



## MINUTES OF GOVERNORS' MEETING HELD ON WEDNESDAY 17 JUNE 2015

### **Present**

Dr J Airey (JAI) Mr M Dunphy (MDU) Mr D Gluck (DGL), Mrs R McHenry (RMc), Mr R Riley (RRI), Mr M Sibley (MSI) Mrs H Smith (HSM), Mr S Smith (SSM), Mr P Turnpenny (PTU), Dr A Wadsworth (AWA)

### **Also Present**

Mr S Wren (Assistant Headteacher )  
Mrs C Earl (CEA) (Clerk to the Governors)

### **1. Welcome and Introductions**

PTU welcomed all to the last Full Governor's meeting of the academic year 2014/15.

### **2. Apologies**

Apologies were received from Mrs C Burt (CBU), Mr N Fawcett (NFA), and Mr K Shields (KSH). Governors were reminded that Greg Lodge had resigned as a governor. PTU had written a letter of thanks to him.

### **3. Confidentiality & Declarations 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. Culture of Excellence**

The Culture of Excellence document, distributed with the agenda, highlights the relationship and commitment to families, staff and students.

The following points were discussed:-

Parents' Evenings

- Following analysis, proposal is to increase the amount of appointment slots to enable parents to meet with the majority of subject teachers. Discussions are presently taking place with staff union representatives

Q – Is the 'majority' enough?

A – Will ensure that Maths, English and Science teachers are seen. There is always the opportunity to contact teachers by email etc.

JAI advised that a presentation on the proposed new school reporting system had taken place at the School Development Committee meeting and all members were happy with the proposals

Q – How has the ‘Culture of Excellence’ report been communicated to stakeholders, parents and students and how will they know it is being reviewed?

A – MSI to run Parent Forum which will be calendared for next year  
- Assemblies for students

The School Development Committee will have responsibility of monitoring the development and report to Full Governors on any issues.

PTU thanked MSI and his team for the work that has been spent on the whole process.

## **5. Minutes of Meeting held on 11 March 2015**

The minutes of the meeting were accepted as a true and accurate record.

## **6. Matters Arising**

i2i - no further information has been received on this.

Terms of Reference – PTU confirmed that the Terms of Reference for the Resources Committee were now complete

Child Protection Training – CEA is awaiting confirmation from Amanda Crossley and will liaise with CBU and RMc

Attendance and Review of Examinations 2014 – MSI has emailed governors with the relevant information.

Premises – PTU confirmed the cost of installing the CCTV was £21,594.00.

Post 16 with Sherburn High School (SHS) – MSI confirmed that TGS and SHS students will continue to sit AS examinations for de-coupled exams.

MSI confirmed numbers for Year 7 in September 2015 is 263. Twelve appeals had been heard, but only 1 upheld.

Collaboration of Parents’ Evening with SHS – MDU is meeting with John Ralph, SHS later this week and will report back to Governors.

Pupil Premium – it was reported that the Resources Committee were in agreement with the direction of travel for Chrome Books to be introduced for students and this would be linked to the review of parental donations.

‘Glossary of Terms’ – this was distributed with agenda and papers for this meeting.

Action – CEA to discuss with SSM regarding publishing this on the school website

## **7. Headteacher Report**

Staffing – large natural turnover of staff due to promotion/retirement. MSI explained that a new recruitment process has been introduced this year which has been very successful and resulted in some high quality appointments. New Staff Induction Day will take place on 29 June 2015.

A 'Leadership tree' was requested by governors  
Action - MSI to provide

Tracking – focus on progress rather than attainment. It is planned to produce a report in September following the GCSE and AS/A2 results. MSI clarified the Value Added was based on last years' National results.

Persistent Absence – the School Development Committee had already covered this issue at a previous meeting and confirmed their agreement of staff collecting students from home to bring them to school. LAC – this represents 2-3 students

Concern had previously been highlighted regarding Year 12/13 attendance. MSI explained that the monitoring of Sixth Form attendance was different to that of Years 7-11 and comparisons cannot be made. Governors requested Y12/13 report on attendance. It was agreed that this would be discussed at the next School Development Committee.

Student Survey – the analysis had been discussed at the School Development Committee. Concern was expressed over History and Drama – these subjects are being focused on and discussions with Faculty Leaders taking place. The number of students taking History at GCSE has dropped – the delivery of the curriculum is being reviewed.

Life Skills is also a concern – MSI confirmed that the Faculty Leader had been off on long-term sick which would have an impact (she has now returned).

It was noted how pleased the School Development Committee were with Science

LA Termly Review – MSI confirmed that Keith Worrall, LA Advisor, along with Andrew Taylor had visited the school earlier this week and were happy with their findings.

Action – MSI to report to Governors.

Transition – MSI confirmed that he had completed the majority of visits to Year 5 students at our feeder Primary Schools and expressed his intent to target students from Bishopthorpe.

Parent Engagement – it was noted that attendance at Year 13 Parents' Evening was low.

Premises – MSI confirmed the £32,000.00 received from NY would fund the projects listed.

School Visits – all the visits set out in the report, plus the ones that were tabled at the meeting (Year 8 Ski visit February 2017, Year 10 Ski April 2017, Year 9 Watersports July 2017, GCSE Geography visit to Iceland 2016, GCSE History visit to Berlin February 2016, VPA visit to London January 2016, Partnerships visit to London September 2015, Expedition to Indonesia July 2016) were approved

Dates for diary – Governors were encouraged to attend their House Celebration Evening.

PTU confirmed he would attend all except Oglethorpe. JAI confirmed he would attend Oglethorpe and Dawson.

The Headteacher's report was adopted.

## **8. Committee Reports**

8.1 JAI reported that the School Development Committee had agreed to remain with the meeting pattern, rather than having more frequent but shorter ones.

8.2 Resources - PTU confirmed:

Budget 2015/16 deficit - £92,137

Outturn 2014/15 deficit - £220,213

Q – is the accounting now correct?

A – yes, objectives have been set by the Resources Committee for MSI and David Ferrett (DFE). The target set for 2016/17 should be a balanced budget. DFE is working on cost improvements to commence at the beginning of the next financial year at the latest.

Governors approved the Budget for 2015/16.

Governor comment was made regarding addressing relevant issues to all governors that arise at committee meetings. It was agreed that the Chairs of each committee liaise with each other regarding such items.

8.3 Selection Committee – PTU confirmed that the redundancy process had concluded; fortunately resulting in no staff redundancies.

8.4 Student Discipline – one student had been re-admitted in March this year, but following a very serious incident the student has now been permanently excluded. A meeting was held by the Student Discipline Committee and LA representative, but the parent did not attend. The governors' upheld the school's decision and the parents have been advised of the outcome.

8.5 Headteacher's Performance – this did not take place during Keith Worrall's visit on Tuesday 16 June.

## **9. Collaboration**

9.1 North Yorkshire Improvement Partnerships – MSI confirmed he was on the Board for North Yorkshire/Selby Secondary Heads and attends regular meetings. The school's role is to establish how we can support those schools more needy, rather than benefiting directly.

9.2 STAR Alliance – it has been agreed that the alliance will pay for Amanda Crossley's time next year. JAI confirmed that he would be attending the Governor Forum on 24 June at Riverside School and will report back to governors.

9.3 Post 16 with Sherburn High School – no further comments were made.

## **10. School Uniform**

Following the student and parent survey a report was sent out with the agenda. The following was commented:

- MSI confirmed that if blazers were introduced for girls, they would be compulsory
- More cost to parents
- Unless the uniform is the same for boys and girls, continue with the present uniform

Following a vote, the majority were in agreement to retain the present uniform.

It was agreed that MSI would consult with the SLT and draft a letter to parents, from the Governing Body. It was requested that the decision remain confidential until formal communication was sent out.

## **11. Governance**

11.1 Reconstitution of Governing Body – PTU confirmed that the new Instrument of Governance was effective from today (17 June 2015). Further to the email sent out by PTU on 25 May 2015 the new make-up of the Governing Body was to be:-

Headteacher

1 LA Governor – Philip Turnpenny

1 Staff Governor – Mike Dunphy until 6 October 2015. MSI to arrange elections at the start of the next term

4 Elected Parent Governors:

Nick Fawcett, Karl Shields, Ruth McHenry, Roger Riley

7 Co-opted Governors:

David Gluck moves into this category and therefore his term of office ends on 16 June 2019. The three remaining current Co-opted Governors (JAI, CBU and HSM) terms of office end on 31 August 2015. It was agreed that they should be co-opted for another 4 years and therefore, their terms of office will end on 31 August 2019.

This leaves 3 vacancies for co-opted Governors, 1 of which was agreed would be a member of staff.

Discussions took place regarding the Skills Audit that was carried out last year:

- Data is anonymised, but did not include the Headteacher
- Governors had rated their skills against what would be beneficial to the Governing Body
- Individual's security in the understanding of life/working of a school was analysed. This highlighted a weakness in knowledge of SEN and Partnerships

Governors requested that Mel Carroll, Head of Learning Support be invited to a future meeting to develop governors' knowledge and understanding of SEN.

Governors agreed that areas of knowledge lacking within the Resources Committee was premises and health and safety. DGL offered to approach someone he knew, with expertise in this area, to determine if they were interested.

PTU and MSI agreed to discuss further the options and proposal of contacting the Town and Parish council. DGL to advise MSI/PTU of an individual within the Town and Parish Council who may be suitable.

MSI commented that he felt it beneficial staff governors were represented by both teaching and associate staff.

PTU and JAI had met someone who was interested in becoming a Governor. However their background did not meet our skills need and therefore they would be advised accordingly.

The election of Chair and Vice Chair took place.

Chair - Philip Turnpenny was nominated by Heather Smith and seconded by Jeremy Airey  
 Vice Chair – Jeremy Airey was nominated by Heather Smith and seconded by Ruth McHenry.

Committee Membership:

The following membership was agreed for those governors present:

Resources Committee	School Development Committee	Headteacher Performance Review Committee
DGL, MSI, PTU, KSH	JAI, CBU, NFA, RMc, RRI, MSI, HSM	PTU, RMc, KSH

Action: CEA to contact KSH, CBU and NFA to confirm.

Governor Links to Key Stages:

KS3- JAI  
 KS4- DGL, RRI  
 KS5- HSM, PTU

RMc had no preference.

Action: CEA to contact governors not present to ascertain their preference

Special Responsibility Governor Links:

Pupil Premium - RMc  
 Safeguarding - CBU

Action: CEA to contact CBU to confirm

It was agreed that at the last Governing Body in each year these business matters would be discussed, so that the ground could be hit running in September.

### 11.2 Publication of Governors’ details and Register of Interests

Action: CEA/SSM to ensure all necessary Governor information is published on the school website along with, from 1 September 2015, their register of interests.

### 11.3 Governance Annual Statement

Reference was made to the Annual Governance Statement template that was circulated with the agenda. Governors' approval was given for this to be completed and published. MSI, JAI and DGL agreed to work on this.

Action: MSI to arrange a meeting to discuss.

### **12. Health and Safety**

Reference was made to the items detailed in the Resources Committee minutes of 18 May 2015. No further issues to report.

### **13. Correspondence**

PTU confirmed the following correspondence had been received:-

- Letter from dissatisfied parent – the issue has now been resolved
- Letter of resignation from CEA as Clerk to the Governors with effect from 31 August 2015, but will continue as an interface on a day to day basis. Sian Henderson from the County Clerking Services will clerk Full Governors', Resources and School Development Committee meetings from 1 September 2015. PTU thanked CEA for her contribution and support over the last 2 years.

### **14. Any other Business**

JAI referred to discussions that took place at the recent School Development Committee meeting to 'opting in early 'to Progress 8. SWR confirmed that Andy Sykes suggests we go ahead with this option. Governors approved this.

DGL distributed papers outlining the proposal to build a 'new town' (Headley Fields) next to Bramham and agreed to go into more detail of the development at a future meeting.

PTU thanked MDU and SSM for their support and time as staff governors. AWA was thanked for her long service to the Governing Body and a presentation was made.

### **15. Dates for Next Meetings**

It was agreed that PTU and MSI would timetable meetings for 2015/16; Full Governing Body meetings should ideally be held on a Monday or Tuesday and there should be four meetings a year – the first being a training meeting.

The meeting closed at 9.10pm.

The following has subsequently been confirmed by Governors who were absent:-

- KSH's preference is to be linked to KS4 or KS5 otherwise and is happy to stay on the Resources Committee
- CBU is happy to continue as Safeguarding link and on the School Development Committee. Her preference is to be linked to KS4, or KS3 if needed
- NFA has confirmed he would like to stay on the School Development Committee and be linked to KS5