

**Local Governing Body of Stokesley School
Meeting Minutes**



Date	Tuesday 13 th March 2018 – 8:00am – 10:00am
Venue	Stokesley School
Present:	S.Brennan (Vice Chair), C.Brooker (Headteacher), S.Drumm, B.Griffiths, P.Hutchinson (Chair) and M.Miles
Apologies:	J.Pernet and S.Thorogood
Presenters:	None
In Support:	S.Hague (C2G) and H.Millett (Head of School)

Minute No.	Agenda Item	Action
LGB13/18	<p>Consented/ Non-consented absences and confirmation that quorum present</p> <p>It was agreed that the absence and reason for absence received from S.Thorogood (Illness) be consented to. The Chair notified the Governors that he had received a letter of resignation from J.Pernet, and that she would be stepping down from her role as Governor with immediate effect. The Governors thanked J.Pernet for her valuable input to the LGB. The Chair confirmed that the meeting was quorate.</p>	
LGB14/18	<p>Declarations of personal and pecuniary interests</p> <p>The Governors were reminded to ensure that their declarations of interest, pecuniary or otherwise were up to date.</p> <p>The Governors confirmed that they had no personal or pecuniary interests in any of the Agenda items of the meeting.</p>	
LGB15/18	<p>Notification of items of other urgent business</p> <ul style="list-style-type: none"> - None 	
LGB16/18	<p>To confirm as a correct record the minutes and confidential minutes from the meeting held on Tuesday 6th February 2018</p> <p>Following discussions, the Governors agreed to amend the minute nos. as follows:</p> <ul style="list-style-type: none"> - LGB06/18 – amend the word ‘next’ to ‘future’ (<i>The Governors agreed to refer their individual comments to CMB who confirmed she would use these as a basis for discussion at the next a future LGB meeting.</i> - LGB07/18 – Add an action as follows: <i>HW agreed to update the Governors on progress at the next LGB meeting in May ahead of the initial deadline in May.</i> - LGB08/18 – replace the word ‘break-even’ with ‘forecast costs remain on target to meet budget’ (<i>HW confirmed that the management accounts for Stokesley School forecast costs remain on target to break-even meet budget at the end of the year, and summarised the key matters as follows</i>) - LGB11/18 (2) – replace ‘as a result of wanting to propose a number of changes’ with ‘the NYCC dates present a number of issues and so the 	

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following changes were proposed' (The Head of School shared the 'NYCC School Term and Holiday Dates 2018-19' with the Governors, ~~as a result of wanting to propose a number of changes~~ as the NYCC dates present a number of issues and so the following changes were proposed). Add 'Increasing the first half of the Summer Term from 19 to 23 days will help students' learning at peak exam preparation time'.

- LGB11/18 (3) – add 'that they are can demonstrate and evidence that they are'. (Governors discussed their effectiveness in fulfilling their roles and functions, and in light of the discussion with the HMI, agreed that as a body they must ensure that they can demonstrate and evidence that they are effective in all their responsibilities).

After amending the minutes, the Governors agreed that the minutes (minute nos. LGB01/18 – LGB12/18 inclusive) and the confidential minutes (CLGB01/18) from the previous meeting held on 6th February 2018 be approved and signed as a true record. Both sets of minutes were duly signed by the Chair.

LGB17/18

To consider any matters arising from the minutes for which there is no separate Agenda item

1) Governance Handbook (Jan-2017) – The Handbook had been circulated after the meeting of 6th February 2018. It was noted that the Handbook deals with governance both in Academies and in Maintained Schools, and with functions across different levels of a Multi Academy Trust. Though some issues are primarily for a Trust Board, it was agreed that the Handbook was a useful reference for Governors. The Governors agreed to each 'own and review' a section of the Handbook by asking questions such as:

- do we do that?
- how do we do that?
- can we demonstrate that we do that?

Sections	Owner
1. Effective Governance	Not Applicable
2. Strategic Leadership	B. Griffith
3. Accountability	S. Brennan
4. People	S. Drumm
5. Structures	S. Thorogood
6. Compliance	P. Hutchinson
7. Evaluation	M. Miles

SWB reviewed the Accountability section and fed-back his key findings. There was an in-depth discussion about Governors' responsibility to consider parent views and pupil views and it was agreed the following procedures should be set up:

- Access parent views - Attend future Parent Forums (Only one governor necessary each time);

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	<p>- Access pupil views – Spending a day in school either shadowing a pupil or immersed in a Link Faculty/Area. ACTION: All Governors agreed to review their allocated section and return their key findings to Mlh and the Clerk prior to the next LGB meeting for review by Mlh, and in time for circulation with the meeting agenda.</p> <p>2) Scheme of Delegation – The Governors recognised that this was a necessary part of Multi Academy Trust governance under the Articles of Association, and understood that it would continue to be reviewed by the ALT Board of Directors.</p> <p>3) Communication with Governors – The ‘Draft suggested work programme for ALT LGB Committees’ written by CMB was circulated with the meeting Agenda. CMB gave a verbal report to the Governors, asked for feedback, and responded to the questions raised. The Governors challenged the Headteacher and agreed that the work programme for LGBs and their sub-committees needed to be in place for effective governance, although there was debate about how Stokesley and Richmond Schools’ differently structured LGBs could be aligned effectively. ACTIONS: The Clerk agreed to co-ordinate planning of schools’ LGB meetings and ALT Board meetings and report back to CMB by beginning June 2018. Governors should send any further feedback on the programme to CMB ASAP</p>	<p>ALL Clerk Mlh</p> <p>Clerk ALL</p>
<p>LGB18/18</p>	<p>Headteacher’s Report The Headteacher’s report (<i>March 2018 Report</i>) was circulated with the meeting Agenda. CMB gave a verbal report to the Governors, and responded to the questions raised.</p> <p>1. Achievement/ Progress – The Governors had an in-depth discussion regarding the PRP2 data for both year 11 and year 13. It was understood that the scores in certain subjects were rooted in professional judgements which had a greater level of uncertainty because of the introduction of new specifications. They highlighted their concerns with the data presented by questioning the Headteacher and the Head of School about what interventions had been put in place to address progress. Mlh confirmed that whilst students required support in many different ways, targeted interventions included:</p> <ul style="list-style-type: none"> - identifying, and working with those students who are showing ‘cause for concern’; - senior staff working with students, mentoring and coaching; - Heads of House and tutors working with individuals and their families; - specific targeted sessions organised by R.McGreal; - extensive revision programme with required attendance by specific individuals; - launching the ‘Prom Passport’ which allocates points for attendance, lateness to lessons, and positive and negative 	

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	<p>behaviour points.</p> <ol style="list-style-type: none"> 2. Ofsted Report – The Governors discussed the next steps from the Ofsted Report which were to ensure that: <ul style="list-style-type: none"> - consistent monitoring and sharp evaluation of strategies aimed at supporting disadvantaged pupils lead to improve outcomes for this group; and - further work is targeted to improve the attendance and reduce persistent absenteeism of pupils, particularly those who are disadvantaged. <p>Mlh shared with the Governors the work that leadership team had engaged with to date, which included focusing on clear robust strategies, and drawing on the ‘Literacy Gap’ research and best practice which was presented by C.Byrne.</p> 3. Improvement Strategy/ QA – English - The Headteacher confirmed that following the QA of Sixth Form provision in the English faculty, a report would be circulated to the Governors for their information. 4. Curriculum Development – see Item LGB21/18 5. Personnel – changes to the Student Support team were discussed and the Governors questioned the changing functions required in this regard in the context of diminishing support services. 6. Policy Review – Nothing further to report 7. Update on Areté Learning Trust Developments – CMB confirmed that Stokesley School continue to support Northallerton School and Sixth Form College as a neighbouring school, and that P.Bartlett (Chairman of ALT) is the Chair of the Interim Executive Board. P.Fazakerley has been seconded for the summer term to Northallerton, and Stokesley School will be reimbursed for his time. Arrangements are in place to “back fill” his duties. <p>As this was the final LGB meeting before CMB's retirement as Headteacher at the end of March (although Governors will all have further opportunities to meet with CMB), Governors variously expressed their thanks for all that CMB had achieved in her 11 years as Head of Stokesley School.</p>	
<p>LGB19/18</p>	<p>Attendance</p> <p>The Governors agreed that the discussion that followed was considered to be confidential and has been recorded in the confidential minute CLGB02/18.</p> <p>Following the confidential discussion, Mlh tabled a paper ‘Attendance Matters’ which highlighted Stokesley School’s attendance to date, by Year group and compared to 2017. All the data points to Stokesley School’s attendance falling below the national average. This led to an in-depth discussion on persistent absences, how this could be improved, and the effect on improving students’ grades and life chances. Mlh briefed the Governors on the strategies listed and agreed that the work to improve attendance is in its infancy, but forms part of the Ofsted next steps.</p>	

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LGB20/18	<p>Uniform Mlh confirmed that Stokesley School will be changing uniform suppliers, and that from Autumn Term 1, all students will be expected to be wearing the standard trousers for boys and girls, or the standard skirt for girls. The Governors challenged the Head of School's decision to change uniform suppliers and following the discussion that ensued, the Governors agreed to fully support the decision.</p>	
LGB21/18	<p>SAIL Project Review The SAIL Project was an item in the Headteacher's Report. Mlh provided a verbal update on feedback at the Parents' Forum on 28th February 2018, where views had been sought on the Project. Comments had been extremely positive, providing insights into the perceived extra amounts of work, the use of technology for research, the focus on themes, and taking responsibility for one's own learning. Mlh confirmed that she had tasked R.McGreal to write a '5 year plan for SAIL', as part of which the key impact measures will be used to inform any further adoption or adaptation. ACTION: Mlh agreed to invite R.McGreal to the next LGB meeting to present the '5 year plan'.</p>	Mlh
LGB22/18	<p>Update on Parent Governor Recruitment As a result of a parent Governor vacancy on Stokesley School's LGB, the process for recruiting a parent Governor has started. Two statements in support of election have been received and under ordinary circumstances a 'Parent Governor Election' should be convened. However, as a result of the recent resignation of J.Pernet, CMB as CEO of ALT had sought agreement from the ALT Directors that both should be appointed, one of whom will fill the parent Governor role. This will be formally approved at the next Trust Board meeting.</p>	
LGB23/18	<p>Any Other Business None</p>	
LGB24/18	<p>** Dates of Next Meetings (at Stokesley School from 08:00-10:00am) - Tuesday 15th May 2018 - Tuesday 12th June 2018 - Tuesday 10th July 2018 There being no other business the Chair declared the meeting closed at 10:00am.</p>	

**** Standing Item**

Minutes taken by: S. Hague (Clerk to the Governors)
Documented Minutes: LGB13/18 – LGB24/18 inclusive
Documents Circulated with Minutes: None
Date: 18th March 2018

Signed: A.P. Hutchinson (Chair) **Date** 15th May 2018

