



MINUTES OF GOVERNORS' MEETING HELD ON TUESDAY 21 MAY 2013, IN ROOM M2

Present:

Dr J Airey, Mrs C Burt, Dr N Kaiper-Holmes, Mrs R McHenry, Dr H McLure, Mr G Mitchell, Mr B Raybould, Miss S Rothera, Mr K Shields, Mrs H Smith, Mr S Smith, Mr P Turnpenny, Dr A Wadsworth

Also in Attendance:

Mrs W Fraser (Deputy Headteacher: Curriculum)
Mrs R Glover (Deputy Headteacher: Learning and Teaching)
Mrs D Davies (Clerk to the Governing Body)
Mrs C Earl (Clerk to the Governing Body – from 1 September 2013)
Mr J Corbin (Head Boy)
Miss P Benn (Head Girl)

1. WELCOME

Mr Turnpenny, Chairman, extended a welcome to their first meeting of the full Governing Body to:

- Mr Shields (Parent Governor)
- Mrs Earl, who had been appointed to the post of Clerk to the Governing Body, with effect from 1 September 2013 following a recent formal interview by the Chairman and Vice Chairman, as a result of the resignation of Mrs Davies.

2. APOLOGIES

Apologies were received from Mr K Ellis, Mr N Fawcett, Dr G Lodge and Mr J Settle, consent for these absences was approved by those present. It was noted that no apologies had been received from Mr C Metcalfe.

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. MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2013

The Minutes of the meeting held on 14 February 2013, which had previously been circulated to Governors, were accepted by all present as an accurate record. It was unanimously agreed that the Minutes be signed by the Chairman as a true record of the meeting.

5. MATTERS ARISING

5.1 Student Survey

Polly Benn confirmed that, following the last meeting of the Governing Body, meetings had been held with the Catering Manager to share the results of the student questionnaire on school catering. She was pleased to inform Governors that as a result of these meetings a number of vegetarian options had been added to the menu. Polly felt students were now much happier with the choices available.

5.2 Care and Guidance

It was reported by the Clerk that all Governors had now received up-to-date NYCC certification in Child Protection.

5.3 Governor House and Student Links

It was noted that some Governors had yet to establish links with their House Leader and Mr Mitchell again stressed the importance attached to such links being made. Governors were reminded of the expectation that they attend their own House Awards Celebration evening, which would be taking place towards the end of the academic year.

5.4 Insurance Claim

Mr Mitchell updated Governors on the insurance claim being contested by North Yorkshire County Council, on behalf of the school, following an accident on the school site which parents had claimed was caused as a result of negligence by the school. The conclusion had, however, now been reached by the Legal Team at County Hall that it would be in the best interests of all concerned to agree an "out of court" settlement. Governors noted this outcome with regret, in the light of the information given to them about the incident in question.

5.5 National Citizenship Surveys

It was reported that a presentation and leaflet distribution had taken place in school to encourage students to "sign up" for the programme, which would be held during the school summer holiday period. Mr Mitchell said he would present a full report on this new initiative to Governors at their Autumn meeting.

5.6 Care and Guidance Committee Report (Addendum to Pupil Premium Statement)

Mr Mitchell, supported by Mr Smith, Staff Governor and E Learning Development Manager, confirmed that an Addendum to clarify the % data in the Pupil Premium Statement had been added to the information which had previously been published on-line.

5.7 Finance Committee Report (School Funding)

Mr Mitchell was pleased to report a very positive response from the Local Authority to their "matched funding" bid which would enable refurbishment of the Science laboratories to take place in Summer 2014. He said the school would be contributing £100,000 towards the cost of this work.

5.8 Finance Committee Report (Catering)

Mr Mitchell confirmed that a review of school catering was on-going but that there would be price increases from the start of the new academic year following a three year price "freeze".

5.9 Premises Committee Report (Biomass Proposals)

Following extensive discussion and research on these proposals at Committee level it was recommended to the Governing Body that these proposals carried too much risk at this point in time. There was some disappointment at this outcome but Governors were agreed that this was the most sensible conclusion to reach in the current climate.

5.10 Succession Planning

The Chairman said following the meeting held on 14 February he had spoken to Dr Airey and Mrs Burt, Community Governors, whose term of office ended on 31 August 2013, with respect to their continuing membership on the Governing Body. He said both members had indicated their willingness

to continue and, bearing this in mind, Mr Turnpenny asked the meeting if they were agreeable to this course of action. Governors gave their unanimous approval and it was, therefore, agreed that Dr Airey and Mrs Burt's membership as Community Governors be extended for a new four year term of office, from 31 August 2013 until 31 August 2017.

5.11 Health and Safety

Mr Mitchell said the Student Support Team member who had sustained an accident in school on 31 January 2013 was progressing well; however, she would be unlikely to be back in school until the beginning of the Autumn Term. He then updated Governors on the way the vacancy was currently being covered and plans currently being put in place to take into account the maternity leave absence of Mrs Gadsby, Head of Student Support, from September 2013.

General discussion took place on the way forward with respect to the request made by Polly for consideration for first aid training to be made available to Sixth Form students, including the option put forward at the meeting of parents being asked to fund payment, thought to be approximately £40, if they wished their child to undertake a Red Cross certification course in school. In conclusion it was agreed that Polly should discuss her ideas, including the different options available, with Mr Carr, Director of Sixth Form, Mrs Chauda, School Health and Curriculum Support Manager and Mr Mitchell, who would then report back to Governors at a future meeting.

6. HEADTEACHER'S REPORT

6.1 Admissions 2013

Mr Mitchell said final numbers were still not available, but at the moment 8 students had been successful in their Appeals to join the school in September 2013. However, taking into account expected fluctuation before the start of the Autumn Term, it was likely that there would be a Year 7 intake of 266 students. Mr Mitchell alerted Governors to the possibility of a student with profound medical needs joining the school in September, and gave details of the care package this would entail. Discussion took place on the enormous implications this would have on the school but Mr Mitchell said the parents in question did not want the child in question to go to a special school and that in these circumstances the school had no choice in the matter and had to be guided by the Local Authority.

6.2 Post 16 Entry: September 2013

Governors agreed to liaise with the appropriate school staff if they required any additional information to that contained in the Headteacher's Report.

6.3 Staff Training

Mr Mitchell said that following the Staff Training Day on 2 July, when the impact of Vertical Tutoring would be considered, he would provide Governors with an analysis of the first year, together with details of any amendments to the current programme, for the next academic year.

6.4 Achievement and Standards

Mr Mitchell said the next edition of the Achievement and Standards Bulletin and DfE Update Review, prepared by Steve Wren, would be emailed out to all Governors by the end of the week. Mr Mitchell felt Governors would welcome the initiative to provide Year 11 students with personalised timetables prior to their examinations, as well as the additional support which was available for them on the school's website.

6.5 School Transport

At the request of Governors, Mr Mitchell clarified the payment made by York City Council for transport costs with respect to students up to age 16 travelling to the school.

6.6 Educational Visits

Governors gave their unanimous approval to the Post 16 Ski Visit, to be led by Kerry Robinson, to Austria during the February 2014 Half Term holiday.

6.7 Ofqual Visit

Mr Mitchell gave more details of the visit to the school by Glynis Stacey, Ofqual Chief Executive. He felt the visit had been a very interesting one and although the responses given by her were measured and guarded he hoped some of the views put forward to her at the meeting by members of the school's Senior Leadership Team and Middle Managers would be passed on for consideration at Ministerial level.

6.8 Vertical Tutoring

Mr Mitchell said he was producing a summary paper before the end of term which would be circulated to all members of the Governing Body. He said there was still some "tweaking" and "fine tuning" to do but overall he felt the year had gone well, a view which was endorsed by James Corbin. James felt there were now much better relationships between Year 7 and Year 13 students but felt the role of House Captain required further clarification. Mr Mitchell said this point would be looked at during the review of Vertical Tutoring across the school prior to the start of the next academic year.

The recent changes to the school's website to make it more "user friendly" were highlighted, and Mr Mitchell was pleased to report that these had been favourably received by parents. Governors extended their thanks to Mr Smith, and the school's IT Team, for their work in this connection, along with their continuing drive to encourage parents to "sign up" in order to keep them up-to-date with developments taking place at the school and also to receive electronic communications. Governors also wished to record their appreciation of the weekly emailed copy of the school's Weekly Bulletin, which they found very informative.

The Headteacher's Report was unanimously approved by Governors. Governors were also unanimous in their approval for the new "reduced" size of the Report and were assured by Mr Mitchell that if they would like additional information on any of the subject matter contained in his Report this was available on request.

7. COMMITTEE REPORTS

Care and Guidance

Mrs McHenery, Chairman of the Committee, said there was no further information to add to that already contained in the Committee Report pack, which had been circulated to the Governing Body.

Finance

Mr Turnpenny, Chairman of the Committee, expanded on the figures contained in the "2013 – 2014 Summary Forecast of Income and Expenditure Based on Current Year" and "2014 – 2015 Start Budget" which had been sent out to Governors prior to the meeting. General discussion took place on the financial position going forward along with an explanation of the overspend figure which was a reflection on the large amount of capital work done at the school in the current financial year. Mr Turnpenny answered questions put to him by Governors relating to the income, expenditure, costs and balance figures as shown in the summary sheet. He said a revised budget would be produced for Governors once student numbers for the next academic year were confirmed. Mr Turnpenny alerted Governors to changes in future funding allocation and the challenges this would inevitably place on the school's budget.

In conclusion the Start Budget for 2013 – 2014 was confirmed by all members of the Governing Body.

Partnership

Dr Lodge, Chairman of the Committee, was not present at the meeting to give any further updates to the information contained in the Committee Report pack. Mr Mitchell informed Governors that Ms Crossley, Partnership Development Manager, had been invited to attend a meeting of the Senior Leadership Team later this week to present a paper on Careers to them.

Personnel

Dr Kaiper-Holmes, Chairman of the Committee, informed Governors that at the next meeting of the Personnel Governors there would only be one agenda item – Performance Management. Mr Mitchell said all Personnel Governors would be handed a documentation pack, at the end of tonight's meeting, which would be considered at the Committee meeting on 10 June.

Premises

Dr McLure, Chairman of the Committee, presented the Committee reports to the meeting. Questions were raised with respect to the school's artificial pitch and Mr Mitchell confirmed that currently there were no obvious signs of any funding for its replacement. However, he was pleased to report that the carpet was currently in good condition, as a result of the regular programme of maintenance carried out by Mr Heath Gill, Grounds Manger, assisted by the Site Management Team. He confirmed that any future issues as to what would happen to the artificial pitch nearer the end of its life would fall within the remit of the Premises Committee.

School Improvement and Self Review

Mrs Smith, Chairman of the Committee, said there was no further information to add to that contained in the Committee Report pack. Mr Mitchell was able to answer specific questions raised by Governors on the Faculty Evaluations taking place across all Faculty areas, and the school's plans for Modern Foreign Language provision in the immediate future.

The Committee Reports were unanimously approved by Governors. Governors sought confirmation that Governor Committee Reports were not published on the school website, which Mr Mitchell was able to provide.

8. POST 16 COLLABORATION WITH SHERBURN HIGH SCHOOL

Mrs Fraser, Deputy Headteacher: Curriculum, updated Governors on the current position, as two years of collaboration between the schools was now drawing to a close. She said transport arrangements were now more streamlined and that the number of students taking part in the exchange between Sherburn and Tadcaster was very similar, although integration was still an issue which needed to be addressed. Mrs Fraser outlined the subject areas involved in the collaboration but said in view of lessons learnt there was a need for the students involved to be more closely screened as to their suitability to enrol on courses. However, to alleviate difficulties in the future, clear entry requirements for the courses available had been published in this year's Sixth Form prospectus. She said the collaboration would need to continue for two further years at least, to enable students from both schools starting their chosen courses in Year 12 to follow these through to the end of Year 13. It was confirmed that strategic planning for the Sixth Form, including curriculum structure and balancing the budget, fell under the remit of the School Improvement and Self Review Committee, with an overview by the Headteacher. However, overall responsibility, including interrogation and challenge, continued to be the responsibility of the full Governing Body.

Governors thanked Mrs Fraser for her comprehensive report.

9. CORRESPONDENCE

No items of correspondence requiring a response from the Governing Body had been received.

10. HEALTH AND SAFETY

There were no incidents to report. Mr Mitchell felt Governors would be surprised to know that since the last meeting no "Near Miss" incidents had been reported, despite the importance placed on reporting such matters, as had been outlined to staff and Governors at the twilight Health and Safety Training Session. Following some discussion it was agreed that the need for the official "Near Miss" proforma to be filled in, as appropriate, would be brought to the attention of all staff.

11. ANY OTHER BUSINESS

Farewells

- Best wishes and thanks were extended by the Chairman, on behalf of the Governing Body, to Polly Benn, Head Girl, and James Corbin, Head Boy, for their contribution to the Governing Body during the academic year, along with best wishes for the future.
- Governors said goodbye and thank you to Mr Ben Raybould, Staff Governor, who was leaving the school at the end of the academic year to take up an overseas teaching appointment in Dubai.
- The Chairman and Governors extended their thanks to Mrs Doreen Davies, who was attending her last meeting of the full Governing Body, as Clerk, after 18 years in the role. A presentation was made to her in recognition of her significant service to the Governing Body.

12. DATE AND TIME OF NEXT MEETING

Following discussion the following dates were agreed by all present:

- Wednesday 16 October 2013: Business Meeting starting at 6.30p.m.
- Thursday 14 November 2013: Full Governing Body Meeting starting at 6.30p.m.

These dates were agreed to take into account Parent and Staff Governor Elections, which would need to be held at the beginning of the new academic year.

Mr Mitchell confirmed that all Governors would be sent a full statistical report of this year's examination results, when these were available.

The meeting closed at 8.55p.m.

Signed:
(Philip Turnpenny, Chair of Governors)

Date:

