

Minutes of a meeting of the Governing Body of Lealholm School held at Lealholm School on Monday 26th March 2018, at 4.30pm	
Present:	Helen Ward (HW) (Headteacher) Andrew Maisey (AM) (Chair) Ray Hopwood (RH) Andrew Parker (AP) Rebecca Denniff (RD) Amy Newton (AN) Beth Parkes (BP)
In Attendance :	Paul Woodhead (PW) (Clerk to the Governors)
Not Present	Sue Morgan (SM)

The meeting started at 4.32pm

Minute No.		Action
FGB A01 18/19	<u>Welcome</u> The Headteacher welcomed the Governors to the school and led the introductions. Introductions were made to the new clerk.	
FGB A02 18/19	<u>Consideration Of Absences</u> Apologies were received from Sue Morgan and consented to by the governors present.	
FGB A03 18/19	<u>Declaration Of Interests</u> None were declared.	
FGB A04 18/19	<u>Confidential Agenda Items</u> Nothing was identified as confidential at this time.	
FGB A05 18/19	<u>Notification Of Any Other Urgent Business</u> A letter from Karen Vicars needs attention. It was requested that documentation to be written out in full rather than using acronyms.	
FGB A06 18/19	<u>Minutes of the last meeting held on Friday 26th January 2018</u> The minutes were approved by the governors and signed by the Chair.	
FGB A07 18/19	<u>Matters arising</u> A draft letter regarding the role of the Headteacher during the summer term has been sent out.	

<p>FGB B08 18/19</p>	<p>The letter regarding attendance during snowy weather was never sent out leading to the issue persisting. 3 students were unable to come into school and due to the letter not going out they cannot be marked as not attending. A letter was received from North Yorkshire County Council (NYCC) stating that if children cannot get in on public transport, this cannot be marked as non attending. This creates an issue as there is inconsistency between children using public and private transport. The governors discussed various options of what the school could do in adverse weather conditions with consideration being give to making school policy clearer and put onus on parents to check on whether the school is open and to consider using later transport when roads have been cleared making them more accessible.</p> <p>Action Required: AM to draft a letter detailing parents responsibilities in adverse weather conditions</p> <p><u>YEAT Update</u> The Scheme of Delegation document was tabled. AP briefed the governors on the document highlighting the structure of the organisation and the role and responsibilities of governors. The school converted to the Yorkshire Endeavour Academy Trust (YEAT) on Thursday 1st February 2018 with the structure of the trust being:</p> <ul style="list-style-type: none"> • 3 members who meet annually <ul style="list-style-type: none"> • 9 Trustees of the Trust Board. AM and AP are members of the Trust Board. <ul style="list-style-type: none"> • Headteacher Committee • Finance Committee • Standards Committee • Local Governing Bodies (LGB) <p>Some of the roles of the Governing Bodies are changing as the responsibilities such as policy making will now be conducted by the Trustees. The LGBs will have a responsibility to inform the Trustees and Members of the trust of any local issues and requirements specific to the school. They will also act as a line of communication for parents.</p> <p>Governor Challenge: What happens if the governors of the LGB are not happy with the Trust or what the Trustees are doing?</p> <p>If there are issues with the trust, the Governors and the LGB will have the ability to let the Trust know and for cases that are more serious there will be a complaints system. The governors noted that their responsibility is to the school and that there needs to be a transparent system to keep accountability with the Trust Board. Schools will also create a</p>	<p>AM</p>
---------------------------------	---	------------------

	<p>weekly report, which will go to the Trustees and Members and will be initial way a LGB can raise a concern.</p> <p>Governor Challenge: How will the Governors have information disseminated to them from the Trustee Board? The agenda for the LGB meetings will have an item for an update from the Trust. There will also be email updates from the Trust.</p> <p>The governors noted that they still had considerable responsibilities, and that it was some of the more generic responsibilities like policy setting that was being removed, which generally had been taken from NYCC. YEAT are replacing the role of NYCC, and the LGB will be dealing with YEAT in much the same way as they had NYCC.</p> <p>Governor Challenge: We currently have two governors from Lealholm LGB on the Trustee Board. When AM retires will he retire from the Trustee Board? AM stated he plans to retire as a governor from the summer term but that he intended to remain on the Trustee Board. It was confirmed that he could be on the Trustee Board and not on a LGB.</p> <p>Governor Challenge: When AM retires from the Trustee Board will he be replaced, and if so will the school have an option to submit another governor to be on the Trustee Board? It was confirmed that there would be a robust selection process to become a Trustee. It was noted that in 18 months time the role and composition of the Trustee Board could have changed as it adapted to the Trusts requirements. There was no guarantee that another governor from the school would be placed on the Trustee Board and it was noted as Trusts mature it is often desirable to keep the LGBs and the Trust Board separate so they can hold each other to account.</p> <p>A concern was raised that if the LGB had less representation with the Trustee Board then the requirements of the school might be overlooked as the school was only small and had different requirements to some of the larger schools in the Trust. It was noted that there were issues with the number of children joining the school and the school needed to address costs and joining a Multi Academy Trust (MAT) helped address these issues. It was considered that without joining a MAT that there would be a possibility the school would cease to operate within 5 years.</p>	
--	--	--

<p>FGB B09 18/19</p>	<p>Governor Challenge: The minutes of the meetings are made available on the website. Will this continue to be the case as we have joined the Trust?</p> <p>It was confirmed that the minutes of the Governor meetings would be published on the website as the legal requirements of the Trust would be the same as for the local authority. The minutes would be made publically available once the website was functional.</p> <p>Governor Challenge: Who is the Chair of the Trustee Board?</p> <p>It was confirmed that Tom Cooper is the Chair of the Trustee Board. However, this will change, as he is a Member of the Trust and a Governor of one of the schools. It was confirmed that this is legal but the ethicality was questioned.</p> <p><u>School Development Plan</u></p> <p>HW referenced the Action Plans circulated before the meeting, and talked the governors through them. This was initially created and circulated at the beginning of the year. The plan highlights the progress of the action plan for Castleton, Glaisdale and Lealholm, and it was noted that there were still parts incomplete due to the delay in converting to the MAT.</p> <ul style="list-style-type: none"> • Subject Leadership – various models for leadership in federations have been considered. It has not been possible to allocate subject leadership roles due to staff changes at Glaisdale school. There are currently subject leaders at Lealholm school as Lealholm federates with Castleton and Glaisdale the roles will need to be across the three schools. • Governance – The school currently has no Pupil Premium students and matters relating to Sports Premium are regularly discussed by the Governors. However, the more stringent evaluation and assessment procedures still require developing. One of the items in the development plan to address this is Learning Walks. Jane Douglass (JD) and HW have done Learning Walks across the three schools as a trial in preparation for the Governors doing them. They have proved useful in confirming judgement and for staff accountability. The intention is that governors will do the learning walks in future in groups of 3, with 2 governors being from the hosting school's LGB and the third governor being from the visiting school LGB. Forms have been created to provide structure in what to look for and how to provide feedback. Tentative dates for the Learning Walks are: <ul style="list-style-type: none"> • Castleton – Tuesday 1st May 2018 • Glaisdale – Thursday 3rd May 2018 	
---------------------------------	---	--

FGB B10
18/19

- Lealholm – Monday 8th May 2018
RH, AN and RD volunteered to cover the Learning Walks.

Governor Challenge: How often are the Learning Walks to be conducted?

The initial three will be conducted in a week, as they have not yet been done before. After the initial Learning Walks, they will be conducted once per term and will form part of the monitoring process. Consideration is being given to staff doing Learning Walks as well in the future.

- **Headteacher Leadership**
- **Teaching, Learning & Assessment**

Governor Challenge: In the Action Plan at the end of each section there is a comments box for potential risks. Have any of the identified risks been an actual problem?

The greatest issue so far has been the time factor, followed by the issue of suitable times to bring people together. Headteachers have been planning to ensure staff have availability with plenty of notice.

Governor Challenge: Is the time and effort you are putting into this worthwhile for the capacity the school has for improvement?

HW stated she definitely thought it was worthwhile and feedback indicates others thought the time and effort was beneficial. Additionally, as the Trust has a teaching school it means that there is influence beyond the Trust that can be used to gather support increasing the capacity for support. At present none of the identified risks have materialised into a problem.

Headteacher Report

HW talked through the Headteacher Report distributed before the meeting.

Attendance was discussed. Attendance is currently down to 95.6%, mainly due to illness and inclement weather. 2 Students have been severely ill requiring hospital stays and repeated absences. The governors checked that all the absences had been valid and HW reassured them this was the case. Low attendance is an issue across the three schools and Lealholm school does not have the lowest attendance. A meeting was held across the federation to form a strategy to address low attendance at the schools. The schools do not want to address attendance through the

students, but would rather raise awareness via the parents by making them proud of their children's achievements, which in turn is affected by attendance. Additionally, the way parents report absence is being looked at, with the possibility of standard forms being used. It should be easier for parents and should subtly act as a reminder if it is frequently used. It was noted that although the attendance levels are low, they are genuine so making it difficult to address them. Consideration was given to sending letters to parents raising the issue in a positive way.

HW had received an email containing questions about school improvement. The concern raised was how the school ensured that the school evaluation process is robust. HW informed the governors that this is done by:

- Lesson observations by governors and staff
- Book scrutiny by HW both at Lealholm School and the other schools in the federation
- Walk rounds by HW
- Advisor visits every term
- Monitoring with people external to the school

Governor Challenge: Are all the assessments recorded?

An assessment timetable records when the assessments are done. The results of these are then recorded. Additional dialogue and conversation are not recorded but discussed amongst relevant staff. Key concerns will be noted and recorded. Case studies are kept and tracked.

Governor Challenge: Can OFSTED access this data?

It was confirmed that OFSTED can get access to all data and records.

Governor Challenge: Do special cases of concern have records of conversation with them?

It was confirmed that concerning cases have the key conversations noted. Case studies will be formed and tracked. Data is kept on things such as performance, attendance, what has been missed, etc. Interventions will be coordinated, and once they have had time to have an effect they will be reviewed. Revisions to the intervention will be done in a timely manner. A concern is that the number of staff put a limit on the number of interventions.

Governor Challenge: How are interventions measured?

An initial assessment is done and then there will be a follow up assessment to track and record progress. Care is taken to ensure the tests are age appropriate. The evidence collected is used to show the students how they have improved and

<p>FGB B11 18/19</p> <p>FGB B12 18/19</p>	<p>help build their confidence. Where students keep scoring 0 the intervention can be repeated and the scores will show the small incremental progressions which can be demonstrated. It was noted that the process is similar to tracking SEND.</p> <p>Tracking Packs were tabled. HW explained the packs show the Key Stage 2 data from the start and the end of year expectations. Explanations were given for what the data meant.</p> <p>Governor Challenge: What does 0 mean in the data? A 0 in the data indicates that the student did not meet any of the AREs. This is from when the new curriculum started and the school may have been harsh in the scoring. There have been complications comparing the new and old curriculums explaining some of the jumps in the data. The data works best with Year 4 and below as they have done the most with the new curriculum. The scoring is out of 9 with 6 being the average score.</p> <p>Governor Challenge: Some of the expectations are very low. There are some at 4 and some at 2. The scores of 4, 5 & 6 means the student is still performing as expected. This was a new system and it was uncertain how the scores would come out, so this data is being used to set a baseline. Consideration is being given to setting higher expectations.</p> <p>Governor Challenge: It appears that Years 4 & 5 are struggling academically. It was acknowledged that Years 4 & 5 are struggling and are behind, but they are making progress. However, the data is available now to allow the school to remedy the issue. Of the low scoring students in Year 5, 2 students have SEN issues, and in Year 4 both the two low scores are SEN students who have been at the school less than a year coming from different settings. Both these students are below expectations, but compared to their initial expectations they have made excellent progress. Some of the governors understood the school was focusing on lower achievers making the best progress they could, but expressed concern of students not being academically good. They felt that no child was incapable of being academically good and that the school needed to find that best method for them to learn. Other governors disagreed with this as the school has structures set outside its control and some children will be unable to reach government targets based on these structures. In these cases, the school will be expected to progress the students as far as possible. HW confirmed that students progress is tracked and can ensure any student</p>	
---	--	--

failing is picked up and if an intervention is required then they will be targeted. HW explained how the data in the tracking pack evidenced this and that the children flagged as red in the data were being discussed by teachers as to how to target them.

Learning Walks

Learning Walks had already been discussed with the school development plan.

Future Federation /Staffing and Governor Collaboration

HW stated in the last meeting the governors had been informed that after federating with Castleton and Glaisdale Schools she would spend 1 day a week at both these schools as Headteacher. However, the long term has to be considered so governors of both Lealholm LGB and Castleton & Glaisdale LGB are being asked their opinions about this. There will be availability to do discuss this separately and together. It was noted that the schools did not have to federate, also within the MAT it did not have to be a formal federation. The Trust will make decisions for the school but they will be based purely on what they think is best for the children and financial constraints.

Governor Challenge: What would it look like regarding teaching staff?

The teaching staff would remain as is for the 3 schools, but HW would become the Headteacher for all of them. There should be no change in the daily running of the classrooms. The greatest impact was considered to be at Castleton and Glaisdale Schools as HW would be spending more time there.

The governors discussed this and it was thought it could be beneficial as long as it did not disrupt the organisational identity of the school. It was noted that the main identity of the school was provided by the governors. As HW is already spending time as Headteacher at other schools, it could be worth monitoring how the situation progresses and make a decision from there. The process of HW being Headteacher of multiple schools started with the proposal to join the federation with Castleton and Glaisdale schools. Since the formation of the MAT this has been continued as it makes sense financially. A concern was raised that parents might not be happy at HW spending less time at the school. Some parents had already shown concern with HW spending time as Headteacher at Goathland School, and HW being Headteacher of more schools could increase that concern.

<p>FGB B13 18/19</p> <p>FGB B14 18/19</p> <p>FGB B15 18/19</p>	<p>Governor Challenge: How do you feel about this as Headteacher? HW stated that she is very excited about the prospect. It was noted the size of the school does not warrant a full time Headteacher and it is clear it will never be able to have a full time Headteacher again. It was iterated that the amount of teaching staff has not changed with this.</p> <p>Governor Challenge: The teacher in the infants is shared with Goathland School. If the school federates and the link with Goathland School is lost will the school lose the teacher? It was considered that the situation with the teacher could remain even if the link with Goathland School was broken. If the teacher is lost then a supply teacher could be brought in. The position would be advertised but it is uncertain what interest it would generate as the role is only for 1.5 days.</p> <p>Governor Challenge: If HW becomes Headteacher for the 3 schools what will the breakdown of teaching be? It was confirmed that currently there is a teacher doing 3 days, another does half a day, and another does a 1.5 days. This is the same as it always has been and will not change with the Headteacher changes. When HW was in the classroom she acted as a teacher, but she could be called out at any point to deal with an issue. Having a teacher to replace her is better as the teacher will not be called out to deal with Headteacher matters. It is uncommon nowadays to find Headteachers who teach, but it can be difficult for parents to understand this. There has been succession planning and HW has spoken to and made herself available to staff, parents and children at all three schools. A concern that has been heard from parents is that there is uncertainty about where HW would be at any one time during the week and how to contact her. Consideration was given to the possibility of a system for HW to let everyone know where she is and will be, but this would be awkward to set up. A possible option could be to have a Headteacher Clinic that would give a set time known to parents to address their concerns. The governors analysed the breakdown of teaching and with a teacher been taken on for 3 days to replace HW in classroom it has resulted in the school having greater teaching capacity. It was decided that this could be used to address parents concerns and needs to be made clearer to them. The governors anticipate a concern for parents would be the perceived stability of staff that would need to be addressed.</p>	
---	--	--

<p>FGB B16 18/19</p> <p>FGB B17 18/19</p> <p>FGB C18 18/19</p> <p>FGB C19 18/19</p>	<p>Action: The governors agreed they would support the decision for Helen Ward to take the position of Headteacher of the three schools.</p> <p>It was proposed that there should be joint LGB meetings with Castleton & Glaisdale LGB. The meetings will last 2 hours and the structure would be:</p> <ul style="list-style-type: none"> • 30 minutes Lealholm LGB only to discuss matters pertaining to Lealholm School only • 1 hour joint LGB to discuss matters relevant to all schools • 30 minutes Castleton & Glaisdale LGB only to discuss matters pertaining to Castleton & Glaisdale School only <p>This would allow a more efficient use of time for HW. It would also give the opportunity for 2 LGB to share views.</p> <p>Governor Challenge: Would 30 minutes be long enough to cover the issues.</p> <p>It was considered 30 minutes is long enough to cover the issues relevant only to Lealholm school, as the majority of issues will be pertinent to both schools.</p> <p>The next meeting will follow the new format and will be held at Glaisdale School at 5pm, Tuesday 8th May 2018</p> <p>AM will be unable to attend the meeting.</p> <p>The meeting scheduled for Monday 21st May is cancelled.</p> <p><u>Data Update</u> The Data Update had already been discussed with the Headteacher Report.</p> <p><u>Monitoring Procedures</u> Monitoring Procedures had already been discussed with the school development plan.</p> <p><u>Sport & Pupil Premium</u> HW checked if there were any question regarding Pupil Premium expenditure.</p> <p>The website needs to be further updated to include more information regarding sports.</p> <p>Governor Challenge: Does the school not do swimming? It was confirmed the school does do swimming but only in the summer and autumn terms due to weather.</p>	
---	--	--

<p>FGB D20 18/19</p> <p>FGB D21 18/19</p> <p>FGB D22 18/19</p> <p>FGB AOB23 18/19</p> <p>FGB AOB24 18/19</p>	<p>Governor Challenge: Is there any outdoor activities? There is nothing booked but a triathlon is planned for July.</p> <p>Governor Challenge: Is there any arts or music planned? There is nothing on the agenda for this but it is being looked into. There were offers from the governors to support this. It was noted that Sports Premium money is ring fenced and not available for arts or music. Music funding is available but it has to be applied for. RD offered to help with this and a meeting is to be arranged between HW and RD to discuss this. This funding can now be applied for school activities in addition to extracurricular activities.</p> <p><u>Safeguarding</u> There are currently no safeguarding issues. HW noted that there is a couple of students with attendance issues that she is monitoring. It is not considered an issue but instinct suggests an underlying cause. The two cases are not related. The governors supported HW in monitoring this.</p> <p><u>Health & Safety</u> There are currently no Health & Safety issues.</p> <p><u>Pay Review Committee</u> Due to HW's work at Goathland School there needs to be a pay review committee with Lealholm LGB and Castleton and Glaisdale LGB to discuss remuneration for the work she is doing there. It was noted that ultimately, the remuneration would be controlled by the Trust, but the Pay Committee was still required to sign it off.</p> <p><u>Contract Schedule</u> The contract schedule is currently not ready. The contracts are bought in at this time of year and are normally done by NYCC, but it is being considered to buy the contracts through the Trust in order to make the most of economies of scale. The majority of contracts are envisaged to remain the same. One area of attention is school dinners. The average price of school dinners is £2.25 and the school charge £2.10; however the cost to the school is £2.50. This is an issue affecting all schools in the Whitby area and needs addressing.</p> <p>Governor Challenge: Are there any envisaged changes due to the Spring Statement that mentioned school dinners? It was expected that free infant school dinners would continue for the summer term at least.</p>	
---	--	--

<p>FGB AOB25 18/19</p>	<p><u>Feedback from Governor’s Meeting on Thursday 22nd February 2018</u> The consensus was the meeting went well, although it was noted that some Governors felt awkward with the meeting not being held on school property and would prefer meetings to be held at the school. A simple timeline for assessment and monitoring was requested so governors know what to ask for and when. It was confirmed that this was already available and the location of the documents would be shared.</p> <p><u>Set Dates for Governor Visits (Learning Walks)</u> Learning Walks had already been discussed with the school development plan.</p> <p><u>General Data Protection Regulation (GDPR) Updates and Implications for Governors</u> Training has been held for Governors for GDPR. Key points were:</p> <ul style="list-style-type: none"> • Governors must have a school email address and use this for school matters • The organisation must have a Data Protection Officer. This will be provided for the school by the Trust who are buying the services of a specialist. This is the same service as NYCC are using • An asset register is required • The pro-forma forms need filling in <p>Governors considered is wise to buy in specialist services to deal with GDPR as there are many issues where a mistake is possible and the consequences can be expensive.</p> <p>Governor Challenge: What happens with third parties who use the school’s data? How will the data they use be monitored?</p> <p>These would be classed as data processors and they should not be storing the data, but it was noted that might not be the case. The issue would be raised with the contractors for clarification.</p> <p><u>Willow</u> SM will be contacted to see if she will consider doing Willow again.</p>	<p>AM</p>
<p>FGB AOB26 18/19</p>	<p><u>Holiday Request</u> A letter has been received with a holiday request. The request is for an authorised 4-day leave for 8th – 11th May 2018. It states that the reason for this is that the farming schedules clash with school holidays and this is the only time the farm can be left. It states that the experience will be educationally beneficial as they will be doing outdoor activities</p>	

and will experience new cultures and environments. The governors discussed the request and the majority sympathised with the predicament, however given the number of farmers in the region it was decided that a boundary had to be set and this did not constitute a special circumstance. It was decided that the family could take the holiday but it would not be authorised.

Action required: AM will contact the family to let them know the governors decision.

Secondary Schools Admissions Update

Two students this year were not admitted into Eskdale school due to its catchment area changing. The areas affected are Lealholm Glaisdale and Danby. The school was unaware that this was going to happen so could not warn families. One family in particular is upset about this. One of the children is going to Caedmon School and the other family is appealing. The reasons given for not admitting the children were distance and they had no siblings at the school. HW has written to Eskdale School on behalf of the two children, as have Danby Glaisdale School but there has been no response.

Governor Challenge: How many children from Lealholm School are going to Eskdale School?

Of the 7 children leaving Lealholm School, 5 are going to Eskdale School, 1 is going to Caedmon School and it is unknown where the final one is going.

The governors discussed the issue of catchment areas. It was noted that although the catchment area had changed for Eskdale school the application process remained the same. The catchment area for Stokesley School was raised as it includes Castleton School and Danby School, but it is not a popular choice due to lack of public transport. A recommendation is that the school look to build links with Caedmon School. The school does have links with Caedmon and Eskdale Schools, and although this situation makes it difficult, the school still has a transition process. With the knowledge that the catchment area has changed the school is better placed to manage parent expectations.

Letter From Karen Vickers

A letter has been received by the governors thanking HW for the work she has done at Goathland School in the spring term. It compliments HW on providing stability and security to staff and students at the school, and for the strategic management she supplied. It also thanked HW in the support

	<p>she has shown the new Acting Headteacher of Goathland School.</p> <p><u>Date Of Next Meeting</u></p> <p>The next FGB meeting will be a joint meeting held with Castleton & Glaisdale Schools LGB. It will be at Glaisdale School at 5pm Tuesday 8th May 2018.</p> <p>The meeting on Monday 21st May 2018 is cancelled. The meetings on Monday 9th July 2018 and Monday 24th September are to be confirmed</p> <p>The next Finance meeting will be held at Lealholm School at 1pm Thursday 21st June 2018. The members of the Finance Committee are to be agreed.</p>	
--	---	--

The meeting ended at 6.46pm

Signed:

Date: