



RISEDAL

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 12th November 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

Governors Present	
Amanda Hastings (AHas)	Parent Governor, Vice Co-Chair of Governors
Lucy Greenwood (LG)	Headteacher
Dean Higham (DH)	Staff Governor
Beki Bulmer (BB)	Local Authority Governor
Kate Atkins (KA)	Co-Opted Governor
Charlie Anderson (CA)	Co-Opted Governor
John Glahome (JG) - Virtual	Co-Opted Governor, Chair of Governors
Clerk to Governors	
Alex Hatley (AH)	North Yorkshire Council
Dominique Adams (DA)	North Yorkshire Council
Present	
Mark Carter (MC)	Maths Teacher
Gemma Roberts (GR)	Senior Teacher

Actions

<u>Item Number</u>	<u>Item</u>	<u>Initials</u>
5.	02nd September 2024 and 08th October 2024 and any matters arising deferred to the 04th December 2024.	JG, ALL, DA
7.	Provide an update on unqualified teachers.	LG
8.	LG to make the SIP success criteria objectives SMART and more measurable	LG
9.	LG to look at the wording for the vision and bring it to the next meeting to confirm.	LG
10.	CA to give the governing board dates to complete the governor action plan.	CA, All



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10.	Action: AHat to share the Governance SLA with all governors.	AHat
10.	Action: Defer Governance SLA agreement to 04th December 2024.	All
10.	JG to sign HTPM form at the 04th December 2024 meeting.	JG
10.	AHat to send SB pay committee member details.	AHat
11.	All governors to complete skills audit by Monday 18th November 2024.	All
11.	AHat to send BB their original skills audit.	AHat
12.	Governors to respond to the LA by the 22nd November 2024.	All
12.	JG to share draft response letter.	JG
12.	Governors to meet Tuesday 19th November 2024 at 16:00	All
12.	LG to provide governors with information	LG
12.	Inform all governors of the actions and let LV know what needs to be done immediately.	
12.	Send LW letter response by 22-11-2024.	JG

No.	Item
<u>PART 'A' – Procedural</u>	
1.	<p>Welcome and Apologies for Absence and to determine whether any absences should be consented to.</p> <p>AHas opened the meeting. Due to JG attending the meeting virtually, AHas is going to chair the meeting.</p> <p>AHas welcomed everyone to the meeting.</p> <p>LG welcomed BB to their first meeting as the local authority governor.</p> <p>Terry McCann (TMC) and Lara Vinsen (LV) had emailed their apologies prior to the meeting. These were consented to.</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



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	There were no declaration of interests or register of hospitality at this meeting.
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>The governors agreed that the governance letter and item about unqualified teachers would be confidential.</p>
4.	<p>Notification of urgent other business previously notified to the Chair.</p> <p>The governance letter.</p>
5.	<p>To approve the minutes of the previous meeting.</p> <ul style="list-style-type: none"> ○ 02nd September 2024 ○ 08th October 2024 ○ Matters arising <p>The minutes from the 02nd September and 08th October 2024 are deferred to the 04th December 2024. Q: Why is there a delay in the minutes? The clerk responded that they had been absent due to sickness.</p> <p>Action: 02nd September 2024 and 08th October 2024 and any matters arising deferred to the 04th December 2024.</p>
6.	<p>Curriculum Focus of Maths</p> <p>Mark Carter, Head of Maths presented this item. Mark explained how they are working on a subject development plan, with key items for going forward in this subject. MC shared a presentation on screen and had supplied documents prior to the meeting. MC shared visions of maths. The presentation included a brief pictorial process for KS3 and KS4 maths curriculum. Certain maths topics are revisited during the year. MC invited questions from governors.</p> <p>Q: How many pupils are coming in at the expected level? A It varies from year to year. KS2 results have been lower than usual.</p> <p>Q: When pupils join us in Year 7, do we conduct baseline testing? A: Yes, baseline testing has been completed this year. This data allows us to adjust the time spent on certain areas as we identify knowledge gaps. The data this year demonstrates more gaps in Year 7 knowledge than in previous years.</p> <p>Q: Do you ask feeder primary schools to share information with you? A: We receive their SATs information and the transition information but the rest is done through baseline testing when they enter the school.</p> <p>Maths is a strong subject and MC is confident they can get back to where they were a few years ago. The subject development plan included percentages of students who achieved grades 4 – 9. The plan included strengths as there is more stability this year in teachers and the LA adviser has given positive feedback and also weaknesses such as the change of exam board, recall and retention of key topics, revision post covid and instability of staffing.</p> <p>Q: What does 'member of staff on assessment only' mean? A: This means they are a non-qualified teacher.</p> <p>Q: How do you know they are teaching as they should? A: Quality assurance, and MC checks in on the teacher to ensure things are going as they should.</p> <p>Q: What is the assessment only route? A: It is 2 years teaching with a bachelor degree then they do a 12 week intensive course which includes 8 assessments and interviews. This route is good for teachers that come in from overseas or HLTA's.</p>



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The school wanted to find an exam board that is the right fit for pupils and the most accessible.

Statistics from 17/18, 18/19, 21/22, 22/23 and 23/24 were shared on subject progress and the average points which had decreased.

Q: How similar are these results to your predictions? Were they expected or unexpected?

A: They were expected but the large dip was not expected.

Q: Is there much difference in the specification between the two exam boards?

A: The language is different and how the questions are presented.

Q: Do you still feel that the change in boards was the right thing to do?

A: Yes.

Q: Are local schools using Edexcel instead of OCR?

A: Yes, those that I have spoken with.

MC advised he is working with the Maths Hub, Helen from Ilkley Grange is coming to the school on Thursday. MC will be going to visit them too. MC is also working with All Saints which is an outstanding school to observe maths lessons. Their systems are finely tuned and three highlights MC brought back with him are: their main curriculum structure is similar to ours, they have both signed up to Dr Frost Maths and the third one is that they do a topic and then do a test. Dr Frost Maths provides a range of excellent resources, can do online questions and past papers. It provides pupils with tools to develop revision, including self- reflection and practice. MC advised they are going to do a past paper every 2 weeks. These are being marked and feedback given to students and then the papers are filed and kept in school. This can then assist with evidencing progress.

Since half term, past paper practice for Year 10's has been brought in. This will identify which topics in the classes and year groups are not being taught well and can be changed.

MC does not have a form group so is doing intervention sessions in the morning with pupils. There is also lunch time revision and after school revision in which attendance to these groups is good. Staff know their pupils better this year.

Q: These approaches require self-learning. Notoriously students with lower prior attainment have a less positive attitude to learning. How are we ensuring they are doing this?

Q: In terms of revision, MC is doing this. Homework is being directed and is very accessible. The site is very encouraging, you can get rewards on there and see their successes.

Q: Are class teachers setting homework on their subjects or is it generic?

A: Year 10's and 11's are getting past papers at the minute and KS2 is topic based.

Q: A lot of this requires a lot of teacher work commitment, how are you monitoring staff wellbeing?

A: Teachers are based in the same area of the building; they sit and have dinner together and are supportive to one another.

Q: If they're doing this, how do they have time to pick up on the lower scoring pupils?

A: Dr Frost is self-marked online. MC has the intervention sessions on a morning but ensuring that the lower scoring pupils are identified and getting them to the targeted intervention. They are only doing partial past papers in a lesson as a 90-minute paper cannot be fitted into a 50- minute lesson.

Q: Are the past papers from both boards?

A: No, just from Edexcel. We can access past papers from 2017.

MC shared priorities for this year with targets for each priority. Baseline assessments have been used by the school to put pupils into appropriate sets but now they need to identify which areas of maths are weak.



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	<p>Q: Do we get help from other departments with numeracy and understanding the wording of questions? A: Yes from SEN and now there is a new literacy coordinator so this can also be looked at as part of the whole school literacy approach.</p> <p>GR confirmed that in the literacy plan, it will be looking at wording in exam questions.</p> <p>CA thanked MC and feedback was that this was a really good session. Governors thanked MC for working hard to get the basic curriculum right.</p> <p>Q: Do we have anyone in maths that marks exam papers in their spare time? A: No, I don't think so.</p> <p>18:06: MC left the meeting.</p>
<p>7.</p>	<p>Monitoring of Quality of Education</p> <p>GR discussed the monitoring of the quality of education and the quality assurance. GR advised that there was a QA process in place last year however they found it was not robust and rigorous enough and has been revised for this year.</p> <p>The first document GR shared was about teaching and learning which included long term plans, medium plans and reviews. The document had a breakdown of key stages, years and then months of the year and which points of the year what is going to be done. This is being completed by the Heads of Faculties, Stacey Burke (SB) and DH. The first term is around auditing and making sure there are more eyes in the classroom.</p> <p>Other members of SLT are included in this too. This will give a more accurate picture of the school and enable us to see the strengths and which areas need developing. LG is holding staff to account now. DH advised that the quality of teaching is better and the school feels like a different school this year. It has been refreshing.</p> <p>JG reminded governors to be more involved and complete monitoring visits.</p> <p>DH and SB have done walkthroughs already, and Pupil Voice is currently being typed up. There is a lot of work required to bring the consistency up. Teachers are now picking on pupils to answer questions rather than doing the hands up approach. This is work in progress as not all teachers are consistent enough with it and it is difficult to break a habit with the pupils.</p> <p>There is a concern with EAL pupils due to the barriers. There were 9 refugees who started on roll today. Some of the children have not been to school in their own country and they are all at different stages. The LA withdrew support years ago. GR is in contact with Lawnswood in Leeds.</p> <p>Q: If EAL pupils do sport, do they learn better? A: Yes.</p> <p>The garrison has been good with supporting the school. There are translation apps on the schools devices and putting images to words helps.</p> <p>Q: How does having EAL students in the classroom impact on other students? Are lessons disrupted by having to translate material? A: It's not, it's constantly evolving. Finding the balance where the lessons are not being held up for EAL.</p> <p>Governors thanked GR for attending and presenting this item</p> <p>18:36: GR left the meeting.</p>
<p>8.</p>	<p>School Improvement Plan (SIP)</p>



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The SIP is on the governor shared drive. LG invited any questions on this.

6 priority areas on the document.

Q: There is no explicit mention of Pupil Premium in the SUP but this is often a priority for Ofsted inspections. How are we demonstrating that PP progress is a priority for the school?

A: It can be added, but LG has not added specific groups like FSM, Gender, SEND, Pupil Premium etc to the plan. We have a PP strategy which details how we will close the attainment gap and what works for PP pupils works for all pupils, so the key focus on quality of education is the key to this.

Q: How are we going to receive reviews on this? With some actions already having passed?

A: At least once a term, if not twice a term it will be revisited. There is also an evaluation column at the end which will be completed with SLT and RAG rated.

Q: Where are we with the behaviour policy?

A: It is in progress. LG is meeting with the pastoral team to get their ideas, thoughts and feelings on the new policy. LG is looking at getting volunteers of staff who would like to move behaviour on. James Yates (JY) is working on this and is also gathering Pupil Voice. This will all be drawn together before Christmas so that it can be provided to staff in readiness for the January CPD day. At the January meeting, the behaviour policy will be launched.

Q: Are pupils getting confused with the behaviour policy always changing?

A: Yes possibly, but there is a need for a better provision. There are not enough steps in the current policy.

JY and LG are going to visit the Morley academy which is an outstanding school to look at behaviour and work with them.

KA suggested that the plan was really detailed and the success criteria were good for governors to hold LG to account, however the success criteria could be made SMART with more details. For example, rather than 'to improve attendance figures', this could be changed to 'ensure attendance figures are in line with the national average'.

Action: LG to make the SIP success criteria objectives SMART and more measurable.

Q: When do you think Covid will stop being used as an excuse for a lack of data for benchmarking?

A: Now it should be used as a trigger rather than an excuse. The only problem is there is no reliable data from that period. There are no process measures for the Year 11s this year.

There need to be strategic objectives in the plan but this will be discussed during the governance action plan.

19:04 KA left the meeting.

9. Vision and Values

LG shared 4 documents with governors. The vision and values is a key priority for LG, governors and leaders. LG advised that they visited a local school recently whose vision and values were embedded into teaching, they were displayed on the walls, and children were talking about them.

The vision and values need to be updated. LG went through the current mission, aims and pillars of success. LG advised they think there is too much included and is not simple enough, nor memorable and is duplicated.

19:20: KA rejoined the meeting virtually.

LG directed governors to a site called 7 levels deep.

1. What do you want to do?



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2. Why is that important to you?
3. Why is that important to you?
4. Why is that important to you?
5. Why is that important to you?
6. Why is that important to you?
7. Why is that important to you?

Governors shared their feedback on question 1 and question 7. Governors then discussed this feedback and worked on core vision and values for the next meeting.

Set strategic direction, hold the HT and SLT to account in their delivery to give the pupils a world class education in order to serve our community's children.

Q: What percentage of our children on roll are from out of the area?

A: Not sure, however it is very small.

Action: LG to look at the wording for the vision and suggestions from governors regarding core purpose, vision and values to bring back to the next meeting.

Another document shared was the most common school values. Governors were asked to provide 3 each to LG, either from the paper or any they could think of.

Action: Governors to provide 3 values to LG

The final document was a person silhouette and house outline. Governors were asked to complete this with how they would like to see the pupils and school in future. Governors handed these back to LG.

10. Governance Update

- Link Governors

Link governors were confirmed as follows;

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
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

- Governor Action Plan

This is an individual action plan which includes training for governors and around governor visits. The urgency of this task was expressed. It was suggested that a separate meeting be arranged to do this.

Action: CA to give the governing board dates to complete the governor action plan.

- Governor Visit Programme

KM is carrying out a governor monitoring visit on Friday 15th November 2024. LG explained that there should be a monitoring visits schedule. BB confirmed they would take on this task.



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- Feedback and Questions from Governor Visit

CA gave a brief overview of his visit to the school in the last week of the summer term. The report is available on the google shared drive. CA had mixed feedback about their visit.

- Feedback from Governor Disciplinary Panel

A permanent exclusion took place in September. The decision was upheld. JG has given feedback to Lucy about there not being sufficient evidence which has been taken on board. The parents did not attend this meeting.

- Governor Review report summary and recommendations

The governor review is part of the core offer that the Local Authority School Improvement Service provides to the school. There were key recommendations from the governance review and some of the recommendations have been acted on already such as a training schedule, monitoring visit, governor action plan.

- Governance SLA & Support

LG reminded governors that the school does purchase NGA access and if governors have not got access, to let Stef Blood (SB) know who can arrange it. A recommendation from the LA following the Governor Health Check is that the LA do provide a governance SLA for £775 per year. This includes unlimited access to training, unlimited support, key documents and tools and online learning. AHat distributed the Governance SLA flyer. The governors discussed the Governance SLA and suggested following the confidential item, they defer the agreement to purchase this until the next meeting.

Action: AHat to share the Governance SLA with all governors.

Action: Defer Governance SLA agreement to the 04th December 2024 meeting.

- Governor Health Check

The report is on the shared drive for governors to view. CA expressed that there has been a change in meetings in the new academic year and that this is a step forward.

- Headteacher Performance Review

The Headteacher performance review has been completed with Mark Turner, Senior Education Adviser (SEA) from NYC SI. Mark completed this with LG, CA and JG. Targets have been agreed for Lucy for this academic year including 3 main objectives which reflect the school improvement priorities. CA shared two of the priorities; 1. Education and the improvement of attainment, 2. Attendance.

Action: JG to sign HTPM form at the 04th December 2024 meeting.

LG advised that they now need to have a pay committee meeting for staff and senior leaders. LG has been arranging a date for this with SB.

Action: AHat to send SB pay committee member details.



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11.	<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>Governors have been advised following the confidential item discussed at item 12, that they are required to complete the skills audit from the NGA immediately. There is a dashboard on the NGA to oversee the skills and will show gaps. As part of DH role for governor training, DH will identify the gaps with the board.</p> <p>Action: All governors to complete skills audit by Monday 18th November 2024. Action: AHat to send BB their original skills audit.</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 (Complete)
- 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