



MILLTHORPE SCHOOL

Minutes of the School and Community Committee

Held Wednesday 17th October 2012 at 6pm
In the School Meeting Room

Present: Mr T Burton (Headteacher) Mrs P McIntyre
Mrs E Robertson Cllr D Merrett
Mr M Glover Ms N Mitchell

In Attendance: Miss Amy White (Clerk)
Mr Alex Collins (School Business Manager)

Action

1 Election of Chair

Mr D Henson was nominated and unanimously elected as Chair of the School and Community Committee for a period of one year.

In the absence of Mr D Henson, Chair of the School and Community Committee, Mrs E Robertson was unanimously elected to Chair the meeting.

2 Apologies for Absence & Declarations of Interests

The Chair welcomed everyone to the meeting. Apologies for absence were received from Mr D Henson, Mr S Boorman, Mr B Sydes and Mrs C Oliver.

There were no declarations of interest received.

3 Terms of Reference

The terms of reference for the committee had been previously distributed with no changes. The Chair clarified that three was the general number for quorum. Governors unanimously approved the terms of reference.

4 Introductions

The Chair introduced Mr Alex Collins, School Business Manager, and Miss Amy White, Clerk to Governors. It was agreed that the new school governors would be invited to join the committee.

D Henson

5 Minutes of the previous meeting held on 25th April 2012

The minutes had been circulated prior to the meeting. The following amendments were made:

- Apologies had been received from Mark Glover, but not recorded
- Spelling error corrected

Subject to the above amendments the minutes were agreed as a true and accurate record and were signed by the Chair.

6 Matters Arising

Action points

1. Governors agreed this action was no longer applicable.
2. The Headteacher proposed sending a pupil page, rather than just statistics, to feeder primary schools documenting how their ex-pupils performed at Millthorpe.
3. The Headteacher reported that Lesley Buckley (Complaints Manager) was using a flow chart to record complaints and how they were resolved. The procedure was clear and raising the awareness and understanding of staff. Following governor questions the Headteacher clarified that the full Complaints Policy was on the school website and that staff could contact the Complaints Manager for further assistance.
4. Governors agreed this action was no longer applicable.
5. The Health and Safety Committee would receive the latest Health and Safety Policy.
6. Completed.
7. Governors were informed that publicity reports were on the school website.
8. The Headteacher advised that the YSIS (York Students in Schools) Scheme was continuing in which undergraduates with an interest in teaching work in schools on a voluntary basis.
9. All governor photos had been taken, except for new governors, but pen portraits were needed. The Chair agreed to contact Bob Sydes to see which governors needed to complete a pen portrait. E Robertson
10. Completed. Governors agreed that the school fair was very successful and there had been a lot of positive comments received from local residents.
11. Carry forward. Governors were informed that Bob Sydes was working on the equalities policy. B Sydes

Governors noted their thanks to the Friends of Millthorpe for their work at the School Fair.

7 Allocation of Governors' Links to School

Governors noted that links would be developed with reference to the School Improvement Plan (SIP) and Don Henson had circulated the following suggestions:

- Stephen Boorman – Child Protection Policy and Safeguarding
- Matthew Burton – Educational Visits Policy
- Mark Glover – Health and Safety Policy (also item 3 under SP7 in the SIP)
- Dave Merrett – Complaints Procedure
- Penny McIntyre – House system and school ethos (items 2 and 3 under SP3 in SIP)
- Christine Oliver – Pupil behaviour and support (items 3, 4 and 6 of SP3 in the SIP)
- Eileen Robertson – Premises management (item 1 under SP7 in the SIP) and Accessibility Plan

Mark Glover noted that Matthew Burton had expressed an interest in linking to the Asset Management Plan (item 3, SP7). If Mr Burton no longer wished to link to the Asset Management Plan, Mr Glover would be the link.

It was discussed that SP6 in the SIP did not have any governor links. The Headteacher expressed that there would be more sections in the Plan than governors and the most important items would be linked. It was further discussed that the items in SP6 were easily reported and did not need a specific governor link.

Governors reviewed the policies they were linked to and it was noted that some policies were linked to the Quality and Curriculum Committee but would be moved to School and Community in light of their link governors.

The Headteacher provided an update on the Data Protection and Freedom of Information Policy and Publication, stating that they would both be reviewed by the Executive Committee. It was discussed that it would be important to consider the

retention and disposal of records with reference to the Data Protection Policy. It was noted that Don Henson would be working on this as part of his work for the Executive Committee.

It was agreed that link governors should arrange to contact their school link to arrange a meeting then feedback to the committee. The Headteacher reported that there was a governor visit form available that governors should use to record what is happening in school. Governors agreed that the visit forms provided good evidence for the link work completed and this was best practice in governance. Governors were informed that they could contact senior management regarding which member of staff should be contacted about specific areas.

All
Governors

Governors enquired about the link governor system in other schools and the Clerk responded that other schools linked in various ways including subject, key stage and year group links. Governors noted the importance of monitoring policies as part of their link role.

8 Pastoral and Inclusion Work (SP3 in the SIP)

The Headteacher reported that there had been a lot of preparatory work on this item of the School Improvement Plan and the school had advertised for a third Senior Support Officer (SSO) but hired two people. The fourth SSO had strong experience in family support relating to drugs and alcohol but was inexperienced working in schools and was receiving some support.

With reference to Directors of Achievement (DoA) governors were informed that they were senior teachers in charge of the school houses and had a higher profile within school. The DoAs received support primarily from SSOs, with additional SEN and vulnerable groups support. Governors were updated that the role of the DoAs was to review the attainment of pupils, provide support and deal with any serious issues relating to their house. SSOs would deal with moderate situations and teachers would deal with minor issues. Further DoA responsibilities included a house meeting every Thursday to discuss pastoral matters; a report from this meeting would be sent to all staff. It was agreed that this was a more manageable system.

The Headteacher gave a brief outline of work relating to SP3:

- The SSO role was successfully being developed and supported.
- Staff had been asked to remind students of baseline issues and these were changed on a weekly basis. The baseline issues included uniform, lateness and positive thinking.
- Work was continuing to improve behaviour and checks were being carried out on procedures such as phone calls to parents.
- Under attainments were being identified in Year 11 and interventions put in place; DoAs were involved in this process.

The Headteacher explained to governors that the pupils who had speech, language and communication difficulties in primary school often presented with behaviour issues in secondary school. In order to address this area 60 Year 7 pupils worked with Year 10 mentors before school to raise reading levels. This action was supported by the new school librarian.

9 Communicating with Parents and the Community (SP6 in the SIP)

Alex Collins provided an update on SP6:

Focus 1

A survey had been conducted with parents regarding the quality of service provided by the main school reception. Governors were informed that the reception area was not examined often but the feedback received was very positive. Some small areas for improvement were identified, including the phone system. Mr Collins explained that the school hoped to replace the phone system to improve the voice mail service as parents had highlighted that it was frustrating that their calls were not always returned. Time was being spent with the reception team to reflect on their constant

workload and the Headteacher expressed that the team received some very difficult calls and handled them well.

Focus 2

Mr Collins reported that there had not been an issue of 'Millthorpe' since the production of the SIP but he would work to ensure the publication received the profile it deserved.

Focus 3

With reference to lettings, governors were informed that facilities were not currently promoted as, historically, the school had not been confident that the facilities were suitable for lettings. However, it was discussed that the school had a good sport hall and playing field and new lighting had improved the drama hall. The Headteacher explained that the gym, changing rooms and toilets had been refurbished but the showers were not cubicles and therefore not ideal for letting. Mr Collins noted that the showers were included in plans for future improvements. Governors were further informed that lettings would gradually be promoted to ensure demand could be met and the current long term lettings were not affected. The lettings would be balanced in future and benefit the school and community.

10 Developing the School Environment (SP7 in the SIP)

Governors noted the Asset Management Plan, which had been previously distributed, and it was clarified that money could not be borrowed to fund capital works.

With reference to the governor visits form completed by Don Henson, which had been previously distributed, governors discussed the suggested works. The Headteacher reported that he had spoken to Kevin Hall (Assistant Director - Adults, Children and Education) regarding the lack of investment in the school and Mr Hall was providing support. A condition survey had been completed and quotes for replacement of windows were expected to be high. It was noted that Mr Hall would be seeking council approval for funding and felt they would look favourably at the request. However, the funding might be phased or the council might ask the school to provide a proportion of the funding.

The Headteacher reported that he had been in conversation with the Headteacher of Applefields School regarding provision for main stream education for Applefields Pupils. He explained that Applefields currently had provision with Burnholme Community College (BCC) but following the future closure of BCC there would be a need for provision from other schools. The Headteacher further reported that if the school offer the main stream provision then they would receive some capital funding to refurbish rooms to support the needs of the Applefields pupils. It was discussed that working with Applefields would be beneficial for both schools. The Applefields pupils would receive main stream education support and the pupils of Millthorpe would benefit from interacting with SEN pupils and being in an environment they would not otherwise experience.

Governors asked when some of the discussed funding might be available and were informed that it would be next financial year at the earliest. Governors asked if there was anything they could be doing in order to help the process. The Headteacher advised that Kevin Hall was doing as much as possible.

Governors discussed various funding possibilities as follows:

The Academies Group was looking into financial benefits of conversion and there could be an increase in funding of approximately £380,000. However, there would be an increase in costs. The Headteacher expressed that he wanted to focus on the recent issues regarding exam results and noted that academy discussions would no longer be a main focus.

Cllr Merrett noted there were various, modest, capital schemes that could be investigated further and Mrs McIntyre suggested community lottery funding.

It was expressed that Friends of Millthorpe had done an excellent fundraising job and had plans for some of the money raised. It was felt that raising larger amounts to fund capital works might present more of a challenge.

The Headteacher informed governors that York Sports Partnership had made a bid on the school's behalf for an all weather pitch. It was proposed if the bid was successful the funding could be used to replace the hockey pitch. It was discussed that the all weather pitch should be situated away from housing so it could be used for later night lettings. Mr Collins noted that the school would be required to contribute 10% to the funding.

The Chair asked if the new building standards discussed in the media would provide an option for capital funding. The Headteacher explained that there was £60million available for school buildings but the school had been advised that as the quality of the buildings was not high, bids would only be placed for schools in great need of a new building. .

An e-mail had been received from Capita who wanted to survey the school. The Headteacher advised that he did not think the survey would result in funding but would be general data tracking.

Mr Collins noted the Asset Management Plan did not contain plans for significant works in the current academic year. There would be some minor work taking place during the October half term to lower utility bills. It was discussed that the works highlighted within the Asset Management Plan should be prioritised with a rolling program of defensive work. It was agreed that the Asset Management Plan would be discussed at the next meeting.

11 Student Voice

The Headteacher reported that there were no updates and that he would invite Don Henson to the next Student Council Meeting. Following a governor query, the Headteacher confirmed there were House Councils and the main Student Council.

Head

12 Friends of Millthorpe

Governors were informed that Friends of Millthorpe were holding a Cabaret Night on 16th November. Alex Collins agreed to e-mail the poster to the Clerk for circulation to all governors.

A Collins /
Clerk

Regarding the money raised by Friends of Millthorpe, Mr Collins explained that the Friends would like to spend approximately £2,000 on a new sound system in the school hall. Governors noted that the Friends had also provided some funding for new netball kits.

The Summer Fair had raised approximately £1,800 and the Friends' account balance was approximately £2,500.

13 Review of School Policies

Governors reviewed the Accessibility Plan, which had been previously distributed. Alex Collins highlighted that accessibility covered physical, sensory, reading and learning difficulties. He explained that the Plan was broad but focused and he had worked with Mary Griffiths (Director of Inclusion) to ensure there was a balance. Governors were further informed that a panel of pupils with access needs or additional vulnerabilities was providing feedback and perspective. This would allow the school to focus on practical solutions based on experiences.

The following was highlighted from the Audit of Existing Provision within the Accessibility Plan:

Curriculum

It was agreed that the curriculum was well developed and established and there was good awareness of accessibility needs.

Physical Environment

Mr Collins explained that this area presented more challenges as it required improvements to the building such as extra rails, signage and level pathways. Governors discussed that there was very little wheelchair access in the school and no access to some areas of the school, including the language rooms. Though there were currently no severely disabled pupils on roll, governor agreed that future pupils needed to be considered. It was further discussed that should a member of staff or pupil break a leg, for example, then their lessons would have to be moved due to access.

Governors asked if the school was bound by the DDA (Disability Discrimination Act) and the Headteacher confirmed that under the Act the school would be required to make reasonable adjustments. Mr Collins further noted that the DDA was more external or workplace and not education. It was discussed that the school would be in a very difficult position if a member of staff had a disability.

Written Information

Mr Collins explained that the LA was in a position to support the school to some extent as the school could access their translation services.

Mr Collins clarified that the Accessibility Plan was a working document that would continue to change with some areas being absorbed elsewhere, such as SEN and Asset Management. Governors noted that they would be responsible for ensuring the Plan was monitored. Governors agreed that the plan was useful and thorough but suggested that priorities should be highlighted. It was also suggested there should be an indication of the scale of the current issue and what was being done to address these issues. Mr Collins agreed to develop the Plan into priorities with costing and time frames.

A Collins

Following governor questions, it was clarified that the Accessibility Plan was covered in the terms of reference under 'other documents' as it was statutory but not a policy. It was further clarified that pupils and parents would be consulted and the Plan must be reviewed every three years but governors agreed to review it annually.

14 Governor Involvement in School

Governors noted the following events to which they were invited:

- Open Evening – Tuesday 6th November 4.00pm – 6.30pm
- Awards Evening – Friday 19th October from 6.30pm at University Central Hall.
- School Production of Joseph and His Amazing Technicolor Dreamcoat – 5th, 6th and 7th December. Further details to be e-mailed.

15 Any Other Business

The Headteacher reported that schools across the city had been subject to unsavory website and social networking pages. The social networking sites had been contacted with little success. Another school in the city had contacted the police and received a positive response and one of the sites had been removed. Governors were informed that the damage from the sites had been limited.

Governors asked if the reports in a local newspaper were correct regarding the school taking pupils out of German lessons and putting them into English or Maths lessons. The Headteacher confirmed that the report was correct and the change had been carried out in the best interest of the pupils. It was further noted that most of the pupils were relieved to be given the additional support in English and Maths. Parents had been informed before the change had occurred.

16 Forward notice of items for discussion at future meetings

There were no items for future meetings.

17 Dates of Next Meeting

Monday 21st January 2013
Wednesday 22nd May 2013

The meeting closed at 7.40pm

Mr D Henson
Chair

Date Signed

**Action Plan following the Meeting of the School and Community Committee
Held Wednesday 17th October 2012 at 6pm**

	Action	Agenda	Person	Date
1	Invite new school governors to join the committee	4	Chair	As appropriate
2	Contact Bob Sydes regarding governor pen portraits	6	Mrs Robertson	asap
3	Carry Forward: Draft Equalities Policy and Access Plan	6	Bob Sydes	21 st January 2013
4	Contact school link to arrange meetings	7	All governors	asap
5	Invite Don Henson to Student Council meeting	11	Headteacher	As appropriate
6	E-mail Cabaret Night poster to clerk for circulation to all governors	12	Alex Collins/Clerk	Asap
7	Develop Accessibility Management Plan to show priorities, costing and time frames	13	Alex Collins	21 st January 2013

Standing Items:

- Review on School Development Plan priorities
- Student Voice
- Friends of Millthorpe

Items for Future Meetings:

- Accessibility Plan
- Asset Management Plan