



## Ruskin Community High School

### FULL GOVERNORS BOARD MEETING 20<sup>th</sup> March 2024 at 4:00pm Venue – School

#### MINUTES – PART ONE

<b>Present:</b>	John Rhodes (Chair) Dean Postlethwaite (HT) Chris Griffin (CG) Denise McCumskey (DMC) William Ollier (WO) Emma Szymura (ES) Claire Harrison (CH) Don Higgs (DH) Peter Storey (PS) Peter Thorpe (PT)	LA Governor – Chair of Governors Headteacher Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor – Deputy Head Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor
<b>Apologies:</b>	Margo Veitch (MV) Debbie Jones (DJ) Duncan Burrow (DB)	Co-opted Governor Co-opted Governor Co-opted Governor
<b>Absence:</b>		
<b>In attendance:</b>	Hazel Goodwin (SBM) Natalie Burke (NB) Sarah Robson (SR) Su Garbutt (Clerk)	School Business Manager Assistant Headteacher Assistant Headteacher Senior Governance Officer

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES</b>
<b>Discussion:</b>	The Chair welcomed everyone to the meeting. Governors received and accepted apologies from MV.

<b>AGENDA ITEM 2</b>	<b>CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)</b>
<b>Discussion:</b>	There were no declarations of interest declared with the business of the meeting.

<b>AGENDA ITEM 3</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	The following items of AOB were raised for discussion: <ul style="list-style-type: none"> <li>Visit to Library</li> </ul>



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<b>AGENDA ITEM 4</b>	<b>MEMBERSHIP</b>
<b>Discussion:</b>	<p>a) The following changes to the membership of the Board were received by Governors:</p> <ul style="list-style-type: none"> <li>• New Co-opted Governor – Peter Storey was appointed for a 4-year term of office.</li> <li>• New Co-opted Governor – Peter Thorpe was appointed for a 4-year term of office.</li> </ul> <p>b) Governors discussed the current vacancies in accordance with the constitution:</p> <ul style="list-style-type: none"> <li>• 3 x Co-opted Governor</li> <li>• 1 x Parent Governor</li> </ul> <p>The Board noted that Cathi Boughey had made no contact with School or the Clerk and no apologies had been received. As she did not engage to complete the DBS process or attend or send apologies for meetings, the Board agreed that her term of office would cease as of 20 March 2024 and a Parent Governor Election would be held for 2 new parent governors.</p> <p>c) There were no terms of office due to expiry.</p>
<b>Actions:</b>	The school to hold a Parent Governor election in the Summer term. (see Action Ref 12).

<b>AGENDA ITEM 5</b>	<b>APPROVAL OF THE PART 1 MINUTES FROM THE PREVIOUS MEETINGS</b>
<b>Discussion:</b>	Governors approved the minutes from the meeting on 29.11.23 as a correct record and the Clerk was asked to send the minutes to be signed virtually by the Chair.
<b>Decision:</b>	Governors resolved to approve the minutes of the above meeting.
<b>Action:</b>	The Chair to sign a copy of the minutes and provide for school for retention.

<b>AGENDA ITEM 6</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	Governors reviewed the Action Log, and it was confirmed that any other outstanding actions were completed and closed as appropriate.

<b>AGENDA ITEM 7</b>	<b>CHAIR'S ACTION</b>
<b>Discussion:</b>	Governors noted the Chair had attended a grievance hearing panel recently.

<b>AGENDA ITEM 8</b>	<b>PART 1 REPORTS FROM COMMITTEES</b>
<b>Discussion:</b>	Minutes of committee meetings not previously received:



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	<ul style="list-style-type: none"> <li>• LME 05.03.24.</li> <li>• SDW 06.03.24.</li> <li>• TLA 06.03.24.</li> </ul> <p><u>Teaching, Learning and Assessment committee.</u></p> <p>The committee Chair informed the meeting that the committee had held in depth discussions around EAL literacy, improvement principals which had been identified, and the way school had entered into innovative ways for teaching.</p>
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AGENDA ITEM 9	LINK/MONITORING REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
<b>Discussion:</b>	<p><u>SEND:</u> MV was not at the meeting to present her report which had been uploaded to Governor Hub prior to the meeting.</p> <p><u>Safeguarding:</u> DH presented his report and had two additional items to add:</p> <ul style="list-style-type: none"> <li>• The school had decided that staff would be rechecked for their DBS after 5 years' service at the school. This would be a rolling programme and thanks to HGs diligence there were only five members of staff left to be checked in this round.</li> <li>• The school would be required to conduct a Google search for any adverse information on the internet as part of the recruitment process. This was now a statutory duty.</li> </ul> <p><b><i>Governor question: Are there any guidelines as to what is acceptable if found during this Google search?</i></b></p> <p><i>Response: We are looking for any references to court orders or children. There are no guidelines available; it is down to each individual school to discuss what they would regard as unacceptable.</i></p> <p><b><i>Governor question: Will these re-checks and the new Google search also apply to governors?</i></b></p> <p><i>Response: Yes.</i></p> <p><b><i>Governor question: What will be the process if something adverse is found?</i></b></p> <p><i>Response: It will be like the DBS. If it affects the school, it will be dealt with in the same manner.</i></p> <p>DH stated that although there was a lot of bureaucracy in safeguarding, there were many other ways the school undertook safeguarding which were often overlooked such as team meetings, training, and the use of the curriculum.</p> <p><u>Health and Safety:</u> JR presented his report which had been shared on Governor Hub prior to the meeting. This included a new template and works log. All staff logged any works requests, and the site team would then allocate a priority to the work. This would be updated and contained in each future report which would allow the board to track all</p>



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	requests actioned and included the costs. Regular health and safety meetings would continue as well as learning walks.
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AGENDA ITEM 10	FINANCIAL / COMPLAINTS MATTERS
<b>Discussion:</b>	<p>The SBM submitted a written summary to cover all the items on the agenda. All Finance issues had been discussed in detail at the LME committee meeting on 05.03.24.</p> <p>a) Staffing structure 2024/2025. The staffing structure for 2024/25 had been uploaded to Governor Hub prior to the meeting and had been reviewed and approved by the pay committee in autumn term. The budget included any uplifts agreed as well as a nominal % increase for all salaries.</p> <p>b) Draft annual budget 2024/2025. The draft annual budget for 2024/25 had been uploaded to Governor Hub prior to the meeting. Governors noted the 3-year plan was now in deficit for year 3 by £-454,000. However, this year the school was showing a carry forward of £718,000 which was in excess of the 5% clawback. Therefore, the school would be earmarking £412,000. This would bring the year 3 deficit to £-860,000.</p> <p>The earmarked funds had been allocated as:  £20,000 for the library  £40,000 for the curriculum  £350,000 for the dance studio</p> <p>A full report was discussed in part 2.</p> <p><b>Governor question: Budget projections for year 3 can be difficult to factor due to the number of variables. Are you concerned about the year 3 figure?</b>  <i>Response: Schools finance have informed us not to be too concerned about the year 3 figure as we do not know what the funding or grants would be. However, it would not be prudent if we did not consider a recovery plan. The deficit recovery plan proposed would show cost cutting needed but without doing anything which was irrevocable.</i></p> <p><b>Governor question: Is the dance studio still going ahead?</b>  <i>Response: Yes. All tenders are back with the project manager, and they are looking at the cost projections to see where they can be stripped back to meet the funds, we have available. We already have £250,000 earmarked and will earmark another £350,000 from this year's clawback so will have £600,000 available for the studio.</i></p> <p>c) SFVS submission The SFVS had been uploaded to Governor Hub prior to the meeting for all governors to view. There were no questions.</p>



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	<p>d) Manual of Internal Financial Procedures (MIFP) This had been discussed in detail at the LME committee meeting on 05.03.24. There were no questions.</p> <p>e) Annual accounts This had been discussed in detail at the LME committee meeting on 05.03.24. There were no questions.</p> <p>f) Budget vs Actuals for the current year 2023/2024 The latest BVA report had been uploaded to Governor Hub prior to the meeting and discussed in detail at the LME committee meeting on 05.03.24. There were no questions.</p> <p>g) Progress against the three-year plan This had been discussed in detail at the LME committee meeting on 05.03.24. There were no questions.</p> <p>h) To confirm authority to approve budget is delegated to the LME Committee if the Summer FGB is later than the budget submission deadline. Governors confirmed the authority as outlined above.</p>
<b>Decisions:</b>	<p>Governors <b>approved</b> the staffing structure for 2024/25.</p> <p>Governors <b>approved</b> the draft annual budget for 2024/25.</p> <p>Governors <b>approved</b> the SFVS for submission by 31st March 2024.</p> <p>Governors <b>confirmed authority</b> to approve the final budget was delegated to the LME Committee if required.</p>

AGENDA ITEM 11	HEADTEACHER'S REPORT
<b>Discussion:</b>	<p>The Headteacher's Report was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave the update and highlighted the following points:  <u>OFSTED</u>: The school was awaiting an OFSTED inspection and would continue to prepare for the visit. OFSTED had launched "The Big Listen" consultation which was available for completion on the website. All governors were encouraged to view and respond to the consultation.</p> <p><u>Attendance Hubs</u>: Attendance was a national issue and new initiatives continued to be rolled out. The school had been teamed up with Denby High School in Luton which had 85% EAL pupils. The schools will be sharing good practice and the next meeting is set for April 2024.</p> <p><u>Decarbonisation</u>: the solar panels were now complete with over 100 panels placed on the roof. The lighting and astro turf would be completed in the next few weeks. There was a delay in the Air Source heat pumps and the school was awaiting installation dates.</p>



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	<p><u>SEND</u>: there was a significant deficit budget at the LA caused by SEND overspend. From September 2024, the school would be looking to set up a SEND hub in preparation for a possible increase in SEND pupils.</p> <p><u>Staffing</u>: there continues to be a nationwide shortage of maths and science teachers. The school would continue to work with SCITT.</p> <p><u>External reviews</u>: Governors noted Steve Dool would be retiring as the advisor for the Headteachers Performance Management Panel at the end of this academic year. Mark Bayley had been working with the school and from September would be working to support and challenge the school in specific areas.</p> <p><u>Options 2024</u>: The year's Options evening was attended by almost 90% of parents.</p> <p><u>Performance Related Pay</u>: Governors noted that the performance related pay system was being removed by the government from September 2024. The school would continue to ensure accountability and was awaiting the publication of national guidelines.</p>
<b>Decisions:</b>	Governors <b>approved</b> Mark Bayley as the external advisor to the school for 2024/25 academic year.

AGENDA ITEM 12	EXAMINATION RESULTS
<b>Discussion:</b>	<p>ES had uploaded the examinations results document to Governor Hub prior to the meeting for all governors to view.</p> <p>Governors noted that the figures could not accurately be predicted as grade boundaries and the Progress 8 figure had not been set.</p> <p>The predicted results were slightly lower than last year as the cohort was higher on entry. However, achievement figures had the potential to be the best results to date. Predictions were 44% to achieve 9 – 5 including English and maths, and 60% for 9 – 4's.</p> <p>Boys and pupil premium students continued to be the areas with the biggest gaps, but there was some movement within these groups.</p> <p>Governors thanked ES for the data and wished to thank all the teachers who were offering additional tutorial sessions to students during the upcoming Easter break.</p>

AGENDA ITEM 13	GOVERNOR TRAINING AND DEVELOPMENT
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<b>Discussion:</b>	<p>a) The skills audit had been circulated and all governors were reminded to fill it in and return it to the Clerk. It was noted that the NGA audit had not been easy to access for some governors and the language was very precise.</p> <p>b) New governors were encouraged to attend the Governor Induction training offered by the local authority.</p>
<b>Actions:</b>	<p>All governors to return the skills audit to the Clerk (see Action Ref 13).</p> <p>Clerk to upload the new training programme to Governor Hub when available.</p> <p>New governors to attend induction courses when possible.</p>

<b>AGENDA ITEM 14</b>	<b>SCHOOL POLICIES</b>
<b>Discussion:</b>	<p>The following policies were circulated on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Allegations of Abuse Against Staff</li> <li>• Careers guidance</li> <li>• Complaints</li> <li>• Suspensions and Exclusions</li> <li>• First Aid Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Protection of Biometric Data</li> <li>• Supporting Children with Medical Needs</li> <li>• Child Protection &amp; Safeguarding</li> <li>• Home School Agreement</li> <li>• Equality Objectives</li> <li>• Behaviour</li> <li>• School uniform</li> </ul>
<b>Decisions:</b>	Governors <b>approved</b> all the policies listed above.

<b>AGENDA ITEM 15</b>	<b>PLANNED RESIDENTIAL VISITS</b>
<b>Discussion:</b>	<p>ES informed Governors of the following planned residential visits for this year:</p> <ul style="list-style-type: none"> <li>• Water Sports</li> <li>• Duke of Edinburgh</li> <li>• Chateau Beaumont - France</li> </ul> <p>The risk assessment for the Water Sports trip had been approved by the LA and was on Evolve.</p> <p>The risk assessment for the Duke of Edinburgh trip had been submitted to the LA.</p> <p>The risk assessment for the trip to France had not yet been completed.</p>



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	DMC had met with ES to review the checklists for governors and submitted a report to Governor Hub.
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AGENDA ITEM 16	STRATEGIC GOVERNANCE
<b>Discussion:</b>	<p>a) Additional arrangements required to support the board:  <b>Governor question: Is there anything further we can do regarding parent recruitment?</b>  <i>Response: We spoke to over 150 sets of parents at recent meetings and have written to parents. We did have two responses, but one started and then never came back after the first meeting, and the other decided it wasn't for them before they were nominated. We will talk to parents again and provide a written snapshot as to what the role is like.</i></p> <p>It was suggested that governors could produce a short video either individually or as a group outlining the reason why they became governors, what they get from the role etc.</p> <p><b>Governor question: It is noticeable that the school serves a very diverse community, but we do not have any non-white representation on the board. What more can we do to attract diversity and inclusion on our board?</b>  <i>Response: The clerk offered to send contact details for the National Black Governors Network so they could be approached for some help in this area.</i></p>
<b>Decisions:</b>	b) Governors <b>agreed</b> the appointment of Cheshire East to provide a Clerk to the Governors for the next school year. Governors requested they retained their current clerk if possible.
<b>Actions:</b>	The Clerk to send contact details for the National Black Governors Network to the Chair and Headteacher.

AGENDA ITEM 17	TERM DATES
<b>Discussion:</b>	The term dates for 2024/2025 were now on the school website. Term dates for 25/26 were being worked on and would be presented to the summer term meeting.
<b>Actions:</b>	The Clerk to add agenda item 'dates for 2025/2026' to the Summer FGB agenda.

AGENDA ITEM 18	AOB
<b>Discussion:</b>	<u>Library visit</u>





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	WO stated he had recently visited the school library and met with the librarian, Mr Connor Kavanagh who had shared with him data regarding library usage. WO suggested that Mr Kavanagh be invited to present to the next TLA meeting in the summer term.
<b>Actions:</b>	ES to invite Mr Kavanagh to the summer term TLA meeting to present to the governors. The Clerk to add this to the TLA agenda.

<b>AGENDA ITEM 19</b>	<b>DATE AND TIME OF NEXT MEETING</b>
<b>Discussion:</b>	Governors confirmed the dates and times of the next meeting as: <ul style="list-style-type: none"> <li>• Summer – 03.07.24 4:00pm</li> </ul>

<b>AGENDA ITEM 20</b>	<b>STATEMENT OF IMPACT</b>
<b>Discussion:</b>	Governors helped to move the school forward in this meeting by: <ul style="list-style-type: none"> <li>• Discussions took place regarding the budget and proposed debt recovery plan (partly in Part 2 of this agenda).</li> <li>• The Board received an overview of educational performance from ES.</li> <li>• Safeguarding had been robustly reviewed and new initiatives embraced.</li> <li>• The TLA committee would welcome Mr Kavanagh to present to them in the summer term to help increase their understanding of the library usage.</li> </ul>

**The Part 1 meeting ended at 5:23 pm**

**The meeting moved to the Part 2.**

**Chair**.....

**Date**.....