



## MILLTHORPE SCHOOL

### Minutes of the Meeting of the Board of Governors held at the School on Monday 5<sup>th</sup> October 2015 at 6.00pm

**Present:**

Mrs Helen Ainsworth	Mr Dave Merrett
Mr Trevor Burton (Headteacher)	Mr Tim Moat
Ms Naomi Heaton	Mr Martyn Pysanczyn
Mr Don Henson	Mr Bill Schofield ( <i>from 6.20pm</i> )
Mr Tim Hooper	Mr Bob Sydes (Chair)
Mrs Katie Hurrell ( <i>from 6.15pm</i> )	Mrs Jane Terrett
Mrs Gillian Markland-Zuiderwijk	Ms Helen Thomas

**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> The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent, from Jenny Kent, Nicki Mitchell and Richard Newton.</p> <p>There were no declarations of interest.</p>																																				
2	<p><b>Minutes of the Full Governing Body meeting held on 13<sup>th</sup> July 2015</b> (<i>previously distributed</i>)</p> <p><b>2.1) Corrections and Agreement</b> The minutes of the meeting held on 13<sup>th</sup> July 2015 were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p><b>2.2) Action Plan and Matters Arising - Minutes of the Full Governing Body meeting held on 13<sup>th</sup> July 2015</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Action</th> <th style="width: 10%;">Agenda</th> <th style="width: 20%;">Person</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Circulate skills audit to governors</td> <td style="text-align: center;">2.2</td> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Contact Jake Wood for further information on feasibility studies re: primary place planning.</td> <td style="text-align: center;">2.2</td> <td style="text-align: center;">Dave Merrett</td> <td style="text-align: center;">See note below</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Circulate press release to all governors</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Tim Moat</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Work with Scarcroft and Knavesmire Schools to appoint lawyers for next stage of academy conversion process</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Nicki Mitchell</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Meet with governors from Scarcroft and Knavesmire Schools</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Nicki Mitchell, Bill Schofield and Tim Moat</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Investigate increasing Headteacher's pay temporarily in respect of support provided for Canon Lee</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Tim Hooper</td> <td style="text-align: center;">See note below</td> </tr> </tbody> </table> <p><b>Ongoing or Future Actions</b></p> <p>Governors to visit assemblies and receive more information on the school's collective worship/activities</p>		Action	Agenda	Person	Date	1.	Circulate skills audit to governors	2.2	Clerk	Completed	2.	Contact Jake Wood for further information on feasibility studies re: primary place planning.	2.2	Dave Merrett	See note below	3.	Circulate press release to all governors	3	Tim Moat	Completed	4.	Work with Scarcroft and Knavesmire Schools to appoint lawyers for next stage of academy conversion process	3	Nicki Mitchell	Completed	5.	Meet with governors from Scarcroft and Knavesmire Schools	3	Nicki Mitchell, Bill Schofield and Tim Moat	Completed	6.	Investigate increasing Headteacher's pay temporarily in respect of support provided for Canon Lee	5	Tim Hooper	See note below	
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	<p><b>AP2</b> Dave Merrett reported that he had spoken with Jon Stonehouse who had informed him that the primary place</p>																																				

	<p>planning process was moving slowly due to the change in administration at the Council. Dave had been offered a briefing meeting with Maxine Squire. The Headteacher added that he also had encountered difficulties in ascertaining the current position but as the relevant debate had not yet taken place at the Council, it was unlikely that any solution to the problem would be in place by 2017 when the extra places would be needed. Dave Merrett agreed to contact the Councillor for Education, Jenny Brooks.</p> <p><i>(Katie Hurrell joined the meeting at 6.15pm)</i></p> <p><b>AP6</b> The Chair reported that he had discussed the matter with Tim Hooper, as Chair of the Finance Committee, and they had agreed that any increase in the Headteacher's pay should be discussed as part of his Performance Management.</p> <p><b>Matters Arising</b> There were no matters arising.</p>	<b>Action</b>
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**Items for Action**

<b>3</b>	<p><b>KS4 Results</b> <i>(previously distributed)</i> The Headteacher gave a detailed Powerpoint presentation on the KS4 results and drew governors' attention to the following main points:</p> <ul style="list-style-type: none"> <li>• 66% of students gained 5 A*-C GCSEs including English and Maths, a result which put the school in the top 25% nationally; in comparison with previous years, this result was slightly disappointing but was still above the national average of 57% and the FFT-D estimate of 65%</li> <li>• The Progress-8 result of +0.44 would last year have put Millthorpe in the top 10% of schools nationally.</li> </ul> <p><i>(Bill Schofield joined the meeting at 6.20pm)</i></p> <ul style="list-style-type: none"> <li>• After disappointing results in 2012, a change in approach had now produced outstanding outcomes in achievement and progress.</li> <li>• Students took GCSE exams in 29 subjects: overall results were good although in subjects where entry numbers were small, the data was more sensitive to one or two poor results.</li> <li>• In core academic subjects, results were strong.</li> <li>• There had been improvements in results this year in Drama and PE.</li> <li>• Results in DT were mixed and the department would be supported in the coming year.</li> <li>• There had been fewer higher grades in Art and ICT.</li> <li>• Results in Further Maths, where C was the lowest grade, were down on 2014 but staff considered the content was helpful preparation for A level.</li> <li>• The gap between the results of disadvantaged students and their peers for 5A*-C+EM was -8.4% with the gap nationally in 2014 at -28%; this was however a more able cohort of students eligible for Student Premium (PP) funding and the expected progress data reflected this higher ability.</li> <li>• The cohort of 17 School Action Plus students underperformed despite considerable intervention which some students had been reluctant to engage with.</li> <li>• Year 10 results in English Literature were good overall but only satisfactory at grades A*-A. This was the final year that English Literature GCSE could be taken at a different time to English Language GCSE and future cohorts would take both subjects together in Year 11.</li> <li>• Year 10 results in Core Science were outstanding.</li> <li>• 62% of grades were accurately predicted by teachers, an increase of 11% on 2014.</li> <li>• Future changes would include Attainment 8 and Progress 8, new grades (9-1) replacing letters, basics and the English Baccalaureate.</li> <li>• The school's success in Progress 8; the Headteacher gave a detailed explanation of how Progress 8 worked.</li> <li>• New GCSEs would have more focus on exams and a lower proportion of coursework and controlled assessments; the new numerical grades were being introduced for Maths and English in 2017 with 5 being the new minimum expectation.</li> <li>• The school's Ofsted Inspection Dashboard identified no weaknesses in 2014.</li> </ul> <p>Governors asked the following questions:</p> <p><b>Q</b> Will students take any GCSE subjects early in future years?</p>	
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	<p><b>A</b> Only Science GCSE.</p> <p><b>Q</b> Was there any feedback on the results from parents/carers of students with SEN?  <b>A</b> No –some of these students had been diagnosed with specific learning difficulties, whilst others presented with behavioural problems which affected their learning.</p> <p><b>Q</b> Why are grade predictions necessary?  <b>A</b> In order to focus efforts on the correct students; if grade predictions are too high, there is a risk that the appropriate support and intervention will not be put in.</p> <p><b>Q</b> Should students study fewer subjects in order to maximise their chances of success in Progress 8 subjects?  <b>A</b> This would appear to be the government’s agenda.</p> <p><b>Q</b> How will students be affected by the new format GCSEs?  <b>A</b> The new GCSEs are more challenging and therefore possibly fewer students will reach the national standard; sixth forms will need to adjust their entrance requirements.</p> <p><b>Q</b> With reference to the Summary of KS4 results, why did girls make much better progress in Attainment 8 than boys?  <b>A</b> Statistics often show that girls make better progress than boys – this is a national problem but currently under-represented in the national school improvement agenda. White working class boys are the worst performing group nationally.</p> <p><b>Q</b> What are the reasons for the disappointing results in Hospitality &amp; Catering and Child Development?  <b>A</b> These subjects were specifically run for a group of disaffected students of lower ability.</p> <p>The Headteacher expressed the view that if Ofsted were to inspect the school this year, there was a good chance it would be judged “outstanding”. Governors discussed the possible advantages of an inspection ahead of schedule.</p> <p>Governors thanked the Headteacher for his presentation and congratulated school staff and students on a very pleasing set of results.</p> <p>The Headteacher agreed to circulate the Powerpoint presentation to governors for information.</p>	<b>Action</b>
4	<p><b>School Improvement Plan 2015/16</b> (<i>previously distributed</i>)  The Chair referred to a tabled paper, drafted at the Chairs’ Forum, and invited comments on the following SIP objectives for governors:</p> <ol style="list-style-type: none"> <li>a) We will monitor closely the deficit reduction plan.</li> <li>b) We will ensure a full complement of governors with the requisite skills.</li> <li>c) We will enhance communication across the Governing Body and school.</li> </ol> <p>Governors discussed the success criteria and how progress towards the objectives would be monitored.</p> <p>With reference to the second objective, governors were reminded to complete the recently distributed skills audit and return it to the Clerk as this would be a useful aid in recruiting new governors. It was noted that Helen Thomas kept a governor training log in addition to the one maintained by the Governor Support and Development Service. A governor expressed the view that the objective could be widened to include an emphasis on diversity.</p> <p>The Chair agreed to send a final version of the objectives to Scott Butterworth.</p> <p>The Headteacher requested that committees allocate link governors to the strategic priorities on the SIP.</p>	<b>Action</b> <b>Agenda</b>
5	<p><b>Policies for Review:</b>  <b>5.1) Teachers’ Pay Policy</b> (<i>previously distributed</i>)  The Headteacher reminded governors that they had approved a pay policy at the last meeting and explained that this year’s pay policy had now been received from the LA. A quick comparison had not revealed any major contradictions but he requested support from governors to confirm this. Tim Hooper agreed to meet with Bill Schofield to compare the policies and then arrange a meeting with the Headteacher to report their findings.</p>	<b>Action</b>
6	<p><b>Headteacher’s Report</b> (<i>previously distributed</i>)</p>	

	<p>The Chair noted that the main points had already been covered under Item 3 <i>KS4 Results</i>.</p> <p>A governor asked about an apparent anomaly in section 6 <i>Staff Issues</i>. The Headteacher explained that the member of staff in question had been awarded a TLR in September and would be going on maternity leave in December.</p> <p>A governor queried the attendance and punctuality data and the slight dip in attendance last year. The Headteacher responded that the figures were being monitored and that he had no concerns at this stage.</p> <p>In response to a governor's query, the Headteacher confirmed that the maximum admission number was 204 per year group but that three extra students had been admitted to Year 7. He explained that it would be difficult to admit more students to Year 8 as there were fewer classes, so class sizes were already relatively large.</p> <p>With reference to Section 7 <i>Financial Summary</i>, the Chair noted that this would be examined in depth at the meeting of the Finance and Staffing Committee. The Headteacher reminded governors that it was difficult to predict the expected outturn at the end of period 4 but that the situation was constantly monitored in his monthly meetings with the School Business Manager and the Bursar. The Chair added that governors had agreed that debt reduction would be a standing item on the agendas of all four committees.</p>	
7	<p><b><u>Progress on Converting to Academy Status</u></b></p> <p><b>7.1 Report from Working Group</b> (<i>previously distributed</i>)  Bill Schofield referred governors to the report from the Multi-Academy Trust Working Group, which was comprised of three governors from each of the three schools involved and which met every two weeks. He assured governors that any decisions made by the Working Group would be brought to Full Governing Body meetings for discussion.</p> <p>The Chair reported that at the recent Millthorpe Open Evening, which had been extremely well attended, there had been no questions raised by parents regarding conversion to academy status during the Headteacher's presentations.</p> <p><b>7.2 Selection of Mat Director</b>  The Chair reminded governors that he had asked for expressions of interest from them to stand as a candidate for the MAT Board of Directors but had not received any. Governors discussed the process of and timescale for electing a governor as a director and concluded that more information was needed from the school's legal representative. The Chair agreed to ask for expressions of interest again once more information was available.</p>	Action
	<b><u>Items for Information</u></b>	
8	<p><b>Chair's Report</b>  The Chair agreed to distribute this once information had been received from the Clerk regarding last year's attendance at meetings.</p>	Action
9	<p><b>Governor Matters</b></p> <p><b>9.1 Results of Skills Audit</b>  This was covered under item 4.</p> <p><b>9.2 Governor Training</b>  The Chair drew governors' attention to the training opportunities available to them, in particular the session on Headteacher's Performance Management. It was noted that the training relating to finance, health &amp; safety and grievances &amp; complaints would also be valuable.</p> <p>Jane Terrett reported that she had recently attended Safer Recruitment training.</p> <p><b>9.3 Governor Away Day</b>  The Chair noted that a governor away day formed part of governors' SIP objectives and asked for volunteers to help organise it. The Headteacher added that Lesley Buckley would take care of any room bookings needed. Bill Schofield and Jane Terrett agreed to meet to plan the away day.</p> <p><b>9.4 SIP Objectives</b>  This was covered under Item 4.</p>	Action

<b>10</b>	<b>Confidentiality</b> There were no items recorded as a separate, confidential minute.	
	<b>AOB</b> Don Henson informed governors that due to increased pressures on his time, he would be resigning from the governing body with immediate effect. He stated that it had been a great privilege to serve on the school's governing body, that he had a huge admiration for the Headteacher and Senior Leaders and would continue to promote the school in the wider community. Governors expressed their gratitude for Don's contribution to the governing body.  The Headteacher extended an invitation to governors to attend the annual awards evening on Friday 23 <sup>rd</sup> October.	
<b>11</b>	<b>Future Meeting Dates - all at 6.00pm</b> - Wednesday 9 <sup>th</sup> December 2015 - Wednesday 23 <sup>rd</sup> March 2016 - Monday 11 <sup>th</sup> July 2016	
	Meeting end time 8.30pm	
	_____ <b>Mr Bob Sydes</b> Chair	_____ <b>Date Signed</b>

#### Action Plan following the Meeting of the Full Governing Body on Monday 5<sup>th</sup> October 2015

	Action	Agenda	Person	Date
1.	Contact Jenny Brooks re: primary place planning	2.2	Dave Merrett	ASAP
2.	Circulate PP presentation to all governors	3	HT	ASAP
3.	Send governor objectives to Scott Butterworth once completed for inclusion in SIP.	4	Chair	ASAP
4.	Meet to compare Millthorpe Pay Policy with LA one and report to HT.	5	Bill Schofield and Tim Hooper	ASAP
5.	Invite expressions of interest regarding MAT director appointment.	7.2	Chair	Once the process has been clarified.
6.	Send Chair's report to governors	8	Chair	Once governor attendance data has been received.
7.	Meet to plan away day	9.3	Jane Terrett and Bill Schofield	ASAP

#### **Future Agenda Items**

##### **All Committees**

- Allocation of link governors to SPs
- Deficit reduction measures (standing items)

##### **Achievement and Curriculum Committee:**

- Removal of levels at KS3