

FULL GOVERNING BODY MEETING

Minutes of the Meeting held on Tuesday, 30th April 2019 at 6pm

Present:

Dave Hewitt (Headteacher)	Alison Patey-Colton
Dianne Gomery (Chair)	James Spencer
Paul Dack	Carol Tear
Caroline Rigden	Peter Spence
Rachel Cummings	Caroline Harding
Robin Stafford	Paul Revell (<i>until 8.20pm</i>)

In attendance:

- Liz Andrews-Wilson (Clerk, Governance Support Officer)
- Andy Haigh (Deputy Headteacher)
- John Alexander (School Business Manager)
- Amy Binks (NYCC - HR) (*until 7pm*)

		ACTION						
1.	<p>Welcome, apologies for absence and declarations of Interest</p> <p>The Chair welcomed everyone to the meeting, acknowledging that this was Dave Hewitt's first official meeting since taking up post as the Headteacher. Amy Binks (NYCC - HR) was welcomed and introduced to the Governing Body.</p> <p>Apologies for absence had been received from Emma Garland and Les North with consent. Emma Bracewell's apologies had been received, but the Clerk advised that due to non-attendance Emma had been disqualified from being a governor as of 8.04.19. The Chair had been in contact with Emma to inform her. A Staff Governor election process was to be initiated. There were no declarations of interest. Caroline Harding and Dave Hewitt returned their Business Interest forms to the Clerk.</p> <p>In light of the fact that a Parent Governor vacancy remained on the Governing Body, the Chair asked the Parent Governors and staff members if their conversations with parents had identified any parents that might be interested in joining the Governing Body. No interest had been forthcoming at this time. The Parent Governor election process would need to be run again; governors discussed the possibility of running this in June/July or waiting for the new intake of Year 7s in September.</p> <p>The Chair asked Amy Binks (HR Advisor from NYCC) to outline the work that she would be involved with, while supporting the school. Amy advised that she was working with the SBM to resolve some legacy attendance issues, and she was moving forward the plan to up-scale middle leaders. Amy also advised that she was looking at staff well being and building on processes to ensure that staff members' skills are being utilised properly. SBM added that Amy will also be helping to organise staffing structures and she supporting contract variations ready for the new academic year.</p>	<p>Head</p> <p>Agenda</p>						
2.	<p>Minutes of the last FGB meetings held on 4th March 2019 - Previously distributed.</p> <p>All governors were in agreement that the minutes were a true and accurate record of the meeting and they were signed by the Chair.</p>							
3.	<p>Action plan and matters arising</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>All governors to consider the parent governor vacancy</td> <td>Completed (see item 1)</td> </tr> </tbody> </table>		Action	Status	1.	All governors to consider the parent governor vacancy	Completed (see item 1)	
	Action	Status						
1.	All governors to consider the parent governor vacancy	Completed (see item 1)						

	and instigate a conversation with any parent they have in mind		
	2. Les North was to arrange his Governor of the Month visit. Caroline Rigden was to meet with APH re: Safeguarding <i>(c/f from 08.10.18)</i>	Safeguarding visit had been completed. Les' Health & Safety visit remained outstanding	LN
	3. Caroline Rigden and any other governors yet to do it, to send a pen portrait to Adam Harland please do so ASAP <i>(c/f from 26.11.18)</i>	Completed	
	4. Caroline Rigden and Peter Spence were to liaise about the 'Welcome JRS Governor's Pack'	Completed - PS to take the Welcome Pack forward	
	5. The Chair to investigate who the school's proprietor is	In a maintained school the proprietor is the Headteacher	
	6. The website audit was to be added to the Governor Monitoring Plan	Completed	
	<p>Matters arising</p> <p>A governor challenged if anything further could be done to increase the variety and take up of work experience. The Chair was to ask Gemma Murray (Careers Education Information, Advice and Guidance (CEIAG) to pull together a report on what percentage of pupils attend work experience and how many of these are Pupil Premium pupils. It was noted that fewer pupils are going out on work experience than previous years and that pupils were tending to take up work experience with family members. Governors were concerned that some pupils (especially disadvantaged pupils) might be missing out on opportunities because they don't have connections.</p>		
4.	<p>Deputy Headteacher Appointment</p> <p>The Headteacher informed governors that a strong field of 18 candidates had applied for the Deputy Headteacher role and that six had been invited to interview. Robin Stafford and Carol Tear and John Thompson (CYC - Head of Secondary Effectiveness and Achievement) would be joining the Headteacher to conduct the interviews. He added that the interview process would take two days, with three or four candidates being taken through to the second day.</p> <p>Ratification meeting date (Thursday, 9th May at 4.30pm)</p>		
5.	<p>Headteacher's Report</p> <p>The Headteacher's report was taken as read.</p> <p>A governor asked if the staff absence in Media Studies was having any impact on teaching. The Headteacher reassured governors that action had been taken to ensure that the pupils are not affected; he noted that the GCSE class had not been affected by the absence.</p> <p>Uniform Policy - The Headteacher stated that in reflection the SLT had felt that this was the wrong time to launch a new uniform policy, owing to the recent media coverage about the school. He asked governors if they would be in arrangement with him holding off on changing the policy, opting for a 'soft launch' of the new uniform. APH advised that he had asked the supplier to start selling the new uniform as of this term. This would allow the school to start to change the uniform gradually, before the school implements the full changes. Governors agreed that this approach seemed sensible and the parent governors commented that a soft launch would help to bolster good relations with parents.</p> <p>A governor asked APH what feedback he had received from the School Council. APH reported that the pupils had been keen to include all three skirt options and that they had been impressed with the quality and style of both the skirts and the trousers. It was noted that the School Council really liked the fact that the clothes are made of recycled plastic bottles. The Uniform Policy was to go back to SCC to amend the items that pupils 'MUST have' and 'can have' list. Governors were mindful to not disadvantage the disadvantaged pupils further. A governor challenged the SLT to</p>		SCC

<p>outline how the school plan to support the families who find it difficult to pay for uniform. APH advised that there would be no changes to the current systems, so vouchers would still be available for the families who need them. Governors discussed the possibility of the pupils setting up and running a uniform swap shop to encourage recycling and reduce the amount of uniform ending up in landfill. It was suggested that a Business Studies student could run a pop up shop. SCC were asked to consider a uniform swap shop. It was noted that girls can wear leggings for indoor and outdoor PE sessions.</p>	<p>SCC</p>
<p>Governors noted the section of the Headteacher’s report which outlined the partnership work with the Army and the good outcomes that had come from this initiative. In response to a question the Headteacher undertook to look at whether this will be continuing.</p>	<p>Head</p>
<p>A governor asked for an update on the pupils who are accessing alternative provision. The Headteacher advised that most of the alternative provision is provided by Danesgate PRU, with pupils undertaking Farming and Hair and Beauty qualification, as well as specific courses like horse care. APH advised that the SLT were looking at a way of ensuring that alternative provision is available internally, due to the fact that Danesgate is over capacity. The Headteacher advised that this exploratory work was being conducted under the LAs City-wide Inclusion Review. Some pupils have been offered placements on courses that they are interested in as a way to help them engage with the rest of their education. In response to a question, governors were informed that it costs the school about £1,800 a year for a pupil to attend skills day placements. APH advised that where places are directly commissioned with the provider, the school is responsible for aspects of the provision such as the Quality Assurance and DBS checks. APH reported that a number of KS3 pupils were accessing Danesgate support, through their Kestrel provision, in the hope that this will have an impact on their behaviour.</p>	
<p>A governor asked for an update on the Staff Wellbeing Group to come to the July FGB. The SBM and Deb Shepherd were to present this item. The Headteacher commented that the Group had made some valid suggestions which were being looked at with a view to implementing them. SCC was asked to review the suggestions and report back to the FGB.</p>	<p>Agenda SBM SCC</p>
<p>The Headteacher advised that the SLT were looking at the annual reporting cycle and parent evenings dates, especially for Year 8 and Year 9, with a view to aligning the Teaching and Learning Committee meetings with the data cycles. The Parent Governors fed back that the new reports are much clearer and easier to understand from a child’s point of view. A governor noted the importance of listing a strength on each aspect of the report.</p>	
<p>The governors discussed the recent bad press that the school had received, following the Police being on site. The Headteacher reported that he had received feedback from the Inspector that the Police would be running a session for all Headteachers in York about how the incident was handled, to look at lessons learnt. He noted that the school had some concerns about the actions that were taken.</p>	
<p>The Headteacher reported that an intruder had entered the premises after hours and had taken a few items of minimal value; as a result the Police had become involved. The SBM advised that he is exploring the options to improve site security. In the short term additional premises staff were to be appointed to man the Sports Centre door and help with generally site security. He added that in the long term the integrated security system would keep a log of who is in the building and allow for partial site lock downs.</p>	
<p>Governors challenged why there was a need to drive down the number of fixed term exclusions. APH advised that the ISDR was indicating that JRS had issued a high number of FTE compared to</p>	

	<p>schools with a similar profile. He informed the governors that staff were keeping a very high profile on the corridors and were working on building relationships with the more challenging pupils. The Chair noted that while the ISDR suggests the number of FTEs is high, JRS had similar FTE rates to other schools in York. Carol Tear stated that she would like to make a visit to see the inclusion and extractions rooms. APH advised that the three year downward trend on FTE needed to continue. The Headteacher stated that the SLT would be looking to the governing body to support managing these behaviour trends as part of wider strategy. APH explained that the SLT were exploring the possibility of running internal 'exclusion days' and the possibility of creating a Year 11 study room to keep the more challenging pupils in school, rather than issuing study leave. The room would be staffed by a member of SLT and stocked with revision materials.</p> <p>A governor asked what the uptake on EBacc had been for 2019-20. The Headteacher stated that he would bring these figures to the July meeting.</p> <p><i>7pm - Amy Binks left the meeting</i></p>	<p>CT</p> <p>Head</p>
BREAK		
6.	<p>Timetabling</p> <p>The Headteacher advised that work on the timetable was ongoing but it could not be finalised until some high level appointments have been made, for example: Head of MFL, Deputy Headteacher and Assistant Headteacher. He hopes to issue the timetable to staff earlier than normal, but noted that the short half term was causing problems across the sector as the resignation window closes on the 31st May.</p>	
7.	<p>SBM's report including:</p> <p>The SBM's report was taken as read.</p> <p>Year End Expected Outturn position</p> <p>The SBM reported that the financial year end had been completed and the final Powersolve had been issued by the LA, indicating that the outturn position was where it was expected to be. He informed the FGB that the outturn had been discussed in detail at the recent SFR Committee (see minutes included in the agenda pack).</p> <p>The SBM noted the following headlines:</p> <p>Revenue</p> <ul style="list-style-type: none"> • £38K of funding had been received in February (SEN, PP, Teacher's Pay and FSM grant), as this had not been spent in time for year end, the monies had been carried forward into the Start Budget • A £25K insurance claim had been received, in time to appear on the outturn • The carried forward revenue surplus was circa £550K <p>Capital</p> <ul style="list-style-type: none"> • The capital budget included £67K from the Chancellor's promise of funding for those 'little extras' • A slight under spend was reported as £20K of the monies set aside for the server upgrade had been moved into the 2019-20 budget • The carried forward capital surplus was circa £99K • The Chair of SFR noted that £35K had been transferred from the revenue budget into capital <p>Updated committed reserves</p> <p>The SBM reminded governors that at the last FGB governors had approved a plan to commit £250K of committed reserves. The SBM advised that in light of the savings and additional income, as discussed above, he would like to seek the governing body's approval to increase the committed reserves to £275K. The SFR Committee had scrutinised this proposal at the meeting</p>	

held on 8th April 2019 and had agreed the increase, subject to FGB ratification. The SBM advised that the additional £25K would be spent on increasing the specification for the new door entry system and would be used to cover the legal costs of ongoing legal expenses for an HR issue. The Chair of SFR, while agreeing with the proposal, challenged the SLT and SBM stating that the school needs to ensure that delegated funding is spent on the children to whom it is intended and that this should be considered when setting future budgets. The proposal to increase the committed reserves was put to a vote.

Proposed by: Paul Dack **Seconded by:** Robin Stafford **Vote:** Unanimous

Approval of the Start Budget 2019-20

The SBM reported that the school's finances had all been moved onto the new budget planning software for 2019/20. The Start Budget included 2019/20 and forecasted budgets for 2020/21 and 2021/22. The SBM advised that he was presenting a significant in-year deficit for the latter two years, but these forecasts had been made on the assumption that all staff will stay in post and continue to receive pay increments. He explained that staffing is unpredictable, due to the normal staff turn over, so the staffing assumptions are based on the worse case scenario.

The SBM reported that JRS had benefited from the National Funding Form for the last two years, but from 2019/20 onwards the funding will flat line. He advised that it was not his intention to grow the surplus. A governor asked the SBM to clarify if the school would still have surplus reserves in three years time, even on the predicted worse case scenario. The SBM confirmed that this would be the case. Governors noted the very strong position that the school is in and the Chair thanked the SBM for his report and his work in producing the outturn and Start Budget.

The Chair of SFR noted that SFR had briefly discussed the strategic vision the Sixth Form. The Headteacher advised that the FGB would be having a full discussion around a strategic review of the Sixth Form at the July meeting. The Headteacher had been reviewing the Sixth Form with the staff and looking at ways to make improvements and increase the intake. This item was to include a discussion about the future relationship with Huntington School.

The approval of the Start Budget was put to a vote.

Proposed by: Paul Dack **Seconded by:** Paul Revell **Vote:** Unanimous

Becoming a cashless school

The SBM advised that it was his strategic aim for the school to be as cashless as possible, to minimise the amount of cash in the building. He explained that 70-80% of income (from parents) comes in through Parent Pay, which is easy to audit and that he would like to push this higher. A governor asked how quickly the school could become cashless. Parent governors commented that it makes life easier for most parents to use Parent Pay for all transactions. A governor challenged if this direction of travel would create a problem for the minority of parents who don't use Parent Pay. The SBM advised that parents would also have the option of paying cash into a Pay Point (at the Post Office or Newsagent). A parent governor noted that Parent Pay has a minimum payment of £10 and asked if this could be lowered to help families to budget. The Headteacher and SBM undertook to look into this.

The SBM acknowledged that charity day collections would need to continue to be cash, but things such as revision guides could be added to Parent Pay. It was also noted that some parents pay cash for trips and that processing cheques is an administrative burden. A governor proposed that the school trial being cashless for six months and then review the systems to see if it is working. Governors agreed to encourage cashless wherever possible and instructed the SBM to implement the necessary changes.

Agenda

**HT &
SBM**

	<p>Items delegated to committees</p> <ul style="list-style-type: none"> • SCC was given the authority to approve the changes to the Uniform Policy. • SCC to consider the suggestions put forward by the Staff Wellbeing Group. 	
10.	<p>Policies</p> <p>Complaints Policy, Procedure and Guidance The Chair asked that all governors take note of the content of the new Complaints Procedure. A step by step guidance sheet was to be considered at the July FGB to enable governors to follow the process. Governors noted that some of the language in the model policy was not fit for purpose for JRS; the SBM and SLT were to review the language and submit the policy to SCC so that the Committee can check the document for consistency. The final version was to come back to the FGB for final approval.</p> <p>Admissions Policy Year 7 - ADOPTED Governors noted that there is a timing issue of when these policies are reviewed. The SLT and SBM noted the need to align this to when they are issued and when they need to appear on the he website.</p> <p>Admissions Policy Year 12 - ADOPTED Governors asked about the minimum number of pupils accepted into Year 12; APH explained that 30 students is a guide but the school is at liberty to accept more students if there is space.</p> <p>Behaviour Policy - APPROVED (subject to typo corrections) The minor change to the Behaviour Policy was noted (following a review in light of an exclusion appeal hearing, to reflect the Panel’s recommendations). APH/SBM was asked to correct a number of typos and then replace the version of the policy on the website. The Behaviour Policy was to be brought back to the SCC for a full review in due course.</p> <p>Finalised Uniform Policy (for information only) Discussed above.</p> <p>Panel Hearings Governors and SLT noted the need for all hearing packs to contain a signed copy of the relevant policies - as per the recommendations from the Independent Exclusions Appeal Panel.</p>	<p>Agenda</p> <p>SLT/SBM</p> <p>SCC</p> <p>FGB</p> <p>APH / SBM</p> <p>SCC</p>
11.	<p>Governor of the Month Report / Link Visit Reports</p> <p>Link Governor listings - covered above.</p> <p>Robin Stafford’s GotM Visit Report - noted Robin commented that seeing the Chromebooks in use had convinced him that they would be a very positive addition to teaching and learning. The SBM undertook to look into the issues highlighted in Robin’s report around the lack of gas pressure reaching the Food ovens.</p> <p><i>8.20pm - Paul Revell left the meeting</i></p>	<p>SBM</p>
12.	<p>Governor Training The Chair reminded governors of the Exclusions Training due to be held on Monday, 20th May 2019 at 6.30pm at West Offices.</p>	
13.	<p>Confidentiality</p> <p><i>8.22pm - Caroline Harding stepped out of the meeting</i></p> <ul style="list-style-type: none"> • Headteacher Staffing Update • Chair’s update (staff to leave the meeting) <p>These items were recorded in a separate confidential minute.</p> <p><i>8.26pm - Caroline Harding re-entered the meeting</i></p>	

14.	Any other business (previously notified) SCC meeting date changed to Monday, 3rd June 2019 at 6pm	
15.	Date and time of future meetings: Deputy Headteacher Ratification meeting date Thursday, 9 th May at 4.30pm Next FGB Monday, 8 th July 2019 at 6pm	

Meeting ended at 8.30pm

Signed:

Date:

Di Gomery (Chair of Governors)

ACTION PLAN FROM THE FULL GOVERNING BODY MEETING held on Tuesday, 30th April 2019

Action	Item	Person(s)	Timescale
1. Staff Governor election	1	Head	June 2019
2. Les North was to arrange his Governor of the Month visit (Health and Safety) <i>(c/f from 08.10.18)</i>	2	Les North	May 2019
3. Chair to ask Gemma Murray (CEIAG) for a report on what percentage of pupils attend work experience and how many of these are PP pupils	3	Chair	June 2019
4. Headteacher to look at whether the partnership work with the Army would be continuing	5	Head	June 2019
5. SBM to ask Deb Shepherd to attend the July FGB	5	SBM	May 2019
6. Carol Tear to make a visit to see the inclusion and extractions rooms	5	Carol Tear	Summer term
7. Headteacher to report on the uptake of EBacc for 2019-20	5	Head	July 2019
8. The Headteacher and SBM to look into reducing the minimum spend on Parent Pay	7	Head & SBM	July 2019
9. The SBM to ensure that all website updates had been made by the 14 th May 2019	8	SBM	May 2019
10. The SBM and SLT were to review the Complaints Procedure to ensure that the language used is fit for purpose	10	SBM & SLT	22.05.19
11. APH / SBM to correct the typos in the Behaviour Policy and then replace the version of the policy on the website	10	APH & SBM	May 2019
12. The SBM to look into the lack of gas pressure reaching the Food ovens	11	SBM	July 2019

Items for next FGB

- Parent Governor election process
- Outcome of the Staff Governor election process
- Governor's Termly Workshop (23rd May 2019) feedback
- Staff Wellbeing Group
- Governor Allowance Policy and the Governor Induction Pack
- Sixth Form Strategic review - to include a discussion about the future relationship with Huntington School
- Di Gomery's Term of Office
- Complaints Procedure - step by step guidance sheet / Updated Policy to come back to FGB for information
- **Confidential item** - Chair's update

Items for next SCC

- Uniform Policy
- SCC to consider a uniform swap shop
- Consider the suggestions put forward by the Staff Wellbeing Group, report back to FGB
- Complaints Procedure to be checked for consistency
- Behaviour Policy (for full review)