

**MILLTHORPE SCHOOL**

**Minutes of the Meeting of the Board of Governors  
held at the School on Thursday 14<sup>th</sup> March 2013 at 6.00pm**

**Present:**

Mr Bob Sydes (Chair)	Mr Trevor Burton (Headteacher)
Mr Mark Glover	Mr Steve Brereton
Mrs Sarah Barbacane	Mr Richard Newton
Ms Helen Thomas	Mrs Christine Oliver
Cllr Dave Merrett	Ms Eileen Robertson [from 6.05pm]
Mr Bill Schofield	Mr Don Henson

**In Attendance:**

Mr Scott Butterworth (Deputy Head)  
 Mr Tim Gillbanks (Assistant Head)  
 Mrs Maxine Squire (School Improvement Partner)  
 Miss Amy White (Clerk)

**Apologies:  
(with consent)**

Ms Nicki Mitchell  
 Mr Tim Hooper  
 Mr Paul Hay  
 Mr Richard Bridge  
 Mr Glynn Jones

**Apologies:  
(not given)**

Mr Steve Boorman

		<b>Action</b>
<b>1</b>	<p><b>Apologies, Welcome &amp; Introductions, Declaration of Interests</b>                      The Chair welcomed everyone to the meeting and introduced Maxine Squire, School Improvement Partner. Governors were informed that Maxine would be observing the meetings to provide feedback as part of her role as School Improvement Partner.</p> <p>Apologies were received as shown above and the Chair advised governors that Penny McIntyre had tendered her resignation as a Staff Governors. There were no declarations of interest.</p> <p><b>1.1) Reappointment of Community Governor – Don Henson</b>                      Governors unanimously reappointed Don Henson as a Community Governor for a period of four years.</p> <p><b>1.2) Committee Membership</b>  <i>Previously distributed.</i> Governors reviewed the committee membership and Sarah Barbacane highlighted that she was not on the list as a member of the Quality and curriculum Committee. Subject to this amendment, the committee membership was unanimously agreed.</p>	Clerk
<b>2</b>	<p><b>Minutes of previous Full Governor Meeting held on the 5<sup>th</sup> December 2012</b>  <i>Previously distributed.</i> Governors discussed the time taken to produce and amend minutes for all governor meetings. . It was agreed that it would be beneficial for governors to receive minutes earlier in order to carry out any action points relating to the meeting.</p> <p><b>2.1 Corrections and Agreement</b>                      . Amendment: Page 2: Change <i>Councillor</i> to <i>counsellor</i>.                      Subject to the above amendment, the minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p> <p><b>2.2 Matters Arising</b>                      With reference to the Action Plan:                      1) Completed – the Chair offered to circulate SP5 again for reference                      2) Completed</p>	

	<p>3) Completed – the Chair offered to e-mail the Sharing Best Practice Notes to Helen Thomas</p> <p>4) Completed – the Clerk offered to circulate modern governor information again</p> <p>5) Carry Forward</p> <p>Governors asked if the Governing Body Review Toolkit was available from the LA Governor Support and Development Service and how the Toolkit would be completed once received. The Clerk agreed to e-mail the Toolkit to the Headteacher and Chair and enquire into facilitation from Sue Pagliaro (Head of GSDS).</p> <p>In response to a question regarding Toolkit feedback from other schools, Maxine Squire explained that other schools had completed the Toolkit and priorities actions. These actions were included within the governance section of their School Improvement Plan.</p> <p>Governors enquired if the Toolkit could be completed during a meeting. Maxine replied that it would be possible but recommended that the Chair or a Committee review the Toolkit first to prioritise areas for focus.</p> <p>Governors agreed that the Executive Committee would review the Toolkit and bring proposals to the next FGB meeting.</p>	Clerk
	<p><b>Items for Action</b></p>	
3	<p><b>Headteacher’s Report</b>  <i>Previously distributed.</i> The Headteacher highlighted the following aspects of his report:</p> <p>With reference to the exclusions graph, the Headteacher noted that further analysis was available showing a breakdown into days and cohorts. Governors were informed that exclusion data compared well to other schools and was not a cause for concern. It was suggested that the Quality and Curriculum Committee could review this data in further detail.</p> <p>Attendance was highlighted and governors noted the current 94.1% attendance. The Headteacher expressed that the school would like to further improve attendance figures. Punctuality of Year 11 was highlighted as a concern, particularly considering the upcoming exam period.</p> <p><u>Staffing</u>  The Headteacher reported that the recently appointed Network Manager had tendered his resignation. Consideration was being made regarding whether to re-advertise the role or buy into a service provider and employ a school technician.</p> <p>Governors asked if the resignation would have implications on pupils. The Headteacher explained that the Network Manager would stay in post until the end of August to assist with the transition process and the resignation was not an immediate concern. Governors were further informed that the e-mail system would be updated over the Easter holidays to provide an improved service for staff.</p> <p>Considering the possible transition to a service provider, governors asked if other schools used a provider and if there had been any feedback on the service provided. Governors were informed that other schools had bought into a service provider and the feedback was generally positive. However, it was acknowledged that there were both advantages and disadvantages. The Headteacher highlighted that transition would be complicated and if a service provider was agreed then the transition would be during the summer.</p> <p><u>Collaboration</u>  The Headteacher informed governors that he had held discussions with David Ellis, Headteacher of York High School, regarding possibilities of working together to offer minority KS4 courses including Textiles and Photography. Discussions had also been held regarding procurement of services such as HR.</p> <p>Governors were made aware that the York Education Partnership (YEP) had provided York High School with a grant to support David Ellis in providing time to help and advise schools to move forward.</p>	

	<p>Governors asked if the Government's curriculum changes would impact on the possible collaboration to provide minority subjects. The Headteacher responded that the courses were GCSEs and would remain as part of the curriculum. The Chair acknowledged that the Executive Committee had discussed collaboration in detail and the minutes had been circulated for information.</p> <p>Governors asked if collaboration with All Saint's Secondary school had been considered as the school was the closest secondary and in walking distance. Governors were advised that there had been collaboration with All Saints School and the Headteacher explained that collaboration with York High School was being considered as the schools served a similar community. He then explained that collaboration with other schools was a practical response to the rapid reduction in the amount of LA funding and services.</p> <p><u>Events</u></p> <p>Governors noted the list of school events within the Headteacher's Report. It was discussed that a lot of positive work was taking place including the success of pupils completing their Duke of Edinburgh Award. Governors further noted the appearances of the Headteacher on Radio York and acknowledged the organisation by Gareth Davies (Assistant Headteacher).</p> <p>Don Henson asked governors if they would consider becoming House Committee Volunteers. The new School House System had seen the replacement of the School Council with the House Committee. Don informed governors that he was unable to attend the next meeting which would be on Tuesday 19<sup>th</sup> March at 1.10pm, and it would be positive if another governor could attend. The Headteacher noted that the House Committee were very appreciative of governor presence at the meetings and the Chair offered to e-mail the date and time to governors to allow them to check their diaries.</p> <p>Governors discussed the upcoming school events and were encouraged to attend by the Chair. The Headteacher informed governors that the Extended Learning Day had been cancelled and to check the status of Sports Day before attending as the day was dependant on the weather. Considering attendance at events, the Headteacher suggested that governors attend the Parent Forum 3. This Forum was being held on 19<sup>th</sup> June at 6pm and would consider the responses to the Parent Survey. Richard Newton and Cllr Dave Merrett offered to attend. The Year 6 induction day was highlighted as another opportunity for governor involvement as the upcoming Year 7 pupils would spend a full day in school. Governors were informed that the Deputy Headteacher would be leading the induction day and could be contacted for a schedule of the day.</p> <p>Further questions relating to the Headteacher's Report were invited. Governors noted the resignation of three language assistants and asked for further detail. The Headteacher explained that the language assistants were native speakers and were employed for one year only.</p>	Chair
4	<p><b>Millthorpe Support Group</b></p> <p>The Chair informed governors that the Support Group involved working with the LA to examine performance and discuss the plans in place to ensure improvement. The meetings involved the Headteacher, Chair of Governors, Maxine Squire (SIP) and Jill Hodges (Assistant Director, Education and Skills) and were confidentially minuted. Though confidential, the Chair felt that the minutes could be circulated to governors and offered to do so. He expressed that the Headteacher and Senior Leadership Team (SLT) were working hard to address any issues or concerns.</p> <p>Maxine Squire explained that it was part of the LA's statutory responsibilities to support schools and hold them to account if they feel the school was not performing. She further stated that the minutes from the meetings could be presented during an Ofsted Inspection.</p> <p>Governors asked if the minutes could be uploaded onto the governor area of the school website. The Headteacher reiterated that the minutes were confidential but agreed that they could be uploaded onto the secure section of the website. He further expressed that he would like the secure governor area to be used more frequently. In response to a question regarding the website, the Headteacher clarified that currently only one member of staff</p>	Chair

	could upload information but the website was being reworked to allow other members of staff to upload.	
5	<p><b>Performance Panel Recommendations (13/02/13)</b>  <i>Staff members; Headteacher, Deputy Headteacher, Assistant Headteacher and Mark Glover, withdrew from the meeting.</i></p> <p>A confidential discussion took place regarding performance panel processes and pay recommendations for the Headteacher and Deputy Headteacher.</p> <p><i>The Headteacher, Deputy Headteacher, Assistant Headteacher and Mark Glover returned to the meeting at 7.05pm.</i></p>	
	<b>Items for Information</b>	
6	<p><b>Presentation on the Intervention Program – Tim Gillbanks</b>  With the use of the interactive whiteboard, Tim Gillbanks, Assistant Headteacher, gave a presentation of the work being carried out to support pupils using intervention.</p> <p>Governors were informed that the percentage of pupils achieving five A* - C grade GCSEs, not including English and Maths, had dropped to 80% in 2011/12. The percentage including English and Maths had also dropped to 53% in 2011/12.</p> <p>Tim explained that the SLT closely monitored the progress and attainment of pupils and a tracker board with prediction cards was displayed in the Deputy Headteacher's office and regularly updated and referenced.</p> <p>Tim provided an overview of the interventions taking place within English:</p> <p><i>Additional Lessons and Early Entry</i>  Governors were informed that 51 pupils were benefitting from two hours of additional English a week. It had been agreed with parents that these pupils would attend the additional English lessons during the time scheduled for Modern Foreign Language lessons.  Further to the additional lessons, 137 pupils had been entered early for the Unit 1 written English paper. The pupils not entered were part of the top two English sets and were predicted to achieve A* to C grades. All pupils (195) would be entered for the Unit 1 written English paper in June and the best mark would be awarded for those who had entered twice. Tim explained that students would be re-grouped for English after the Easter holidays to ensure strands and skills were targeted effectively.</p> <p><i>International GCSE (IGCSE)</i>  Tim explained that the IGCSE provided an additional and alternative assessment opportunity for pupils. Governors were advised that the IGCSE was not easier than a GCSE but was comprised of three pieces of coursework, one written exam (2hours) which was not text based, and a speaking and listening assessment. 51 pupils would be entered for the IGCSE but would still complete the Unit 1 English assessment. When asked if the IGCSE was par of the English Baccalaureate, Tim clarified that it was as it was a level 2 certificate in first language English. In response to a question regarding the impact on staff, the Deputy Headteacher explained that the additional work for the IGCSE would impact a small number of staff. He further noted that as some pupils had been entered early for Unit 1 there was additional time available to focus in the IGCSE.</p> <p><i>Tracking Spreadsheet</i>  Governors were shown a spreadsheet used by the SLT to track pupil results in controlled assessments in comparison to the grade boundaries from 2011/12. Tim explained that the 2011/12 grade boundaries were used as it was unclear where the boundaries would be for the current year. Governors noted that the tracker spreadsheet provided a guide for pupils, with some caution on grades, and helped with motivation. The Deputy Headteacher highlighted that the school was working with the PixL Group who had broadly analysed grades to try and determine where the 2012/13 grade boundaries could be.</p> <p>Questions and comments were invited.</p>	

Governors asked why the higher tier pupils were not being entered early for exams and highlighted that it was important to focus on A/ A\* pupils also. Governors were advised that the SLT had discussed and agreed that if the higher tier pupils were entered early for their exams they might not achieve their potential grade. Governors were further informed that skills were developed throughout the year and the focus for early entry English was on Language not Literature. Governors were advised that the pupils had been thoroughly prepared.

Following a questions, it was clarified that the 51 pupils entered for the IGCSE were the same pupils receiving the additional two hours of English a week. Governors were advised that discussions were taking place to consider if more pupils would benefit from the IGCSE.

Governors asked if there were any risks, regarding approach to the exams, when entering pupils for two different exams. The Deputy Headteacher answered that the underlying skills were the same for both exams and thereby reduced any cause for concern. He further highlighted that pupils sat their IGCSE exam first and there was a significant amount of time between the different types of exam.

Tim provided an overview of the interventions taking place within Maths:

#### *Additional Lessons and Early Entry*

Governors were informed that the 51 pupils receiving additional English lessons were also receiving additional Maths lessons. Before the early entry exam in November these pupils had received three hours of additional Maths a week. Tim highlighted that all pupils had been entered for the AQA exam in November and 61 pupils for the linear exam in March. The results for the March exam would be released on 17<sup>th</sup> April. Further to this, 40 pupils (who were different from the 61 pupils who sat the March exam) would be entered for an additional module to help improve their grades.

Governors were informed that since the completion of the Maths exam in November pupils had been completing a GCSE in Further Maths which was similar to AS-Level algebra. It was acknowledged that the pupils needed to be kept motivated between the November exam and the release of their results in April and skills were being improved for possible re-sits.

Tim noted that the Maths classes had been regrouped in January and acknowledged that the departments had been supportive with the decision to regroup.

#### *Current Results and Predictions*

Governors were informed that the school's most successful Maths results had been in 2010 when 70% of pupils had attained an A\* - C. It was highlighted that 64% of pupils had, by March 2013, already achieved an A\* - C and with regrouping and interventions before the July entry the school was in a positive position to again achieve 70% A\* - C.

Considering English, governors were informed that the current prediction showed 69% of pupils achieving an A\* - C grade. This excluded the IGCSE and regrouping but included the predicted results for the top two tiers that had not sat early entry exams. Governors noted that the school was working to improve this figure to above 72%.

The Deputy Headteacher further explained that the 69% prediction was based on worst case scenarios for Unit 1 results. The controlled assessments and Unit 1 results would be reviewed to target interventions And governors were informed that re-sits were taking place for Speaking and Listening and controlled assessments.

*Don Henson left the meeting at 7.30pm.*

With reference to regrouping, governors highlighted that evidence suggested lower attaining pupils performed less well if grouped together but performed better if grouped with middle attaining pupils. Tim Gillbanks acknowledged that regrouping would be grouped by level of attainment but explained that it would only be for a focused five week period.. As part of his link governor work, Richard Newton explained that individual pupils were reviewed and if it was beneficial for the pupil then they would be placed in a higher set.

Governors were informed that the result for Science Core was 85% of 71 pupils achieving A\* - C. It was noted that this was a significant improvement on the results for 2011/12. As the Core module was complete and pupils were working on the Science Additional module. Governors acknowledged the amount of work being carried out by the department and the pupils and passed on their thanks.

Briefly considering other subjects, governors noted from the presentation that 100% of ICT pupils had achieved A\* - C. Governors were advised that this GCSE was assessed through coursework and pupils had only one hour a week lesson time.

#### Pupil Premium

Governors were provided with a brief overview of the current figures for the 31 GCSE pupils eligible for Pupil Premium funding:

- 45% achieving five A\* - C grades including English and Maths (FFTD was 54%)
- 94% achieving five A\* - C grades (FFTD was 88%)

Governors were informed that all teachers knew who their Pupil Premium pupils were and understood the importance of focusing on accelerating their progress.

#### *Presentation by Deputy Headteacher, Scott Butterworth.*

The Deputy Headteacher tabled and presented a diagram which showed the interventions and focus areas for securing improvement and pupil progress across KS3 and KS4. The following areas were highlighted:

Considering the colour coding, governors noted that the areas of the diagram shaded yellow highlighted interventions and strategies currently being carried out. Similarly, the areas in amber were being carried out but would receive some changes for 2013/14 to provide greater impact. The areas left white showed the interventions and strategies that would be introduced for 2013/14.

#### *KS3 Literacy / Reading*

- From the diagram governors noted the Y6/Y7 'Smart Start' which would be introduced for 2013/14. Work would be carried out with feeder primary schools to review the programs used to develop skills for secondary school with a view to continue this support in Y7.
- 12 pupils were taking part in the Y7 reading catch-up program for 2012/13 and this number would increase.
- Peer Reading would be expanding in 2013/14 and older Pupil Premium pupils would be specifically targeted to support younger Pupil Premium pupils.
- The *Y8 and Y9 Literacy Support with Pre-teaching of Key Cross Curricular Subjects* would be expanded to incorporate other subjects and develop skills before pupils enter the classroom.

#### *KS3 Numeracy*

- Y6/Y7 'Smart Start' would be introduced for Maths in a similar way to Literacy.
- A Numeracy Catch-Up Program would be introduced to reflect the work carried out in Literacy. Governors were advised that the school would present this intervention to other schools as it was not active in any other LA school.
- Peer Numeracy Tutoring would be introduced as the principle was working in Literacy.

#### *KS4 English and Maths*

The Deputy Headteacher highlighted that this section of the diagram showed the strategies and approaches that had been identified by Tim Gillbanks during his presentation.

#### *Flexible Curriculum*

- Eleven pupils were at risk of being NEET (Not in Education, Employment or Training). As part of the work on Flexible Curriculum, the timetable of the eleven pupils had been collapsed to provide intensive intervention for improvement. The Deputy Headteacher advised governors of the contexts for the pupils involved.
- To support Pupil Premium pupils, revision books and materials had been purchased

from the funding available.

#### *Mentoring*

The Deputy Headteacher explained that the PixL Group used a booklet which outlined the key predications and focus areas for mentoring support. As part of the school's mentoring scheme, teachers were asked to provide statements for pupils and specifics for success. These would be discussed during mentoring meetings between the pupil, Director of Achievement (DOA) and Student Support Officer (SSO). The involvement of the teacher helped to reinforce authority and the reward process so teachers could move progress forward. Governors were further advised that the SENCo (Special Educational Needs Co-ordinator) was also working with pupils.

#### *Parents*

Governors noted that work was being carried out to review how the school was effectively communicating with parents of pupils eligible for Pupil Premium.

Further to the areas highlighted above, governors were informed that attendance was being monitored and work was being carried out with persistent absentees. Members of the Pastoral and Inclusion Team were allocated three pupils who they would work with to improve attendance.

The Deputy Headteacher highlighted that clear criteria of success had been set and the impact of interventions and strategies in each area would be measured. The interventions introduced could be maintained and additional funding and support ensured that the impact could be challenged and the intervention changed to meet needs.

As a link governor in this area, Richard Newton commented that strategies would be rolled out more immediately to Y10. The Deputy Headteacher expanded on this by explaining that plans were being made for Y10 to begin in the summer term as some interventions had not previously started until the September when the pupils entered Y11.

The Headteacher highlighted that there had been a focus on raising attainment for 2013 and the there was a need to raise the quality of teaching throughout the school to ensure that interventions were reduced to provide specific focus. There would therefore be a focus on refining the interventions and strategies identified and securing longer term plans to develop high quality first wave teaching. In response to a question, the Headteacher clarified that first wave teaching was provided within classrooms by the class teacher and should be high quality to reduce the necessity for numerous interventions.

Governors discussed the Y6/Y7 'Smart Start' and the role of primary schools in identifying cohorts and using the time after Y6 SATS effectively.

Maxine Squire highlighted that schools worked together at the earliest stages to ensure that pupils did not go 'off track' at the end of KS1 and require 'catch up' throughout KS2. Maxine further reiterated that it was important for all schools to ensure a high quality of teaching as the number of interventions was high and not sustainable.

Governors asked for information on the extended schools provision which was highlighted on the tabled diagram. The Deputy Headteacher explained that it was important to have an open offer for breakfast and after school provision but that the school did actively encourage students who would benefit. Governors considered funding and support from Friends of Millthorpe and agreed to discuss this area further during a School and Community Committee meeting.

*Mark Glover left the meeting at 8.00pm.*

In response to a question regarding levels of progress, Tim Gillbanks explained that the school had access to matrixes from Raise Online for English and Maths but would like to present the figures after the release of the results for the recent Maths module which would be available in April. The Headteacher noted that levels of progress had been carefully monitored and the school was aiming for a high proportion of pupils to make more than expected progress.

	<p>The Chair acknowledged the progress and positive results being achieved and specifically highlighted the success in ICT and Science. It was discussed that governors would like to extend their thanks to staff and pupils for the hard work taking place and offer words of encouragement to pupils for their remaining exams.</p> <p>The Chair offered to write a note to acknowledge the presentations during the meeting and express that governors were impressed by the work taking place and that they wished the pupils luck for their remaining exams and future.</p>	Chair
7	<p><b>Reports and business updates from Committees:</b></p> <p><b>7.1) School and Community 21/01/13</b> Governors noted the minutes from the meeting which had been previously distributed.</p> <p><b>7.2) Quality and Curriculum 06/02/13</b> Governors noted the minutes from the meeting which had been previously distributed.</p> <p><b>7.3) Finance and Staffing 13/02/13</b> Governors were advised that the minutes from the Finance and Staffing meeting were being amended and would be circulated when available.</p> <p><b>7.4) Executive Committee 10/01/13 and 26/02/13</b> Governors noted the minutes from the meeting which had been previously distributed.</p> <p>The Chair provided an update on the SLT capacity stating that an advert had been placed for an Assistant Headteacher who would focus on developing teaching. The interviews would be held on 23<sup>rd</sup> April from 1pm and the Headteacher welcomed governor involvement and offered to e-mail details to governors.</p>	Head
8	<p><b>Chair's Briefing Paper (York LA Portal)</b></p> <ol style="list-style-type: none"> <li>a) School Teacher's Review Body Recommendations</li> <li>b) New Financial Management System</li> <li>c) Curriculum Developments</li> <li>d) The Fairness Commission and a Living Wage</li> <li>e) School Improvement</li> <li>f) The Pupil Premium</li> <li>g) Budget Update (Presentation)</li> </ol> <p>The Briefing Papers had been made available to governors prior to the meeting and questions were invited.</p> <p>Following questions relating to the Living Wage, it was clarified that LA funding would be available to cover the additional cost for the first year after which schools would be required to budget the increase. The Headteacher further noted that only one employee was affected by the change in addition to those employed through the LA cleaning contract. Governors agreed to consider contracts and the Living Wage further at the next Finance and Staffing Committee and FGB meetings.</p> <p>Governors asked how many pupils were eligible for the Pupil Premium funding. The Headteacher replied that there were approximately 150 eligible pupils and the school had information relating to pupils who had been in receipt of Free School Meals (FSM) within the last six years.</p> <p>Governors asked if there were families eligible for FSM who were not registering for them. The Deputy Headteacher answered that there were families eligible but not registering and explained that the school was pro-active in making parents aware and encouraging those eligible. This was achieved through letters and phone calls but there had not been a significant increase in registration. Further discussion took place regarding FSM and it was acknowledged that there had been difficulties across the authority encouraging families to register. Cashless catering was considered and it was noted that the cost of this system would be in the region of £25,000.</p>	
9	<p><b>Link Governor Reports</b></p> <p>It was agreed that the link governor reports would be uploaded onto the school website to be</p>	



	<p>accessed by all governors. Committee Chairs took responsibility for monitoring the submission of reports for the website.</p> <p>Governors noted that improvements to the link governor role had been made and link visits were a focus for the governance section of the School Improvement Plan.</p>	
<b>10</b>	<p><b>Governor Training</b> Helen Thomas and Bill Schofield reported that they had attended governor training.</p>	
<b>11</b>	<p><b>Dates of Future Meetings:-</b> Wednesday 10<sup>th</sup> July 2013</p>	
<b>12</b>	<p><b>Confidentiality</b> Item 5 was recorded as a confidential item.</p>	
	<p>Meeting end time 8.20pm</p>	
	<p>_____</p> <p><b>Mr Bob Sydes</b> <b>Chair</b></p>	<p>_____</p> <p><b>Date Signed</b></p>

**Action Plan following the Meeting of the Full Governing Body  
On Thursday 14<sup>th</sup> March 2013**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Update Committee Membership	1.2	<b>Clerk</b>	asap
2.	E-mail Governing Body Review Toolkit to Head and Chair and enquire about facilitation	2.2	<b>Clerk</b>	asap
3.	E-mail date and time of next House Committee meeting to all governors	3	<b>Chair</b>	asap
4.	Circulate Support Group Meeting minutes to all governors	4	<b>Chair</b>	As appropriate
5.	Write a note of thanks and encouragement to staff and pupils on behalf of the governing body	6	<b>Chair</b>	asap
6.	E-mail details of Assistant Headteacher interviews to governors	7	<b>Head</b>	asap

**Standing Agenda Items**

- Correspondence
- Link Governor Visits
- Governor Training

**Future Agenda Items**

**FGB:**

**Executive:** Governing Body Review Toolkit

**Finance and Staffing:** Living Wage

**Quality and Curriculum:** Exclusions Data

**School and Community:** Extended Schools Provision

**School Newsletters:**

All the newsletters and whole school letters are on the home page of the website for anyone to look at.  
[www.millthorpeschool.co.uk](http://www.millthorpeschool.co.uk) .