

Minutes of a meeting of the Governing Body of Lealholm School held at Glaisdale School on Tuesday 8th May 2018, at 5.00pm	
Present:	Helen Ward (HW) (Headteacher) Ray Hopwood (RH) Andrew Parker (AP) (Vice Chair) Rebecca Denniff (RD) Amy Newton (AN) Beth Parkes (BP)
In Attendance :	Paul Woodhead (PW) (Clerk to the Governors) Jane Douglas (JD) (Headteacher of Castleton and Glaisdale Schools) Louise Margetts (LM) (Governor of Castleton and Glaisdale Schools) Dan Medcalf (DM) (Governor of Castleton and Glaisdale Schools) Polly Findlay (PF) (Governor of Castleton and Glaisdale Schools) Joanne Kevan (JK) (Governor of Castleton and Glaisdale Schools) Richard Prust (RP) (Governor of Castleton and Glaisdale Schools) Delia Liddle (DL) (Governor of Castleton and Glaisdale Schools) Susan Barlow (SB) (Governor of Castleton and Glaisdale Schools) Rachel Grace (RG) (Governor of Castleton and Glaisdale Schools)
Not Present	Andrew Maisey (AM) (Chair) Sue Morgan (SM)

The meeting started at 4.48pm

Minute No.		Action
FGB A01 18/19	<u>Welcome</u> The Vice Chair welcomed the Governors to the school and led the introductions.	HW
FGB A02 18/19	<u>Consideration Of Absences</u> Apologies were received from Andrew Maisey and consented to by the governors present. Sue Morgan was absent. Action Required: HW to check that Sue Morgan is receiving communications and that she is aware of when the meetings are.	
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 Finance Committee meeting requires setting up.	

<p>FGB A06 18/19</p>	<p>There is a reminder that governors should be using the YEAT email address for communications rather than personal email addresses.</p>	
<p>FGB A07 18/19</p>	<p><u>Minutes of the last meeting held on Monday 26th March 2018</u> The minutes were approved by the governors and signed by the Vice Chair.</p>	
	<p><u>Matters arising</u> The letter regarding attendance during snowy weather was never finalised and so was not sent to parents. It has been decided that the matter is to be postponed to the next school year and when the weather will make the letter more pertinent.</p>	
	<p>A letter was sent by the Chair to the parents who had sent a request for holidays during term time. The letter informed the parents of the Board’s decision to allow the family to take the holiday as an unauthorised holiday, and that a holiday form would need to be submitted. Since then there has been no response from the family, even though the school has tried to follow up. The family is currently taking the holiday and the school will ask the parents to fill in the form once they have returned.</p>	<p>HW</p>
	<p>Action Required: HW to follow up with the parents and advise them to complete a Holiday Form</p>	
<p>FGB B08 18/19</p>	<p>The governors confirmed that HW’s weekly schedule will be:</p> <ul style="list-style-type: none"> • 2 days at Lealholm School • 1 day at Castleton School • 1 day at Glaisdale School • 1 day at the Teaching School 	
	<p>Lealholm School will be reimbursed for the three days that HW is not present at the school. The finances for these have been agreed and will be confirmed in the June budget.</p>	
	<p><u>Headteacher Report</u> The governors talked through the Headteacher Report distributed before the meeting.</p>	
	<p>Staffing for the school was discussed. Lesley Stanley has agreed to do 4.5 days in the Infant Class. She is unable to do full time, but this should ensure consistency. Her rate is more than if they appointed someone new but the funding is available in the budget. Marian Matthews is to do half a day with Miss Beth Parkes and half a day in the Infant Class.</p>	

	<p>They will also be PPA cover for the Infant Class which will be done by Zoe Woods. This cover will include PE and IT. The number of staff teaching will remain the same but they should become more familiar. As Lesley Stanley is a current member of staff it is permissible for HW to amend the contract, and it was iterated that this change is affordable within the budget. It was noted that this change will be beneficial for the students as it ensures consistency of their teachers.</p> <p>Governor Challenge: Is Vicky Bordoli happy to be on supply for the school?</p> <p>It was confirmed that Vicky Bordoli is happy to be a supply teacher for the school amongst other teachers. These supply teachers will be well managed so as not to disrupt the students. In particular the school will be looking to utilise Zoe Woods with a HLTA to minimise any disruption.</p> <p>At the end of Year 6 it is expected that all children will be able to swim at least 25 metres. The school every year take the children swimming, but this is going to be more closely monitored forthwith. Details of the schools commitment to swimming is now on the school website. The Wish charity in Whitby was raised, as they are offering parents free swimming lessons to any child they register with them, in addition to other benefits such as horse riding and laser tag. Parents can self-refer themselves to the charity.</p> <p>Action Required: RD to get information and contact details for HW.</p> <p>It was noted that Sports Premium money can be used for extra lessons but schemes like this can save the school time and money, and engage parents by encouraging parents to make use of the charity.</p> <p>HW is going to work closer with the pool, as their sessions can seem unplanned. HW would like to see more planning, especially with regards to water safety.</p> <p>School Improvement was discussed. HW has conducted lesson observations including book observations across Castleton, Glaisdale and Lealholm schools. These have been extremely worthwhile as it helps confirm judgements but it also allows comparison across the schools to highlight strengths, weaknesses and opportunities for the staff to improve. The observations also helped identify good work of the teachers, and will be used to help build their confidence. Governors also noted that during their learning walks that good attitudes of both students and teachers were observed.</p>	<p>RD</p>
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	<p>JD, LM, DM, PF, JK, DL, SB & RG entered the meeting at 5.33pm.</p> <p><u>Welcome & Introductions</u></p> <p>The governors of Castleton and Glaisdale Schools were welcomed to the meeting. Each governor introduced themselves to the governors of the other schools. For the joint section of the meeting it was decided that LM would chair the meeting.</p> <p><u>Succession Planning</u></p> <p>The governors of the three schools discussed the succession planning for the three schools. JD described the current succession plan. JD is retiring at the end of the summer term meaning that Castleton and Glaisdale Schools will require a new Headteacher. The new Headteacher needs to be right, as Castleton and Glaisdale schools are part of the teaching schools alliance so need to have a credible and respected Headteacher. It was highlighted that all three schools are very similar in that they are very small primary schools and in rural areas. Due to the size of the schools, it is deemed that all three schools require one Headteacher between the three of them. It was noted that this was not due in any part to YEAT. It cannot be guaranteed that none of the schools will close, but all efforts will be taken to keep the schools open, regardless of whether they are part of YEAT or not. To strengthen the possible federation another very small school has been approached to join YEAT. It was iterated that YEAT has a firm commitment to small community schools.</p> <p>The importance of the Teaching School alliance was highlighted, as is the central role that Castleton and Glaisdale has within it. It was also noted that Lealholm school is an important partner within it. If Lealholm School does join the Castleton and Glaisdale Federation, the governing bodies will merge and Lealholm governors will become responsible along with Castleton and Glaisdale Governors for the Teaching Schools Alliance, especially as the Lealholm Headteacher Helen Ward is planned to take the role of Headteacher for all three schools. This means the joint governing body would be responsible to the Department For Education for the Teaching Schools Alliance. HW is already part of the leadership for the alliance as she has the lead role for CPD. Currently the focal role in the alliance is JD, but HW's profile has been raised over the past year, with her CPD role being expanded. The succession plan along with details of HW's experience has been supplied to the DFE and the response is that the plan for HW to replace JD, along with JD's role of CEO of YEAT means that no review is required. The plan is to keep raising HW's profile over the coming year</p>	
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and to keep expanding her role so that if JD leaves her role of CEO of YEAT then a review would still not be required.

The Headteachers asked the Lealholm governors what concerns they had about federating and mentioned that some of the concerns they might have might be the same as when Castleton and Glaisdale schools federated. The Lealholm governors stated that over the past governor meetings the issue had been discussed in depth and that although it seemed that there were no issues that required the school to federate with other schools, common sense had prevailed and that the reasons to federate added up. Some of the Glaisdale governors stated that this had been a concern of theirs when they had federated with Castleton School. The main concerns of the Lealholm governors had been:

- HW not being in the classroom for 3 days of the week
 - This had been addressed by a part time teacher doing 4.5 days meaning that the amount of staff hours for teaching had increased.
- Who will be there as Headteacher when HW is not available.
 - It has been made clear to parents and staff that HW will always be available as normal. If there is an immediate concern and HW is not on the premises then the matter can be dealt with by BP.
 - Staff have been made sure they know what to do in situations, and that reports will be done which will be reviewed at the end of each day.

The three schools have extremely good monitoring systems, which are fed into a weekly update that goes to the Trust, and as CEO JD will have the ability to look at the updates. There has been a focus on building good communications and feedback from staff indicates they have been reassured by this, especially for part time staff.

RP entered the meeting at 5.55pm.

In addition to reassuring staff, it was noted that it would be imperative to sell the federation of the schools to the parents. It is anticipated this would be a greater issue for Lealholm parents as they had not been federated before. However, there will be some lesser concern for Castleton and Glaisdale parents as some will be new and would not have been present for the last federation. It has been noticed that there has already been some concerns raised by parents on Facebook.

	<p>It was noted that the schools do not have to federate, and if they do decide to federate, it does not have to be a formal federation.</p> <p>The governors debated that if the schools do federate, whether there would be one governing body for the federation. Furthermore it was discussed how each school would be represented on that body. It was proposed that there would be one governing body for the three schools, and that the governors be kept as is for present, and then allow natural wastage to reduce the governing board to a more manageable size at which point the federation could reconstitute. Each school will need to have equal representation, and it was suggested that each school will have an:</p> <ul style="list-style-type: none">• Elected parent governor• Staff governor• Co-opted governors as required for the schools <p>YEAT require each governing board to have a minimum of:</p> <ul style="list-style-type: none">• The Headteacher• 1 staff governor• 3 co-opted governors• 2 parent governors <p>All schools are to be represented equally and balance maintained, however all agreed that it is important to maintain the individuality of the schools. The Castleton and Glaisdale governing body have tried to maintain the individuality of the schools, and it is believed this is one of the factors of their success. If there is a factor affecting a specific school it has been encouraged to raise the matter in meetings and to discuss it to find an acceptable resolution.</p> <p>It was noted that currently Glaisdale is not well represented on the Castleton and Glaisdale governing board. It is hoped that the changes might prompt more interest. It was also noted that an issue with the size of the communities there was a limited number of people with specialised skills to serve as co-opted governors, and the addition of another community could broaden the pool to recruit from. The issue of finding suitable people to fulfil co-opted governor roles has been a particular issue for Lealholm school.</p> <p>JD and HW impressed on the governors the importance of getting to know one another's schools so that they can visualise the issue in the school when it is being discussed in meetings. To progress this JD and HW are going facilitate more governor learning walks.</p>	
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Headteacher Challenge: What benefit do the governors feel they have had from the learning walks they have conducted?

It is felt that the learning walks have been invaluable experience. Governors noted that it gave reassurance that the schools are all very similar and that despite different schools, teachers and students, the overall big picture is the same. The governors also witnessed fantastic behaviour being displayed by the students and the reactions of teachers to this. Governors noted a sense of pride in what they had witnessed. Governors also noted the standard being shown in the schools and that the learning walks gave the ability to compare between them. This allowed governors to see the differences between the schools and to formulate ways they can collaborate and share best practices. It was mentioned that in seeing other schools the governors started to feel some passion for the school they had visited. From the perspective of the Lealholm governors, it also helps alleviate some of the fears of losing HW as they had the ability to see what she had been working on at other schools.

Governor Challenge: If the two governing boards decide to merge, what are the benefits of formally federating or not formally federating?

As all the schools are part of YEAT, this would not be an actual federation due to being part of a multi academy trust. Technically the Castleton and Glaisdale are no longer federated, but it makes sense to continue as so within the trust. The main aspect is the joint governing body. The MAT allows different options going forward, from forming a single governing board for the three schools to if one splitting away to form its own local governing board again if circumstances require. The federation format has helped build links and as the schools are already sharing a Headteacher, governing boards, teachers and other resources, so acting as federation will help secure and build these links.

Governor Challenge: Will the students get to do activities with students from other schools in the federation?

The students already get to do activities with children from the other schools and this is something that will be continued and be increased. It was noted that even though benefits were clear to governors and staff, it is anticipated that there could be some strong resistance from parents and so the concept of federating and sharing experiences between schools will need to be sold to parents. This would start with key events like sports days and the Christmas pantomime, where the event can easily be shared and then the schools can build on from those events. It was noted that HW working at other schools was already helping in resolving some of the issues.

	<p>However, there is awareness that parents could still start raising concerns in a few months time.</p> <p>The concerns of the Castleton and Glaisdale governors were discussed. There had been some concerns from parents about losing JD as Headteacher and having to get a replacement. It was also thought there could be concerns about a new school joining the federation. Parents had also voiced some concern about losing Rob Hutt as a teacher and governor. It was noted that some of these concerns were already being addressed, it is now not uncommon to have a joint Headteacher over multiple schools, and lead teachers had been put in place to deal with issues and act as a point of contact for parents and who would enable communications to help ease parents concerns.</p> <p>Staff were discussed as a source of resistance to change. It was noted that in these situations it can be the admin staff and to a lesser extent Teaching Assistants who have the most difficult mindsets to change. This is due to admin staff being a central point who hear concerns of all staff and so become more anxious about changes being made. It was noted the concerns of all parties, not just the parents need to be addressed in order to be successful. For the Lealholm School staff the feedback is generally positive about joining the Castleton and Glaisdale Federation. There are no anticipated issues from the Castleton and Glaisdale schools as work has to be done to ensure the staff have had opportunities to work at the other schools and to further facilitate this joint staff meetings are already being held. These measures have not only eased staff concerns they have helped a seamless transition to occur.</p> <p>The consensus of both the governing boards is to proceed with federating, and it was agreed that the next governor meeting should again be a joint meeting between the two governing boards. The matter of the Headteacher’s Report was discussed and was decided that there will be one Headteacher’s Report for all the schools. This would reduce the workload for HW and it would help governors learn about the other schools in the federation and increase perspective. However the data for the individual schools would not be aggregated and would be shown separately. This would allow the governors to assess the performance of individual schools and it was noted OFSTED would inspect the schools individually.</p> <p>A communication needs to be drafted to formally announce to the communities involved the changes that are occurring and to share the succession plan with them.</p>	<p>JD & HW</p> <p>HW, RH, AN & RD</p> <p>PW</p>
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<p>FGB AOB26 18/19</p>	<p>Action Required: JD and HW to draft a letter to parents. This is to be shared with the governors and then sent to parents forthwith.</p> <p>The matter of funding was raised as a consideration in preparation for the next meeting. Currently the income from Castleton and Glaisdale schools goes into one central fund. In the long term, it was suggested that Lealholm school joins the central fund. For the duration, the finances could be organised so that when resources are shared the school supplying the resource is reimbursed, but this would be impractical as a permanent resolution. The governors were asked to consider this in preparation to a full discussion. It was noted that finances concerning YEAT would be in a central fund, but all the schools would have individual budgets. Within that fund, it is possible to see the accounts for the trust as a whole, or by individual school.</p> <p>Governor Challenge: With YEAT, why not have just one central pool of funds?</p> <p>It is not the same for the federation as for the MAT. The federation will be sharing resources like the Headteacher, which does not occur to such a deep extent across the MAT. It also keeps it more manageable for the Headteacher to manage budgets and contracts across the three schools. However, this model would require the Finance Committee to agree it.</p> <p>Action Required: Lealholm finances within the federation to be an agenda item in the Finance Committee meeting on 21-6-2018</p> <p>Action Required: Lealholm finances within the federation to be added as an agenda item at the next Joint Governing Board meeting on 3-7-2018.</p> <p>Governor Challenge: Is it worth considering a Q&A session for parents?</p> <p>The opportunity was offered to parents in a letter to parents. HW will set formal times and venues when parents could contact or visit with any concerns they have. This information will be distributed to parents in a letter.</p> <p>Governor Challenge: What happens if parents come to a consensus they do not want the schools to federate?</p> <p>This is not something parents get to decide. Whether the schools federate or not is a decision for the two Governing</p>	<p>PW</p>
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<p>Bodies involved. A full consultation will not be required as this will not be a formal federation as it is happening within YEAT. Meet and Greet sessions are being considered for parents to discuss this with HW. There would be 3 separate sessions, one for each school. For the session with Lealholm parents HW requested a Lealholm governor be present to help address any concerns that question HW's commitment to the school.</p> <p>There is an Indian cooking demonstration at Lealholm School on Saturday 19th May 2018 and is being held in conjunction with the Robinson Institute. It is being held in the evening and will have a representative who will share her experiences and demonstrate how to cook Indian food. Tickets for the evening cost £15 or any donations will be welcome.</p> <p><u>Any Other Business</u> Action Required: Playgroup lettings policy to be added as an agenda item at the next Joint Governing Board meeting on 3-7-2018.</p> <p><u>Date Of Next Meeting</u></p> <p>The next meeting will be a joint meeting held with Castleton & Glaisdale Schools LGB. It will be at Lealholm School at 5.30pm Tuesday 3rd July 2018.</p> <p>The next Finance meeting will be at Lealholm school at 1pm Thursday 21st June 2018.</p> <p>The meeting on Monday 24th September is to be confirmed.</p>	
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The meeting ended at 6.38pm

Signed:

Date: