



# Governor Meeting

Reason for Meeting: Full Governing Body Meeting	Start: 22/10/2018 13:00:00	End: 22/10/2018 15:00:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Lewendon, Glenis Redhead, Sophie Hartley, Jill Shaw, Peter Manning

*Our mission is "to strive to create an exciting and challenging curriculum tailored to each pupil in a safe learning environment with the use of specialised facilities. Where teaching and learning focuses on gaining key academic and life skills and our expert staff work in close partnership with pupils and their families to help pupils achieve their greatest potential".*

## Core Functions of the Governing Body:

**Ensuring clarity of vision, ethos and strategic direction**

**Holding the Headteacher to account for the educational performance of the school and its pupils**

**Overseeing the financial performance of the school and making sure its money is well spent**

## Agenda

Item by	Description	Led
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Item by	Description	Led
	<b>PROCEDURAL</b>	
	Welcome	Chair
FGB.28.18	To receive apologies and record acceptance of apologies	Clerk
FGB.29.18	To remind governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.30.18	To remind governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk
FGB.31.18	To declare the notification of any other business to be discussed later in the meeting	
FGB.32.18	To approve and sign the minutes of previous meetings <ul style="list-style-type: none"> <li>• Monday 24<sup>th</sup> September 2018</li> <li>• Monday 1<sup>st</sup> October</li> </ul>	

## Governor Meeting

FGB.33.18	<p>To discuss any matters arising from the minutes:-  <u>24<sup>th</sup> September meeting</u></p> <ul style="list-style-type: none"> <li>• Update on the changes to the Instrument of Governance</li> <li>• Skill set priority list for vacant governor post</li> <li>• To confirm 20 key questions paper has been sent to all governors - <b>Completed</b></li> <li>• To confirm Edubase and the school website had been updated - <b>Completed</b></li> <li>• Update on advice received from the Lead Adviser for governance on challenging behaviour and safeguarding training</li> <li>• Update on changes to Springpoint</li> <li>• To confirm the Positive Behaviour Policy has been uploaded onto the school website in the new template form - <b>Completed</b></li> <li>• To agree the new training plan</li> <li>• Comments on the assessment data of pupil progress</li> </ul> <p><u>1<sup>st</sup> October meeting</u></p> <ul style="list-style-type: none"> <li>• Update on numbers of staff not in the pension scheme and possible additional costs</li> <li>• To confirm types of contract used for work done in school</li> <li>• To confirm receipt of the licence deficit paper</li> <li>• To confirm wording on the Home School Agreement had been amended prior to being sent out-<b>Completed</b></li> <li>• To confirm the Learning walk with the Safeguarding Governor has been arranged</li> <li>• Feedback on the working paper for bids for the School Fund</li> <li>• To confirm schedule of dates had been resent to all governors - <b>Completed</b></li> </ul>	<p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Chair/Vice Chair</p> <p>Headteacher</p> <p>GR</p> <p>All/ Deputy Headteacher</p> <p>Bursar</p> <p>Headteacher</p> <p>Bursar</p> <p>Deputy Headteacher</p> <p>Headteacher</p> <p>Chair/GR</p> <p>Clerk</p>
FGB.34.18	<p>To approve:-</p> <ul style="list-style-type: none"> <li>• To review terms of reference for the school committees</li> <li>• The Scheme of Delegation to the Headteacher</li> <li>• The Budget Management Policy</li> <li>• The Delegation Planner</li> <li>• Virtual Attendance Policy</li> </ul>	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>
	<b>BUSINESS</b>	
FGB.35.18	To Ratify the Pay Policy	Headteacher
FGB.36.18	To discuss strategic planning and the School Improvement Plan (SIP)	Headteacher/ Chair



## Governor Meeting

FGB.37.18	To review KS/exam and assessment results	Headteacher
FGB.38.18	To review Pupil Premium and Sports Premium outcomes and plans	Headteacher
FGB.39.18	To review Health Check Reports <ul style="list-style-type: none"> <li>• Peer Group report</li> <li>• LA Health Check Action Plan</li> </ul>	Chair Chair
FGB.40.18	To inform governors of the new pupil transport arrangements for the beginning and end of school	Headteacher
FGB.41.18	Governor Training update <ul style="list-style-type: none"> <li>• Feedback from training undertaken since the last meeting</li> </ul>	All
FGB.42.18	Governor visits update <ul style="list-style-type: none"> <li>• Feedback on visits undertaken since last meeting</li> </ul>	All
FGB.43.18	AOB	
	Date of next meeting – Monday 12 <sup>th</sup> November 2018	

### Minutes of the FGB meeting on Monday 22nd October 2018 at 1pm

**Governors present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Peter Manning, Andrew Sudron, Paul Lewendon

**Also present:** Sandra Searle (NYCC Clerk)

## Minutes

### Item

	<b>PROCEDURAL</b>	<b>Actions</b>
	<b>Welcome</b> The Chair welcomed everyone to the meeting	
FGB.28.18	<b>To receive apologies and record acceptance of apologies</b>  Apologies were received from Glenis Redhead and Sophie Hartley and these were consented to. Apologies from Jill Shaw were received too late to be consented to	

## Governor Meeting

FGB.29.18	<p><b>To remind governors to declare any pecuniary or non-pecuniary interests</b></p> <p>None were declared</p>	
FGB.30.18	<p><b>To remind governors of the need for confidentially and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</b></p> <p>The Chair reminded the meeting of the need for confidentially, items requiring confidential minutes will be decided during the meeting</p>	
FGB.31.18	<p><b>To declare the notification of any other business to be discussed later in the meeting</b></p> <p>The Headteacher reported she may have some items</p>	
FGB.32.18	<p><b>To approve and sign the minutes of previous meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 24<sup>th</sup> September 2018</li> <li>• Monday 1<sup>st</sup> October</li> </ul> <p>The governors approved the minutes of both these meetings and they will be signed off electronically by the Chair.</p>	
FGB.33.18	<p><b>To discuss any matters arising from the minutes:- 24<sup>th</sup> September meeting</b></p> <ul style="list-style-type: none"> <li>• <u>Update on the changes to the Instrument of Governance (IoG)</u> The governors noted that the request for the variation to the Instrument had been passed to the Legal Department at NYCC and a copy of the new Instrument would be sent to them when it was available.</li> <li>• <u>Skill set priority list for the vacant governor posts</u> The Chair reported that the summary of governor responses gave the priority list as:-             <ul style="list-style-type: none"> <li>i) Finance</li> <li>ii) Strategic management</li> <li>iii) Social work/medical</li> <li>iv) Premises and educational</li> </ul> </li> </ul> <p>There were 2 known websites where the vacancies could be advertised once the variation to the IoG had been approved.</p>	



## Governor Meeting

	<ul style="list-style-type: none"> <li>• <u>Comments on the assessment data of pupil progress</u> See under item 37</li> </ul> <p><b>1<sup>st</sup> October meeting</b></p> <ul style="list-style-type: none"> <li>• <u>Update on numbers of staff not in the pension scheme and possible additional costs</u> The Bursar’s e-mail of the 19<sup>th</sup> October had informed governors that there were only 2GTAs and 1PSA who were not in the pension scheme and that she was still waiting for details of possible backdating costs &amp; time limits to come through.</li> </ul> <p><b>Action: Bursar to feedback the missing details when known</b></p> <ul style="list-style-type: none"> <li>• <u>To confirm types of contract used for work done in school</u> The Headteacher reported the large difference in the estimate and the final costs for the electrical work carried out during the holidays was due to other additional work being done generally in school but paid under the same heading. She confirmed tendering &amp; quotes for the work in primary had taken place and all had been done in line with financial regulations.</li> <li>• <u>To confirm receipt of the licence deficit paper</u> It was confirmed this was sent to all governors on the 19<sup>th</sup> October</li> <li>• <u>To confirm the Learning walk with the Safeguarding Governor has been arranged</u> It was confirmed this has been arranged for the 5<sup>th</sup> November</li> <li>• <u>Feedback on the working paper for bids for the School Fund</u> This was deferred to a future meeting</li> </ul>	Bursar
FGB.34.18	<p><b>To approve:-</b></p> <ul style="list-style-type: none"> <li>• <u>To review terms of reference for the school committees</u> These had been e-mailed out to all the governors prior to the meeting. The Chair confirmed that where a committee did not meet the responsibility would revert back to the FGB.</li> </ul> <p><b>The governors approved the Terms of Reference</b></p>	

## Governor Meeting

	<ul style="list-style-type: none"> <li>• <u>The Scheme of Delegation to the Headteacher</u> This had been e-mailed out to all the governors prior to the meeting <b>Subject to a small formatting change to point 3 the governors approved the Scheme of Delegation to the Headteacher</b></li>   <li>• <u>The Budget Management Policy</u> This had been e-mailed out to all the governors prior to the meeting <b>The governors approved the Budget Management Policy</b></li>   <li>• <u>The Delegation Planner</u> This had been e-mailed out to all governors prior to the meeting. The governors noted there were some areas where there was joint responsibility between the GB and the Headteacher <b>The governors approved the Delegation Planner</b></li>   <li>• <u>Virtual Attendance Policy</u> This had been e-mailed out to all governors prior to the meeting The Chair confirmed that virtual attendance for the whole meeting would only be necessary if there was an issue of the meeting not being quorate. The Headteacher confirmed there was now a camera link within the meeting room which could be used with Skype for Business although preparation time would be needed before the actual meeting.</li> </ul> <p><b>Action: The Headteacher to test the link with a governor</b></p> <p><b>The governors approved the Virtual Attendance Policy</b></p>	Headteacher
	<b>BUSINESS</b>	
FGB.35.18	<p><b>To Ratify the Pay Policy</b> This had been e-mailed out to governors prior to the meeting and is available in the Policy area of Springpoint. A staff structure document was also sent out at the same time and this will be appended to the agreed policy. The Headteacher took the governors through the policy highlighting the areas where decisions were needed</p>	

## Governor Meeting

	<ul style="list-style-type: none"> <li>• Pay progression – the governors noted that if the NYCC model was not adopted there may be a need to discuss with individual trade unions</li> <li>• Governors were asked to consider if they wanted sickness absence by teaching staff to be assessed in the same way as with support staff and can affect pay increments</li> </ul> <p style="color: red;">Question: Is this not a nationally adopted structure which individual GBs cannot change?</p> <p style="color: red;">Answer: It can be at governors’ discretion for the first time this year although the teaching unions do not support this change.</p> <p>The governors discussed the issue at length and agreed to keep the arrangements as they are at present.</p> <ul style="list-style-type: none"> <li>• The Assistant Headteacher post is new this year and was agreed at a set point which is not given in the policy to avoid sharing the actual salary</li> <li>• There is an expectation that teachers will apply to go onto the Upper Pay Scale</li> </ul> <p style="color: red;">Question: Why are the bands for support staff not listed as for teaching staff?</p> <p style="color: red;">Answer: They can be added or are available on CYPs on the NYCC website</p> <p>It was agreed to add these to the agreed policy</p> <p>The governors agreed to adopt the policy</p>	
<p>FGB.36.18</p>	<p><b>To discuss strategic planning and the School Improvement Plan (SIP)</b></p> <p>The Chair confirmed he and the Headteacher had met with LA Officers to discuss the SEND plan for North Yorkshire.</p> <ul style="list-style-type: none"> <li>• Based on an assessment of trajectory of different needs the challenge is whether the school can expand its intake for SEMH and autism due to lack of space.</li> <li>• There is also an interest in expanding the sixth form especially with a bulge coming through the school</li> <li>• The LA is looking to review post 19 provision which the school would be interested in getting involved in</li> <li>• Looking at pupil numbers of 76 very soon and could possibly go beyond 80, a plan with the NY is needed for the next 3 years</li> </ul> <p style="color: red;">Question: Would you be able to have post 19 provision in school?</p>	



## Governor Meeting

	<p><b>Answer:</b> No, we would be looking to support internments with a retail focus from September. The LA may have a gap at post 19 which the school could meet. I will be visiting a college campus in York to see if we could offer something similar. We have a lot of links in the community in the high street, the swimming pool and at the allotment.</p> <ul style="list-style-type: none"> <li>The LA is moving students out of county, closing EMH units and giving pupils money to find their own provision, there is a lot of potential for partnership working as a strength in this school is its expertise.</li> </ul> <p>The Chair informed governors that a Key Objective must be to get the school Ofsted ready by the end of the autumn term.</p> <p>Governors noted a lot of work had already been done getting policies in place and on the website but work on the SIP was still needed</p> <p>The Headteacher offered the governors a chance to attend an SLT meeting every fortnight to work on strategic planning &amp; the SIP. These meetings are held on a Monday afternoon, 3.30 – 5pm. It was noted this may be difficult for some governors with childcare responsibilities.</p> <p>It was suggested that governors could be linked to an area of Ofsted judgement and each of these 4 governors would then be linked to a member of SLT who they would meet regularly with and work on developing the key objectives for the coming year in the SDP, using the Ofsted criteria for outstanding judgements. All the work would then be discussed together at one meeting before the end of term either in SLT or at the FGB meeting on the 10<sup>th</sup> December.</p> <p>Additional meetings for H&amp;S and 6<sup>th</sup> form would be needed with their Link Governor</p> <p><b>Question:</b> Should the governor be responsible for contacting the member of SLT, how do we drive this forward?</p> <p><b>Answer:</b> The Headteacher will provide the names of the staff and tell them to expect a call from the relevant governor, she also planned go through the plan at the next SLT meeting.</p> <p><b>Question:</b> Will we all get a list of the names and links?</p> <p><b>Answer:</b> Yes it will be circulated, but Safeguarding will cover a range of people.</p> <p><b>Action: Headteacher to put a copy of the Ofsted criteria into the governors area by the end of the week</b></p>	<p>Headteacher</p>
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## Governor Meeting

	<p>The Safeguarding Governor reported he had recently joined an internet safety group and been on a Safeguarding course the week before.</p> <p>It was agreed to discuss the progress in the FGB meeting on 10<sup>th</sup> December</p> <p><b>Action: Clerk to add to the agenda</b></p>	Clerk
FGB.37.18	<p><b>To review KS/exam and assessment results</b></p> <p>A summary of the 2017-18 assessment data had been shared at the last FGB meeting to give governors an opportunity to look at and make comments</p> <p>Question: In sixth form maths no pupils have made better than expected progress          Answer: There is a big difference between KS4 and sixth form where life skills like reading timetables and handling money are taught, and pupils find it difficult to convert factual lessons into a practical use. There are also pupils coming in from feeder schools to sixth form and although they come with an assessment the skills we observe do not always match the paper assessment. Schools base their assessments on the packages they have bought. This only seems to happen in maths, not in literacy.          Question: Pupil Premium boys are not doing as well in literacy and maths, what are you doing about that?          Answer: The data has been shared with the staff and their views are being sought. There are also more pupil premium boys (27) than girls (19). I am performance managing the Literacy Lead and looking at targets. There are a lot of important strategies for boys in reading/literacy but it is not all accessible for our pupils.</p> <p><b>Action: The Headteacher and the Deputy Headteacher to report back on progress</b></p> <p>The governors noted the steady improvement over the last 3 years and congratulated SLT for the progress</p> <p>The Deputy Headteacher handed round a paper explaining PIVATs and tapestry as requested following the Learning Walk undertaken by the Chair and the Head of Sixth Form, governors were encouraged to come back with any questions</p> <p><b>Action: All governors to look at their areas of responsibility and come back to the next meeting with areas to prioritise and headlines</b></p>	<p>Headteacher/Deputy Headteacher</p> <p>All</p>





## Governor Meeting

	<p>It was reported that not all the governors had completed or arranged their termly visit so far  <b>Action: Chair to e-mail governors to remind them</b></p>	Chair
FGB.43.18	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <u>Policies</u>            The Chair reported there are a number of policies that need to be produced and approved by the governors including Supporting Pupils with Medical Needs which need to be done by 5<sup>th</sup> November.            Question: How is giving medication to pupils managed?            Answer: It is written into job descriptions of the relevant posts, they are signed off to be able to give the medication and trained annually by the school nurses.            Question: Who has access to the medicines?            Answer: HTLAs, TAs – the medicines are all kept in locked individual bags in the locked medical cabinet, teachers have access only for emergencies            Question: What documentation is kept?            Answer: Each department has a file with all the pupil details, it has to be countersigned by another member of staff when medication given. There are 2 medical sheets, one for parents &amp; 1 for the nurse.</li> </ul> <ul style="list-style-type: none"> <li>• Pay Panel decision ratification            The Clerk confirmed there were not enough non staff governors present at the meeting to be able to ratify the pay panel decisions and this would have to be done with Chair’s approval and ratified at the next meeting  <b>Action: Clerk to add to agenda</b></li> </ul> <p>The Headteacher confirmed the Bursar had included all the regular increments in the budget but would not include UPS decisions until they had been approved</p>	Clerk

There being no further business the meeting finished at 3.05pm

Signed:



# Governor Meeting

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Name  
Governor