

Minutes of a joint meeting of the Governing Bodies of Lealholm School and the Federation of Castleton and Glaisdale Schools held at Lealholm School on Tuesday 3rd May 2018, at 5.30pm	
Present:	<p>Lealholm School:</p> <ul style="list-style-type: none"> • Helen Ward (HW) (Headteacher) • Ray Hopwood (RH) • Beth Parkes (BP) • Andrew Parker (AP) (Vice Chair) • Sue Morgan (SM) • Rebecca Denniff (RD) • Amy Newton (AN) <p>Castleton And Glaisdale Schools:</p> <ul style="list-style-type: none"> • Jane Douglas (JD) (Headteacher) • Louise Margetts (LM) (Chair) • Joanne Kevan (JK) • Richard Prust (RP) • Rachel Grace (RG)
In Attendance :	Paul Woodhead (PW) (Clerk to the Governors)
Not Present	<p>Lealholm School:</p> <ul style="list-style-type: none"> • Andrew Maisey (AM) (Chair) <p>Castleton & Glaisdale Schools:</p> <ul style="list-style-type: none"> • Denise Davidson (DD) • Dan Medcalf (DM) • Polly Findlay (PF) • Delia Liddle (DL) (Vice Chair) • Susan Barlow (SB)

The meeting started at 5:32pm

Minute No.		Action
FGB A01 18/19	<p><u>Welcome</u> AP was nominated to chair the meeting.</p> <p>AP welcomed the Governors to the school and led the introductions.</p>	
FGB A02 18/19	<p><u>Consideration Of Absences</u> Apologies were received from Andrew Maisey and Dan Medcalf, which were consented to by the governors present. Denise Davidson, Polly Findlay, Delia Liddle and Susan Barlow were absent.</p>	
FGB A03 18/19	<p><u>Declaration Of Interests</u> None were declared.</p>	

<p>FGB A04 18/19</p>	<p><u>Confidential Agenda Items</u> Nothing was identified as confidential at this time.</p>	
<p>FGB A05 18/19</p>	<p><u>Notification Of Any Other Urgent Business</u> HW had an item regarding PE funding for Eskdale School</p>	
<p>FGB A06 18/19</p>	<p><u>Minutes of the last meeting held on Tuesday 8th March 2018</u> The minutes were approved by the governors and signed by AP for Lealholm School and LM for Castleton and Glaisdale Schools.</p>	
<p>FGB A07 18/19</p>	<p><u>Matters arising</u></p> <p>It was confirmed that SM is still an active governor. However, SM stated that her role of governor clashed with her role of Governor at Welburn School, and with the two governing bodies merging and looking to reduce some numbers SM has decided to resign her position of governor of Lealholm School. SM stated that a letter confirming this would be sent after the meeting. HW thanked SM for the support she had given the school during her tenure as governor.</p> <p>JK entered the meeting at 5:37pm.</p> <p>The changes and succession plan have been successfully communicated to parents, and feedback shows that the parents of children at the schools, especially Glaisdale School are now feeling more secure. HW noted that had been particularly useful as she had had a chance to get to know students and their parents, and to get to know the staff at the other schools and earn their support. It was noted that the process had also allowed issues to be resolved at the current time rather than in September.</p>	
<p>FGB A08 18/19</p>	<p><u>Headteacher Reports</u></p> <p>JD referred to the Headteacher's Report for Castleton and Glaisdale Schools and led the discussion.</p> <p>An update on staffing was given. A teaching assistant has been recruited at Castleton to replace the teaching assistant who will be moving to Glaisdale School in September.</p> <p>A new admin person has been appointed at Glaisdale and is adapting to the role well. The Keystage 2 class at Glaisdale School were appointed a supply teacher and teaching assistant who have done an excellent job of maintaining the standards of teaching. The Keystage 1 teacher for Glaisdale is currently off with illness and confirmation has been received that she will be off for at least another month. It was noted that it is not clear whether the teacher will return before the September start and how they will return, whether that will</p>	

	<p>be phased or not. Cover has been found by a teacher from West Cliff school, who is doing a good job of maintaining stability.</p> <p>Governor Challenge: With the Keystage 1 teacher being off ill, who takes the role of the Teacher in Charge?</p> <p>The role will be covered by all staff at the school, and there will always be a teacher present at the school, even though it was noted it is not a legal requirement to have a teacher in charge at a school. However, it was noted that the senior teacher will normally fulfil the role and the schools will try to recognise that role. It was recognised that there is nobody fulfilling the role at Glaisdale at the current time, as the current staff available are too junior to take on the teacher in charge role, and if the Keystage 1 teacher does not look to be returning soon then the situation will be addressed. The governors noted that as part of the conditions with HW becoming headteacher for three schools there would be a headteacher in charge at each school to ensure cover when HW was not at the premises. However, it is not possible to avoid illness and the situation will be rectified as soon as possible.</p> <p>Attainment data was shown for the three schools. No progress data was included. It was noted that due to the small sample sizes the figures were not completely accurate. Also as progress data is not shown a student could be progressing well but not attaining. Progress data is being tracked and focus is being given to year on year tracker.</p> <p>The annual leadership reviews have been completed for YEAT. The documents from these were tabled for the governors.</p> <p>The SEN students number were highlighted.</p> <p>The attendance numbers were highlighted. There is a slight concern with the number of unauthorised holidays being taken during term time at Glaisdale School.</p> <p>HW referred to the Headteacher's Report for Lealholm School and led the discussion. The main concern for Lealholm School is the drop in numbers for the school, which is dropping by 5 students at the start of the next school year. It is thought to be circumstance for the loss of students rather than an issue with the school, but the situation is being monitored.</p> <p>CPD has been conducted for staff and is being kept consistent across the three schools.</p>	
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	<p>Numerous sports events have been conducted. The most recent was a visit to Castle Howard to have a triathlon which was very successful. In the morning the students got to go round Castle Howard and then had the opportunity to do art and archery before holding the triathlon in the afternoon. The event was for all classes in the school and was paid for using sports funding. Castle Howard provided all equipment and had the day extremely well planned so the school is looking to repeat the event due to its success.</p> <p>It was noted that Lealholm School currently have no Pupil Premium students. However, it was iterated to governors that they are still obligated to be aware of the regulations and procedures required from PP students, especially how the PP money can be spent. Additionally the schools PP policy needs to be available on the website. Castleton and Glaisdale School’s PP policy is on the Castleton and Glaisdale Schools website, and Lealholm School’s PP policy will look to align with that.</p> <p>It was confirmed that the Health and Safety visit has been conducted and a few minor issues were found which are now being resolved.</p> <p>Attendance for Lealholm School has dropped slightly to just under 95% with the majority of absence being holidays, although there are a couple of students out with long term illness.</p>	
<p>FGB A11 18/19</p>	<p><u>Finance Updates</u></p> <p>The finance update for Lealholm School was discussed.</p> <p>Governor Challenge: The financial report for Lealholm School was conducted based on more children being at the school than is being currently forecasted. Does the report need re-assessing?</p> <p>The report will be re-assessed, but the forecasting was predicting an increase of two additional students from October 2019, so the current year’s budget will remain unaffected. The school population figures are closely monitored and this issue was raised at the Finance Meeting and the Finance Committee will re-assess the report was required. The governors noted that the situation amounted to negative forward planning and that it was not acceptable to continue the budget on that basis. JD noted that within YEAT the numbers were reviewed at least once per term, and a negative forecast could result in staffing changes, but noted that Lealholm School had already addressed this by sharing their headteacher with two other schools. It was also noted</p>	

	<p>that for schools as small as Lealholm School it was difficult to predict up to three years ahead, but the situation would be monitored and followed by the trust.</p> <p>Governor Challenge: With the reduction in staff numbers, what other changes are being considered?</p> <p>The school will look at what savings can be made, with staffing being one of the options, but the school is not letting that be the dominant option. The school is continually re-assessing its options, and it is possible the school receives an influx of children that would change the financial situation dramatically. It was noted the school is extremely careful not to overspend and the budget is monitored month by month.</p> <p>The finance update for Castleton and Glaisdale Schools was discussed. Attention is being given to the third year of the forecast as there is a surplus carry over but this is diminishing as the forecasts are reviewed. It was noted however, that there are certain items that need removing from the forecast that will affect it positively. It was also noted that Castleton and Glaisdale Schools generate income via the Teaching Alliance that can be added to the forecast. However, even though the schools are carrying a surplus, the budgets for them are being closely monitored and opportunities for greater savings are being continually assessed, although the budget for the federation is not a major concern.</p> <p>The option of the Lealholm School joining a joint budget with Castleton and Glaisdale Schools' budget within the next few years was discussed. It was noted that if the three schools do create one joint budget; it would not be possible to share all the staff across the three schools, as Castleton and Glaisdale Schools have additional support staff to enable staff to carry out commitments to the Teaching School. As Teaching School funds these additional support staff it would not be right to allocate them to Lealholm School. Even though there would be one central account it was confirmed that for the three schools each school would have its own pool of money and each would have to show its accounts separately.</p>	
<p>FGB A09 18/19</p>	<p><u>YEAT Annual Leadership Review Updates</u></p> <p>JD informed the governors the reports were created by Donna Kettle who had been appointed by YEAT on an ad hoc basis to act as an external observer at the schools. Donna Kettle has recently left a LA advisor position and has been OFSTED trained. JD was to conduct the reports alongside Donna Kettle, but was unable to do so due to other commitments. Donna was supplied with:</p> <ul style="list-style-type: none"> • School SEFs • JD's reports on headteachers 	

- School development plans
- All data and metrics collected by the schools
- The recent staff and governor questionnaires

The reports were tabled and the governors given time to read the reports. It was noted that the reviews appeared to be very thorough and useful.

Governor Challenge: What can be done to improve the standard at Lealholm School so that it achieves the same results as Castleton and Glaisdale Schools?

It is expected that by working in partnership with Castleton and Glaisdale Schools, Lealholm School will learn the requirements to raise its standard so that it matches the other schools. The schools have had two terms of linking resources and the staff are now used to working with each other and learning each other's best practices. The schools are also looking to push students, parents and staff out of their comfort zones to achieve greater performance. An example of this is that for Castleton and Glaisdale Schools two sets of homework are set a week. Parents are expected to give forty minutes of their time to this and it was stated that the work set links to teaching be done in class. This is going to be expanded to Lealholm School, and will look to push the students, their parents and the teachers to commit to this.

It was noted these reports were a leadership review, and that at Lealholm School the leaders at the school are very new to their roles and so are still learning the responsibilities of the role. Feedback from staff is that they are learning from each other already and it has been noted that the benefits are being felt.

Parent expectations and engagement were identified as a possible issue as they are not always committed to giving the time for things like homework and work will be done to shift the expectations of parents.

It was noted that being classed as developing was not a bad position, as schools should always be looking to maintain and improve on their achievements. It was also noted that whilst not an outstanding school like Castleton and Glaisdale Schools, Lealholm was still a good school and of a level that many schools would aspire to be like, especially with regards to the levels of teaching and behaviour. However, the governors of Lealholm School noted the need to push to be outstanding. It was noted that as part of the report for Lealholm School, it covers the need for governors and parents to look at the progress of students rather than just

	<p>focusing on their achievements. The report looks at how to drive the changes required to raise the progress of students, and ensuring they are well rounded and happy. It was noted that the report emphasises the need for governors and parents to be involved in this change. It was noted that the capability of the staff are very similar across the three schools and that with the recommended changes Lealholm can be raised to outstanding.</p> <p>It was noted by governors that the review provided a good job list of requirements including:</p> <ul style="list-style-type: none">• A strong mention of monitoring of progress<ul style="list-style-type: none">○ There should be higher expectations of brighter children○ It was acknowledged in the past year Lealholm School has improved in linking progress and evidencing the progress• By linking Lealholm School to Castleton and Glaisdale Schools, and mirroring what they do the standard of Lealholm School should rise• Support for linking the three schools <p>It was noted that that there was nothing new on this list that had not already been considered by the schools.</p> <p>It was noted that the report definitely identified governors to be included with these measures. The governors noted that they did not want the staff to feel like there was a witch-hunt against them, but they also noted that it was the governor's responsibility to drive the schools in these initiatives.</p> <p>The issue of changing parent's attitudes was raised, concerning issuing homework more than once a week. The governors discussed whether it needed to be more frequent so the student becomes used to the idea that they have to do it. It was thought that the response to this from parents would be mixed depending on the parents' commitment and their understanding of the importance of homework. It was noted that the students need more homework in preparation for when they start Year 7. It was noted the benefits are not just for the academic skills but also for the self-development skills like organising and time management that are required.</p> <p>It was noted that leadership is constantly reviewed. JD receives weekly monitoring and intervention updates. HW has been informally keeping up with these updates, but will more formally review them to enable more rigorous checks. Information gathered from these updates will then be used to ensure quality first teaching is being adhered to at Lealholm School. It was noted the school is doing everything required</p>	
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	<p>for quality first teaching, but it needs to be better adhered to, and it was thought with a more rigorous application that the school should progress to outstanding status. It was noted that it is important to get the staff to buy into adopting quality first teaching, not just for the impact it has but also as the information collected can be used as evidence. A lot of what is required is already being done but the actions need to be more formal.</p> <p>Governor Challenge: Will these principles be also applied to KeyStage 1?</p> <p>The principles will be applied to KeyStage 1 but they will need to be kept age appropriate. There will be a consistent approach to implementing this across the schools.</p> <p>Governor Challenge: For Lealholm School the report highlighted the issues with having a small team with multiple roles as being a perceived barrier.</p> <p>The team will now be bigger as the leadership is split over three schools. The plan initially was to implement this in the current school year but this will now be done in September 2018.</p> <p>LM entered the meeting at 6:36pm.</p> <p>A tracking sheet showing year on year progress by students was tabled. It is used to identify the amount of progress made by students and was identified as being a useful tool for the leadership. The data also shows the progress on a term basis. This will be used in addition to Bromcom that has been adopted by YEAT to track data, as the tracking sheet is easier to use. It is expected that the data will also be used by Trustees as it is useful for drilling into the data and is easier to understand. It will be useful as it shows progress in addition to achievement, and will be especially useful for tracking progress of low achievers. It should also be a useful tool for OFSTED, as they will triangulate this data with bookmarking and parent interviews. The tracking sheet will also be useful for intervention work, as it can identify students not making the required progress and then track any impact the intervention has.</p>	
<p>FGB A11 18/19</p>	<p><u>Playgroup Lettings Policy</u></p> <p>The lettings policy is being reviewed across the trust, as the schools that have lettings have not reviewed the rents for a number of years. The review will affect Lealholm School as it property that is leased to the Playgroup at a current rate of £90 per month. The rate that should be charged in line with the lettings policy is £300 per month. It was noted that the current rate needs reviewing and they were required to agree</p>	

	<p>on a revised rate. The governors noted that they did not want to price out the Playgroup and acknowledged that costs to Lealholm School were rising and this needed to be represented. The governors confirmed how the trust’s letting policy was comprised and the rates calculated. It was suggested that the rate be incremented over a couple of years to the desired amount to allow the Playgroup to plan ahead. JD noted that the playgroup currently meets two days a week, but their initial plan was to open more days than that. The Playgroup is currently reviewing their staffing needs and if they recruit more staff they plan to open it more. The current rent amount is calculated on an hourly rate that they use the room. As they are not using it three days, it could technically be let out to someone else on those three days but as it is a playgroup they do not do this. It was thought that the Playgroup could be encouraged more than two days that would increase the rent, but the school could offer to cap the amount to £300 per month. This was considered possibly beneficial to the school as it would increase awareness of the school that could lead to more applications to attend. It was suggested that if the rise makes the premises unviable for the tenant, then it would be better to keep them at a low rate rather than lose them and keep some revenue rather than losing the revenue altogether. It was confirmed that the playgroup does not make a profit as they are a small charity. It was also confirmed that the Playgroup does not use the room during the summer months. It was suggested the school speaks to the Playgroup to gain an idea of how much they would be comfortable with, then offer a three year plan starting at £120 per month then raise it in steps over the next three years to the agreed amount. Consideration was given to the fact that the school did not want to appear overly commercial to the community since converting to an academy.</p> <p>Action required: HW to approach the Playgroup with the suggestion of a three year plan in which there will be an increase to £120 per month, to be represented as a percentage increase, and two further increases in years two and three which will take the figure closer to the £300 per month figure and in line with trust policy.</p>	<p>HW</p>
<p>FGB AOB12 18/19</p>	<p><u>Any Other Business</u></p> <p>Eskdale School have sent a letter to Lealholm School informing them they are applying for a grant to build multi surface sports pitches and have asked all local primary schools to contribute £500. The school feel the Sports Premium allowance is already been spent as desired and it is unclear to what the exact benefit for Lealholm School would be. The governors debated whether to contribute or not and</p>	

	<p>discussed the possible benefits to the school and noted the issue with transporting students to Eskdale School if they were to use them.</p> <p>Action: The governors decided unanimously not to contribute towards this at this time.</p> <p>Due to this being the last meeting with JD as headteacher for Castleton and Glaisdale Schools, the governors warmly thanked JD for her contributions to the schools during her tenure and wished her every success in her role of CEO for the trust.</p> <p>The Chair thanked SM for all her contributions as a governor.</p> <p>Governor Challenge: With SM leaving, are the skills she provides covered by other people?</p> <p>The governors discussed this and it was agreed that a skills audit should be conducted in the autumn. JD noted that FGB did not operate in the exact same way as LGB in a trust, and that gaps were permissible as long as the LGB worked. It was recommended that the governors keep this in mind and discuss the shape and size of the new joint board in the future. It was suggested that if there was a gap in the skill set of the governors that this could be filled using associate members.</p> <p>Action required: Governor skills audit to be added to the next LGB agenda.</p>	<p>PW</p>
	<p><u>Date Of Next Meeting</u></p> <p>The next meeting will be at Castleton School at 5.30pm Tuesday 16th October 2018.</p> <p>The next Finance meeting will be at Lealholm School at 2pm and Glaisdale School at 4pm Wednesday 7th November 2018.</p>	

The meeting ended at 7.05pm

Signed:

Date: