

**P R E S E N T:-**

Mr A Hirst (in the Chair)

Mr S Abbotts, Mrs S Bone, Mrs P Gascoigne, Mr G Hoyle, Mrs F Lee and Mr G Thomas.

Also in attendance - Mrs L McCall (New Governor).

Also in attendance were the following members of school staff – Mr B Cooke, Mrs T Roberts, Mrs G Rogers, Miss A Stamford, Mr A Woolley and Mr B Yorke.

Clerk to the Governing Board – Mrs S Trulio.

2532 **APOLOGIES**

An apology for absence was received from Mrs K Thomas.

2533 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Thomas for her absence from this meeting.

2534 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

2535 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

2536 **PECUNIARY AND BUSINESS INTERESTS**

There were two outstanding Declarations of Pecuniary Interest. The Clerk would email those governors to chase up and copy in the Chair.

RESOLVED: a) that governors complete a Declaration of Pecuniary and Business Interest;

b) that the Clerk would chase up any outstanding declarations and copy in the Chair;

c) that the Register of Pecuniary Interests be reviewed and updated.

2537 **MEMBERSHIP**

RESOLVED: a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;

- b) that governors acknowledged that there were eight vacancies on the governing board;
- c) that the resignation of Mrs A Wilkinson as a Parent governor be noted;
- d) that the resignation of Mrs E Philpot as a Co-opted governor be noted;
- e) that Mr R Melles' term of office as a Parent governor had ended on 11 December 2023.

2538 **APPOINTMENT OF CO-OPTED GOVERNOR**

- RESOLVED:
- a) that Mrs McCall be appointed as a Co-opted governor for a four year term;
  - b) that Mrs Thomas be appointed as a Co-opted governor for a four year term.

2539 **ELECTION OF CHAIR**

The Headteacher nominated Mrs Hirst for the role of Chair. This was seconded by Mr Thomas and further approved by all governors.

- RESOLVED:
- a) that the term of office for the Chair be until the first full governing board meeting of the autumn 2024 term;
  - b) that Mr Hirst be elected Chair.

(Mr Hirst in the Chair)

2540 **ELECTION OF VICE CHAIR**

Mr Thomas nominated himself for the role of Vice Chair. This was seconded by the Chair and further agreed by all governors.

- RESOLVED:
- a) that the term of office for the Vice Chair be until the first full governing board meeting of the autumn 2024 term;
  - b) that Mr Thomas be elected Vice Chair.

2541 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

- RESOLVED:
- a) that membership of the committees and the extent of delegation be as follows:

Leading Learning Committee

Quorum: 3

- Membership of the committee will be no fewer than three Governors, plus the Headteacher;

- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting;
- The committee is to report to each meeting of the full governing board;
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions;
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing board, except where the subject matter requires full governing board consideration by law or in accordance with the school's established scheme of delegation.

### Membership

Mr Abbotts, Mrs Bone, Mrs Gascoigne, Mr Hirst, Mr Hoyle and Mrs McCall (Chair).

### NOTES:

Membership to include the SEND governor.

Associate Members:

Deputy Head – Quality of Education;

Assistant Head – Data and Timetable;

Assistant Head – Curriculum, Teaching and Learning.

### Terms of Reference

To take the lead on:

- monitoring and evaluating rates of progress and standards of achievement by students, including any underachieving groups;
- ensuring that the curriculum is balanced, broadly based and meets the needs of all students and complies with statutory requirements;
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation;
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

To accept full delegated responsibilities for the discharge of the following duties:

- Monitor and evaluate:
  - the impact of quality of teaching on rates of student progress and standards of achievement;

- the impact of continuing professional development on improving staff performance;
  - the effectiveness of provision for children with special educational needs;
  - the quality of the curriculum in securing high standards of achievement;
  - the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of students (e.g. SEND, gender, free school meals, EAL, Looked after Children etc.).
- Identify and celebrate student achievements.

To provide guidance to the full governing board for the following, which cannot be delegated:

- Setting realistic and sufficiently challenging statutory end of key stage targets;
- The school's curriculum statement;
- Approval of school policies on sex and relationships education and religious education.

### Leading Behaviour Committee

**Quorum: 3**

- Membership of the committee will be no fewer than three Governors, plus the Headteacher;
- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting;
- The committee is to report to each meeting of the full governing board;
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions;
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing board, except where the subject matter requires full governing board consideration by law or in accordance with the school's established scheme of delegation.

### Membership

Mr Abbotts, Mrs Bone, Mr Hirst and Mr Thomas (Chair).

### Associate Members

Assistant Head – Behaviour;  
 Deputy Headteacher – Student Character;  
 Assistant Headteacher – SENCO;  
 Deputy Headteacher – Quality of Education;  
 Headteacher.

NOTE: Members to include Child Protection and Health and Safety governors

### Terms of Reference

To take the lead on:

- ensuring the health, safety and well-being of staff and students;
- promoting community cohesion and inclusive practice relating to race, gender and disability equality;
- overcoming barriers to learning;
- parental and community liaison;
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation;
- developing and reviewing policies identified within the school's policy review program and in accordance with its delegated powers.

To accept full delegated responsibility for the discharge of the following duties:

- To agree annual attendance targets and monitor progress towards achieving these;
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning;
- To monitor and evaluate:
  - the impact of the school's punctuality, attendance and behaviour policies;
  - the quality of the school's provision for personal development and well-being;
  - the effectiveness of care, guidance and support for learners;
  - the extent to which students feel safe;
  - the extent to which students adopt healthy lifestyles;
  - the extent to which students contribute to the school and wider community;
  - the extent to which students develop workplace and other skills that will contribute to their future economic well-being;
  - the extent of students' spiritual, moral, social and cultural development;
  - the effectiveness with which the school promotes equal opportunity and tackles discrimination;
  - the effectiveness with which the school promotes community cohesion;
  - the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment).

## Leadership Committee

Quorum: 3

- Membership of the committee will be no fewer than three Governors, plus the Headteacher;
- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting;
- The committee is to report to each meeting of the full governing board;
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions;
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing board, except where the subject matter requires full governing board consideration by law or in accordance with the school's established scheme of delegation.

### Membership

Mr Abbotts, Mrs Bone, Mrs Gascoigne, Mr Hirst (Chair) and Mr Hoyle.

#### Associate Members

Finance Manager;  
Deputy Headteacher – Quality of Education;  
Director of Business Operations;  
Deputy Headteacher – Student Character;  
Headteacher;  
Assistant Headteacher – Curriculum, Teaching and Learning.

### Terms of Reference

To take the lead on:

- monitoring and evaluating the budget allocated to the school to achieve value for money;
- reviewing staff pay and conditions;
- agreeing procedures for staff conduct and discipline;
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation;
- developing and reviewing policies identified within the school's policy review program and in accordance with its delegated powers.

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to the full governing body for approval;
- Agree the level of financial delegation to the Headteacher;
- Ensure that the principles of 'best value' are adhered to;
- Review, monitor and evaluate the annual maintenance programme;
- Project manage maintenance, repairs and redecoration within the budget allocation;
- Recommend an appropriate staffing structure to the full governing body for approval;
- Recruit, select and appoint staff;
- Secure the effective implementation of performance management procedures;
- Monitor and evaluate the effectiveness of partnerships in securing improved student outcomes;
- Monitor and evaluate the effectiveness of leadership and management.

To provide guidance to the full governing board for the following, which cannot be delegated:

- Approval of the annual budget;
- Appointment of Headteacher and Deputy Headteachers;
- Approval of the staffing structure for the school;

### Appeals Committee

Quorum: 3

#### Membership

Three governors with no prior knowledge of the matter under appeal.

The Chair may co-opt additional governors with no prior involvement in the decision under appeal as required to ensure a quorum.

#### Terms of Reference

To consider any appeals.

### Complaints Committee

Quorum: 3

#### Membership

Three governors with no prior knowledge of complaint.

The Chair may co-opt additional governors with no prior involvement in matter under consideration as required to ensure a quorum.

#### Terms of Reference

To consider any parental complaints.

Discipline Committee

Quorum: 3

Membership

Three governors with no prior knowledge of the issue.

The Chair may co-opt additional governors with no prior involvement in the matter under consideration as required to ensure a quorum.

Terms of Reference

To consider any matters concerning the discipline of staff or students.

Pay and Performance Review Committee

Quorum: 3

Membership

Mrs P Gascoigne, Mr A Hirst and Mrs F Lee.

Note: Members of staff cannot be members of this Committee.

Terms of Reference

The Pay and Performance Committee shall be responsible with delegated powers from the Full Governing Board for issues relating to the performance of all staff employed by the Governors. The committee serves to achieve the aims of the Performance management Policy and whole school pay policy in a fair and equal manner;

- To carry out the Performance Management Review of the Headteacher as stated in the Performance Management Policy;
- To determine the Headteacher's salary having regard to the requirements of the School Teachers Pay and Conditions Document and the school's Pay Policy;
- To monitor the implementation of the Performance Management Policy and receive all decisions about the performance reviews of all staff;
- To ensure that:
  - a. the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review are applied correctly;
  - b. all statutory and contractual obligations are observed;
  - c. the reasons for all decisions are minuted carefully and are and reported to the next meeting of the full governing board;
  - d. they recommend to the Finance and General Purposes Committee the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay and Performance Committee will recommend that the governing board makes application for any additional



- funding, available to support this process;
- e. they keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised.

NOTES:

- The report of the Pay Committee will be placed in the confidential section of the Governing Board's agenda and will either be received or referred back. Reference back may occur only if; either the pay committee has exceeded its powers under the policy, or the budget allocated for pay has been exceeded;
- Decisions about pay will be communicated to each member of staff by the Headteacher in writing in accordance with requirements of the School Teacher's Pay and Conditions Document;
- Decisions on the pay of the Headteacher will be communicated by the Chair of the Governing Board, in writing, also in accordance with the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

b) that the delegation of financial responsibilities be as follows:

- Full Governing Board- Unlimited;
- Finance Committee - £50,000;
- Chair of Governors - £30,000;
- Headteacher - £30,000;
- Member of SLT Delegated x MHS £15,000;
- Deputy Headteacher - £15,000;
- Finance Manager -£10,000.

c) that the delegation of staffing responsibilities be as follows:

That the delegation of staffing responsibilities remains with the Headteacher.

2542 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

- RESOLVED:
- a) that Mrs Gascoigne be elected as a Teaching and Learning governor;
- b) that Mr Hirst be elected as a Leadership and Management, Finance, Health and Safety and Educational Visits governor;
- c) that Mr Hoyle be elected as an Assessment, Data and Timetable and Mathematics governor;
- d) that Mrs Lee be elected as a Special Educational Needs and/or Disabilities (SEND), Attendance and Enhanced Resource Provision (ERP) governor;

- e) that Mrs McCall be elected as a Quality of Education governor;
- f) that Mr Thomas be elected as a Safeguarding and Child Protection and Behaviour governor.

2543 **MINUTES**

RESOLVED: that the minutes of the meeting held on 13 July 2023 be confirmed and signed by the Chair.

2544 **MATTERS ARISING FROM THE MINUTES (including review of actions)**

Minute 2510 – Matters Arising from the Minutes (Previously Minute 2494)

The School Fund Account had not yet been audited and the Headteacher had asked for a new auditor to be sourced. It was hoped that the audited account could be presented at the spring 2024 term meeting of the full governing board.

Minute 2516 – Department for Education (DfE) Digital Technology Standards in Schools and Colleges

Mr Hoyle advised that the audit of the schools digital and technology standards would hopefully commence in the spring 2024 term.

- RESOLVED:
- a) that the audited School Fund Account be presented at the spring 2024 term meeting of the full governing board;
  - b) that the audit of the schools digital and technology standards would commence in the spring 2024 term.

2545 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the Leading Behaviour Committee held on 17 October 2023 be received.

2546 **REPORT OF THE HEADTEACHER**

The Report of the Headteacher was shared with governors during the meeting and the following highlighted:

At the end of the last academic year, the school had graded themselves as “Good”. Following the summer 2023 term exam results, the school were still grading as “Good” despite the results not being where the school wanted them to be. The Progress 8 score was -0.36 and lower than the school would have liked. The Attainment 8 score was 42.8 which was slightly lower than the national average. The Disadvantaged Progress score was however 0.43, which was higher than the national average.

Whole school attendance was currently 93.96 percent with Pupil Premium attendance at 86.82 percent. This was in line with the national average as attendance was a national issue following the Covid-19 pandemic. Persistent absence was currently 30 percent which was much higher than the school would like and they were working with the Education Welfare Officer (EWO) to address this. A Virtual School was available for students struggling to attend to ensure they were accessing learning. Students could be seen on screen meaning staff could also check welfare. This was having a positive

impact as persistent absence had previously been 40 percent. Where students were not logging on, a home visit would be completed.

It had previously been assumed that 90-95 percent of students had been arriving to school and lessons on time however, there had been no method of tracking in place. The school now had mechanisms in place to track punctuality and it had been confirmed that 55 percent of students were punctual and 45 percent were not. The school were now working on strategies to increase punctuality. Staff had started patrolling corridors at changeover and this was positively impacting students arriving at lessons on time in particular.

There were currently 1040 students on roll at the school with 32 percent entitled to Pupil Premium and 32.5 percent entitled to Free School Meals (FSM). These numbers were increasing due to the cost of living crisis. In contrast to this, 99 percent of students went onto positive destinations from Key Stage (KS)4 and 100 percent from KS5. There had been 51 students who had transferred in-year with 37 percent coming from Bridlington School and the remainder moving to Bridlington School.

A total of 52 students at the school currently had an Education, Health and Care Plan (EHCP) in place which was an increase of 37 students since 2017. The school currently had five Looked After Children (LAC), three students on Child Protection (CP) Plans and two students on Child in Need (CiN) Plans. From September 2020 to November 2022, the school had received four Operation Encompass alerts. The school had received 10 already during the autumn 2023 term.

The Quality of Education remained good despite financial pressures and the school were still maintaining a broad and balanced curriculum offer. New intake Standard Assessment Tests (SATs) scores showed a marked increase from the previous year.

The school were continuing with all the good initiatives that had been started in the previous year. Homework practices had been changed for KS3 and they were now completing project-based homework. KS4 were still being given homework and sanctions were issued if it was not completed.

A total of 94 percent of parents had stated their children were happy at the school and 100 percent of students had confirmed they felt safe at the school. A total of 96 percent of parents felt students were well behaved and governors agreed these were pleasing results.

A new system had been introduced for recording teaching standards. This had been discussed at length by the Leading Learning Committee and was working well.

The school maintained a broad extra-curricular offer with lots of opportunities for students. The average student spent approximately four hours per week on extra-curricular activities.

There had been a -515 difference in behaviour points since the previous academic year which was really positive and confirmed that what was in place was having an impact. Behaviour comments were tracked daily and shared with the Senior Leadership Team (SLT) and any issues were addressed swiftly. Focus groups of select students had also been formed which allowed staff to be proactive with any problems and keep disruption at a low level. In the previous year, 3075 positive post cards had been issued compared to 2200 in the previous year confirming that behaviour was going in the right direction.

There was an even boy/girl split in Years 8-11 however, there were a few challenging boys in Year 7.

There were 17 students currently on roll in the Sixth Form which was not the intake the school had wanted. A Sixth Form re-launch event had been held the previous week which had been successful with 22 applications already received for next year. The school now needed to keep the momentum to try and keep increasing those numbers. The Sixth Form area within the school was being moved to give students more independence. Last year's results had been in line with the 2019 results.

Governors thanked the Headteacher for a comprehensive report.

RESOLVED: that the Report of the Headteacher be received.

#### 2547 CHASING GREAT SCHOOL DEVELOPMENT PLAN 2023/2024

The School Development Plan was shared with governors during the meeting. The Headteacher advised that the school had set the plan in June 2023 and identified key priorities. Some changes had been made following the summer 2023 term results.

The new curriculum had been launched with Forensic Reading and Rapid Reading. Some changes had also been made to the curriculum in the ARC. The school were currently looking at options from KS4 and determining which had been successful. This would likely result in more curriculum changes over the next term. The school were looking at the Pathways curriculum and making sure that was fit for purpose.

Individualised Continuous Professional Development (CPD) had been identified in line with staff areas for development. A walkthrough programme had been used and was working well. **A governor enquired how the Initial Teacher Training (ITT) teachers were doing and what the most common area for improvement was.** The Headteacher advised that the ITT group were progressing well and lots of work had been done with them. There had not been as much focus on behaviour management or foundational aspects of teaching and learning however, there had been significant focus on modelling and whole class strategies such as cold calling.

As part of the reporting process, KS3 was now based on iterative testing to give a more fulfilled idea of attainment and progress. This process had now been sharpened to show a breakdown of where students were and give a more accurate assessment across all subjects. This would launch after Christmas 2023 for the next cycle of reporting. Students had been completing iterative assessments this term and it was hoped that progress would be seen.

A number of agencies were working with students to widen support for emotional wellbeing. The school aimed to achieve the Social, Moral, Spiritual and Cultural (SMSC) Silver Standard this year.

Attendance and Punctuality was a focus in this year's School Development Plan.

The ARC curriculum was being reviewed at all stages. Students at KS4 had been given options and it was the first time they had been given a real choice. This needed to be expanded over the coming years and would continue to be reviewed. The Headteacher was working closely with the ERP team to ensure resources provided were adequate.

Sixth Form outcomes remained a high priority and the school would like to see a stronger set of outcomes this year. The financial viability of the Sixth Form had been reviewed and the plan moving forward was to enhance the provision as much as possible.

Leadership and Management conversations were taking place with the Local Authority regarding the lead out from the Private Financed Initiative (PFI).

Governors agreed that the right priorities had been included in the plan and it was agreed that something on IT provision may need to be added following the audit.

RESOLVED: that the School Development Plan 2023/2024 be received.

2548 **SAFEGUARDING REPORT**

The Safeguarding Report had been presented at the Leading Behaviour Committee and there were no changes to report.

RESOLVED: that the termly safeguarding update be received.

2549 **FIVE YEAR BUDGET PLAN**

RESOLVED: that the five-year budget plan would be discussed during Part B of the meeting.

2550 **SCHOOL FUND ACCOUNT**

RESOLVED: that the School Fund Account be deferred to the spring 2024 term.

2551 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

2552 **CYCLE TO WORK SCHEME**

RESOLVED: a) that the Cycle to Work Scheme be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.

2553 **TEACHING STAFF PAY INCREASE**

RESOLVED: that the recommended pay reference points be agreed in principle.

2554 **SCHOOL POLICIES**

RESOLVED: a) that the following school policies had been reviewed at committee level:

- i. Critical Incident Policy;
- ii. Freedom of Information Policy;
- iii. Low Level Concerns Policy;
- iv. Rewards Policy;
- v. Staff Code of Conduct Policy 2023-2024;

- vi. Staff Reference Guide CP and Safeguarding Policy 2023-2024;
- vii. Suspension and Exclusion Guidance;
- viii. Teachers Pay Policy;
- ix. Whistleblowing Guidance 2023-2024.

b) that the following policies which had been approved at committee level be ratified:

- i. ARC Admission Agreement;
- ii. Bring your own Device Policy;
- iii. CCTV Policy and Code of Practice;
- iv. Data Protection Policy;
- v. Data Protection Policy Appendix;
- vi. Enhanced Resource Provision Policy;
- vii. Homework Policy;
- viii. Privacy Notice Student Information;
- ix. Privacy Notice Workforce Information;
- x. Records Management and Data Quality Policy;
- xi. Strategic Child Protection and Safeguarding Policy 2023-2024.

c) that the following school policies be approved and adopted:

- i. Bereavement Policy;
- ii. Blended Learning Policy;
- iii. Lunchtime Absence Policy;
- iv. Nurture Policy;
- v. Offensive Weapons Policy;
- vi. Personal Development Policy;
- vii. RSHE Policy;
- viii. Student Anti-Bullying, Harassment and Discrimination Policy;
- ix. Transgender Policy.

2555 **KEEPING CHILDREN SAFE IN EDUCATION 2023**

RESOLVED: that governors confirmed that they had received and read the revised statutory guidance for 2023.

2556 **GOVERNOR CODE OF CONDUCT**

RESOLVED: that governors reviewed and approved the Code of Conduct.

2557 **GOVERNOR SKILLS AUDIT**

RESOLVED: that governors would complete a skills audit form which would be reviewed in the spring 2024 term.

2558 **GOVERNOR VISITS**

The following governor visits had taken place:

Mrs Gascoigne had visited on the Sixth Form Re-Launch night. It had been very busy with lots of positivity. It was clear what the school were trying to do in terms of marketing the Sixth Form by combining the presentation with Year 11 parents evening. Comments had been received to note that the brochure was very good and there had been lots of positive feedback from third parties who had attended.

Mr Thomas had visited the ARC and noted it had been eye opening. He had spent an hour in a lesson with Year 8 and noted that staff handled the challenging pupils extremely well. Mr Thomas shared that it had been heart-warming to see the level of support being provided to those students who needed it most. For a lot of the students, not receiving this support would be extremely detrimental and could result in exclusion. Mr Thomas encouraged all governors to visit the ARC if they had the chance.

Both Mrs Gascoigne and Mr Thomas had also attended the presentation evening and noted that it had been amazing to share the celebration of students' achievements.

The Chair had made multiple visits to school in regards to finance.

RESOLVED: that the governor visit reports be received.

2559 **GOVERNOR TRAINING AND DEVELOPMENT**

Mr Thomas advised that he had completed all safeguarding training in line with his role as safeguarding link governor.

RESOLVED: that all training details were available on the CPD website [www.hereforschools.co.uk](http://www.hereforschools.co.uk).

2560 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

2561 **FUTURE MEETINGS**

RESOLVED: that future meetings be held virtually on the following dates:

Tuesday 12 March 2024 at 6:00pm;  
Tuesday 9 July 2024 at 6:00pm.



---

Chair's Signature and Date.