

York High School

Minutes of the meeting of the Local Governing Board held on Thursday 4th May 2023 at 6pm held at the school

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

In Attendance Amanda Fraser (Interim Head of School), Ian Parnaby (SBM), Val Roddis (proposed governor), Sophie Triffitt (Clerk),

Action

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

The Chair welcomed everyone to the meeting and introductions were made.

Apologies were received and accepted for the Headteacher and Cllr Andrew Waller.

Resolution: Val Roddis was elected as a general governor to be ratified by the Trust Board.

Resolution: As there had been no nominations for the parent governor vacancy it was agreed for the school to make an approach to Sarah Hammond to be appointed to the parent vacancy.

2. **Minutes of Previous Meeting held on 7th March 2023** (previously circulated)

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

Matters Arising and Action Plan

Action 1: Clerk resent the Cyber Security training link.

Action 2: Governors were reminded to send a head shot photo for governor badges.

Action 3: BRAG comparison was provided as part of the Headteacher Report.

Action 4: The Finance Link Governor report was included in the agenda.

Action 5: Details of the £10.5k write off were included in the previous meeting minutes.

Action 6: The Finance Link Governor had met with the SBM and submitted a report.

Action 7: The SBM attended the meeting to provide an update to governors.

3. **SBM Update**

Budget Comparison Report (previously circulated)

The SBM provided an update on the budget monitoring report against revised budget noting that the carry forward outturn position had improved by circa £40k.

The SBM highlighted areas of income that had increased which equated to an additional £200k including high needs funding of £8k, additional grant of £70k, increase of £94k contributions from Energise although this is balanced against usage as the contract is based on meter readings and actual use, £28k of donations.

The SBM highlighted the areas of additional expenditure which equated to £300k due to additional staffing costs of £71k mainly due to unfunded pay awards being above budget assumptions, costs of Free School Meal vouchers, breakfast club £33k, the need to increase the alternative provision budget from £20k to £40k given the significant need and the initial budget being low in comparison to local schools, £10k additional site costs and an increase of utility costs of £151k.

Overall the budget reported a deficit of £174k.

The SBM explained the expectation to grow the 1.9% reserve towards the Trust 4% reserve figure, but that threshold is likely to increase given the messages coming from government.

Challenge: A governor asked if the budget position was similar to other schools in the trust. The SBM explained that the significant impacts to the YHS budget of staffing costs and utilities are impacting all school budgets.

3 Year Forecast Summary (previously circulated)

The SBM highlighted that the Trust have been clear that they won't accept the £174k in year deficit position. Whilst the budget is projected to stabilise, 2023/24 year projected a £3.1k surplus and a zero-balance projected in 2024/25, there is the need to grow the surplus position to support reserves.

Challenge: A governor asked if the Trust had indicated what level the reserve was likely be in the future. The SBM explained that nothing was confirmed yet.

The SBM highlighted the staff pay awards as a particular risk to the budget although assumptions have been adjusted to reflect the previous year pay award. The Curriculum Led Financial Planning process has been completed and will drive teaching staff costs and accounts for adjustments to PAN for future years although there will be a lag in terms of financial efficiency which should be fully realised in the 2025/26 budget informed by the 2024 census.

Utility costs remain a risk but there has been some benefit from the Energy Release Scheme. In response to a governor the SBM clarified the energy credit process was with the electricity provider.

School Planning Review Document (previously circulated)

The SBM had a monitoring review meeting on 1st May 2023 with the CFO and there was an improved deficit position somewhat impacted by the biomass fuel cost per tonne reducing. The SBM confirmed that the cost per tonne had risen from £200 to £590 at its highest price and was now £360. There had also been some salary savings from industrial action.

Challenge: A governor asked what percentage pay increase was used for the assumptions.

Action: The SBM took an action to share the assumptions document with governors.

SBM

Challenge: A governor asked if the revised PAN plans had been shared with staff. The SBM confirmed that the change to PAN had been shared with staff and parents. The SBM reported that the current numbers for the September 2023 Year 7 intake was 182, as of the 2nd May 2023, against a PAN of 180.

Challenge: A governor asked if there was any prospect of salary rises being fully funded by government. The SBM could not provide an answer but noted that if pay rises continue to be unfunded budgets across the sector will be significantly impacted. The Interim Head of School informed governors that Headteacher's are being balloted on strike action based on unfunded pay increases.

Link Governor Finance Update (previously circulated)

The link governor noted the difficulties in managing a three-year budget.

The link governor explained that the school fund is set up as a charity with the link governor as a school fund trustee. The link governor proposed winding up the school fund as a charity and for the fund to be subsumed into the school budget subject to any funds being ringfenced for the purpose it was raised. The SBM explained the overall constitution of the fund was for the educational benefit for pupils of York High School and mainly holds in and out funds for trips and fundraising activities.

Challenge: A governor raised concerns over money that was donated for the benefit of this school and York High School pupils being held within the school budget.

Challenge: A governor requested that if the fund was closed that governors have detailed oversight of that budget area to monitor use and impact of the funds. The SBM explained that it would have a cost code within the main school account and could provide detail of that cost code for transparency.

Challenge: Governors requested that the finance link governor maintained a link with SLT on the use of the funds that would normally be held in the school fund.

Challenge: A governor asked if the Scheme of Delegation could be updated to reflect the spend of this cost code if school funds are being closed at the request of the Trust.

Challenge: A governor noted the need to provide assurance on use of funds to any potential donors.

Resolution: Governors agreed for the school fund to be closed and funds moved to and reported through the school budget with an expectation that money would be used for the benefits of the pupils at York High School and subject to there being a process around approval and governor scrutiny to ensure that the funds are used for the specific purpose that they were generated for.

Governors recorded thanks to the SBM for the update and his hard work through the year.

The SBM left the meeting at 6.50pm.

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

The Interim Head of School informed governors that the Headteacher was on a phased return currently in school two days per week.

Challenge: In response to a governor the Interim Head of School confirmed that risk assessments and insurance was in place for the Headteacher to be back in school.

The Interim Head of School reported that the School Improvement Plan has continued to move forward in school, but the Headteacher had taken the opportunity to reflect strategically on where he wants the school to move forward while the Interim Head of School manages the operational element.

The Headteacher presented the BRAG comparison as requested by governors.

Challenge: A governor asked if the BRAG process informs a conversation with the child about their progress and mentoring, The Interim Head of School confirmed it does and students are grouped by cohort with the range of interventions needed and the students know why they are in that cohort at that time. Ms Lawson is the member of SLT leading on interventions.

The Interim Head of School made governors aware that the Progress 8 score was not reporting favourably. The Director of School Improvement came in and had a BRAG conversation with all middle leaders to understand what they need to move their classes forward and middle leaders really engaged with the process. The Interim Head of School presented an example of a personalised action plan for subjects beyond Maths, English and Science and explained that students will get a personalised timetable before exams and then personalised interventions to support each child to succeed. The Interim Head of School noted that the overall P8 for Year 11 students with attendance above 90% would be positive.

Challenge: A governor asked if parents are aware of the stand down plan and personalised timetables. The Interim Head of School explained that there is a potential date for the leavers assembly but has not yet been communicated to parents as students should be in school until the end of exams. The Interim Head of School agreed to ensure that the timetable for success information had been communicated to parents.

The Interim Head of School assured governors that focus on Year 10 has been maintained and shared Year 10 outcome progress from February 2023 to April 2023 noting that there are some challenging pupils and situations in Year 10 to be managed and the Headteacher will progress a Year 10 BRAG process.

Challenge: A governor noted the significant gap between prediction and target. The Interim Head of School explained that the intervention programme is designed to capture the right groups of students at different levels, but attendance is a concern for some students and the aim is to keep the programme of interventions fresh for the students.

Challenge: A governor asked if parents had bought into the interventions. The Interim Head of School explained that some parents have the view that their child is being punished by being kept in school and noted the wider shift in children and society post Covid.

The Interim Head of School reported that the York High School attendance is 84.9% against a national average of circa 90%. The attendance trend shows a dip after a strike day and the four strike days has significantly impacted on attendance. Attendance intervention has been a focus and the RAS posters will include a 95% attendance expectation.

Challenge: In response to a governor the Interim Head of School confirmed that WC 27th February 2023 49.69% of Year 11 were persistently absent and explained that interventions can't be delivered when children are not in school. The Trust is working closely with the school on attendance and the school is working with families and getting parents to support the school.

The Interim Head of School explained that there are two distinctive behaviours (overly anxious or overly angry) being seen in a cohort of students who are struggling to regulate their emotions. Both behaviours need lots of staff hours and money to support them in engaging with lessons.

Challenge: A governor asked if there was anything the LGB can do to help / support. The Interim Head of School explained that the behaviours seen are a national picture and there is a need for higher level analysis of the root cause. The Headteacher is reviewing behaviour and investigating strategies to address.

A governor suggested that pupil voice would provide an understanding of how to get children into school. It was noted that six Year 8 girls had engaged back with school through York School Sports Network dance interventions.

The Interim Head of School explained that the Headteacher had conducted pupil voice with the students who regularly return to internal exclusion to understand why and how it happens and how it could be prevented.

The Interim Head of School reported that through the recent strike days a full Year 11 timetable was offered, vulnerable students across the years were invited in and an offer made to parents for Year 7 students to attend if childcare was a concern.

Challenge: A governor commended the Maths department on their prediction data.

5. **School Improvement Plan**

The Interim Head of School reported that SLT had completed a mid-year review of the SIP and the Headteacher is reviewing at a strategic level.

Governors requested a SIP update from the Headteacher at the July meeting.

6. **Governing Body Matters**

Governor Visits and Training (previously circulated)

Action: Chair to complete Safer Recruitment training.

Chair

Link Governor Roles (previously circulated)

Resolution: Val Roddis was appointed to the Standards / Achievement link governor role.

June / July Meeting Plan

Resolution: Governors agreed to use the June meeting to have an update from members of SLT and the student wellbeing leaders and agreed for the meeting to be moved to Wednesday 21st June 3.30pm.

2023/24 Meeting Plan

Resolution: Governors agreed to plan for eight LGB meetings for 2023/24.

7. **Teaching and Learning**

There was no update to report.

8. **Standards**

Discussed as part of the BRAG update / Headteacher Report. There was no link governor update.

Mock Update

Discussed as part of the BRAG update / Headteacher Report.

9. **Child Protection and Safeguarding**

The link governor had a meeting scheduled for WC 8th May 2023.

10. **Attendance and Behaviour**

The link governor noted that their meeting was cancelled and was being rescheduled.

11. **Special Needs**

The link governor informed governors that from a York High Family session a parent requested the link governor speak with a York High Family student with SEND and CAMHS engagement who was struggling. The link governor engaged the Deputy headteacher who picked up with the students Teaching Assistant and Teacher to better understand the student's need and the student is now much happier and the SENDCO will continue the communication with mum.

The Interim Head of School informed governors that there had been discussion at SLT on the need to refocus staff on teaching and questioning in classroom being appropriate for the needs of the children in that class.

Andy Pope left the meeting at 8pm.

12. **Pupil Premium**

There was no update to report.

13. **Staffing Update**

The Interim Head of School reported on the following staffing appointments:

- Second in English to cover maternity leave.
- English Teacher.
- Maths Teacher.
- Head of IT.
- Head of DT.
- Head of House.

Interviews are scheduled for Food and an ECT English teacher who is working abroad. There was also a DT vacancy.

Val Roddis left the meeting at 8.03pm.

Challenge: A governor asked if recruitment was proving easy. The Interim Head of School explained that it had been difficult with few applications. Securing supply teachers had also proven difficult and there is a struggle to cover as needed even with four Cover Supervisors. There had been no potential recruits to the Site Manager Advert so the role has been readvertised with different terms.

Challenge: A governor asked for an update on the contract changes. The Interim Head of School along with the Director of HR had met with the eight-support staff who had not signed new contracts, if the contract is not signed by the set date their contracts will be terminated and offered new contracts on the new terms.

14. **Community**

Energise/YHS Termly Report (previously circulated)
Governors had no questions on the circulated report.

15. **York High Families**

Update provided as part of the SEND agenda item.

16. **School Policies**

Exam Policy Summary Policy (previously circulated)

Resolution: Governors approved the following exam policies:

Exam Contingency Plan
Escalation Process
Internal Appeals Policy
Non-examination assessments policy
Emergency Evacuation of the Exam Room
Word Processor Policy
Complaints and Appeals Procedure
Child Protection/Safeguarding Policy
Data Protection Policy
Equalities Policy - SBMAT policy
Whistleblowing Policy - SBMAT policy
Candidate Absence Policy
Candidate Late Arrival Policy
Food and Drink Policy
Leaving the Examination Room Policy
Managing Behaviour Policy
Separate Invigilation Policy
Access Arrangements Policy
Certificate Issue Procedure and Retention Policy
Conflicts of Interest Policy
Exams Archiving Policy
Malpractice Policy
Special Consideration Policy

Children Who Are Looked After Policy (previously circulated)

Resolution: Governors approved the Children Who are Looked After Policy.

Home School Agreement (previously circulated)

Resolution: Governors approved the Home School Agreement Policy.

Homework Policy (previously circulated)

Resolution: Governors approved the Homework Policy.

Model Publication Scheme (previously circulated)

Resolution: Governors approved the Model Publication Scheme.

Moving and Handling People Policy (previously circulated)

Resolution: Governors approved the Moving and Handling People Policy.

RSE and Health Education Policy (previously circulated)

Resolution: Governors approved the RSE and Health Education Policy.

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

Governors had no questions on the risk record.

18. **MAT Business**

There was no MAT business for discussion.

19. **Any Other Business**

There were no items for AOB.

20. Future Meeting Dates

21st June 2023 3.30pm

11th July 2023 6pm

The meeting closed at 8.15pm.

Approved at LGB on 21st June 2023

Approval

<u>ACTION POINTS</u> <u>From the meeting of the Local Governing Board held on 4th May 2023</u>				
	<u>ACTION</u>	<u>ITEM</u>	<u>WHO</u>	<u>WHEN</u>
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.	Share the budget assumptions document with governors.	3	SBM	May 2023
4.	Chair to complete Safer Recruitment training.	6	Chair	May 2023

June Meeting

SLT Update

Presentation from Student Wellbeing Leaders

July Meeting

SIP update from the Headteacher