

York High School Governing Body

Minutes of the meeting of the Full Governing Body held on Wednesday 20th October 2021 at 6pm held at the school

<u>Present:</u>	Rod Sims (Headteacher)	Rosemary Swords (Vice Chair)
	Ian Savage	Andrew Waller
	Angie Leatt	Jackie Johnson
	Clare Higgins McGarry	Richard Lavell
	Amanda Crouch	Andy Pope
<u>In Attendance</u>	Sophie Triffitt (Clerk)	

Action

1. **Welcome, Apologies for absence, Declarations of Interest**

The Vice Chair welcomed everyone to the meeting.

Apologies were received and accepted for Nicki Mitchell.

In the absence of the Chair the Vice Chair chaired the meeting.

Maxine Squire visit

The Headteacher reported that Maxine Squire (CYC Assistant Director, Education and Skills) visited the school on a very wet morning and noticed that many of the children were coming to school with no coat.

Feedback from the visit included:

- English department had purposeful learning and utilised great strategies and good targeted questioning.
- Art department had settled purposeful learning.
- ECT / DT department was the only place she saw off task behaviour and this is a known area with a challenging Year 11 group.
- MFL department had students who knew what they were doing, where going and showed awareness of prior learning.
- Science department had clear learning maps and purposeful learning.
- Pupil Voice feedback was that; KS4 has had a distinct change in behaviour, Science has better teaching, Google Classroom worked well, students could talk through interventions, Resilience Aspiration and Success is covered in all lessons, there has been a mental health / wellbeing focus from form tutors, they disagreed with toilet passes and felt they should be trusted, Religious Studies and English has good lessons, and the teachers are really good. They felt that Maths was different but at the same level so this will be followed up.
- Quality of student talk has significantly improved.
- Attendance was discussed including the need to have some case studies. Based on the first five weeks of attendance data York High is at 89.6% compared to a national average of 86.7%.

Overall there was really strong feedback including questioning techniques and behaviour that drives good progress. The purposeful phrase was used throughout.

Action: Headteacher to thank staff on behalf of governors.

HT

The Headteacher thanked Cllr Waller for his work in challenging the expansion of other schools and initiating the useful visit from Ms Squire to discuss York High and the skills agenda.

2. **Minutes of Previous Meeting held on 14th September 2021** (previously circulated)

The minutes were agreed as an accurate record of the meeting and approved.

3. **Matters Arising and Action Plan**

Action 1: Link governor meetings have taken place or are being scheduled.

Action 2: The key registration link was provided.

Action 3: Ongoing

4. **Governing Body Matters**

The Vice Chair reported that she had been into school to check the Single Central Record and asked governors to update the school if they had changed name or address in the last five years. The clerk will update the school on any resignations / appointments.

Action: Governors to inform the school if they have moved house or changed name in the last five years.

Governors

The clerk confirmed that there is no statutory review timeframe for DBS checks and the Trust doesn't have a policy for reviewing DBS.

Action: Headteacher to review the governor DBS status and addresses with the SBM and Office Manager. HT

Governor Visits and Training

The Headteacher confirmed that Safeguarding Training, FGM and Prevent need to be completed every three years in line with Trust policy. Safeguarding Children needs to be completed every three years but the refresher course must be completed in the intervening years.

Action: Training expectations and governor training record to be included in the next meeting agenda pack. Clerk

LGB Self Review

Carried over to the next meeting.

Pay Committee

Action: Headteacher to circulate dates for a pay committee. HT

Ms Crouch, Mr Savage and Ms Johnson were agreed as the pay committee membership.

5. **Ofsted Preparation**

The Headteacher explained that a focus of Ofsted will be what school has done since March 2021 to aid recovery from the school closure. There has been a focus on community, every department has recovery plans and there is ongoing identification and addressing of learning gaps.

Link governor visit guidelines (previously circulated)

Governors had no questions on the governor visit guidelines.

Standards Headline Summary (previously circulated)

Governors had no questions on the circulated link report.

Ofsted Q&A

1. What is the LGB vision for the school and how is it shared?
 - The school vision is based around the curriculum aims of Resilience, Aspiration and Success (RAS).
 - It is shared through the vision statement, website, SIP process, policies and SEF.
 - School want students to be respectful, confident and empowered.
 - Feedback from stakeholders is recognised and the school do a higher level of stakeholder engagement than most.
2. How do governors hold the Headteacher to account?
 - Challenge through governor and link meetings.
3. Tell me about your safeguarding training?
 - Online Safeguarding, Prevent and FGM training through Educare.

6. **Standards**

Link Visit report incorporated in the standards headline summary.

Standards Review Form (previously circulated)

Governors agreed the form for submission to the Trust.

Covid Recovery

The Headteacher reported that part of the recovery funding will be used for school led tutors.

It is a legal responsibility for schools if a child has not been in school for ten days to go to their house and get sight of them. Due to the high numbers of children this would relate to the school will need to employ someone to do this and whilst the recovery funding can be utilised for this it puts another pressure on schools.

Challenge: A governor questioned the government time frame as ten days is a long time for a child to come to harm.

The Headteacher reported that last week there was one staff and ten child Covid cases. By the end of the week this had risen to four staff and 37 children, and now down to 31 cases. The Director of Public Health recommendations have been adopted.

The school were contacted by the vaccination team and school checked some information re consent timeframe and have not heard anything back. There are circa 120 families who regularly test, staff are back wearing masks in communal areas but there is a circa 15% take up from students, if school want students to wear masks in public spaces there would need to be sanctions in place.

A governor noted the need for the vaccine team to consider the lead in time and communication needed to run a vaccine process through schools.

Challenge: A governor asked how the current attendance data compares to pre Covid attendance and what action is being taken to increase attendance. The Headteacher confirmed that pre Covid attendance was circa 92% and there is a focus on effective interventions, safeguarding, curriculum and attendance of key groups of persistently absent students.

Challenge: A governor noted that there are three students who have not been in school since before Covid and asked how they are being supported. The Headteacher explained that they have distance learning, specialist teacher involvement, offers to come into school, cases discussed half termly with the Inclusion Officer at CYC and CAMHS / external agencies involved. The Headteacher noted that the SEN part time tables would impact attendance data.

The Headteacher reported that there is lots of extracurricular activity and the sports department has really increased their offering.

7. **School Self Evaluation** (previously circulated)

The Headteacher noted that the recovery element will be developed further and the areas for improvement feed into the School Improvement Plan.

The Headteacher tabled a staff survey feedback summary highlighting the strong feedback particularly on the school is well led and managed question which reflects positively on all levels of leadership.

The Headteacher noted the parent voice feedback on recommending the school has improved from 55% would recommended the school when the survey was first done to 86%.

Challenge: A governor asked how this feedback can be publicised to demonstrate the improving picture of parent support. The Headteacher confirmed that the feedback will be shared with parents.

The Headteacher reported that the open evening went really well with two busy presentations and genuine enthusiasm from staff and pupils on display. A governor added that the catering team did a great job.

8. **School Improvement Plan**

There was no update to report.

9. **Teaching and Learning**

There was no update to report.

10. **Staffing Update**

The Headteacher reported;

- The Child Protection Lead will not be continuing past Christmas as hoped
- Resignation from the Head of Performing Arts
- Resignation in the PE department. There will be a fixed term post and then advertise a permanent position.
- Resignation from Ms Barber.
- Science maternity due to start.

11. **Finance Update**

[Link governor report](#) (previously circulated)

[Summary Document](#) (previously circulated)

[Full P12 Monitoring Report](#) (previously circulated)

[P12 Report Comments](#) (previously circulated)

The link governor reported that there was a £160k improvement in the budget which turned round the deficit to a surplus for year end.

Period 1 monitoring is reporting a deficit, the three year plan monitoring will continue and pupil numbers remains an area of risk.

Amanda Crouch left the meeting at 7.15pm.

Challenge: A governor questioned if there is any work to reduce the significant utilities cost line.

Action: Link governor to investigate utilities costs with the SBM and question if there is a Trust long term plan for utilities. **IS**

12. **Child Protection and Safeguarding** (previously circulated)

Link governor report circulated. The link governor reviewed the SCR (actions have been taken), attended the Trust Safeguarding and Safety Working Group meeting, reported that the MAT Safeguarding Policy has been updated and gone live. The Annual Report will be presented at the November meeting

13. Special Needs

The link governor had met with the SENCO.

SEND Information Report (previously circulated)

Governors had no questions on the circulated report.

14. Pupil Premium

The link governor met with the Pupil Premium lead on the 20th October and will submit a report for the next meeting.

15. Behaviour and Attendance

The link governor met with Ms Burns and will submit the report for the next meeting. Year 11 attendance was highlighted as an area of concern for urgent action / strategies and will meet to review impact.

16. Health and Safety (previously circulated)

Link governor report circulated.

Challenge: A governor asked if the urgent items are being addressed. The Headteacher was confident that all required items will be complete or risks assessments in place.

The Headteacher noted that NY H&S were consulted regarding the roof incident and the advice, which has been documented, was not to have prevention measures in place.

Challenge: A governor asked if the condition of the sports pitches has been resolved. The Headteacher reported that the contractors have been engaged and there is a need for some remedial work before the pitches can be up and running.

17. Community

A Careers Fair for Year 11 will take place in January 2022 and volunteer opportunities are being progressed.

Challenge: A governor asked if the move from BTEC to T Levels will impact students who would be better suited to a more practical course. The Headteacher confirmed that the T qualifications and phasing out of BTECS does not affect Key Stage 4 qualifications offered by York High.

Challenge: A governor asked if any past students have gone on to Oxford or Cambridge and if there is a mechanism to capture next steps / alumni information to highlight aspirational possibilities. The Headteacher explained that the school has been attempting to gain University destinations for the last five years but GDPR prevents the school from gaining access to the University outcomes and destinations of York High students

Action: Governors to investigate developing an alumni information page / platform.

Governors

18. York High Families

There was no update to report.

Action: Governors to take a decision at the next meeting on whether to continue York High Families.

Governors

19. Young Carers

There was no update to report.

20. School Policies

Remote Learning Policy (previously circulated)

Resolution: Governors approved the Remote Learning Policy.

The Headteacher noted that there will be a focus on upskilling Year 7 on Google Classroom in case of a need to deliver remote learning.

Pupil Attendance Policy (previously circulated)

Resolution: Governors approved the Pupil Attendance Policy.

Challenge: A governor asked what the CYC view on fining for low attendance is. The Headteacher explained that there are 90 children below 79% attendance and have been advised that a My Support Plan needs to be written before issuing a fixed penalty fine but if a student has 100% attendance and takes one holiday they will issue a fine. The school is working through the systems but there is no top level outcome. A governor noted that the fine is a key element of the pyramid but if support is not there then it shouldn't be in the process.

Challenge: A governor asked how the authority are supporting school to improve attendance of students. The Headteacher explained that there is a lot of support that is working and there are attendance summit meetings to review persistent absence.

Challenge: A governor noted that the DfE have emphasised attendance as a priority and the fining element is needed to support the school.

Challenge: A governor asked if there is any data to demonstrate that fixed penalty notices improve attendance. The Headteacher explained that it can be dependent on the circumstances but it does have an impact and allows the school to follow the staged process.

In response to a governor the Headteacher reported that York as a local authority has excellent attendance but York High has a significant chronic attendance concern and bigger numbers.

YHS Accessibility Plan (previously circulated)

Resolution: Governors approved the Accessibility Plan.

Peer on Peer Abuse Policy (previously circulated)

Resolution: Governors approved the Peer on Peer Abuse Policy.

Challenge: A governor asked if any action would be taken if there was a nothing to progress response from the MASH team referral. The Headteacher explained that the role of the school is to refer down the appropriate referral pathway and it is for the MASH team make a decision.

It was noted that the Wellbeing in Mind team will be working with the school.

21. MAT Business

There was York High governor representation on the MAT governance evening / merger consultation.

Governors noted that there were no key decisions / information to be consulted on, it felt like there has been an information vacuum and the sequencing of messaging has been unfortunate. There is a need to be able to clearly express how a merger will improve opportunities for the children.

It was agreed to do an LGB response to the consultation.

Action: Governors to pass any thoughts on the merger to the Chair for the consultation feedback.

Governors

22. Any Other Business

The Headteacher tabled the YHS RAS Award booklet.

23. Future Meeting Dates

24th November 2021

19th January 2022

7th March 2022

4th May 2022

20th June 2022

7th July 2022

The meeting closed at 8.15pm.

Approved at LGB on 24th November 2021

Ms N Mitchell - Chair

Date

<u>ACTION POINTS</u>				
<u>From the meeting of the Local Governing Body held on 20th October 2021</u>				
	<u>ACTION</u>	<u>ITEM</u>	<u>WHO</u>	<u>WHEN</u>
1.	Cllr Waller to arrange for someone to talk to governors about County Lines.	6 (14.09.21)	Cllr Waller	Autumn term
2.	Headteacher to thank staff on behalf of governors.	1	Headteacher	Complete
3.	Governors to inform the school if they have moved house or changed name in the last five years.	4	Governors	Oct 2021
4.	Headteacher to review the governor DBS status and addresses with the SBM and Office Manager.	4	Headteacher	Nov 2021

5.	Training expectations and governor training record to be included in the next meeting agenda pack	4	Clerk	Nov 2021
6.	Headteacher to circulate dates for a pay committee.	4	Headteacher	Complete
7.	Link governor to investigate utilities costs with the SBM and question if there is a Trust long term plan for utilities	11	Ian Savage	Nov 2021
8.	Governors to investigate developing an alumni information page / platform.	17	Governors	Jan 2021
9.	Governors to take a decision at the next meeting on whether to continue York High Families.	18	Governors	Nov 2021
10.	Governors to pass any thoughts on the merger to the Chair for the consultation feedback.	21	Governors	Oct 2021

November Agenda Items

LGB Self Review

Ofsted Q&A

Training expectations / Training record

CP/SG Annual Report

Approved