

| <b>Rastrick High School Academy Trust<br/>Minutes of the Governing Board</b>  |  |  |
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| <b>Date / Time: Thursday 16 May 2019 at 5:00pm</b>  |  |  |
| <b>Present:</b> Mr D Brundell (DB) (Chair), , Mr A Tatham (AT), Mr I Philp (IP), Mrs P Wild (PW)<br>Dr G Hallas (GH), Mr S Evans (SE), Ms A Springthorpe & Mr N Midgley (NM). |  |  |
| <b>Observers:</b> Mr M Crowther (MC), Mr M Williams (MW), Mr L Timmins (LT) & Ms R Bailey (RB)  |  |  |
| <b>Clerk:</b> Mr D Whitehead  |  |  |
| <b>1</b>  | <b>APOLOGIES<br/>FOR ABSENCE</b>   | DB welcomed all to the meeting.<br><br>There were apologies for absence from Philip Cockcroft which were accepted.<br>SE for lateness<br>There were no other apologies for absence.  |
| <b>2</b>  | <b>DISCUSSION /<br/>DECLARATION OF<br/>INTEREST OR<br/>PECUNIARY<br/>INTERESTS</b> | DB reminded all to declare any interest in respect of today's meeting.   |
| <b>3</b>  | <b>NOTIFICATION OF<br/>ANY OTHER<br/>BUSINESS</b>                                  | CIF bid  |
| <b>4</b>  | <b>MINUTES AND<br/>MATTERS ARISING</b>   | <p><u>Board Meeting 13.12.18</u><br/>The minutes and confidential minutes were approved as a true record.</p> <p><b>Proposed: IP Seconded: GH</b><br/>Agenda item 5 – The review of the Pastoral curriculum is almost complete and the options available and student numbers will be known at the next meeting.</p> <p>There were no other matters other arising.</p> <p><u>Resources Committee 13.12.18</u><br/>The minutes endorse the that the processes in the school are robust.<br/>Agenda item 5 – SE advised that the apprentice has developed into her role and she has been taken onto the full payroll, as an assistant to the HR team.<br/>The work she undertakes was summarised along with the excellent work ethic seen.<br/><b>Q – Replacement apprentice?</b><br/><b>A – We are looking at the admin and finance team currently. An assessment is being carried out.</b></p> <p><u>Resources Committee 21.03.19</u><br/>IP advised that the system of budget setting is always a cautious one and the good news of the additional funding was noted.<br/>Some investigation ongoing into looking at Sports Hall funding.<br/>New staffing structure was discussed and Directors were keen that this was presented in the right way to other staff, students and parents<br/>SE explained how the senior team have been consulted on the proposed changes and in the next few weeks all staff will be spoken to explain the new structure.<br/>Development into a MAT will influence the structure.<br/>Staff will be spoken to on Monday noting that more capacity is needed and that a new</p> |

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|   |   | <p>school maybe joining the RHS family, Brighter Futures Academy Trust</p> <p><u>Standards Committee 31.01.19</u><br/> AT explained that the detail contained is addressed in the later minutes.<br/> The new style Ofsted inspection and the Progress reports were discussed.<br/> Progress continues to improve. Boys are a group that is not improving at the same rate which is a national issue.<br/> Absences – the school is better than national and a relatively small number of students do impact on the attendance figures.</p> <p><u>Standards Committee 02.05.19 (Tabled)</u><br/> Agenda item 5, the pilot Ofsted inspection, was the key focus.<br/> The pilot inspection has taken place and this was highly satisfactory for staff and inspectors.<br/> The Progress data was discussed in detail.<br/> There was a full report on knife safety in school which was very satisfactory.<br/> SE noted that RHS is performing above the same period last year.</p>  |
| 5 | <p><b>SCHOOL IMPROVEMENT PLAN UPDATE TERM 2</b></p> | <p>The report had been circulated prior to the meeting.</p> <p><u>Objective 1</u><br/> RB summarised the progress made. This was rated as Amber at the last meeting but this is now Green. A full evaluation will be carried out.<br/> In Term 3 the school is looking forward to September and focussing on the quality of teaching. The meetings taking place were outlined along with the use of analysis tools. Trigger points will be the subject of analysis.<br/> CPD and how this is used for delivering the curriculum was explained.</p> <p>In term 2, RB explained how questioning had been a key focus.<br/> Targeting students who avoid questioning is taking place.</p> <p><u>Objective 2</u><br/> LT noted the importance of the document.<br/> KPI for attendance is the focus. This is rated as Amber currently but there is reassurance that the initiatives are proving effective particularly for DV pupils and Yr10. The focus on key students in Yr10 was explained.<br/> Planning for next year is taking place.<br/> There is a new Attendance Officer who started this week. Her work with key families was summarised.</p> <p><b>Q – Is this an additional member of staff or a replacement?</b><br/> <b>A – She is an additional member of staff. The rationale for the appointment was detailed by LT.</b><br/> MW advised that this is future proofing the support structure as pupil numbers increase.</p> <p><b>Q – Is the post funded through PP?</b><br/> <b>A – Through increased pupil numbers mainly.</b><br/> The communication strategy for attendance is also being reviewed to ensure that all being done.</p> <p><u>Objective 3</u><br/> Progress across KS2,3,4,5<br/> The report circulated detailed the KPI's.<br/> The Term 2 summary showed the objective is rated as Green<br/> The Yr11 outcomes are strong this year with DV and SEN showing year on year improvement.<br/> Yr13 is on track to beat last year.<br/> The assurance process relating to the teacher triangle was noted.<br/> Ensuring that Yr11 and 13 planning is on track.</p> |

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|   |                              | <p>GH queried the amber/green rating in the Term 2 summary and LT explained the rationale for this.<br/> MW explained the impact of boys on the progress data and the cohort is an issue which has been discussed at Standards committee meetings.</p> <p><u>Objective 4</u><br/> The success criteria and strategies were detailed in the report.<br/> The summary is ragged as Amber/Green and there is confidence that all is on the right trajectory to move to Green.<br/> There has been more consistency in the approaches taken.<br/> The newly appointed behaviour support specialist has proven successful.<br/> Good or better outcomes were seen in lesson observations which validates the strategies,<br/> Term 3 actions – Increased capacity and how this is to be used will be subject to the review which is taking place.</p> <p>DB noted all was very positive.</p> <p><u>Objective 5</u><br/> Outcomes at 6<sup>th</sup> Form<br/> All indicators on outcomes lead to an Amber/Green rating however academic outcomes are hoped to improve.<br/> Appropriate strategies are in place for the Yr13 cohort.<br/> Term3 – The actions being taken were detailed.<br/> Support for Yr12 students and the transition programme is in place.<br/> <b>Q – Is there consistency across the subjects in 6<sup>th</sup> Form or are any areas being hidden?</b><br/> <b>A – Psychology art and photography are being targeted to ensure that all is being done for the students concerned. The data that supports this is presented to the Standards committee.</b></p>  |
| 6 | HEADTEACHER'S OVRVIEW REPORT | <p>SE had circulated his summary report.<br/> <u>Post16 College</u><br/> Staffing is almost complete as far as RHS is concerned.<br/> The complex challenges of dealing with another organisation were noted.<br/> There have been no redundancies nor the costs associated with this which is a positive for the school.<br/> Staffing – there have been little concerns amongst staff re the moving of the 6<sup>th</sup> form to the college.<br/> Progression of staff through the school and beyond was explained. There are less staff moving this year compared to last year.<br/> Students - The involvement of the current leader of RHS 6<sup>th</sup> Form has been a positive feature.<br/> The experiences planned for the students were detailed.<br/> Building - The completion is now planned for November 2019. The influence of SE through his being involved on the Board was noted as important.<br/> All tenders have been accepted and the November completion will mean all is on track for a January start.<br/> Transition planning for the students is taking place.<br/> MC advised that Yr12 are involved in documenting the building progress.</p> <p>AS the college develops preparation work for a Board is taking place.</p> <p>Progress as a National Support School and the MAT - SE explained his role and that there are 3 to 5 key schools he is working with.<br/> This brings in income to RHS through his role as an NLE.<br/> The knowledge and understanding gained by SE was seen as great benefit.<br/> The school gets a higher profile in the DfE as the school moves forward as a MAT.</p> |

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|           |  | <p>Due diligence has taken place and been presented to members however the risks involved need to be fully understood.<br/>Colin Meredith's involvement was summarised.<br/>The risks as a sponsor as well as the benefits will be considered.</p> <p><b>See confidential minutes.</b></p> <p>Calderdale Music Trust - SE explained the issues with funding etc.<br/>RHS is still working closely with the Music Trust in providing provision on Saturday mornings at the school.<br/>IP noted the impact of a Music Provision elsewhere and he commended RHS's involvement.</p> <p>Finance Director Recruitment - IP and Colin Meredith were involved in the recruitment of the new Finance Director.<br/>The very positive interview was noted.<br/>Sarah was the strongest candidate seen and will be working with KP closely up to and beyond her start date of June 17.</p> <p><b>Q – Are you envisaging any gaps in terms of recruitment?</b><br/><b>A – We have the facility to restructure sets if needed. Any leadership gaps can be filled by staff keen to move up.</b></p> <p>Deputy Heads – LT and RB were congratulated on their appointments to the substantive posts.</p> |
| <b>7</b>  | <b>RATIFICATION OF THE ACCOUNTS FOR THE ESFA</b> | <p>The summary had been circulated prior to the meeting by Karen Petrillo.</p> <p><b>The accounts were unanimously approved.</b></p> <p><b>Proposed: PW    Seconded: IP</b></p>   |
| <b>8</b>  | <b>CORRESPONDENCE</b>                            | <p>None for this meeting.</p>   |
| <b>9</b>  | <b>DIRECTOR VISITS</b>                           | <p>Directors visited to carry out the visioning and also to meet the SIP, Carlton Midgely.<br/>The Director visit planned for this week was postponed due to exam commitment.</p> <p><b>Q – Are the visits being tied into Carlton's visit a success?</b><br/><b>A – Yes this is a much better arrangement.</b></p> <p>The Director's visit on 28 June also ties in with Carlton's visit and RB asked Directors to confirm their attendance.<br/>Learning Walks were seen as a very beneficial way of seeing the school in action.</p> <p>Dates for next year will be discussed and feedback given at the end of the meeting on the 28 June.</p>  |
| <b>10</b> | <b>ANY OTHER URGENT BUSINESS</b>                 | <p><u>CIF Bid</u><br/>MW updated Directors.<br/>Eddisons have been used this year for 3 bids. They have been successful re the roofing for school bid of £1.4m with an £80k commitment from the school.<br/>IP advised that this money was accounted for in the budget.<br/>This will pay for half of the roof.<br/>If the bid had been for £3m there was less likelihood of success. A Phase 2 bid will be prepared for the remainder of the funding.<br/>The contractors, Everlast, have been met and will start at the end of May through until December.<br/>The insurances at the school are being reviewed as a result.</p>   |

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|   |   | <p>Staff and students are being informed of what will be taking place in terms of disruption at the school.<br/>The building work will not impact any exams being undertaken.</p> <p><b>Q Technically, what are they doing?</b><br/> <b>A – MW detailed the actual work being carried out by the contractors?</b><br/> <b>Q – Will they be working during the day when students are here?</b><br/> <b>A – They will work around the school day particularly around deliveries to school of materials.</b><br/> <b>Q – All have DBS checks?</b><br/> <b>A – Yes</b><br/> <b>Q – What was the cost of bid?</b><br/> <b>A – SE advised of the management role of Eddisons and there is no actual cost to the school.</b></p> <p><b>Q – Mental Health work in school?</b><br/> <b>A – SE explained the work of the marketing manager and the PR dept. The number of mental health first aid staff was noted and this needs to be promoted.</b><br/> This has been featured in the Huddersfield Examiner and Brighouse Echo</p> |
| <b>11</b>   | <b>ITEMS FOR THE NEXT AGENDA</b>        | <p>Staff exit interview summary.<br/>Summaries of surveys undertaken.<br/>Numbers on Roll.</p>   |
| <b>12</b>   | <b>CONFIDENTIALITY</b>                  | <p>One item of confidentiality was noted in relation to the MAT (agenda item 6) – see confidential minutes.<br/>No other items of a confidential nature were identified.</p>   |
| <b>13</b>   | <b>DATE &amp; TIME OF NEXT MEETINGS</b> | 11 July 2019 at 5.00pm   |
| <b>The meeting closed at 6.30pm and DB thanked all for attending.</b> |   |  |
| <b>Signed:</b>  |   |  |
| <b>Date:</b>  |   |  |

**Clerk to the Governing Body:**

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