

**Bedale High School Full Governing Board Meeting  
15<sup>th</sup> December 2020 - Minutes**

<b>Minutes of the Meeting held on Tuesday 15<sup>th</sup> December 2020 facilitated online at 6.00pm</b>	
<b>Present:</b> Steve Ingram – Joint Chair of Governors (SI), Tom Kelly – Headteacher (Head) (TK) and Jan Reed - Joint Chair of Governors (JR), Katherine Davies (KD), Kate Loughlin (KL), Lucy Legard (LL), Andy Childe (AC), Christine Inchley (CI), David Atkinson (DA), Guy Watkins (GW), Linda Donaghy (LD), Rich McGuinness, Natalie Mackenzie	
<b>In attendance for all or part of the meeting:</b> Matt Gill – Deputy Head – Curriculum, Denise McFarlane – School Business Manager (DM), Alison Knight (AK), Johanna Daniel (JDa) – Clerk to the Governing Body	
<b>Apologies:</b> Linda Donaghy (LD)	
<b>Governor Question (GQ)/Governor Comment (GC) (colour coding)</b>	
<p><b>a. Ensuring clarity of vision, ethos, and strategic direction</b></p> <p><b>b. Holding the headteacher to account for the educational performance of the school and its pupils.</b></p> <p><b>c. Overseeing the financial performance of the school and making sure its money is well spent.</b></p> <p><b>d. Agreed by the governors</b></p>	

<b>Item</b>	<b>Actions</b>	<b>Gov</b>
<b>9</b>	To confirm the date for the curriculum review with JD	<b>TK</b>
<b>11</b>	To develop changes to the SDP and bring back to the GB in February 21	<b>SI/JR</b>
<b>13</b>	SI & JR to meet with CN and report back to the GB	<b>SI/JR</b>
<b>15</b>	Governors to read the PowerPoint from the Governor Network	<b>All</b>

<b>No</b>	<b>Item</b>	<b>Action</b>
<b>1</b>	<b>Welcome.</b> Governors were welcomed to the meeting.	
<b>2</b>	<b>Apologies for absence and to determine whether absences should be consented to.</b> Apologies were received from Linda Donaghy this would have been her last meeting. Apologies accepted and <b>CONSENTED TO.</b>	
<b>3</b>	<b>Confidentiality and Declarations of interest</b> Governors were reminded of the expectations around confidentiality. There were no declarations of interest in respect of items on today's agenda. JR reminded governors to also check on website for interests outside of school Items deemed as confidential will be noted when they arise during the meeting.	
<b>4</b>	<b>Notification of urgent other business.</b> TK gave an update on year 7 numbers; Early indication as of the end of November for next September intake: 91 – 1 <sup>st</sup> choice 18 – 2 <sup>nd</sup> choice 11 – 3 <sup>rd</sup> choice The number for 1 <sup>st</sup> choice has increased by 4 in comparison to last year. Although this is not as good as the school had hoped. It is however very moveable though. GQ: where does this fit with regards to funding? DM advised that next year's funding already set from the census.	
<b>5</b>	<b>To approve as a correct record the Minutes and Confidential Minutes of the Governing Board meeting held on 24.11.2020</b> The Chair advised that the minutes would be considered page by page for both accuracy and matters arising.	

(Chair).....  
Date: 15<sup>th</sup> December 2020

**Bedale High School Full Governing Board Meeting  
15<sup>th</sup> December 2020 - Minutes**

	<p><b>One amendment was noted;</b>  Page 1 – Lucy Legard name spelt incorrectly.  Page 7 – questions – 4<sup>th</sup> line down – Planning is perhaps distracting from the doing’ delete this as does not make sense  Page 9 – initials DM not DR  JR explained to the GB that the minutes will be changing this month and looking at adding the actions at the top of the minutes.  <u><b>Approval of Minutes:</b></u> The minutes of the Full Governing Board meeting of the 25/02/20 were <b>APPROVED</b> as an accurate record, and signed by JR, Joint-Chair.</p>	
6	<p><b>To consider matters arising from the minutes for which there is no separate agenda item and to Review Action Points.</b>  None</p>	
7	<p><b>Confirmation of Headteachers Performance Management</b>  GB confirmed that the HT performance management panel has gone ahead and all ok</p>	
<b>PART ‘B’ – SCHOOL IMPROVEMENT</b>		
8	<p><b><u>MAIN DISCUSSION ITEM</u></b>  <b>Key Stage 3: AP1 and Progress</b>  MG gave a brief update of the document ‘analysis of issues and actions’;  The year 7 &amp; 8 assessments look very positive, however raises more questions. Many of the issues are being addressed with actions (bottom of document). I.e. year 6 scale assessments not being available.</p> <p>Faculty reviews and the curriculum review will be taking place next year, key areas for this are;</p> <ul style="list-style-type: none"> <li>• Sub groups (e.g. disadvantaged students)</li> <li>• key stage 3 and 4</li> </ul> <p><b>Questions</b>  GC: there is no reliable Fisher data this year? Which is usually used by the government to set the baseline. This will be interesting?  MG explained that this is a question being asked across the country, There are lots of other indicators used to generate the Fisher targets however they can be very low. BHS students deserve more aspirational targets and should aim higher than this.  GQ: Why is there no scale score for year 8?  MG advised that there is, however this has been missed of the document.  GQ: it is worrying to see departments that use 100% ‘good’ or ‘better’ scores, as this is potentially opening up to being challenged or there maybe lack of challenge in the classroom?  MG explained that there is lack of appropriateness of the assessments too. It is a real Challenge around creating assessments on a programme for 6-8 weeks. There has been a faculty review and SLT are aware that this needs to be addressed and improved to make this more robust.</p> <p>GQ: there are specific actions year 7 and year 8. Is it worth adding context in relation to this as a number of year 8 students missed curriculum time over the first half term so might not be making the progress they should be in certain areas. Also, with regards to the assessments for year 7 and year 8, they were completed when students were not able to take books home to revise for tests etc.  MG thinks that the data is very positive and the quality of education is good. The teaching, preparation for assessments is good. Likewise, the homework is clearly revision homework for a week and students are well prepared.</p>	

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Date: 15<sup>th</sup> December 2020

**Bedale High School Full Governing Board Meeting  
15<sup>th</sup> December 2020 - Minutes**

	<p>GQ: other than that, there are some common themes when look at data for 2 years. There is a significant drop in year 8? Why is this?</p> <p>MG not sure the point has been raised about lockdown but this is the same for year 7. The engagement of starting secondary school maybe? There tends to be a drop when move to year 8, however there is currently no answer to this.</p> <p>TK explained that year 8 have had more COVID cases and one of those resulted in half of the year group isolating for 2 weeks. Although they were online learning this has had an impact on them. This is not the only impact; however, it is important to consider this.</p> <p>GC: the school needs to be conscious of this and understand if there are any issues in that particular year group. It is important to be aware of this.</p> <p>MG this is something that the school would look at anyway. Looking at groups and mixed ability working.</p> <p>GC: nationally, there is generally a year 8 dip.</p> <p>MG explained that the rewards system that has been introduced has had a good impact and students are engaging with this.</p> <p>GC: it is important that we see it now and we need keep tracking this.</p> <p>MG explained that the whole point of assessments is feedback and their action on their feedback. Students sit assessments and receive detailed feedback.</p> <p><b>ACTION. Look into year 7 grades in January.</b></p>	SLT
9	<p><b>MAIN DISCUSSION ITEM Governor Reports of Visit:</b></p> <p>JR invited questions from the GB in relation to the governor reports.</p> <p><b>Quality of Education – LL</b></p> <p>GQ: Do we have an update on the date for curriculum review?</p> <p>TK advised that he has emailed JD but is currently off sick. However, has asked for this to take place in February. Additionally, TK has been in touch with the Head of Thirsk school who can offer an alternative viewpoint.</p> <p>GQ: when will the outcome of review will come back to the GB?</p> <p>TK advised that the SLT are aiming for this to be completed in February.</p> <p>The GB meetings are scheduled for 9<sup>th</sup> Feb and 16<sup>th</sup> March. This will probably come to the 16<sup>th</sup> March meeting.</p> <p><b>Behaviour &amp; Attitudes (including termly Safeguarding visit)</b></p> <p>DA explained that he met with AK and discussed several topics such as the single central record. DA has been able to see a section of this for the school and was surprised to see the level of detail that is required for this. Wellbeing of staff was also discussed and AK explained that there are measures in place to focus on their wellbeing. Likewise, behaviour is better than last year with the exception of year 8. Attendance is currently 93%.</p> <p>GC: I don't think that 93% attendance is too bad considering the current situation. Although this is not what the school would normally want, it would be interesting to see if COVID was not a factor, what the stats would be?</p> <p>AK advised that there are new codes for student absences relating to COVID which means that this does not affect the overall numbers.</p> <p>GC: is 93% good or bad?</p> <p>AK explained that the school is always aiming for 95% but given the context and the time of year 93% is good.</p> <p>TK added that the stats are up, year on year. Although COVID data has been removed, there are lots of other symptoms that mean parents will not send children due to keeping people safe.</p>	

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Date: 15<sup>th</sup> December 2020

**Bedale High School Full Governing Board Meeting  
15<sup>th</sup> December 2020 - Minutes**

	<p>GQ: is there any way of comparing to others in county or nationally? GQ: nationally the average is 85% however there are many areas which have been badly affected by COVID.</p> <p><b>Personal Development</b> GW explained the C&amp;D areas; There have been certain areas that have been really badly affected by COVID. I.e. the extracurricular activities and sports. KL gave a brief summary of A&amp;B; There is not a lot to update the GB on in this area as a lot of the planned events have not been able to go ahead due to the pandemic and year groups being unable to mix. With regards to the career planning, this has been put on hold as it is difficult to can't get anything in place. There are plans to do this on social media however this is not the same as getting them into school. MG explained that there have been quite a lot of colleges; York, Darlington, QE and Askam Bryan that have come into assemblies. After discussions with year 11's each year 11 has expressed an idea of what want to do post 16 which is excellent.</p> <p><b>Leadership &amp; Management</b> CI explained that she had met with TK through zoom. The focus of the meeting was to look at the leadership and management and any ongoing issues. Some of the interesting points such as project 600 figures and the fantastic leadership around this. Including things such as the new website and the promotional video which was also excellent. 91 students as an early indication is very positive. The view of SLT throughout pandemic is fantastic. There have been many negative stories in the press at other schools however BHS have continued to tackle strategic issues throughout pandemic. Some schools have used the pandemic as an excuse which has not been seen at BHS. TK thanked CI for this and wanted to note that DM has been a major part of this. although she has a different focus she has continued to work at such a high level. Including work around the new website, IT issues and dealing with the heating job over the summer which have been very draining and time consuming. GC: it is also important that a contingency plan is in place in case any of the SLT have to isolate. These options are currently being looked.</p> <p><b>SEN Termly Visit</b> JR firstly thanked KD for conducting this joint visit with NM, training her and handing this over. KD explained that a conversation with AK took place and they discussed how she is managing her workload and the staff beneath her. The report states at the bottom that the school continues to strive to keep AK in her role and to give her the necessary time and training to enable her to achieve the goals within her role.</p> <p>GC: this is very good and is possible to see through the report that the school has made so much progress over the years. The changes that have happened are magnificent. AK explained that the numbers of SEN are increasing and that there are currently over 100 on register and also double figures in EHCPs. GQ: are those numbers quite high? AK advised that the are in line with other schools. AK has recently met with Helen Whitehead the Vice Principle at Risedale to mentor her in her SEN qualification. Their school has slightly more than BHS and their NOR is fairly similar. GQ: is there a reason they have gone up? Is there anything causing the increase?</p>	
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Date: 15<sup>th</sup> December 2020

**Bedale High School Full Governing Board Meeting**  
**15<sup>th</sup> December 2020 - Minutes**

	<p>AK explained that numbers are going up nationally in all schools. The reasons for this vary, schools are now better at early identification and likewise primary schools too</p> <p>GQ: is there anything from your point of view that has made life better during covid</p> <p>AK advised that communication and relationships with parents have become stronger which is very positive. Additionally, several meetings are now being held online which previously would be in person, therefore saving time and expenses.</p> <p><b>ACTION: to confirm the date for curriculum review with JD</b></p>	<b>TK</b>
<b>10</b>	<p><b>Behaviour, Attendance &amp; Attitude to Learning</b></p> <p>AK discussed the documents 'Behaviour update' and 'Attendance Analysis'.</p> <p>There are many positive aspects within both areas and this data will be shared with staff at the next training day.</p> <p>Meetings are continuing with key stage heads and Andy Collinson which are very beneficial.</p> <p><b>Questions</b></p> <p>GQ: do you think the numbers are going down due to better behaviour or due to the management?</p> <p>AK explained that this may be due to improvements in both areas. For example, there are some persistent disruptive students which are not with the school any longer. Which has meant that staff have more structured lessons and students also seem to have come back more refreshed.</p> <p>TK advised that a positive fallout from COVID is the extreme control measures in place. There are staff in corridors, there is a one-way system and there are segregated lunches. Likewise, the all of the above and the restorative training which AK conducted with staff at start of year will also be a factor.</p> <p>MG added that the quality of teaching and the relationships that staff have with students will also have an impact. Students are now starting each lesson with a silent starter. This means that they are now thinking straight away as soon as they start a lesson. This is consistent across the school and has had a great impact on teaching.</p> <p>GQ: the figures and data are great. Persistent low-level disruption can be a soft marker that students are not engaged in lessons. This is a good sign for the GB to see. This is indicative for the GB that the teaching is improving.</p> <p>MG explained that this allows the students to be engaged and they have to think rather than being passive.</p> <p><b>ACTION: None</b></p>	
<b>11</b>	<p><b>UPDATE – Approval of School Development Plan</b></p> <p>SI advised that has met with an external adviser. They were able to consult on the SDP in relation to its current state and if this is pertinent to the GB with regards to monitoring and challenging. This discussion identified that it is a very robust and comprehensive SDP. However, it is very operational for the GB.</p> <p>Moving forward the plan is to work together to focus on the key points and to confirm the intent for each section. Once the intent is in place it is important to add to the document a column for measure to ensure that it is possible to judge the impact. This will be brought back to the GB for consideration in February 2021.</p> <p><b>Questions</b></p> <p>TK: stated that anything which helps to make a clearer boundary between operational and strategic long-term vision is helpful.</p> <p><b>ACTION: To develop changes to the SDP and bring back to the GB in February</b></p>	<b>SI/JR</b>

(Chair).....

Date: 15<sup>th</sup> December 2020

**Bedale High School Full Governing Board Meeting  
15<sup>th</sup> December 2020 - Minutes**

<b>PART 'C' – POLICIES</b>		
<b>12</b>	<p><b>Governor allowance policy</b></p> <p>Mileage rate and child care allowance have been amended, it is a fairly simplistic and basic policy.</p> <p>GC: if any governors need to claim any allowance they need to speak to DM.</p> <p><b>The policy was UNANIMOUSLY AGREED by Governors for approval</b></p>	
<b>PART 'D' – FINANCE</b>		
<b>13</b>	<p><b>Update from Finance Committee</b></p> <p>SI explained that a meeting with Howard Emmett and Amanda Newbould took place in relation to the financial position of the school following a notice of concern. SI advised HE of the different projects within the school i.e. project 600, the appointment of TK as substantive Head and that it was mutually agreed with the LA that a federation was not financially beneficial to the school.</p> <p>HE advised that BHS currently has the highest deficit and the highest deficit forecast. However, this is based on older data rather than current. Although BHS is in this situation HE is aware that several schools will be overtaking BHS due to rapidly going into significant debt.</p> <p>SI shared the slide 'our belief' within the meeting which describes the different projects which are already in place and are beginning to be delivered in line with the previous forecast.</p> <p>SI explained that he raised the idea within the meeting around working together on a larger scale across the county to buy services and to achieve further savings. Although this may be radical this would create significant savings to those involved. AN was very interested in this idea and offered to explore this further.</p> <p>SI wanted to thank DM for the excellent work she has completed on the budget.</p> <p>SI advised that this could be very interesting and quite exciting process to go through. It would be important for BHS to be included within the initial meetings in relation to this. It would also be a great story for the school to be able to tell in relation to improving finances.</p> <p><b>Questions</b></p> <p>GC: well done sounds like an amazing meeting. BHS may perhaps become a model for the county. SI advised that it is still important that the school increases the numbers</p> <p>GQ: will the new builds and housing in Bedale and Aiskew have an effect on the schools budget etc?</p> <p>SI: this can be a factor however discussion with the developers will need to take place. Although there are many new properties this does not generally account for as many new students. The predicted number is quite low.</p> <p>GC: Section 106 funding or CIL may be available to the school where discussions take place early. This is typically granted where school facilities need increasing to accommodate extra students as a result of a development. Many of the spaces from the new housing developments may go to primary schools, depending on the houses which are being built i.e. if they are starter homes.</p> <p>SI informed the GB that he will be meeting with AN early next year</p> <p>TK: advised that this is great, however maybe concerned that AN is the third post holder in 3.5 years. It may be important to plan beyond the post holder to ensure that this goes ahead.</p> <p><b>ACTION: SI/JR to meet with AN and report back to the GB</b></p>	<b>SI/JR</b>

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15<sup>th</sup> December 2020 - Minutes**

<b>14</b>	<p><b>Budget Monitoring Report / Revised Budget</b>  DM gave a brief update with regards to the budget;  The motioning that is generally discussed in the GB meetings follows a 4-year budget, however the overview key figures have changed between original one and now. DM highlighted some areas;</p> <ul style="list-style-type: none"> <li>- A prudent view has been taken with the budget and the school is hoping to have more savings. However, there is a risk of staff absences in the current climate.</li> <li>- The original forecast has tweaked student numbers slightly meaning that there is a slight increase on this line.</li> <li>- The LA apply a soft approach in relation to the funding which has been to the school's advantage.</li> <li>- Staff funding has been kept in line with the LA.</li> <li>- Supply has also been kept the same due to the possibility of covering long term absences. This has not been the case so far this year so there may be a potential saving there.</li> </ul> <p><b>Questions</b>  GC: will this be submitted once the GB have approved it?  DM confirmed that it would and that it would be resubmitted in March 2021  <b>The document was UNANIMOUSLY AGREED by Governors for approval</b></p>	
<b>PART 'F' – OTHER BUSINESS</b>		
<b>15</b>	<p><b>Governor Training Update</b>  LL advised that she will discuss some areas with JR in relation to how this is being monitored. JR informed the GB that she had forwarded a PowerPoint from the governor's network which has some updates. This would be very beneficial for RM and NM to read through to build up their training knowledge.  <b>ACTION: governors to read the PowerPoint from the Governor Network</b></p>	<b>ALL</b>
<b>16</b>	<p><b>Any Matters arising from item 4</b>  None</p>	
<b>17</b>	<p><b>Date of next FGB meeting: 19<sup>th</sup> January 2021</b>  <b>Items carried forward to January FGB:</b> School Fund, Letting &amp; Charges Review, &amp; Benchmarking Data.</p>	
<b>18</b>	<p><b>The meeting closed at 7.50pm.</b></p>	