



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held at the School on Wednesday 9th December 2015 at 6.00pm**

Present:

Mr Trevor Burton (Headteacher)	Mr Richard Newton
Mr Tim Hooper	Mr Martyn Pysanczyn
Mrs Katie Hurrell (<i>until 8.10pm</i>)	Mr Bill Schofield
Mrs Gillian Markland-Zuiderwijk	Mr Bob Sydes (Chair)
Ms Nicki Mitchell	Mrs Jane Terrett
Mr Tim Moat	Ms Helen Thomas

In Attendance:

Mr Scott Butterworth (Deputy Headteacher)
Mrs Barbara Kybett (Clerk)

		Action																				
1	<p>Apologies, Welcome & Introductions, Declaration of Interests The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent, from Helen Ainsworth, Naomi Heaton, Jenny Kent, and Dave Merrett.</p> <p>There were no declarations of interest.</p> <p>It was agreed that the planned governors' away day would be discussed under item 17.</p>																					
2	<p>Minutes of the Full Governing Body meeting held on 5th October 2015 and the Extra-Ordinary meeting of 21st October 2015 (<i>previously distributed</i>)</p> <p>2.1) Corrections and Agreement Governors agreed the following corrections to the minutes of the meeting held on 5th October 2015:</p> <p>Item 5.1 To the sentence beginning "<i>Tim Hooper agreed to meet with Bill Schofield..</i>" add "<i>and Helen Thomas</i>".</p> <p>Item 7.1 In the sentence beginning "<i>He assured governors..</i>", the word "<i>decisions</i>" to be replaced by "<i>recommendations</i>".</p> <p>In the following sentence, the phrase "<i>during the Headteacher's presentations</i>" to be deleted and a sentence added "<i>There was also a governors' table with six governors present</i>".</p> <p>Subject to these amendments, the minutes of the meeting held on 5th October 2015 were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p>The minutes of the meeting held on 21st October 2015 were agreed as a true and accurate record of the meeting and were signed by the Chair</p> <p>2.2) Action Plan and Matters Arising - Minutes of the Full Governing Body meeting held on 5th October 2015</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Agenda</th> <th>Person</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Contact Jenny Brooks re: primary place planning</td> <td>2.2</td> <td>Dave Merrett</td> <td>On agenda</td> </tr> <tr> <td>2.</td> <td>Circulate PP presentation to all governors</td> <td>3</td> <td>HT</td> <td>Complete</td> </tr> <tr> <td>3.</td> <td>Send governor objectives to Scott Butterworth once completed for inclusion in SIP.</td> <td>4</td> <td>Chair</td> <td>Complete</td> </tr> </tbody> </table>		Action	Agenda	Person	Date	1.	Contact Jenny Brooks re: primary place planning	2.2	Dave Merrett	On agenda	2.	Circulate PP presentation to all governors	3	HT	Complete	3.	Send governor objectives to Scott Butterworth once completed for inclusion in SIP.	4	Chair	Complete	
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4.	Meet to compare Millthorpe Pay Policy with LA one and report to HT.	5	Bill Schofield and Tim Hooper	Complete
5.	Invite expressions of interest regarding MAT director appointment.	7.2	Chair	Complete – on agenda
6.	Send Chair's report to governors	8	Chair	Complete
7.	Meet to plan away day	9.3	Jane Terrett and Bill Schofield	Complete – on agenda

AP1

As Dave Merrett was unable to attend the meeting, it was not known whether he had made contact with Jenny Brooks.

AP4

It was noted that this had been actioned by the Pay Committee of which Helen Thomas, Bill Schofield and Tim Hooper were members.

Matters Arising

A governor queried the results of the skills audit which governors had been asked to complete. The Clerk responded that not enough responses had been received as yet and agreed to re-send the audit to those who had not yet completed it.

Action

Matters Arising – Minutes of E-O FGB 21st October 2015

A governor referred to the composition of the Board of Trustees, noting that four trustees would be co-opted and asked if one of these co-opted trustees would be from the LA. The Headteacher replied that the trustees would be co-opted on a skills basis but that one Trustee would be selected by the MAT who was employed by the LA.

Action

A governor noted that there had been an informal agreement to share documents and asked if all governors could be sent the Principles document. Bill Schofield agreed to circulate this on the understanding that it was still very much a work in progress and therefore not for wider publication at this stage.

3

Schools Financial Value Standard (*previously distributed*)

Tim Hooper explained that the SFVS had been scrutinised at the recent meeting of the Finance Committee.

He noted that the only questions answered “in part” were questions 6 and 25:

6. *Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave?*

25. *Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?*

Tim emphasised that the budget was closely monitored, along with any changes in staffing costs, at his regular meetings with the SBM.

The Chair invited any questions or comments.

A governor queried Section E, noting that the actions listed were not remedial and asking if they would be acceptable to the LA. The Headteacher responded that he did not consider that this would be an issue but that he was concerned about the lack of cover for key finance staff. He noted that should the school convert to academy status, the staff capacity for managing the finances of the school would be considered inadequate. However, in the event that a MAT was formed, the staffing would be strengthened with a finance officer likely to be employed to work across the three schools.

Governors approved the Schools Financial Value Standard subject to minor amendments to the wording in Section E.

4

Services to Schools

The Headteacher reported that the *Services to Schools* booklet had been received from the LA and that the services available were being considered by the SBM and bursar. The Headteacher considered that the services represented reasonable value but that he had some reservations about the quality of service provision of some services. The services that were being considered were mainly those relating to HR and

	payroll, monitoring of catering provision, energy and health and safety.	
5	<p>Headteacher's Report (<i>previously distributed</i>)</p> <p>The Headteacher presented his report and drew attention to the difficulty of predicting the new numerical grades for English and Maths for students in Year 10. He advised that governors would need some training in order to make sense of the new data. He reported that the data on exclusions, behaviour, attendance and punctuality was meeting expectations.</p> <p>The Headteacher expressed the hope that more students would be admitted in year as the school roll had decreased by 16, resulting in reduced income which would take effect from April 2016. It was noted that the outflow of students was due to reasons beyond the school's control, such as relocation.</p>	
6	<p>Fischer Family Trust and RaiseOnline Results (<i>previously distributed</i>)</p> <p>The Headteacher drew governors' attention to the Inspection Dashboard and the school's only reported weakness for 2015 which was related to attendance. He explained that absence for Millthorpe students eligible for free school meals was close to the national average at 7.6% but that when these absences were compared with the attendance of all students, the percentage was higher leading to the identification of this data as a "weakness".</p> <p>The Headteacher invited governors to spend time analysing the data and to challenge it. With regard to the RaiseOnline data, he advised governors to scan the data and to focus on the colours: blue for below average and green for above average. He suggested that governors view the Progress 8 data and the governor dashboard online.</p> <p>A governor queried a graph which seemed to suggest that disadvantaged students' attainment was less than good, but wondered whether the percentages were misleading as the data might be referring to a small cohort. The Headteacher responded that there many measures for disadvantaged students but that the most important was the progress made from prior attainment.</p> <p>A query was raised regarding the zero figure for permanent exclusions in 2014 as it was agreed that there had been an exclusion in that calendar year. The Headteacher suggested that the data referred to 2013/14 and that the exclusion would appear in the following year's data.</p> <p>The Headteacher explained that the data relating to value added would be made public in January 2016 and that the school's would be the best in York.</p> <p>The Chair highlighted that, although the school's data was analysed at committee level, it was important for all governors to be familiar with the headlines. The Headteacher reported that he hoped to create an in-house data dashboard. He reminded governors that as Fischer Family Trust was an independent source of data, it could be used as a comparison against the school's own self-assessment.</p>	
7	<p>Deficit Budget Report</p> <p>The Chair noted that this was a standing item on all agendas under which there were two items to discuss: the annual budget and forward planning.</p> <p>The Headteacher reminded governors that a budget was set each year in March which, after six months, was reviewed and updated to include changes in income and expenditure. He tabled the revised budget noting an increased cumulative balance of almost £4000 which was mainly a result of the income received from the academisation grant. He advised governors of an error on the tabled paper: the opening balance for the Start budget 2015-16 should have read -£140 229, not -£91 226.</p> <p>A governor asked if the revised budget took account of the decrease in pupil numbers. The Headteacher responded that this would take effect in April 2016. The Chair noted that the government were in the process of reviewing the national funding formula which might have a positive effect on the school's income.</p> <p>Governors agreed the revised budget which was signed by the Chair.</p> <p>The Headteacher commented that finance staff were in the process of setting budgets for two different future scenarios, which was proving challenging but it was hoped that a forward plan should be available by January. He noted that there was concern amongst all schools about future budgets. Tim Hooper reminded governors that if the school became an academy, the terms of the debt repayment would be renegotiated.</p> <p>A governor asked to what extent the budget was set according to an optimistic prediction of pupil numbers. The Headteacher agreed that predicted income had been based on the expectation of increased pupil</p>	

	<p>numbers and a governor commented that this was not unreasonable given the school's growing profile in the city. The Chair noted that the only way to significantly cut costs from the budget was to decrease staffing costs. The Headteacher responded that it would be difficult to make any more savings through increased efficiency in the timetable, with the alternative being to stop awarding any pay increases. Governors discussed the possible outcomes of such a decision which might include the loss of less experienced staff to other schools and a lowering of staff morale, leading to increased sickness absence.</p> <p>Governors agreed that the Headteacher and finance staff should continue to forward plan a budget which would be scrutinised initially by the Finance Committee and would then be considered by the FGB at the meeting where a vote would be taken on academy status. The Chair agreed to look at the timeframe and the possible need for extra meetings.</p>	Action
8	<p>Academy Report</p> <p>The Chair asked Nicki Mitchell to explain, on behalf of the Academy Working Party, the meaning of the phrase "due diligence" which had assumed great significance in the context of the discussions surrounding conversion to academy status.</p> <p>Nicki clarified that giving "due diligence" was not a legal term in this context but merely signified the need to explore all the potential risks and benefits, in this case, of converting to academy status. With this in mind, the newly appointed project manager would be creating a document covering all the areas of potential risk, for example, HR, land and lease issues and finance.</p> <p>Bill Schofield gave a verbal report on behalf of the Working Party. He informed governors that the working party had met on 7th December with a view to finalising the legal documents, including the Scheme of Delegation and the Statement of Principles which were almost complete. Other matters under discussion were:</p> <ul style="list-style-type: none"> • appointments to the Boards • Commercial Transfer Agreements • Funding Agreement • TUPE arrangements <p>It was noted that a capital deficit of £1.7 million would appear on the balance sheet of the MAT which was the schools' share of the North Yorkshire Pension Scheme debt. This would not appear in the budget and the overall amount paid to the scheme would not significantly change. TUPE arrangements would conclude in early January and consultations with staff at Millthorpe had already taken place. The trustees had been appointed to the shadow MAT Board.</p> <p>A governor queried the status of the telephone mast currently on Millthorpe land. The Headteacher responded that the mast would remain as permission to remove it would prove almost impossible to obtain.</p> <p>A governor asked if the members of the working party were collaborating well together. Nicki replied that the group had worked well together but reminded governors that this group would not go on to form the Board of Trustees.</p> <p>With regard to the current discussions around primary place planning, a governor asked if there would be extra complexity with the transfer of land. The Headteacher responded that the exchange of leases would take place on 1st March if the school were to convert to academy status. At this point, the school would be in control of land on which the LA wished to build the annexe to Scarcroft Primary.</p> <p>A governor queried the skills which would be sought when co-opting trustees. Nicki responded that the Board would look for trustees with experience in HR, Finance and Law. The Headteacher added that he was investigating possible candidates within the local community. It was noted that trustees would not be salaried.</p> <p>Governors were reminded that the date for the possible conversion to academy status had been delayed until 31st March 2015. A governor asked if this was a realistic timescale and Bill replied that it was, with governors having all the legal documents to scrutinise in January.</p> <p>The Chair expressed governors' thanks to the members of the Working Party.</p>	
9	<p>Primary Place Planning and Options for Future Facilities</p> <p>The Chair noted that the in-depth discussions held at the recent School Development committee meeting were recorded in the minutes which had been previously distributed.</p>	

	<p>The Headteacher reported that he had met with the headteachers of Knavesmire and Scarcroft Primaries, the three local councillors and planning officers from the LA regarding the plan to build an annexe of Scarcroft Primary on Millthorpe's site. A public meeting to outline the plans would be held at Scarcroft school on 14th January. The council Executive would meet on 28th January to make a decision on the plan.</p> <p>The Headteacher expressed the opinion that the plan could have positive outcomes for the school but would certainly raise planning objections from local residents.</p> <p>As Chair of the School Development committee, Tim Moat explained that one of the most likely outcomes for the school would be the installation of a MUGA as the school would lose playing field land. He drew governors' attention to the possible increase in Millthorpe's pupil numbers in the medium term and the need to consider options for extending the school buildings.</p> <p>A governor commented that the LA officer who had attended the meeting did not foresee an increase in Millthorpe numbers, as the school currently admitted 50-60 pupils from out of its catchment area. These pupils would no longer be considered for admission when the school had admitted all its catchment area pupils. In addition, there were more flats and fewer houses being built on the Terry's site which would result in fewer families moving in. In conclusion, it was unlikely that the school would not have the capacity to accommodate pupils from the Southbank area, even in the long term.</p> <p>Other governors disagreed, referring to the large number of student houses in the area which were being sold by York University, into which families were likely to move, as well as the short term nature of the LA's place planning.</p> <p>The Headteacher noted that the annexe would be due to open in September 2018, with the extra numbers of children due to start school in September 2017 being accommodated on the current Scarcroft site.</p> <p>It was noted that the annexe would accommodate 210 pupils from Scarcroft's KS2 and that there was sufficient land for the building and a play area.</p> <p>Governors agreed to give their support in principle to the LA to explore the construction of an annexe to Scarcroft Primary on Millthorpe land.</p>	
10	<p>School to School Support</p> <p>The Chair reminded governors that in the previous year the school had become involved in the Ebor Schools Teaching Alliance and that the Headteacher and Senior Leaders were keen, with the support of the governing body, to explore other options of school to school support. A governor commented that this would enhance the school's reputation and could bring in much needed income.</p> <p>A governor asked if senior leaders who had already participated in school to school support had found the experience beneficial. The Headteacher agreed that there had been definite benefits and that he would consider asking middle leaders also to participate. He noted that any cover required as a result of senior leaders being out of school had been funded from the income received from school to school support so there had been no negative effect on the budget.</p> <p>The Headteacher reported that as the headteacher at Joseph Rowntree School had been appointed Executive HT at Canon Lee, there had been no need for his services at Canon Lee. However, his support had been transferred to York High.</p> <p>Governors unanimously agreed to support the Headteacher and the SLT in investigating future options for school to school support.</p>	
11	<p>Approval of Governing Body representative on the Shadow MAT Board</p> <p>Nicki Mitchell had been nominated to represent Millthorpe School on the Shadow MAT Board. Proposed: Bob Sydes Seconded: Bill Schofield Approved: unanimously</p>	
12	<p>Co-option of Chair and Parent Governor Election</p> <p>The Chair informed governors that his term of office as a parent governor was due to end on 28th February 2016. Governors agreed that the Chair should be appointed as a co-opted governor from 1st February 2016. Proposed: Helen Thomas Seconded: Tim Moat Approved: unanimously</p> <p>It was noted that Richard Newton's term of office as a parent governor was due to end on 30th April 2016.</p>	

	<p>Richard stated that he would be happy to be appointed as a co-opted governor from 1st February 2016, thus eliminating the need for two separate parent governor elections.</p> <p>Governors agreed that Richard should be appointed as a co-opted governor from 1st February 2016. Proposed: Bill Schofield Seconded: Trevor Burton Approved: unanimously</p> <p><i>(Katie Hurrell left the meeting at 8.10pm)</i></p>	
13	<p>Policies for Review:</p> <p>13.1) Staff Discipline <i>(previously distributed)</i> The Headteacher advised that this was a generic LA policy which embodied good practice for staff relations. As such the school was not able to change it to any significant extent although as an academy, there would be more flexibility to do so.</p> <ul style="list-style-type: none"> • The Staff Discipline Policy was unanimously approved. <p>13.2) Budget Management <i>(previously distributed)</i> It was noted that the Budget Management policy had been previously scrutinised by the Finance Committee.</p> <ul style="list-style-type: none"> • The Budget Management Policy was unanimously approved. 	
14	<p>14.1) Achievement and Curriculum Committee</p> <p><i>a) Minutes from 14th October 2015 (previously distributed)</i> The minutes from the meeting were received and noted.</p> <p><i>b) Terms of Reference (previously distributed)</i></p> <ul style="list-style-type: none"> ▪ The Governing Body unanimously approved the Terms of Reference for the Achievement and Curriculum Committee. <p>14.2) Teaching and Learning Committee</p> <p><i>a) Minutes from 4th November 2015 (previously distributed)</i> The minutes from the meeting were received and noted.</p> <p><i>b) Terms of Reference (previously distributed)</i></p> <ul style="list-style-type: none"> ▪ The Governing Body unanimously approved the Terms of Reference for the Teaching and Learning Committee. <p>14.3) Finance and Staffing Committee</p> <p><i>a) Minutes from 12th November 2015 (previously distributed)</i> The minutes from the meeting were received and noted.</p> <p><i>b) Terms of Reference (previously distributed)</i></p> <ul style="list-style-type: none"> ▪ The Governing Body unanimously approved the Terms of Reference for the Finance and Staffing Committee. <p><i>c) Revised Budget (previously distributed)</i> Governors received and noted the Revised Budget, which had been scrutinised and approved at the Finance and Staffing Committee meeting and which had already been discussed under item 7.</p> <p>14.4) School Development Committee</p> <p><i>a) Minutes from 25th November 2015 (previously distributed)</i> The minutes from the meeting were received and noted.</p> <p><i>b) Terms of Reference (previously distributed)</i></p> <ul style="list-style-type: none"> ▪ The Governing Body unanimously approved the Terms of Reference for the School Development Committee. <p>14.5) Pay Committee It was noted that the Pay Committee had met in November.</p>	
15	<p>School Improvement Plan Scott Butterworth tabled version 3 of the School Improvement Plan which he reported had been RAGed apart from the section on governance. He advised that he had met with each member of the SLT to clarify the actions for the spring term. He explained that actions had been classified as green if they had been completed as far as could reasonably be expected at this stage of the year. He invited questions from governors.</p>	

	The Chair asked if the results from the Year 11 pre-public exams were available. Scott replied that they would be on the school system this week and would be reported to parents in January.	
16	Chair's Report (<i>previously distributed</i>) The Chair drew governors' attention to his previously distributed report and the proposed mini conference on academies which the LA would be organising in the spring term.	
17	Governor Matters Bill Schofield reported on behalf of the working party that plans for the away day were well underway with the likely date being Saturday 6 th February. He advised that a room would be booked at York St John University for the event, with governors being informed of the details in due course.	
18	Confidentiality There were no items recorded as a separate, confidential minute.	
19	Future Meeting Dates - all at 6.00pm - Wednesday 23 rd March 2016 - Monday 11 th July 2016	
	Meeting end time 8.25pm	
	<hr/> Mr Bob Sydes Chair	<hr/> Date Signed

Action Plan following the Meeting of the Full Governing Body on Monday 14th December 2015

	Action	Agenda	Person	Date
1.	Re-send skills audit to governors who had not yet completed it	2	Clerk	ASAP
2.	Circulate Statement of Principles document to all governors	2	Bill Schofield	ASAP
3.	Prepare timescale for analysis of budget	7	Chair	ASAP

Future Agenda Items