



## North Ridge School Local Governing Body Business Meeting Wednesday 16<sup>th</sup> March 2022 at 13:00 North Ridge School

<b>Those Present:</b>		
Anita Denman	Head of School	AD
Claire Garbutt	T&L Link Governor (Via Ms Teams)	CG
Jim Phillips	Parent & Wellbeing Link Governor (Via MS Teams)	JP
Rachel Potts	Chair & Safeguarding/LAC Link Governor	RP
Jade Soler-Alcaraz	Staff Governor	JS-A
Lisa Suter	Executive Headteacher	LS
Jacky Tattershall	Assistant CEO – School Improvement	JT
Sam MacDonald	Deputy Head Teacher	SM
<b>Also Present:</b>		
Barry-John Simmons	Governance Clerk	Clerk
<b>Apologies:</b>		
Warren Carratt	Chief Executive Officer	CEO
<b>No Apologies:</b>		

<b>1. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
1.1. To receive apologies for absence  Apologies were received for CEO.	
1.2. To accept apologies for absence  RP at this point led a moment of reflection for everyone regards the sad loss of JC.  Apologies were accepted for CEO.	

<p><b>2. OUTSTANDING ACHIEVEMENT AWARDS</b></p>	
<p>2.1. Presentation to Staff Nominee(s)</p> <p>RP asked do they have presentations to staff? LS confirmed they have them annually.</p>	
<p><b>3. ITEMS OF URGENT BUSINESS</b></p>	
<p>3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business</p> <p>None.</p>	
<p><b>4. DECLARATION OF INTERESTS</b></p>	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
<p><b>5. NORTH RIDGE SCHOOL LOCAL GOVERNING BODY MINUTES</b></p>	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held 26<sup>th</sup> January 2022 were approved as a true record with no amendments.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
<p><b>6. ITEMS TO BE CONSIDERED</b></p>	
<p>6.1. Headteacher Report</p> <p>RP thanked the leadership team for the report and complimented them on its thoroughness.</p> <p>AD summarised how vision and values are now agreed. All stakeholders were consulted and their views taken into account.</p> <p>AD continued with an overview of how a well-being co-ordinator had now been appointed who JS-A is overseeing.</p> <p>AD mentioned the Quality of Education drive was ongoing and results from the Quality Assurance work would be pulled together at end of the term, from which point they can give more feedback.</p> <p>LS confirmed the good news that a new Staff Governor had been elected and appointed who will be at the next meeting (Sue Kenny) to replace Amanda Armer.</p> <p>AD highlighted that both pupils and staff attendance had been fantastic with a move from 81% to 91% for pupil attendance.</p> <p>AD also gave an update on the pupil parliament and the work they were doing, but work in this area has slowed due to a staff member leaving in January.</p> <p>RP asked whether the new vision and values launch week had happened? AD confirmed they had recently sent out information about the launch to promote and</p>	

market it which was centred around the children to help them understand the new Vision and Values.

RP asked whether having middle leaders supporting the Senior Leadership Team was creating any issues in terms of covering their class timetable. AD discussed how an extra cover supervisor had been appointed to cover gaps when they are out of class. SM confirmed the support had no detrimental knock on effect.

RP asked what happened in mindful March and how teachers have taken to it? AD explained different activities are undertaken each day and that it was going well. SM confirmed it is visible in all classrooms but not suited to every child or staff member and not forced on everybody.

JS-A asked do we celebrate attendance with certificates? AD confirmed that they do that for pupils and staff. LS also mentioned they take into consideration medical needs of children, but could promote even more across the workforce.

6.1.1. Appendix 1 - Updated SIP (**attached document**)

RP was very impressed with story of how they have got where they are with the SIP.

AD summarised that there were no updates as they would be continuing to work on it during the summer term.

CG questioned whether she had been given the correct SIP document? AD confirmed that version 3 on governor hub was the correct one and would circulate this version again to governors. **ACTION**

**AD**  
**11.05.22**

6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report (**attached document**)

JT asked about staff incidents in the report and specifically the member not returning to school and whether a RIDDOR had been completed? AD confirmed the member of staff had returned this week and that no further action was needed as the teacher had moved class. LS thinks RIDDOR was completed but will check. **ACTION**

**LS**  
**11.05.22**

JT asked about Quality of Education and what actions around the FLIP document within planning had taken place? AD mentioned 2 teachers have been put on a support plan to help with this. SM expanded on what the aims of the FLIP document are and explained how it will feature throughout all planning, rather than as a separate document.

RP asked how do they define the difference between a minor incident and an incident? AD said the staff had decided on this at a staff meeting and the results of which are available for governors to see if they so wished. AD added if Leadership are uncertain, they check with ProActive.

RP asked if the fire warden training had been re-arranged? AD confirmed it would take place on their inset day on 19<sup>th</sup> April.

JT asked if any first aiders were paediatric first aiders? SM / AD confirmed they had a number of staff members at that level.

<p>JT wanted more detail on 6.1.2a, in terms of progress of outstanding actions. AD would provide RAG progress at the next meeting <b>ACTION</b></p>	<p><b>AD</b> <b>11.05.22</b></p>
<p>6.2. Safeguarding Report</p> <p>RP mentioned she had not done level 1 training yet, but will do by the end of this week <b>ACTION</b></p> <p>CG asked do governors take part in safer recruitment training? AD confirmed it was not necessary if someone on the panel already has it. LS confirmed that she would arrange training for any Governors who wanted it, if they let her know.</p> <p>JT asked who will be DSL and deputy DSL? SM confirmed he will be DSL and there will be a deputy and team covering this.</p> <p>JT asked how referrals and multi-agency work was working at the moment and questioned why the number of core group meetings attended was low? AD confirmed they have one every half term, plus 2 extra meetings so would change totals of the numbers recorded in the table that were incorrect. <b>ACTION</b></p> <p>JT asked if the review actions were updated on 7.5? AD confirmed that all were complete and will update on Governorhub.</p> <p>RP asked whether the DSL posters had been updated. SM confirmed it was done.</p> <p>RP asked if anything was outstanding from the audit? SM confirmed they were fully compliant.</p> <p>CG asked if RP checks the single central record? RP confirmed it is part of the plan for her to do as Safeguarding link Governor. LS mentioned RP will be able to check or any governor could see the RAG rating from the electronic update of the single central record.</p>	<p><b>RP</b> <b>11.05.22</b></p> <p><b>AD</b> <b>11.05.22</b></p>
<p>6.3. LAC Report</p> <p>RP asked how they were managing with alternative provisions across authorities? SM gave an update on the provision for 3 particular pupils across local authority borders and the difficulties they raised.</p> <p>JT asked about attendance and why 2 were marked as low attendance? SM confirmed those with low attendance were COVID related.</p>	
<p>6.4. Community Voice Report</p> <p>RP asked if feedback from the survey had been collected? SM explained they had a really good response from parent with lots of positive feedback. JS-A mentioned how the staff had a closer relationship with parents due to the continued use of the See-Saw programme which aided in better communication.</p> <p>RP asked have the school followed up with parents after their feedback. SM confirmed they had updated parents on any subsequent changes after the feedback via the school news-letter.</p> <p>SM asked for praise and recognition for teacher directly involved in this.</p>	

<p>6.5. Budget Monitoring</p> <p>LS confirmed the school in a strong position budget wise.</p> <p>RP asked why there were variances on income, with less income this month and spending being more? LS explained the month to month costs dictated the numbers and that long term the budget was healthy.</p>	
<p>6.6. Consideration of Term Dates 2023/24</p> <p>AD confirmed this was looked at, at the last governors meeting with the 2-week half term being agreed.</p>	
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>LS confirmed everyone had completed this.</p>	
<b>7. GOVERNANCE MATTERS</b>	
<p>7.1. Governors to complete Activity Log</p> <p>LS mentioned that the governors who attended the “Vision and values” visit should fill out an activity log for it. <b>ACTION</b></p>	<b>Governors 11.05.22</b>
<p>7.2. Trust Verbal Update of Key Issues</p> <p>JT discussed how the Trust were still lobbying Doncaster regarding the Supplementary School Grant funding.</p> <p>LS discussed how interviews were taking part tomorrow for the Deputy Head Teacher role and that they had 3 candidates shortlisted.</p>	
<b>8. ANY OTHER URGENT BUSINESS</b>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>CG thanked AD for all her work. RP echoed and thanked AD for her key part in the development of the school and wished her every luck in her new role.</p>	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
<b>10. DATES OF NEXT MEETING</b>	

Tuesday 11 <sup>th</sup> May 2022	13:00 – 15:00	North Ridge	Quality of Education
Tuesday 28 <sup>th</sup> June 2022	16:00 – 19:00	Craggs School	Leadership Summit
Tuesday 6 <sup>th</sup> July 2022	13:00 – 15:00	North Ridge	Business Meeting

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>