



RISEDALE

SCHOOL

A family of learners

MISSION STATEMENT:

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

AIMS:

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

Risedale School

Full Governing Body Meeting Minutes

Tuesday 08th October 2024 at 17:00, RE Teaching Room, Risedale School

The three key functions of governance:

- **Overseeing the financial performance of the school and making sure its money is well spent.**
- **Holding the head teacher to account for the educational performance of the school and its pupils.**
- **Ensuring clarity of vision, ethos and strategic direction.**

In Attendance

<u>Governors Present</u>	
Amanda Hastings (AH)	Parent Governor
Lucy Greenwood (LG)	Headteacher
Dean Higham (DH)	Staff Governor
Terry McCann (TMC)	Co-opted Governor
Kate Atkins (KA)	Co-Opted Governor
Lara Vinsen (LV)	Co-opted Governor
John Glahome (JG)	Chair of Governors
<u>Clerk to Governors</u>	
Alex Hatley (AH)	North Yorkshire Council
Dominique Adams (DA)	North Yorkshire Council
<u>Present</u>	
James Yates (JY)	Deputy Headteacher
Sarah Cox (SC)	Senior Teacher

Actions

<u>Item Number</u>	<u>Item</u>	<u>Initials</u>
4.	JG to send thanks to AB.	JG
4.	JG to share the letter of LA notification of concern with all governors.	JG
7.	AHat to meet with LG and JG to discuss the layout of the agenda and minutes.	AHat, JG & LG
7.	JG to draft a scheme of delegation.	JG
7.	KA to complete code of conduct and CA to complete declaration of interests, code of conduct and disqualification declaration.	KA & CA
8.	Review committee panels	All
8.	Revisit subject link governors.	All
8.	Clerk to create a document with these on.	AHat



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8.	Defer the schedule of visits and CA visit. Governors asked if they can provide comments and questions for this at the next meeting.	All
10.	LG to share final SIP with governors at the next meeting.	LG
10.	LG to share LA letter.	LG
13.	All governors to complete the skills audit for the next meeting.	All
14.	Clerk to confirm with the LA that BB was successful in being appointed as the LA Governor.	AHat
15.	Governors to send LG and JG feedback on their due diligence part.	All

<u>No.</u>	<u>Item</u>
<u>PART 'A' – PROCEDURAL</u>	
1.	<p>Welcome and Apologies for Absence and to determine whether any absences should be consented to.</p> <p>JG welcomed everyone to the meeting.</p> <p>CA sent apologies prior to the meeting, these were consented to.</p> <p>No apologies received from Amy Beveridge (AB). JG confirmed that this would be their last meeting due to the term of office expiring.</p>
2.	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <ul style="list-style-type: none"> ○ Declaration of Interests ○ Register of Hospitality <p>JG reminded governors to declare any interests or hospitality. There were no declaration of interests or register of hospitality at this meeting.</p>
3.	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>Item 15 on this agenda will be confidential.</p>
4.	<p>Notification of urgent other business previously notified to the Chair.</p> <p>The Local authority notification of concern will be added to this agenda. There has been a disciplinary panel meeting, governors can provide an update on this.</p> <p>The school is arranging a parent governor election.</p> <p>This would have been AB's last meeting.</p> <p>Action: JG to send thanks to AB.</p> <p>Action: JG to share the letter of LA notification of concern with all governors.</p>
5.	<p>Chair and Vice Chair Election.</p>



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	<ul style="list-style-type: none"> ○ Chair ○ Vice Chair ○ Terms of Office ○ Welcome of newly elected staff governor ○ Welcome to proposed co-opted governor <p>This agenda item was discussed first.</p> <p>AH led the chair of governor election. Nominations were made and a self nomination was made by JG to be chair of governors. JG left the room whilst the nomination for chair was discussed. JG was invited back into the room and was informed of the decision.</p> <p><u>Agreed: JG to be the chair of governors.</u></p> <p>Nominations were made for two governors to be co-vice chairs of governors. AHas and TMC left the room whilst these nominations for vice chair of governors were discussed. Governors also discussed having co vice chairs. AHas and TMC were invited back into the room and were informed of the decision.</p> <p><u>Agreed: AHas and TMC to be the co-vice chairs of governors.</u></p> <p>The terms of office for both chair of governors and vice chair of governors.</p> <p><u>Agreed: The terms of office for both chair of governors and co vice chair of governors is one year and will be reviewed in the first autumn meeting of the 25/26 academic year.</u></p> <p>DH was welcomed as the new staff governor, following an election.</p> <p>KA introduced themselves to the board. KA has met separately with the previous HT, current HT Lucy and JG.</p> <p><u>Agreed: KA to become a co-opted governor with immediate effect, their term of office 08/10/2024 - 07/10/2028.</u></p>
6.	<p>To approve the minutes of the previous meeting.</p> <ul style="list-style-type: none"> ○ 02nd July 2024 ○ 02nd September 2024 ○ Matters arising <p>The minutes of the 02nd July were agreed and signed.</p> <p>The minutes of the 02nd September have been deferred to the next meeting.</p>
7.	<p>To review procedural items.</p> <ul style="list-style-type: none"> ○ Standing Orders ○ Scheme of Delegation ○ GB Delegation Planner ○ Disqualification Declaration ○ Code of Conduct <p>Scheme of delegation is deferred. There is one available on NGA.</p> <p><u>Action: JG to draft a scheme of delegation.</u></p> <p>LG asked about colour coding the questions asked during the meetings. It was agreed to add colour-coding to governor questions going forward.</p>



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Action: AHat to meet with LG and JG to discuss the layout of the agenda and minutes.

Declaration of interests	Code of Conduct	Disqualification
LV	LV	LV
KA	KA	KA
JG	JG	JG
TM	TM	TM
AH	AH	AH
LG	LG	LG
CA	CA	CA
DH	DH	DH

Action: KA to complete code of conduct and CA to complete declaration of interests, code of conduct and disqualification declaration.

8. Review Committee Structure, Link Governors and Terms of Reference.

- Committee Structure
- Review Terms of Reference for Committees
- Appoint Governors to Committees
- School Development Group
- HTPM
- Link Governors
- Schedule of Visits

The headteacher performance management is due to take place in due course with the LA.

As part of the governor health check with the LA, it was recommended that the school have named governors for committees.

Pay Committee	Amanda Hastings, Lara Vinsen, Terry McCann and John Glahome.
HTPM	John Glahome and Charles Anderson.
Staff Disciplinary	Kate Morgan, Lara Vinsen and Terry McCann.
Pupil Disciplinary	John Glahome, Beki Bulmer and Charles Anderson.
Admissions	To review later in the year
Complaints	Kate Morgan, Terry McCann and Charles Anderson.
Staff Disciplinary Appeals	Amanda Hastings, Charlie Anderson and Beki Bulmer with potential support from another school.

Action: Review committee panels at the next meeting.

LG proposed to disband the school development group and put in place an additional 3 full governing body meetings. LG explained that the school is in a vulnerable position and all governors should attend meetings where possible instead of having sub committees.

Link governors were discussed and proposed as follows with a review to take place at the next meeting when the new governors have joined;

Finance	John Glahome & Amanda Hastings
Safeguarding, to include online safety	Kate Morgan
Pupil Premium	Amanda Hastings
Service Child	Charles Anderson
SEND	Lara Vinsen
Quality of Education	Terry McCann



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Personal Development: including careers	Beki Bulmer
Attendance	Kate Morgan
Mental Health / Wellbeing	John Glahome
LAC / PLAC	Kate Morgan
Health & Safety	Terry McCann
Governor Training & Development	Dean Higham

Q: Does the chair of governors have to be any specific role?

A: No.

Q: Is there a potential for subject links?

A: Yes, this can be revisited at the next meeting.

Action: Revisit subject link governors.

Action: Clerk to create a document with these on.

Action: Defer the schedule of visits and CA visit. Governors asked if they can provide comments and questions for this at the next meeting.

9. Quality of Education

- Pupil Progress
- Grades Prediction

LG shared a brief update on the quality of education as the governors are having a focus meeting soon. There was an extraordinary meeting that took place on the 02nd September with LG, JG and CA.

JY shared a summary of data prior to the meeting.

LG, JY and GR are liaising with all departments and subjects to submit their latest version of their lessons and then these are being quality assured. LG and GR to sample some of these. The school would like to adopt a uniformed approach to curriculum planning. This is going to be included in the school improvement plan.

Q: What is the timeline of this?

A: We are currently quality assuring and next week we are meeting to sample. LG has brought knowledge from previous roles of what worked. Subject leads are having Ofsted conversation practice with James Durran and also LG.

Q: Have the headlines that JY provided at the beginning of September improved already?

A: Yes they have in English and in Maths but not hugely significant.

Q: Is there something wrong with our interim assessment?

A: No, this is across the board. Assessment needs to be a priority and this has been agreed with SLT.

There is no record of what the teachers were forecasting for this year. The results are visible but the progress and expected outcomes are not.

Q: How will the data be broken down?

A: EAL, gender, pupil premium. There is no KS2 data because of Covid. Baseline tests are being done in English and Maths. KS2 numeracy has been identified as a weak area. Reading is better than writing, this is a common area across primary schools in the area. This is due to it not being introduced early enough.

JY shared figures of what the school got and what the national average is.

Q: What interventions are in place?



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	<p>A: SB already looking into this and it is an agenda on the SLT meetings. We are working with the Head of Maths, Mark Carter.</p> <p>Q: Has the Head of Maths given you a time frame? A: Assessments are being done this half term as a matter of urgency. Interventions will begin before Christmas.</p> <p>Q: The results from last year suggest that teachers' analysis of data was not robust. Do you feel confident that teachers are capable of baselining where their pupils are at? A: More CPD is required for some teachers.</p> <p>Mark Carter has been asked to attend the next full governing body meeting to do a presentation of strategy.</p> <p>Outcomes in 23/24 were not strong and has put the school in a vulnerable position. The school is also in an Ofsted window.</p> <p>LG is embedding basic routines in the classroom, a process called Strive for 5. This includes meet and greet on the door, starter or knowledge recall, orderly dismissal, no toilet breaks and no hands up to answer questions. Teachers have noticed a trend that it is more boys that put their hands up, this correlates with the data outcomes.</p>
<p>10.</p>	<p>Headteacher Report</p> <ul style="list-style-type: none"> ○ HT Report (Attendance, Health and Safety, Safeguarding, Data, Complaints, Suspensions) ○ SEF ○ SIP Priorities <p>SC has presented the safeguarding data differently to previous years. Joanna Conway, safeguarding adviser visited last week and left SC with 18 actions.</p> <p>The school is monitoring Chromebook usage. There were 5811 alerts in September from the Chromebooks. There were 600 alerts just yesterday, these are mainly inappropriate wording. IT monitors this, they know when the lessons are taking place in case there is an influx in specific words.</p> <p>SC is the DSL and JY and Andrea are DDSL in school. By the end of the autumn term there will be another 4 staff in the safeguarding team.</p> <p>Mandatory training has been completed by staff and gaps in governance are to be resolved. TMC has completed prevent training as an invigilator for the school but is not showing as complete as a governor.</p> <p>19:15 KA left the meeting.</p> <p>The school currently uses Bromcom to record safeguarding issues but are transitioning on to CPOMs which will work much better for the school.</p> <p>Q: Do DAT use CPOMs? A: Yes.</p> <p>There have been 4 referrals this term. The school is compliant with safeguarding.</p> <p>Low level concerns training is scheduled for the school. The safeguarding adviser visit was helpful and there is going to be another safeguarding review done with an external provider, recommended by Damian Chubb, CEO of DAT. This is going to be done on the 02nd December 2024.</p> <p>LG uploaded the HT report during this item.</p> <p>Q: Do you capture all incidents?</p>



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	<p>A: Staff are logging the incidents so relying on them.</p> <p>There is an LA audit coming out in January for sexualised behaviour.</p> <p>JG thanked SC for this.</p> <p>The HT report is missing complaints, there have been 2 so far. One is from a current parent and the other is an ex parent. Both complaints are being investigated and are due on the 18th and 19th October. Both matters are historic.</p> <p>LG asked governors to read the report after this and send any questions and comments to them.</p> <p>Chromebooks are being reviewed after half term with pupil consultation, staff consultation and parent consultation.</p> <p>SIP is in progress and will be complete following the autumn term planning meeting with the LA. SIP priorities will be rag rated.</p> <p>Action: LG to share final SIP with governors at the next meeting.</p> <p>Action: LG to share LA letter.</p>
<p>11.</p>	<p>LA Letter and Discretionary Review</p> <p>LG provided governors with a verbal update on a letter received from the LA. The school is at risk of having an IEB put in place. An IEB replaces the governing body if they believe governance hasn't been strong enough.</p> <p>Q: Why do the LA think this is required? A: The outcomes from results were low, the attendance data, suspensions and exclusions. We have been assigned category 4 this year from the LA which means more support from the assigned advisor. They also get a governor review which is being done this week.</p> <p>A discretionary LA review was done with 4 senior education advisers. They did monitoring, quality assurance, pupil voice, staff voice, visited lessons. Met with LG and other SLT members. They looked at attendance, alternative provision, SEND.</p> <p>The LA are aware of the changes being made in school, where they were before and where they are at now. Aware of what challenges the school is facing. The LA would like to know what training governors have had and have they been given the information that they need.</p> <p>This discretionary review can go in the governor drive for governors to read through. There is not enough QA and governor monitoring visits in all areas. LG has identified gaps already.</p>
<p>12.</p>	<p>To Review and Agree Policies</p> <ul style="list-style-type: none"> ○ To review ○ To agree <p>LG and SB are looking at the policy schedule.</p> <p>Governors discussed the attendance policy and appraisal policy. JG proposes that the governors accept them, AHas seconds this.</p> <p>Agreed: The policies were agreed.</p> <p>20:10: SB and JY left the meeting.</p>



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13.	<p>Governance Update</p> <ul style="list-style-type: none"> ○ Link Governors ○ KCSIE (Part 2) ○ Staff Governor Election ○ Vacancies ○ Instrument of Governance ○ Governor Action Plan ○ Succession Planning ○ Updates to Website for Governor Attendance ○ Governance Health Check <p>Staff governor election is now complete and DH has been elected.</p> <p>There is 1 co-opted vacancy currently. CA has discussed a potential individual with LG.</p> <p>Instrument of Government can remain the same.</p> <p>A governor is required to lead on the governor action plan, there is a template available on the shared drive. DH was nominated to take the lead on this following the agreement of link governors.</p> <p>Governor attendance is required to be updated for the year and the % for the previous year. SB is liaising with Jen about this.</p> <p>Health Check that was done with the LA, the document arrived with the school today.</p> <p>Skills audit is required to be completed and sent to DH.</p> <p>Action: All governors to complete the skills audit for the next meeting.</p> <p>JG reminded governors that they need to read part 2 of KCSIE.</p> <p>SB and LG are putting together a new governor induction pack.</p> <p>There have been changes to Ofsted visits now. There is a training session that can be done. LG shared questions with governors that Ofsted may ask. LG gave a brief overview of the Ofsted process, where now they ring on a Monday morning and schools are not being given an overall grading. If it's a 2 day inspection, governors are called upon on day 2 and safeguarding is looked at on day 1.</p>
14.	<p>Urgent Business</p> <ul style="list-style-type: none"> ○ i.e. Any matters which a Governor or member of staff may wish to have considered at the meeting which is not already on the agenda and which is of such urgency that it cannot wait until the next meeting. <p>The clerk received a nomination for the local authority governor role. The applicant has previously been in touch with LG and has a good knowledge of the school and thinks that this would be a good fit for the school. All governors agreed to this.</p> <p>Agreed: Beki Bulmer to be appointed as the LA Governor, 08/10/2024 - 07/10/2028.</p> <p>Action: Clerk to confirm with the LA that BB was successful in being appointed as the LA Governor.</p>
15.	<p>Item 15 on the agenda is confidential and the minutes have been separated.</p>
16.	<p>Confidential Items</p> <ul style="list-style-type: none"> ○ Items treated as confidential and excluded from the minutes to be made available for public inspection.



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17.	<p>Dates of future full governing-body meetings:</p> <ul style="list-style-type: none"> o Proposed dates and times to be agreed (08/10/2024, 04/12/2024, 23/01/2025, 18/03/2025, 14/05/2025 & 03/07/2025) <p>Following the agreement to increase the number of full governing body meetings, additional dates were given for 3 focussed meetings; 12/11/2024, 12/02/2025 & 17/06/2025.</p> <p>LG proposed that the 03/07/2025 meeting is changed to the 10/07/2025.</p> <p>Agreed: Dates for the 24/25 full governing body meetings were agreed by all governors.</p> <p style="text-align: center;">Meeting finished at 20:55.</p>
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Dates of 2024 – 2025 Full Governing Board Meetings

- Tuesday 08th October 2024 – 17:00 (Complete)
- Tuesday 12th November 2024 – 17:00
- Wednesday 04th December 2024 – 17:00
- Thursday 23rd January 2025 – 17:00
- Wednesday 12th February 2025 – 17:00
- Tuesday 18th March 2025 – 17:00
- Wednesday 14th May 2025 – 17:00
- Tuesday 17th June 2025 – 17:00
- Thursday 10th July 2025 – 17:00

Membership of the Governing Body

Lucy Greenwood	Headteacher
Dean Higham	Staff Governor
Lara Vinsen	Co-Opted Governor
Kate Morgan	Co-Opted Governor
Terry McCann	Co-Opted Governor
John Glahome	Co-Opted Governor
Charles Anderson	Co-Opted Governor
Amanda Hastings	Parent Governor
Beki Bulmer	Local Authority Governor
Alex Hatley	Clerk to Governors, North Yorkshire Council

Approved as an accurate record of events at the governing body meeting held on;

Date:

Chair: