



## Ruskin Community High School

### **FULL GOVERNORS BOARD MEETING**

**2<sup>nd</sup> JULY 2025 at 4:00pm**

**Venue – School**

### **MINUTES – PART ONE**

<b>Present:</b>	John Rhodes (Chair) Dean Postlethwaite (HT) Emma Szymura (ES) Marion McKenzie (MMc) Peter Storey (PS) Don Higgs (DH) Denise McCumskey (DMc) William Ollier (WO) Peter Thorpe (PT) Natalie Cross	<b>LA Governor – Chair of Governors</b> <b>Headteacher</b> <b>Co-opted Governor – Deputy Head</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b>
<b>Apologies:</b>	Duncan Burrow (DB) Chris Griffin (CG) Margo Veitch (MV) Debbie Jones (DJ)	<b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b>
<b>In attendance:</b>	Hazel Goodwin (SBM) Natalie Burke (NB) Claire Harrison Sarah Robson (SR) Jo Rankin (JR) Su Garbutt (Clerk) Shelley Jackie	<b>School Business Manager</b> <b>Assistant Headteacher</b> <b>Assistant Headteacher</b> <b>Assistant Headteacher</b> <b>Assistant Headteacher</b> <b>Senior Governance Officer</b> <b>Title? Staff presentation only. Left at 4.15pm</b> <b>Title? Staff presentation only. Left at 4.30pm</b>

Staff Presentation:

<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 CG, MV and DJ. The Board noted Duncan Burrow had tried to attend the meeting virtually via MS Teams but technical issues had prevented this. His apologies were received and accepted.



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

AGENDA ITEM 3	ANY OTHER BUSINESS
<b>Discussion:</b>	The following items of AOB raised for discussion: <ul style="list-style-type: none"><li>• New changes to governor responsibilities</li></ul>

AGENDA ITEM 4	MEMBERSHIP
<b>Discussion:</b>	<p>a) There were no changes to membership to be reported.</p> <p>b) Governors confirmed the current vacancies in accordance with the constitution:</p> <ul style="list-style-type: none"><li>• 1 x Co-opted Governor</li><li>• 1 x Parent Governor</li></ul> <p>The school had written to all Year 6 parents to encourage them to consider becoming a governor at the school. An election would be held during the Autumn 2025 term.</p> <p>c) There were no terms of office due to expiry.</p>

AGENDA ITEM 5	APPROVAL OF THE PART 1 MINUTES FROM THE PREVIOUS MEETINGS
<b>Discussion:</b>	Governors approved the minutes from the meeting on 02.04.25 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.

AGENDA ITEM 6	MATTERS ARISING
<b>Discussion:</b>	<p>Governors reviewed the Action Log, and noted the following:</p> <ul style="list-style-type: none"><li>• All governors were reminded to complete the cyber security training.</li></ul> <p>The SBM informed the board that three quotes had been received for the Extension of the Inclusion Centre contract. The budget for this work was £80,000. This would include £4,000 to support project management. The budget had been agreed at a previous meeting, but the original builder had pulled out of the contract. Therefore, new quotes had been sought.</p>



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	The SBM confirmed the planning application had been submitted to the Local Authority, and work was expected to start as soon as possible with a view to completion by September 2025.
<b>Decision:</b>	Governors approved the contract for £76,000.

AGENDA ITEM 7	CHAIR'S ACTION
<b>Discussion:</b>	<p>The Chair reported that after discussions at the LME regarding computing, DB had visited the school and assessed the server situation. He had made recommendations following his visit and these had been agreed by the Chair.</p> <p>The school would be moving to a hybrid server. 100 new laptops would be purchased this year, with a further 77 being purchased in the next academic year.</p>

AGENDA ITEM 8	PART 1 REPORTS FROM COMMITTEES
<b>Discussion:</b>	<p>a) The following committee meeting minutes were circulated prior to the meeting:</p> <ul style="list-style-type: none"><li>• LME 17.06.25</li></ul> <p>The following committees had taken place, but minutes were not available for this meeting:</p> <ul style="list-style-type: none"><li>• SDW 18.06.25</li><li>• TLA 18.06.25</li></ul> <p>Governors agreed to send any questions to the Chairs of Committee for those meetings whose minutes were not available.</p> <p>There were no further comments.</p>

AGENDA ITEM 9	LINK / MONITORING REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
<b>Discussion:</b>	<p>Governors noted the following visits had been conducted in the summer term:</p> <p>Statutory:</p> <ul style="list-style-type: none"><li>• Attendance</li><li>• Health and Safety</li><li>• Safeguarding</li><li>• SEND</li></ul> <p>Curriculum:</p> <ul style="list-style-type: none"><li>• Art and DT</li><li>• Careers</li></ul>

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	<ul style="list-style-type: none"> <li>• Computing and Business</li> <li>• Geography</li> <li>• Library</li> <li>• Maths</li> <li>• MFL</li> <li>• PE</li> <li>• RS</li> <li>• Science</li> </ul> <p>Governors noted in terms of health and safety, some adaptations were still to be completed for one visually impaired student who would be joining this school in September 2025.</p> <p>SR had circulated dates for 2025/26 academic year monitoring visits. Governors were asked to inform SR of convenient dates.</p> <p>Governors thanked SR for organising the visits, stating the new system had improved the process immeasurably.</p> <p>The clerk informed the meeting that a new feature was available on Governor Hub which would allow them to upload their visits more easily. This feature could be found under the Governing Board tab and allowed individuals to upload the name, date and report for their visits. By doing so in this way, the system would collate the visits to allow termly and yearly reports to be produced.</p>
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AGENDA ITEM 10	FINANCIAL / COMPLAINECE MATTERS
<b>Discussion:</b>	<p>The SBM presented an update and the board noted that financial information had been presented in detail at the LME committee meeting on 17.06.25.</p> <p>a) The Final Budget Summary was circulated on Governor Hub prior to the meeting. The SBM noted that figures show a £260,000 carry forward, but that there was a deficit of £210,000 in year 2. There is still no confirmation about pay rises and whether they will be funded/part funded. Governors noted savings could be made in Year 1 if required.</p> <p><b>Governor question: Is there sufficient to cover the pay increases in the budget?</b></p> <p><i>Response: We originally forecast 2.8% but this is now 4%. We will be worse off due to National Insurance contributions. However, the funds are available to cover these increases. It will probably be towards the end of September 2025 before we can accurately report salary increases.</i></p> <p>b) The board noted the 3 year plan which showed a positive carry forward of £260,000 for Year 1.</p>



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	<p>c) The budget had been formally agreed at the LME on 17.06.25 and had been submitted to the LA to conform with required timescales. <b>Governors ratified this decision.</b></p> <p>d) Governors noted an approved the CHESS purchases as presented. The school may review the health and safety contract as this was covered by the RPA audit. Governors were informed the CHESS buy back would be slightly less this year due to Cheshire East ceasing to offer some services which the school had previously bought. Governors confirmed the purchase of Cheshire East Clerking Service to provide a clerk to governors for 2025/26 academic year.</p> <p>e) The board agreed the updates to the Manual of Internal Financial Procedures (MIFP)</p> <p>f) The school confirmed the completion and submission of the S175 Safeguarding Audit.</p>
<b>Decisions:</b>	<p><b>Governors ratified the final budget as approved at the LME on 17.06.25</b></p> <p><b>Governors confirmed the purchase of Cheshire East Clerking Service to provide a clerk to governors for 2025/26 academic year.</b></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 thanked the Senior Leadership Team for their support throughout the year. The HT stated he had tried to focus on strategic issues for this report, and highlighted the following:</p> <ul style="list-style-type: none"><li>• The school day would remain the same length, but the lunchtime would be shortened by 10 minutes allowing students to finish 10 minutes earlier.</li><li>• The SIP would remain as Mark Bayley for the 2025/26 academic year. He had visited the school this week and discussed a plan of visits for next year. He also wished to meet with governors.</li><li>• Ofsted visits were expected to resume in November. However, governors noted the framework changes had not yet been shared with schools and therefore it was extremely difficult to finalise some documentation such as the school development plan. Unions were currently lobbying for changes to be published but deferred until September 2026 to allow schools time to meet the new criteria.</li></ul> <p><b>Governor question: Given the changes, are inspection timescales now starting again, or are the remaining on the same timetable?</b></p> <p><i>Response: The Headteacher had attended a HMI briefing where this question had been asked. The response received was that they had not decided on this aspect yet. We will be assuming they will continue with the same timetables and so we will be ready for the new academic year even if we are unsure as to exact framework.</i></p>



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	<ul style="list-style-type: none"><li>Discussions had taken place regarding increasing the PAN for the school from 140 to 150. The school had agreed to take 150 students next academic year. The school could have taken more but were refused by the LA due to low numbers in other local schools.</li><li>Governors noted the attendance figures within the report.</li><li>Governors noted the safeguarding information contained within the report.</li></ul>
<b>Decision:</b>	<b>Governors agreed to move the PAN to 150.</b>

AGENDA ITEM 12	SCHOOL IMPROVEMENT PARTNER
<b>Discussion:</b>	Governors noted that Mark Bayley would continue as the School Improvement Partner for 2025/26.  The report from the May visit was shared and discussed at the TLA meeting on 18.06.25.

AGENDA ITEM 13	PUPIL PERFORMANCE
<b>Discussion:</b>	ES spoke to this item. Initial figures had been uploaded to Governor Hub for governors to view prior to the meeting.  The board noted the Year 11 cohort had been a unique intake and governors had been kept informed of the challenges faced throughout the year. Governors noted the drop in data figures for the cohort but were aware of the number and variety of interventions put in place for this year group.  The meeting was informed that of the cohort, 7 were non-attenders, and 3 further students had not sat the exams due to parents refusing to allow their children to be tested. 1 child had been taken off role after sitting only 2 exams.  Headline figures for English and maths were both between 12% and 14% lower than last year. However, if these 11 students were removed from the figures, then overall data was not too different from last academic year.  A full analysis would be given at the data review meeting in September 2025.

AGENDA ITEM 11	GOVERNOR TRAINING AND DEVELOPMENT
<b>Discussion:</b>	Governors noted the large number of courses completed by Marion McKenzie since joining the board.



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	<p>Cheryl Jackson had updated governor hub records for some governors, and all were reminded to complete safeguarding, CDPR and cyber security training.</p> <p>All governors were asked to review and update their governor training records.</p>
<b>Actions:</b>	All governors to review and update their governor training records on Governor Hub

<b>AGENDA ITEM 15</b>	<b>HEADTEACHERS PERFORMANCE MANAGEMENT REVIEW (HTPMR)</b>
<b>Discussion:</b>	Governors noted Steve Dool would continue as the external advisor for the Autumn term and would complete the end of year review and set targets for the 2025/26 academic year.  A new SIP would be sought in the Spring 26 term to complete the cycle.
<b>Action:</b>	Clerk to add appointment of SIP to Spring term 26 FGB agenda

<b>AGENDA ITEM 16</b>	<b>SCHOOL POLICIES</b>
<b>Discussion:</b>	Governor reviewed and approved the following policies which were available on Governor Hub prior to the meeting: <ul style="list-style-type: none"><li>• Appraisal (Teacher Staff) (ROB)</li><li>• Career Guidance (WHS)</li><li>• Cared For Children – (reviewed at SDW) (VIT)</li><li>• Charging &amp; Remissions - (reviewed at LME) (GOH)</li><li>• Provider Access- (reviewed at LME) (WHS)</li><li>• Relationship, Sex &amp; Health Education - (reviewed at TLA) (DAV)</li><li>• Suspensions &amp; Exclusions (reviewed at SDW) (HAR)</li></ul>
<b>Decision:</b>	Governors <b>approved</b> all the statutory policies listed above (except the Appraisal & Careers Guidance Policies).

<b>AGENDA ITEM 17</b>	<b>PLANNED RESIDENTIAL VISITS</b>
<b>Discussion:</b>	Governors noted the following visits for the 2025/26 academic year: Barcelona 2 outdoor education stays Chateau Beaumont  All would be in Spring/Summer 2026 and RAs would be completed and shared with the Board in the Autumn term.



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AGENDA ITEM 18	TERM DATES
<b>Discussion:</b>	Term dates for 2025/26 were published on the school website.  The term dates for 2026/27 were currently being reviewed and would be published before the end of this term.
<b>Decision:</b>	<b>Governors approved the 2026/27 term dates as proposed.</b>

AGENDA ITEM 19	NOMINATIONS FOR CHAIR AND VICE CHAIR
<b>Discussion:</b>	Governors nominated John Rhodes as Chair of Governors for a period of 1 year from the first FGB of Autumn 2025 until the first FGB of Autumn 2026.  Governors nominated Bill Ollier as Vice-Chair of Governors for a period of 1 year from the first FGB of Autumn 2025 until the first FGB of Autumn 2026.

AGENDA ITEM 20	ANY OTHER BUSINESS
<b>Discussion:</b>	The Chair drew Governors attention to the changes to governor responsibilities as outlined by the NGA. These included: <ul style="list-style-type: none"><li>• British values</li><li>• Procurement</li><li>• School funding</li><li>• Healthy food/eating</li></ul> Governors agreed the school promoted British values through the core values of the school and a whole school approach rather than individual lessons. British values were promoted through assemblies, PSHE and work in lessons.  <u>Cheryl Jackson (CJ): Clerk to Governors</u> CJ had been due to attend the meeting as clerk but had been called into an Ofsted visit meeting with the school where she was a governor. CJ has sent a message to the Chair stating how much she had enjoyed working with the Board. She felt there were an excellent group of governors who really cared about the school, and indicated she would be open to serving on the board.  The Chair and board wished to thank Cheryl for all her hard work and assistance during her time working with them. She would be sadly missed. The board requested the clerk to email CJ to offer her a co-opted post on the board.



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Action:	Clerk to email CJ to offer her a co-opted governor position.
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AGENDA ITEM 21	MEETING DATES FOR 2025/26 ACADEMIC YEAR
<b>Discussion:</b>	<p>The meeting schedule had been agreed as:</p> <p><b>Autumn</b></p> <p>FGB HK/Results – 07.10.25 – 4:00pm (TBC – pending results data) Pay – 05.11.25 – 9:30am LME – 18.11.25 – 4.00pm SDW/TLA – 19.11.25 - 3.15pm/4.15pm FGB – 03.12.25 - 4:00pm</p> <p><b>Spring</b></p> <p>LME – 10.03.26 - 4:00pm SDW/TLA – 11.03.26- 3.15pm/4.15pm FGB – 25.03.26 - 4:00pm</p> <p><b>Summer</b></p> <p>LME – 16.06.26 - 4:00pm SDW/TLA - 17.06.26- 3.15pm/4.15pm FGB – 01.07.26 - 4:00pm</p>

AGENDA ITEM 22	IMPACT STATEMENT
<b>Discussion:</b>	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"><li>• Reviewing the results and understanding the challenges faced within the Year 11 cohort.</li><li>• Reviewing attendance</li><li>• Understanding the careers offer within the school</li><li>• Awareness of the Ofsted framework challenges</li><li>• Understanding the finances and budget complications</li></ul>

**The Part 1 meeting ended at 5.36 pm**

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

**Chair.....**

**Date.....**