



**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

**GOVERNING BODY MINUTES**

**Held Tuesday 12<sup>th</sup> December 2023 at 5pm, CPD Room (19), Risedale School**

**Present Governors:** John Glahome (Chair), Terry McCann, Colin Scott (Headteacher), Gary Morley, Lara Vinsen, Amanda Hastings, Charles Anderson

**In Attendance:** Helen Simpson (Bursar), James Yates (Deputy Headteacher), Stacey Burke (Senior Teacher), Sarah Cox (Senior Teacher), Jane Hailwood (Senior Teacher), Mark Kirkbride (Senior Teacher), Gemma Roberts (Senior Teacher), Richard Sherwood (Senior Teacher)

**Governor Apologies:** Amy Beveridge,

**SLT Apologies:** Gill Morrissey (Facilities Manager)

**Note Taker:** Karen Summerhill, NYC Clerk to Governors

**MINUTES**

	<b>PART A Procedural</b>	<b>Action</b>
<b>No.</b>	<b>Item</b>	
1.	<b>Welcome and Apologies for Absence and to determine whether any absences should be consented to</b> See above. John Glahome reminded governors of the need to sign the Code of Conduct before leaving the meeting. The meeting was quorate.	
2.	<b>Co-option of any new governors</b> New co-opted governor nominated: Lt Colonel Charles Anderson – Proposed by Colin Scott, seconded by John Glahome. <b>Approved</b> by governors.	
3.	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b> None	
4.	<b>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.</b> None.	
5.	<b>Notification of urgent other business previously notified to the Chair.</b> None.	



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	<p><b>Presentation to Governors by members of the school council</b></p> <p>Members of school council attended the meeting at 5:12pm to provide governors with an insight into the work of the school council which includes: -</p> <ul style="list-style-type: none"> <li>- Their aim is to be the voice of pupils at Risedale and improve the reputation of the school within the community.</li> <li>- The council consists of 12 senior ambassadors and 3 lead ambassadors and meets each Friday.</li> <li>- They offer a forum for pupils to raise concerns and offer a safe space to do so.</li> <li>- Provide a route to Mental Health Ambassadors, Equality Ambassadors and Service Pupil Ambassadors who specialise in key areas to give support and a safe space for students to share their concerns.</li> <li>- They plan and organise social events for pupils including the Christmas and Summer Disco.</li> <li>- Empathy and kindness are the main pillar at Risedale and a key part of the school council.</li> <li>- Meetings have been held with the Lunchtime and Kitchen Teams to raise pupil concerns.</li> <li>- Organise events including Children in Need non-uniform day and Christmas Hamper collections.</li> <li>- Attend open evenings to represent and promote the school to others.</li> </ul> <p>Governors thanked the students for their presentation, and they left the meeting at 5:20pm</p>	
<p>7.</p>	<p><b>Part B – Resources - Budget</b></p> <p>The budget reports were shared in advance of the meeting. The revised budget was presented to governors by Helen Simpson (HS) who highlighted the following:</p> <ul style="list-style-type: none"> <li>- Local Authority funding fluctuates in line with pupil numbers. In 2022 there were 600 pupils, reducing to 571 in 2023 and to 567 in 2024. This is estimated to rise in 2025 and 2026 based on estimates of the October census. Funding continues through the National Funding Formula which could change.</li> <li>- Other grants include: -             <ul style="list-style-type: none"> <li>○ Main Stream Additional Grant (MSAG), introduced in 2022/3 and based on October 2022 census. It will become part of the funding formula from 2024. Last year it was used to help with high energy costs.</li> <li>○ Teachers Pay Additional Grant (TPAG) allocated from September 2023 to help offset teacher pay award agreed at 6.5% (school estimated it at 3.5% so the grant offset the difference). Expected to continue in 2024/25 but incorporated into funding formula from April 2025.</li> <li>○ Recovery Premium Grant will continue until Summer 2024 and then stop. It is linked to the Pupil Premium Strategy.</li> <li>○ National Tutoring Programme is continuing but has not been taken up by the school since September 2022 due to the complications of the scheme.</li> </ul> </li> <li>- Expenditure:             <ul style="list-style-type: none"> <li>○ Staffing –                 <ul style="list-style-type: none"> <li>▪ Pay award for teachers from September 2023 was agreed at 6.5%. September 2024 has been assumed at</li> </ul> </li> </ul> </li> </ul>	



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3.5% and 3% thereafter. If it is higher, they expect a TPAG to meet the difference.

- Pay award for support staff from April 2023 is £1925 per spine point. From April 2024 an increase of 6% is projected, with 3% thereafter.
- The FTE from February 2024 is 37.3 FTE and will remain until August 2025 when 2 FTE end.
- There are 2 FTE teachers whose contracts end in August 2025.
- Cover Officer post in admin remains vacant and there are no plans to fill this.
- Cover Supervisor role no longer exists, and funds have increased the supply budget.
- Appointed PE teacher from January 2024 who is at a higher pay point than current employee. This affects the budget in future years, reducing the carry forward funding.

CS stressed the importance of encouraging parents/children to choose Risedale to help their budget to grow in future years.

Lt Col Charles Anderson advised governors of battalion changes in 2025, 2026 and 20230 which will affect pupil numbers due to rotations between UK and Cyprus which occur every two years. Lt Col Charles Anderson will provide a list of those families affected to the school.

○ Other Costs

- Energy is expected to reduce, included from April 2024. Electricity 2023/24 estimated at £95,000 reducing to £70,000 in 2023/25. Gas estimated at £187,000 in 2023/24, expected to reduce to £67,000 from 2024/25.
- Contract services are included in the report and estimated to increase in line with inflation in 2024/25.
- ICT leasing scheme is included in revenue budget and not Capital.
- Learning Resource budget expected to reduce by 25% to 30% in 2024/25 (excluding Special Needs). CS has steered staff to be smarter with school spending.

○ Capital

- DFE allocation £14,000, contribution from revenue £52,000 and carry forward of £24,000 will fund the following in 2023/24: -
  - Final Principal repayment of loan.
  - Energy efficiency projects.
  - DFE contribution towards Water Hygiene work.

**Proposed (HS)** – Budget is updated to reflect the PE appointment?

**Agreed** – Governors **AGREED**.

**GQ – What happens now?**

**A** – The budget will be amended, finalised, and submitted to NYC.



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<b>6.</b>	<p><b>To approve the minutes of the meeting held on 3<sup>rd</sup> October 2023</b> Governors reported access issues with the minutes. Stef Blood will check this.</p> <p>These have been proposed by John Glahome and seconded by Colin Scott. <b>Approved.</b></p> <p><b>Matters Arising: -</b></p> <ul style="list-style-type: none"> <li>- <u>Deputy Vice Chair</u> – Chair proposed a deputy vice chair position. Gary Morley volunteered and <b>ACCEPTED</b>. Gary to meet the new clerk for an agenda setting meeting.</li> <li>- <u>Governor Body Diversity Statement</u> – CS raised NYC request for governor diversity statements to be published on the school website. KS told governors that NYC have put this on hold at present. Governors <b>AGREED</b> to defer this pending guidance from NYC.</li> <li>- <u>Clerk to review schedule of business</u> – Changes in clerking. New clerk appointed, Dominika Jureczko who will clerk from January 2024.</li> <li>- <u>HT to ask LA Advisor to challenge Action Plan</u> – James Durran, new advisor, attended school and discussed Action Plan with Gemma Roberts. This will be the basis to check progress towards targets and ensure positive momentum.</li> <li>- <u>Behaviour Policy</u> – finalised and brought to FGB at Item 11.</li> <li>- <u>Chromebooks</u> – Gemma Roberts to monitor.</li> <li>- <u>Health &amp; Safety Visit</u> – Ongoing.</li> <li>- <u>Safeguarding</u> – Sarah has sent safeguarding information to governors.</li> <li>- <u>Positive Handling</u> – Gemma has organised training for 21/02/2024.</li> </ul> <p><b>GQ – Who should attend?</b> <b>A – Attendance is voluntary but is encouraged by CS from a de-escalation point of view. Expecting an increase in attendance from staff. A de-escalation meeting is scheduled for 28/01/2024.</b></p> <ul style="list-style-type: none"> <li>- <u>Budget Management Policy</u> – Agreed at the previous FGB but Scheme of Delegation outstanding. Currently set at £30,000. CS explained the importance of the spending limit he has control of and its use in school. Governors were asked if this should remain at £30,000, or be revised?</li> </ul> <p><b>GQ – Is this £30,000 per year?</b> <b>A – No, it is a maximum spend of £30,000 per item, used by CS to fund emergencies or price critical purchases.</b></p> <p><b>GQ – Where does it come from within the budget?</b> <b>A – Funds come from the budget but only accounted for after spending is made. IT allows CS the opportunity to arrange goods or services without the need for discussion or authority and prevents delays.</b></p> <p>Governors <b>AGREED</b> to keep the current limit at £30,000.</p> <ul style="list-style-type: none"> <li>- <u>HT Performance Review</u> – Initial findings are that CS has met all performance objectives. A performance meeting with CS is scheduled for January 2024 with JG and CL.</li> </ul>	
<b>Part B - Resources</b>		
<b>8.</b>	<p><b>Health &amp; Safety</b> The H&amp;S Report was shared with governors in advance of the meeting and summarised as follows: -</p> <ul style="list-style-type: none"> <li>- Report clear – no major concerns.</li> <li>- Budget managed to deal with H&amp;S recommendations.</li> </ul>	



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	<ul style="list-style-type: none"> <li>- All concerns have been addressed.</li> <li>- High risk concerns minimal and have been dealt with.</li> <li>- Most risks were dealt with by their in-house site team.</li> </ul>	
<b>Part C - School Improvement</b>		
<p><b>9. Headteacher's Report</b></p>	<ul style="list-style-type: none"> <li>- Teaching and Learning Report</li> <li>- Attendance/Admissions/Exclusions</li> <li>- Staffing Update</li> <li>- Targeted Intervention Report</li> <li>- SEF/Accountability Pack</li> <li>- CPD for all staff</li> </ul> <p><b>Teaching and Learning Report</b> - CS shared the Teaching &amp; Learning Report and explained the 3-Year Goal and this year's goal with governors, in particular that all teachers know what "adaptive teaching practice" is. In the report, the actions taken so far were set out for governors.</p> <p><b>GQ – What is the impact of the adaptive learning strategy and when will they see results?</b></p> <p><b>A –</b> This involves two aspects. One benefit is to SEND and Service Mobility students, to promote a culture of inclusion throughout school. An adaptive curriculum for all students will hopefully be evident by Summer 2024, however, it is part of a three-year plan. It will take several years to embed in all years.</p> <p><b>GQ – How will it work in a large classroom?</b></p> <p><b>A –</b> They have adhered to guidelines and will have three in a year, 25 minutes sessions with coaching introduced in classrooms. Important they are not checking teachers/teaching but monitoring quality of education and impact on students.</p> <p><b>Attendance Report</b> shared. Recognised the school is not where they would like but they are tracking and tackling problem areas. Nationally there are similar problems. School are quick to get students to PACE/Panel meetings but are restricted by time constraints. Panel meetings can take longer to arrange than time allows. Asked NYC for support with attendance, meeting in January 2024. Currently have one prosecution and one pending. Admin team monitor attendance using colour coordinated spreadsheet, giving breakdown for each student. This is used to highlight students with poor attendance so letters can be sent to parents. Leave of absence forms are being reviewed in conjunction with other schools (siblings) to ensure consistent decisions are being made by all involved. The school recognise the impact of deployments but are now asking for documents to support student absences from military personnel.</p> <p><b>GQ – Do they do home visits?</b></p> <p><b>A –</b> This has started but risks to staff must be managed.</p> <p><b>GQ – What are parents doing to manage absences?</b></p> <p><b>A –</b> ¾ of parents need help and support to deal with attendance. For those who don't help, one out of four families will end up at prosecution. They have timelines and strategies in place to monitor and manage attendance, but it is recognised as a national problem.</p> <p>Attention was given to: -</p> <ul style="list-style-type: none"> <li>- Year 11 attendance – stronger now compared to 2022.</li> </ul>	



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- Year 9 attendance – challenging due to student base (Y6 & Y7 lockdown years).
- Most year groups have SEND students which are problematic to manage.
- 1/5 of the school population have attendance issues this term.

**Exclusion Data** at 30<sup>th</sup> November 2023 shared with governors highlighting the following: -

- 40 suspensions so far (equivalent to 73.5 days).
- 23 individual pupils suspended.
- 2 pupils have EHCP.
- 25 pupils have SEN needs.
- 9 are Service pupils.
- 1 permanent exclusion
- Most suspensions for Persistent or General Disruptive Behaviour.
- 7 suspensions for Physical Assault.
- 9 suspensions for Verbal or Threatening aggression to adults.

Expecting a spike after Christmas following introduction of Mobile Phone Policy. Suspensions are only used as a last alternative.

**GQ – Is the number of suspensions reducing?**

**A – No, it is increasing.** If governors approve the government led mobile phone ban in school then it is expected to spike. Once introduced, then sanctions in line with policy must follow, which include detentions and suspensions.

Two pupils are on managed moves which is more proactive than previously undertaken. Collaborative working within other schools is helping this process. Currently working with Richmond school to manage moves for two pupils.

**Admissions** – nothing to report at this time.

**Staffing** – PE teacher has been recruited and will start in January 2024. There were two applicants, and they chose the more experienced applicant who was more expensive but accounted for in the budget. This changes the demographic of the PE team to include two females and one male (previously one female and two males).

**Targeted Interventions** – Continuing core intervention focus months. Year 11 held September 2023, Year 10 held October 2023 and Year 9 held November 2023. Year 8 scheduled December 2023 and Year 7 January 2024. It will begin again in January 2024 until June 2024. Year 11 progress sheets identified performance issues in some students. Open to all and small group interventions are offered to Year 11 and Year 10 pupils to aid performance and help catch up.

**GQ – When will they see the impact from the interventions?**

**A – Results will be evident following mocks.**

**GQ – Are interventions being offered in all subjects?**

**A – Yes, across all subjects.**

**GQ – Are the same pupils attending? Are grades improving?**

**A – For those pupils attending 15 sessions or more, grades are improving.**

Request that SDG are enabled to conduct a more detailed review of outcomes of SPII testing currently being carried out.





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**SEF/Accountability Pack** – SEF was shared and agreed at the previous FGB. There are no changes to report.

**CPD for staff** – Start of Teaching & Learning Policy around how the school are supporting staff. Key focus this year is Teacher Training.

**GQ – Is the training budget sufficient?**

**A** – Yes, there is a lot of training available that is free, subsidised or via an instalment plan which helps them to budget.

CS explained that the DfE are trying to encourage growth in headteachers to help with retention and offering long serving headteachers an NPQ in Leadership.

**GQ – Are all teachers undertaking CPD? How is the school monitoring this?**

**A** – Yes, they work with the Heads of Department to identify teacher training needs and encourage training as part of the PMR process.

**GQ – Is there training available to governors?**

**A** – Yes, schedule of governor training has been shared in document cascade and included at item 12.

Separate Documents: -

- SEND
- Surveys
- External Reports
  - Autumn Term Planning Report from LA
  - Safeguarding and Attendance Report (James Durran LA)

**SEND** – Report shared with governors. Currently 148 pupils (26%) on SEND register (slightly higher than national average at 25%). There are 30 EHCP pupils (5.3%), (slightly higher than national average at 4%). A breakdown was provided in the report. Currently 4 pupils going through EHCP assessment and 2 with EHCP paperwork.

**GQ – Is there support available within the school network?**

**A** – Yes, but they are overstretched. A summary of the plans in place with the LA was included in the report.

**GAP Project** – Verbal update shared with governors. Concerns raised regarding battalion movements and their impact on EHCP applications. Approval of EHCP applications can take 12-18 months and battalion movements may result in delays.

**GQ – Could the school ask families to keep a care spreadsheet to refer to when families return to the area.**

**A** – Yes, However, the school cannot match the level of care and support that EHCP/SEND pupils receive in Cyprus.

**Surveys** – As highlighted in the summary report. The staff survey highlighted that the staff are happier than they were a year ago. CS advised governors that the colours are not reflective of the results (i.e. not RAG rated).

**GC** – Governors felt that the format was not user friendly as there were issues viewing and printing the document. Stef Blood will look at this.

**Stef Blood**



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	<p><b>GQ – Has the pupil survey been considered by the SLT and Safeguarding Team?</b>  <b>A – Yes, results have been shared, discussed, and actioned. CCTV has been improved following reports of unmonitored areas.</b></p> <p><b>External Reports –</b></p> <ul style="list-style-type: none"> <li>- <b>Autum Term Planning Report from LA</b> – James Durran attended school on 4/10/2023 for meeting with Colin Scott and John Glahome. Positive meeting with agreed priorities for SPIP.</li> </ul> <p><b>GQ – Where there any surprises from the visits?</b>  <b>A – No, although key priorities were identified and will be included in the SPIP to ensure they remain on track.</b></p> <p><b>GQ – Was it helpful?</b>  <b>A – Yes, it was beneficial to receive an external insight before Ofsted. James Durran has previously been an advisor to the school and could draw on this experience to see improvements already made and identify areas which still require attention.</b></p> <ul style="list-style-type: none"> <li>- <b>Safeguarding and Attendance Report</b> – James Durran attended school on 25/10/2023 to carry out the monitoring review and track progress with previous actions. Positive visit with Colin Scott, DSLs and DHT. Key actions agreed for this term. Future visits will include a review of the late register.          Joanne Conway has also completed a Safeguarding Visit on 9/10/2023 around staff training and monitoring (as per reports).</li> </ul> <p><b>GQ – Are you busy with safeguarding issues?</b>  <b>A – Yes.</b></p>	
<p><b>10.</b></p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● Safe-guarding visit report (written report)</li> </ul> <p>Full details in the report.</p> <p>Discussions included: -</p> <p>DSL shared that a briefing has been completed which school staff on key changes to KCSIE 2023. School child protection policy has been updated, shared with school staff, and uploaded onto the school website.</p> <p>DfE digital and technology (filtering and monitoring) standards were shared and discussed to reflect on how the school is meeting the four areas of the DfE digital and monitoring standards.</p> <p>Roles and responsibilities relating to filtering and monitoring were discussed.  <b>Action</b> – Adviser to share a document which can support governors to ask questions to check that the DfE standards are being met. Also, to share presentation including case study and an outline of the staff roles and responsibilities.</p> <p>Filtering and monitoring checks were discussed.  <b>Action</b> – DSL, safeguarding governor, and IT Technician to test the network filtering system at least termly.</p>	





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	<p>Essential safeguarding training for staff – Document shared listing essential safeguarding training for staff and governors, where to access training and how often to complete it.  <b>Action</b> – Adviser to share document.</p> <p>Bromcom safeguarding record system – Discussion held on tracking vulnerable pupils in school., recording safeguarding concerns and ensuring actions and referrals are completed.  <b>Action</b> – For the DSL to review the Bromcom to see if the system can give a vulnerable pupil list and track actions.  <b>Action</b> – Adviser to share example vulnerable pupil list and quality assurance document.</p> <p>Revised Prevent Duty 2023 – Key minor changes were discussed which included training for the DSL and Prevent Action Plan.  <b>Action</b> – Adviser to send the revised document once in place.</p> <p>Discussion regarding Ofsted inspection safeguarding focus.  <b>Action</b> - Agreed to share the following with the DSL: -</p> <ul style="list-style-type: none"> <li>- Safeguarding records and documents that may be viewed during an Ofsted inspection.</li> <li>- Questions HMI may ask governors, DSL and school staff regarding safeguarding practice, procedures, and local issues.</li> </ul> <p><b>Agreed actions:</b> -</p> <ul style="list-style-type: none"> <li>- To review the KCSIE 2023 action plan shared by safeguarding adviser to meet the DfE digital and technology (filtering and monitoring) standards or include relevant actions and progress within the school’s development plan.</li> <li>- For the DSL to test the school’s internet filtering system with the safeguarding governor and IT staff member on a termly basis to ensure that the filtering system is blocking child abuse, terrorist and adult content on the school network and act if required.</li> <li>- All governors must confirm to Gemma Roberts that they are compliant with requirements contained in the update to KCSIE 2023.</li> </ul> <p>Safeguarding training for governors recommended via Governance SLA or via Governor Support NYC.</p>	<p><b>DSL/CS</b></p> <p><b>DSL</b></p> <p><b>Govs/GR</b></p> <p><b>Govs</b></p>
<p><b>11.</b></p>	<p><b>Policies to adopt.</b></p> <p><b>Behaviour Policy</b> – Reviewed in advance of government changes taking place in January 2024 including Mobile Phone Policy. Policy feeds into other policies and procedures and MUST take precedence over all other linked documents which will be changed in due course. Written in conjunction with government challenge to schools including the ban on mobile phones being introduced in Spring 2024. Further updates will be required in line with government guidance.  A letter has been sent to parents to say why they are changing school policies and outlining the new procedures.</p>	



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	<p>Assembly held with Year 11 to explain changes and process to follow which includes the device being confiscated, detention, fines and subsequently suspension for those failing to comply. For persistent offenders, the route to suspension will be faster.</p> <p>All members of teaching staff will be involved in the decision process to reduce the burden on the Headteacher.</p> <p><b>GQ – Like the idea of a team approach but who will have control over suspensions?</b></p> <p><b>A – Only the headteacher can make the decision to suspend a pupil. However, all staff will be involved in the process and can take initial action to confiscate and issue detentions. The policy will set out the process and the level at which penalties can be imposed.</b></p> <p>Policy proposed by John Glahome, seconded by Lara Vinsen. Policy <b>APPROVED</b> by governors.</p> <p><b>Complaints Policy</b> – Amended to provide an alternative route in the complaint process to reduce the burden on the Headteacher and Chair at the initial stage and de-escalate the process before it reaches this level. Additional points at 2.5, 2.6 and 2.7 have been added to the policy to advise complainants of the new route for dealing with low level concerns.</p> <p><b>GQ – Will there be a way to protect personal information i.e. will members of staff be dealing with complaints into other members of staff? Agree with low level mediation but there must be confidentiality to protect staff privacy.</b></p> <p><b>A – No, certain complaints will be sent directly to the headteacher and chair. The policy introduces an alternative route for dealing with low level concerns initially, before escalating to a point where the headteacher and chair need to be involved.</b></p> <p>Policy <b>APPROVED</b> by governors.</p> <p>CS notified governors of the following updates to policies: <b>Surveillance Policy</b> – Updated to include a message advising callers that their calls may be recorded for training purposes to try and prevent or limit the impact of abusive parents calling the school.</p> <p><b>First Aid Policy</b> – This is being adopted from NYC policy.</p> <p><b>Pay Policy</b> – Updated to include the teachers national pay award.</p> <p>Governors <b>APPROVED</b> the policies and updates.</p>	
12.	<p><b>Governance Update</b></p> <ul style="list-style-type: none"> <li>● <b>Feedback from Governor visits</b> None.</li> <li>● <b>Governor Training</b> Schedule of training shared with governors.</li> <li>● <b>Governor Healthcheck update</b> Shared with governors.</li> </ul>	
<b>Part C – Other Business</b>		
13.	<b>Urgent Business</b>	



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	None	
14.	<b>Confidential Items</b> None	
15.	<b>Dates of future full governing-body meetings:</b> Tuesday 6 <sup>th</sup> February 2024 Tuesday 12 <sup>th</sup> March 2024 Tuesday 7 <sup>th</sup> May 2024 Tuesday 2 <sup>nd</sup> July 2024  <b>Meeting ended at 6:55pm</b>	

Membership of the Governing Body

Amy Beveridge, John Glahome (Chair), Amanda Hastings, Vacancy, Carl Les, Caroline Knight, Terry McCann, Colin Scott, Lara Vinsen, Gary Morley, Lt Col Charles Anderson.

Members of the Senior Leadership Team/Other Staff

Stacey Burke (Senior Teacher), Sarah Cox (Senior Teacher), Jane Hailwood (Senior Teacher), Mark Kirkbride (Senior Teacher), Gill Morrissey (Facilities Manager), Gemma Roberts (Senior Teacher), Richard Sherwood (Senior Teacher), James Yates (Deputy Headteacher)