

**Bedale High School****Minutes of the Full Governing Board Meeting  
held on Tuesday 19<sup>th</sup> September 2017 at the School at 6.00pm**

**Present:** Stuart Bentley ( S.B. ), Andy Childe ( A.C. ), Kate Davies ( K.D. ) Linda Donaghy ( L.D. ), Steve Ingram ( S.I.), Estella Pengilley (E.P.), Gerry Price (Chair), Tony Rawdin ( H.T. ) Jan Reed ( J.R.),

**In attendance:** Kate Lounds – Lead Advisor

Matt Gill ( D.H.T. ) until 7.25 p.m.

Beverly Smeeton (Clerk to the Governing Body) ( 9 Governors + 3)

**Apologies:** Mark Hughes ( M.H.), Mark Temple (M.T.) **Consented**

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No	Item	Action
<b>PART A - PROCEDURAL</b>		
<b>GB 17/01</b>	<p><b>Welcome</b> The Chair opened the meeting at 6.04 p.m., welcoming all and thanking governors and staff for attending.</p>	
<b>GB 17/02</b>	<p><b>Review of the Terms of Office for Chair and Vice Chair</b> Governors unanimously confirmed that the above Offices would each remain as a one year term.</p> <p><b>b) Election of Chair and Vice Chair for 2017-2018</b> The Clerk invited nominations for the office of Chair of the Governing Board for the forthcoming school year, 2017-2018 Mr. Gerry Price was duly proposed and seconded. As there were no further nominations, governors considered their decision while G.P. withdrew from the meeting.</p> <p><b>Resolved: That by a unanimous decision Mr G. Price is elected Chair of the Governing Board for a term of one year.</b></p> <p>The Chair thanked governors for the continued opportunity to work with the Board as Chair and advised that he would not be seeking election in future years as his Term as a governor ends 29.09.18. The Chair invited nominations for the Office of Vice Chair.</p> <p><b>Election of Vice Chair</b> Mrs Jan Reed and Mr. Steve Ingram were proposed and seconded as Co – Vice Chairs.</p> <p><b>Resolved: That by a unanimous decision Mrs J. Reed and Mr S. Ingram are elected as Co-Vice Chairs of the Governing Board for a term of one year.</b></p>	
<b>GB 17/03</b>	<p><b>Apologies for Absence</b> The Chair reported that apologies had been received from M.H. &amp; M.T. These absences were <b>consented to.</b></p>	
<b>GB 17/04</b>	<p><b>Confidential Items / Declarations of Interest</b> Governors were reminded of the expectations around confidentiality. One item under U.o.B. was identified by the Chair as being of a confidential nature – this staffing matter would be taken at the end of the meeting to allow staff to withdraw from all discussions</p>	
<b>GB 17/05</b>	<p><b>Urgent Other Business</b> – As outlined above, urgent matters to be considered under item 19 of the Agenda.</p>	
<b>GB 17/06</b>	<p><b>Minutes of the Governing Body Meeting 11<sup>th</sup> July 2017</b> The Chair advised that the Minutes would be considered page by page for both accuracy and matters arising. <u>Approval of Minutes.</u> The minutes of the full Governing Body Meeting of 11<sup>th</sup> July 2017 were duly <b>APPROVED</b> and signed by the Chair.</p> <p><b>Matters Arising / Review of Actions:-</b> <b>With ref: GB16/129</b> The Chair reminded governors to ensure that all their</p>	

<p><b>GB 17/06 cont</b></p>	<p>mandatory Safeguarding training is kept up to date and certificates of completion placed on file in the school office. Also, that the <b>K.C.S.I.E.</b> document (2016) has been read and that the necessary forms held by W.H. have been signed to evidence this.</p> <p><b>Resolved: That governors will ensure that the above mentioned Safeguarding requirements are in place.</b></p>	<p><b>ALL</b></p>
<p><b>GB 17/07</b></p>	<p><b>Declaration Forms, Register of Interests / Gifts &amp; Hospitality and updates on contact details forms.</b></p> <p>Governors duly completed the self-declaration forms to confirm their entitlement to serve as a governor. The Register of Interests forms for 2017 -18 were also completed, along with the updates on the contact details sheets. The Gifts &amp; Hospitality register was considered – no entries recorded.</p> <p><b>The Register of Interests and Declarations were placed in the school held file for 2017-18. Clerk to update the Governor details on the database, held at County Hall, as necessary, and liaise with the S.B.M. to ensure the Governor Details on the school website are up to date.</b></p>	<p><b>Clerk &amp; S.B.M.</b></p>
<p><b>GB 17/08</b></p>	<p><b>Governor Skills Audit Analysis</b></p> <p>E.P. provided an overview of the outcomes from the collation and analysis of the audit forms :-</p> <ul style="list-style-type: none"> <li>• No gaps in essential skills</li> <li>• Not as much strength in Premises Management, H.R., P.R &amp; Marketing</li> <li>• Only one governor with strengths in the Primary / Nursery sectors</li> </ul> <p>The Chair thanked E.P. and noted the value of the skills audit in giving a steer on any expertise that the G.B. should try to secure through the Parent Governor Election process.</p> <p><b>Resolved: E.P. to forward the analysis sheet to the Clerk for circulation to all governors.</b></p>	<p><b>E.P. &amp; Clerk</b></p>
<p><b>GB 17/09</b></p>	<p><b>G.B. membership update</b></p> <p>The Chair advised governors that the Parent Governor Election process will now commence with the necessary information being appended to the next H.T. Letter to Parents, which will be circulated on Friday. The Chair briefly outlined the procedure for nominations and an election, if necessary, and assured governors that he will give the guidance for the process some consideration. The Chair reflected on the potential timescales involved and it was agreed that the aim would be to have the new Parent Governor in post for the November meeting.</p> <p><b>Resolved: That the Parent Governor Election process is commenced 22.09.17.</b></p>	<p><b>H.T. &amp; Chair</b></p>
<p><b>GB 17/10</b></p>	<p><b>Review G.B. Core Functions / Terms of Reference/Statutory Committees and the H.T. performance Management panel.</b></p> <p>Governors had received these documents for review prior to the meeting</p> <p><b>Resolved : That having been duly reviewed by governors the Core Functions document is unanimously agreed as confirmed by the signature of the Chair.</b></p> <p>Governors considered and discussed membership and terms of reference for the Statutory Committees to ensure that they are in place, for as and when, they are required to meet.</p> <p><b>Resolved : That all governors are prepared to serve on Statutory Committees as is dictated by availability, prior involvement and skill sets relevant to the matters for consideration.</b></p> <p><b>: That the Terms of Reference for the Statutory Committees and other matters as detailed in the document, having been duly reviewed, are unanimously agreed.</b></p>	<p><b>Chair - Clerk to file</b></p> <p><b>All as Required</b></p> <p><b>Clerk to file</b></p>

<p><b>GB 17/10</b></p>	<p>The role and remit for members of the H.T. Performance Management panel and the model Terms of Reference were considered :-</p> <p><b>Resolved : That the Terms of Reference for the H.T. Performance Management Panel be unanimously agreed and that the Chair &amp; S.I. will form the panel along with the Lead Advisor, K.L.</b></p>	<p><b>Chair, S.I. &amp; K.L.</b></p>
<p><b>GB 17/11</b></p>	<p><b>Review of Standing Orders and Code of Conduct</b> Governors had received these documents for review prior to the meeting. The Chair raised a query on Section 8, relating to the quorum statement for committees. Governors noted that this referred to how committees had functioned historically and agreed that this should be amended to reflect a more relevant statement for 2017-18. The Chair drew governors' attention to the expectations as described in the Code of Conduct.</p> <p><b>Resolved :- That having been duly considered by governors the Standing Orders are unanimously agreed, subject to an amendment to reflect the workings of committees at BHS.</b></p> <p><b>Resolved :- That having been duly reviewed the Code of Conduct is unanimously agreed as confirmed by the signature of the Chair.</b></p>	<p><b>Chair, Clerk to file</b></p> <p><b>Chair, Clerk to file</b></p>
<p><b>GB 17/12</b></p>	<p><b>Review the Scheme of Delegation with Addendum, receive Chair 's Report on delegated powers and confirm the Scheme of Delegation to the H.T. as contained in the Budget Management Policy.</b> Governors had received these documents for review. The Chair outlined the scope of the Scheme of Delegation and the powers delegated to the Chair as contained in the Addendum. Governors noted the annual statement for 2016-17 from the Chair about how these powers had been executed and received and accepted the report. The Chair drew governors' attention to point 4 in the Annex to the B.M. Policy. and governors agreed the virement sum to the H.T. as £5,000 which should also to be reflected in the main Scheme of Delegation.</p> <p><b>Resolved: That the Scheme of Delegation be unanimously agreed, subject to the small amendment as detailed above &amp; that the Chair's related Report be received and accepted.</b></p> <p><b>: That the Scheme of Delegation to the H.T., as contained in the Budget Management Policy, is unanimously agreed and will remain at £5,000.</b></p>	
<p><b>SCHOOL IMPROVEMENT – Part B</b></p>		
<p><b>GB 17/13</b></p>	<p><b>H.T. Report to include an overview analysis of the GCSE Results.</b> Governors had received the H.T. Report prior to the meeting with appendices giving Attendance, Behaviour and GCSE data, as well as the new S.D.P. The H.T. confirmed that GCSE outcomes had been broadly in line with what was expected – there are lessons to be learnt and staff are aware of the need to 'get it right'. The H.T. gave further insights to include :-</p> <ul style="list-style-type: none"> <li>• Start to the term has been very positive</li> <li>• Calm and purposeful atmosphere around school</li> <li>• The new uniform has given a 'lift' and had a positive impact on student pride.</li> <li>• Attitudes to behaviour and learning are much improved</li> <li>• Lesson 'call-outs' have reduced – particularly pleasing given higher expectations from staff and the removal of one layer in the pyramid as in the Behaviour Policy.</li> <li>• Some areas are of concern e.g. Maths and Science – aspects were outlined.</li> <li>• Data being collated now includes pupils with SEN</li> <li>• The strength of the Report from the H.M.I. &amp; the clear faith in the school to delivery, are notable</li> </ul> <p><b>Staffing updates :-</b></p> <ul style="list-style-type: none"> <li>• T.K.'s team is still carrying vacancies – the school needs the full team in place to</li> </ul>	

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cont**

be able to really focus on making an impact on attendance.

- Vacancy in the Maths department – H.T. gave details and outlined that The Teaching School Alliance has been contacted. The short term and long term appointment will be addressed as a priority.

**Timetabling :-**

- Historical issues relating to poor curriculum planning need to be addressed. K.L. has recommended an L.A. Advisor with particular expertise, to work alongside staff to ensure a level of efficiency, which will eliminate wastage. SIMS issues were explained.

The Chair invited governor questions on the H.T. Report:-

**Governor Qu. 1: With the data in the appendices, is there a way of reporting on progress from the previous month, as well as the same point in the previous year, so there is a better ongoing comparison ?**

**Ans :** The H.T. explained that the school are tracking that data and do have the accumulative figures for comparison – the way it appears is in part due to the fact that it is the start of the year - the accumulative figures will appear from now on.

**Governor Qu. 2: Is there any way of focusing on the smaller groups, e.g. data on the core group with the most challenging behaviour / groups with particularly poor attendance?**

**Ans:** K.L. advised that she had met with T.K. and this will be analysed on a weekly basis – the H.T. assured governors that whatever data they need to aid scrutiny and monitoring can be available. Governors discussed the challenges of managing large quantities of data in order to extract the nuggets of relevant information that they may need and suggested that what would be helpful is also a commentary to identify and sign post to any trends/ issues, as well as some reference to the national picture. Governors agreed that there is then the opportunity to follow up on the 'drilling down', for more in-depth understanding, during visits to school.

**Governor Qu.3: What is the potential impact and consequence of the maths post vacancy ?**

**Ans:** The H.T. explained that there would be a vacancy after half term and that the notice period required for any incoming staff would be a barrier to a quick transition. The H.T. outlined plans to secure a strong staff team for the maths department and governors expressed concerns about the potential disruption caused through supply cover.

**Governor Qu. 4: Is that vacancy also impacting on pastoral plans ?**

**Ans:** No, that aspect will be easy to cover.

**Governor Qu. 5: Any news on replacing personnel to manage SIMS ?**

**Ans:** The DHT explained how the gap in skills/ personnel will be covered and how a review of data generated and analysed will take place to re-assess the rationale and benefits of some work historically undertaken.

**GCSE Summary Analysis – M.G. ( Deputy Headteacher )**

The Chair invited Matt Gill ( DHT) to give an overview and analysis :-

M.G. outlined that despite some notable successes, results were disappointing across the majority of subjects. M.G. elaborated on some headlines, to illustrate where the school needs to do better and outlined some concerns highlighted by the analysis :-

- % of 5-9 in both Eng & Maths = 34% - below National Average
- Progress 8 score = - 0.35
- Music, Eng, Science all significantly lower than projected grades
- Training issues for staff on the new specifications
- The need to teach exam technique has been agreed

H.T. and M.G. have met with all Faculty Leaders - M.G. described some of the actions and plans which will be put in place to ensure better outcomes :-

<p><b>GB 17/13 Cont</b></p>	<ul style="list-style-type: none"> <li>• Membership of Yorkshire Teaching Alliance</li> <li>• Become a PixL School – M.G. described the benefits</li> <li>• Work on what a good lesson looks like – raise awareness of the key ingredients</li> <li>• Links with the L.A. to embed good practice</li> <li>• Examiner for English</li> <li>• Maths HoD to PixL conference – fine tracking for Y11 students</li> <li>• Work with local PixL Rep</li> <li>• Rigorous review of T &amp; L – programme of CPD / Subject specific CPD</li> <li>• Change of Culture – clear message to Staff – work towards a positive Progress 8</li> <li>• Q.A. firmly on the Agenda – centred on honesty &amp; robust tracking</li> </ul> <p><b>Governor Qu. 6: When is the next A.P. ?</b>  <b>Ans :</b> There is an assessment point before half term and reports to parents at Half term.</p> <p><b>Governor Comment:-It is important as governors to feel that we can have confidence in the projections and confidence in the levels of accountability.</b></p> <p><b>Governor Qu. 7: Can you explain a little more about PixL ?</b>  <b>Ans:</b> Yes, PixL offers a laser like focus on tracking. It was born out of London Schools in challenging circumstances &amp; is rooted in a practical approach to raising standards. M.G. explained 'Huddle' - a massive bank of resources for teachers.</p> <p><b>Governor Qu. 8: Why haven't we used this before ?</b>  <b>Ans:</b> M.G. had spoken about this with R.H. and the school did engage with PixL about 5 or 6 years ago, with limited success.          The Chair thanked M.G. for his very valuable input to the meeting and the helpful data sheets. M.G. will forward the summary commentary sheets with the planned actions for circulation to all governors. M.G. left the meeting 7.25 p.m.</p> <p><b>S.D.P.</b> - The Chair invited comments and questions.          The H.T. explained the rationale for keeping the K.O.s (key objectives) short and succinct and gave an overview of how the 'virtuous circle' will deliver great outcomes.          Governors debated whether there is further scope to <u>include a greater proportion of measureable outcomes in the success criteria</u> e.g. target figures rather than a generic or subjective statement. The H.T. &amp; K.L. explained the broad range of ways to examine effectiveness, e.g. Teacher's Standards, data, book scrutiny etc. K.P.I.s ( Key Performance Indicators ) were discussed and governors suggested that some additional headline figures would be helpful to add 'measurables' to the success criteria – "a marker for where we are aiming for".</p> <p><b>Governor Qu. 9: In the monitoring section is there scope to reference the Link Governor roles ?</b>  <b>Ans:</b> Yes. It was agreed that this would be added.          The Chair raised a query on page 2 in terms of the wording for the paragraph on the developing vision. It was agreed that the HT would amend the wording of the third sentence in this section to make clear that there is no expectation that the school will become an academy within a trust during the lifetime of this plan.          The Link roles for the final columns on pages 5-8 were discussed and it was agreed that to tap into some of the established governor pairings would be the most effective approach:-</p> <ul style="list-style-type: none"> <li>• K.O. 1 – <b>M.T. &amp; S.B. (and new parent governor when elected)</b></li> <li>• K.O.2 - <b>S.I. &amp; J.R.</b></li> <li>• <b>K.D.</b> to shadow J.R. with a view to becoming <b>SEN Governor</b></li> <li>• K.O.3 – <b>M.H. &amp; L.D.</b></li> <li>• K.O.4 – <b>G.P. &amp; E.P.</b></li> <li>• <b>Safeguarding</b> Link Governors – <b>J.R. &amp; S.I.</b></li> </ul> <p>Governors raised a query on the need for more explicit input to the SDP around SEN and it was agreed that K.O.2 would be strengthened to include key sub groups.          Governors discussed the title for the SDP and the H.T. described the sense of aspiration</p>	<p><b>SLT H.T.</b></p> <p><b>H.T. &amp; M.G.</b></p>
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<b>GB 17/13 cont</b>	<p>he is trying to promote – the 'launch pad'.</p> <p>Governors had received the SEN RoV forwarded by J.R., the key points from which were noted &amp; also the Staffing RoV forwarded by S.I. &amp; J.R.</p> <p>The Chair advised that he would be working on the most effective schedule, for future governor visits, with the H.T.</p> <p><b>Resolved : That the H.T.&amp; M.G. be thanked for the comprehensive reports which were helpful in giving governors valuable insights into the work of the school. ( M.G. to forward summary )</b></p> <p><b>: That agreed amendments to the S.D.P. as detailed above be made.</b></p> <p><b>: That Governors will 'link' to the K.O.s in the S.D.P. as agreed</b></p>	<b>M.G. SLT ALL</b>
<b>GB 17/14</b>	<p><b>Appointment of Link Governors &amp; Review of Roles and Remits.</b></p> <p>The scope and organisation for the Link Governor roles had been reviewed and discussed as part of previous discussions, as minuted above. The Vice -Chair agreed to re-work the Link Roles ToR document to reflect those discussions and coalesce with the other roles and remits moving forward.</p> <p><b>Resolved : That in principal the 'Link Role' Terms of Reference are approved, subject to amendments and updating to reflect current membership, links to the SDP and schedule for visits being added.</b></p>	<b>JR</b>
<b>GB 17/15</b>	<p><b>Policies :</b></p> <p>The Chair proposed that in principle the school will adopt the model L.A. Policies which will be customised to the needs of the school. The protocols for establishing an effective policy review schedule were outlined by the H.T. The HT will advise the clerk of a schedule for approving statutory policies.</p>	<b>HT</b>
<b>GB 17 /16</b>	<p><b>Review Roles and Remits for Governor attendance at school events.</b></p> <p>The Chair re-capped on the way governors' attendance at parent's evenings had worked in the past and volunteered to amend the chart to facilitate governor presence at events this year. This document will be emailed when completed – governors to liaise with the Chair if the dates are unsuitable and need swapping.</p> <p><b>Resolved: Chair to forward date details for planned governor attendance at key school events.</b></p>	<b>Chair</b>
<b>GB 17 /17</b>	<p><b>Follow up from July meeting discussions on School Vision</b></p> <p>Due to the lateness of the hour, it was agreed that this item be forwarded to the October meeting.</p>	<b>Clerk to Agenda</b>
<b>OTHER BUSINESS</b>		
<b>GB 17 /18</b>	<p><b>Governor School Improvement Network meeting Date, Time &amp; Venue</b></p> <p>Monday 2<sup>th</sup> October – Allerton Court 4.30–5.30p.m. Workshop 6-8 p.m. Updates.</p> <p>Staff declared an interest in Item 19 and withdrew from the meeting 8.05 p.m.</p>	<b>Gvnrs as available</b>
<b>GB 17 /19</b>	<p>As notified under item 5 of the Agenda, a matter of a Confidential nature needed to be considered and is therefore Minuted separately under <b>Confidential Minute 17/19</b></p>	
<p><b>Date and time of next meeting confirmed as Tuesday 17<sup>th</sup> October 2016 at 6.00pm.</b></p> <p>There being no further business the Chair thanked all for attending and closed the meeting at 8.10 p.m.</p>		
<p style="text-align: center;"><b><u>IMPACT resulting from this G.B. Meeting</u></b></p> <ul style="list-style-type: none"> <li>• The systems and internal structures of the G.B. have been reviewed and fine tuned to ensure that the Governing Board can fulfil their core functions with maximum effectiveness and efficiency.</li> <li>• Arrangements for GB oversight of the SDP have been sharpened</li> <li>• SLT have received strong endorsement from the GB for the work undertaken so far this term and have been supported by the GB in continuing the current direction of travel.</li> <li>• The GB have secured the quality and consistency of the leadership of the school until August 2019.</li> </ul>		