

## York High School

### Minutes of the meeting of the Local Governing Board held on Tuesday 7<sup>th</sup> March 2023 at 6pm held at the school

**Present:** Nicki Mitchell (Chair) Richard Lavell  
Andy Pope Amanda Crouch  
Rosemary Swords

**In Attendance** Amanda Fraser (Interim Head of School), Mark Hassack (CEO), Sophie Triffitt (Clerk),  
Prospective governors: Shaun Horton, Sarah Hammond, Val Roddis

### Action

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

The Chair welcomed everyone to the meeting and introductions were made. The Chair reminded attendees of the confidentiality of discussion.

Apologies were received and accepted for the Headteacher, Cllr Waller and Mr Savage.

#### 2. **CEO**

The CEO provided an update on Trust priorities and the role of local governance.

The CEO recognised the difficulties and hard work involved for York High School staff and governors in moving the school out of special measures.

The CEO explained the role of the Trust's central team (HR, School Improvement, SEND / Safeguarding, Personal Development, Estates) in supporting Headteachers in their school journey whilst retaining the individual natures of the schools. SEND and attendance are a particular focus across the Trust and there are weekly Headteacher meetings at alternating schools with Heads undertaking peer learning walks.

The CEO informed governors of the planned Trust celebration events for sport and arts and of the intention to run these events annually.

A governor noted concern that the safeguarding meeting would no longer be taking place as it was an opportunity to share best practice and another governor suggested that it would be useful to have governor link groups to share learning, training and best practice. The CEO explained that the central team, including the Director of SEND and Safeguarding, would attend an LGB meeting annually and that there could be a mechanism to support link governor meetings.

A governor suggested that it would be useful to develop links with feeder schools.

A governor noted the positive impact of Mr Wappatt's support around attendance and the Trust investment in attendance systems.

The Health and Safety governor noted that the Trust documents, including Lockdown Procedure and Health and Safety audits, have been helpful in the meetings with the SBM. The CEO noted that a new system has been launched 'iAM Compliant' and will provide a dashboard for monitoring once embedded.

The CEO addressed the staffing restructure, recognised governors concern at the communication and explained that the issue had been addressed by most local authorities and trusts years, if not decades, ago to address disparity and unfairness across contracts. Factors out of the Trust's control meant information was not shared in the right order / time when the aim was for all staff impacted to be informed first as part of a fair procedure.

The CEO assured governors that there is a significant role for LGBs in the Trust and wanted to have a collaborative way of working. Governors are best placed to challenge, support and monitor the school, through the Pulse report and meeting with staff and children to triangulate information. Governors also play a role in maintaining the school's distinctive and unique nature for the local community.

The CEO noted the need to strengthen the mechanism for LGB's feeding into the Trust Board and refining the role of the Link Trustee.

A governor asked the CEO to reconsider the requirement for governors to use trust e mails and governors thanked the CEO for attending.

**The CEO left the meeting at 7pm.**

3. **Minutes of Previous Meeting held on 1<sup>st</sup> February 2023** (previously circulated)

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

**Matters Arising and Action Plan**

**Action 1:** Clerk was asked to send a reminder of the Cyber Security training to Mr Savage.

**Action 2:** Discussion of local governance was included in the CEO update.

**Action 3:** Amanda Crouch (5/3/23) and Andy Pope (4/1/23) had completed Safer Recruitment training.

**Action 4:** Governors were reminded to provide a photo to Dawn Becton for school badges.

4. **Headteacher Report / Weekly Pulse** (tabled)

The Interim Head of School introduced herself and summarised her early view of the school.

Teaching and Learning: the classroom environment had been calm and purposeful and a five non-negotiables audit will be taking place WC 6<sup>th</sup> March 2023.

Attendance: this continues to be an area of concern. A comparison of current attendance to the last Pulse report was tabled and the Interim Head of School noted that persistent absence has reduced for years 7, 8, 9 and where the attendance position has worsened it was marginal. The pastoral team's work, new systems, parent check ins and contact home is making a difference. There has been push back from a small number of parents but a number of parents have made proactive requests for help to get their child into school.

Behaviour: the Behaviour Policy is robust, clear and concise. It is clear relationships are key at York High School and it is an important part of the school improvement journey.

Year 10 have been identified as a year group of concern with a significant group of children having had three or more IE removals and there is need to think differently about this cohort, this has been discussed with SLT and will be asking the Trust for support.

**Challenge:** A governor asked if there was a national trend for behaviour of Year 10. The Interim Head of School confirmed there was and there seems to have been two distinct responses to the Covid experience and the current climate (fear or feeling invincible) and the behaviour needs to be addressed now not in Year 11.

**Challenge:** A governor noted the importance of the clear behaviour policy to enable those in the classroom that want to learn being able to do so.

**Challenge:** An attendee asked if some children could be using IE as an escape route from the classroom as they are not coping with learning in class. The Interim Head of School agreed this could be a factor but given the IE environment of sitting quietly and working it is unlikely children would choose to go to IE.

BRAG: mock exams are taking place WC 6<sup>th</sup> March 2023 and will feed into the BRAG process. There has also been quality assurance of intervention materials.

**Action:** A governor requested a BRAG comparison (current data to new data based on mocks) at the 4<sup>th</sup> May 2023 meeting.

IHoS

A blank timetable for success template was tabled and the Interim Head of School explained that Year 11 students will have a personalised curriculum to ensure they are maximising learning in their final weeks before exams.

Strike Action: 17 staff members chose to strike on 1<sup>st</sup> and 28<sup>th</sup> February 2023 and there are two more strike days planned in March 2023. There has been an impact on student attendance and teaching and learning but it was felt best to continue to have Year 7 and Year 11 in school. There is a need to be creative in the education offering as school can't cover classes of striking teachers.

Admissions: 185 children have been placed at York High School for Year 7 September 2023 against a 190 PAN. This includes five who had not been placed but is higher than expected. A number of activities are planned to support transition.

5. **School Improvement Plan**

There was no update to report.

6. **Governing Body Matters**

**Governor Visits and Training**

**Action:** The Chair asked governors to make a link visit and submit a report for the next meeting.

Govs

7. **Teaching and Learning**

There was no update to report.

8. **Standards**  
The Chair would discuss standards as part of the planned meeting with the Interim Head of School.
9. **Child Protection and Safeguarding**  
There was no update to report.
10. **Attendance and Behaviour**  
There was no update to report.
11. **Special Needs**  
There was no update to report.
12. **Pupil Premium**  
There was no update to report.
13. **Staffing Update**  
The Interim Head of School reported that a Head of DT had been appointed.  
  
Long term supply had been secured for IT and Food Technician posts and an advert will be published for permanent posts to commence in September 2023.  
  
There would also be recruitment for a Head of House vacancy.
14. **Finance Update** (previously circulated)  
**Challenge:** A governor asked for detail of the £10.5k write off.  
  
**Action:** Interim Head of School to confirm details of the £10.5k write off. IHoS  
  
*Post meeting note: The SBM confirmed that the 'write off' nominal code was used to account for the York School Sports Network either positive or negative variance so it does not report a false position for the York High School budget.*  
  
**Action:** Finance link governor to make a link visit with the SBM and submit a written report. IS  
  
**Action:** SBM to be invited to the 4<sup>th</sup> May 2023 meeting to provide an update to governors. IHoS / SBM  
  
**Revised Budget** (previously circulated)  
Governors reviewed the revised budget and had no questions / challenge.
15. **Community**  
**GLL Energise Report** (previously circulated)  
Governors had no questions on the circulated report.
16. **York High Families**  
Visit planned to take place before Easter.
17. **School Policies**  
**Assessment & Feedback Policy** (previously circulated)  
**Resolution:** Governors approved the Assessment and Feedback Policy.  
  
**BTEC Assessment Policy** (previously circulated)  
**Resolution:** Governors approved the BTEC Assessment Policy.  
  
**BTEC Assessment Malpractice Policy** (previously circulated)  
**Challenge:** A governor asked if the policy should make reference to the use of AI. The Interim Head of School explained that students do not have access to AI when completing formal assessment work that is externally verified noting that universities operate differently.  
  
**Resolution:** Governors approved the BTEC Assessment Malpractice Policy.  
  
**BTEC Appeals Policy** (previously circulated)  
**Resolution:** Governors approved the BTEC Appeals Policy.  
  
**BTEC Blended Learning Policy** (previously circulated)  
**Resolution:** Governors approved the BTEC Blended Learning Policy.  
  
**BTEC Internal Verification Policy** (previously circulated)  
**Resolution:** Governors approved the BTEC Internal Verification Policy.  
  
**BTEC Registration and Certification Policy** (previously circulated)  
**Resolution:** Governors approved the BTEC Registration and Certification Policy.  
  
**Curriculum Policy** (previously circulated)

**Resolution:** Governors approved the Curriculum Policy.

**E-Safety Policy** (previously circulated)

**Resolution:** Governors approved the E-Safety Policy.

**18. MAT Business**

Recorded in CEO update.

**19. Any Other Business**

There were no items for AOB.

**20. Future Meeting Dates**

4<sup>th</sup> May 2023

19<sup>th</sup> June 2023

11<sup>th</sup> July 2023

The meeting closed at 8pm.

**Approved at LGB on 4<sup>th</sup> May 2023**

Approval

<b><u>ACTION POINTS</u></b>				
<b><u>From the meeting of the Local Governing Board held on 7<sup>th</sup> March 2023</u></b>				
	<b><u>ACTION</u></b>	<b><u>ITEM</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
1.	Ian Savage to complete Cyber Security Training.	5 (13.09.22)	Ian Savage	Sep 2022
2.	Governors to e mail a head shot photo to Dawn Becton for governor badges.	6 (01.02.23)	Governors	Feb 2023
3.	Provide a BRAG comparison (current data to new data based on mocks) at the 4 <sup>th</sup> May 2023 meeting.	4	Interim Head of School	27 April 2023
4.	Governors to make a link visit and submit a report for the next meeting.	6	Governors	27 April 2023
5.	Confirm details of the £10.5k write off.	14	Interim Head of School	Complete
6.	Finance link governor to make a link visit with the SBM and submit a written report.	14	Ian Savage	27 April 2023
7.	SBM to be invited to the 4 <sup>th</sup> May 2023 meeting to provide an update to governors.	14	Interim Head of School	Mar 2023

**Next Meeting Agenda Items**

SBM Update