

Norton College

11-19 School & Sixth Form Centre



Meeting of the Local Governing Body

Wednesday 9th December 2020 at 6.30pm by video conference

Present: Mr Tim Johnson (Headteacher) Miss Jan Pettitt
 Mrs Karron Young (Chair) Mr Craig Shepherdson
 Ms Jill Donaldson Hodges Mrs Catriona Stewart
 Mr Sam Moore

In attendance: Mrs Barbara Kybett (Governance Advisor - Clerk)

		ACTION												
1.	<p>Welcome, apologies for absence and consents</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent, from Mr Steve Layton and Ms Helen Robinson. The Chair advised that Ms Robinson was a new parent governor appointed on 4th December 2020.</p> <p>Mr Barry Evans, Deputy Headteacher, had also sent apologies.</p>													
2.	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>													
3.	<p>Minutes of the last meeting held on 23rd September 2020</p> <p>Previously distributed.</p> <p>Resolved:</p> <p>The main and confidential minutes of the meeting held on 23rd September 2020 were considered and approved by the LGB as a true and accurate record of the meeting.</p>													
4.	<p>Action plan and matters arising</p> <p>Previously distributed.</p> <p>Action Plan from the meeting held 23rd September 2020:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 75%;">Action</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Email potential parent governors who had contacted the school with a view to putting them in contact with Mr Pettitt</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Send the RAP to the Clerk for onward circulation to governors</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Discuss the format and reporting of link governor visits</td> <td>Carried forward</td> </tr> </tbody> </table> <p>With reference to Action Point 3, it was noted that a template link governor report form was included for discussion under Item 11. The Chair advised that she would discuss the format of link governor visits with the Headteacher in the New Year.</p>		Action	Status	1.	Email potential parent governors who had contacted the school with a view to putting them in contact with Mr Pettitt	Completed	2.	Send the RAP to the Clerk for onward circulation to governors	Completed	3.	Discuss the format and reporting of link governor visits	Carried forward	
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	<p>Matters Arising</p> <p>There were no matters arising from the minutes.</p>	
5.	<p>Headteacher's Report</p> <p>Previously distributed.</p> <p>Before presenting his report, the Headteacher advised that, in line with recent DfE guidance, he proposed to close the school for the Christmas holidays on Thursday 17th December, with Friday 18th December being taken as an INSET day, instead of the one scheduled for 28th June. He explained that this change, which had been recommended by the DfE at extremely short notice, was in response to the school's duty to issue Track and Trace notifications for six days after the end of term. The Headteacher advised that Malton School and Norton Primary would also be closing on Thursday 17th December and that he had prepared a number of online tasks for staff to complete during the INSET day.</p> <p>A governor questioned whether any provision would be made for the children of key workers, who may now need to make provision for childcare at short notice. The Headteacher responded that the DfE had issued no requirement for schools to be open for any students on Friday 18th December.</p> <p>A governor commented that the change would benefit both staff and students, in terms of the risk of COVID-19 infections, but the manner in which the new closure date was communicated would be important. The Headteacher agreed and expressed disappointment at the late notice of the DfE's decision which had put senior leaders in a difficult position.</p> <p>Governors supported the Headteacher's decision to end the term on Thursday 17th December.</p> <p>The Headteacher presented his report. He advised that the number on roll had fallen slightly although there had been an increase in Sixth Form numbers which was positive. He noted the variations in numbers between year groups and highlighted that larger class sizes in Years 7 to 11 were subsidising significantly smaller class sizes in the Sixth Form, which was not sustainable. He summarised that the Sixth Form offer in its current form was not viable.</p> <p>Moving to the sections on inclusion, SEND, attendance and behaviour, the Headteacher highlighted the following:</p> <ul style="list-style-type: none"> • one student had been signed off on medical grounds but there was some concern in relation to the quality of the curriculum offered by the medical education service, which was being followed up at present • a new system to identify students with SEND was being implemented, which would ensure that the SEND register was updated more proactively within year • attendance had improved compared to the same period last year - this year's data did not include any absence linked to self-isolation for COVID-19 which was allocated a different code, and which excluded students who were self-isolating from attendance calculations • a very small number students were being kept at home by parents who were anxious about the COVID-19 risks – these students could not be allocated an absence code linked to COVID-19 • Year 7 attendance was very strong at 97% 	

- attendance levels in Year 11 were indicative of a number of years of less effective attendance systems; attendance of Pupil Premium students was particularly concerning and measures were already being put in place to address this
- attendance overall was beginning to improve due to the strategies being implemented, particularly in the lower year groups
- a small core of students continued to struggle to meet behaviour expectations, which was being addressed through targeted intervention work; overall, behaviour in lessons was good.

The Headteacher advised that a new system of monitoring and evaluation of teaching and learning had been put into practice across the school. The leadership team had been restructured and two senior leaders would now focus on the quality of teaching and learning. The Headteacher provided further details of the more robust structures which had been put in place and outlined a model framework for lessons.

A governor commented that this section of the Headteacher's report provided reassurance, detailing as it did the rigorous self-evaluation and improvement plans being put in place, and it was clear how they would link to continuous professional development and performance management of staff. A staff governor agreed that staff were also reassured, by the renewed focus on teaching and learning.

The Headteacher drew governors' attention to the sections on COVID-19 arrangements and catch up funding, and COVID-19 cases and support, noting that the situation in terms of cases was improving.

With reference to the section on External Partnerships and Support, the Headteacher reported that he had held positive meetings with the headteacher at Malton School, with Sixth Form provision being the main focus. Neither school had a Sixth Form which was financially cost effective but shared provision would require significant logistical changes. The Headteacher reflected that the historic mistrust which pervaded the relationship between the two schools would also be difficult to overcome but this process could begin with links between key posts in the two schools. It was envisaged that the Heads of Sixth Form and the pastoral leads would meet first.

The Headteacher also reported that he had met with the headteacher at Norton Primary which had been very positive. Both had agreed that wider links needed to be made between the two schools and a joint INSET day was planned for 2021/22. The Headteacher commented that there were too few pupils joining the College from Norton Primary.

In terms of support, the Headteacher reported that he had secured two days of support from Mr Dan Bodey, Inclusion Advisor at CYC, and three days of commissioned support from Ms Lorna Savage, former headteacher of Fulford School.

The Headteacher advised that some virtual parents' and open evenings had been held; feedback had been positive.

The Headteacher provided a brief staffing update and reported that the Head of English, also Assistant Headteacher, would be leaving the school for a new post on 31st December. A very strong fixed term internal appointment had been made to cover the Assistant Headteacher post and the Head of English position had also been actioned internally. .

	<p>Action: the Headteacher to send the new leadership team structure and responsibilities to the Clerk for circulation to governors.</p> <p>A governor queried whether there would be a negative impact on the budget of using the agency staff alluded to in the Headteacher’s report. The Headteacher agreed that it would, but the costs were not significant.</p> <p>The Headteacher summarised the HR issues detailed in his report and provided a brief safeguarding update. He also reported that there had been three GDPR incidents referred to the DPO.</p> <p>Governors thanked the Headteacher for his report.</p>	HT
6.	<p>Raising Achievement Plan Previously distributed.</p> <p>The Headteacher noted that as he had only been post since 1st November, the Raising Achievement Plan (RAP) was effectively a half term behind as it would normally have been completed by October half term. He agreed to share the latest version of the SEF at the next meeting of the Education Committee.</p> <p>Agenda – Education – SEF</p> <p>The Headteacher referred to the RAP and highlighted that the plan was a three year one, as the priorities were long term. He advised that the actions and Key Performance Indicators would be completed for January.</p> <p>The Chair thanked the Headteacher for the plan, and proposed that governors could be allocated link roles based on the priorities. She suggested that this task would be best undertaken in the New Year once the LGB was up to full strength. Governors acknowledged the work involved in creating such a comprehensive document and thanked the Headteacher.</p> <p>A governor questioned whether there should be some reference in the plan to students feeling safe in school. The Headteacher responded that this would be one outcome of creating a culture of safeguarding, which was included in the Leadership and Management section. In response to a query about referencing students’ destinations, the Headteacher advised that this was included in the section on Personal Development.</p>	Agenda - Education
7.	<p>Chair’s Business</p> <p>The Chair reported that the Board of Trustees had meet during the previous week. The Headteacher and Ms Donaldson Hodges had also attended the meeting. It had been agreed that a discussion regarding the strategic direction of the Trust would be re-opened in the New Year.</p> <p>The Chair advised that she had been in contact with a former governor, Mr Luke Ives, and was pleased to report that he had had agreed to join the LGB again as a Trust appointed governor, if the LGB agreed to recommend him. She provided some further details about Mr Ives’ experience and skills. A governor commented that Mr Ives background as a local councillor and businessman would be of great value in developing links with the community.</p>	

	<p>Resolved: Governors unanimously agreed to recommend Mr Luke Ives to the Trust Board for appointment to the LGB.</p> <p>The Chair reported that the parent election had been successfully concluded, and with another Trust appointment governor on the LGB, the parent who had come second in the election could now also be appointed to the LGB. The LGB would then have only two vacancies.</p>	
8.	<p>Capital Assets <i>This item is recorded as a confidential minute.</i></p>	
9.	<p>Governance Matters Previously distributed.</p> <p><u>Parent governor election update</u> As noted above, Ms Helen Robinson had obtained the most votes in the parent governor election. M Kelly Dunn had come second and would therefore take her place as a parent governor if the Trust Board agreed to appoint Mr Ives.</p> <p><u>Reports of Visits or Training, booked or undertaken</u> The Chair reported that she had been meeting fortnightly with the Headteacher, and Mr Shepherdson had joined the meeting twice.</p> <p>Miss Pettitt had attended the following virtual training sessions:</p> <ul style="list-style-type: none"> • 29/09/2020 Welcome to Governance in a MAT • 16/11/2020 Being Ofsted Ready <p>The Chair drew governors' attention to the previously distributed CYC governor training offer and encouraged governors to commit to training. Ms Donaldson Hodges highlighted her paper, in which she had made suggestions about which training would be most appropriate for each link governor role. She underlined the usefulness of the training on complaints and exclusions and highlighted the relevant online modules.</p> <p>The Clerk undertook to record training attended in the minutes and Ms Donaldson Hodges would keep an internal governors' training record up to date.</p> <p>It was noted that there was no specific training for the role of staff governor. The Clerk indicated that there was written guidance on the role which she would send to Miss Pettitt.</p> <p>Action: Clerk to send guidance the role of the staff governor to Miss Pettitt.</p>	Clerk
10.	<p>Policy Review All previously distributed.</p> <p><u>Staff Code of Conduct</u> The Headteacher advised that he had completely rewritten the Staff Code of Conduct and he highlighted the main additions. He reported that staff had been given the opportunity to comment on the Code and observed that it was now a significantly more robust document. Staff would be asked to physically sign up to the Code.</p>	

	<p>A governor commented that the style of the new Code was more sophisticated than that of other school policies. The Chair agreed and proposed that the re-drafting of school policies should be discussed at the next Strategy meeting, with the most urgent being addressed first.</p> <p>Governors agreed that the Code of Conduct was very thorough and well written, and thanked the Headteacher for his work on it.</p> <p>Resolved: Governors unanimously approved the Staff Code of Conduct.</p> <p><u>Supporting Pupils with Medical Conditions Policy</u> There were no changes to the policy. It was noted that the first bullet point in the paragraph entitled “School nurse” was incomplete.</p> <p>Resolved: Subject to this amendment, governors unanimously approved the Supporting Pupils with Medical Conditions Policy.</p> <p><u>Exclusion Policy</u> The Headteacher advised that the policy had been updated with references to COVID-19.</p> <p>Resolved: Governors unanimously approved the Exclusion Policy.</p> <p><u>E-Safety Policy</u> It was noted that the policy had been reviewed by the Designated Safeguarding Lead.</p> <p>Resolved: Governors unanimously approved the E-Safety Policy.</p>	
11.	<p>Link Visit Reports Previously distributed.</p> <p>Governors noted and agreed the previously distributed role descriptors for the Safeguarding, SEND and Pupil Premium link governor. Governors thanked Ms Donaldson Hodges for her work in drafting these.</p> <p>For the benefit of new governors, there was a brief discussion on the format of link governor visits and reporting mechanisms. It was suggested that a pack of information for new governors would be helpful and governors were directed to the NGA website for further resources.</p>	
12.	<p>Determination of matters to be regarded as confidential</p> <p>Item 8 was recorded as a confidential minute.</p>	
13.	<p>Any other business</p> <p>Governors discussed how community activities using school facilities might be a source of income for the school. It was noted that it was a challenge to get community engagement when many</p>	

