

GOVERNING BODY

Minutes of the meeting of the Governing Body (GB) held on Tuesday, 24th April 2018.

Present:

Governors: Beki Bulmer, John Glahome, Jane Hailwood, Joe Jordan, Carl Les, Colin Scott and Sam Wright.

Others: 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).

No	Item	Lead
1	<p><u>Welcome and Apologies</u></p> <p>Apologies: Stewart Gardiner – consented to. Phill Hunter - consented to. Sarah Sinnott – consented to. Jen Cave – Local Authority Advisor</p> <p>The Chairman advised Padre Chris Withers has been approached to join the Governing Body. Padre Withers has welcomed the request with a view to commencing on 22 May 2018.</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. Cllr Les confirmed his position as a member of North Yorkshire County Council. No other 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>Register of Hospitality</u></p> <p>No gifts or hospitality have been received.</p>	
7	<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 06 February 2018, be confirmed and signed by the Chair as a correct record.</p>	

	<p>b) A letter be sent to the Head Prefects on behalf of the Governing Body to thank them for their support and commitment to the school.</p> <p><u>Action Log and Matters Arising:</u> Governors noted the action log and updates.</p> <p><u>Gender Specific Vocabulary</u> The Associate Assistant Principal advised on recent training she had undertaken on promoting gender neutral language in school. There are a growing number of transgender students in primary and secondary schools in North Yorkshire therefore staff need to be sensitive to the national agenda and seen to be driving the Equalities Act forward. It is deemed good practice to use gender neutral language and staff are being encouraged to gender neutralise communications, so instead of referring to 'Son/Daughter' in any correspondence, it is suggested they refer to 'your child' to eliminate any possible upset or offend students, particularly a student who is in the transitioning process.</p> <p>The Principal advised documents and policies will be reviewed accordingly during the natural review cycle and training will be provided to staff in the new academic year.</p> <p>Q: Would this create an issue that wasn't there in causing tension when using gendered words? Such language does not necessarily encourage equality. A: Removing gendered language from schools does not threaten anyone's rights – it is about inclusivity.</p> <p><u>Resolved:</u> a) Governors to be invited to the gender neutral training.</p>	<p>Chair/ Clerk</p> <p>Clerk</p>
<p>8</p>	<p><u>Date of the Next Meeting and Future Meeting Dates</u></p> <p>Governors acknowledged the dates identified for future meetings as: Tuesday 22nd May 2018 at 5pm The Chair advised she was out of the country for the May meeting. The Governing Body discussed seeking an alternative date. *Post meeting note – the date of the 22nd May will remain, apologies accepted from the Chair.</p> <p>Tuesday 17th July 2018 at 5pm</p>	
<p>9</p>	<p><u>Principal's Review</u></p> <p>The Principal gave a verbal update on progress of the school:</p> <p><u>SEF/Development Plans Review</u> SLT members have been requested to complete an 'Ofsted Judgement Grid' and have been tasked with obtaining evidence against the points within the judgement grid by half term, in preparation for Ofsted. Outcomes of the exercise to be brought to the September meeting of the Governing Body.</p> <p>The school is scheduled for an inspection in the autumn however, this may be pushed into summer 2019.</p> <p><u>Exclusions</u></p>	

Figures currently stand at 21 days, in comparison they stood at 26 days at the end of the last academic year. The school has increased by 50 more students however, it is hoped the low exclusion rate can be sustained.

Staffing

6 new members of staff have been appointed to start in the new academic year, 4 of which will be middle leaders, which will see the school being overstaffed by 1 full time equivalent member of staff until September 2019. The Principal explained the reasons for the extra appointments: 2 x PE teachers have been appointed to give breadth to expanding sporting opportunities in school. Further, a number of teachers within the school have expressed interest in supporting various sporting activities in the new academic year, and discussions are being held with the MoD about regenerating sport.

Resolved:

a) Mr Jordan undertook to follow up outcomes from the sports discussions.

2 x Science teachers have been appointed, one with a fixed term contract to will provide support to strengthen Science further. One teacher has been taken out of science to concentrate on PSHE.

The current Head of English has been successful in obtaining a post in another school so the school will shortly be going to advert for a Head of English.

There is concern that the number of new staff can either destabilise the school or enhance the school further as such, it will be the intention to invest time to integrate the new staff swiftly, possibly taking them on a team building residential early in the new academic year, to get them bonding with each other and on board with the goals of the school.

Q: What was the field of candidates like?

A: On the whole there was a good level of applicants for all roles. Some subjects there was a narrow margin between the top candidates, and those appointed were excellent candidates, enthusiastic and had a lot to offer the school.

Q: Did the candidates understand the character of the school?

A: A number of candidates had looked around the school prior to the interview day, and those interviewed did show some knowledge of the school through their research. In all interviews a true picture of the school was painted to candidates.

Q: Will the extra staff provide any extra free time for teachers?

A: Teachers with extra free time will be provided the opportunity to deliver timetabled lessons to primary pupils, which will enhance the transition to secondary, and also provide support to other colleagues to allow middle leaders to visit each other and other schools to develop pedagogy.

In terms of finance, the Principal explained the current position on the deficit, despite the extra appointments, increased capitations and additional costs to replace the IT infrastructure, the deficit remains on track to be a surplus in 2019/20. The school needs to sustain growth therefore more work needs to be done working with primary schools.

Mr Jordan

Resolved:

b) Consideration be given to producing a 'pen portrait' for all staff on the website.

Clerk

Other Subject Review

The Vice Principal advised the main issue is with the Humanities faculty with a long term absence. Within the new staff appointment, 2 new appointments have been made within the Humanities faculty which will provide extra stability within the faculty.

Year 11 progress is heading in the right direction. A number of students are improving with interventions in place to improve results. Final figures for options have not yet been received however, it is anticipated there will be 2 x History classes but there is less take up in Geography.

The Creative faculty are offering a drama option and there is take-up on the Music option. PE BTEch is moving to GCSE, instigated by the fact that BTEch is paperwork intensive and a course couldn't be sustained for the new academic year. The profile for Creative Arts is being raised with the introduction of drama and enhanced by the new staff appointed for Drama and PE, also through the introduction of the recording studio where various work with primary students is being undertaken in the studio. The Associate Assistant Principal gave thanks to the ITC Apprentice who has been a fantastic asset in his work in sustaining and supporting the recording studio and the Music department.

The Associate Assistant Principal advised of the schools participation in an art exhibition on 25 May 2018 at the Station in Richmond as part of the Swaledale Art Festival, which will be high profile event for the school.

An assembly will take place on Monday 30 April 2018 from 08:35am to raise the profile of the Creative faculty further, where talent from the faculty will be showcased. The Chair undertook to attend the assembly.

The Associate Assistant Principal reported on an exceptional Y11 music student who was honoured with the opportunity to play drums with the military band, to record his ensemble performance as part of his GCSE exam. This has enhanced links with the military band who have arranged to come into school to perform and work with students in October.

Mr Jordan advised that on Friday 09 November 2018 there will be a Festival of Remembrance in the Catholic Church, Catterick which would be an opportunity raise the Creative Faculty profile further. The Associate Assistant Principal noted the date.

Pupil Premium and Safeguarding

The SENCo advised of a Cohort 4 Achievement Unlocked visit due to take place. One area of discussion will be a review of amendments to the Pupil Premium Strategy on the website. In light of this, Governors were presented with four separate updated documents on Pupil Premium, including Service Pupil Premium, which are to be placed on the website. Governors undertook to take the information away for reviewing.

In terms of disadvantaged, the Vice Principal and SENCo met with those teachers carrying out interventions. From the meetings, interventions are providing positives in improving student progress. First Story students have

been on a residential where they benefitted from personal development and team building skills.

As regards Safeguarding, a review of staff training has taken place to ensure the school is compliant. Training identified equated to a high proportion of time to complete as such the programme was split into three sections, Mandatory, Advisory and Suggested Extra Courses to Enhance Professional Development. Since determining the training programme, an email has been received from North Yorkshire Safeguarding Children's Board to advise on changes to their service provision where, from April 2018, no new e-learning course may be requested via the Virtual College Learning Management System. This means that courses identified for staff are no longer available to complete and an alternative training programme is now being looked into.

A number of recommendations came out of the Local Authority Review and the SEN Information Report has since been updated and added to the website.

The Assistant SENCo role is now embedded within the Student Support Department.

The Hub

The way the Hub operates has been reviewed and since reverted back to its original guise of being a nurturing, developing environment where vulnerable students can thrive. A programme for Hub students is in place where a number of those students are taken to, and work out of, Foxglove Covert one day a week. This is a free initiative to school and Foxglove Covert are awarded stewardship money for this. Room 6 is now the isolation room for the more challenging students where work with staff is undertaken.

Restorative training is being provided for staff to develop a restorative approach to behavioural management to support students. Bromcom, the school's management information system, is being streamlined to align with new behaviour procedures, and 'expectation' sanction posters are being updated accordingly and will be shared with Governors at the next Governing Body meeting.

Student Council

The Race for Life took place on Friday 20 April. 200 students volunteered and walked the 10 mile challenging walk. The Associate Assistant Principal passed thanks onto Mr Jordan for support given to the school by the MoD, particularly the officer in a charge of the ranges who was helpful in planning the route and gave his full support to the walk. The walk was inspiring and enthused all involved. Funds raised will go to Cancer Research.

The Student Council is evolving into more of a parliament than a council as it is naturally splitting into different groups such as a Behaviour group, a Teaching & Learning group and a Charity and Events group where students are taking initiative and organising events themselves.

Q: What is the school looking to support next?

A: Fibromyalgia, however suggestions from Governors and staff would be welcome.

Q: The military have been concentrating on local charities as it is important to support the local community.

A: The school has supported a number of local charities in the past and welcomed suggestions from Governors going forward.

Prefects

There are twenty prefects in the prefect cadre, including a Head Prefect and a Deputy Head Prefect, all of whom are committed and enthusiastic in carrying out the role. Prefects are currently working with staff on the behaviour policy and looking at student rewards. Following this they will look at supporting curriculum areas. The Year 10 prefects have particularly immersed themselves in the role and are mentoring a number of Year 11 students. Considerations are being given to adding to the cadre of prefects.

Targeted Intervention

Prior to Christmas, work was undertaken to identify those students who required extra interventions to get them exam ready. Revision sessions were provided at the Year 11 Parents' Evening and a wider whole school cross curricular intervention is taking place pre-school registration. The school will also be open during Easter holidays for targeted interventions. Open subject game time was being used to focus on interventions which unfortunately wasn't successful. Work is now taking place on looking at improving Teaching and Learning in the lead up to the mock exams.

Premises and Health and Safety

The Director of Facilities gave thanks to Mr Jordan for reviewing the lockdown procedure and providing comments to consider. On the back of this a key member of the MoD has been contacted to ascertain their availability to come in and work with the school on finalising the procedure, with MoD backing and support. Governors to be updated on progress at the next Governing Body meeting.

The pavilion on the Jaffa has been vandalised and is in a terrible state. NYCC have been approached to support removing the building due to it being in a dangerous state, and a visit has been arranged with Property Services who will come and assess the feasibility of this. A discussion will need to be had with the MoD to access the field to remove the building.

Regarding the floods in the boiler room, a response is anticipated from NYCC on replacing the boilers. Further, an insurance claim through NYCC is awaited on drain repairs. If repairs can be claimed through insurance then repairs will take place over the summer.

Mr Jordan has introduced the school to a key worker from the Princes Trust and arrangements have been made for the Princes Trust to work with the school over a 12 week programme, renovating the old caretaker house, drama room and old history room (which will be the new drama room). Work to commence beginning of June. B&Q have offered the resources, such as paint, to carry out the project.

10 External Reports

Local Authority School Review

The Local Authority School Review has been made available on the Governors portal for all to access. The report confirms what is already known.

Key points derived from the review:

- ❖ Pace of improvement needs to increase
- ❖ Recommendations for Governors to be addressed:

	<ul style="list-style-type: none"> ○ Commission an external review of governance ○ Governor training on the analysis of data and performance information ○ Review the functionality of the Governing Body so that there is a sharper focus on school improvement <p>The rate of improvement is recognised within school. The Review highlights tangible improvements can be seen in this regard however, these need to be speeded up.</p> <p>A review of governance – this is in the process of being organised which will address the recommendations.</p> <p>Governors need to be more challenging and challenge leadership more – 09 May 2018 the external School Improvement Advisor will be in school and there may be capacity for Governors to undertake further training during this session.</p> <p><u>Resolved:</u></p> <p>a) A core group of Governors to be available on 09 May 2018: Chair, Mr Glahome, Mr Jordan, Mr Gardiner.</p> <p>b) Principal to provide training for Governors on IDSR.</p>	<p>Clerk</p> <p>Clerk</p>
<p>11</p>	<p><u>Teaching, Learning and Assessment</u></p> <p>In light of the Local Authority Review, Assistant Principal gave a presentation to Governors on Teaching, Learning and Assessment, highlighting the key findings from the Review and actions identified to address these.</p> <p>There are a number of aspects where the school can celebrate on its successes in T&L however, these need to be built on further, recognising that 'pace' is important too.</p> <p>Key points to note:</p> <ul style="list-style-type: none"> ❖ Assistant Principal and Vice Principal have created a more robust calendar which details a clear programme of what monitoring is to take place, by whom and when. ❖ Teaching & Learning team to meet each half term with a focus being on evaluating of impact of the monitoring. ❖ Expectations of staff to be managed through the evaluation process, holding staff to account and ensuring consistency within the classroom ❖ Principal to carry out monitoring training with SLT to enhance the process <p>Q: Do staff understand the data?</p> <p>A: This is work in progress as the data format has recently changed. Data will be discussed in the T&L team meetings. The T&L team is TLR1 holders and TLR2 holders. There are 2 planned T&L meetings each half term, one will be pedagogy driven and the other data review.</p> <p>A new Literacy Policy has been produced, which will be shared with SLT and trialled with a small group of staff this term, ready for whole school implementation in September. Vocabulary will be tied into this.</p> <p>In terms of monitoring the quality of teaching, work has been undertaken to strengthen monitoring visits and work scrutinies and data emanating from these will be shared with stakeholders each half term.</p>	

	<p>Q: How do Governors review the outcome of the monitoring and work scrutinies?</p> <p>A: Findings (New Walkthrough and Work Scrutiny EFs page refers) against the points identified under Walkthrough and Work Scrutiny will be categorised in 3 categories – Less than effective – Strong – Share with others. Each half term a report will be produced from SchooliP, which will clearly identify where progress is being made, and provided to stakeholders</p> <p>Work is also being undertaken on mapping the curriculum and looking at assessment opportunities to ensure the reliability of data drops.</p> <p>The Assistant Principal closed by stating effective teaching is a lifetime of work. Foundations for teaching and learning are strong and there are a lot of good processes in place. Next steps are to build a team of effective practitioners and it is hoped the group of new staff will buy into the process and that the monitoring and evaluating will show all stakeholders the impact of this work.</p> <p><u>Resolved:</u></p> <p>a) Governors were encouraged to come into school and undertake walkthroughs and speak to the students.</p>	ALL
12	<p><u>Feedback from Governor Visits</u></p> <p>Mr Glahome informed Governors that key message from his visit was that the Careers Lead was doing outstanding work in leading on careers and the Careers Award however, an SLT champion is needed to support the Careers Lead in their work. The SENCo undertook to provide the support.</p>	
13	<p><u>Other Matters Not on the Agenda</u></p> <p>There were no other matters to report.</p>	

Meeting concluded at 6:50pm