



## **MINUTES OF GOVERNORS' MEETING HELD ON THURSDAY 14 FEBRUARY 2013, IN ROOM M2**

### **Present:**

Dr J Airey, Mr N Fawcett, Dr N Kaiper-Holmes, Dr G Lodge, Mrs R McHenery, Dr H McLure, Mr C Metcalfe, Mr G Mitchell, Mr B Raybould, Miss S Rothera, Mr J Settle, Mrs H Smith, Mr S Smith, Mr P Turnpenny, Dr A Wadsworth

### **Also in Attendance:**

Ms C Mulhern (Deputy Headteacher: Care and Guidance)  
Mrs M Carroll (Head of Faculty: Learning Support)  
Mrs D Davies (Clerk to the Governing Body)  
Mr J Corbin (Head Boy)  
Miss P Benn (Head Girl)

### **1. WELCOME**

Mr Turnpenny, Chairman, welcomed the following new members to their first meeting of the full Governing Body:

- Mr Nicholas Fawcett (Parent Governor)
- Mr Steven Smith (Staff Governor)
- Miss Polly Benn (Head Girl)
- Mr James Corbin (Head Boy)

### **2. APOLOGIES**

Apologies were received from Mrs C Burt, Mr K Ellis, Mr K Shields and consent for these absences was approved by those present.

### **3. CONFIDENTIALITY AND DECLARATION OF INTEREST**

- There were no Declarations of Interest.
- The Chairman reminded Governors that discussions which took place at Governing Body meetings should be regarded as confidential, and must not be discussed outside the confines of the meeting.

### **4. LEARNING SUPPORT**

Mrs Carroll, Head of Faculty: Learning Support, was introduced to Governors by Mr Turnpenny; he reminded Governors of the outstanding judgements given to the Learning Support Faculty by the Ofsted Team during the feedback following the school's Ofsted Inspection in May 2012. Mrs Carroll expanded on the Learning Support Report, which had been sent to Governors prior to the meeting, and gave further information on the "Intervention for Reading" triangle, which was tabled at the meeting. She talked about the challenges faced by the Learning Support Faculty to provide the best possible support for a growing number of students, with a variety of differing needs, and the way in which these needs were being addressed. Mrs Carroll also referred to the formal recognition being sought by the school, to achieve the Inclusion Quality Mark 3 Award (the highest level) and Dyslexia Friendly Status, for the work which was already being undertaken within the Faculty.

A question and answer session took place when Mrs Carroll was able to add to the information contained in her Report. She also answered Governors' questions on a number of other topics including: staffing, transition arrangements, sharing of information, the growing number of "out of catchment" area students joining the school in order to access the facilities, and different methods of helping students with dyslexia, some of which could be achieved with very minor adjustments.

Mr Turnpenny thanked Mrs Carroll for attending the meeting, presenting her informative and comprehensive Report to Governors and giving an overview of the Learning Support Faculty with such passion. He said the Faculty was achieving outstanding results and it was clear that the students under her remit made exceptional progress. He asked that the thanks of the Governing Body be passed on to the whole Team.

## **5. MINUTES OF THE MEETING HELD ON 17 OCTOBER 2012**

The Minutes of the meeting held on 17 October 2012, which had previously been circulated to Governors, were accepted as an accurate record. Proposed by Dr Wadsworth and seconded by Dr Airey. It was unanimously agreed that the Minutes be signed by the Chairman as a true record of the meeting.

## **6. MATTERS ARISING**

### **6.1 Examination Results 2012**

Mr Mitchell confirmed that the legal challenge to the examination grade boundary changes in English had not been upheld.

### **6.2 Student Survey**

Mr Turnpenny invited Polly Benn, Head Girl, to give an update on the current student perception of school catering. She said the result of a student questionnaire was that the variety of food available, including healthy options, had improved and the survey had also shown an improvement in relationships between students and the Catering Staff. However, it was felt that there should be more vegetarian options available and also provision made for students with particular dietary requirements. Mr Mitchell thanked Polly for her report and asked that she make an appointment to speak to the Catering Manager about the results of the questionnaire.

### **6.3 Care and Guidance**

- It was agreed that the Clerk would send a link to those Governors who had not attended the Child Protection Training held in school, to enable them to access the on-line Child Protection training package. Ms Mulhern reminded Governors that it was a requirement that all Governors complete this training package and Mr Mitchell requested that accreditation should be obtained by Governors by the Easter Term.
- Ms Mulhern confirmed that after taking a number of factors into consideration, including expense, the IRelate project would not be taking place at the school.

### **6.4 Teaching and Learning**

Mr Mitchell said he would be in a position to give Governors feedback with respect to colleagues' visits to other schools in the Summer Term.

### **6.5 Governor House and Student Links**

It was established that some Governors had been into school and forged links with their House, however, Mr Turnpenny stressed the importance of all Governors contacting their House Leaders to enable interaction to take place. Mr Mitchell again reiterated the expectation that Governors attend their own House Awards Celebration evening, already published on the calendar, which would take place in July with a 6.30p.m. start.

## **6.6 Parents' Evenings/Workshops**

Mr Mitchell said that no Parents' Workshop Evenings had taken place in school since the last Governing Body meeting, however, the suggestion made by Governors at their last meeting, that additional information be included in invitation letters, had been noted for future action.

## **6.7 Educational Visits**

Mr Mitchell confirmed, following a telephone conversation with a County Representative that the NYCC insurance cover for the school visit to Morocco, was adequate, and no extra level of cover was required. He said the only insurance concern for the visit was a planned student camel ride, but felt Governors would be reassured to know that this aspect of the visit had now been cleared to proceed.

## **6.8 Performance Management**

Mr Turnpenny said that the Appraisal Policy (Performance Management) which had been endorsed by the Personnel Committee had been emailed to all Governors for consideration, prior to its release. Mr Mitchell said that approval had been given for its Adoption, and confirmed that the comments received from Governors had been included as part of supplementary guidance issued to staff with respect to the Policy.

# **7. HEADTEACHER'S REPORT**

## **7.1 Policy Statements**

- ***Educational Visits Policy***

This Policy, which had been circulated to all Governors, was unanimously Adopted. Proposed by Mrs McHenery and Seconded by Mr Settle.

- ***Child Protection***

- ***Health and Safety and Fire Awareness for School Training***

- ***Dealing with Allegations of Abuse against Teachers and Other Staff***

These Policies, which had had very minor changes since their original Adoption by the Governing Body, were Approved. Proposed by Dr Airey and Seconded by Miss Rothera.

General discussion took place on the growing number of NYCC Policy Statements which required minor amendments, e.g. named contacts, telephone numbers, websites, etc. and it was agreed that in these instances delegation should be given to the appropriate Committee to give Approval on behalf of the full Governing Body.

## **7.2 Admissions 2013**

Mr Mitchell was pleased to report that 189 current Year 11 students wished to continue into Year 12, subject to their results; he said this figure included 19 dual applications.

## **7.3 GCSE Reform**

Mr Mitchell said in view of the changing position with respect to information received from the Department for Education on the GCSE examination structure, he felt it would be helpful for Governors to have regular up updates of the current position. He said he would, therefore, ask Mr Steve Wren, Assistant Headteacher: Raising Achievement, to email a summary sheet, giving details of the latest planned educational reforms, to all Governors on a Half Termly basis, starting at the end of the current Half Term. It was agreed that the School Improvement and Self Review Committee had an important role to play in this area.

## **7.4 Educational Visits**

Governors gave formal unanimous approval for the educational visits, as listed in the Headteacher's Report, to take place.

### **7.5 Insurance Claim**

Mr Mitchell confirmed that North Yorkshire County Council would be contesting the case on behalf of the school.

### **7.6 Inclement Weather**

Mr Mitchell was pleased to report that the school had remained open throughout the recent period of bad weather.

### **7.7 Medicines Policy Statement**

The Medicines Policy Statement, which had been the subject of lengthy discussion at previous meetings of the Governing Body and consultation with the Local Authority, resulting in the school's suggested amendments being incorporated into the Policy, was unanimously Adopted. Proposed by Dr Kaiper-Holmes and seconded by Dr McLure.

### **7.8 Governor Updates**

Governors thanked Mr Mitchell for the comprehensive booklet, sent to them prior to the meeting, which contained Reports from senior post-holders across the school giving information on the wide range of developments taking place at the school.

### **7.9 National Citizenship Surveys**

Mr Mitchell said he expected that approximately 40 students from Tadcaster Grammar School would take part in the programme. Governors asked for an update on the project at a future meeting.

### **7.10 School Improvement**

Mr Mitchell gave a short report to Governors on the Conference which took place on Friday and Saturday 8 and 9 February, attended by all the school's Middle Leaders and the Leadership Team. He said the Conference, outside of the school setting, had enabled detailed discussion to take place on School Improvement Planning and Curriculum Entitlement and Planning, with one of the prime objectives being to move the school from "Good" to "Outstanding" in all areas. Mr Mitchell said he would be sharing the outcomes of the Conference with all staff at a Staff Meeting on 15 April, the first day back following the Easter holiday period. The financial cost of the Conference was queried by one member of the Governing Body and this was responded to by Mr Mitchell who also said that he felt the benefits gained by enabling all Middle Leaders to meet and share good practice, with a view to moving the school forward, could not have been achieved so effectively in any other way.

## **8. COMMITTEE REPORTS**

### **Care and Guidance**

Mrs McHenry, Chairman of the Committee, said the next Committee meeting would take place on 4 March. General discussion then took place on the Pupil Premium Statement, a statutory requirement, which had been emailed to all Governors and placed on the school website. In conclusion it was agreed that an Addendum to the Statement would be added to clarify the % data shown, as this was thought to be somewhat misleading.

### **Finance**

Mr Turnpenny, Chairman of the Committee, drew attention to the Revised Budget, and updated Governors on the latest position. He said that at the end of the year it was expected that the figures would more or less break even and there would be a cumulative balance of approximately £370,000 to carry forward. Approval was sought for the revised budget for the remainder of this year. Proposed by Mr Metcalfe, seconded by Dr Airey and approved by all Governors.

- ***Budget Management Policy Statement***

Mr Turnpenny drew attention to this document, which had been sent out with the Headteacher's Report prior to the meeting. Mr Mitchell said that the Local Authority had now issued a slightly amended version of this Policy, which would be tabled at the next Finance Committee meeting. Governors unanimously approved the Policy Statement.

- **School Funding**

Mr Turnpenny said that, regrettably, the response from the Secretary of State to the letter sent by him on behalf of the Governing Body, concerning the proposed changes to school funding for 2013 – 2014, gave no comfort. A response from the Local Authority was still awaited with respect to “matched funding” to enable work to begin on refurbishing the Science Laboratories.

- **Catering**

Mr Turnpenny said meetings had been held with respect to catering and the outcome was that the way in which catering in the school had previously managed “left a lot to be desired”; however a budget would be agreed before the start of the financial year, together with a review of the pricing structure currently in operation.

### **Partnership**

Dr Lodge, Chairman of the Committee, said the next meeting of the Committee would not take place until March 2013. Governors queried the statement in the Minutes of the Partnership meeting held on 10 December 2012 with respect to the bid to fund refurbishment of the artificial pitch. Dr Lodge confirmed that the Partnership Committee’s main concern was the way in which the artificial pitch could be used to establish stronger links with the community. It was recognised by all Governors that that funding issues in connection with the artificial pitch were primarily the responsibility of the Finance and Premises Committees.

### **Personnel**

Dr Kaiper-Holmes, Chairman of the Committee, said there was no additional information to add to the information contained in the published Minutes, as contained in the Committee Reports booklet.

### **Premises**

Dr McLure, Chairman of the Committee, briefly outlined the latest position with respect to the Biomass proposals. He said a report had been received from Jacobs about the potential for a wood pellet boiler to replace oil burning boilers but said the benefits, if any, of such a move would not be felt for 7 – 8 years. It would also be necessary to obtain a loan from County to enable the conversion to take place. It had been agreed to arrange a meeting in school, for members of the Premises and Finance Committees, with a member of the County’s Energy Team in attendance, to enable further consideration to be given to the proposal. Details of the meeting would be emailed to Governors and Dr McLure said he hoped as many Governors as possible would be able to attend.

### **School Improvement and Self Review**

Mrs Smith, Chairman of the Committee, said the next Committee meeting would take place on 26 February 2013. However, she asked Governors to note that the Minutes of the Meeting held on 22 October 2012, contained in the Committee Reports booklet, had not yet been approved.

The Headteacher’s Report and Committee Reports were unanimously approved by Governors.

## **9. SUCCESSION PLANNING**

Mr Turnpenny alerted Governors to the fact that the term of office of a large number of Governors ended on 31 August 2013 and pointed out the implications this could have on the Governing Body.

- **LA Governors** – Membership should be confirmed following the County Council elections taking place in May 2013
- **Parent Governors** – Nominations could not be sought from parents until after the new intake of Year 7 students joined the school in September 2013
- **Community Governors** – Current members could be co-opted prior to the end of their term of office, if this was the wish to the Governing Body and the individuals concerned. The possibility of using this method of re-election, to preserve continuity, was discussed and action agreed.
- **Staff Governors** – There would be a vacancy for one representative from September 2013.

Taking these factors into consideration membership of a newly elected Governing Body would not be confirmed until October 2013.

## **10. CORRESPONDENCE**

Mr Turnpenny said he had received a letter of resignation from the Clerk to the Governing Body, with effect from 31 August 2013, a post she had held for 18 years. Discussion took place on whether to advertise the post internally or to use the County Clerking service. In conclusion it was agreed, if possible, to keep the job "in-house" and consideration would now be given to drawing up an advertisement and job description for the role, following the Easter holiday.

## **11. HEALTH AND SAFETY**

Mr Mitchell informed Governors of an accident which had taken place in school on 31 January 2013 when a member of staff sustained a serious fracture. Following the accident a representative from the Local Authority had visited the school and staff statements had been taken. The member of staff concerned was now at home recovering but was expected to be off work for some time.

Mr Mitchell reminded Governors that on 23 October 2012 the school had held a twilight Health and Safety Training Session, led by Robin Smith, North Yorkshire's Health and Safety Officer, which had been attended by all staff and a number of Governors. Following the session it was agreed that the profile of Health and Safety needed to be raised across the school. Health and Safety should be included as an agenda item at Faculty meetings and risk assessments needed to be in place for all parts of the school; Science, ICT, PE and Technology were highlighted as key areas. In view of the importance of Health and Safety across the school it was, therefore, felt appropriate for the Premises Committee to become actively involved.

In response to Governor questioning with respect to first aid provision in school, Mr Mitchell said the position of School Health and Curriculum Support Manager was held by a fully qualified nurse. Medical support was also available, if necessary, from a group of staff who held accredited first aid qualifications and there were also a number of staff who held a lesser "emergency" first aid qualification. He assured Governors that there was always medical support available on the school site. Mr Mitchell also informed Governors that Year 10 students, studying Like Skills, undertake a first aid course. Polly Benn, asked if it would be possible for Sixth Form students to have the opportunity to undertake first aid training as part of their Enrichment studies, and Mr Mitchell agreed that this was a good idea which would be given further consideration.

## **12. ANY OTHER BUSINESS**

### **12.1 Staff Discipline and Capability Training**

Dr Kaiper-Holmes reported that the Governor cluster training session held at Riverside School on Monday 12 February 2013, to which all Governors had been invited and which he had attended in his role as Chairman of the Personnel Committee, had been a very worthwhile and informative event.

## **13. DATE AND TIME OF NEXT MEETING**

It was confirmed that the next meeting of the full Governing Body would take place on Tuesday 21 May 2013 at 7.00p.m.

The meeting closed at 9.18p.m.