

**UPPER WHARFEDALE FEDERATION OF SCHOOLS'
GOVERNING BODY
MINUTES OF MEETING HELD ON 23RD FEBRUARY 2016**

PRESENT:

Val Berry (Chair), Richard Barlow, Christina Birtley, Tracy Briggs, Stephen Charlton, Andrew Dean, Maggie McLellan, Nigel Pearson, Sally Sumner, Andrew Taylor and Anne Vetch

In Attendance: Fay Maude, Clerk to Governors

PROCEDURAL

ACTION

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| <p>1/16 APOLOGIES FOR ABSENCE:
Apologies were received and accepted from Diana Chambers and Carey Doubtfire.</p> <p>2/16 DECLARATION OF INTEREST:
There were none declared.</p> <p>3/16 MINUTES OF PREVIOUS MEETING:
The Minutes of the Meeting held on the 24th November 2015 were agreed and signed as a true record.</p> <p>4/16 MATTERS ARISING:
All items were covered under the agenda.</p> | |
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DEVELOPMENT

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| <p>5/16 HEADTEACHER'S REPORT:
Andrew Taylor's written report had been circulated previously, copy attached in the Minute Book. He particularly mentioned the following:</p> <p>Leadership and Management:
He was pleased to report that following a recent staff survey in both schools that 100% of the responses agreed that leaders and governors set high expectations for staff and students, and that leaders and governors are highly ambitious for the school.</p> <p>Teaching, Learning and Assessment
Despite some unique challenges, a curriculum has been put together for KS4 following a very successful options process this year. Thanks were expressed to Sally Sumner for her hard work.</p> <p>With regards to teaching and learning, there has been huge improvements, particularly at KS1.</p> <p>Tracking information in English is now accurate and has been moderated by an external colleague and across the subjects tracking data demonstrates a deeper understanding of progress.</p> <p>A peer headteacher visit with Kate Lounds is planned for the summer term, with a particular focus on teaching and learning assessment.</p> | |
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Personal Development, Behaviour and Welfare

Unfortunately it has been a difficult half-term with regard to behaviour with six students been given fixed term exclusions following an incident on a residential trip.

Outcomes

Outcomes are now bordering on 'outstanding' with the League Tables just published showing UWS 16th out of 41 schools for attainment of 5 or more A* to C, including English and Maths. We are also third for Value Added and in the top 100 schools Nationally for progress of disadvantaged students. We are one of the highest performing schools in Yorkshire and the Humber.

All the current Y1 pupils are expected to pass their phonics test and 2 out of the 3 Year 2s are expected to pass their phonics re-tests.

The Mock Exam results for Year 11 were disappointing. However, with controlled assessments added the forecast grades are predicting 78% 5 A*-C including English and Maths and a Progress 8 score of +0.55 which should be deemed as outstanding.

General

Kettlewell - Jodi Storey will hopefully be returning just before Easter following a successful operation. Mariah Cherry has retired and her cleaning and cook roles have been filled separately.

UWS – Pam Merrell (Maths Teacher) is retiring in August and her post is currently being advertised. Fiona Topps who had just joined us in January is leaving at Easter. Because of the number of attempts at advertising for English Teachers, it has been decided in the short term to divide the teaching groups into 2 larger groups and one small group for the lower attaining students. Shirley Phillip, Admin Manager, is also retiring in August (see further item below)

Val Berry wished to pass on her thanks to all staff for their continued hard work and commitment.

6/16

ADMIN RESTRUCTURING:

Following Shirley Phillip's decision to retire in August, Andrew Taylor had consulted with HR with a view to restructuring the admin at UWS. However in order to do this a full consultation process would be required with job evaluations and this would be too lengthy a process to enable handover and training by September.

Andrew now proposes to advertise for two secondment roles on a one year fixed term basis for a Business Manager and a Data Manager. These would be ring fenced for existing staff some of whom have the ability to increase their hours. This would give an opportunity for some efficiency savings of approx. £5,000. After a year, the staff appointed to these roles could revert to their original posts but this would give them job security.

IT WAS AGREED that the 2 posts be advertised internally on a secondment basis.

AT

There is also the possibility of the retirement of the SENCO in September and with a redistribution in the SEN office this could lead to further savings.

Q: Is there not a requirement of a SENCO to be a qualified teacher?

A: Yes, but it could be possible to buy into a SENCO from another school.

7/16	<p>THE FUTURE OF THE UPPER WHARFEDALE FEDERATION AND SUSTAINABILITY:</p>	AV
	<p>This item is minuted under 'Reserved Items'.</p>	
8/16	<p>MEMBERSHIP OF COMMITTEES: Anne Vetch asked if she could swap from the EH&W Committee to the Resources Committee and Maggie McLellan agreed to swap from the Resources to the EH&W.</p>	
	<p>The two newest governors were asked if they wished to join a committee and Stuart Bond volunteered to join the Resources.</p>	
	<p>Anne felt that her role as Safeguarding Governor should be re-designated as she was no longer on the EH&W committee. Richard Barlow agreed to take on this role. Anne would continue as SEN governor.</p>	RB
	<p>Fay would send out an amended list of Committee members and dates of future meetings.</p>	FM
	<p><u>MONITORING AND ACCOUNTABILITY</u></p>	
9/16	<p>COMMITTEE MEETING MINUTES: (a) Teaching and Learning The Minutes of the Teaching and Learning Committee Meeting of the 2nd February 2016 had been circulated to governors for information.</p>	
	<p>Sally Sumner asked governors to contact her when they would like to come in for a visit at either Kettlewell or UWS and to outline what they would be interested in. There was no stipulation about how long they had to come in for and was happy to accommodate any governor with an hour or two to spare.</p>	
	<p>(b) Resources The Minutes of the Resources Committee Meeting of the 8th December 2015 had been circulated to governors for information.</p>	
	<p><i>Q: Has a licences deficit been applied for?</i> <i>A: Not yet but Carolyn Bird has said that she will help with the wording for this in light of the sustainability issue.</i></p>	
10/16	<p>FINANCE MONITORING REPORT SUMMARIES: The financial summaries for each school had been circulated for information.</p>	
	<p><i>Q: Why were the schools going to run into deficits next year?</i> <i>A: Although funding had not been cut, all services provided in the past by the Local Authority for free were now been charged for. Also there is a 3.4% increase in National Insurance contributions.</i></p>	
11/16	<p>APPROVAL OF POLICIES: (a) UWFS Data Protection Policy This was a standard policy adapted for the Federation. IT WAS AGREED that this be adopted.</p>	
	<p>(b) Whistle Blowing Policies: These were the standard NYCC policies. They were the same for both schools except for item 4 where there were different reporting criteria. IT WAS AGREED that these be adopted.</p>	

OTHER

12/16

GOVERNOR' TRAININGS AND VISITS:

Val Berry and Andrew Dean had attended a Data Dashboard training and found this useful. They had taken the school's data and used this in the training exercises.

Val Berry was attending the Governor SIN meeting at Harrogate on Thursday.

13/16

ANY OTHER BUSINESS:

(a) Schools' Financial Value Statements:

Val Berry had been into UWS and completed the SFVS for Upper Wharfedale School with Lucy Wade, and Richard Barlow had completed Kettlewell's with Tracy Briggs.

The Financial Control Checklist and the Assessment Form for each school had been circulated prior to the meeting for the governors to read. All governors were happy with these and were approved to be submitted.

(b) Interviews for Maths Teacher:

Fay asked if any governor was available to help with the formal interviews scheduled for the 10th March in the afternoon. Stephen Charlton expressed an interest and Andrew suggested that he could be involved in the informal process in the morning. If any governor was free for the afternoon they should contact Fay.

(c) UWS Premises Issues:

Andrew Taylor reported that UWS had suffered some storm damage last weekend when part of the roof over rooms 10 and 11 had been ripped up causing flooding in both rooms, but particularly badly in room 11. Both rooms were at present out of action and we were currently getting advice on repairing it.

(d) Wharfedale Out of Hours Club:

This is minuted under 'Reserved Items'.

(e) High School Musical:

The High School Musical, performed on three evenings and involving pupils from both schools, had been a great success and all staff involved were thanked.

DATE OF NEXT MEETING:

The next meeting of the full governing body is on 21st June 2016 at Upper Wharfedale School.

CHAIR'S SIGNATURE

DATED

UPPER WHARFEDALE FEDERATION OF SCHOOLS' GOVERNING BODY

MINUTES OF MEETING HELD ON 23RD FEBRUARY 2016

RESERVED ITEMS

THE FUTURE OF THE UPPER WHARFEDALE FEDERATION AND SUSTAINABILITY:

Anne Vetch outlined the position at the present time and the fact that schools were facing significant budgeting issues and therefore putting sustainability into question. Andrew Taylor has been doing a lot of work in researching various options and most governors had attended the meeting at Craven College on the Craven Multi Academy Trust. Anne pointed out that this extra work was putting a huge burden on Andrew in addition to running the two schools. The Local Authority is very supportive but working rather slowly. We have just received a letter today inviting Craven heads and chairs to a meeting in Settle on the 10th March. Ultimately, it will be the governing body's decision on what direction we take in the future. It was also recognised that what might be the right choice for UWS might not be the best choice for Kettlewell.

In order to help drive this issue forward Anne recommended that a small group of governors work together to further research opportunities and collaborative working, and report back to governors for consideration. Anne asked for volunteers and a group was formed.

Andrew was concerned that options to make schools financially viable could be at the detriment of quality of teaching and learning.

At the time of Federating the UWS and Kettlewell school, this seemed the right thing to do but events beyond our control have changed things very quickly. Any future federation or trust needs to look at the number of students involved, and not just the number of schools. In his opinion secondary schools would need a minimum of 1000 students and primary, 400.

One of the options, and perhaps the one most preferable, would be to join with Settle College plus primary schools from both areas. (Nidderdale was not interested in joining us.) However, if this avenue was not open to us and we considered joining the Craven Multi Academy Trust, then this may put smaller schools at like UWS at risk, and Kettlewell Primary School would be even more vulnerable. Loss of autonomy would be inevitable.

Nigel Pearson pointed out that UWS would also become vulnerable if Skipton Academy becomes more attractive because parents would be less willing to pay to transport their child to UWS if there was a good school in Skipton.

Andrew Taylor pointed out that we did not have much time to consider options as a decision needs to be reached on a way forward by the end of this academic year and any new structure put in place by April 2017.

Wharfedale Out of Hours Club:

This club ran after school for primary school pupils and is held in the Youth Wing. The Club had a £5000 deficit at the end of last year and each primary school who had pupils going to the club had contributed £1000. However, the situation has not improved and again needed a top up of £1000 from each school. It had been hoped that numbers would increase but this had not happened. Grassington School have ownership for the club but it was not possible for them to monitor it when it was not on their premises. In the present financial climate primary schools could not afford to keep subsidizing the club for the benefit of a small number of children, even though it was recognised that this was an important service for parents.

IT WAS AGREED that Kettlewell would not pay the £1000

CHAIR'S SIGNATURE DATED