



**North Ridge School Local Governing Body
Safeguarding, Leadership & Management
Wednesday 7th July 2021 at 15:00
via MS Teams**

Those Present:		
Anita Denman	Head of School	AD
John Coleman	Governor - Chair	JC
Darren Dickinson	Wellbeing Link Governor	DD
Claire Garbutt	T&L Link Governor	CG
Jim Phillips	Parent Governor	JP
Rachel Potts	Safeguarding Link Governor	RP
Jade Soler-Alcaraz	Staff Governor	JS-A
Lisa Suter	Executive Headteacher	LS
Jacky Tattershall	Assistant CEO – School Improvement	JT
Also Present:		
Deborah Atkinson	Office Manager	DA
Chris Evans	Deputy Headteacher - Secondary	CE
Emma Sheedy	Governance Clerk	ES
Apologies:		
Amanda Armer	Staff Governor	AA
Warren Carratt	Chief Executive Officer	CEO
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from AA and the CEO.</p> <p>LS advised CG would be joining the meeting late.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from AA and the CEO.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>None.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. 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>	
4. NORTH RIDGE SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 12th May 2021 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
5. POLICIES	
<p>5.1. Policies for Review</p> <p>The Policy Update Report was reviewed and;</p> <p>5.1.1. The First Aid Policy was not approved. The Chair asked for this policy to be further reviewed as the current format refers to the authority's guidance and the LEA's, which is from when NR was a maintained school.</p> <p>5.1.2. The E-Safety Policy was not approved. The Chair drew attention to the acronym 'AUA' used on Page 2 and asked for the full to be used in the first instance. JT also queried Section 3 and suggested adding a line regarding the monitoring of the E-Safety curriculum - who the lead is and how often monitoring would be undertaken.</p>	

<p>5.1.3. The RHSE Policy was approved.</p> <p>Governors concluded the First Aid & E-Safety policies could be accepted following the suggested amendments and did not need to go back to Governors.</p> <p>ACTION: LS/AD to update the First Aid and E-Safety policies.</p>	<p>LS/AD ASAP</p>
<p>5.2. New Policies</p> <p>None.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Headteacher Report</p> <p>Governors had received the Headteacher Report in advance of the meeting, which AD overviewed and provided key highlights as follows:</p> <p>Overall, the summary of the Quality of Education has improved, NR is still on a rapidly improving journey and the addition of experienced Teachers in September 2021 should ensure the Quality of Education goes from strength to strength next academic year. Senior Leaders are confident in the robust quality assurance systems and processes and the pace of progress will continue. A Deep Dive by an external partner – B11 - has been organised for October 2021. AD commended the whole workforce for their support and contribution after such a difficult year.</p> <p>DD asked about the B11 inspection and any expectation on Governors and AD explained the purpose of the inspection is as a supportive measure, to review where the school is, identify strengths and areas for improvement. JT added that the review is planned by the school leaders and Consultant, so it can be shaped in any way which meets around the school’s needs. Governor’s involvement would be in a supportive capacity via learning walks and deep dives. It was agreed for this to be further discussed at the September 2021 meeting.</p> <p>ACTION: Further discuss the B11 review and Governor involvement.</p> <p>RP queried the two Teachers leaving and if exit interviews are undertaken and if so are there any general themes and AD explained these have not been done officially but agreed and noted this. AD confidentially provided the reasons for leaving.</p> <p>RP raised the increase in pupil numbers from 121 to 135 and queried if income had been secured and AD advised the current figure is now 136 on roll. Funding correspondence has been sent to the out of authority schools and those that have responded have agreed. A discussion followed regarding PAN numbers and JC explained the revised process. AD also provided an update regarding the LA’s additional funding audit and review, which was successful, and NR will now look to appoint temporary contracts opposed to using supply.</p> <p>JT commended NR for continuing with the Duke of Edinburgh award and asked for more details and AD explained there were two groups of learners (secondary and post 16 aged pupils) working towards their bronze or silver duke of Edinburgh award. The groups set up camp at Walesby Forrest (1 night – bronze group and 2 night – silver group) where they applied all the skills learnt over the past 2 years. Both groups passed</p>	<p>ALL 22/09/21</p>

<p>and did very well. This is an experience pupils will always remember and the impact of this experience cannot be taught in a classroom. JT asked if there is an awards ceremony/presentation and advised yes.</p> <p>The Chair advised he had been regularly checking the school website for the Pupil Premium (PP) Update and raised concern regarding the wellbeing of the member of staff who uploaded it, as it was very late evening. JC also commended the member of staff for their tenacity and AD explained this is a focus via the Wellbeing Charter for next year.</p> <p>Governors received reports 6.1.a and 6.1.b.</p> <p>[CG joined the meeting at 15:16].</p>	
<p>6.2. Safeguarding Report</p> <p>CE provided an overview of the Safeguarding Report.</p> <p>Luci Windle (Nexus Safeguarding Lead) completed a safeguarding learning walk around the school site in June followed by a discussion around the schools S175 safeguarding audit. June Williams will be visiting school next week.</p> <p>CE and RP have also met to review various documents and procedures, such as; the RAG rating of pupils and induction procedures. RP provided input and stated she felt very reassured following her visit and is looking forward to seeing the analysis from the Pupil Survey, which CE is still working on.</p> <p>The Chair asked if there are any concerns following the Ofsted guidance regarding peer on peer abuse and CE explained how NR are responding to this but there are currently no indications, which will continue to be reviewed on an ongoing basis.</p> <p>JT queried item 6 of the report and asked if the Early Help Assessments Completed include short break assessments and CE advised yes but going forward short breaks will fall under the responsibility of the Early Help Hub, so NR numbers will decrease from 1st September 2021.</p> <p>CG asked why All evidence recorded on CPOMS staff safe is not ticked on section 4 and CE apologised for this omission, as it should be ticked.</p>	
<p>6.3. Community Voice Report</p> <p>AD provided an overview of the Community Voice Report and spoke about Pupil Agency and Family Voice.</p> <p>The Chair asked about the Friday finish and AD explained about the formal consultation and unfortunately, due to the complexity of some Support Staff contracts NR cannot continue to pursue this at this time. Whilst the lunchtime length has been resolved, NR are still planning how they can offer regular targeted CPD to our Support Staff above the training they receive on the training days throughout the year. The Chair asked how many members of staff this affects and AD advised of 12. LS spoke about a transition phase. CG asked about online opportunities in the</p>	

<p>transition phase and AD spoke about the EduCare offer. CG suggested 30 minutes lunch and 30 minutes for CPD and an in-depth discussion followed regarding this.</p>	
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>DA provided an overview of the Academy Health & Safety Self-Assessment Report and provided context regarding the gate incident and explained about the next steps. DD asked for more information regarding the gate incident and DA provided this. DA also reassured Governors that all gates have been checked. CG asked if the gate manufacturers would be pursued opposed to the Trust and DA believed this would be the case.</p> <p>20 members of staff have enrolled on the CACHE Level II Mental Health First Aid Programme – fully funded by the DfE – and the Site Supervisor and Office Manager completed 3 day IOSH Managing Safety Course in May 2021.</p> <p>CG asked if NR have undertaken any lockdown practises and DA advised she had not been asked to do one by ProAktive but SLT noted this going forward.</p> <p>CG asked if NR will be updating their COVID risk assessments for September 2021 and AD advised the Trust risk assessment will be adapted after the last day of school.</p> <p>JT asked about risk assessments for the climbing wall and AD advised that as part of the package three Teachers will receive training. AD explained the climbing wall is just for the schools use at this moment in time. Moving forward, hiring the climbing wall out to other schools and the wider community may be explored. CG asked if there will be a maintenance contract for the climbing wall and AD advised yes.</p>	
<p>6.5. Competent Person Audit & Action Plan</p> <p>The Competent Person Audit & Action Plan was received by Governors. There was a discussion regarding the appointment of an H&S Governor and it was agreed for this to be addressed in September 2021.</p> <p>ACTION: Discuss the appointment of an H&S Governor.</p>	<p>ALL 22/09/21</p>
<p>6.6. Budget Monitoring</p> <p>Governors received the Budget Monitoring Report.</p>	
<p>6.7. 2021-22 Draft Budget & Staffing Structure</p> <p>Governors received the 2021-22 Draft Budget, which LS overviewed and provided an update regarding the new catering contract. The Chair asked how the budget surplus might be spent and LS/AD agreed to provide this at the next meeting.</p> <p>ACTION: LS/AD to provide a summary regarding how the budget surplus might be spent.</p> <p>CG asked of the surplus % compared to overall budget and JC advised around 12%. LS provided historical context.</p> <p>CG queried the position regarding Teacher pay rises and LS advised she believes living wage increases have been included for all Support Staff.</p>	<p>LS/AD 22/09/21</p>

<p>The Staffing Structure was overviewed and AD apologised as LS was not included as Executive Headteacher.</p> <p>CG asked for NQT/RQT Induction Tutor for Sam MacDonald to be changed to NQT/ECT Tutor and LS offered reassurance that this has been updated on the latest draft.</p> <p>JT asked of any staff with TLR allowance and AD advised of one.</p> <p>JT asked about any rationale around Teachers on UPS and main scale and AD explained about the weighting of areas - different levels of responsibility.</p> <p>JT asked who oversees the administration elements of the SCR and AD advised DA.</p> <p>CG commended the layout of the document and DD seconded this.</p>	
<p>6.8. SIP/SEF Update</p> <p>AD provided an overview of the SIP/SEF.</p> <p>CG suggested adjusting the wording on page 6 – identify Teachers for NPQML and this was noted.</p>	
<p>6.9. Register of Interest Update</p> <p>Register of Interests will be distributed by Clerking Services by email.</p>	
<p>6.10. Outstanding Achievement Awards</p> <p>LS provided context regarding the Outstanding Achievement Award for all staff for their great commitment and resilience during a very difficult year. Staff have been pupil centred and this is shown through their hard work and dedication in all they do.</p>	
<p>6.11. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>Not provided.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>Governors were reminded to email activity to clerkingservices@nexusmat.org</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	
<p>9. CONFIDENTIALITY & RISK</p>	
<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>	

10. DATES OF NEXT MEETING

Tuesday 22 nd September 2021	13:00 – 15:00	North Ridge	Teaching, Learning & Wellbeing
Wednesday 17 th November 2021	16:00 – 19:00	Crags School	Leadership Summit
Tuesday 24 th November 2021	13:00 – 15:00	North Ridge	Safeguarding, Leadership & Management
Tuesday 26 th January 2022	13:00 – 15:00	North Ridge	Teaching, Learning & Wellbeing
Tuesday 16 th March 2022	13:00 – 15:00	North Ridge	Safeguarding, Leadership & Management
Tuesday 11 th May 2022	13:00 – 15:00	North Ridge	Teaching, Learning & Wellbeing
Tuesday 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit
Tuesday 6 th July 2022	13:00 – 15:00	North Ridge	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE