

**Bedale High School**  
**Full Governing Board Meeting**  
**Tuesday 16<sup>th</sup> July 2019 at 6.00pm**  
**MINUTES**

**Present:**

Stuart Bentley, Andy Childe, Katherine Davies, Linda Donaghy, Christine Inchley, Jan Reed, Kate Loughlin, Tom Kelly, Steve Ingram and Lucy Legard

**In attendance:**

Matt Gill - Deputy Head, Denise McFarlane - Business Manager

**Clerk:**

Chris Davey- Senior Clerk to the Governors NYCC

**Apologies:** Guy Watkins and David Atkinson

**Governor Question (GQ)/Governor Comment (GC) (colour coding)**

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils
- c. Overseeing the financial performance of the school and making sure it's money is well spent
- d. Agreed by the Governors

No	Item	Action
<b>PROCEDURAL</b>		
<b>GB 18/136</b>	<p><b>Welcome, Introductions and Opening Remarks</b></p> <p>Steve Ingram took the Chair for the meetings and welcomed everyone to the last meeting of the school year and noted that, whilst there was not too much business on the agenda the meeting would concentrate on the data.</p>	
<b>GB 18/137</b>	<p><b>Membership of the Governing Board</b></p> <p><b>Lucy Legard left the meeting room immediately prior to this item and returned to the room after it.</b></p> <p><u>Appointment of a Co-Opted Governor</u></p> <p>Steve Ingram explained that following the end of Mark Hughes' Term of Office there was a vacancy for a Co-Opted Governor. He proposed that Lucy Legard should be appointed as a Co-Opted Governor, on a four-year term of office.</p> <p>There were no objections to the nomination and Steve Ingram asked for a vote in favour of appointing her as a Co-Opted Governor. The vote, by show of hands, was unanimously in favour.</p> <p>Stuart Bentley (Co-Opted Governor) advised the meeting that he wished to stand down as a Governor at the end of the meeting after six years. He said that he had really enjoyed the role and was happy to continue to help the school in future. It was noted that he had still to complete his final Governor Monitoring Visit Report, which he undertook to do.</p> <p>Steve Ingram presented Stuart Bentley with a small gift in appreciation of his work for the school.</p> <p>The Admin team will update the GIAS records.</p>	<b>SB</b>         <b>DM</b>
<b>GB 18/138</b>	<p><b>Apologies for Absence</b></p> <p>Consented apologies were received from Guy Watkins and David Atkinson.</p>	
<b>GB 18/139</b>	<p><b>Declaration of Pecuniary and Non-Pecuniary Interests and the rules of confidentiality</b></p> <p>No declarations of interest were made for any item on the agenda.</p> <p>Governors were reminded of the need for confidentiality.</p> <p>One confidential item was noted and it was agreed that it would be recorded separately in the Confidential Minutes Not Available for Public Inspection.</p>	

<p><b>GB 18/140</b></p>	<p><b>Notification of urgent other business</b> Tom Kelly raised one item of urgent other business. It was agreed to deal with it immediately.</p> <p><u>UCI World Cycling Championships</u> The World Cycling Championships take place in Harrogate in September 2019. On the 25<sup>th</sup> September there will be road closures in Bedale as one of the events passes through the town. Tom Kelly confirmed that the school would remain open for staff and pupils, as he does not consider it appropriate or necessary to move one of the INSET dates at this late stage to 25<sup>th</sup> September. He has been advised that the road closures will only be put in to place once pupils have arrived at school and they will be lifted as soon as the cyclists have passed through Bedale, which it is anticipated will be around 3pm.</p> <p>Governors concluded that there could well be a noticeable effect on student attendance on that day.</p> <p><b>Christine Inchley arrived at 6.06 pm, having been at another meeting in school.</b></p> <p>Jan Reed noted that on another day there is a Time Trial, which goes through Masham, and that event could also have an effect on students coming in from that area.</p> <p>Tom Kelly confirmed that he is still waiting for confirmation of any changes to student transport during the week of the Championships from the Passenger Transport team at County Hall.</p>	
<p><b>GB 18/141</b></p>	<p><b>Confidential Minutes of the Governing Board Meeting held on the 11<sup>th</sup> June 2019</b> The Confidential Minutes of the meeting of the Governing Board held on 11<sup>th</sup> June 2019 were circulated to governors with the papers for the meeting.</p> <p>The Minutes were agreed as a true and accurate record of that meeting. Steve Ingram signed and dated a copy for the record. The signed copy was passed to Tom Kelly for confidential filing.</p> <p>It was noted that the minutes of the meeting held on 7<sup>th</sup> May 2019 had been approved at the meeting on 11<sup>th</sup> June.</p>	<p><b>TK</b></p>
<p><b>GB 18/142</b></p>	<p><b>Matters Arising</b> There were no matters arising from the minutes of the meeting held on 11<sup>th</sup> June 2019 that were not covered elsewhere on the agenda.</p>	
<b>SCHOOL IMPROVEMENT</b>		
<p><b>GB 18/143</b></p>	<p><b>Outcomes &amp; AP3 Data</b> Part of this item was deemed to be confidential and is therefore recorded separately in the Confidential Minutes Not Available For Public Inspection.</p> <p>A two-page document setting out the Year 10 AP3 Headlines and Subject Data was circulated to governors with the papers for the meeting.</p> <p>Matt Gill started by reminding governors that all Year 11 students have now left the school and the GCSE results are due on 22<sup>nd</sup> August 2019. He is hoping for a really good results day.</p> <p>Matt Gill has reviewed the Yr 10 data with Christine Inchley and Stuart Bentley. He noted that the Yr 9 data is currently being compiled. He also commented that the changes to the OFSTED Inspection Framework, which come in to force in September 2019, will mean that there will no longer be a focus by inspectors on internal data. This is partly because internal data is not regarded by inspectors as wholly accurate or reliable. They will now carry out book scrutinies and take the final public examination results in to account.</p> <p>He noted that there are three assessment points during the academic year in October (AP1), February (AP2) and April (AP3) and the teachers also make their forecasts of final (Yr 11) grades.</p> <p>Matt Gill drew governors' attention to the headline AP3 data for both the Basics at 4-9 and 4-9 EBACC and for the 5-9 Basics and 5-9 EBACC.</p>	

The AP3 data shows 4-9 Basics figure rising to 60%, from 55% at AP2, with a forecast of 81%, with the 4-9 EBACC rising from 9% at AP2 to just 10% at AP3, with a forecast of 17%.

The equivalent 5-9 data at AP3 was 21% Basics, with a forecast of 57% and just 3% at AP3 for EBACC and a forecast of just 10%.

Matt Gill explained that part of the reason for the very low EBACC figures was due to the very low numbers of students studying French or German (Modern Foreign Languages).

The key highlight is the Progress 8 (P8) score which was just positive last year and at AP3 was -0.51, a significant improvement since AP1 (-0.93). The forecast P8 score is 0.59.

Matt Gill noted that the Year 11 students P8 score should also be better than last year's.

He noted that the forecasting and assessment process is improving, although the key question is how accurate the forecasts actually are. He has calculated that the forecasts are overestimated by, on average, 0.2 points. This is not a new trend as staff have been over-forecasting for several years. As an aside he also remarked that there are many variables in a student's life which can affect their final exam results.

Looking at the AP3 data for Year 10 the students make approximately one grade of progress.

However, there are three subjects, Resistant Materials, Computer Science and Science, which are the focus of additional attention, as there appears to be 'a concrete block' preventing progress.

The strongest teaching and outcomes are in English, which has seen improvements through good teaching and staff are beginning to understand the grading system. In PE and Drama the less experienced members of the teaching staff need some support.

It is the first time that examinations will have been taken in the Citizenship GCSE, as the school have chosen to replace General Studies. The GCSE has been offered to all groups. Matt Gill said that staff needed to wait and see how students do in the new exams. Andy Childe noted that Citizenship is a taught course with specific content and staff will learn from this year's results. Matt Gill added that the Humanities Faculty has a good team.

#### Sub-Groups Analysis

Matt Gill noted that the forecasts for next year's Year 11 (currently Yr 10) show that the forecast P8 scores for the Upper, Middle and Lower Bands are all positive, but that scores for the Upper Band are lowest.

The boy/girl gender gap is expected to narrow further this year, but not enough; there is still a need to get the boys to make more progress. There will be 100 students in the cohort; there are currently 102 but two are discounted as they are not being educated at the school or are in the process of moving.

Matt Gill noted that this will be the last cohort with a KS2 Average Points Score.

There are 15 Disadvantaged students in the cohort.

Tom Kelly reminded governors that the school does not have the extra resources to do all of the interventions the staff would like to be able to deliver. Matt Gill referred to the recent OFSTED Inspection at Upper Wharfedale School where the Inspectors undertook a comparative book scrutiny of disadvantaged and non-disadvantaged students.

Following the feedback from the OFSTED Inspection in January and the work being done on Quality Assurance there are now 'learning walks' being conducted on a 'home & away' basis, i.e. within the faculty and in other faculties across the school.

SLT are conducting deep dives in each faculty and they talk to students, carry out book scrutinies and provided feedback at the end of the week. Tom Kelly noted that there is a role for governors to be involved in some of this work next year. He added that it will be interesting to see what OFSTED really

	<p>want and whether or not they want to look at internal data. Internal data will still, most likely, be used for detailed discussions with OFSTED Inspectors when the school wishes to put forward specific arguments.</p> <p>There was a discussion about the purpose of SLT's deep dives and the associated aspects of what the Governing Board need to know about where to focus and how much governors should be involved. The correct judgements will follow if SLT know what is being done.</p> <p>A governor asked whether or not there should be a link governor for each faculty? Other governors questioned this and wondered if the governors would be seen as 'inspectors' and how this could be integrated with Student Voice. A governor commented that staff are much more open now and are used to seeing people (SLT, Faculty leaders and governors) in their lessons.</p> <p>Another governor also questioned how governors could be expected to fit in this additional role in to the existing demands already placed on governors through the School Development Plan and the need to ensure that governors share their knowledge. The Governing Board has tried to avoid having governors with specialist / detailed subject links.</p> <p>It was also argued that having link faculty governors could strengthen the role of governors, but the need for the clear division between Strategy and Operations needs to be maintained and for governors to keep 'one step back' was also promulgated.</p> <p>It was agreed to progress the idea of having linked governors for each faculty at the September meeting.</p> <p>A governor asked Matt Gill if it was possible to compare the forecasts with the actual results, in other words the examination results with the end of Year 10 forecasts? He replied that the end-of-Year 9-forecasts are very similar to the end of Year 10 and Year 11 forecasts.</p> <p>A Governor then asked how staff double-check the predictions? Tom Kelly recognised that some work is still needed to compare the forecasts against the actual results, although he noted that this can be difficult as grade boundaries shift. Matt Gill added that all subjects, with the exception of Maths and English, are 'new' exams and therefore the grade boundaries are still evolving.</p> <p>Matt Gill undertook to present the results and the forecasts to the Governing Board at the September meeting, as this will also help the Governing Board identify CPD needs. Tom Kelly added that the deep dives would also look at the forecasts and actual results achieved.</p> <p>A governor asked why there is not a forecast grade given? The Headteacher explained that the actual grades are now based on final exams, not course work, and that outside the actual exams students have access to their notes and books, but during the exams they must rely entirely on what they have learnt and this difference can make it difficult for teachers to give grade forecasts.</p> <p>A governor asked if the school could send out headline results on results day to governors? Matt Gill agreed that he would do so.</p>	
<p><b>GB 18/144</b></p>	<p><b>Headteacher's Report</b> Tom Kelly gave a verbal report.</p> <p>He noted that it had been a strange term with only 18 school days in the first half-term and seven weeks in the second half-term.</p> <p>He noted that there had been many trips and events including those linked to the Duke of Edinburgh's Award, Sunderland Glass Art (Year 10), Malham, Arkengarthdale, Thorp Perrow (Year 7) and the Iceland Trip, which had been the best one ever done.</p> <p>The Middlesbrough Football trip was not successful; Tom Kelly explained that this was not because of the actions of the students who had been great. Last year's trip had been to the stadium and had been very well organised with a clear structure, but for some reason this year they went to the training facility, with</p>	

just two youngsters running the day. It was like a very bad supply lesson without proper planning or consideration of the students needs. This has been noted and will not be repeated.

Turning to the Duke of Edinburgh's Award Scheme trips Tom Kelly noted that the scheme was flourishing thanks to the exceptional efforts of Christine Wilson and her husband who have given up four weekends in a row to make them happen. There are about 15 students doing the Silver Award and about 30 Year 10 students working towards the Bronze Award.

A governor, who's child had been involved, reinforced the value of the activity and asked if there was anything that Christine Wilson would like (for school) to help her. Tom Kelly said that a visualizer for her computer would definitely be appreciated.

Turning to events, Tom Kelly listed a few of the many events which have happened recently including the Prom, the Summer Concert, Year 6 Induction Day, Employers Day, Sports Day, Sports Award and the New Staff Induction Day.

The assessment cycle has been completed for Years 7, 8 and 10 and Year 9 are due to get their reports on Thursday 18<sup>th</sup> July.

Tom Kelly said that he was proposing a change in KS3 reporting to 'no numbers' judgements for Years 7 and 8 as he considers it artificial to give students GCSE grades in Years 7 and 8, as they are not meaningful. It is much better to give parents information about a child's skills.

#### Staffing

Six teachers are leaving at the end of term, along with one Teaching Assistant and one member of the Pastoral Support team. In addition the school's Admin Officer has left (today) after over fourteen years service.

New teachers have been recruited for Maths, Modern Foreign languages and DT, as well as a new ATA and a new Admin Officer. Interviews are being held this week for a new Pastoral Support officer during this current week.

Maternity Cover for Music (from October to May half-term) is to be organised shortly.

#### Timetable

Tom Kelly explained that Matt Gill had worked with an external timetabler following the restructure, as the timetable is now so tight. He told staff at a meeting on 15<sup>th</sup> July that he cannot see what further cuts could be made, the school has tried to avoid split classes, although he noted that some teachers are having to teach out of their subject areas, including both Andy Childe and himself.

All staff will be working to their full allocation. Tom Kelly admitted that the situation will add challenges, with SLT members also teaching eg Matt and Alison have nine teaching hours a week and the Head is teaching six hours a week.

Tom Kelly was clear that there is no flexibility whatsoever, but the staff response has been phenomenal. Andy Childe added that staff will make the best of the situation the school has been placed in.

#### Teaching and Learning

This item was deemed to be confidential and therefore it has been recorded separately in the Confidential Minutes Not Available for Public inspection.

#### Framework

Tom Kelly talked briefly about the new OFSTED Inspection Framework and how to give feedback to governors.

#### Behaviour Planning

Tom Kelly reported that three key members of staff have been trained to Compass Buzz Level 3, noting that all staff are trained to at least Level 1. These three members of staff are now training in techniques so that they can pre-emptively intervene and support good behaviour in school. Alison has attended a behaviour change course – Pivotal Change and De-escalation. There is a planning meeting on the

	<p>morning of Wednesday 17<sup>th</sup> July 2019 and changes will be introduced at the start of the new term.</p> <p><u>Student Numbers</u> Tom Kelly reported that thirteen new students have started this term and another two students are expected to start shortly. They have come from a variety of locations including Northallerton, Bradford and from abroad. Seven students are leaving, five of them as the families are relocating and two are transferring to Ripon Grammar School.</p> <p>Governors thanked Tom Kelly for his Report.</p>	
<p><b>GB 18/145</b></p>	<p><b>School Policies</b> <u>Complaints Policy</u> It was identified during the recent Governance Health Check that the school was not using the latest version of the Complaints Policy. The new recommended model policy from the DfE has only two stages, not three as at present.</p> <p>Governors are not keen on a two-stage process as it is likely that this will mean that there will have to be more Governor Complaint Panels.</p> <p>Jan Reed said that she has amended the new model policy to add a second stage involving the Chair of Governors (or appoint an Investigating Governor). She has also incorporated the section on vexatious and persistent complainants from the previous version.</p> <p><b>Governors voted, by show of hands, to approve the new Complaints Policy for immediate use.</b></p> <p><u>Mobile Phone Policy</u> The draft Mobile Phone Policy was circulated to governors with the papers for the meeting.</p> <p>Tom Kelly explained that he had received 33 responses from members of staff about the new policy, 29 of which had been positive, but only 15 from parents of which 11 were positive. A letter to parents went out week commencing 8<sup>th</sup> July 2019.</p> <p>Seven students have reported that other students have been using their mobile phones in lessons, although it appeared that some students had modified their responses to lower figures.</p> <p>Governors had a few questions about how the policy would be policed. Tom Kelly responded to all of the questions and made it clear that a heavy-handed approach would not be used, unless there were persistent breaches by individual students.</p> <p>Tom Kelly also informed governors that he is looking to raise money to purchase iPads (or equivalents) for the students to use next year.</p> <p><b>Governors voted, by show of hands, to approve the new Mobile Phone Policy for immediate use.</b></p>	
<p><b>GB 18/146</b></p>	<p><b>Report from the School Improvement Advisor</b> Kate Lounds (Improvement Advisor) Record of Visit Report was not received in time for this meeting. Governors expressed their disappointment was unable to attend their meeting and extended their invitation again. It is hoped she will report to Governors early in the new term.</p>	
<b>Finance</b>		
<p><b>GB 18/147</b></p>	<p><b>Finance</b> <u>Working Group</u> Steve Ingram explained that following discussions with the LA, he had developed plans to create a small working group to work with the School Business Manager to better understand and review costs, etc. and to research other possible revenue generating opportunities. The working group would have a business-as-usual approach.</p> <p>It was agreed that the working group should consist of Steve Ingram, Jan Reed, Christine Inchley and Lucy Legard and that they would work with Tom Kelly and Denise McFarlane.</p>	

	<p><u>Fundraising Events</u></p> <p>It was noted that there is no PTA at the school, but there is a need to involve parents in the financial life of the school. Linda Donaghy suggested that there should be opportunities to involve the students, especially the Year 1 students in fundraising.</p> <p>It was confirmed that the purpose of the fundraising was to allow extras and not to provide general funding.</p> <p>There was a discussion about businesses providing matched funding. Tom Kelly noted that the (business) Friends of Bedale High School assisted with the Employers Day.</p> <p>Various fundraising ideas were suggested and Kate Loughlin volunteered to take on a fundraising role. The first meeting of a fundraising group will be in September.</p>	
<b>Vision, Ethos and Strategic Direction</b>		
<p><b>GB 18/148</b></p>	<p><b>Governor Strategic Plan</b></p> <p>The Draft Strategic Plan was circulated to governors with the papers for the meeting.</p> <p>Jan Reed reminded governors that the Draft Strategic Plan had come out of the Strategic Day, held on 11<sup>th</sup> June 2019. She reviewed the document and the five-year Vision for the school.</p> <p>She asked governors to think about what each of the Priorities would look like, how would the Governing Board know when it has been reached and how will the school move forwards? The everyday principles are set out at the back of the document. The Strategic Plan feeds directly in to the School Development Plan. Jan Reed recognised that some work needed to be done over the summer on the Strategic Plan so that the delivery of the SDP is not delayed.</p> <p>There was a discussion about some of the priorities and their delivery as well as the Vision Statement, which does not currently include any mention of the academic vision, students getting good grades and the school moving towards an Outstanding judgement.</p> <p><i>It was agreed that Lucy Legard would meet with Jan Reed to review whether all the points set out in the minutes of the meeting held on 11<sup>th</sup> June 2019 had been incorporated in to the Vision and Draft Strategic Plan.</i></p>	
<p><b>GB 18/149</b></p>	<p><b>Collaborative Partnership Update</b></p> <p>Steve Ingram observed that the LA had been going to provide some examples of other collaborative partnerships and potential partners, but that nothing had been received and so no meetings had been held.</p>	
<b>Governance</b>		
<p><b>GB 18/150</b></p>	<p><b>Governor Annual Report</b></p> <p>Jan Reed noted that the Governor Annual Report is almost complete; all it needs is the Governor attendance data and confirmation of the dates of office for some governors. The Acting-Clerk is working on this information.</p>	<p><i>Clerk, Co Chairs</i></p>
<p><b>GB 18/151</b></p>	<p><b>Governance Health Check</b></p> <p>Margaret Burton, NYCC Governor Support Officer conducted a Governance healthcheck. The Report has been received and it was circulated to governors with the papers for the meeting.</p> <p>Jan Reed reviewed the Health Check and said that it was mostly fine. She reviewed items 8 (Governor Website Information) and 9 (Complaints Policy) and other items in red – which need urgent action.</p> <p>In particular she noted that the Governing Board need to formalise the process of reviewing the use of and impacts of the Pupil Premium funding and recording that they have done so.</p> <p>Governor training needs to be improved as does attendance at Governor Support Network (GSIN) meetings and the school could or-ordinate governor training locally if suitable courses and venues are</p>	<p><i>Clerk, Co Chairs</i></p>

	<p>not available.</p> <p>It was also suggested that a Governor with responsibility for recording governor training be appointed. This will be addressed at the September meeting.</p>	<b>Clerk, Co Chairs</b>
<b>GB 18/152</b>	<p><b>Governor Calendar 2019/20</b></p> <p>The Governing Board meets ten times during each academic year. The annual calendar of dates was circulated to governors with the papers for the meeting; it includes the topics for each meeting.</p> <p>There was a short discussion about the inclusion of approval of the SDP and SEF at the October meeting rather than at the September meeting.</p>	
<b>GB 18/153</b>	<p><b>Meeting dates - 2019/20</b></p> <p>Dates for meetings of the Governing Board were confirmed as:</p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> September 2019</li> <li>• 15<sup>th</sup> October 2019</li> <li>• 19<sup>th</sup> November 2019</li> <li>• 10<sup>th</sup> December 2019</li> <li>• 21<sup>st</sup> January 2020</li> <li>• 25<sup>th</sup> February 2020</li> <li>• 17<sup>th</sup> March 2020</li> <li>• 5<sup>th</sup> May 2020</li> <li>• 9<sup>th</sup> June 2020</li> <li>• 7<sup>th</sup> July 2020.</li> </ul> <p>Meetings will begin at 6pm on a Tuesday.</p>	
<b>GB 18/154</b>	<p><b>Any Other Urgent Business</b></p> <p>There was no other urgent business.</p>	
	<p>There being no further business Steve Ingram thanked everyone for all of their efforts over the last year and, in particular thanked Tom Kelly and the whole staff.</p> <p>He declared the meeting closed at 7.53pm.</p>	