

GOVERNING BODY

Minutes of the meeting of the Governing Body (GB) held on Tuesday 02nd April 2019 at Risedale Sports and Community College, 5pm

Present:

Governors: Beki Bulmer (Chair), John Glahome, Cllr Carl Les, Jane Hailwood, Terry McCann, Colin Scott

Others: James Yates (Vice Principal), Sarah Cox (Senior Teacher), Gill Morrissey (Director of Facilities), Sally Zaranko (Assistant Principal) and Stephanie Blood (Clerk to the Governing Body)

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Welcome and Apologies</u></p> <p>Stewart Gardiner – consented to Joe Jordan – consented to Sarah Sinnott – consented to Lara Vinsen – consented to Chris Withers – 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>Declaration of Interests</u></p> <p>The Chairman reminded governors of the need to declare interests, pecuniary or non-pecuniary. Cllr reminded Governors of his position as Leader of North Yorkshire County Council and the Principal reminded Governors of his role as an Ofsted Inspector. No other interests were declared.</p>	
3.	<p><u>Declaration of Business Interests</u></p> <p>The Chairman reminded governors of the need to declare any business interests. No business interests were declared.</p>	
4.	<p><u>Register of Hospitality</u></p> <p>No gifts or hospitality have been received.</p>	
5.	<p><u>Urgent Business</u></p> <p>There were no items proposed for discussion under urgent business.</p>	
6.	<p><u>Statutory Committees</u></p> <p>Governors noted the minutes from 18th February 2019 and 19th March 2019 School Improvement Committee meetings and the Impact of the School Improvement Committee Report.</p> <p>CSc remarked on how impressed he was with the work of Mrs Matthewman and Mr</p>	

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	<p>Yates in working with, and supporting the School Improvement Committee (SIC). CSc stated he had noticed a clear improvement in sharpness of the SIC in their willingness to challenge SLT and question staff.</p> <p>Governors gave their thanks to Mrs Matthewman and Mr Yates and to all the staff for their input into the SIC meetings.</p> <p>Q: Are those SIC members present feeling there is an improvement in their confidence and knowledge of the school business, such as identifying challenging groups and understanding areas of weakness?</p> <p>A: SIC members generally felt more confident in being around school and speaking to staff and students and providing challenge though agreed they were not fully confident in identifying challenging groups. SIC members welcomed the accountability meetings where progress within priorities could be evidenced and members were gaining valuable knowledge in those areas.</p> <p><u>Resolved:</u></p> <p>a) SIC meetings to become more data focused to enable Governors to understand where the issues and challenges are and where groups are doing well, for meetings to be become more holistic. Mrs Matthewman to review future agenda's accordingly.</p>	<p>SMn</p>
<p>7.</p>	<p><u>Minutes and Actions from Previous Governing Body Meeting</u></p> <p><u>Resolved:</u></p> <p>a) That the minutes of the meeting of the Governing Body held on 05th February 2019 be confirmed and signed by the Chair as a correct record.</p> <p>Matters Arising:</p> <p>Regarding cream overlays, a survey was undertaken with students regarding preference for overlays with the outcome being 68% of students wanted to stay with the coloured outlays currently in use. Going forward, the proposal is to continue with the coloured overlays but for all new Y7 students to work with the cream overlays which will see a phase out of coloured inlays as Y7 students progress through school.</p> <p>There are 3 Wellbeing Champions in place in school and they have given an assembly informing students about their role and posters have been placed around the school. Students are now accessing the Champions and confiding in them and CPD has taken place for staff looking at youth and mental health and how to recognise signs and symptoms. Consideration is being given to rolling out Wellbeing Champions for staff.</p> <p>Q: Has challenge for all students been embedded?</p> <p>A: This will be discussed in the Teaching and Learning item later on in the agenda.</p>	<p>Clerk</p>

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8.	<p><u>Date of Next Meeting and Future Meeting Dates</u> Tuesday 14th May 2019 @ 5pm (Focus – Budget) Tuesday 02nd July 2019 @ 5pm (Focus – Personal Development, Behaviour and Welfare)</p> <p>Governors noted the dates of the next meetings.</p> <p>The Principal advised of a bid being put together to request from NYCC a capital loan to allow the school to replace all its IT equipment due to age and deterioration. Provisions will be made to the budget to pay back the loan over the next 4 years. In future years provision to be made in the budget for an ongoing ICT replacement programme.</p> <p>The Principal informed Governors that it is hoped that it will be reported to the next Full Governing Body meeting which focuses on budget, that this will be the first financial year in several years that doesn't end an accumulative deficit position. Governors welcomed the news.</p>	
PART 'B' – SCHOOL IMPROVEMENT		
9.	<p><u>Principal's Review</u></p> <p>The Principal reported that accountability meetings were taking place and was pleased with the challenge given to TLR1 holders by Governors and recognised that there needs to be a lot more work undertaken to turn actions 'green'. The Development Plan will roll forward and remodel in line with school priorities.</p> <p>Q: Are Governors happy with the process of the accountability sheets? A: Governors welcomed the accountability process as an opportunity to have meaningful discussions with Leaders on improvements made and have this evidenced, but felt that the timings of the meetings may be better scheduled to coincide with the release of SP data to enable Governors to triangulate information with measure points and allow time for Governors to have an impact on progress of actions.</p> <p><u>Resolved:</u></p> <p>a) Going forward, the accountability meeting schedule to be reviewed to take into account SP data and to allow time for Governors to have an impact on progress to enable actions to turn green.</p> <p>The Principal advised there has been no change to the SEF.</p> <p>Exclusions remain at zero. The Principal reported on a challenging situation in school where alternative measures are being explored to further support a number of students, such as organising an alternative learning provision for those students for a period of time.</p> <p>A news piece will be aired on BBC Look North on Wednesday 10th April 2019 regarding how the school is managing exclusions and the subsequent set up of Lawrence House, the pre-exclusion provision on site.</p> <p>Attendance for staff is still being managed with a number of long term absentees.</p>	Principal

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	<p>An appointment has been made for a Head of KS3 Science. They will support the curriculum in Science and the Head of Faculty, with the added responsibility to embed STEM learning across the whole curriculum.</p> <p>Further recruitment will need to take place for a second Science teacher, a discussion followed on the difficulty in recruiting Science teachers in this area.</p> <p>Mr Yates presented the Other Subject Review report. Salient points noted:</p> <p>Creative Faculty - Drama has been introduced but challenges have been faced in growing the subject. The numbers that chose the subject at Options Evening were less than anticipated but the momentum will continue to provide a suitable qualification to ensure the subject maintains an appropriately high profile.</p> <p>Music is progressing with the current Y11 almost half a grade higher than this time last year. The subject is also increasing in numbers.</p> <p>PE saw two new staff joining the team at the beginning of the academic year. The number of students that have opted for GCSE PE exceeds numbers which will be reviewed. There are also challenges due to the range of sporting activities required by the students, and the level required to achieve a high grade. PE staff, along with students will attend a residential during the Easter break to maximise delivery of the GCSE qualification where there will be practical assessments in rock climbing and road cycling. The current Yr11 students will conclude the BTEQ PE qualification in school.</p> <p>Work is ongoing to raise performance in Food Technology. Food Technology continues to be a popular choice for students in their options, however measures will be made not to overpopulate this qualification until leaders are content that progress and intent within the curriculum has been stabilised.</p> <p>Design Technology is progressing in line with the national average and results are on par with last year's results.</p> <p>Within Humanities, the new Head of RE is proving very popular and the subject has been chosen by a large number of students.</p> <p>Students are also undertaking a short course in RE where appropriate for them.</p> <p>The new Head of RE is also engaging in whole school foci which includes the development of ICT through Google Classroom and is also one of the wellbeing points of contacts for students.</p> <p>Q: The current year 7 cohort is a large cohort, is a review of staffing being undertaken to ensure it matches class sizes when the larger cohorts come through.</p> <p>A: The school will not hit larger numbers until Y8. At this stage it would be a risk to put too many students through certain subjects when there is new teaching staff in place so a review is being undertaken to consider maintaining one class by reviewing the appropriateness of the curriculum for students. Going forward a review of the curriculum will be undertaken earlier in the process however, there is no concerns regarding staffing as additional teachers have been budgeted for year on year to match growing pupil numbers.</p> <p>The new Head of Humanities has reworked the Geography curriculum and created a smoother learning journey across both key stages. There is now a more systematic/logical approach to the teaching and assessment within these subject</p>	

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	<p>areas and these changes are now being mapped out across History and RE. A decision has been made to update the History curriculum and it is hoped improvements will now be seen in Geography and History. Unlike previous years there is an equal balance of students choosing both Geography and History.</p> <p>The Governors and Senior Leadership Team expressed their thanks and appreciation to the Head of Humanities who has strongly and effectively managed a difficult situation throughout the year with professionalism and dedication.</p> <p>In summary there are now more students studying the eBacc, with this having risen to 42% for current Yr11 and then 58% for current Yr10. This is on track to naturally achieve the government expectation of 66%. Work needs to be undertaken to ensure students fully understand the subject they are opting for to ensure it is more than just the popularity of the teacher.</p> <p>Mrs Zaranko went on to present the report on SEND, Disadvantaged, More Able, Pupil Premium, the Hub, Safeguarding, Personal Development, Behaviour and Welfare. Salient points noted:</p> <p>The reading interventions programme is ongoing with students seeing substantial improvements over the course of the programme such as a 25 month gain in reading age. The school is working alongside Richmond School trialling a new reading standardised test from Hodder and Stourton, this will help provide accurate reading assessments and compliment the screening by Lucid Exact and determine whether students are both decoding and understanding text.</p> <p>An assembly with a 'more able' focus has taken place along with a presentation to parents for Y9 students.</p> <p>SEN students have been supported to attend a trip to France.</p> <p>The student council have made a number of suggestions to enhance The Risedale Way. These have been forwarded to staff for consultation, outcomes of the consultation will be fed back to the student council where it is hoped the student council will work with The Risedale Way working party to incorporate enhancements.</p> <p>Governors undertook to issue a message to staff to thank staff for their continued efforts in managing behaviour in school.</p> <p>Governors also recognised the maturity shown by the student council and were pleased to hear of their involvement in enhancing The Risedale Way. Governors also gave their thanks to Mrs Hailwood for her leadership of the school council.</p> <p>Attendance is currently above the national average even when taking into account army moves which impacts school attendance figures for the duration in between the student leaving school and starting at another school, and students taking holidays during school terms including students in Year 11, prior to their examinations.</p> <p>Q: Is there any updates on bullying in school?</p>	<p>Lead</p> <p>Chair</p>

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	<p>A: In terms of how these incidents are dealt with, evidence is available. Mrs Zaranko undertook to ensure bullying data was a feature of future reports. Racist and homophobic incidents are reported to county as per the statutory requirement.</p> <p><u>Resolved:</u> b) SIC to consider bullying data at their next meeting.</p> <p>Mrs Hailwood presented the Student Council report.</p> <p>The Council consists of a core group of students who attend the Council meetings regularly and take their responsibilities seriously. The Student Council has been a good sounding board to discuss various issues such as girl's attendance, of which students were not surprised of the data surrounding this issue which was then a theme for an assembly.</p> <p>As previously discussed, the Council were keen to enhance The Risedale Way.</p> <p>It is hoped a sponsored walk will be organised to take place in the summer term. Discussions have been held with the MoD regarding this, a date has yet to be finalised. The student council have suggested using the event to support the charity 'Young Minds' however, the Principal advised he has asked the student council to consider supporting local charities to ensure the school supports its community, discussions are ongoing.</p> <p>The Principal requested the sponsored walk be organised to include curriculum activities in the build-up, during and after the walk. Mrs Hailwood undertook to consider this.</p> <p>The school was recently visited by Tamara Taylor, women's England national rugby player, who promoted rugby for girls in school by giving a motivational presentation to Y8 students followed by a rugby practical session with Y8 girls. Tamara Taylor is currently fundraising in support of Wooden Spoon, where rugby stars Lee Mears, Ollie Phillips, Shane Williams and Tamara Taylor will attempt to set two world records on Mount Everest. They will trek and play alongside 20 inspirational men and women to help raise more than £200,000 for children with disabilities and facing disadvantage across the UK and Ireland. To support Tamara Taylor school is organising a sponsored skip with Y8 students to help raise funds.</p> <p>Ms Cox presented Governors with the Equalities, Prefects and Targeted Intervention Report. Salient points to note:</p> <p>Barnardo's Training took place for staff on 5th March and 26th March 2019. A programme for students is to follow.</p> <p>The new prefect team have been appointed and are in post with a new Head Prefect and Deputy Prefect. Key Stage students are aspiring to be prefects and consideration needs to be given on how this can be built on going forward.</p> <p>Ms Morrissey presented the Health and Safety and Premises Report. Salient points to note:</p>	<p>Lead</p> <p>Clerk/ SMn</p> <p>JHI</p>

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	<p>All fire extinguishers have recently been checked, updated, refilled and in some cases exchanged across the school site. Checks are also carried out monthly by the site team for any tampering's and records maintained of any findings ensuring the school meets compliance.</p> <p>Regarding the boiler room, the new installation continues to cause problems regarding the noise levels in the Drama classroom. Alien and HSC visited site today with a noise meter. The decision is that some further fabrication works needs to be carried out over the Easter break and different pumps installed to reduce the noise levels. Additional damper covers are to be fitted and further insulation works to the ventilation pipes running through the classroom floor and ceiling. It is accepted that as it stands the classroom is deemed not fit for purpose but hopefully the problem will be fully addressed over the half term break.</p> <p>The insurance payment for the Pavilions will hopefully be received by the end of the month and the result from the planning application is also due soon. Solutions for electrics are being considered.</p> <p>There are no major works planned for this summer.</p> <p>The latest Health and Safety report from the school advisor has been placed on the Governors portal for Governors to review.</p> <p>Fixed wire testing has taken place across the school and the full report and action plan are awaited.</p> <p>Three bids have been submitted to the local authority for funds 1) outdoor sport equipment to support Lawrence House 2) Pavilion trim trail 3) covered area and seating area in quad.</p>	
10.	<p><u>External Reports</u></p> <p>There were no external reports.</p>	
11.	<p><u>Teaching, Learning and Assessment</u></p> <p>Mrs Matthewman advised there has been a shift change in achieving a good in teaching and learning due to the work undertaken in school by Mark Wilson, the External School Improvement Partnership. Mark Wilson has used a forensic approach in supporting the school and has undertaken work with Mrs Matthewman and Mr Yates and in particular with TLR1 holders which has changed the way they see themselves and become the 'head teacher' of their areas.</p> <p>The TLR1 team now work more collegiately together and now know their areas which was evidenced by the Local Authority Advisor during a recent visit who stated "TLR1 holders clearly know their area, the improvements needed and could articulate clearly and confidently about what actions they were taking for further improvements".</p> <p>TLR1 holders have taken up mantel, using P4P sheets, planning sheets and CPD approaches to address key issues.</p>	

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	<p>High challenge, metacognition and vocabulary strands run through the delivery of the curriculum which triangulates with the earlier report from Mr Yates.</p> <p>Mrs Matthewman presented the TILT sheets to Governors advising that the sheets have been modified for various groups due to the requirement of differing information. On reviewing the sheets they show an improving picture and this is down to the hard work of TLR 1 holders through the coaching model which comprises more regular meetings with Mr Yates, Mrs Matthewman and the TLR1 team, which has enabled the TLR1 holders to hold much more challenging conversations with staff.</p> <p>Q: Looking at the TILT sheets, how can quality of teaching be improved overall? A: The orange sections highlight areas that need developing and these will be a focus with the individual concerned.</p> <p>Regarding feedback and assessment, there is a new 1-9 system in place plus the teaching and learning group has been extended to comprise Middle Leaders. Student voice is evidencing that students can articulate what they know and the next steps that they need to take. There is a more active process that involves P4P sheets and talking to students, in particular key progress students. Teaching to the top is crucial as it stretches and challenges students in the classroom.</p> <p>The next steps include a new appointment in Science, working with current staff to improve any under performance and stabilise staffing in Humanities.</p> <p>A discussion followed on current staffing and how this can be managed in the short term. Mrs Matthewman advised middle leaders have been upskilled on the Attendance Management Policy and are now confident in that skillset. Staff recognise that leaders at all levels are challenging performance more quickly.</p> <p>Governors discussed the developments made from the coaching received from Mark Wilson and the improvements made as a TLR1 group.</p>	
12.	<p><u>Careers Update</u></p> <p>Mrs Porritt presented the item advising an assessment on the Careers Award was held on 22nd March 2019 which passed, with the school securing the Careers Standard Award, Risedale now being one of 6% of schools nationally to do so. The award will be re-assessed in 3 years' time. As the award is now secured Mrs Porritt advised things have moved on since issuing the reports to Governors and the focus for the next academic year will be employer engagement. The schools has signed with the Enterprise Advisor Network on 21st February 2019 and local businesses have been in contact with the school to get more involved with the school and work is now ongoing with Mr Yates, to review the curriculum to tie in work experience.</p> <p>The Principal and Governors expressed their thanks and appreciation to Mrs Porritt for her dedication and work involved in securing the award on behalf of the school and recognised that it is good evidence that the school is supporting the students in exploring their future careers.</p>	
13.	<p>Feedback from Governor Visits</p> <p>— Joe Jordan 25th March 2019</p>	

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	Governors noted Mr Jordan's report from 25 th March 2019.	
14.	<p><u>Policies</u></p> <p>Governors reviewed the following policies:</p> <ul style="list-style-type: none"> — Complaints Policy — Parental Leave Policy — School Reorganisation, Redundancy and Redeployment Policy — Information Security Policy — Surveillance Policy <p>Examinations Policies:</p> <ul style="list-style-type: none"> — Examination Policy <p>Q: Who is Head of Centre and who is VP in examinations? A: Principal is Head of Centre for examinations and VP for curriculum and exams is the Vice Principal, Mr Yates.</p> <ul style="list-style-type: none"> — Non-Examination Assessment Policy — Internal Appeals Relating to External Qualifications — Word Processor Policy - Examinations — Disability Policy - Examinations — Emergency Evacuation Policy - Examinations <p>Q: Has the Lockdown Procedure been finalised? A: Work is ongoing with the Lockdown Procedure. A lot of external advice has been sought from key agencies, such as the MoD and Police, and training for staff has been given by professionals. The Local Authority have since put together a proforma which the school will use as a template. The main piece of external advice received is the procedure should not be practised with students.</p> <p>Governors agreed that in terms of examinations there needs to be crystal clear procedures during emergencies.</p> <p>Late Policies Issued:</p> <ul style="list-style-type: none"> — Code of Conduct (Staff) <p>Q: Regarding paragraph 7.9 which references 'All teaching staff, and support staff employed on spinal column point 28 and above, are required to obtain the consent of the Headteacher prior to accepting additional work.' Why is this restricted to that pay band level? A: This is due to the level of responsibility of staff on those pay levels.</p> <ul style="list-style-type: none"> — Employee Privacy Policy — CCTV Privacy Policy <p>Q: Is footage retained for 21 days and is this a reasonable amount of time? A: GDPR does not allow for data to be retained for longer than necessary. If footage relates to an incident then this can be kept for longer for evidential purposes.</p>	

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	<p>Q: Are records being kept detailing how the CCTV footage is being viewed and by who?</p> <p>A: There is no manual record kept but a report can be generated from the system to show who has accessed footage, the time and the date. Only staff who have been given a logon can access the cameras.</p> <p>— Acceptable Use Policy — Behaviour Policy</p> <p>Resolved: a) Governors approved the policies listed above for publication and issuing to staff for awareness.</p>	<p>Clerk</p>
PART 'C' – RESOURCES		
PART 'D' – OTHER BUSINESS		
15.	<p><u>To deal with any matters of urgent business identified under Item No. 5.</u></p> <p>There were no matters to report.</p>	
16.	<p><u>Confidential Items</u></p> <p>An item was discussed around staffing. SLT members and Staff Governors were asked to leave the meeting.</p> <p>6.58pm SLT members and Staff Governors left the meeting. 7.03pm The meeting reconvened with Mrs Bulmer, Mr Glahome, Cllr Les and Mr Scott present. The Clerk was present to take notes.</p> <p>The item is recorded in the confidential minute file.</p>	
17.	<p><u>Any other business</u></p> <p>This item was considered prior to moving to item 16. There was no other business to report.</p>	

7.20pm Meeting ended

Membership of the Governing Body

Beki Bulmer (Chair), Stewart Gardiner (Vice Chair), John Glahome, Jane Hailwood, Joe Jordan, Carl Les, Terry McCann, Colin Scott, Sarah Sinnott, Lara Vinsen, Padre Chris Withers.

Other staff – Members of the Senior Leadership Team

Sarah Cox (Associate Assistant Principal), Sarah Matthewman (Assistant Principal), Gill Morrissey (Director of Facilities), James Yates (Vice Principal), Sally Zaranko (Assistant Principal and SENCo)