



**RISEDALE**

SCHOOL

A family of learners

**MISSION STATEMENT:**

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**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 07<sup>th</sup> May 2024 at 17:00, **CPD Room (19)**, Risedale School

**Present Governors:** Charlie Anderson (CA), Amanda Hastings (AHas), Colin Scott (CS – Headteacher) John Glahome (JG – Chair of Governors) Terry McCann (TMC), Lara Vinsen (LV), Caroline Knight (CK)

**In Attendance:** Helen Simpson (HS - Bursar), James Yates (JY - Deputy Headteacher), Stacey Burke (SB - Senior Teacher), Sarah Cox (SC - Senior Teacher), Jane Hailwood (JH - Senior Teacher), Mark Kirkbride (MK - Senior Teacher), Gemma Roberts (GR - Senior Teacher), Richard Sherwood (RS - Senior Teacher), Lucy Greenwood (LG – New HT)

**Governor Apologies:** Carl Les

**Clerk to Governors:** Alex Hatley (AHat), North Yorkshire Council Clerk to Governors, Dominique Adams (DA), North Yorkshire Council Clerk to Governors

**ACTIONS**

Point	Action	Initials
7	Comparative data	CS
7	Speak to local supermarket around school uniform	CA
7	Case studies for SEND	CS
7	Email: auto predict recipient	ALL
10	Arrange a date to visit school	CA, CS
12	Mental Health Governor	ALL
12	Create a MH group	TBC
13	Review staff structure	CS
14	Visit a DAT school	LG, TMC, JG
14	Invite DAT to next FGB	CS, JG
14	Attend a DAT meeting on 20 <sup>th</sup> June 2024	JG, CA, AHas

**MINUTES**

PART 'A' - PROCEDURAL	
No.	Item
1.	<p><b>Welcome and Apologies for Absence and to determine whether any absences should be consented to</b></p> <p>Apologies had been received from Carl Les (CL).</p> <p>Gary Morley (GM) and Amy Beveridge (AB) were absent from this meeting.</p> <p>CK joined the meeting virtually.</p> <p>Governors introduced themselves to their new clerk, Alex and their mentor Dominique and also the schools new headteacher, Lucy. The meeting was quorate.</p>



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<b>2.</b>	<p><b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b></p> <p>TMC advised that they are now an exam invigilator. There were no other interests to declare.</p>
<b>3.</b>	<p><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></p> <p>Staffing</p>
<b>4.</b>	<p><b>Notification of urgent other business previously notified to the Chair.</b></p> <p>Restructure in the pastoral team – term time and full-time contracts</p>
<b>5.</b>	<p><b>To approve the minutes of the meeting</b></p> <p>The minutes from the FGB on the 06<sup>th</sup> February 2024 were approved, alongside the confidential minutes from the 14<sup>th</sup> March 2024.</p> <p>There was 1 item from the summary of actions to be discussed under section 15.</p>
<b>PART 'B' - RESOURCES</b>	
<b>6.</b>	<p><b><u>Finance</u></b></p> <p><b><u>Outturn</u></b></p> <p>Helen Simpson, bursar shared paper copies of the outturn statement with the governors, alongside a summary of where there has been gains or losses. Revenue outturn £293K, revised in October 2023 when it was forecast to be £297K.</p> <p><b><u>Capital Budget</u></b></p> <p>Capital budget includes an energy efficiency and £14000 to water hygiene and £48000 on Chromebooks. Additional £2000 funding for EHCP. Additional £8000 due to support staff changes and vacant posts. Maintenance underspend by £1400. Gas underspent by £2400. Overspend in electric by £24000. This is a trend in majority schools. Lost money through permanently excluded pupils. Overspend on IT as repairs to Chromebooks are high. Q – Are we able to recoup the loses from parents for Chromebook damage? A – Yes, we have received £333.</p> <p><b><u>Start budget</u></b></p> <p>Governors were given a copy and it is also saved on the Google Drive. On role currently, there are 572 pupils following the October census. However, 557 pupils are expected for September 2024 which is reflected on the summary and income. 5% teachers' pension contribution is being offset with a grant. Staffing cost is the main expenditure, with a 3.5% increase from September 2024 expected. If this comes in higher, the LA expects a further grant to cover this. Support staff pay increase is 6% from April 2024, then 3% assumed for the following 2 years. English teacher role is vacant. 2 fixed term teaching contacts are ending in August 2025. Staff Absence scheme – from day 6 so income is received through this insurance policy. Expecting a cumulative surplus of £273,000 at the end of 2024-25. Pupil numbers to drop 2025-2026 then 2026-2027, this is based on the number of service pupils moving about. The governors discussed the transport consultation and that they may lose pupils due to them being out of catchment and using the free transport.</p> <p>The governors discussed how to get more pupils in to the school, this is a focus for the SLT. CS to book in transition meetings with local primary schools and start to influence year 5 pupils ready for September 2025.</p>



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	<p>Q – When you budget for vacant posts, do you do it from the middle or top? A – Always plan for the most expensive staff.</p> <p>JG proposed we accept the start budget after in depth conversations about the figures. AHas seconds this. <b>Agreed:</b> Governors unanimously agreed to accept the start budget.</p> <p>Governors thanked Helen for joining and Helen left the meeting at 17:55.</p>
<b>PART ‘C’ – SCHOOL IMPROVEMENT</b>	
7.	<p><b>SLT Update</b> Governors were invited to ask questions.</p> <p><b><u>Attendance and Exclusions</u></b> A document was shared on attendance and exclusions for governors. The figures were discussed. <b>Comparison of figures for the next FGB.</b> James Durran visited the school recently to provide support on attendance. There are frequent interventions for the school refusers. The school are focussing on behaviour around mobile phones and suspending pupils for using them during the school day. The school are trialling a new method to reduce lateness, which has transformed the school in the 2 weeks they have been doing this. At the beginning of the trial, there were 40 pupils, today there has been 1. If a pupil is late, they are withdrawn from 6 sessions. The next goal is to improve the uniform. Governors discussed how clothing is in the same aisle as school clothing – therefore pupils purchasing leggings to wear instead of school trousers. <b>CA to speak with their acquaintance at Tesco around school clothing.</b></p> <p><b><u>SEND</u></b> The board discussed SEND. <b>Could we have a case study to show how things have changed</b> CA met with Ian Mottram at Le Cateau in Catterick. Le Cateau have entered in to a SEND national body and will get accreditation for this. SLT confirmed that Risedale are not able to start this project currently, but there is already lots of specialism in the school and Risedale is a Thrive accredited school.</p> <p><b><u>Safeguarding</u></b> The board require a new safeguarding governor. A visit with Joanna Conway, Safeguarding Adviser, has been confirmed. Safeguarding reporting is now done electronically. This time last year it was not. SLT would like CPOMs, however SIMS and Bromcom aren’t compatible with CPOMs. If receiving information on CPOMs from other schools, it is sent through secure transfer.</p> <p><b><u>FOI/Complaints/GDPR</u></b> The schools mailing system auto suggests email addresses, user error could select the incorrect email address. Instead of turning the auto suggestion of email addresses off, it was suggested that staff are to be more conscious of who they are selecting on an email. Email was sent to all staff on the 21<sup>st</sup> March 2024. <b>Governors didn’t receive this, to be checked that they’re ticked on the ‘all’ mailing list.</b> FOI requests are increasing. The school task Veritau to complete FOIs, it can cost up to £2500 per request, but this allows SLT to carry on with their roles and work as it can take up to 4 weeks.</p>



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<b>8.</b>	<p><b>External Reports</b></p> <p>A visit from the schools Senior Education Adviser had been completed and the report was shared on the Google Drive.</p> <p>A meeting is to be arranged to look at the school vision with the current HT, DHT and also the new HT, Lucy.</p> <p>The governing body agreed to arrange for the School Development Group Committee to be set up with dates to be arranged.</p>
<b>9.</b>	<p><b>Policies Approvals &amp; Revisions</b></p> <p>There were no policies that needed reviewing or approving at this FGB.</p>
<b>10.</b>	<p><b>Feedback on Governors Visits / Stakeholders</b></p> <p>JG and CS had a meeting with the DFE about academisation. This will be discussed later in the meeting.</p> <p>JG and CS met with the new clerk, Alex and their mentor Dominique.</p> <p>HT recruitment</p> <p>Positive feedback and information about the school was learnt when governors were in doing HT recruitment.</p> <p>Q – Can governors visit the school more? A – Yes. <b>CA to give CS dates and their availability to come in more.</b></p>
<b>11.</b>	<p><b>Governance Training Update</b></p> <p>A reminder for the skills audit to be completed and returned.</p> <p>There has been some feedback on the completed skills audits so far, with some training requests.</p>
<b>12.</b>	<p><b>Governor Vacancies</b></p> <p>The governors discussed current vacancies earlier in the meeting. CA is to mention the governor volunteer role to a colleague.</p> <p>CK will be replaced in the summer term ready for September 2024. CS to run a staff election before the end of term.</p> <p><b>The board would like a governor to become a mental health link and create a mental health action group.</b></p>
<b>PART 'D' – OTHER BUSINESS</b>	
<b>13.</b>	<p><b>Urgent Business</b></p> <p>The HT advised that there are 3 members of staff on whole year contracts. Governors discussed the implications of these contracts and the structure of the staff.</p> <p><b>Agreed: the structure of support staff and their contracts to be reviewed.</b></p>
<b>14.</b>	<p><b>Academisation</b></p> <p>SLT in attendance left the meeting at 18:42.</p> <p>The school are expecting OFSTED to complete an inspection in the 2024 – 2025 academic year. JG and CS met with the DFE this half term to discuss academy trusts. CS advised the board of the process to becoming an academy trust.</p> <p>CS proposes that the GB invite Dales Academies Trust (DAT) to do a sales presentation at the next FGB in July to show what being part of their academy trust is like. The school would like to keep its identity and uniqueness which it is hoped DAT will support.</p> <p><b>JG, TMC &amp; LG are to visit a school within the DAT.</b></p> <p>19:20 LV left the meeting</p> <p><b>Agreed: Invite DAT to the next FGB.</b></p> <p><b>JG to send CA &amp; AHas details for a meeting with HTs within DAT schools for the 20<sup>th</sup> June 2024.</b></p> <p>19:33 CK left the meeting</p>
<b>15.</b>	<p><b>Confidential Items</b></p> <p>Minutes from the HT Appointment Ratification were agreed and signed.</p>



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**16. Dates of future full governing body meetings:**

Tuesday 02<sup>nd</sup> July 2024

Meeting closed at 19:41