <p>Mike Holmes reported that his son was an auditor with Veritau, this would be recorded on the register of interests.</p> <p>Action: Governors were requested, if they had not already, to complete the declaration forms and return to the Clerk by email scan or FAO of the PA to the Headteacher at the school as soon as possible. The Clerk would recirculate the declaration forms to all Governors.</p>	Clerk/All
7.	<p><u>Register of Gifts and Hospitality:</u></p> <p>The Headteacher reminded Governors that a parent had donated a gift of a sweet hamper and personal hygiene hamper to staff to thank them all for the safe and caring ways pupils had returned to school, the gift had been recorded on the hospitality register and thanks given to the parent. These were given to staff via an open and free raffle on the last day of term</p> <p>Action: Governors were requested, if they had not already, to complete the Hospitality Register and return to the Clerk by email scan or FAO the PA to the Headteacher at the school.</p>	All
8.	<p><u>To receive a Budget Update:</u></p> <p>Helen Simpson (HS) the Bursar was invited to present key points from the December 2020 monitoring reports, which had been previously circulated to Governors.</p> <p>It was reported that the carry forward to next year was more positive £116k not £107k that had been reported and approved in October 2020, resulting in a £9k increase.</p> <p>The approved revised budget assumed that the school would be fully open for the Spring Term. Due to the second lockdown and the closure for Spring 1 there are many variances, the monitoring report does assume that school will be 'back to normal' for the majority of budget headings for Spring 2.</p> <p>The key variances are as follows:</p> <ul style="list-style-type: none"> • The Autumn term meals uptake was still not at the level it was pre-Covid. With the closure of the school for Spring 1 there has been a significant reduction in pupil income. The school has purchased FSM vouchers for pupils who are not in school for Spring 1 that will result in extra costs. The shortfall in catering currently stands at £17k. • I have assumed that there will be further savings on the supply budget due to the Spring 1 closure. Supply costs for this half term are being fully funded through the Staff Absence Scheme, the contingency d for TA cover will not be required for Spring 1, and we estimate an overall saving of £15k. • Support staff costs have reduced due to sickness and the later start date for the Lawrence House post, we estimate an overall saving of £5k. 	

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	<p><i>Q: Have exams fees been reduced due to the cancellation of summer exams?</i> <i>A: We are not sure if this will happen yet. However, there is a saving on music lessons through NYCC, with an estimated saving of £8k.</i></p> <ul style="list-style-type: none"> • I have assumed an underspend of £4k on some specific learning resources headings, and it is likely there will further underspends for curriculum budget areas, but for this report I have assumed they will be fully spent. • There will be a saving on the publicity budget of £3k and there could be further savings on the rebranding budget, but this will depend on if and when the logo is approved.(See FGB 18) • There is no difference to the capital budget, as there is always a balanced budget. The projects and costs are included in the monitoring report, Principal loan repayments of £17k, contribution of £13k to capital maintenance projects carried out by County, £78k for Chrome workbooks and £46k for a new server and ICT hardware. <p><i>Q: Looking at the staff survey, is there a budget for health and well-being?</i> <i>A: We have a CPD budget, which could include staff well-being support.</i></p> <p><i>Q: Is the Chromebook development affordable, and can all pupils have access to devices?</i> <i>A: We do need to budget for contingencies, but the funding is for our pupils now, we can discuss under item 14 on the agenda.</i></p> <p>Action: If Governors have any further questions please refer to the Headteacher who will then discuss with HS.</p> <p>The Chair thanked Helen Simpson for a very thorough and helpful report, noting that it must be very difficult to accurately predict budgets in such challenging times, with so many ‘unknowns’ due to policy changes.</p>	All
9.	<p><u>Statutory Committees.</u></p> <p><u>School Improvement Committee (SIC)-</u></p> <p>Governors had been previously circulated with the approved minutes of the meeting held on the 2nd December 2020.The Headteacher reported that the 19th May date for the Berlin trip, may need to change due to restrictions, but at the moment remained as planned.</p> <p>The draft minutes of the 13th January 2021 meeting had been circulated and it was noted that the Staff Survey results would be discussed in detail at the next meeting on the 10th February, in order to feedback to the FGB in March. It was also noted that a discussion would take place on a new name for the Committee at the next meeting.</p> <p>The Committee Chair, John Glahome raised the issue of whether he should continue as Chair as he was also now Chair of the FGB, and suggested that perhaps Mike Holmes (MH) might be willing to take on the role.MH said he would consider, but would need to know what was needed and involved.</p>	

No.	Item	Lead
	<p>Action: That nominations for a new Chair of the School Improvement Committee would take place at the 10th February meeting.</p> <p>The Chair thanked all staff who had contributed reports to the Committee, which was proving to be a valuable way of challenging and evidencing school improvement.</p>	
10.	<p><u>Minutes from the virtual Governing Body Meeting held on the 8th December 2020:</u></p> <p>Governors had been previously circulated with the minutes Governors proposed that the minutes should be approved as an accurate record proposed by MH and seconded by LV.</p> <p>Resolved: That the minutes of the 8th December 2020 meeting be approved, signed and dated by the Chair as a correct record.</p>	All/Chair
11.	<p><u>Matters Arising</u></p> <p>Governors had been circulated with a summary of actions from the last meeting and were reminded to complete and sign the declarations of interest and Code of Conduct and return by email scan or hard copy to the Clerk or PA to the Headteacher.</p> <p>10g)-the Headteacher noted that there had been a new update to KCSiE, (Jan 2021) to take account of changes to recruitment in response to the UK leaving the EU.The changes are summarised in Annex H on page 115,paragraphs17,149 and 165.Governors to note.</p> <p>All other actions had taken place or were underway.</p>	
12.	<p><u>Agree date of next meeting.</u></p> <p>Date of the next meeting: Tuesday 16th March 2021 at 4pm- single item agenda focusing on the Quality of Education.</p>	
PART B-SCHOOL IMPROVEMENT		
13.	<p><u>Headteacher's Report.</u></p> <p><u>a) Update on Covid operations-</u> the Headteacher explained that the school was hoping to fully return after the Easter break, and planning for a near to normal year ahead from September, consideration is being given to extend on line learning as part of the curriculum offer. Some parents are concerned that pupils are being overloaded with work and some think they haven't had enough work, a difficult balance to manage.</p> <p>JG proposed that the School Improvement Committee should review the provision of the remote learning offer.SM believed that things need to be kept in proportion, keeping lines of information open and helping parents to support their children, as it is new for everybody, staff and pupils.</p>	

No.	Item	Lead
	<ul style="list-style-type: none"> • Increase in attendance • Reduction in persistent absence <p>Improvements in the progress made by FSM6 pupils compared to their service pupil peers is stronger, this shows that further work needs to be done in targeting support for some of our service children, particularly the higher ability pupils. It can also be seen that the progress of FSM6 pupils compared to their peers has fallen, the gap has widened, so more targeted work needs to be done with these pupils.</p> <p><i>Q: Can the Pupil Premium spending plan be seen by the School Improvement Committee?</i></p> <p><i>A: The spending of the money is planned and detailed in the accountability pack, and some spending has been completed, such as the purchase of extra laptops to support some SEND and the purchase of a full suite of revision booklets for all pupils at KS4.</i></p> <p><i>Q: Are disadvantaged pupils less likely to get involved in remote learning?</i></p> <p><i>A: Yes they are less likely to get engaged, so the gap will widen.</i></p> <p>e) Curriculum and Core Subject Review-</p> <p>James Yates gave a verbal update on the curriculum, explaining that there was still no clarification about exams, and as a school did not yet know what evidence was required to make Centre based Assessment Grades (CAGs) and if moderation was needed.</p> <p>Action:</p> <p>Governors would be kept informed of exam arrangements when they were known.</p> <p>(To note:CL and LV joined the meeting at 16.50)</p> <p>In terms of the Core Subject Review the following key headlines were shared:</p> <ul style="list-style-type: none"> • Maths is a very well established team, pupils were making good progress and could cope with more challenge. • English is also a very strong team, with great capacity to work together. • Science is aiming to ensure that pupils develop greater depth and progress at KS3. <p>The Chair thanked JYa for his update noting that it must be very difficult to plan, when there were so many unknowns.</p> <p>f) SEND Update- February 2021</p> <p>Helen Whitehead was welcomed to the meeting and invited to talk through her report to Governors and respond to any queries. The key headlines were reported as follows:</p> <ul style="list-style-type: none"> • There are currently, at the time of reporting, 118 pupils on the SEND Register equating to 21.2% of the school population.19.6% on K Codes and 1.6% with EHCPs.Year 7 has the highest proportion of all Year Groups. <p><i>Q: What is the highest breakdown of need?</i></p> <p><i>A: Mainly related to communication, language and interaction reflecting conditions on the autism spectrum, a common pattern across North Yorkshire.</i></p> <p><i>Q: Are there any common trends?</i></p>	<p>All</p>

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	<p><i>A: There has been a 37% increase in the number of pupils on the SEND register since the 2020 spring term, with an 80% increase in Pupils with EHCPs. There are seven males with EHCPs and two Females.</i></p> <ul style="list-style-type: none"> • We have already received consults for six pupils currently in Year 6, we have said we can potentially meet the needs for four of these, although we still have to await the outcome of these consults. If all four pupils were to come to Risedale, there would be 12 pupils on the SEND Register with EHCPs, a rise of 33.3%, which could be even higher by September 2021. • The new national lockdown will make it difficult for us to track progress for SEND across the academic year, however our assessments in September showed that some pupils with SEND had regressed during the last lockdown, so we anticipate there might be a similar pattern with the new lockdown. • Our staff team includes me as the SENCO, Stacey Burke who has been a massive support as Assistant SENCO, 3 HLTAs, 3 GTAs for general classroom support and 3 GTAs for 1:1 support for specific pupils. We also have one vacancy, but finding it difficult to recruit to. We have also had some issues with long-term sickness of 3 GTAs, which has impacted on our service delivery, two are in the attendance management process with HR. <p><i>Q: Is the difficulty in recruitment specific to Risedale, what is the reason do you think?</i></p> <p><i>A: It is hard to say, there are not any qualifications for GTAs, so that could possibly be a deterrent.</i></p> <p><i>Comments:</i></p> <p><i>The Headteacher said he thought it was difficult to recruit to the Catterick area, but we intend to actively promote all opportunities in the future.</i></p> <p><i>SMn mentioned that the school used to recruit Army Wives in teaching roles and we could look at working with 'Red Kite' to 'grow our own' as part of the Risedale Family.</i></p> <p>1.Action:</p> <p>Lt Col Jim Turner to meet with Helen Whitehead to consider the skillset required for the crucial roles and identify potential Support from the Army in meeting recruitment difficulties.</p> <p>HW reported on the following strategic developments:</p> <ul style="list-style-type: none"> • Annual staffing plan with rationale for deployment. • Whole school costed provision plan at school and pupil level. • Individual costed provision maps for pupils with EHCPs • Improved annual SEND report for Governors, given clearer data and analysis and accountability. • Positive link with SEND Governor Lara Vinsen (LV) established, which has provided a great sounding board. <p>LV on behalf of the FGB wished to thank HW for really positive and regular reporting.</p>	<p>JT/HW</p>

No.	Item	Lead
	<p>g)Raising Attainment-Disadvantaged and More Able progress and targeting- Governors had been circulated with a summary report on raising attainment by Richard Sherwood who highlighted the following :</p> <ul style="list-style-type: none"> • Planning for progress sheets-during the intervention focus months in 2020 for years 11 (September),10 (October),9 (November) and 8 (December),staff identified the disadvantaged and more able students that they teach, identified their current progress compared to their MEGs and interventions that they were putting in place to improve their progress. <i>Q: The Planning for Progress sheets are very useful for subject and faculty leads to assess the impact of interventions on pupils progression, are they seen as an added onus on staff?</i> <i>A: They are an additional task, but they do help to identify the more and less able pupils, so we do need to emphasise the importance of the sheets as a useful tool to see how pupils are progressing.</i> • National Tutoring Programme-all of the Year 11 disadvantaged pupils were booked on to do 1:1 English and Maths interventions as part of this programme, but this is now under review with announcements about exams and the potential shift in focus to Year 10,possibly after Easter. • Disadvantaged survey undertaken before Christmas-116 out of 147 disadvantaged pupils were surveyed, questions included: 1) What do you think could be done by yourself to help you reach your full potential? 2) What do you think could be done by the school to help you to reach your full potential? 3) What do you think could be done outside of school to help you to reach your full potential? We are hoping that the results and analysis can give us a real insight into how we can support the disadvantaged. <i>Q: Is a member of staff trained to design surveys of this nature?</i> <i>A: No one has had specific training in survey design, and we probably need more focus on the purpose of the survey, is it to get a response for Ofsted or is it about getting a more rounded approach to school improvement.</i> <p>2.Action: RS and SMn to consider how survey design can be improved.</p> <p>h) Staff Survey Results- December 2020- Governors had been circulated with a brief summary of the results and suggestions on how staff well-being can be further improved.</p> <p>3.Action: The complete survey results will be reviewed by the School Improvement Committee to target challenge and support leaders during a school visit focused on behaviour, feedback from the Committee will be shared with the next FGB meeting.</p>	<p>RS/SMn</p> <p>School Improvt. Committee</p>

No.	Item	Lead
	<p>i) Verbal Health and Safety and Premises Update- GMo was invited to give an update, which included:</p> <ul style="list-style-type: none"> • Lateral Flow Testing had been a huge task carried out since the 28th January across eight morning sessions.163 had completed tests and no negative results, has gone really well, but registration is very time consuming, but we have set up a weekly staff rota. • We hope that with experience we can carry out 2-4 tests a day and hoping to operate between 09.30 and 12.30. • Expressions of interest for the cleaning contract close on the 4th February, and we have to notify the companies by the 8th February, tenders will then be received by midnight on the 11th/12th February, with a start date in April. The County procurement team will advise on the evaluation and scoring process. <p>4.Action: The Chair, GMo and SB will progress the process.</p> <ul style="list-style-type: none"> • The drawings for the Science, Food, Art and Technology refurbishments are being finalised, but there is an uncertainty about start dates, due to lack of information about exams. <p>5.Action:</p> <ul style="list-style-type: none"> • The Chair and GMo will arrange a Health and Safety monitoring visit shortly. <p>The Chair thanked GMo for the management of a diverse portfolio of developments not least due to Covid operations.</p> <p>j) GDPR/FOI/Complaints Update- The Headteacher had circulated a summary of requests for information. None were contentious and all dealt with within their required timeframes. The GDPR requests included 2 educational records request, 1 subject access request and 2 tenant reference requests for staff. A data breach was reported, when a member of staff forgot to use the BCC function when emailing external email addresses. All staff have been reminded of this requirement. A complaint by one member of staff about another over the level of work given to pupils, resulted in the requirement for any concerns to be reported to the line manager not through staff.</p> <p>k) Leadership and Management – The Headteacher emphasised the importance of undertaking Governor training to support them in their roles. The training can be funded through the CPD budget, and booked through SB, the Principals PA. They were also reminded to continue to complete the ‘governor training log and skills audit’ and returned to SB for filing.</p>	<p>Chair/GMo/ SB</p> <p>Chair/GMo</p>
14.	<p><u>Financial Request for extraordinary spending-</u></p> <p>The Headteacher explained that orders for personal devices were needed to be made early for deliveries months ahead. An annual commitment of</p>	

No.	Item	Lead
	<p>approx. £40k for one year group going forward would be needed. The new budget for 2021/22 would need adjusting by £40k to allow for the extra year group and permission would need to be given to spend up to £80k in this upcoming financial year to order approx.300 devices.</p> <p>CT stated that pupils had greatly benefited from the laptops, and remote learning would not have happened without the investment.</p> <p><i>Q: Have we got sufficient funding to support this request?</i></p> <p><i>A: We have a surplus, and the Bursar, HS has taken this additional expenditure into account, and I just need your permission to spend the additional £40k please.</i></p> <p>Resolved: That the FGB approved the additional expenditure to fund the additional IT devices for pupil use.</p>	<p style="text-align: center;">All</p>
15.	<p>External Reports- Governors had been circulated with the following reports: Local Authority Visit Report-James Burran,the Senior Education Adviser, had visited the school in December 2020, and had not raised any concerns, recommending categorising the school as Category 2 in line with the School Improvement Strategy. This was then followed up by a formal letter from Amanda Newbold, the Assistant Director of Education and Skills.</p> <p>It was noted that the report of the visit had been very supportive and proposed actions were being followed up by SMn and JYa.</p> <p><i>Q: What does Category 2 mean?</i></p> <p><i>A: Basically it means that the LA would offer the school a 'light touch' approach to school improvement and support, it is summarised in the categorisation grid.</i></p> <p>The Chair thanked the Headteacher and SLT for a very positive outcome.</p>	
16.	<p>Policy Revisions and Approvals- Governors had been previously circulated with a number of policies: a) Pupils, Parents and Staff Privacy notice-Covid-19-the policy incorporated information on lateral flow testing, which was being implemented according to government requirements.JT proposed that it should be adopted, seconded by MH and all Governors were in favour.</p> <p>Resolved: That the Pupils, Parents and Staff Privacy Notice-Covid 19-be approved for adoption.</p> <p>b) Parent, Carer and Visitor Policy had previously been circulated for consultation no issues had been raised and it was supported.</p> <p>c) Complaints Policy and Procedure-there had been no updates, so it was recommended for adoption.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">All</p> <p style="text-align: center;">All</p>
17.	<p>Verbal Governance Update-</p> <ul style="list-style-type: none"> • Governor training-Governors were reminded to log any training they had done with Stef Blood. JG reported that he had undertaken Integrated Financial Planning and an on line course 'Preparing the Board for the future' and 'Effective Chairing of a Governing Board'. 	

No.	Item	Lead
	<ul style="list-style-type: none"> Succession planning for Governors-it was noted that plans were in place. A Staff Governor election would need to be taken forward by the school. 	HT/SB
18.	<p>Verbal Update on Rebranding and the website development-</p> <p>SMn reported that ‘Purple Creative’ had been commissioned to design a new logo, which had been well received by pupils and SLT.It emphasised Risedale as a ‘ family of learners’, with a sharp energetic design; iron-on badges would be produced for blazers, house ties would continue to be used. Designs for the website would be produced shortly, incorporating the new logo.</p> <p><i>Q: What is the plan for rolling out the new uniform?</i> <i>A: Year 7 pupils will have the new badge for their blazers. Existing pupils can receive badges that can be ironed on the blazer pocket. GMo is drawing up the specification for the design.</i></p> <p><i>Q: Do parents have to buy the uniform from one supplier?</i> <i>A: We want to give parents the flexibility to buy the blazer from anywhere, but the tie and badge will be available from school.</i></p> <p>Resolved: The Chair proposed that the logo be approved seconded by CT and agreed by all Governors.</p>	All
PART C- OTHER BUSINESS		
19.	<p>Questions from the SLT-</p> <p>No questions were raised by members of the SLT.</p>	
20.	<p>There being no further business the Chair thanked Governors and staff for their commitment and contributions to the meeting.</p> <p>(The meeting closed at 18.26)</p>	

Membership of the Governing Body

Terry McCann (Interim Chair), John Glahome, Jane Hailwood, Cllr. Carl Les, Colin Scott, Lara Vinsen, Sarah Cotgrove, and Lt Col. Jim Turner, Charlene Thirlwell, Mike Holmes and Amy Beveridge.

Other staff – Members of the Senior Leadership Team

Sarah Cox (Associate Assistant Principal), Sarah Matthewman (Assistant Principal), Gill Morrissey (Director of Facilities), Richard Sherwood (Senior Teacher), James Yates (Vice Principal), Helen Whitehead Vice Principal and SENCo).