



Governing Body

28 November 2016

Minutes

Present: Philip Turnpenny (Chair), Roger Riley, Jeremy Airey, Ruth McHenry, Martyn Sibley (Head), Mike Dunphy, Ria Hennessy

In attendance: Eleanor Dodd (Head Girl), Cavan Conway (Head Boy), Wendy Fraser (Deputy Head), Cayte Mulhern (Deputy Head), Siân Henderson (Clerk), Sam Buckley (school staff – part meeting) would be grateful if you could make the following changes :

1. Welcome and apologies for absence

All were welcomed to the meeting. Apologies were received and accepted from David Gluck, Heather Smith and Chris Burt

2. Confidentiality and declarations of interest

Those present at the meeting were reminded of the confidential nature of discussion. Business interest forms were circulated and signed by governors. There were no declarations of interest.

3. Ofsted presentation

- Sam Buckley, a member of the school staff with extensive governor experience, gave a presentation to governors. Materials relating to Ofsted inspections were circulated prior to the meeting. The following points were noted:
 - The relationship between data and the school development plan is key
 - Outcomes will be closely examined by Ofsted
 - Governors should be knowledgeable/confident about discussing:
 - current data, and staff confidence around predictions
 - progress of various groups and gaps in data
 - attendance and behaviour/exclusion information
 - school vision
 - school priorities and how they are being addressed (with evidence)
 - staffing and budget issues

- Governors should be able to demonstrate that they are acting as a critical friend – impact of challenge, evidence of support, closing the gap in respect of PP students, awareness of strengths and weaknesses
- The inspection handbook outlines the issues that Ofsted will interrogate
- Action points from the 2012 inspection were circulated
- Governors were requested to study the Ofsted section on leadership and management and the school SEF before the meeting on 7 December
- The Chair thanked Sam Buckley for her very helpful and informative presentation.

[Sam Buckley left the meeting at this point]

4. Minutes of the meetings held on 21 June 2016

The minutes were approved and signed by the Chair

5. Matters arising

- (i) Minute 4ii, parental engagement – a *pro forma* is being discussed within school which would enable parents of KS3 children with no issues to opt out of attending parents' evenings
- (ii) Minute 5, the local authority termly review has been circulated
- (iii) Minute 5, fundraising – the Chair has written as requested
- (iv) Minute 5, trip to Tanzania – nothing further to report
- (v) Minute 6, training – Roger Riley is currently undertaking safer recruitment training. Ruth McHenery also offered to be trained.

6. Headteacher's report

A written report was circulated prior to the meeting, noting the following information:

- Staffing changes
- Student numbers
- Diary dates
- Parental engagement – including reports on attendance at parents' evenings and workshops. A governor noted that, for some specific meetings, only a small percentage of parents were represented, in contrast to general parents' evenings. The headteacher commented that parents whose children do not experience difficulties in the particular area are unlikely to attend.
- School-to-school support
- Visits undertaken
- Governor interaction with school – the headteacher's proposal that a termly governors' 'immersion' morning be introduced was welcomed by governors. These events will focus on school development and will involve governors listening to student and staff voices and observing teaching.

The following reports were discussed:

- Planned visits – **two visits were approved by the governing body**: July 2017 (4 days) Year 10 French visit to Normandy; July 2017 (3 days) Year 12 A Level Geography visit to Barcelona. All risk assessments will be completed.
- Policies – the Pay Policy has been amended in line with local authority guidance; the Child Protection Policy has been amended in accordance with the changes from NYCC; the Behaviour Management Policy has been revised with minor amendments. **The governing body approved these policy changes.**
- Key Stage/Vulnerable Learners Floodlight Meetings – minutes of recent meetings were circulated and governors were reminded of the importance of their attendance.
- Exclusions and internal sanctions – a report was circulated. **Governors welcomed the inclusion of action points, trends and the highlighting of issues of which governors should be aware.**
- Student attendance – a report was circulated which will be discussed in detail at the next SDC meeting.
- Student tracking – a report was circulated which will be discussed in detail at the next SDC meeting.
- Pupil Premium Strategy and Catch-up Strategy – a report was circulated which will be discussed in detail at the next SDC meeting.
- Whole School Development planning – a meeting to discuss priorities for the current year will be held on 7 December at 6.00 pm with a light buffet provided; all governors were requested to attend and a report on priorities was circulated in preparation for the meeting.
- Sixth Form Business Review – the following objectives have been drawn up by the school leadership team and were supported by the governing body:
 - a sustainable sixth form which is not subsidised by KS3 & KS4 funding
 - a sixth form able to generate a surplus to allow investment in the site, facilities and learning resources for the whole school
 - growth in sixth form income leading to less reliance on future cost reduction at all key stages.

It was noted that enrolment drives income (£4k per full time student) and that the objectives outlined depend on student numbers being maximised. Current enrolment is at its lowest in recent years and recommendations are being considered to ensure that this does not continue to be a significant financial risk for the school. The following actions were reported:

- bespoke sixth form tutoring reintroduced; students no longer part of 'main school' vertical tutor groups;
- sixth form block refurbishment with some areas designated for sixth form students only;

- broader curriculum offer for 2017-2018;
- 'myths' surrounding the TGS sixth form experience revealed by the recent leavers' questionnaire will be addressed at the open evening;
- more forensic targeting of students from different forecasted attainment bands to return at KS5;
- more aggressive marketing of sixth form open evening with more overt reference to the excellent outcomes of TGS students compared to other schools

7. Committee reports

Minutes from Resources and School Development meetings have been circulated to all governors. New governors will be invited to express an interest in one of the committees and a particular key stage.

- (i) Resources, including approval of the revised budget – minutes of the last two meetings have been circulated along with budget information. The Chair gave a brief overview of the financial position.

The governing body approved the submission of the revised budget as outlined in the monitoring statement reviewed by the Resources Committee at its November meeting.

- (ii) School Development – minutes of the meeting held earlier in the term have been circulated. A governor asked about focus on KS4 pupils on the C/D borderline and whether this was an ongoing issue. The Deputy Head commented that this has not been a particular long-term issue although students who achieve either maths or English at C or above, but not both subjects, are monitored carefully. Progress remains the primary focus and borderline students are benchmarked against expectations.
- (iii) Headteacher's Performance – a review has recently taken place and targets have been set for the coming year. The governing body approved the recommendations of the committee.

8. Working groups

- (i) Academisation – the working group has focused on the timing of conversion and heard presentations from various trusts. A proposal from the group was made to the governing body, that the school
 - (a) progresses towards academisation, and
 - (b) that the creation of a trust based around the STAR Alliance be explored.

A governor asked whether the Alliance currently contains any academies and the headteacher replied that the two existing academy primary schools would not join any new trust and neither would the two Catholic primary schools. A governor asked whether there would be any other secondary input into this potential MAT and the headteacher reported that Sherburn High School would be a likely member. A governor queried whether the structure of the trust would include a lead school; the headteacher observed

that it is unclear whether this would be a statutory requirement but that it would be the most likely scenario.

The governing body unanimously approved the two-part proposal outlined above

Three of the STAR Alliance headteachers will form a steering group along with three chairs of governing bodies to consider outline proposals for the formation of a multi academy trust.

The working group will continue to meet regularly and will report to the full governing body.

- (ii) Ofsted – *see minute 3*

9. Collaboration

- (i) Yorkshire Teaching Schools Alliance – work continues, including joint development days for staff, linked training on Monday evenings, a research and development group, and inter-school support.
- (ii) STAR Alliance – nothing further to report
- (iii) Post 16 with SHS – nothing further to report

10. Governance

- (i) Co-opted vacancies x 3 – Ria Hennessy was appointed to one of the vacancies as a representative of the associate staff team. Karl Shields was appointed to another position with one vacancy remaining. One person has expressed an interest in response to an advertisement on the school website and will be interviewed in the first instance by the Chair and headteacher.
- (ii) Parent governor vacancies x 2 – both vacancies have been filled, by Jess Ryan and Jon Bliss.
- (iii) Link governors – Jeremy Airey will be link governor for physics and technology (rather than science) and the link with English is no longer required.

11. Health & Safety

The Health and Safety policy was reviewed at the last meeting of the Resources Committee. Other health and safety matters are reported in the Resources Committee minutes.

12. Correspondence

- The Chair reported on two items. An anonymous letter from a staff member has been received complaining about the staffing structure. This has been passed to the headteacher who was

already dealing with the issue raised. The second letter related to a safeguarding issue raised with Ofsted in July and presented to the Chair in November; the response from Ofsted has been received by the Chair. Ofsted has contacted the Local Authority, who have stated that they have no concerns. However, the complaint and the associated information will be retained by Ofsted for consideration in the evidence base of the next inspection.

13. Safeguarding

- All governors bar two have completed basic safeguarding awareness; the clerk will remind those with outstanding commitments.
- A safeguarding report was circulated by the headteacher which will be discussed at the next meeting of the School Development Committee.
- Governors will be quizzed on their understanding of their safeguarding responsibilities at the next meeting.

14. Any other business

Annual governance report – Jeremy Airy agreed to produce a report with reference to 2015/16

15. Dates of future meetings

7 December at 6.00 pm

20 March, 20 June at 6.30 pm