

**Bedale High School GB Meeting  
9<sup>th</sup> February 2021 - Minutes**

<b>Outcome of the Meeting held on Tuesday 9<sup>th</sup> February 2021 facilitated online at 6.00pm</b>
<b>Present:</b> Jan Reed - Joint Chair of Governors (JR), Steve Ingram - - Joint Chair of Governors (SI) Tom Kelly – Headteacher (Head) (TK), Katherine Davies (KD), Kate Loughlin (KL), Lucy Legard (LL), Andy Childe (AC), David Atkinson (DA), Guy Watkins (GW), Linda Donaghy (LD), Rich McGuinness, Christine Inchley (CI), Natalie Mackenzie (NI)
<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 (JD) – Clerk to the Governing Body.
<b>Apologies:</b> N/A

No	Item	Action
1	<p><b>Update on day to day school mid pandemic</b></p> <p>Testing has commenced within school. 161 people have consented to the testing which consists of 37 staff members and 124 students.</p> <p>This may change when all students return to school.</p> <p>Out of the 65-80 students in school 45 have given consent and been tested. These are taking place 4-5 days apart.</p> <p>There are between 3/6 staff tests per day depending on who is in school.</p> <p>Testing is taking place in the gym and year group bubbles are being maintained throughout.</p> <p><b>Questions</b> N/A</p>	
2	<p><b>Skills Audit</b></p> <p>A self-review of skills and training has taken place.</p> <p>LL thanked governors for returning these and confirmed that a range of skills are covered within the GB. Governors are not expected to individually hold a full set of these skills. Although there is currently sufficient coverage of finance it would be beneficial to the GB to recruit into this area.</p> <p>JR advised that moving forward, bitesize training will be delivered within the meetings which will hopefully develop and train governors.</p> <p><b>Questions</b> N/A</p>	
3	<p><b>Strategy</b></p> <p>JR explained that the purpose of this meeting is to give the governors the opportunity to discuss any issues or concerns in relation to how the GB will operate in the future and to implement subtle changes moving forward. The aim of the GB is to now be less operational and more strategic. The GB will achieve this through;</p> <ul style="list-style-type: none"> <li>- Meetings becoming more discussion based rather than procedural</li> <li>- Being aware of the actions and impact of each meeting</li> <li>- Governor development within meetings</li> <li>- Governors becoming more engaged within meetings enabling more contribution</li> <li>- Changing agenda so that this is driven by governor questions rather than series of reports from school. (the GB will still receive these reports however they will be more executive)</li> </ul>	

**Bedale High School GB Meeting  
9<sup>th</sup> February 2021 - Minutes**

- A calendar will be published to ensure that the GB are aware of the themes within each meeting. Meaning that governors can prepare any work or questions surrounding the theme
- Regular Head Teachers report: a standardised template will be created
- Bitesize training within each meeting

The aim of this meeting is to try and understand any current frustrations and to discuss any changes. Likewise, to understand the milestones to get the school to outstanding.

**Questions:**

GC: this is a really good idea. The GB need to think now that their role is to think and the schools is to do. It is important that the GB questions everything, i.e. 'why are we doing this'? It is good to have the separation.

JR: What do people feel are there different about meetings now? What might work better?

GC: It would be beneficial to ensure that the data is clear for non-academics. It is sometimes difficult to understand everything. It would be important that we all understand this moving forward if the GB is aiming to be more strategic.

JR explained that training is important for governors as this is not their day to day roles. It is difficult to reacquaint at each meeting. It is also important to have consistency of information. To ensure that the same format is used each month so that it is easier to contrast and compare data.

MG advised that training was delivered to governors in relation to progress 8 scores etc. However it is important to refresh this regularly.

JR explained that the focus of Ofsted is no longer on data but more about how the students are learning and improving. However, the school does need to produce data to ensure measures of progress can be identified. This perhaps needs to be more simplified for governors and in the same format.

TK advised that it is important that SLT begin to move away from presenting data to the GB. A clear format to organise the data can be produced.

SI explained that the vision for the GB moving forward would be that each governor could communicate to parents the progress that students and the school are making. However, it is important to highlight that this would not need to be in any detail. But that each governor is aware of any process in place rather than statistics and data. This can create more involvement for individuals within the GB. The parings with in the GB can then become experts within their areas and meetings will then become more high level and governors can be held more to account. Therefore, each Governor would need

**Bedale High School GB Meeting  
9<sup>th</sup> February 2021 - Minutes**

	<p>to have a breadth of understating at a certain level, and a specific area that they focus on.</p> <p>GC: meetings can become very in-depth in relation to the data and it can be difficult to understand everything. Likewise, it is difficult to know if governors are required to know or do anything for the next meeting.</p> <p>GC: it would be beneficial to have information before the meeting so that governors can be prepared beforehand rather than catching up during the meeting. This will assist in being more strategic within meetings.</p> <p>TK advised that it will be important for the school to deliver the information within less documents and that these are uploaded to the website earlier within the month. SLT are also hoping to produce a 'cheat sheet' which will include the key areas of focus for each meeting.</p> <p>GC: it might be helpful to include useful links to any key areas so that governors can read around the topics before meetings. This may help to increase understanding of the areas.</p> <p>SI: fundamentally it is the GB's aim that when governors leave meetings they are able to understand what impact which has been made within the meeting.</p> <p>GC: it is important that whatever is decided from this meeting that this does not increase the workload for staff. Hopefully any new process will make life easier for staff.</p> <p><b>Outcomes from any comments and questions:</b></p> <ul style="list-style-type: none"> <li>- <b>To develop meetings to become more strategic rather than procedural</b></li> <li>- <b>To include training for governors on data</b></li> <li>- <b>To create a simplified data template for ongoing use</b></li> </ul>	
4	<p><b>Content of survey</b></p> <p>JR thanked governors for their response to the survey and explained that this is something that will be returned over the coming month.</p> <p>JR asked for governors' initial thoughts about the survey and if the questions within the survey fits with the view of where school is going?</p> <p>GC: some of the questions were quite difficult to answer, for example; 'Is BHS improving the local community'. Other than the obvious answer – educating the children, this was quite challenging to answer.</p> <p>TK raised that this may prove what the GB is trying to achieve now.</p> <p>GC: this is a very open question, how the GB are enabling the children to have an impact on the community and this could include short and long-term impact.</p>	

(Chair).....

Date: 9<sup>th</sup> February 2021

**Bedale High School GB Meeting  
9<sup>th</sup> February 2021 - Minutes**

	<p>TK observed that the school is very lucky to have a such a forward-thinking GB that is genuinely helpful in creating change in the right way for the school. There is work to do in school about presenting the information more concisely.</p> <p>JR advised that once the questions were formulated they were shown to SLT who found this a very useful exercise to be able to consider the strategic questions and aid the understanding of the difference between SLT and the GB.</p> <p>GC: the GB has shifted over the last 4 years since the school received ‘requires improvement’. The school and the GB have both come a long way. It is a good time for the GB to become more strategic. The school should have the confidence to make these decisions, for example the curriculum review. This should ultimately be based upon what is right for the students and the school rather than Ofsted.</p> <p>GC: the positive foundations have been implemented within the school which has created a baseline to progress to ‘outstanding’</p>	
<p><b>5</b></p>	<p><b>Actions</b></p> <p>JR explained that moving forward, the changes will be evident in the agenda for the next meeting. The theme for the next meeting is the curriculum. The governor feedback from their visits may be moved to the April meeting.</p> <p>TK informed the GB that the curriculum will be a reasonably large item in the next meeting but it will be an interesting discussion for governors.</p> <p>JR stated that any relevant information will be shared with governors 2 weeks beforehand. Likewise, any links will be included. It would be helpful to conduct the governor visits before the March meeting.</p> <p>AK raised that ‘safeguarding’ needs to be added to the agenda for the next meeting. As there is a safeguarding audit which has a deadline.</p> <p>JR confirmed that there will still be certain procedural elements to the GB meetings such as finance and policies.</p> <p>JR advised governors that she will be in touch in relation to one to one chat’s which will be an opportunity to discuss any issues, concerns and training needs.</p>	
<p><b>6</b></p>	<p><b>The meeting closed at 7.15pm.</b></p>	