



Governor Meeting

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| Reason for Meeting FGB Meeting | Start: 30/09/2021 16:15:00 | End: 30/09/2021 18:15:00 |
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Gemma Cardwell, Shelagh Morris, Andrew Palmer, Andrew Sudron

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

Strategic Objectives

- **Provide an excellent educational experience and outcomes for each pupil**
- **Invest in the career development, skills, and wellbeing of our staff**
- **Engage closely with the Local Authority**
- **Strive to achieve financial sustainability without compromising the quality of education**

Agenda

| Item | Description | Led by |
|-----------|---|--------|
| | PROCEDURAL | |
| | Welcome | Chair |
| FGB.01.21 | To receive apologies and record the acceptance of apologies | Clerk |
| FGB.02.21 | Election of Chair & Vice Chair | Clerk |
| FGB.03.21 | Election of new Co-opted Governor | Chair |
| FGB.04.21 | Annual Register of Business and Personal Interests <i>Governors to complete the annual register forms</i> | Clerk |
| FGB.05.21 | Register of Gifts and Hospitality <i>To remind Governors of the need to record any gifts that they may receive in their capacity as Governors.</i> | Clerk |
| FGB.06.21 | Governor Code of Conduct <i>Governors to sign in agreement to the NGA Code of Conduct.</i> | Clerk |
| FGB.07.21 | Review Standing Orders & Terms of Reference | Clerk |



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| FGB.08.21 | To remind Governors to declare any pecuniary or non-pecuniary interests | Clerk |
| FGB.09.21 | 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.10.21 | To declare the notification of any other business to be discussed later in the meeting | ALL |
| FGB.11.21 | To approve and sign the minutes of the meeting held on the 20 th July 2021 (inc. Confidential Minutes) | Clerk |
| FGB.12.21 | <p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> • FGB.113.20: The Deputy Headteacher to check advice on governor visits to school and arrange for governors to visit to review anonymised data if allowed. • FGB.114.20: Clerk to send out calendar invites for meetings. • FGB.114.20: Clerk to add the Pay Policy and Safeguarding Policy to the agenda for the September FGB meeting. • FGB.114.20: Clerk to add Governor vacancies to agenda. • FGB.117.20: Headteacher to email Governors regarding notes on the Licence Deficit form and start budget. • FGB.117.20: Fire Risk Assessment report – the Headteacher to email Governors regarding progress on outstanding issues. • FGB.117.20: Sports Premium and Catch-up funding - Headteacher to chase, agree the report and issue to the governors. • FGB.119.20: Script to be written to explain what the school would look like with additional buildings. • FGB.119.20: Chair to invite Richard Flinton to the school. • FGB.120.20: Code of Conduct - Headteacher to add back section 3.9 and reword the area on tolerance and respect. | <p>Dep. Headteacher</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher/AP Chair</p> <p>Headteacher</p> |
| | BUSINESS | |
| FGB.13.21 | To receive a Headteacher Report (including any COVID updates) | Headteacher |
| FGB.14.21 | To receive an update on the start to the new term | Headteacher |
| FGB.15.21 | To receive an overview of attendance and behaviour | Headteacher |
| FGB.16.21 | Parent Survey Results | ?? |
| FGB.17.21 | <p>Policies</p> <ul style="list-style-type: none"> • Pay Policy | |



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| | <ul style="list-style-type: none"> • Safeguarding Policy • Keeping Children Safe in Education: all Governors to confirm receipt and have read the two KCSIE '21 links (Summary of the whole document & Explanation of changes.) • Acceptable Use • Code of Conduct | |
| FGB.18.21 | Governor Vacancies <ul style="list-style-type: none"> • Review vacancies • Confirm Committee membership • Review/Appoint key roles | Chair |
| FGB.19.21 | Governor Training update <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting | All |
| FGB.20.21 | Governor visits update <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits | All |
| FGB.21.21 | AOB | |
| | Date of next meeting <ul style="list-style-type: none"> • Resources: Thursday 21st October @ 4.15pm • FGB: Thursday 18th November @ 4.15pm | |



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Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Gemma Cardwell, Andrew Sudron, James Mottram, Caitlin Hughes

Item

| | PROCEDURAL | Action |
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| | <p>Welcome SP welcomed everyone to the meeting, especially the new Clerk and James Mottram.</p> | |
| FGB.01.21 | <p>To receive apologies and record the acceptance of apologies Andrew Palmer had sent apologies. Shelagh Morris was attending via TEAMS but technical issues meant she could not attend. SE had to leave at 5.30pm for an appointment.</p> | |
| FGB.02.21 | <p>Election of Chair & Vice Chair SP was re-elected for one year. SP proposed SM for Vice Chair, and this was agreed.</p> | |
| FGB.03.21 | <p>Election of a new Co-opted Governor SE & SP proposed James Mottram joined the GB as Co-opted Governor and this was agreed.</p> | |
| FGB.04.21 | <p>Annual Register of Business and Personal Interests Governors completed the forms. LE will email forms to those not present.</p> | Clerk |
| FGB.05.21 | <p>Register of Gifts and Hospitality Governors completed the forms. LE will email forms to those not present.</p> | Clerk |
| FGB.06.21 | <p>Governor Code of Conduct Governors signed their agreement this and LE will email those not present.</p> | Clerk |
| FGB.07.21 | <p>Review Standing Orders There are new Standing Orders coming out. LE will circulate when they are released. In the meantime, last years were agreed. The Terms of Reference were also agreed.</p> | |
| FGB.08.21 | <p>To remind Governors to declare any pecuniary or non-pecuniary interests None declared.</p> | |

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| | <p>governors: SE has the Sports Premium report ready to publish though there are some issues with the financial figures as money was carried over which makes it more complex. SE will confirm the figure for the Catch-Up Funding once she has it from Yvonne Heys – this money will be used for the Wellbeing strategy (hopefully to employ a Pupil Wellbeing Advisor) and for the Thrive room.</p> <p>CLOSED.</p> <p>Question: is there any guidance on what this money can be used for?</p> <p>There is but it is trickier for us as we aren't mainstream, so for us we are best spending it on the return to school and the wellbeing of the children, and their social and emotional recovery. The impact of the spending is monitored.</p> <ul style="list-style-type: none"> • FGB.119.20: Script to be written to explain what the school would look like with additional buildings – to be covered in item 13. CLOSED • FGB.119.20: Chair to invite Richard Flinton to the school – SP has made contact with Richard Flinton's PA and it is hoped he will make a visit to the school after October half term. CLOSED. • FGB.120.20: Code of Conduct - Headteacher to add back section 3.9 and reword the area on tolerance and respect – on agenda. CLOSED. | |
| | <p>BUSINESS</p> | |
| <p>FGB.13.21</p> | <p>To receive a Headteacher Report (including any COVID updates)</p> <p>SE gave a verbal report, covering the following points:</p> <ul style="list-style-type: none"> • School is fully open and there is a COVID testing regime in place for secondary and sixth form pupils and all staff. Tests were conducted prior to the start of term so as not to disrupt learning. Families are testing children at home but this is not mandatory. • Pupil absence is mainly due to transport issues and the changes that have been made. There is one family who have refused the transport, but SE is progressing this. • COVID related absences are not an issue at the minute, with just two children absent due to family members testing positive. • Staff absence due to COVID is concerning, and it is having an impact on training new members of staff. It is school policy that if a member of staff has a positive lateral flow, they remain off until their PCR result are through. • There are also issues with childcare for staff. Some staff are able to work from home (PPA, meetings etc) but we cannot provide Pupil Support Assistants with any work to complete at home. This is having an impact on the | |

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budget as we are having to use Supply Agencies (we have had 7 supply staff in today).

Question: is there anyone off with Long COVID or stress related illnesses?

We have had some, but they are back in school. We have downgraded the COVID Risk Assessment, so staff are adjusting to the 'new normal'. SE will adjust the Risk Assessment if deemed necessary. SE is trying to keep up morale and recognise the demand on the staff and the SLT.

- Development work is ongoing in school – the staff team are looking at the vision, there has been a learning walk on the return to school curriculum, and we are implementing the THRIVE approach.
- Ali Dickinson (Teacher) has done a learning walk with a Speech and Language therapist.

BUILDINGS

- SE reported that everyone was delighted with 109 The High Street and it is making a huge difference to the two groups of Sixth Form students who use it. There are issues with the front entrance, and we are waiting for a structural engineer to assess if it is safe to use. There is a risk assessment in place for using the back door.
- The main school building isn't in a great state – we had no cleaning team over the summer and the new team only started in September, so staff have pulled together to try and sort it out.
- The staff areas are not really adequate, but we can cope.

Question: have you approached Meadowbank?

This is now off the cards.

- SE, AS & HN (HR Manager) are currently sharing an office which isn't ideal. After October half term, SE & AS are moving into the current 'isolation' room which needs plastering and the heating fixing.
- 80 The High Street – currently used for Admin staff but this is only temporary, and we are not currently paying rent.

Question: Was there an agreement about not paying rent?

No – we moved in as a matter of urgency as we had nowhere to put staff and we have never had anything in writing.

- SE informed Governors of her 'wish list' for more space: a space to meet parents; space to reinstate Consultant Clinics on site (the clinic at Harrogate Hospital is currently not well attended); a room for staff training and interviews; develop into a campus/community hub. We are growing in numbers, and we need something to happen or we will have to turn children away.

SE/SP updated Governors on potential building options but as these were not concrete plans, the details have not been

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| | <p>minuted. It was noted that any development could take between 12-18 months, but Governors needed to be aware of the issues the school is facing, and that options are being explored.</p> | |
| FGB.14.21 | <p>To receive an update on the start to the new term Covered in item 13.</p> | |
| FGB.15.21 | <p>To receive an overview of attendance and behaviour This is deferred to the next meeting as there is a new Management Information system being installed. LE to put on Agenda.</p> | Clerk |
| FGB.16.21 | <p>Parent Survey Results There were 6 returns out of 98, but overall the response was very positive. Admin will send out a paper copy as not all parents like to use the online system.</p> | |
| FGB.17.21 | <p>Policies</p> <ul style="list-style-type: none"> • Pay Policy: the latest version has not been updated by the Local Authority as yet, but SE understands there won't be any major changes. The HTPM needs doing by 31st October so we will use the current policy for this. <p style="color: green;">Question: What about the salary increases that Governors need to approve? SE can make the pay scales and increments available but as there is a pay freeze it just takes into account the cost-of-living increase.</p> <ul style="list-style-type: none"> • Safeguarding Policy: this is now a manual. AS needs to amend the policy so it is tailored to the school. • Keeping Children Safe in Education: Governors signed to agree that they had read it, and JM will read ASAP and sign at a later date as he has just joined the Board – LE will forward to JM. AS offered to send Governors a 15-minute recording he has made covering the main points of KCSIE. • Acceptable Use: this is currently in draft and AS is checking it. • Code of Conduct: SE has checked this against the NYCC policy. SE has asked staff to disable 'wearable tech' e.g., Apple Watches, Fitbit's etc, as they can be as distracting as a mobile phone. The policy is now ready to go out to staff. | <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Deputy H/T</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Deputy H/T</p> |



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| FGB.21.21 | AOB None. | |
| | Date of next meeting <ul style="list-style-type: none">• Resources: Thursday 21st October @ 4.15pm• FGB: Thursday 18th November @ 4.15pm | |

There being no further business the meeting finished at: 5.45pm

Signed:

X

Name
Governor