

<b>Bedale High School</b>		
<b>Minutes of the Full Governing Board Meeting held on Tuesday 19<sup>th</sup> February 2019 in Room 2 at 6.00pm</b>		
<b>Present:</b> David Atkinson (DA), Andy Childe (AC), Kate Davies (KD), Linda Donaghy (LD), Mark Hughes (MH), Steve Ingram – Joint Chair of Governors (SI), Estella Prince (EP), Jan Reed - Joint Chair of Governors (JR) and Guy Watkins (GW)		
<b>In attendance for all or part of the meeting:</b> Tom Kelly - Deputy Head – Pastoral Care (TK), Alison Knight – SENCO (AK), Denise McFarlane (Business Manager) (DM), Lesley Sweeting – Governor Clerk (Clerk) (7 Governors +5)		
<b>Apologies:</b> Stuart Bentley (SB) Tony Rawdin (HT)		
No	Item	Action
<b>PROCEDURAL – Part A</b>		
<b>GB18/73</b>	<b>Welcome</b> SI opened the meeting as Chair at 6.00pm and welcomed governors,	
<b>GB18/74</b>	<b>Apologies</b> Apologies were received from the governor named above and were accepted and CONSENTED TO.	
<b>GB18/75</b>	<b>Confidential Items/Declarations of Interest</b> There were no declarations of interest in respect of items on today's agenda. Governors were reminded of the need for confidentiality in relation to discussions at the full governing body meetings until minutes are published. There were no items declared as requiring a confidential minute.	
<b>GB18/76</b>	<b>Notification of Other Urgent Business</b> There are two planned trips to make governors aware of which will be discussed at the end of the agenda. Governors were advised that one pupil is close to a permanent exclusion.	
<b>GB18/77</b>	<b>Minutes of the Full Governing Board Meeting 29<sup>th</sup> January 2019</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 Board meeting of the 29/01/19 were duly <b>APPROVED</b> as an accurate record, and signed by SI.  <u>Matters Arising/Review of Actions:</u> With ref. <b>GB18/66</b> and pupil numbers it was confirmed that there are now up to 95 pupils for Year 7 in September which will mean a 4 form rather than a 3 form entry. There were no other matters arising not dealt with elsewhere on the agenda.	
<b>PART 'B' SCHOOL IMPROVEMENT</b>		
<b>GB18/78</b>	<b>Ofsted Report – Core Discussion 'Next Steps'</b> This is the first official FGB of BHS as a 'good' school –now that the report is in the public domain. It was emphasised that governors' future core discussion will need to be on the next steps – How does BHS improve? What are the key priorities? There are four identified by Ofsted but then the FGB will also look at longer term goals and TK's objectives as he takes on the leadership from the current headteacher.	

**GB18/78**  
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**a. Feedback from stakeholders:**

- There has been some feedback since the report was released; particularly in form of press publicity. There were articles in both the Northern Echo and the Darlington & Stockton Times – it was a pity that the latter’s headline emphasised the negatives with the slant on ‘Struggling school turns around’ (and incorrectly referring to TK as Dave rather than Tom). The Northern Echo headline was ‘Bedale School gets good report’.
- A few messages and e-mails have been received from parents – and it has been mentioned by the public in Bedale where fundraising was happening recently. The BHS Facebook page has had multiple hits. The leadership are discussing the new prospectus and getting the message out to parents. TK stressed that BHS needs to be promoted as ‘good’ as much as possible – whilst acknowledging the room there is for further improvement. A photo-shoot for the new prospectus will take place after half-term.

*GQ: How have the students reacted?*

*Answer: They have been genuinely proud. There has been a marked attendance and behaviour improvement in the last week or so. Students, particularly in Year 11, have commented and it is evident that they care about the school’s reputation. It was important to the pupils that we got ‘good’.*

*Governor Comment: As a parent I have heard lots of positive comments – it would be good to get the word out in Northallerton.*

*Answer: The problem is that the Local Authority (LA) will not fund additional buses so this limits the options. JR added that promotion in Masham would be good as there are currently spaces on the buses coming from that direction.*

- TK has recently shared the good news at the Primary Head’s Forum.

**b. Discussion re Longer Term Goals**

TK emphasised that these need to link with the more medium term goals and shared the following points:

- BHS has had a few years of extremely tough financial circumstances as a school. The support staff are going through a really difficult restructuring process at present and many of them have already been through this several times before. Some valued colleagues will have to be lost. It takes steel and endeavour not to lose ground with the pupils. However the staff are overall on board and positive; they are on the leadership’s side in wanting improvement and the changes will be tough but are achievable. TK met with the union representative today and he has received no emails of concern. The restructure needs careful planning so that the school can move forward.
- Exclusions need to be reduced and this will require practical changes. The pastoral side is changing to be more about the support and less about pastoral administration. Room 29 will be used for pastoral support – probably from September 2019. Being placed in isolation needs to be more than a consequence and pupils need to see that staff will work with students to get them back into class. A large number of exclusions have been to do with verbal abuse – not serious targeting of individuals but more to do with silly language, swearing and lack of control. This won’t lead to exclusion unless accompanied by aggression or escalating nastiness.
- Work with SEND is more consistent but this is an on-going journey. Alison Knight (AK) is doing a lot of work with staff. There is now compliancy in the use of the green folders and identification of vulnerable students. It is now about both the medium and long-term strategic impact on the pupils.

**GB18/78**  
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- Future leadership plans will shape where the school wants to go. The middle leaders need to be a driving force in this. All the SLT are 'hands-on' but now the more experienced middle leaders are buying in to the ethos of BHS moving to 'outstanding'. The school has been in 'requires improvement' for 12 years and was 'good' before that so it is more than 16 years since it was graded 'outstanding'. In 4 years' time with the right partnership working, collaboration and good staff it is achievable. There have been very positive comments from the community, who are desperate for the school to be successful.

*Governor Comment: The parent group can turn quickly if they perceive things going wrong – we want to make sure we take them with us over the changes to Room 29.*

Answer: When the school had EMS status and later when the current leadership came Room 29 wasn't being used correctly. Most SEN parent meetings are now positive. The coffee mornings have helped. We can't just exclude – but we can come up with some cleverer inclusion models.

*Chairs' Q: Now we can have aspirations as we have a base to move forward on what do governors think we should be like in 4 years' time? What kind of school do we want to be? Is it working more closely with Mowbray – is it developing our community links? What do we want BHS to represent – how will it stand out?*

Governor responses:

- Collaborative partnerships in Safeguarding are working well – this could be done in other capacities too.
- AK's work with external agencies – providing support for staff, parents and families, needs to be an important priority.
- Teaching and learning is good and governors have more understanding of data.
- We need to get the community on board – the fundraising for the kiln raised more than expected. Perhaps we can tap into other areas of funding e.g. Dulux – for decorating school.

*GQ: Is it worth restarting a PTA now?*

Answer: Possibly we may now be ready to go down that route.

- There needs to be a pride in our building too – we need to be careful that the proposed mothballing of the ROSLA building doesn't give it a 'closing down' feel. There are physical as well as academic improvements to make which might be projects for a PTA to take on. There has already been an option suggested for community 'pay-back' volunteers at weekends to do grounds work etc.
- The area of 'business friends' could be developed further.

*GQ: How many parent views were provided for Ofsted?*

Answer: 74 – the Year 7 parent group are especially supportive.

- We want to be the school of choice in our local primaries across the board – because we are the best choice – rather than the pupils commuting e.g. Masham to Harrogate; Leeming to Wensleydale.
- Historically behaviour has been an issue. Recently there have been 5 really difficult and time-consuming students who have moved on over the last couple of weeks. Parents have not liked firm treatment and have chosen to move them or to home-school. Support staff can now be deployed differently going forward which is part of moving towards being an academic and successful school.

*GQ: Is there a side task re marketing – to raise our profile – which perhaps governors can help with?*

Answer: Extra touches as well as the prospectus such as postcards before open evenings etc. are being considered but good outcomes will have the major effect – and keeping our momentum going is important. Often parents look at the buildings as well, after they've looked at the Ofsted report.

	<ul style="list-style-type: none"> <li>• There is no funding for quick changes but we can plan incrementally for where we want to be. Bite-size chunks each year can be made to increase and improve the offer so that perceptions locally change. Governors have a responsibility for public image and can prompt for events etc. Now that Ofsted is over governors have some planning time.</li> <li>• DM is planning to develop the newsletter to a double side of A4 which can also be sent out to the feeder schools. Governors could perhaps put something out on Facebook to gauge interest for a PTA. The Friends of Bedale could possibly work alongside governors regarding the promotional aspects etc.</li> </ul> <p><b>Action: Governors to consider future marketing/promotional/sponsorship ideas and feedback information at future FGB meetings.</b></p> <ul style="list-style-type: none"> <li>• Any sponsorship would have to be controlled and specific so that it doesn't impinge on the provision, values and ethos of BHS. TK mentioned for instance a resource used by the school called EduLounge which is used to teach school phobic, ill or school refusing students on-line and counts as attending if they use it. The cost is about £5,000 to support up to 10 students and this could be a sponsorship for a local business.</li> <li>• Clarity is needed about the future both physically and in aspirational terms. Part of being forward-thinking comes from developing business links, both national and local. We need to also capture good news stories. DM runs the school Facebook page and posts positive updates almost every day.</li> </ul>	<b>All govs</b> .
<b>GB18/79</b>	<p><b>Governor Visits</b></p> <p><u>a. SDP 1 Teaching, Learning and Assessment –12/02/19 KD</u>          The ROV was not available on the website prior to the meeting due to there being named persons in the document. These will be redacted.          KD highlighted the following points from her learning walk with Matt Gill (MG):</p> <ul style="list-style-type: none"> <li>• Maths was excellent with improved work and feedback in books, good teaching points and team teaching seen. Presentation could be improved by use of rulers throughout work and not just for title and date.</li> <li>• Geography – missed seeing the role-play but saw a good lesson with children engaged, feedback being given and use of the green folder observed.</li> <li>• French –revision with use of a teacher devised pamphlet – didn't see any teaching as pupils were busy answering written questions.</li> <li>• Art – pupils were finishing creating concertina displays – pupils engaged and had chance to view excellent art work.</li> <li>• Science – saw three lessons – very different – in one the class didn't all appear to know what they were doing – it wasn't meaningful and involved a lot of sticking into books.</li> </ul> <p>TK added that there is some work needed to improve leadership in Science and a support plan needs to involve a change of approach and discarding of out-of-date regimes and modelling good strategies. This will take some time.          The staff governor explained that faculty leaders have now finished the quality assurance cycle and fed back and a half-termly summary of impact is being completed which MG will then give an overview of to the governors.</p> <p><u>b. SDP 2 Personal Development, Behaviour and Welfare - 29/01/19 – MH &amp; LD</u>          The ROV was shared on the secure part of the website prior to the meeting:          The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• MH and LD met with TK and looked at British Values, Student Council and PSHCE.</li> <li>• British Values has been looked at through form-time and assemblies with recent topics on voting, British law, the right to vote etc. Governors found this very informative.</li> <li>• PSHCE is covering subjects that students have requested including skills for living,</li> </ul>	

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careers, options etc. Year 8 have been working on their options and after half term they will have subject staff presentations followed by a Year 8 parents' evening on 14/03/19.

*Governor Comment: Some parents are unhappy that the previous format of an option evening has been discontinued and instead they will be discussed at parents' evening. They feel that the options evening gave an opportunity for tasters and a view of whether their child would enjoy the topic or not.*

Answer: Last year the parents and students had a carousel of subjects with 10 -15 minute presentations where they could see what Citizenship, Geography etc. were like. This year the options booklet went out early for parents to look at, we have spent all term doing activities in form and then Heads of Faculty and subject teachers are doing presentations in assembly showcasing what their subject is like.

*Governor comment: The concerns of parents were raised before the option booklets came out. About 40 parents in an on-line group were commenting because the options evening was cancelled but it wasn't explained.*

Answer: TR did explain in his letter but would offer SLT surgeries if parents wanted to discuss. It may be that the feedback received this year will mean we will change it next year. It could be that parents felt less involved.

TK will pass on the concerns. Parents will be asked to prioritise their conversations at parents' evening with their children's probable choices.

- LD welcomed the opportunity to talk to students about how they found the Ofsted inspection. They said it was an opportunity to say how things had improved. They were quite a confident group.
- Attendance/Exclusions – TK is to have a meeting shortly with Jules Higham and MH and LD would like to attend if possible. TK confirmed that this is to be on Monday 18<sup>th</sup> March at 1.30pm. Exclusions need to be reduced. Changes will involve better use of internal isolation. A large percentage of exclusions during the last year were of students who were placed at BHS on managed moves. Attendance increased prior to Ofsted but has recently dropped – there are 6 extreme cases of persistent absentees. One parent has chosen to home school because they don't like the attendance procedures. TK added that in the last week attendance is back up to between 96 and 94%.
- The changes in outside agencies will impact on schools as there are fewer resources to support parents and thresholds may well rise.

c. SDP 3 – Outcomes: No report at this meeting.

d. SDP 4 &5 – Effectiveness of Leadership and Management/Overall Effectiveness

JR gave the FGB a short update:

- Governors were emailed by the Joint Chairs following the most recent meeting that they had with TK and the LA representatives - Judith Kirk, Assistant Director; Martin Surtees from Finance and two other Finance personnel and Kate Lounds. The LA congratulated BHS on the Ofsted outcome and Kate Lounds will no longer attend the FGB. LA support will reduce slightly.
- The restructure process has started and the main priority is leadership. TK is now retained as Acting Head until December from when TR leaves but the LA are encouraging BHS towards Federation for perceived financial benefits. The LA two day review will no longer take place.

e. Safeguarding: 12/02/19 DA

The ROV was shared on the secure part of the website prior to the meeting:

DA highlighted the following:

- This was the second planned visit by DA to meet with TK to gain further insight into how safeguarding is managed in BHS. The policies on the school website were looked at, a couple of which need updating and some others which are shortly coming up for

<p><b>GB18/79</b> <b>cont.</b></p>	<p>review.</p> <ul style="list-style-type: none"> <li>• Ofsted's view of safeguarding provision in school was that it is good and feedback overall was positive.</li> <li>• Recent incidents include damage to fencing and some behavioural incidents, all of which are being managed well. The staff all know what they are doing.</li> <li>• DA would like to undergo some further safeguarding training in order to gain confidence in challenging and monitoring.</li> <li>• Recent referrals and progress were discussed. The next meeting will be arranged for early in the summer term and may involve a learning walk and meeting with some students. (It was suggested that this could be done in conjunction with PSHCE).</li> </ul> <p><i>GQ: What happened to the fence?</i> Answer: Over two weekends – on the first occasion a pole was torn up and on the second a whole section was uprooted and the damage shown on social media. The names of former students involved have been passed on to the police. There has been a group of former students and others not known to the school hanging around the premises and trying to link up with some of our more vulnerable pupils – the police arrested one individual after a scuffle.</p> <p><i>GQ: What is behind this fence issue?</i> Answer: We are concerned about cannabis use which has spiked recently in Bedale town. The school has done bag searches etc. and any information on use outside of the school has been passed on to the police.</p> <p><i>GQ: Do the police support the school?</i> Answer: They are good at coming in if we pass the information on – although their involvement is sometimes disjointed. There are reports of students smoking cannabis outside Tesco before school but no evidence to date.</p> <p><i>GQ: Governors who are not parents don't always hear about incidents quickly enough and even see it on social media 1<sup>st</sup> – would it be possible for governors to be contacted on the parent text.</i> Answer: Yes possibly. The school is liaising with the police to come in after half term to speak in PSHCE about on-line safety etc.</p> <p><u>f. SEN: 5/11/18 &amp; 02/12/19 KD</u> KD visited Alison Knight (AK) SENCO, to look at SEN provision prior to Ofsted in November. Her written report from this and a second short update visit on 02/12/19 was omitted from the governor website and needs to be added. AK is kept very busy meeting with professionals, parents, the SLT and working with students. There are currently 70 pupils with SEND with 9 having an EHCP (1 of these is possibly moving on and one is being monitored). With a decreasing staff AK is making sure that all staff who work with these pupils are aware and accountable. AK currently manages 3 full time HLTAs, 2 full time GTAs and 1 part time GTA. A training audit is being carried out to identify gaps and another parent coffee session is planned – this time in the afternoon. TK added that a major factor in the Ofsted good judgement was the work being done in SEN.</p>	
<p><b>GB18/80</b></p>	<p><b>Collaborative Partnerships</b></p> <p>The main thrust of the recent LA meeting was that BHS should be looking at collaboration moving forward as a way of easing the financial situation. Previously a list of suggested schools were identified as potential collaboration options and then a strict set of criteria were applied to produce a much shortened list of possibilities – namely Wensleydale and Thirsk. There wasn't much evidence of any further thinking on the LA's part and the other schools haven't been asked. The proposal was to bring the Chair of Governors together to discuss the matter. The Bedale Chairs feel that would be a good idea. There is little evidence of preparation before or development after the meetings on the LA's part. TK has had initial contact with Thirsk on a school to school level with the peer reviews.</p>	

<b>GB18/80 cont.</b>	<p>There is potential there for the Deputy Head at Thirsk who leads on curriculum to work with MG. Thirsk are two years into their Ofsted cycle and got good last time round. The two schools could support each other in moving to outstanding.</p> <p>It is difficult to see how there could be any financial savings. The Thirsk Head is in his first headship post and having an Executive Head wouldn't make a saving. Practically sharing staff would be difficult, However the LA are preventing us making permanent solutions for our own leadership.</p> <p><i>GQ: Did the LA say how we would make savings?</i></p> <p>Answer: No – we've made more in-year savings than we think they were expecting in September. It was frustrating to hear that they hadn't moved on any of our queries e.g. buses, Lamb's Field or Mowbray.</p> <p>We can see advantages of collaboration – but not financial ones. The Chairs and school leadership will continue the sessions with the LA and report to governors on a regular basis. <b>Action: Collaboration to remain an agenda item</b></p>	
<b>GB18/81</b>	<p><b>Update from Selection Committee</b></p> <p>JR reported to the FGB that the process is a painful one and involves cuts in teams that have already been cut back. Some hard discussions have been had and proposals have gone to staff and unions. The unions asked about our financial decisions at a recent meeting. Meetings have been held with unions, staff and HR. There is the option of HR support for redeployment and information about job opportunities. The consultation period is partway through. One faculty lead has raised concerns and some staff are going to HR to discuss options. The school is open to voluntary redundancies. The consultation period ends on 18/03/19. After this the Selection Committee will meet and notice will be served. Governors serving on the Selection Committee were formally thanked.</p> <p>A diagram was circulated to governors regarding the changes to the leadership structure and responsibilities from April 2019 onwards. There are still discussions to be had regarding Heads of Faculty taking on specific areas of responsibility.</p> <p>There were no further questions.</p>	
<b>GB18/82</b>	<p><b>Schools Financial Value Statement (SFVS)</b></p> <p>DM explained that this is an annual document that has to be completed and go to Veritau where it is used to plan audit. The format will be changing next year. The completed statement was circulated to governors prior to the meeting.</p> <p><b>Resolved: That the completed SFVS be signed off and submitted.</b></p>	
<b>GB18/83</b>	<p><b>Policies</b></p> <p>The two policies were made available on the secure part of the governor website prior to the meeting:</p> <p><b>a. Educational Visits, Outdoor Learning and Adventurous Activities Policy</b></p> <p>The elements which refer directly to the school have been extracted from the overall NYCC policy in an additional document. The two do not duplicate each other and are complimentary. Previously a large amount of additional content was included regarding staff conduct etc. Instead this shorter policy will now be cross referenced to a new Code of Conduct.</p> <p><b>b. Managing Allegations Against Staff Policy</b></p> <p>This is a standard NYCC Policy which has been updated in line with current guidance.</p> <p>Both the above policies were <b>ADOPTED</b>.</p>	
<b>GB18/84</b>	<p><b>Governor Vacancies</b></p> <p><u>a. LA Governor Nomination:</u></p> <p>Lucy Legard (LL) attended the last FGB as an observer and was to be suggested to the LA as a prospective nominee for the LA vacancy on the FGB if she wished to apply. However since the last FGB a nomination of a Christine Inchley (CI) has been received</p>	

<p><b>GB18/84 cont.</b></p>	<p>from the LA and the FGB are required to consider this forthwith.          After discussion and acknowledgement that both had skills relevant to the FGB it was:  <b>RESOLVED: To accept the LA nomination of CI to the position of LA governor. Clerk to confirm.</b>  <b>RESOLVED: To consider appointment of LL to the FGB as an Associate Member at the next FGB if she wishes to serve in this capacity.</b>          It was further noted that when MH's term of office ends in June 2019 he is not intending to re-stand for co-option.</p> <p><u>b. Parent Governor Election</u>          EP's term of office as Parent Governor ended on 14/02/19. Arrangements for the school to go to the parent body for expressions of interest and applications, and for an election, if there is more than one parent wishing to stand for office, are now in progress.</p>	
<p><b>GB18/84</b></p>	<p><b>Other URGENT business declared under Item 4</b>  <u>Educational Trips</u>          Governors were made aware of the following:          1 Year 8 Battlefields Trip in October 2019 – this is a 4 day trip at a cost of £280 per student which has previously been done with a Year 9 group.</p> <p>2. New York Trip in 2020 for Year 10/11 History for 7 days at £1200 per student.</p> <p>3. Bike Coast to Coast – fundraiser on 30 May led by Mark Sellers – if it has support of sufficient parents, staff and bike riders. Ros Hayden is in close oversight of the organisation. Practice rides will take place on 6 April and 3 May. Information has gone to form tutors.  <i>GQ: Have we got a link with the Tour Races?</i>          Answer: Martin Coombes / Mark Sellars are hoping to tie the practice ride on the 3<sup>rd</sup> May into the TdY events on the day. School is working closely with Town Council on other aspects.</p>	
<p><b>The next meeting of the GB is confirmed as Tuesday 19<sup>th</sup> March 2019 at 6.00pm</b></p>		
<p><i>Note: The colour coding links to the three key roles of governance questioning; <b>RED</b> for 'setting strategic direction'; <b>BLUE</b> for 'holding headteacher to account for educational performance'; <b>GREEN</b> for 'ensuring financial health, probity and value for money'.</i></p>		

There being no further business the Chair closed the meeting at 8.10pm