

Bedale High School Full Governing Board Meeting

19th November 2019 - Minutes

Minutes of the Meeting held on Tuesday 19th November 2019 in BHS Room 2 at 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, Lucy Legard, Kate Loughlin.

In Attendance: Matt Gill - Deputy Head (Curriculum), Denise McFarlane – Business Manager, Alison Knight (SENCO), Antonia Praud - Clerk, Johanna Daniel - Trainee Clerk.

Apologies: David Atkinson, Andy Childe

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	Welcome. Governors were welcomed to the meeting.	
2	Apologies for absence and to determine whether absences should be consented to. Apologies had been received from David Atkinson and Andy Childe. Both were accepted with consent. (Andy Childe also sent apologies for December)	
3	Confidentiality and Declarations of interest Two items – staffing and safeguarding.	
4	Notification of urgent other business. <ul style="list-style-type: none"> • A proposal for a German exchange visit was received from the MFL teacher. This is planned to take place in the week commencing 13th July in the UK. Bedale students will then go to Germany in October. The MFL teacher has planned and organised similar events before and Governors noted that the plan is very organised. The proposal includes payment plans etc. Funding support through the British Education Council is being investigated. Approved in principle, subject to appropriate risk assessments in place. • Staffing item – see confidential minutes, 	
5	To approve as a correct record the Minutes and Confidential Minutes of the Governing Board meeting held on 17.09.2019 The Confidential Minutes of the meeting on 17 th September 2019 and minutes of the FGB meeting on 15 th October 2019 were approved as a correct record and signed by the Chair.	
6	Matters arising: <ul style="list-style-type: none"> • Challenge: Is the server is now working? The new Schools ICT manager is very proactive and Governors were assured that although 	

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	<p>there had been some initial teething problems he is confident he will soon have smoothed out the remaining (small) issues.</p> <ul style="list-style-type: none"> • Update on the Feedback sessions: The presentation night was very good. • Date of HT performance management appraisal meeting is currently being arranged. • Iceland trip – AC had sent through the final details (e.g. prices, curriculum coverage, staffing ratios.) All governors approved the trip. 	<p>Chairs</p>
<p>7</p>	<p>Provision and progress of students with SEN AK shared a PowerPoint presentation focused around the three strands:</p> <ul style="list-style-type: none"> - SEN data - Pupil premium - Safeguarding <p>The SEN team includes: Alison Knight (SENCO) Gill Wagstaff and Pat Berry – HLTA’s Kalsooma Siddique – ATA – who has already had an impact since starting in the role Gill Hoyle and Sue Judd – GTA’s</p> <p>Pupils with an EHCP: It remains very skewed towards males. There is only one female with a plan in school at this time. The numbers however are still consistent throughout year groups.</p> <p>Y7 – 2 Y8 – 1 Y9 – 2 Y10- 2 Y11 -1 2 pupils are currently being assessed (Year 7 and Year 11) 2 EHCARs being written (1 in Year 7 and 1 in Year 10)</p> <p>A significant number of different interventions are able to be delivered according to pupils’ needs. A list was shared. Many are delivered during registration. Homework club is very well attended across both key stages.</p> <p>A review will take place in January to ensure that the current support being offered is still required.</p> <p>Areas of development:</p> <ul style="list-style-type: none"> • Consistency of in class Wave One provision and support from classroom teachers • Parental expectations (need open conversations to thinking is aligned) • Evaluation and tracking of interventions • Quality assurance of in class support and Wave 1 provision 	<p>AK</p>

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	<ul style="list-style-type: none"> • Termly updates of IPMs • Whole school training on main areas of SEND and assistive technology • Attendance of SEND pupils and fixed term exclusions • Careers intervention with 3 male SEND pupils in final year – so trying to be proactive • Identifying pupils who may require entry level qualifications as a back up <p>Strengths:</p> <ul style="list-style-type: none"> • Number of pupils with individual plans has significant increased • Working well with specialist teams at NYCC especially the Inclusive Education Service • Use of baseline assessments • Interim reviews with parents and professionals • Effective deployment of support staff (and consistency of approach) • Development of the ATA role. This member of staff is really supporting and adding value • Enhanced transitions • Relationships with pupils <p>Challenge: Is it getting harder to obtain a plan? No, however the process has changed. The LA have a planning meeting within 2-3 weeks of the school submitting a plan – which proves the process is improving. They are assessing more quickly which means support is forthcoming.</p> <p>Challenge: you are hopefully recruiting another GTA, how will this release pressure or better support the pupils? The role will be supporting AK, freeing up SENCO time and KS will get more planning time for her sessions too. KS has also helped with an interim review – freeing up some of AK’s time.</p> <p>Governors heard from KL, as SEN Governor, and recognised her monitoring report reinforced the information shared in this presentation.</p> <p>AK then updated Governors on a recent training course on the “orange book”. There have been a number of significant changes since last year and AK felt this was the best CPD she had experienced yet.</p>	
<p>8</p>	<p>Pupil Premium – Planning and Impact Update</p> <p>AK is currently updating the pupil premium strategy document, and impact statement which are almost ready (about to be updated with the AP1 Data, including progress with English and Maths)</p> <p>The results from summer show the strategies utilised were successful. The chart of the bottom shows how the outcomes have improved over the past 4 years – and the trend is continuing to improve. The school cannot be complacent. Improvement is still needed to improve against national figures too.</p> <p>Challenge: Are the national figures in 2015/6 and 16/17 incorrect? Following review, it was agreed to update this asap.</p> <p>Impact statement – Governors reviewed the report for service students. A marked improvement can be seen.</p>	<p align="center">MG</p>

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	<p>Governors saw the (anonymised) staff refresher which confirms which pupils receive pupil premium and why. Staff are developing “barrier plans” which are very pupil led. (A one-page profile detailing interests, steps to success, why and what the barriers are)</p> <p>Tracking is not just measuring interventions but the whole experience at school eg take up of trips, prefect positions etc too.</p> <p>Staff are also focusing on ladders of interventions at the moment.</p>	
<p>9</p>	<p>Yr11 AP1 Data</p> <p>Matt Gill went through the Yr11 AP1 Data and provided a handout to each governor and presented a refresher again of the key measures.</p> <p>The proportion of pupils achieving 4+ in Maths and English was good but Staff need to improve the percentage achieving 5+.</p> <p>Attainment 8 – this score is encouraging schools to provide a balanced curriculum and takes average scores over 8 subjects in three “buckets” with English and Maths being double weighted.</p> <p>Headline measures:</p> <ul style="list-style-type: none"> • There is regression in the EM basics 4-9 at AP1. The first is due to maths using new grade boundaries. • The SLT have also been working with Heads of Facilities on ensuring the forecasting is more accurate. • Caution was noted as this is a few weeks in and staff accuracy of predictions is still an area of development. The next data based on mock exams will give a truer picture, and will be shared at a future meeting. <p>Review of performance by subject: Citizenship, Media, Design and Technology, and ICT are all currently being reviewed. Combined science is the only one predicting a minus progress 8 score.</p> <p>ASP – Governors then compared results against predictions at this time last year. Challenge: why has English Language results changed so much? It is only based on the literature taught in the last 6 weeks. It is too early to use this as a prediction for the year.</p> <p>AP1 analysis meetings were held with all faculty leaders and feedback was shared Challenge: Is the new system having an impact? Yes, it is much better. Use of the “green folders” is much improved too. Heads of faculty keep it as a live document. The information held is short and useful. Staff are getting better at owning it.</p> <p>Challenge: Are these forecasts beneficial for staff members, or if this is for the governors’ benefit? Might other targets be more suitable? Forecasts are not being</p>	

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	<p>consistently set throughout the staff team. However, the forecasts are a very productive and useful tool within the faculty. The information aids choices for interventions too. This will continue to develop and consistency will improve over time.</p>	
<p>10</p>	<p>School Development Plan (SDP) It was reviewed again at SLT this evening. They confirmed that 20 priorities have been moved from red to amber since the last review. Once updated, TK will share the updated plan with Governors. The Head then updated Governors on the latest positive School Improvement Advisor visit, and the team were praised for being transparent and open. Challenge: Did she comment on the 2 year KS3 model as Ofsted clearly prefer a 3 year curriculum model? She noted this but it is too early to comment on what is effective. The school can go back if need be but chose this model for good reasons. It was a very positive visit.</p>	<p style="text-align: center;">TK</p>
<p>12</p>	<p>Safeguarding update (DA will update Governors on his Safeguarding report at the December meeting.)</p> <p>AK is taking on the role of Safeguarding Officer in school too and she went through safeguarding document and explained changes that have been made within school.</p> <p>Alison also advised that during Kate Lounds' visit, there was a clear focus on safeguarding and the amount of training received. The update has been shared with Kate Lounds and a full safeguarding report will be produced and forwarded onto the school</p> <p>There are some broad aspects to the review:</p> <ul style="list-style-type: none"> • Overall effectiveness of Safeguarding: TK completed the audit. This is a thorough audit tool. Many staff have had training. • Maintaining a culture of vigilance: Social media continues to be challenging, they also talked about how work with LA, the drug awareness evening, their good links with local police, and links in PSCHE and Citizenship. A couple of areas to improve noted (eg lockdown) have already been improved. • Any safeguarding incidents that have arisen since the last visit: focus on self-harm and persistent absentees. There were a couple of incidents to report. (See confidential minutes) • Training to support staff and students: monitoring when training needs refreshing. Staff have received a lot of training through Compass Buzz, and AK had specific training for the new role. • The massive restructure within the Early Help team – and knowing who to contact at the right time. <p>Challenge: Who do you get guidance on social media from? CEOP, NYCC and we have a consultant who shares a lot of resources too.</p>	

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	<p>Challenge: Do the students know who to contact if they had an issue and needed help? Does the school have the best support structure in place? Any staff member in the school could be approached as they are all aware of who the relevant safeguarding offers are and who to contact if they are approached by a student, if they don't feel confident or they have the relevant training. The students are consistently given the message that they can speak to anyone within the school and are also signposted to the relevant staff.</p> <p>It was confirmed that an online learning service are coming to the school in early December, which adds another layer or platform for the students to go to too.</p>	
13	<p>Review of Contracting Schedule and Health and safety report</p> <p>Contracting schedules NYCC have not released some of the pricing changes for next year as yet but are asking for confirmation by 4 December for contracts where schools have had the prices in time.</p> <p>Challenge: is there anything that leaps out? Cleaning is a large cost for the school but it is mainly due to staffing costs who have had increasing wages over time.</p> <p>Governors noted disappointment that savings planned have not been come to fruition as the initial calculations were inaccurate. Governors proposed they should consider a tender next year. There are benefits to remaining with the County service eg.g. If there is sickness, county have a mobile team to backfill. We have suffered a high level of sickness in the current team and maternity cover etc</p> <p>Grounds maintenance – DM is keeping an eye on this. The school has extensive grounds here so need a professional team. An Option might be to run a group tender with a number of other schools.</p> <p>Governors noted that the school have a number of smaller contracts that are giving a good service to the school.</p> <p>MASS is a high cost but Governors noted it is a significant risk if the school move away as it as a large old building and no savings for premises works.</p> <p>Challenge: Do you make any money back on catering? Yes, in the past the school has made a small surplus but it is not planned. This year one team member was not replaced but salaries increased. We are expecting to break even this year</p> <p>Governors received 2 proposals for the network manager. (One is to continue with 1 day a week and the second is one day but for a full year. If the school need to buy an extra day it costs £300 per day. If they purchase all year cover for 1k it is much better / more cost effective as it gives 11 additional days support. Governors approved this in principle, but it will be reviewed in more detail at the finance group who have delegated responsibility to make this decision.</p> <p><u>H& S report</u></p>	

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	<p>There was a concern recently with behaviour at lunchtime. Staff have been raising the ante on the expectation of behaviour in corridors etc Accidents reporting shows more serious incidents are reducing has gone down (6 of 3 at this time last year)</p> <p>It was advised that there was some asbestos found in the school, however this is being addressed and is not a major concern.</p> <p>The Autumn term fire evacuation test was conducted and went very well.</p>	
14	<p>Governor Strategic Planning (Main item) This will be looked at in the December meeting</p>	ALL
15	<p>Collaborative Partnership Planning Meetings being facilitated by the LA have stalled at present. There has been a hope of more collaboration through the 8 schools working in partnership – which we are keen to support where possible.</p> <p>However, collaboration with local schools is growing significantly and we are getting other schools asking us for help and support which is really reassuring.</p> <p>Feedback from KL in the deep dive was very positive too and the framework we have developed will be used as an example of good practice with other schools.</p>	
16	<p>Skills Audits Lucy conducted a skills audit for the governing body to clarify if there are any gaps.</p> <p>Lucy thanked the governors for returning the skills audit. She advised that there are 2 missing however this should not skew the data too much.</p> <p>The broad picture is that everybody is contributing collectively and that the governing body is well covered for skills which is very positive.</p> <p>The current gaps in skills are Financial planning and HR. it would be beneficial for the GB to recruit people with these specific skill sets. With this in mind, if anyone knows anyone with these skills please inform the Chairs as there is currently a co-opted vacancy.</p> <p>Other areas where there is a collective gap of knowledge was the broad and balanced curriculum, understanding of assessment, and interpreting data including external data. It was noted that the Governors probably understand more than we have self-assessed but recommended that regular training and CPD is given. Governors had training on the IDSR last year, which is coming out again in January so they can pick this up again. After discussion it was agreed the training could also incorporate ASP. FFT data, and the data dashboard. Thanks were noted to LL for her support.</p>	
17	<p>Policies</p>	

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	<p>The following policies were circulated and</p> <ul style="list-style-type: none">• Capability• Disciplinary• Information• RIAW <p>Governors formally agreed approve the policies.</p>	
18	<p>Any Matters arising from item 4</p> <ul style="list-style-type: none">• Challenge: can we change the notice board at the entrance (still old HT and not got the “courage and commitment” and the latest Safeguarding post has not been updated either) This was agreed. The banners in the hall need changing too.• They had a good meeting this morning about the website. This will be a positive development <p>The meeting closed at 8.00pm.</p>	
16	<p>Date of next FGB meeting: 10th December 2019 at 6.00pm</p>	

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