

## York High School Governing Body

### Minutes of the meeting of the Local Governing Board held on Thursday 24<sup>th</sup> November 2022 at 6pm held at the school

<b><u>Present:</u></b>	Rod Sims (Headteacher)	Rosemary Swords
	Nicki Mitchell (Chair)	Richard Lavell
	Andy Pope	Amanda Crouch
	Clr Andrew Waller	
<b><u>In Attendance</u></b>	Sophie Triffitt (Clerk)	

### Action

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

The Chair welcomed everyone to the meeting.

Apologies were received and accepted for Mr Savage.

#### 2. **Minutes of Previous Meeting held on 13<sup>th</sup> September 2022** (previously circulated)

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

##### **Confidential Minutes of 20<sup>th</sup> June 2022**

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

The Headteacher explained that moving forward there will be more members of SLT to pick up the work of Ms Kitchen, but they will have more teaching time.

**Challenge:** A governor requested clarity on the trust central team roles and another governor noted that the Trust as the corporate body has responsibility for the central team staffing structure.

**Challenge:** A governor noted that the trust is accountable for the spending of public money and asked if there had been a reduction in finance work at school level since the establishment of the Trust finance team. The Headteacher confirmed that there had been no reduction in school finance staff / finance responsibilities since joining the Trust.

#### 3. **Matters Arising and Action Plan**

**Action 1:** The action was superseded by Ofsted

**Action 2:** Clerk to send the Cyber Security training to Mrs Crouch and Mr Savage.

**Action 3:** Governors visits and reports submitted through LGB remain an ongoing priority post Ofsted.

**Action 4:** The School on a Page document was circulated.

**Action 5:** The 2022/23 priorities were circulated.

**Action 6:** The Chair had invited the CEO to the October meeting but was unable to attend on that date. Further dates will be sent to the Executive Officer.

#### 4. **Ofsted**

Governors recorded appreciation and thanks to the whole school team on the Ofsted judgement.

The Headteacher highlighted that behaviour and attendance post Covid continues to be a focus.

Governors discussed the impact of Covid and the current economic climate on school families and how this can result in heightened behaviours. The Headteacher reported that there were ten regulars who make use of the Community Cupboard but there is a need to address the stigma of accessing this support. There are fifty children accessing the free breakfast on a morning and the Headteacher felt very proud to be able to offer that support. The use of red tickets for lunch is increasing amongst certain groups and the build-up of debt will be reviewed in light of family circumstances.

#### 5. **Ofsted Dashboard / Weekly Pulse**

The Headteacher tabled the most recent Pulse report which is submitted to the CEO weekly, and he provides feedback. The Headteacher explained the BRAG process where he meets with Heads of Maths, English and Science, Mr Walker (attendance) and Ms Lawson (raising standards) to review at individual level the attainment of children across English and Maths and the significant level of interventions in place to move children towards the standard in those core subjects.

The Headteacher confirmed that he found the process useful and explained that the next report will have cumulative data.

**Challenge:** A governor questioned the number of children who are not likely to get a grade 4 in English and Maths. The Headteacher gave the context that 33% of children nationally won't achieve a grade 4.

The Headteacher highlighted that attendance at 86.6% is a significant barrier to learning. Key groups identified are disadvantaged and Year 11. The Headteacher is looking to create an attendance BRAG process, the admin team will make first day contact calls and Heads of House third day calls. The School Improvement Consultant has been tasked by the Trust to develop a structured approach to attendance.

**Challenge:** Governors recognised that attendance was a major issue for this school and would welcome more support from the Trust to deliver improvements.

The Headteacher highlighted Year 10 as a year group of need in terms of educational tracking and pastoral need.

**Challenge:** A governor asked if there had been any CEO feedback on the level of exclusions and suspensions. The Headteacher explained that the feedback had been that the numbers are too high but when given the context they have understand the issues. The Headteacher explained that there is a need to review the Internal Exclusion provision.

The Pulse report will be tabled at each meeting.

**6. School Improvement Plan**

The Headteacher updated governors that the parental engagement focus had not been driven forward due to the outcomes and attendance priorities.

**Action:** Headteacher to RAG rate the School Improvement Plan for the January meeting. HT

**7. Governing Body Matters**

**Recruitment**

**Action:** Headteacher to contact the digital governors to advise of an upcoming parent governor process. HT

The Chair encouraged governors to make contact with potential governors. Governors identified children's services, standards and data as skills and experience they would want to recruit

**Action:** Governors to organise a social open session as networking to invite potential governors to. AW / AC

**Skills Audit** (previously circulated)

**Action:** Clerk to circulate Skills Audit for governors to complete. Clerk / Govs

**LGB Annual Statement and Impact Report**

**Action:** Vice Chair to complete the LGB annual statement and impact report. RSwords

**8. Teaching and Learning**

The Chair had met with the Ms Kitchen and discussed; handover and how her work would be distributed across the three roles, Curriculum Area Reviews, Science and the School Improvement Consultants work in the department, and the ECT programme. The Chair would circulate a report.

**9. Standards**

The Chair agreed to include standards link discussion as part of the Headteacher meetings.

Mr Pope joined the meeting at 7.20pm.

**10. Child Protection and Safeguarding**

**Governor Visit Report** (previously circulated)

The link governor had met with the Ms Burns and looked at processes for children missing education and expectation on schools as the Police and CYC will not do home visits.

**Challenge:** A governor noted that if staff are making home visits there would need to be risk assessments in place.

**11. Attendance and Behaviour**

**Governor Visit Report** (previously circulated)

The link governor highlighted the pressure on behaviour and noted the Internal Exclusion cycle. The governor asked if splitting of age groups or first and repeat offenders could be considered when the Internal Exclusion provision is reviewed. The Headteacher explained the difficulties of staffing a split provision.

**12. Risk Record** (previously circulated)

The November 2022 updated version of the risk record was circulated, governors had no questions but agreed to review again at the January 2023 meeting.

**13. Special Needs**

The link governor had met with the new staff lead for an introduction and to agree plans going forward and will meet again before the end of term.

**14. Pupil Premium** (previously circulated)

Governors received the Pupil Premium Strategy and had no questions.

**Governor Visit Report** (previously circulated)

There were no questions or comment on the visit report.

**15. Staffing Update** (previously circulated)

Mr Pope explained that some staff are impacted more than others and provided a summary of feedback from seven out of the 14 staff impacted: staff are committed to the school and the pupils but some feel they will need to leave as they cannot absorb the financial impact, there are tasks that are undertaken in non-term time that will no longer get done, staff understand the financial picture but question if these savings are funding Trust roles.

**Challenge:** A governor asked if there is a Trust consultation process. The Headteacher confirmed there was and he had met with each individual effected to go through the financial impact and offered further one to one meetings.

The Headteacher explained that the decision around term time working was taken in light of the financial impact of unfunded pay awards and the Trust being out of line with standard practice nationally.

**Challenge:** A governor questioned if the decision would be reviewed in light of the national government budget announcement.

**Challenge:** A governor suggested that a long-term plan to bring staff in step with other areas nationally would have been understandable.

Cllr Waller asked for it to be recorded that he did not support the proposal.

Governors thanked Mr Pope for presenting the voice of staff and wanted to support staff at this difficult time.

**Challenge:** A governor accepted that difficult financial decisions needed to be made but raised concerns on the impact this could have on pupils and staff.

**Challenge:** A governor referred to the Scheme of Delegation *'The LGB in conjunction with the Board of Trustees are responsible for: Providing high levels of professional challenge to hold senior leaders to account.'* and suggested that governors had not had the opportunity to do that and needed to fully understand the relationship between layers of governance.

Governors recognised that the decision-making process sat with the Trust / Trustees under the new Scheme of Delegation and acknowledged the wider context but expressed concerns over the lack of transparency, consultation and communication when governors were assured they would continue to have a voice. Governors felt that with better and earlier communication the distress and upset could have been minimised and going forward would urge a two-way approach of communication / consultation. Governors hoped the Trust would consider staff representations to the consultation to minimise the impact on staff.

**16. Health and Safety**

The link governor had met with the School Business Manager and will provide a report for the next meeting. The majority of actions had been completed or were being addressed. The paperwork inspection is due before the end of term.

**17. Finance Update**

**Financial Summary** (previously circulated)

**Period 12 Monitoring** (previously circulated)

The Headteacher noted the uncertainty around biofuels and whether it is included in the capping and if so, how it would be implemented.

**Challenge:** In response to a governor the Headteacher confirmed that the financial monitoring is based on current payments.

**18. Community**

The link governor informed governors that the delays in CAMHS referrals was raised with CYC and a report will be published in January 2023, and they are looking at speeding up assessments / process for Education Health Care Plans.

The link governor had invited the new Police Commander to the area to understand the community concerns on anti-social behaviour. Mr Pope informed governors that North Yorkshire Police have provided £10.5k funding for an anti-social behaviour project for York High School and Westfield Primary and includes dance, judo, bike maintenance and boxing sessions which are targeted at children at risk of going in the wrong direction. The Headteacher reported that the children are really enjoying the sessions.

**York High Families**

There was no update to report.

Mrs Crouch left the meeting at 8.20pm.

**19. School Policies**

**Anti-bullying Policy** (previously circulated)

**Resolution:** Governors approved the Anti-bullying Policy.

**School Uniform Policy** (previously circulated)

**Resolution:** Governors approved the School Uniform Policy.

**Staff Dress Code** (previously circulated)

**Challenge:** A governor asked if the policy could cause any difficult situations for the Headteacher. The Headteacher confirmed not and that it would be a useful document to refer to.

**Resolution:** Governors approved the Staff Dress Code Policy.

**Careers Programme and Policy** (previously circulated)

**Resolution:** Governors approved the Careers Programme and Policy.

It was confirmed that Mr Savage was the Careers link governor.

**Pupil Attendance Policy Appendix** (previously circulated)

**Resolution:** Governors approved the Pupil Attendance Policy Appendix.

**20. MAT Business**

There was no update to report.

**21. Any Other Business**

There were no items for discussion under AOB.

**22. Future Meeting Dates**

- 18<sup>th</sup> January 2023
- 7<sup>th</sup> March 2023
- 4<sup>th</sup> May 2023
- 19<sup>th</sup> June 2023
- 11<sup>th</sup> July 2023

The meeting closed at 8.30pm.

***Approved at LGB on 1<sup>st</sup> February 2023***

Approval

<b><u>ACTION POINTS</u></b>				
<b><u>From the meeting of the Local Governing Body held on 24<sup>th</sup> November 2022</u></b>				
	<b><u>ACTION</u></b>	<b><u>ITEM</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
1.	Governors who had not yet completed the Cyber Security Training to do so as soon as possible.	5 (13.09.22)	Amanda Crouch Ian Savage	Sep 2022

2.	Headteacher to RAG rate the School Improvement Plan for the January meeting.	6	Headteacher	Jan 2023
3.	Headteacher to contact the digital governors to advise that a parent governor process will be run.	7	Headteacher	Dec 2022
4.	Governors to organise a social open session as networking to invite potential governors to.	7	Andrew Waller Amanda Crouch	Jan 2023
5.	Clerk to circulate Skills Audit for governors to complete.	7	Clerk / Governors	Dec 2022
6.	Vice Chair to complete the LGB annual statement and impact report.	7	Rosemary Swords	Dec 2022

**Next Meeting Agenda Items**

School Improvement Plan (RAG Rated)

Collated Skills Audit

Risk Record

**Future Meeting**