

GOVERNING BODY

Minutes of the meeting of the Governing Body (GB) held on Tuesday, 28th November 2017.

Present:

Governors: Beki Bulmer, Stewart Gardiner, John Glahome, Jane Hailwood, Pascal Hanrahan, Phill Hunter, Carl Les, Colin Scott and Sam Wright.

Others: Helen Simpson (Bursar), Sarah Cox (Associate Assistant Principal), Sarah Matthewman (Assistant Principal), Terry McCann (Vice Principal), Gill Morrissey (Director of Integrated Services/Facilities), James Yates (Vice Principal), Sally Zaranko (Assistant Principal and SENCo), and Stephanie Blood (Clerk to the Governing Body).

Item No	Item	Lead
1	<p><u>Welcome and Apologies</u></p> <p>Apologies: Joe Jordan – consented to.</p> <p>The Chairman apologised to the Governing Body and Senior Leaders for the late start to the meeting. This due to an overrun of a meeting held prior to the Governing Body meeting.</p> <p>The Chairman welcomed Mrs Sinnott to the meeting as the new parent governor to the governing body.</p>	
2	<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>	
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>Items of Confidentiality</u></p> <p>No items on the agenda were identified as potentially being of a confidential nature and needing to be excluded from the minutes to be made available for public inspection.</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>The Chairman advised that the Pay Review Committee had met on one occasion since the last meeting of the Full Governing Body, 01st November 2017, where the performance, objectives and increments for identified members of staff were considered.</p>	

	The second meeting scheduled for 28 th November 2017 due to take place prior to the governing body meeting was delayed and was rescheduled to take place on the rise of the governing body meeting.	
7	<p><u>Governing Body Delegation Planner</u></p> <p>The Clerk presented governors with the Delegation Planner adopted from the National Governors' Association, which details major areas of responsibility for governing bodies and who they can delegate each task to. Governors were asked if there were any areas of concern or whether they were happy to approve the Planner.</p> <p><u>Resolved:</u></p> <p>a) The Governing Body noted the planner and agreed it be adopted.</p>	Clerk
8	<p><u>Governing Body Skills Audit</u></p> <p>The Clerk stated, since the September Governing Body meeting one new member had been appointed parent governor to the Governing Body, and with the Governing Body being in its infancy it seems timely for the Governing Body to conduct a skills audit to identify the skills and knowledge base of our governors and assess any training needs to deliver their functions, particularly core functions, effectively. The Clerk proposed this is undertaken electronically, possibly over the next two weeks. Following this the information would be analysed and a training programme specific for each governor be identified and progressed, this as opposed to waiting to the February meeting to confirm the findings and then agree a training programme. However, findings and outcomes will be confirmed at the next meeting for audit purposes. Governors approved the proposal but suggested the deadline for completing the audit be Friday 22nd December 2017.</p> <p>The SENCo advised the review of the induction process is ongoing and a PowerPoint presentation detailing how governors can access e-training will be circulated in due course. The SENCo informed the governing body it was hoped she would accomplish each of the identified e-training courses to assess their value but time has not allowed this to happen.</p> <p>The Principal reiterated the previous decision that any training courses that impact a number of governors, the school will look to bring in an external provider to provide the training to the group.</p> <p>The Assistant Principal advised that it has come to light of a requirement for two governors to undertake a Pupil Premium course. The Chairman confirmed she recently attended the course. The Clerk undertook to identify one other member to complete the training in due course.</p> <p><u>Resolved:</u></p> <p>a) The Clerk to circulate the skills audit around the governing body, for the governing body to complete the audit and send back to the Clerk by Friday 22nd December.</p>	Clerk

	b) Following this the Clerk and the Assistant Principal will identify a training programme for each governor.	Clerk/SMa
9	<p><u>Minutes and Matters Arising</u></p> <p>Resolved:</p> <p>a) That the minutes of the meeting of the Governing Body held on 26th September 2017, which had been circulated with the agenda and available via the governors' portal, be confirmed and signed by the Chair as a correct record subject to an amendment at item 18 – Premises, for 'All classrooms have been re-carpeted' to read 'Four classrooms have been re-carpeted'.</p> <p><u>Matters Arising:</u></p> <p>Q: Has the re-defining of 'More Able' been achieved? A: The Principal clarified this is around defining what 'More Able' means for the school and how this is tagged. This is work in progress however, it is clear what 'More Able' looks like in this school and high ability students are being challenged and stretched further.</p>	Clerk
10	<p><u>Date of Next Meeting and Future Meeting Dates</u></p> <p>Governors acknowledged the meeting dates identified.</p>	
11	<p><u>Principal's Review</u></p> <p>The Principal presented his Review and highlighted the following key points:</p> <p>Since writing the report there has been 3.5 days of fixed term exclusions and 1 permanent exclusion. The Principal assured the governing body that exclusions would not be made without good reason. Despite this, the trend is still lower compared to this time last year.</p> <p>With regards staffing, the Principal reported:</p> <ul style="list-style-type: none"> ➤ The Head of RE is leaving on 31st December 2017. In the interim the Vice Principal has agreed to manage RE until the end of year. ➤ A new PE teacher has started. ➤ There are issues with Geography following long term sickness and interventions have been put in place to deal with the situation in the short term. Geography will be provided with stability next year within the new school structure. ➤ A temporary GTA has been employed until 31st August 2018 to replace a GTA who is leaving on 31st December 2018. ➤ The College has employed a temporary Academic Support Practitioner until 31st August 2018, to support a specific child with learning difficulties. ➤ A Cover Supervisor has been appointed temporarily until 31st August 2018, to provide cover to release teaching staff to go and 	

look at better practice in other classes/other classes in other schools.

Currently there are 139 pupils looking to join the College in Year 7 next year.

The Principal presented the College action plan and 3 and 5 year plan.

- Branding of the College is under review.
- Plans to get the population of the school up to 860 are ongoing.
- A curriculum review is underway to ensure curriculum is fit for purpose.
- 5 year plan is looking at the feasibility of introducing a post 16 provision.

The governing body discussed Academies and the possibility of the college becoming an Academy and concurred this was not something being pursued at this time.

Q: Is there any risk of an Academy being established in the area.

A: There are plans for an Academy. For an Academy to succeed it would need enormous numbers of pupils from the outset and due to the delay in pupil growth to the area it was felt there may be a further delay in establishing an Academy in the area.

With regards Safeguarding, the SENCo reported that following the local authority review on the single central record, the college has acted on the recommendations within the report and updated personnel records accordingly. The college induction pack is being updated which includes a PowerPoint Presentation providing guidance on mandatory reading and e-training.

Q: With regards staff members driving students into school, do members of staff have adequate insurance to do so.

A: All staff have to have business insurance if using their own car for business purposes. The Director of Facilities advised that she is looking to procure a number of dash cams for the College.

Q: Is there a register held in school validating staff's vehicle use.

A: Yes, this is held in the administration office.

Q: Has a risk assessment been undertaken on activity for those members of staff driving students into school.

A: No, this is detailed in the job description of the role.

Q: How does the school keep its staff updated with safeguarding policy in terms of changes or new policies and practices released?

A: The school receives information from NYCC through the Red Bag on any changes to policy or new policies that have come into force, including information on new courses/conferences.

	<p>Policies are updated accordingly and issued round all staff for awareness.</p> <p>Resolved:</p> <p>a) The Principal's report to package all appendices in one document, going forward.</p> <p>b) Director of Facilities to review the job descriptions to ensure they include the student support element of the role.</p>	<p>Principal /Clerk GMO</p>
12	<p><u>School Promotion and Risk of Haemorrhage</u></p> <p>The Principal advised of a situation where the college has been made aware of a trial being undertaken by a local school who are offering a free trial bus for students from Catterick specifically.</p> <p>Q: If the free trial bus goes ahead what would be the impact on Risedale College?</p> <p>A: This was not clear as there has been no dialogue with the school therefore the size of bus being offered or how long the trial will last, is not known.</p> <p>The Principal advised on an invitation to the college to be included in the Parliamentary Review.</p>	
13	<p><u>Data Analysis on Outcomes</u></p> <p>The Vice Principal reported on results published through the Fisher Family Trust (FFT). Overall Progress8 is in line with national average which puts the school as an average school. The main point to note is the 'Open' element where although subjects are getting grade C, there is an attainment culture embedded where the mind-set is 'a pass is good enough', and so work is being undertaken to look at rectifying this to better the attainment figures.</p> <p>The governing body welcomed the work being undertaken and were grateful for the different viewpoint the Vice Principal offers, being new to the college, and with that the new ideas he is bringing.</p>	
14	<p><u>Student Council Report</u></p> <p>The Associate Principal informed the governing body that presently Council projects are focused around charities and raising funds.</p> <p>A Principal and parents/carers coffee morning held recently was successful where there were a number of requests from attendees to start a Parent Teacher Association which, if established, would link in well with the work the Council are undertaking and would help to cement the school as a 'community' school. Students are in the process for voting for their local charities and looking to raise the profile of the school through the various projects. Future plans include making a greater input into discussions around teaching and learning with regards to Student Voice.</p>	

<p>15</p>	<p><u>Equalities, Prefects and Targeted Intervention Report</u></p> <p>The Associate Assistant Principal advised on assemblies which were successfully delivered to KS3 and KS4 students during Anti Bullying week, which included transphobic, biphobic and homophobic bullying, under the umbrella 'All Different, All Equal'.</p> <p>The Associate Assistant Principal reported on an intervention being introduced to raise attainment for those students who are underachieving based on SP1 tracking, where parents/carers will be contacted to work with the school to encourage their child to improve.</p> <p>Following training, the Associate Assistant Principal continues to be a Stonewall Champion for the school. Mr Hunter advised on primaries looking to progress Stonewall and suggested the Associate Assistant Principal link in with the local primary schools to share best practice.</p> <p>The Principal thanked the Associate Assistant Principal for the work undertaken on reviewing the prefect cadre and progressing the role by providing an opportunity for Year 10's to apply to be a prefect which would enhance their confidence and experience of leadership as well as support Year 11 prefects to concentrate on exams.</p> <p><u>Resolved</u> a) the Associate Assistant Principal, as Stonewall Champion to link in with the local primary schools to share best practice.</p>	<p>Assoc. Asst. Principal</p>
<p>16</p>	<p><u>Teaching and Learning and CPD Report</u></p> <p>The Assistant Principal reported external and internal departmental reviews have been recently undertaken.</p> <p>CPD is a key focus for teaching and learning this year. The Performance and Management Policy has been rewritten and the school has introduced SchooliP, a software system that links performance management, CPD and quality assurance of teaching and learning into one streamlined entity making support and intervention more effective and timely and where staff can manage their own performance. A tighter focus on teacher standards underpins this procedure where evidence for each member of staff is collated throughout the year. A vast majority of staff have welcomed the new challenge.</p> <p>The Principal added, considerations are being given to how to attract the right staff who can contribute new ideas to get the change to happen.</p> <p>The Principal thanked the Assistant Principal for the work undertaken on teaching and learning and CPD, adding the work has enthused staff. Consistency is where success will lie and more work needs to be done in this area.</p>	

<p>17</p>	<p><u>Any External Reports</u></p> <p>There were no external reports to discuss. The Principal advised external reviews are in the process of being uploaded onto the governors portal.</p>	
<p>18</p>	<p><u>Feedback from Governor Visits</u></p> <p><u>Joe Jordan – Disadvantaged Link</u> In absence of Mr Jordan, the governing body acknowledged the report.</p> <p><u>Stewart Gardiner – Safeguarding Link</u> Following his visit Mr Gardiner was confident safeguarding policies within the college are robust and that staff are focused on safeguarding students.</p> <p>Mr Gardiner questioned how ongoing safeguarding training for staff can be embedded and how training could be updated alongside changes to policy.</p> <p>Mr Gardiner advised the governing body of his experience of the Breck Foundation, which he found inspiring and motivating, and suggested they be invited into college to give a presentation to staff on keeping children safe online.</p> <p>Mr Gardiner advised on a PREVENT conference he recently attended where a new initiative is being trailed in March/April 2018 to highlight the risks to children of grooming and radicalisation. Mr Gardiner proposed consideration is given to the school being involved in the trial.</p> <p>It was reported to the governing body of a group who had come into school to give a hate crime presentation to Year 9 and 10 students.</p> <p>Q: Does extremism feature in the work with students? A: This was covered as part of the PREVENT conference and will feature as part of the trial in March/April 2018.</p> <p><u>John Glahome – Outcomes Link</u> Mr Glahome advised the focus of the visit was on assessments and seeing what is being done in this area. The Vice Principal and Mr Glahome agreed to meet in the new year to look at results of the autumn trial exams.</p>	
<p>19</p>	<p><u>Governor Training Update</u></p> <p>As detailed under item 8 above.</p>	
<p>20</p>	<p><u>Revised Budget and Update Forecast</u></p> <p>The Bursar presented the October monitoring report and revised budget.</p>	

	<p>Q: Can you move funds from revenue to capital? A: Yes but you cannot move funds from capital back to revenue.</p> <p>Q: What was the make up of other income? A: This was mainly catering costs. Catering has recently been brought in-house from County Caterers.</p> <p>On turning to the Revenue Financial Forecast, the Bursar commented on the main changes to the budget since the Start budget was approved in May 2017 and explained assumptions included. This included pay award contingency's for Teachers and Support staff and also the assumption that all current Fixed term contracts would continue. She also explained that the majority of income comes from the pupil head count taken from the October census. One significant change has been to bring the catering service in-house which is hoped will produce further savings particularly linked to administration costs.</p> <p>Q: Is there a contingency for long term sickness? A: Yes, and there is money assigned in the budget to cover this.</p> <p>The Director of Facilities reported the backbone ICT is failing and various quotes have been received to repair this, however, work is being undertaken on looking at both different and a new IT infrastructure to manage the school's network storage in the future. Further, the school's boilers have been in situ since the 1950's and are starting to wear which will be another major piece of work for the school should they fail entirely. The Director of Facilities advised the governing body needs to be kept aware of regular and ongoing maintenance packages in order to assess the needs of the school when deciding the school's future.</p> <p>The Bursar reported, as regards teaching staff, costs for an extra teacher has been built into the budget from September each year from 2018 onwards, to match predicted growth. Overall, the summary position shows a deficit up until 2019/2020 when the school will move into a surplus position.</p> <p>The Bursar advised on the variable costs for extra spending out of Pupil Premium budget. The Principal added there is a need to be smarter and more accurate with spending of the Pupil Premium budget as such, the governing body requested transparency on the Pupil Premium budget.</p> <p>Resolved: a) The governing body approved the budget. b) A transparent Pupil Premium budget to be reported to future governing body meetings.</p>	<p>Bursar SENCo</p>
<p>21</p>	<p><u>Premises</u></p>	

	<p>The Director of Facilities covered Premises and Health and Safety as one item.</p> <p>The Director of Facilities reported on the outcomes of a recent Health and Safety Inspection Report which report the college has adequate processes and level of paperwork.</p> <p>The Director of Facilities reiterated the issues with the ITSS infrastructure as detailed in item 20 above.</p> <p>The issue with telephones not working as a result of roof work undertaken over the summer period have been resolved.</p> <p>As mentioned in item 20 above, the boilers are showing signs of wear due to their age and the building expanding over the years and, with Risedale being an old building, in anticipation of other major works that may arise it may be timely for the governing body to determine whether to keep maintaining/replacing current equipment or whether it would be value for money to build a new school.</p> <p>An order has been placed for a college radio system. These are to replace the current mobile phone system and offer a cheaper arrangement and improve communications around the school by enabling instant contact with other members of staff. The radios have been received and are in the process of being programmed and rolled out.</p> <p>GMO requested permission from the governing body to undertake a review on the school's cleaning contract and possible alternatives, due to costs of the current contract rising by approximately 9%.</p> <p>Resolved: a) GMO to undertake a review of the cleaning contract.</p>	
22	<p><u>Health and Safety</u></p> <p>Covered within item 21 above.</p>	GMO
23	<p><u>Other Matters Not on the Agenda</u></p> <p><u>Police Cadets</u> The Principal informed the governing body that the Passing Out Parade of the Police Cadets is on Weds 13th November at 6pm, at Risedale Sports and Community College. Governors are invited to attend and inform the Clerk of their availability to attend.</p>	

Meeting concluded at 7:35pm