



# Governor Meeting

Reason for Meeting: FGB meeting (via Skype)	Start: 18/06/2020 16:00:00	End: 18/06/2020 18:35:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Addison, Gemma Cardwell, Sarah Daggett, Caitlin Hughes, Shelagh Morris,

## 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	Description	Led by
	<b>PROCEDURAL</b>	
	Welcome	Chair
FGB.136.19	To receive apologies and record the acceptance of apologies	Clerk
FGB.137.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.138.19	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.139.19	To declare the notification of any other business to be discussed later in the meeting	
FGB.140.19	To receive a presentation from the Subject Lead for Maths	Shelley Hudson
FGB.141.19	To approve and sign the minutes of the meeting held on Thursday 21 <sup>st</sup> May 2020	Clerk
FGB.142.19	To discuss any matters arising from the minutes <ul style="list-style-type: none"> <li>• Charging for taster plates – how much do the LA charge?</li> <li>• To check the basis for NYCC funding of FSM, identify the shortfall against our numbers of predicted FSM, the basis for the individual meal charge and the process for</li> </ul>	FSO FSO



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	refunding if the number of meals taken is higher than planned.	
	<b>BUSINESS</b>	
FGB.143.19	To receive an update on the Covid-19 and school operation	Headteacher
FGB.144.19	To discuss the Contract Schedule	Headteacher
FGB.145.19	To receive an update on Safeguarding	Deputy Headteacher
FGB.146.19	To receive an update on the Pupil Premium & Sports Premium plans for 2020-21	Deputy Headteacher
FGB.147.19	To discuss school fund plans & audit	Headteacher
FGB.148.19	To prepare the Governors annual report to parents	Chair
FGB.149.19	To discuss Bursaries for 2020/21	Headteacher
FGB.150.19	To approve the following policies	
FGB.151.19	AOB -	
	<b>Date of next meeting – Thursday 16<sup>th</sup> July 2020 at 4pm</b>	

### Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Addison, Gemma Cardwell, Caitlin Hughes, Shelagh Morris, Andrew Sudron

**Also present:** Sandra Searle (NYCC Clerk), Shelley Hudson (Subject Lead for maths (SL))

### Item

	<b>PROCEDURAL</b>	
FGB.136.19	<b><u>To receive apologies and record the acceptance of apologies</u></b>  Apologies had been received from Sarah Daggett and they were consented to.	
FGB.137.19	<b><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></b>  None were declared	

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FGB.138.19	<p><b><u>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</u></b></p> <p>The Clerk reminded the meeting of the need for confidentiality, there were no items requiring confidential minutes at this time</p>	
FGB.139.19	<p><b><u>To declare the notification of any other business to be discussed later in the meeting</u></b></p> <ul style="list-style-type: none"> <li>• Memo of Understanding for the building work.</li> </ul>	
FGB.140.19	<p><b><u>To receive a presentation from the Subject Lead for Maths</u></b></p> <p>The Subject Lead for Maths joined the meeting for this item.</p> <p>The Maths Map Intent and Impact Statement, Maths Map Implementation &amp; Progression of Skills in Maths documents were sent out prior to the meeting.</p> <ul style="list-style-type: none"> <li>• The initial focus was applying maths for problem solving</li> <li>• Numicon was chosen as the resource to support maths in school, it uses plastic pieces with holes which being visual and physical is good for SEN and can be used for all pathways.</li> <li>• The aim is to keep maths practical and fun and to support the development of skills that are used in everyday life i.e. managing money</li> </ul> <p>Question: Your impact diagram is excellent it is very visual and practical. How are you going to break this down by pre-formal, semi-formal and 6<sup>th</sup> form?</p> <p>Answer: Pre-formal planning is being looked at by the Head of Secondary separately so I have not planned across the board.</p> <p>Question: Will you have any input or an overview of the work being done separately so you see the work in all settings?</p> <p>Answer: I will be fully informed, PIVATs P1-P3 all have the same targets so there will be a cohesive approach. There will be a meeting to discuss this and checking the progress of skills in semi-formal learners as requested.</p> <p>Question: In the progress of skills document have you looked into the EYFS document and development matters which allows tracking skills back to a simple level for pre-formal learners.</p> <p>Answer: I have done from P4 as the Head of Secondary was doing P1-P3, but I can do P1-P3 in the same way then we can discuss. It was initially done by pathways, but it was difficult to show the differences in primary, secondary and 6<sup>th</sup> form with this method.</p>	



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FGB.141.19	<p><b><u>To approve and sign the minutes of the meeting held on Thursday 21<sup>st</sup> May 2020</u></b></p> <p>The minutes of the meeting were approved and will be signed by the Chair when it is possible to do so.</p>	
FGB.142.19	<p><b><u>To discuss any matters arising from the minutes</u></b></p> <ul style="list-style-type: none"> <li>• <u>Charging for taster plates – how much do the LA charge?</u></li> </ul> <p>Governors noted that the LA charge the same for a taster plate as they do for a full school meal.</p> <ul style="list-style-type: none"> <li>• <u>To check the basis for NYCC funding of FSM, identify the shortfall against our numbers of predicted FSM, the basis for the individual meal charge and the process for refunding if the number of meals taken is higher than planned.</u></li> </ul> <p>It was agreed to defer this discussion to the next meeting when the Finance Support Officer &amp; Bursar should be present and school meals can be discussed in more detail.</p> <ul style="list-style-type: none"> <li>• <u>Catering Contract</u></li> </ul> <p>The Chair informed the governors the school was being asked to buy into either a one or commit to a three-year contract by 9<sup>th</sup> July 2020 by the current catering suppliers, who are part of NYCC and not an outsourced company.</p> <p style="color: green;">Question: How long would it take to change and what is the procurement process?          Answer: We have now committed to the one-year contract. It would be up to the school to manage the whole process, obtaining 3 quotes the same as NYCC would have to do. Committing for one year is fair but for 3 years without a review of service and costs is a long time.          Question: Do you know of any other schools who use different companies?          Answer: A school local to here now use another company</p> <p><b>Action: This contract to be one of the first to be reviewed by the Bursar, other schools to be contacted to see what companies are being used and the costs</b></p> <p style="color: green;">Question: What is the risk of not making the commitment by 9<sup>th</sup> July?          Answer: There is no risk, they are really looking for a judgment about the service and it would continue as before</p>	<p><b>Headteacher / Bursar</b></p>

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	<p><b>BUSINESS</b></p>	
<p>FGB.143.19</p>	<p><b><u>To receive an update on the Covid-19 and school operation</u></b></p> <p>The Headteacher went through with the governors the changes that had taken place in school since 1<sup>st</sup> June</p> <ul style="list-style-type: none"> <li>• School was open for the Thursday and Friday of the half term holiday</li> <li>• Pupils and staff have been organised into a bubble structure. Bubbles do not mix at all within school and the whole bubble will have to stay away of there is illness in any member of the bubble.</li> <li>• Staff have one week in school in their bubble and then one week working at home, this will continue to the end of term.</li> <li>• Staff assessed as at a higher risk have reduced to 5/6 and most staff are expected to have been on site by the end of the term</li> <li>• There will be 26 different pupils coming into school this week on differing days and times</li> <li>• 5.5% of pupils on roll are full time and 24.5% are part time. Full time offers were early requests or for particularly vulnerable pupils. Offering part time more consistently now so more pupils can get into school, many parents would prefer more.</li> <li>• By the end of term we expect to see almost 40% of pupils in school at some point.</li> <li>• A transition week is being offered to year 14 students if they would like to come into school or the option of remote contact so we can say goodbye.</li> <li>• Introductions to their new post-19 provision is going quite well, they are being given the chance to meet key staff.</li> <li>• Pre-admission meetings for new starters to school are taking place as usual with visits to the playground to get an experience of the school site.</li> <li>• There has been a new pupil starting in school this week who has integrated very well already. Another new pupil is due to start next week</li> <li>• The Head of 6<sup>th</sup> form is liaising with Forest School about the large group of new students coming into the 6<sup>th</sup> form from September and they are coordinating their final week with linked activities and remote meeting</li> </ul> <p>Question: How is staff morale?            Answer: It is mixed, some staff are delighted to be back although it is different being allocated to a bubble and not mixing in the usual way. Staff are not necessarily working in the sectors they are used to so it is a chance to refresh skills and work with different colleagues. A recovery curriculum has been</p>	

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	<p>drawn up by SLT for the bubbles. A briefing twice a week is held for staff working from home, with around 40 participants. Regular phone calls to parents can be done by these staff and they can request additional tasks if they want.</p> <p>Staff governor statement: I am working from home although I would rather be in school, there is a lot to keep busy with, the transitional visits was nice exercise to take part in.</p> <p>Question: How did they happen?</p> <p>Answer: 2 groups went to PLC, 2 pupils in each group, they were able to meet the key staff, given reassurance and enjoyed themselves, another visit is planned next Monday</p> <ul style="list-style-type: none"> <li>• SLT plan to hold a socially distanced face to face planning meeting before the end of term</li> <li>• Aiming for a full phased return in the autumn term over a 4-week period although this may change during the holiday depending on Govt, advice. The recovery curriculum will continue until at least half term.</li> <li>• There may still be some aspects of learning that cannot be delivered i.e. going out into the shops, cinema, cafes so alternative stimuli will be needed</li> <li>• There is a need for the Govt. to give a clear steer to schools before the summer holiday to allow staff to have a break before the new term</li> </ul>	
FGB.144.19	<p><b><u>To discuss the Contract Schedule</u></b></p> <p>It was agreed to defer this to the next meeting</p>	
FGB.145.19	<p><b><u>To receive an update on Safeguarding</u></b></p> <p>The Deputy Headteacher informed the governors of the safeguarding in place at the moment.</p> <ul style="list-style-type: none"> <li>• Prior to the lock down NYCC had asked the school to rate all the pupils for risk which had been done. This document had become a working document and had been updated regularly after contact with parents, teachers and other agencies.</li> <li>• From 23<sup>rd</sup> March school had been open for Key Worker, vulnerable children and those who it was felt would be safer at school.</li> <li>• Parents are contacted at least weekly by teachers who are aware of the pupil rating and report any concerns back to school for discussion at SLT.</li> <li>• If there is a need to offer a place in school a risk assessment is completed, and discussion with the family takes place.</li> <li>• Some pupils are still supported by the Nidd Resource Centre and relevant information is shared by all parties.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Up to 1<sup>st</sup> June places were offered for safeguarding reasons, since then places have been offered &amp; requested more widely, this changes all the time especially as parents return to work.</li> </ul> <p>Question: Have there been any issues which you have had to escalate?</p> <p>Answer: There have been 3 concerns but only one has been escalated to the on-call safeguarding team.</p> <p>Question: Do you envisage increased demand as lock down is lifted and more parents return to work?</p> <p>Answer: Definitely, initially parents were happy to look after their children and not take up places, as the restrictions are being lifted parents are coming to ask for provision. We have today received a request from a parent returning to work at the end of June and needing support for their young person.</p> <p>Question: Are you able to cope to the end of the term?</p> <p>Answer: Yes, if everything goes to plan. The Head of 6<sup>th</sup> form has done a great job of organising the logistics in school and there is still some flexibility with staff coming back in. We may need to review some of the Monday to Friday offers which will be a challenge.</p> <p>The governors congratulated everyone for their work in keeping the school open all the time and being able to offer a place to a significant number of pupils.</p>	
FGB.146.19	<p><b><u>To receive an update on the Pupil Premium (PP) &amp; Sports Premium (SP) plans for 2020-21</u></b></p> <p>The Deputy Headteacher reported he had taken responsibility for this area while the Head of Primary was on maternity work.</p> <ul style="list-style-type: none"> <li>The report showing the 2019/20 PP plan and spend was being finalised, updated with the 2020/21 information and would be available shortly</li> <li>27 pupils attracted £33k funding, this will be spent on: -             <ul style="list-style-type: none"> <li>➢ Music therapy which supports cognitive and learning communication (£10K)</li> <li>➢ Thrive approach which covers SEMH needs throughout the whole school (£5K). Staff are being trained in the approach which we feel marries with developing a wellbeing curriculum</li> <li>➢ £2-£2.5k has been committed to Speech and Language provision this year but more is needed as pupil numbers rise to 100. It is important to commission this additional service as soon as possible due to long lead in for posts being set up.</li> </ul> </li> </ul> <p><b>Governor Statement: Post Covid-19 the workload for the NHS will increase significantly so the sooner you request the additional provision the better.</b></p>	

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	<p>Question: Do we have the figures for 2020/21, they are usually allocated in April but to be spent across an academic year?          Answer: 2019/20 was £27k and 2020/21 is projected at £33k          Question: When can we see the final document?          Answer: It should be finalised very soon and will be sent out to the governors</p> <p><b>Action: Deputy Headteacher to send out the PP/SP report when available for governors to comment and support</b></p> <p><b>Action: Headteacher, Deputy Headteacher, Chair, Finance Support Officer to meet to discuss the budget plan for the PP funding including the additional S&amp;L provision.</b></p> <p>Question: How will the lock down change the spending plan?          Answer: We will not have spent some of the funding planned for this term so we will review and change where necessary. The new Behaviour Support post currently out to advert may need some training funding, their impact should be significant across all the school          Question: Can any funding not spent be carried forward to the new year?          Answer: Yes it can.</p> <p>Governors noted that details of the funding allocated, expenditure and impact need to be published on the website</p>	<p style="text-align: center;"><b>Deputy Headteacher</b></p> <p style="text-align: center;"><b>HT/DHT/ Chair/FSO</b></p>
<p>FGB.147.19</p>	<p><b><u>To discuss school fund plans &amp; audit</u></b></p> <p>Governors noted the School Fund Committee had been in operation for almost a year, it was administered by the Headteacher although she was not part of the committee itself. Representatives from all staff areas are democratically elected to the committee who considered and approved bids. Bids must be for additional and exceptional items that cannot be bought from the school budget.</p> <ul style="list-style-type: none"> <li>• The original £40k balance had been reduced to approx. £10k</li> <li>• The fund will be audited by the Bursar by the end of term.</li> </ul> <p>Funds has been used to pay for: -</p> <ul style="list-style-type: none"> <li>• Some additional projects related to the Big Build (making the playground secure with fencing, lighting and CCTV)</li> <li>• Whiteboards for 3 classrooms</li> <li>• Visits to school by a brass quartet, birds of prey</li> </ul> <p>Question: Is there still a condition that any items over £3k will need governors approval?          Answer: Yes there is</p>	

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	<p><u>Hargreaves Foundation</u></p> <p>A governor made the GB aware of the Hargreaves Foundation, information had been sent to the Headteacher and the Chair.</p> <ul style="list-style-type: none"> <li>• It is a new Foundation set up to support under 18s with sport and other educational activities aiming to enhance their life experiences</li> <li>• Possible bid could be to establish a resource library within school with a dedicated staff member to take delivery, clean and distribute resources (including technology) within school (&amp; for pupil home use), taking pressure off teachers.</li> <li>• Provision of technology so learning can continue at home as highlighted by the lockdown</li> </ul> <p><b>It was agreed</b> any bid submitted should be of a reasonable amount, it should be for something all pupils would have access to and should have a long life.</p> <p><b>Action: Chair to look at the Hargreaves Foundation website for more information and feed back to the other governors</b></p>	<p><b>Chair</b></p>
<p>FGB.148.19</p>	<p><b><u>To prepare the Governors annual report to parents</u></b></p> <p>The Chair informed governors he intends to send a brief note out to all parents to tell them the work the GB had been doing during the academic year, and he asked the other governors if there was anything specific they would like included. The annual report would also be uploaded to the school website.</p> <p>There was a short discussion about the possible content of the note.</p> <p><b>Action: Chair to draft the report to parents</b></p>	<p><b>Chair</b></p>
<p>FGB.149.19</p>	<p><b><u>To discuss Bursaries for 2020/21</u></b></p> <p>A proposed Bursary policy and information paper had been sent out prior to the meeting.</p> <p>Governor noted:</p> <ul style="list-style-type: none"> <li>• There are two distinct types of bursary available</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Vulnerable – available if in LA care, or recently left care or in receipt of specific benefits, it pays up to £1,200 per academic year</li> <li>➤ Discretionary – qualification depends on household income or specific benefits, paid by the school and can help towards the costs of education in school (i.e. books, meals, school trips etc)</li> <li>➤ The grant of £2,500 awarded to the school this year did not cover the costs of the awards made to the students, the shortfall charged to the school budget</li> </ul> <p>Question: Does the school have any discretion over how the vulnerable bursary is spent?          Answer: No, the money is paid weekly directly into the student's own bank account</p> <p>Question: Where does the grant for the discretionary bursary appear in the school budget          Answer: A claim is submitted to the LA for the bursaries once they have been awarded and the funding is paid as income into the school's bank account when approved.</p> <p>Question: In one area of the policy it mentions a household income of £22k and in another area it is £25k, should they be the same?          Answer: Yes, I will check and amend</p> <p>Question: An attendance of 95% seems high, illness should not be a factor in taking back a bursary for low attendance, can we add a condition statement?          Answer: Yes, we could add except in exceptional circumstances which would give discretion</p> <p>Question: If the deadline for submission was the end of term, it would allow for time at the start of term to administer and inform parents of awards?          Answer: Yes, it would.</p> <p>Question: As the conditions for spending do not apply to both in the same way as suggested in the policy, can the paragraphs be reordered to show the difference?          Answer: Yes, that can be done.</p> <p>Pending adjustments for: -</p> <ul style="list-style-type: none"> <li>➤ Confirmation of household income</li> <li>➤ Change to the date of submission</li> <li>➤ Reordering of the initial paragraphs</li> <li>➤ Condition statement added to required attendance</li> </ul> <p><b>The governors agreed</b> the policy</p>	
FGB.150.19	<p><b><u>To approve the following policies</u></b></p> <p>There were none</p>	

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FGB.151.19	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• <u>Memo of Understanding</u></li> </ul> <p>The Headteacher informed the governors the Memo of Understanding for the transfer of the new building across the road to the school had been received in the last few days.</p> <p>Governors noted: -</p> <ul style="list-style-type: none"> <li>➤ this was a legal agreement between the Governing Body and NYCC and that the school would take possession of the building on 1<sup>st</sup> July 2020.</li> <li>➤ That the Governing Body have given an assurance that the school will have a balanced budget within 2 years of September 2020.</li> <li>➤ Meetings between the Headteacher, Vaughan Parry (Project Manager) and the Finance Support Officer will take place regularly to keep a tight grip on the costs of the conversion project.</li> <li>➤ Although there was a clause which prohibited work to begin on the new building before 1<sup>st</sup> July, in order to ensure it would be ready by the start of the new term work had already begun.</li> <li>➤ It had not been possible again due to the time constraints to follow the usual financial practises of formally tendering for contracts over £25k. The Contractors had been secured in January and had previously done work within the school. Their rates were felt to be competitive.</li> <li>➤ The work to knock the Headteachers, Deputy Headteachers and the admin office into one classroom space was already underway.</li> </ul> <p><b>Action: The Headteacher to send out the Memo of Understanding to all governors</b></p> <p style="color: green;">Question: Has the Covid-19 outbreak had any effect on the work being done?          Answer: There is an issue with the windows as the company that makes them is not up and running yet so they will be delayed and may have to be installed in the October holiday.</p>	Headteacher
	<p><b>Date of next meeting – Thursday 16<sup>th</sup> July 2020 at 4pm (via Skype)</b></p>	

There being no further business the meeting finished at: - 18.35pm



# Governor Meeting

Signed:

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Name  
Governor