

**Bedale High School Full Governing Board Meeting**

**7<sup>th</sup> July 2020 - Minutes**

**Minutes of the Meeting held on Tuesday 7<sup>th</sup> July 2020 in facilitated  
online 6.00pm**

**Present:** Steve Ingram – Joint Chair of Governors, Katherine Davies, Linda Donaghy, Christine Inchley, Jan Reed – Joint Chair of Governors, Guy Watkins, Tom Kelly – Headteacher, Kate Loughlin, David Atkinson, Andy Childe

**In Attendance:** Matt Gill - Deputy Head (Curriculum), Denise McFarlane – Business Manager, Shannon Bradbury, Johanna Daniel - Clerk.

**Apologies:** Lucy Legard

**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 its money is well spent.
- d. Agreed by the governors

No	Item	Actions
1	<b>Welcome.</b> Governors were welcomed to the meeting.	
2	<b>Apologies for absence and to determine whether absences should be consented to.</b> Apologies were received from Lucy Legard. Apologies accepted and CONSENTED TO.	
3	<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.  No confidential items	
4	<b>Notification of urgent other business.</b>  None	
5	<b>To approve as a correct record the Minutes and Confidential Minutes of the Governing Board meeting held on 09.06.2020</b> The Chair advised that the minutes would be considered page by page for both accuracy and matters arising.	

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	<p>Two amendments were noted;                  Page 5: activities – remote learning – should be activities                  Page 9: Shannon name incorrect – Bradbury</p> <p><u>Approval of Minutes:</u> The minutes of the Full Governing Board meeting of the 09/06/20 were <b>APPROVED</b> as an accurate record, and signed by JR, Joint-Chair and will be filed once access to the school is possible</p>	
<b>6</b>	<p><b>To consider matters arising from the minutes for which there is no separate agenda item and to Review Action Points.</b>                  There were no matters arising.</p>	
<b>7</b>	<p><b>Governor Terms of Office</b>                  Deferred to September</p>	
<b>8</b>	<p><b>Election of Chair / Vice Chair</b>                  Deferred to September</p>	
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
<b>9</b>	<p><b>Year 6 Transition – MAIN DISCUSSION ITEM</b></p> <p><b>Presentation and questions to Shannon Bradbury, Head of KS3</b>                  SB explained the year 7 transition process to the GB. Due to COVID this has been a very different experience for both the school and students this year. The transition process has become more digital friendly. Where SB would normally sit with the feeder Head Teachers to gain information about the year 7's this year the information has been sent through electronically. Which has actually been very helpful as this could then also be passed onto other staff members.</p> <p>The school has produced several videos for Facebook. One is a tour of the school with TK and Izzy who is showing off the school uniform and a general school day. This currently has 2k views. There were more videos planned to be put up in April / May however this was not possible due to the lockdown.</p> <p>SB advised that that a transition pack was put together which took up lots of admin time. This consisted of an activity book, timetable, photos of staff etc.</p> <p>Year 7's were also asked to confirm which language they would like to learn. The school have received between 40 and 50 confirmations before the deadline which has helped to organise the timetables.</p> <p>The allocation of lockers has also been completed which is another admin task completed</p> <p>There is also another video on Facebook. This is a 12-minute video which introduces all of the form tutors to the year 7's. This currently has 3k views.</p>	

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There will be other videos to follow which are aimed towards year 7's. There will also be Maths English and Science lessons going onto Facebook over the last weeks of term. A huge amount of effort gone into these. The Maths has already been completed. The English teachers are putting together video about reading. The science will be interactive and will ask the students to conduct experiments at home.

SB confirmed that due to the students being unable to attend the school, transition days visits to 15 primary schools have been conducted. This was facilitated by SB and Claire Temple. All feedback received was very positive.

There is lots of movement within RAF Leeming, there are families moving both to and from. Families moving up from areas in the south and also from Cyprus. These students will receive a telephone call to ensure that they do not miss out on any information.

There are approximately 108 students due to start with BHS. There are a few from outside of the catchment area. Northallerton schools such as Romanby and the Applegarth were also visited.

SB advised that there will be further communications via Facebook and emails over the summer break. For example, fortnightly emails which count down the days, and reminders such as don't forget your pencil case etc.

SB explained that the school are possibly looking at the first day back being solely for year 7's and year 11's. due to the transition days in July not taking place this will be an excellent way for them to settle in. There will be many benefits to year 7's, such as;

- Meeting form groups
- Experience dinner time within the setting

The school could also make this a friendship day, especially as the students will have been out of school for such a long time.

SB advised that the whole transition process has been a learning curve however it has been very positive and there are lots of processes that the school can implement into future years.

GC – explained that there has been a military freeze since march, therefore there may be more movement than normal in the coming months.

SB – confirmed that it has been very fluid recently. A family had a tour of the school today due to them moving to the area.

GC - highlighted that the Facebook videos have been excellent and give the pupils and parents a very good impression of the school and also a sense of

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	<p>what is to come for the new students. JR feels that they should be used in the future years for transition purposes.</p> <p>SB confirmed that it has been very a positive process and that there will be further videos released over the coming weeks.</p> <p>TK requested GB approval for a year 7 &amp; 11 day. There are 2 training days on return to school. But the school are suggesting that an induction day takes place on the Wednesday before all year groups return. This will allow year 7's to have an induction day it will also allow for some breathing space before all year groups return and allow them to find their feet and way around school. It will also allow the school to highlight the new routines such as such as one-way systems, cleaning routines and hygiene etc.</p> <p>GQ questioned the documents around returning to school as this did not mention year 8's.</p> <p>TK advised that this is a draft and this has been missed off. And should read 8, 9 &amp; 10. This will be amended.</p> <p>GC makes sense as this limits the number of students returning on the same day and the logistics of trying to train and show the students the different rules and systems.</p> <p>TK advised that the school considered that this day would be just for year 7's however year 11's are also in a very important year. Likewise, there are situations whereby the year 11 and 7's will be mixing and getting involved such as through the mentoring process.</p> <p>GB approved this</p> <p>SB left the meeting</p>	
10	<p><b>Ongoing Impact of Covid19 and School Lockdown MAIN DISCUSSION ITEM</b></p> <p><b>Update on current situation</b></p> <p>TK explained that the purpose of the report is to try and summarise the information. This has focused mainly around COVID and the planning for September. Although there was a hope that the guidance for returning in September would come out earlier, this was only received by the school on Friday.</p> <p>TK invited questions around the report;</p>	

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<p>GQ - very pleased to see that the school had recruited to the pastoral post. This person is known and will be an asset to the school.</p> <p>TK confirmed that her was very impressed with the manner in which they deal with difficult situations. There will be an induction day for all new staff members.</p> <p>GQ asked how the remote learning is progressing?</p> <p>TK advised that the model was adapted from the beginning. Staff members were not asked to do this straight away due to some team members having a genuine fear appearing on camera etc. this has been a good way for the school to facilitate this and it has worked well.</p> <p>MG explained that the response from staff has been good. If there is a need for further remote learning in the future the model would be much more robust and varied in comparison to the start of lockdown. All staff are currently delivering online or video sessions and have improved over time. Likewise, an important lesson has been learnt from this, that the school can now facilitate revision lessons and home learning tasks. This means that the school is moving forward and has learnt a lot from this process. Certainly, in the way that the school is much more prepared to use online technology i.e. teams etc to record and offer live teaching.</p> <p>Aspects such as student engagement should be considered for example the curriculum in KS3 and KS4 to include the specific training to use the online systems such as outlook and teams. Some students feel embarrassed to speak on the online forums therefore the school could implement some training to overcome this.</p> <p>Overall SLT are very impressed with the way that staff have adapted and used the different platforms to teach their students.</p> <p>TK advised that some teachers have been pairing up and delivering sessions together. Generally, a more confident teacher has teamed up with another that isn't and this has really helped to build confidence and deliver excellent teaching. There have also been sessions whereby teachers have delivered to both online students and present students in the classroom. This has been challenging but also great for the pupils as it is a great way of engaging with them for once a week.</p> <p>GC - COVID has forced the school to develop and change with technology that may have taken 2 years to progress this far under normal circumstances.</p>	
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TK the situation enabled the school to do this. During the situation the staff were given space to get used to it – then CPD lead by staff that have trialled it and felt that they had ownership over this and

GQ do any of the parent governors have any feedback?

GC - the GB that the systems have been very effective. Although there are many children not interacting during the online sessions there are fantastic discussions taking place after the sessions which have been very productive and encouraging for the students. The variety has also been great. The only disappointing comment to make about the whole process is the number of students that have chosen not to participate.

MG explained that SLT are aware of this and will work to try and attract more students and build their confidence in doing so. The aim is to use this platform more often especially as a revision tool.

GC - students need to be aware that there may now be other ways of teaching in the future.

GQ there will be many challenges in September have these been thought through? Are there curriculum plans in place?

TK advised that the school are implementing academic welfare check-ins which aim to find out where students are in respect of their learning

MG added that there will be considerable work with each subject. SLT have described this as ‘curriculum risk assessments’ which will examine how the school will address how to teach the curriculum and will gauge the effectiveness of remote learning. It will be a priority to speak to the students to evaluate what they have learnt and how they have managed with the remote learning. SLT feel that any formal assessments would be negative for the students therefore questioning and revision sessions would be more beneficial moving forward. There are standard daily recaps which are part of the school day which will continue in September.

GQ has there been any additional information from the exam board?

GC - there has been further clarification in relation to the autumn series & 2021 since the last GB meeting. The government have advised that they will use papers set aside for this year. 2021 papers autumn papers will be used next summer and there will be changes to the exam series next summer. There will be a consultation mid-August which will clarify how the exam board will proceed.

Furthermore, there will also be a reduction in content. For example, the fieldwork component of Geography will be removed. Likewise, exams may

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be delayed to June and July rather than taking place in May. Which will account somewhat for the closures during lockdown.

There is currently a consultation and all staff have been asked to input their views in relation to this.

GC - the changes are very welcome although this might considerably change again before anything is confirmed. It is useful to know that certain aspects will be changed and that there will be time built into the curriculum for revision.

The school must also consider the effect of this upon mental health for students. Both resilience and behaviour which staff will need to work upon this and rebuild with students.

**Planning for September 2020**

GQ has there been clarification regarding logistic implications of the return in September? Does this consist of bubbles? How will the students move around site? And how does this affect transport?

TK explained that there has been a significant difference between the guidance for year 10 returning last month in comparison to the school returning in September. The message for year 10 was very implicit and clear. However, for the return in September is very different. The guidance aims for the school to deliver the full curriculum and to do so whilst remaining safe. Priority has shifted to year bubbles. SLT have looked into staggering end times however this is too complicated due to school transport etc. Therefore, the school will follow the standard times of the school day. There several different models the school can choose to follow. For example, to bracket certain year groups together in terms of movement. i.e. year 7&8 and year 8, 9 & 10. Rooms will also be cleaned in between classes, staggering meal times. The aim is for all students to return but to do so as safely as possible. Systems of control have to be implemented but the school also need to remain sensible and practical. Everything is still in the planning stage and need to be finalised, but will be shared as soon as they are confirmed.

TK advised that certain things were not included in the report such as results day. In the past this has been a celebratory day which will be difficult to duplicate this year due to the restrictions. Rather than this being online the school still wanted the students to come in to collect their results in person, to ensure that they have support if needed. However, this will be staggered this year to comply with restrictions.

The September timetable has also been completed

GQ will there be support for the teaching staff returning to work in September?

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	<p>TK explained that a staff wellbeing group was set up during lockdown which has fed back to SLT on several occasions and has been very beneficial for both staff and SLT.</p> <p>Another reason why the school did not want to implement staggered days was due to being unfair to staff as this would impinge on both lesson planning and their own time.</p> <p>There were several staff socials last year which the school would like to keep up and repeat. For example, bacon sandwich morning whereby SLT cooked bacon sandwiches for staff on a morning etc.</p> <p>The school will be careful not to overload staff and will utilise the wellbeing group to ensure that there is an awareness of any issue or concerns. Additionally, staff have been signposted to lots of different support groups i.e. bereavement and anxiety etc</p>	
<b>11</b>	<p><b>Planned Curriculum Review</b></p> <p>TK gave a brief update to notify the GB that SLT believe that it is an important piece of work and that when the school development and priorities are pulled together to share with the GB for the autumn term that this will be a key item.</p> <p>This is around various aspects, a key part of it is that the school currently have a 3year key stage 4 curriculum. Although the general perception of Ofsted is that they prefer a 2year key stage 3 curriculum. SLT feel it is right for the school, however the evidence to support this decision has now been skewered due to the lockdown and therefore the school will not have chance to see the outcome of this.</p> <p>SLT feel it is important to have some external validation and be able to justify this decision therefore James Durran (School advisor) has been asked to conduct a review alongside another school partner to support this process. This will allow the school to either build a case around this. or it will inform the school that this needs to be changed. This will hopefully take place in the autumn term; however, this depends on James' availability.</p>	
<b>12</b>	<p><b>Arrangements for FGB Strategy Day – September 2020</b></p> <p>JR explained that this is the meeting in review of the year and how the school has performed and how the GB will prioritise and strategies moving forward. However, this would be better once the GB is able to meet face to face.</p> <p>GC suggested that it may be better to hold off on this meeting once the students have all returned to school and the GB is then able to see the full picture of how this has gone. It would give a more realistic representation of</p>	



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	<p>the return to school and could then highlight if students have fallen behind etc due to COVID.</p> <p>GB agreed that they would arrange a date for this meeting in October. This would be arranged at the next meeting on 15<sup>th</sup> September 2020</p>	
	<b>PART 'C' – POLICIES</b>	
<b>13</b>	None	
	<b>PART 'D' – FINANCE</b>	
<b>14</b>	<p><b>Update from Finance Committee</b></p> <p>SI explained that a meeting with Andrew Dixon and Martin Surtees took place. This was a very beneficial session whereby they explained their role and how they consider the likely numbers for schools. How they consider the requirements moving forwards. How they consider the local 5-year development plans for housing estates and how they calculate how many potential students there may be, which was all very useful.</p> <p>There were 2 key discussions in relation to Lambs field and the ROSLA block.</p> <p>It was advised that the school would not be able to create any significant capital from Lambs field this is due to this being a playing field which has a protection of section 77 within the planning requirement which means that any funds raised from this area would need to be used for sports and recreation.</p> <p>Interestingly Lambs field was used as part of planning for acquiring the extension for Bedale primary school. Classed as outside play space to be shared between the schools. Therefore, if the field was to go this would void their permission and business case for their extension.</p> <p>In relation to the Rosler block, this requires further investigation. They have requested an initial meeting with TK and they advised that they would make contact to arrange this meeting.</p> <p>SI explained that the 5-year business plan was discussed with James and that the school are interested in increasing the school's income. Which inevitably refers to driving school numbers which is being described as project 600.</p> <p>SI explained that TK has embarked on the initiative to visit feeder primary schools where the school are not receiving the expected numbers. The</p>	

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report on the school website shows the percentages of students received from feeder schools and shows insight into the numbers. For example, the numbers are low from Crakehall and RAF Leeming this year as opposed to Masham where the numbers have increased. TK is picking this up and will explain his meetings with the head teachers.

The other report with statistics provided by Andrew Dixon shows the result of the students that haven't come to BHS and this shows where they have gone instead. This also shows the students from other catchment areas that have chosen to come to BHS.

To clarify the Finance group is currently creating a business plan which Lucy and Chris have helped to pull together. A draft will be distributed to the GB and the aim is to implement it

GC - in relation to the low numbers from Crakehall, and advised that a of students from Crakehall attend SFX and Richmond. This is historically due to not qualifying for school transport to BHS from this area. However, they do qualify for transport to Richmond. Therefore, this should maybe be looked at going forward to see if this has changed in any way?

TK advised that he had met with the head teacher of Crakehall today. TK was worried that there was a historic negative perception of BHS. However, it was explained that this was not the case but that there are many different reasons as to why student have chosen to go elsewhere. For example, some have chosen to attend private schools and others have gone to Richmond. The Head teacher also explained that there was an issue with school transport however the route is now in place and is available.

TK has met with 5 out of 7 target head teachers from feeder schools. They have all agreed to distribute a letter to parents asking them for an informal Q&A session which will either be at BHS, their primary schools or virtually whichever way they prefer to do this. this will target year 5 and 6. The plan is to also link into Facebook to signpost parents to certain aspects of the school.

GC - it is reassuring to know the reason they aren't coming to the school is not due to the historic stigma of BHS. This has long gone now and BHS is now a school that parents are choosing to send their children to and the numbers are now looking good.

TK is hopeful that this is correct however explained that there is no room for complacency. The number for this year is 73% which is up on last year and has gone up each year. This is also looking realistic to achieve 600 within the next 5 years.

[GQ – How was Leeming? as there was a significant drop there this year.](#)

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	<p>TK advised that he met with Rob last week. He shared that the issues are due to the parents not being proactive and also due to the forces moving in and out meaning that it is difficult to rely on future numbers due the movements etc. The Head teacher confirmed that he would be happy to host an open evening at the school. There is also a perception with some parents that Wensleydale is a smaller and more nurturing school for students with autism. There was also some negative opinions around the school buses from BHS to base. Therefore, TK has contacted Paul Langley, Harry Langley is a former student of BHS and is at present a GTA at the school. Harry is interested in working more with the school to improve relations with parents on base. He is meeting tomorrow with the SCSO (Station Community Support Officer) to set up a meeting for TK, HL and the SCSO to discuss common areas to work with families. In reality the bus drivers have advised that the students from BHS have gone from worst to the best behaved on the buses. there was issues previously however the LEA have now backed the school in transport suspensions etc and there are now also Year 11 monitors and prefects on the buses.</p>	
	<b>PART 'F' – OTHER BUSINESS</b>	
<b>15</b>	<p><b>Governor Annual Report 2020</b> This did not raise any questions or comments. GB were satisfied with the report.</p>	
<b>16</b>	<p><b>FGB Dates 2020/21</b></p> <p>JR confirmed that the date shave been emailed to the GB members. They have followed a similar pattern to this year and have missed a meeting around Easter. TK is also checking that the dates do not clash with any important event within the school timetable.</p> <p>JR asked that each GB member checks the dates and feedback if necessary</p>	
<b>17</b>	<p><b>Any Matters arising from item 4</b></p> <p>None</p>	
<b>18</b>	<p><b>Date of next FGB meeting:</b> 15<sup>th</sup> September 2020</p>	

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