



RISEDALÉ

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

Wednesday, 11th December 2024 at 17:00, 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 (AH) - virtually	Parent Governor, Vice Co-Chair of Governors
Lucy Greenwood (LG)	Headteacher
Dean Higham (DH)	Staff Governor
Charles Anderson (CA)	Co-Opted Governor
John Glahome (JG)	Co-Opted Governor, Chair of Governors
Terry McCann (TC) - virtually	Co-Opted Governor
Lara Vinsen (LV) - virtually	Co-Opted Governor
Pamela McMahon (PM)	Parent Governor
Kate Morgan (KM)	Co-Opted Governor
Not Present	
Beki Bulmer (BB)	LA Governor
In attendance	
Dominika Jureczko (DJ)	Clerk to Governors
Sarah Cox (SC)	Senior Teacher & DSL

Actions

<u>Item Number</u>	<u>Item</u>	<u>Initials</u>
6.	Headteacher to bring proposals on how to lower projected deficit for 2025/26.	LG
6.	Headteacher to bring detailed proposals regarding attendance management.	LG
6.	Governors to revisit Year 10 attendance and behaviour in 6 months' time to see what the impact of the steps in place was.	Governors
6.	Headteacher to provide a breakdown of reasons for suspensions/exclusions with the next set of data at the next meeting with a full Headteacher's report.	LG
15.	Clerk to include Governance Strategic Plan update on all agendas as standard item.	Clerk
15.	Vision and values to be included in January agenda.	Clerk
15.	Clerk to include co-option of JG, Governing Body reconstitution, appointment of an associate member on next agenda	Clerk
15 c)	DJ to suggest training for governors based on the results of skills audit.	DJ
8.	Headteacher to present comparative data for Year 11.	LG



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8.	JG to look at SLT minutes.	JG
8.	Headteacher to issue ASP access to governors.	LG
13.	Headteacher to check what qualification/training staff have to have to be able to conduct online searches on shortlisted candidates.	LG
13.	Clerk to include the appointment of a policy working group on next agenda.	Clerk

No.	Item
<u>PART 'Answer:' – Procedural</u>	
1.	<p>Welcome and Apologies for Absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Mrs Bulmer. The absence was given consent.</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>There were no declarations of interest or 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 18 was determined as confidential. It was noted that part of the Pay Committee's report dealt with Headteacher performance management and as such would be confidential.</p>
4.	<p>Notification of urgent other business previously notified to the Chair.</p> <p>An additional item was added under item 15: Governance SLA.</p>
5.	<p>To approve the minutes of the previous meeting.</p> <ul style="list-style-type: none"> a) 02nd September 2024 x 2 (confidential) The minutes were approved as accurate record and signed by the Chair. b) 08th October 2024 x 2 (confidential) The minutes were approved as accurate record and signed by the Chair. c) 12th November 2024 The minutes were approved as accurate record and signed by the Chair. <p><u>Matters arising</u> It was noted that there were no outstanding items.</p> <p>The Chair reported that the scheme of delegation was being drafted. Its approval was deferred to next meeting.</p> <p>Governors noted that as part of additional support within the School Improvement package from the LA a governance professional has been assigned to the school by the Professional Governance Service, who is also a Senior Governance Officer. This also responds to the Headteacher and Chair's requests to improve the quality of clerking.</p>
<u>PART 'B' – Resources</u>	



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6.

Finance

- a) Revised budget
- b) Schools Financial Value Standard (SFVS)
- c) Benchmarking
- d) School Fund

Revised budget

It was noted that Helen Simpson (LA Bursar) was not able to attend the meeting. JG presented the documents as he had discussed them previously.

He highlighted that document number 1 was provided as commentary.

The original budget had shown in-year deficit, which was now significantly reduced. Surplus figure was given.

It was noted that governors will need to discuss savings from 2025/26. LG will bring proposals to a future meeting.

Attendance officer role needs to be in place as attendance is a significant need for the school. There will need to be either an appointment or another staff member will need to be moved to the role.

Governors discussed this and agreed that that school needed to bring capacity to attendance management.

Headteacher gave examples where savings can be made to offset attendance management expenses, stressing that these changes would be brought to a GB meeting.

Question: Governors enquired whether attendance management-related costings would be presented to them.

Answer: LG confirmed that would be done.

Challenge: A governor visited the school for a walkabout with the educational psychologist. She highlighted that the school was not a very good environment for students. She stressed that some capital money needs to be set aside for the school to make sure there was a good learning environment for students, which would also boost attendance.

The Headteacher highlighted the asbestos flooring on the maths/SSD corridors which was a complication as it required a significant investment to remove.

Challenge: A governor highlighted the sports flooring which had water underneath as an urgency. The Headteacher explained that she had addressed this with the LA, who did not have the funds available. The Headteacher was looking for other funding opportunities to fix this floor. The sports grant currently available cannot be used for this.

Question: Governors enquired whether the school had a capital programme, which could be adjusted to address the floor issue.

Answer: The Headteacher explained that the school did not receive much capital funding to re-allocate. The maintenance staff were doing a very good job maintaining the site; however, the big capital works needed more funding.

A governor suggested investigating whether the school could apply for funding from the national lottery.

Question: Governors enquired how these problems would affect the school if the decision was made to convert into an academy.

Answer: The Headteacher explained that Trusts would do a due diligence exercise to determine if the school was financially viable, therefore the school would need to be in a good financial position. The new transport policy might have a positive impact on pupil numbers, even though the current prediction was



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	<p>showing pupil numbers to fall. The 4 Scots regiment are due to leave in the summer and this will result in the loss of some pupils.</p> <p>Pamela (newly elected parent governor) arrived at the meeting and the Headteacher led introductions of all present.</p> <p>Question: Referencing a possible saving on Chromebooks mentioned by the Headteacher, governors enquired whether this was a good idea as parents may like them.</p> <p>Answer: The Headteacher explained that staff were not seeing the impact of implementing Chromebooks. The school also has a focus on developing students' writing resilience which is often not compatible with continuous Chromebook use by pupils. Governors accepted this answer.</p> <p>Resolved: That the revised budget is approved. (Proposed JG, seconded AH)</p> <p><u>Schools Financial Value Standard (SFVS)</u></p> <p>It was noted that JG and AH reviewed the document prior to the meeting and recommended it for adoption.</p> <p>Resolved: That the SFVS is approved, to be submitted to the LA.</p> <p><u>Benchmarking</u></p> <p>The Headteacher drew governors' attention to the document and highlighted that the school has a relatively high percentage of senior leaders. Majority of SLT have significant responsibilities on top of their curriculum leadership responsibilities, however, which is unusual.</p> <p>Question: Governors noticed a higher number of pupils was included in the document and enquired whether this was a current figure.</p> <p>Answer: The document was based on previous pupil numbers, which were higher than now.</p> <p><u>School fund</u></p> <p>Resolved: that the school fund be closed and funds moved to the school account. Proposed: JG, seconded: CA.</p>
<i>PART 'C' – School Improvement</i>	
<p>7.</p>	<p>Headteacher's Report including; - encl</p> <ol style="list-style-type: none"> a) Attainment & Progress b) Attendance c) Behaviour & Attitudes d) Exclusions e) Complaints f) Counselling g) Health and Safety h) Pupil Numbers i) Quality of Education j) Teaching Staff Performance Management k) Safeguarding l) SEND m) Staffing n) Personal Development <p><i>Confidential question.</i></p> <p>Question: Governors enquired about Year 10 attendance.</p> <p>Answer: The Headteacher explained that year 10s' poor attendance correlated with their poor behaviour for learning and their progress data. This year group seemed to have been significantly affected by the pandemic. Individual behaviour plans were put in place, and some interventions would be introduced next term. Pastoral work would continue. Mentors for some of the boys in Year 10 will be introduced. Staff were working with external agencies as well, including Early Help.</p> <p>Question: Governors enquired whether the garrison could do anything to assist.</p>



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Answer: DH explained that it was not necessary at this time.

Governors agreed to revisit Year 10 attendance and behaviour in 6 months' time to see what the progress of these steps was.

A governor commented that, seeing from their monitoring visit, the school was moving from reactive approach to proactive, which was good to see.

Question: Governors enquired whether the problem with attendance data was resolved.

Answer: The Headteacher explained that the problems were not resolved yet. Other schools were experiencing the same problems (with Bromcom not correlating to DFE data).

Governors requested a breakdown of reasons for suspension and exclusions to be included with suspensions/exclusions data.

The Headteacher gave some case studies for the current data and would provide a breakdown with the next set at the next meeting with a Headteacher's Report, which was accepted.

Question: Governors enquired whether behaviour strategic actions were still going ahead.

Answer: The Headteacher confirmed that was the case. She had visited another school to observe their behaviour procedures and good practice. A new behaviour system/procedure would be launched after Christmas.

Question: Governors enquired about an update on CPOMS.

Answer: The Headteacher explained it was launched on Monday and the staff was provided training.

A governor commented that it was good to see consistency coming through the Headteacher's report.

Challenge: Governors were surprised to see there would be a process of evaluating whether all students on the SEND register at primary school should be there after they arrive at Risedale.

Answer: The Headteacher explained that as a result of SEND reviews, staff decided to reevaluate students' needs. When children come to school from the primary school, Risedale School staff receive some data, which staff then evaluate whether their needs have been met or they need more support. Sometimes children were put on the SEND register at primary school and their needs might not have been reviewed for a while.

Staff governor added that the students who were removed from the register were still on the staff's radar and their needs were being regularly assessed/monitored ('monitoring cohort').

A governor stressed that school needed to update the parents on the children's needs.

Report from the Complaints Committee

The Complaints Committee had met, and after examining all evidence upheld the complaint in part. There were recommendations around the following:

- Governors to conduct a deep dive into SEND, including:
 - SENCo to deliver a presentation to governors;
 - link governor for SEND to visit the school;
 - governors' monitoring visits to link to SEND provision;
 - Governors to request data specific to service children with SEND to be presented on 23rd January or 12th February;
- review of the uniform policy.

Report from the Pay Committee

The Pay Committee reported that all performance management of staff had been completed. The mid-term reviews had been completed.

The Committee looked at the procedure and governors were satisfied with changes brought this year which ensure the consistency of quality of teaching.



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	<p>It was noted that the new policy reflected that performance-related pay was not compulsory anymore. Governors would be able to change the policy next year.</p> <p>The committee recommended that performance-related pay is removed from the pay policy.</p> <p><i>Confidential question.</i></p> <p>Governors were satisfied that the performance management process was removing any inconsistencies.</p> <p>Question: Governors enquired whether the change in performance management and any pay awards given were factored into the budget. Answer: The Headteacher confirmed this was the case.</p> <p>The Headteacher stressed that removing the performance-related pay did not remove accountability from staff.</p>
<p>15.</p>	<p>Governance Update</p> <p>a) Governance Strategic Plan The plan was included in agenda papers. Resolved: that the Governance Strategic Plan be adopted and included in all agendas as standard item.</p> <p>Question: Governors enquired about the progress of vision and values. Answer: The Headteacher confirmed that the consultation was ending and this would be included in January agenda.</p> <p>b) Terms of Office It was noted that JG's term of office ends in February 2025, and he would like to continue his role as governor. Resolved: Governing Body re-constitution and appointment of co-opted governor and an associate member to be discussed on next agenda.</p> <p>c) Skills Audit Skills audit has been completed and will inform training programme for governors. DJ offered to suggest a training programme based on the results of the audit.</p> <p>d) Governor Induction & Training New governors will be invited to a half day induction at the school, which will include a meeting with subject leaders. Governors to email DH when they complete any courses so he can add these to the training log.</p> <p>e) Governor Monitoring Schedule & Visits Governors agreed the schedule.</p> <p>Governors received reports from monitoring visits. KA - two visits for safeguarding and attendance. Key points:</p> <ul style="list-style-type: none"> ● Wellbeing questionnaire for staff. ● Governors to consider safeguarding compliance. ● Attendance officer post to be considered. ● After February half term KA will ask for update on safeguarding and attendance. Attendance strategy will be launched in January and KA will monitor its implementation. <p>JG gave a report from his visit with a focus on finance.</p> <p>f) Safeguarding Link Governor Visit x 2 Governors received the reports.</p> <p>g) Record of Chairs Visits x 2</p>



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	<p>Governors received the reports.</p> <p>h) Annual Schedule of Governor Business Governors agreed to the Headteacher drafting a new Schedule of Business for the next meeting.</p> <p>Resolved: that the school buys into the LA Governance SLA.</p> <p><u>Chair's succession</u> JG reported that he had a discussion with Louise Wilson about appointing a co-opted governor recommended by the LA, who will take over as chair. Resolved: that governors will co-opt the candidate brought forward by the LA and appoint them as chair of governors.</p> <p>The Headteacher thanked JG for his work and strengthening governance at the school. She also thanked all governors for giving their time to come into the school during the Ofsted inspection.</p> <p>Governors recognised all the hard work the Headteacher put into the school. They were very thankful for the SEA's support during the inspection.</p> <p>Question: Governors enquired whether the school had a head boy and head girl. Answer: We have ambassadors who have been engaged in a lot of activities, including mentoring other students.</p>
8.	<p>Quality of Education;</p> <p>a) Year 11 Action Plan b) Term 1 Progress Data x 3 c) Update on KS4 checking exercise</p> <p>Question: Governors enquired about the year 11 students this time last year compared to this year. Answer: Headteacher will present this data at the next meeting.</p> <p>Headteacher highlighted the SLT were working on actions from the data available: revision of tutor time, work on revision strategies and long-term revision methods, SLT go into year 11 lessons to praise and highlight good work.</p> <p>Governors discussed ways of raising aspirations for pupils. Raising attainment plan has been drafted and governors will be briefed.</p> <p>Question: Governors enquired whether there was no Progress 8 this year. Answer: No, because this cohort did not do their SATs due to pandemic. There are attainment measures.</p> <p>Question: Governors enquired whether there was a group of high achievers. Answer: We seem to have lost those high attainers to other schools.</p> <p>Governors discussed attracting higher attainers to the school. A governor challenged this as prior attainment was not an excuse.</p> <p>More data to be brought to next meeting. JG to look at SLT minutes.</p> <p>Normally Headteacher would be presenting IDSR at this meeting; however, DfE has delayed the data and it will be available in January. Clerk highlighted that governors can have access to ASP, which includes IDSR. Action: Headteacher to issue ASP access to governors. Clerk informed governors they can have access to FFT as well, which is a bit easier to parse.</p> <p>Headteacher highlighted that staff use FFT routinely for example when setting targets for students.</p>



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9.	<p>School Improvement Plan – Progress so far</p> <p>Governors received the report. This will be a standing item on all agendas. Headteacher highlighted that staff were meeting the deadlines so far. Updated version to be presented at the Jan/Feb. meeting.</p> <p>On 6th January, a training day for staff was planned. The Headteacher invited governors to this session.</p>
10.	<p>Vision and Values</p> <p>This was deferred to next meeting.</p>
11.	<p>Local Authority and External Review Reports</p> <p>a) SCR Review</p> <p>The Headteacher gave a report from an external Single Central Record (SCR) review highlighting that very minor actions were identified. These were addressed immediately. Safeguarding adviser was informed and checked the actions have taken place.</p> <p>b) Safeguarding Advisor Monitoring Report x 2 (04/10/2024 and 06/11/2024)</p> <p>Question: Governors enquired about the recommendation to RAG rate progress of vulnerable pupils – there was no timescale given.</p> <p>Answer: CPOMS system was introduced this week, which will help with this.</p> <p>c) SEA Monitoring Report x 2 (11/09/2024 and 26/09/2024)</p> <p>d) Attendance Review Report</p> <p>The above reports have been received by governors.</p> <p>It was noted that the school commissioned an external safeguarding report which will now take place in March.</p>
12.	<p>Pupil Premium Strategy</p> <p>Governors received the Pupil Premium Strategy document with agenda papers.</p> <p>Question: Governors enquired whether Pupil Premium was being spent to benefit all, not only specific pupils.</p> <p>Answer: The Headteacher confirmed this was the case.</p> <p>Question: Governors enquired whether the THRIVE approach would be rolled out fully.</p> <p>Answer: The Headteacher explained it would - in its entirety - not be rolled out to all staff as the programme was about working with pupils with SEMH. However, there are certainly elements of the Thrive approach we want to train staff on over the coming months and we are hoping to train another practitioner.</p> <p>Resolved: that the Pupil Premium Strategy be approved, to be published on school website. Proposed: JG, seconded: CA.</p>
13.	<p>Policies to review and approve;</p> <p>a) Capability Policy and Procedure</p> <p>b) Code of Conduct for Staff</p> <p>c) Developing Performance</p> <p>Amendment: to not retain performance-related pay. Proposed: TMC, seconded: LV.</p> <p>d) Disciplinary Policy and Procedure (staff)</p> <p>e) Examinations - Emergency Evacuation</p> <p>f) Examinations</p> <p>g) Hearings and Appeals</p> <p>h) Induction Policy and Procedure</p> <p>i) Examinations - Internal Appeals Relating to External Qualifications</p> <p>j) Pay Policy (Recommendations by Pay Review Committee)</p> <p>k) Recruitment and Selection Policy and Procedure</p> <p>Question: Referring to online searches included in the above policy, governors enquired what qualification the staff member obtained to be able to perform these.</p>



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	<p>Answer: Headteacher will check this.</p> <p>l) Remote Working Policy m) Examinations - Word Processor n) Appraisal Policy o) Travel and Expenses p) Examinations - Contingency Plan q) Examinations - Malpractice Policy and Procedure r) First Aid Policy</p> <p>It was noted that the policy that was presented in October was a first aid at work. This is the correct and updated policy.</p> <p>s) Visitor Protocol</p> <p>Resolved: that all the above policies and protocols be approved, policy 13c to be approved with an amendment.</p> <p>Governors will discuss road safety at a future meeting. Governors discussed having a policy working group. To be included on next agenda.</p>
<p>14.</p>	<p>Feedback on Stakeholder Voice;</p> <p>a) Staff Wellbeing Survey b) Staff, Pupil and Parents Survey</p> <p>Staff, Pupil and Parents surveys were received with agenda papers. Some similarities to the results from the previous year were noted. Staff feedback was very positive. Parent engagement was not very high, which was recognised as a trend. Staff will work on stakeholder engagement.</p> <p>Governors received the report.</p> <p>Question: Governors enquired why pupils indicated they did not feel safe in the front yard and canteen. Answer: There were several students who had an experience in the front yard and they might feel unsafe. Governors discussed survey responses in more detail.</p>
<p><u>'PART 'D' – Other Business</u></p>	
<p>16.</p>	<p>Urgent Business There was none.</p>
<p>17.</p>	<p>Confidential Items Items treated as confidential and excluded from the minutes to be made available for public inspection. There were none.</p>
<p>18.</p>	<p>Academisation Update Governors decided to put this on hold as there were other priorities which demanded their urgent attention.</p>

The Chair closed the meeting at 8:41 pm.

Dates of 2024 – 2025 Full Governing Board Meetings

Tuesday 08th October 2024 – 17:00 (Complete)



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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
Pamela McMahon	Parent 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

Chair:

Date: