



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors  
Held at the School on Wednesday 25<sup>th</sup> March 2015 at 6.00pm

**Present:**

Mrs Helen Ainsworth	Ms Nicola Mitchell
Mr Trevor Burton (Headteacher)	Mr Tim Moat ( <i>Vice-Chair</i> )
Ms Naomi Heaton	Mr Martyn Pysanczyn
Mr Tim Hooper	Mr Bill Schofield [ <i>from 6.50pm</i> ]
Mrs Katie Hurrell	Mrs Jane Terrett
Ms Jenny Kent	Ms Helen Thomas
Mrs Gillian Markland-Zuiderwijk	
Cllr Dave Merrett	

**In Attendance:**

Mr Tim Gillbanks (Deputy Headteacher, Millthorpe School)
Mrs Barbara Kybett (Clerk)

		Action
1	<p><b>Apologies, Welcome &amp; Introductions, Declaration of Interests</b> Apologies for absence were received, with consent, from Don Henson, Jenny Kent and Richard Newton.</p> <p>The Chair reported that Eileen Robertson had stepped down as a governor after eight years of continuous service. The Governing Body recorded their thanks to Eileen for her significant contribution to the governing body.</p> <p>There were no declarations of interest.</p>	
2	<p><b>Governing Body Reconstitution</b> With reference to the school's Instrument of Government, governors unanimously agreed that the core group of the governing body would consist of:</p> <p>Mrs Jenny Kent, Mrs Gillian Markland-Zuiderwijk, Mr Tim Moat, Mr Richard Newton and Mr Bob Sydes (parent governors) Cllr Dave Merrett (LA governor) Ms Naomi Heaton (staff governor) Mr Trevor Burton (Headteacher)</p> <p>The core group of governors unanimously agreed to co-opted the following to the governing body:</p> <p>Mrs Helen Ainsworth, Mr Don Henson, Mr Tim Hooper, Mrs Katie Hurrell, Ms Nicola Mitchell, Mr Martyn Pysanczyn, Mr Bill Schofield, Mrs Jane Terrett and Ms Helen Thomas.</p> <p>The reconstitution process took place whilst the core group of governors and those co-opted were present in the room.</p> <p>The Chair noted that Eileen Robertson's resignation had left a vacancy for a co-opted governor and asked governors to forward any suggestions for suitable candidates to him.</p> <p>A governor queried if Sarah Barbacane's position had been included in the number of governors in the new Instrument of Government. The Chair responded that it had not.</p>	
3	<p><b>Minutes of the Full Governing Body meeting held on 10<sup>th</sup> December 2014 and the minutes of the Extra-Ordinary Full Governing Body meeting held on 3<sup>rd</sup> March 2015 (previously distributed)</b> <b>3.1) Corrections and Agreement</b> The minutes of the meeting held on 10<sup>th</sup> December 2014 were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p>With reference to the minutes of the extra-ordinary meeting held on 3<sup>rd</sup> March, Cllr Merrett put forward additions to the minutes regarding:</p> <ul style="list-style-type: none"> <li>- the academy funding element of £87 per pupil and the predicted effect of this on the school's budget</li> </ul>	

- access to capital funding if the school converted to academy status
- the distribution of power between the trustees and the governing body should the school convert to academy status
- his wish that the consultation process should take place before the application to become an academy was made.

The Headteacher requested that an addition regarding the timescale of the consultation process should be made.

The minutes of the extra-ordinary meeting of 3<sup>rd</sup> March 2015 were therefore not signed by the Chair.

The Chair suggested that, once amended, both sets of minutes should be added to the section of the school's website which would be given over to the consultation on the move to academy status. A governor suggested that the minutes of the FGB meeting held in December were not necessary.

Governors agreed to the addition of the minutes of the extra-ordinary meeting to this area of the website.

### 3.2) Action Plan and Matters Arising

Action points 1, 2 and 3 were completed. Ongoing or future actions were carried forward.

There were no matters arising.

## Items for Action

- 4 **Headteacher's Report** (*previously distributed*)  
The Headteacher presented his report and added the following comments:

### 1 General

The Headteacher and the headteachers of Knavemire and Scarcroft Primary Schools had held a meeting with Jon Stonehouse, Director of Children's Services, Education and Skills, regarding their proposal to form a multi-academy trust (MAT). The headteachers had also met with Janet Looker, Councillor for Education, Children and Young People. The Headteacher noted that, whilst the employed council officers had greeted the proposal with neutrality, Cllr Looker had been open in expressing her disappointment. The Headteacher had also met with the headteachers of the other primary schools in the South Bank cluster who had expressed an interest in the idea of joining a MAT but, as some were church schools, they would not be able to join with Millthorpe.

A governor suggested that it was likely that the funding which had previously been available to schools wishing to convert to academy status would no longer be on offer. The Headteacher stated that this was uncertain.

The Headteacher informed governors that the governing body of Dringhouses Primary had voted not to join the MAT.

### 2 Student Numbers

Student numbers were healthy and that there was now a waiting list for Year 7 pupils for September 2015.

### 4 Student Behaviour

The number of exclusions had risen but that there was not one single identifiable cause. Nicki Mitchell highlighted her link governor visits to school during which the statistics and reasons for exclusions were examined in detail.

A governor asked if the one permanent exclusion should not be included in these figures. The Headteacher agreed that it should.

### 5 Student Attendance and Punctuality

Attendance was good.

### 6 Staff Issues

The school was hopeful of reducing costs by way of staff resignations and reductions in hours. This however needed to be balanced with the impact on teaching and learning. Staff had been asked about their future plans and had been very open about their intentions. A teaching assistant had been appointed as part of the apprentice scheme; this had been difficult to organise with the council payroll department. The vacancies for lead teachers would be advertised internally.


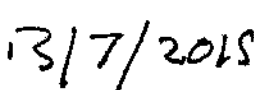
	<p><b>7 Financial Summary</b> The outlook was still challenging.</p> <p><b>8 Complaints and Community Relations</b> The school had been working hard on careers education and raising aspirations. The Headteacher highlighted the visit of a local resident who congratulated the school on the conduct of the pupils.</p> <p>The Headteacher concluded his report by inviting governors to an event in school which had been organised by Jenny Kent and formed part of the York Literature Festival.</p> <p>A governor highlighted the progress grades in section 3.1 for Year 11 where the predicted target of students gaining A*-C grades including English and Maths was 71%. He expressed concern at the figure for the autumn term of 63%. The Headteacher responded that a sophisticated tracking system was in place and that the final figure would probably be above 63%. Tim Gillbanks agreed to send governors the latest data from the spring term as soon as it was available.</p> <p>A governor queried the drop from 79% to 64% in the Year 9 English results. Helen Ainsworth reminded governors of the difficulty of producing meaningful tracking data through the year when different topics were being assessed at the end of each term.</p> <p>The Chair asked if losing a 0.5 FTE Maths teacher would impact on levels of achievement in Maths. The Headteacher responded that the timetable had been rigorously structured to avoid any negative impact on teaching and learning.</p>	Action
5	<p><b>Academy Status Update</b> The Headteacher reported that the application for conversion to academy status had been submitted and had been approved. There had been no issues raised concerning either the budget deficit or pupil achievement. Governors and parents had been informed and a press release had appeared in the York Press. Tim Moat noted that the York Press had contacted Jon Stonehouse for comment and the resulting article had been fair. He advised that further information for parents would be made available on the school's website on 8 May.</p> <p>The Headteacher informed governors that whilst Knavesmire Primary was also making information available on 8 May, Scarcroft Primary was doing so on 27 March. He asked governors whether they would prefer to release information on the Millthorpe website on 27 March.</p> <p>A governor asked what kind of information was being made available. The Headteacher responded that it would encompass a series of common questions and answers.</p> <p>After a brief discussion, governors unanimously agreed to keep to the planned date of 8 May.</p> <p>The Headteacher informed governors that he had replied to one letter from parents expressing a number of concerns, and a few queries at a recent Year 8 parents' evening.</p> <p><i>(Bill Schofield arrived at 6.50pm).</i></p> <p>Governors agreed that the academy conversion working group should continue to meet and would consider the following:</p> <ul style="list-style-type: none"> <li>• the information which would need to be available on the school's website on 8 May</li> <li>• plans for the consultation process.</li> </ul>	Action
6	<p><b>Primary Place Planning</b> The Headteacher tabled a paper entitled "Meeting the need for Primary Places in Southbank". He highlighted the existing problem with primary school places in the South Bank area particularly in Years 1, 2 and 3 and warned that the problem with a lack of places would worsen in the years to come. He explained that the South Bank schools were working together and had taken three possible solutions to the LA on 22 March.</p> <p>Referring to the tabled paper, the Headteacher reported that it had been agreed at this meeting that a feasibility study would be conducted into the third possible solution: <i>make Scarcroft a two-site primary using Millthorpe's site</i>. He expressed the view that Millthorpe could benefit from this solution as the LA might fund a multi-use sports site in compensation for the land the school would lose to the new primary school building which would accommodate Years 4, 5 and 6. The Headteacher asked governors how they would like to manage this project to deliver the best outcomes for Millthorpe School.</p>	

	<p>A governor queried the timescales involved. The Headteacher replied that the real pressure on places would begin in 2017. In September 2016, 25 children in South Bank would not have access to Reception class places in the area; in September 2017, this figure would rise to 45.</p> <p>A governor asked if the new building would be part of the newly-formed MAT. The Headteacher replied that it would but that the LA were happy with the solution as it was best for them to build on land already in educational use.</p> <p>A governor noted that relatively little had been said in the academy conversion discussion about the benefits to teaching and learning but that this proposal to house upper primary children on Millthorpe's site could offer innovative ways of teaching and learning which would be worth exploring. The Headteacher agreed that the partnership would certainly be strengthened.</p> <p>A governor questioned if the other South Bank primary schools would be concerned about the proposal. The Headteacher concurred that this might be the case but that all the school's partnerships were important, including that with the LA.</p> <p>A governor asked if the school had the capacity to include Year 6 children in the curriculum. Tim Gillbanks responded that there were many established links with the local primary schools. A governor queried if the links with Year 6 children would be events based or curriculum based. The Headteacher outlined the opportunities for working with Year 6 pupils in the summer term when the Year 11 pupils had left the school. Tim Gillbanks expressed a view that Millthorpe teachers would be able to have more involvement at primary level. A governor noted that the proposal could also be good for Millthorpe pupils' development.</p> <p>The Headteacher explained that the feasibility study into the proposed new building would take at least four weeks. The LA would need to be sure that they could fund it. It was an appropriate time for governors to be involved.</p> <p>Governors unanimously agreed to set up a working group to oversee the proposal. Cllr Merrett, Bill Schofield and Martyn Pysanczyn agreed to be part of the working group. The Headteacher agreed to contact them once a response from the LA had been received. He highlighted that the LA's "basic need" funding would not be enough to cover all the costs. Cllr Merrett added that there would be more flexibility in the LA's capital budget as the land would be free. The Headteacher commented that if the MAT came to fruition, there might be funding available from the Education Funding Agency. He was hopeful that the LA and the MAT would work together. It was agreed that much would rest on the outcome of the election.</p>	Action
7	<p><b>Policies for Review:</b></p> <p><b>7.1) Child Protection</b></p> <p>It was noted that the Child Protection Policy had fallen between two committees: Teaching &amp; Learning and Achievement &amp; Curriculum. Nicki Mitchell reported that some issues regarding systems and procedures, which impacted the Policy, had arisen from the recent disciplinary hearing and asked that the Policy should be brought to the next Full Governing Body Meeting having been reviewed at the Achievement &amp; Curriculum Committee.</p> <ul style="list-style-type: none"> <li>▪ The Child Protection Policy was unanimously adopted subject to its review at the next Achievement &amp; Curriculum Committee meeting.</li> </ul> <p>Jane Terrett reported that at her recent link governor visit, the child protection procedures had been scrutinised.</p> <p>Bill Schofield advised that governors should complete the online safer recruitment training. It was noted that the cost was £30 per person. The Headteacher assured governors that this was a necessary cost that the school would bear. The Clerk agreed to investigate the possibility of making the safer recruitment training available to all governors at the school for a one-off cost.</p> <p><b>7.2) Safeguarding</b></p> <p>It was unanimously agreed that this policy would be reviewed and adopted at the next Achievement &amp; Curriculum Committee.</p>	<p>Agenda A&amp;C</p> <p>Action</p> <p>Agenda A&amp;C</p>
8	<p><b>Committee Reports</b></p> <p><b>8.1) Achievement and Curriculum Committee</b></p> <p>a) Minutes from 14<sup>th</sup> January 2015 (previously distributed)</p> <p>The minutes from the meeting were received and noted.</p>	

	<p><b>8.2) Teaching and Learning Committee</b>  a) Minutes from 26<sup>th</sup> March 2015 (previously distributed)  The minutes from the meeting were received and noted.</p> <p><b>8.3) Finance and Staffing Committee</b>  a) Minutes from 4<sup>th</sup> February 2015 (previously distributed)  The minutes from the meeting were received and noted.</p> <p><b>8.4) School Development Committee</b>  a) Minutes from 21<sup>st</sup> January 2015 (previously distributed)  The minutes from the meeting were received and noted.</p> <p>The Chair stated that he had been very impressed with the high quality of the discussions that had taken place at all the committee meetings and expressed his thanks to the committee members and the clerk.</p>	
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**Items for Information**

9	<p><b>Budget Position 2015/16</b>  The Headteacher tabled a paper entitled "Budget Position March 2015" and advised governors that the in-year deficit was likely to be in the region of £200k, mainly due to a payment of £10k which had been made to Danesgate PRU. He explained that this particular cost was difficult to predict as it was determined by individual students' behaviour. He noted that when students transferred into the school there was no associated extra funding. There had also been an increase in unplanned supply costs for staff absence which had contributed to the deficit. It was noted that £10k constituted only 0.2% of the overall budget.</p> <p>For 2015/16, the Headteacher advised that a recovery plan, before extra expenses, had been agreed with the LA. An in-year surplus was predicted but it would not be as much as previously hoped. A start budget had not yet been finalised. The start budget would not take account of any possible extra funding associated with the academy conversion.</p> <p>The Headteacher informed governors that whilst staffing needed to be reduced by 3.5 FTE teachers by September, the school would need to employ another FTE English teacher and a part-time Geography specialist. He hoped that it would be possible to employ NQTs so that costs could be kept to a minimum.</p> <p>A governor asked how the employment of NQTs would affect the experience available in the departments affected. The Headteacher responded that there would still be a good balance of experience. He also noted that there would be a reduction in science technician staffing.</p> <p>A governor questioned how this information related to the section on Staffing in the Headteacher's report. The Headteacher responded that the teacher of English who was leaving was 0.4 FTE but would need to be replaced by a full-time teacher. The vacancy for a teacher of design technology was a like for like replacement. The vacancy for a part-time Geography teacher had not been included in the report. He highlighted the work that Tim Gillbanks had done in creating a timetable which made extremely efficient use of teacher time.</p> <p>A governor expressed an opinion that he would not wish the school to acquire a reputation for only employing NQTs as this might negatively impact on the quality of staff applying for vacancies. The Headteacher responded that 91% of the current staff were employed on the upper pay scale and that cost savings needed to be made. It was noted that NQTs could still be outstanding practitioners.</p> <p>A governor queried what was being assumed in terms of funding for the budget. The Headteacher replied that a freeze in pupil funding was written in to the budget as well as unfunded pay rises of 1% per annum for staff for the next four years. Cllr Merrett agreed to investigate the likely future scenarios for pupil funding.</p> <p>Governors unanimously agreed to support the Headteacher in recruiting to fill the vacancies in the English and Geography departments.</p>	Action
10	<p><b>Redundancy Consultation</b>  The Headteacher reported that he had met with a representative from the NASUWT in connection with the proposed redundancy and that teachers in the PE department had had the opportunity to meet with union representatives. He explained that if one of the teachers was offered another position then the redundancy process would be terminated; if not, then the redundancy would take effect from 31 August 2015. He was</p>	

	hopeful that the LA would cover the redundancy cost but he informed governors that, as an academy, any redundancy costs would need to be borne by the school.	
11	<p><b>School Improvement Plan 2014/15 Version 12</b> (<i>previously distributed</i>) Governors received the latest version of the School Improvement Plan, including RAG rating, for information.</p> <p>The Headteacher expressed a preference for the School Improvement Plan to be reviewed at committee level. He advised governors that they would need to RAG SP7 <i>Continue to improve governance</i>.</p> <p>The Headteacher said that he was happy to take suggestions from governors on how to improve the process of reporting on the School Improvement Plan.</p> <p>Governors briefly discussed SP7. It was agreed to hold another meeting of the Chair's Forum which would be organised by the Chair.</p> <p>Helen Thomas noted that the previously distributed <i>Protocol for Governor Learning Visits</i> was not the amended version that had been agreed at the Full Governing Body meeting of 10 December 2014. It was agreed that she would liaise with Lesley Buckley to ensure the amendments were actioned.</p>	<p>Action</p> <p>Action</p>
12	<p><b>Chair's Report</b> Nothing further to report.</p>	
13	<p><b>Governor Links and Visits to School</b> (<i>previously distributed</i>) It was noted that some link reports had been submitted to committees.</p> <p>The Headteacher reported that no "learning walks" had yet been organised and that requests should go to Lesley Buckley not the SLT as currently stated in the Protocol.</p>	
14	<p><b>Any Other Business</b></p> <p><b>14.1) Summer Fair Raffle</b> Nicki Mitchell informed governors that she had been asked by the Chair of the Friends of Millthorpe if the governing body would organise the prizes for the summer fair raffle. Governors discussed the amount of work involved and agreed that it would be preferable to ask parents to contribute. The Headteacher agreed to send out an email on the Chair of the Friends' behalf.</p> <p><b>14.2) School Uniform</b> The Headteacher informed governors that while pupils looked very smart in the new school uniform, there was an ongoing problem with girls' trousers. He wanted to give parents an early warning to enable them to buy more suitable trousers for September. The Chair agreed that, as school uniform was a matter for governors to decide on, a clear amendment to the school uniform policy would be needed.</p> <p>Governors unanimously agreed, on this occasion, to delegate authority to the School Development Committee to approve an amendment to the School Uniform Policy.</p>	<p>Action</p> <p>Agenda SD</p>
16	<p><b>Confidentiality</b> There were no items recorded as a separate, confidential minute.</p>	
17	<p><b>Meeting Dates – all at 6.00pm</b> Monday 13<sup>th</sup> July 2015</p>	
	<p>Meeting end time 8.00pm</p> <p></p> <p>_____</p> <p>Mr Bob Sydes Chair</p> <p></p> <p>_____</p> <p>Date Signed</p>	

**Action Plan following the Meeting of the Full Governing Body on Wednesday 25<sup>th</sup> March 2015**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Circulate the latest tracking data.	4	Tim Gillbanks	ASAP
2.	Re: conversion to academy status, consider: <ul style="list-style-type: none"> <li>• information to be made available on the school's website on 8 May</li> <li>• plans for the consultation process.</li> </ul>	5	Academy Conversion Working Group	ASAP
3.	Set up a working group to oversee the proposal to make Scarcroft a two-site primary using Millthorpe's site.	6	Cllr Merrett, Bill Schofield and Martyn Pysanczyn	ASAP
4.	Investigate the possibility of making the safer recruitment training available to all governors for a one-off cost.	7.1	Clerk	ASAP
5.	Investigate the likely future scenarios for pupil funding.	9	Cllr Merrett	ASAP
6.	Organise a meeting of the Chair's Forum to discuss SP7 of the SIP.	11	Chair	ASAP
7.	Liaise with Lesley Buckley to ensure the amendments to the <i>Protocol for Governor Learning Visits</i> agreed at the Full Governing Body meeting of 10 December 2014 are actioned.	11	Helen Thomas	ASAP
8.	Send out an email on behalf of the Chair of the Friends' of Millthorpe School to request donations for the summer fair raffle.	14	Headteacher	ASAP
<b>Ongoing or Future Actions</b>				
Invite governors to the SIP session with Staff and involve governors in the working groups				
Hold earlier discussion with all governor before drafting the governance section of the SIP				
Governors to visit assemblies and receive more information on the school's collective worship/activities				

**Future Agenda Items**

- Learning Trust and Academy Conversion reports

**Achievement and Curriculum Committee:**

- Child Protection Policy
- Safeguarding Policy

**School Development Committee:**

- School Uniform Policy

