

P R E S E N T:-

Mr A Hirst (in the Chair)

Mr S Abbotts, Mrs S Bone, Mrs P Gasgoine, Mr G Hoyle, Mr R Melles, Mrs E Philpot, Reverend M Pollard and Mrs S Thompson.

Also in attendance were the following members of school staff:

Miss B Brown, Mr B Cooke, Mr A Edwards, Mr R Fraser, Mrs H Keyworth, Mrs T McCann, Mrs T Roberts, Mrs G Rogers, Mr D Stamper, Miss A Stamford, Ms L Woodward, Mr I Walton and Mrs R Walton.

Also in attendance as an Observer: Mrs Francesca Lee.

Clerk to the Governing Board – Mrs A Hall-Miell.

2584 APOLOGIES

Apologies for absence were received from Mr S Abbotts, Mrs D Walker and Mrs A Wilkinson.

2586 CONSENT FOR ABSENCE

RESOLVED: that consent be given to Mr Abbotts, Mrs Walker and Mrs Wilkinson for their absence from this meeting.

2587 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS

RESOLVED: that Interim Governing Board be raised under any other item of urgent business.

2588 DECLARATION OF INTERESTS

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

2589 MEMBERSHIP

Mrs Walker's term of office as a Parent Governor would end on 23 May 2022 and governors noted that the Headteacher would contact Mrs Walker regarding standing again during a parent governor election.

Governors also noted that Mrs Wilkinson had been re-elected as a Parent Governor following a parent governor election.

Mrs Lee would be leaving her position at the school and wished to put herself forward as a Co-opted Governor for a four-year term of office. This was proposed by the Headteacher and seconded by the Chair of Governors.



- 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 Mrs Walker's term of office as a Parent Governor would end on 23 May 2022;
 - c) that Mrs Walker be contacted regarding standing for re-election;
 - d) that Mrs Wilkinson be elected as a Parent Governor for a further four year term of office;
 - e) that the appointment of Mrs Lee as a Co-opted Governor be noted subject to the completion of relevant documentation.

2590 **MINUTES**

- RESOLVED:
- a) that the minutes of the meeting held on 1 December 2021 be confirmed;
 - b) that the Chair sign the minutes at the first opportunity following the restrictions during the Covid-19 pandemic.

2591 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the minutes.

2592 **COMMITTEE MINUTES**

- RESOLVED:
- a) that the minutes of the meeting of the Leading Behaviour Committee held on 13 January 2021 be received;
 - b) that the minutes of the meeting of the Leadership Committee held on 3 February 2021 be received.

2593 **REPORT OF THE HEADTEACHER**

Leadership Report

The Headteacher highlighted that due to external barriers, 45 percent of disadvantaged students in the school had a safeguarding record compared to the time the report was written that 42 percent of the total school population had a safeguarding record in place.

Admissions

Governors noted that the school was full, although the school would be required to take any student wanting a placement during the academic year. It was acknowledged that the school would be mindful of class sizes and budget implications and that there could be a requirement to increase staffing levels. The school had been allocated eight permanent exclusion students during 2019/2020 in comparison to two students received by other East Riding secondary schools. In 2020/2021, 50 percent of students were from 'out of county' and 30 percent of the 49 new students received in 2020/2021 were from Bridlington School. During the academic year 2021/2022 there had been



six permanent exclusions made from the school and four permanent exclusions received by the school.

Education, Health and Care Plans

There had been an increase in Education, Health and Care Plans (EHCP) in place, and in March 2022 there had been a total of 38 students with an EHCP. That had been an increase of 23 students since September 2017. Mr Walton provided support for students with plans in place.

Attendance

Attendance continued to be a challenge for the school and whole school attendance was 89.89 percent on 25 March 2022 compared to a national average of 87.4 percent on 17 March 2022. Despite Covid-19 impacting on school attendance it had remained above the national figures. Governors acknowledged that since September 2021 there had been two prosecutions for student nonattendance through fixed penalty notices. It was also highlighted that the new central government 'white paper' provided local authorities with an increase in power to prosecute for nonattendance.

The Headteacher thanked the team for their support and effort in dealing with student nonattendance.

Note Reverend Pollard joined the meeting.

Teaching and Learning

The report contained information from lesson observations, the quality of education and it was highlighted that as a result of Covid-19 all departments within the school had reflected upon their curriculum offer and had made necessary changes to ensure that any lost learning or gaps in student knowledge as a result of the lockdowns would be addressed and that new guidance for teaching subjects was adhered to. **A governor enquired as to teachers being 'at least secure' in their subjects and what would be better.** It was explained that outstanding would be a better judgement and that the school wanted consistency for all teaching judgements. New staff had been employed and trained during the pandemic and the school had identified a lack of skills which would be a working development to ensure progress was made to upskill staff, and suitable support had been put in place. **A governor asked what support would be required.** It was noted that there would be continuous professional development (CPD) programmes for specific areas, targets would be set and there would be a coaching/mentoring programme.

Behaviour

A low level of disruption was reported as only eight percent. Generally, students had been conducting themselves well throughout the school day and during break times.

Parent views had been collected at regular intervals and it was noted that 94 percent of parents agreed that the school dealt with bullying effectively. There was a robust system and procedure in place, which included a framework for monitoring progress.

The school employed two Councillors who worked a total of 32 hours over two and four days respectively each week and it was noted that 150 students had accessed the service on a regular basis since September 2021. There was also a Student Councillor

provision, and it was confirmed that an increase in students requiring support with mental health issues had been seen. It was explained there was insufficient resources within the community therefore the school wished to work with families to support their concerns.

Fixed term suspensions continued to decrease and was currently recorded at eight point two percent from September 2021 to March 2022. A lot of work had been undertaken within the 'return to learn' provision in school where there were early interventions made and encouragement of a more positive climate for learning.

Leadership and Management

The Headteacher emphasised that the Sixth Form provision continued to be 'good' under the new framework and was demonstrating some of the qualities required within an outstanding provision.

Governors were informed of staffing appointments which included a Teaching and Learning Responsibility (TLR) position being made permanent and the appointment to an Assistant Teaching and Learning post.

Self Evaluation Form

The Self Evaluation Form (SEF) was shared during the meeting, and it was noted that a minor amendment had been made to the document. The school continued to be a 'good' category school and had a vision to become 'outstanding' and intended to demonstrate that they were an outstanding school over the next academic year.

RESOLVED: that the report of the Headteacher be received.

2594 **SCHOOL DEVELOPMENT PLAN 2021/2022**

The School Development Plan 2021/2022 had been updated and Red, Amber, Green (RAG) rated with objectives completed, items currently being addressed and the objectives that remained outstanding.

Governors were informed that Mrs Ronnie Hartley, local authority Head of Children and Young People Specialist Services, had arranged to attend the school to visit the Arc provision. The visit would include a discussion regarding the financial support from the local authority.

It was also reported that Mr Mark Knapton, local authority School Improvement Adviser, had visited the school to discuss development plans and was impressed by what he had observed. He advised that the Plan should be kept as succinct as possible.

RESOLVED: that the School Development Plan 2021/2022 update be received.

2595 **SAFEGUARDING REPORT**

Miss Brown's report had been included within the agenda pack for governor information and it was acknowledged that the document would be shared on a termly basis. The report included termly comparisons as well as up to date information. An update on child protection plans and children in need plans was provided and it was explained that Child Protection Online Management System (CPOMS) was utilised to record all safeguarding events. It was felt that the school had improved reporting and

recording incidents, which explained the increase in actual numbers on the report. The CPOMS system also highlighted concerns that required to be monitored.

It was noted that consultations with the Safeguarding Hub had taken place and guidance and support regarding the appropriate next steps had been received in report format for the specific incidents. The confidential conversation could generate a service request, which would require action within 24 hours.

Governors were informed there had been 18 operation encompass alerts received during the autumn term 2021 and to date five had been received during the current term. It was noted there was a change in the system of reporting, which could delay the process slightly. Concern was expressed that it appeared that reports had not been received in a timely manner and there had been an expectation for the figures to be higher.

The number of early help referrals had been included within the report for governors and that advice from professionals had been sought to deal with them. It was noted that it was becoming increasingly more difficult to obtain the help required for students due to the local authority staffing levels.

The areas highlighted in red on the report was new and was now required to be reported on. One of the areas was consensual and non-consensual sharing of nude and semi-nude images and videos, which would also be required to be reported to the police. Other safeguarding concerns was also new to the report and included substance abuse (drugs and alcohol), incidents which had involved the police and missing persons from school.

Looked After Children (LAC) information involved five families and working across two different local authorities. Two of the students had personal educational placement plans in place.

Staff and governor training had been reviewed and statutory requirements would be provided in conjunction with the local authority.

RESOLVED: that the termly Safeguarding Report be received.

2596 **SCHOOL FUND ACCOUNT**

The auditing of the School Fund Account would be deferred to the summer term 2022 due to the local authority auditors no longer being in a position to provide an auditing service. An alternative auditor would be sourced.

RESOLVED: a) that the School Fund Account be deferred to the summer term 2022;

b) that the school appoint an Auditor for the School Fund Account.

2597 **SCHOOL FINANCIAL VALUE STANDARD**

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

Mr Hudson provided governors with an update on the budget and reported that the current deficit was approximately £40,000.00 less than had been predicted at month 10 and was ahead of the recovery plan.

Governors noted that the school was keeping a robust profile to predict where expenditure and cashflow was required and major variances were highlighted for information. The broadband contract was due for renewal and a contract had been agreed, which would provide savings of £1,200.00. Another saving had been made through the alternative learning programme being delivered in house.

A governor questioned the effects of the higher energy costs on the budget. It was confirmed that the increased rates would be incorporated into future budget plans, and it was also explained that the increase in the Private Finance Initiative (PFI) costs had already been built into the revised budget figures. **Another governor asked whether the income from the local authority included inflation.** It was acknowledged that the income received from the local authority did not include inflation and that it was fixed for each academic year. It was also noted that the new funding template had been received from the local authority.

New student numbers would increase to 210, which would generate additional income per pupil and there was also the PFI costs per student to be considered. **A governor enquired whether there would be sufficient staffing and appropriate class sizes for the number of students throughout their education.** The school was conscious of the additional pressure relating to the increased number of students and that 210 was the maximum the school could accommodate with the current staffing levels and classrooms.

Benchmarking had previously been discussed and the school would determine what key performance indicators (KPIs) it wanted to put in place. A spreadsheet was available within the Department for Education (DfE) folder on the shared governor drive for information which included notes on how to access the information on the gov.uk website. Mr Hudson explained that he had already undertaken a comparison with other East Riding secondary schools and noted how much each of the other schools had in surplus and in-year balances.

It was acknowledged that because of the deficit, the cashflow was down from the previous year and governors were informed that an amount of grant funding was expected the day following this meeting, which meant that there was money to invest. Mr Hudson had explored various options available to the school and governor approval would be required to open a business savings account. The differences between the account options had been provided during the meeting which included access availability and interest rates. **A governor enquired what would happen should the bank be liquidated.** It was explained that there was usually a fixed guaranteed return should that be the situation faced. **Another governor asked whether the school was a registered charity.** It was confirmed that the school was not a registered charity due to the maintained school status, and that would be different for an academy trust.

Governors approved the opening of a school business bank account, which would be monitored and reviewed as appropriate.

- RESOLVED: a) that the five-year budget update be received;
- b) that governors approved opening a business savings account.

2599 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2600 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE FOR TEACHERS**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure for Teachers be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2601 **GIFTS AND HOSPITALITY POLICY**

- RESOLVED: a) that the Gifts and Hospitality Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2602 **PAY POLICY**

- RESOLVED: a) that the Pay Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2603 **RETRAINING AND REDEPLOYMENT POLICY (SCHOOLS)**

- RESOLVED: a) that the Retraining and Redeployment Policy (Schools) be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2604 **SCHOOL POLICIES**

The school policies for approval had been discussed and approved through committee meetings.

- RESOLVED: a) that the following school policies were approved and adopted:

- Child Exploitation Policy;
- Drugs Policy;
- Home Learning Contingency Framework.

- b) that the Headteacher notify staff of the adoption of these policies.

2605 GOVERNOR VISITS

The following governor visits had taken place:

Mrs Gascoigne had visited the Arc and had eaten lunch with the students. Governors noted that students eligible for free school meals was to show their planner in the dining room, which could be deemed embarrassing, and asked for consideration to be given to an alternative approach. **A governor enquired whether students were encouraged to eat vegetables.** It was confirmed that students were encouraged to eat a balanced diet.

Mrs Philpot had attended the Careers Day which had taken place in January 2022.

Reverend Pollard had visited the school to undertake collective worship and reflect on the events in Ukraine.

Mr Hirst, as Chair of Governors, had held several conversations with the Headteacher on a variety of school matters.

RESOLVED: that the governor visit update be received.

2606 GOVERNOR TRAINING AND DEVELOPMENT

Mrs Gascoigne and Mrs Thompson had undertaken the following governor training:

- New governor induction;
- Safeguarding;
- Parent Governor role and responsibilities;
- Governor finance.

Mrs Philpot reported that 'Safeguarding Roles for Governors' training was scheduled to take place for all governors on 6 April 2022.

RESOLVED: that all training details were available on the CPD website www.hereforschools.co.uk.

2607 INTERIM GOVERNING BOARD FOR THE ACADEMY TRUST

The school was proposing to give due consideration to converting to an academy trust or becoming part of a multi academy trust and the Headteacher requested that an interim governing board be put in place. **A governor enquired what skills would be required.** It was noted that experience of academisation, legal knowledge or business acumen would be ideal.

Governors agreed that Mr Hirst, Reverend Pollard and Mrs Thompson would be suitable to form the interim governing board and that other governors could be requested to undertake additional responsibilities.

RESOLVED: that an interim governing board for the academy trust be formed.

2608 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed.

2609 **NEXT MEETING**

RESOLVED: that the next meeting be held on:

Thursday 14 July 2022 at 6.00pm



Chair's Signature.

