



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held at the School on Monday 21st October 2019 at 7.00pm**

- Present:** Trevor Burton (Executive Headteacher) Claire Smith
 Renee Rainville (Chair) Stephen Gilroy
 Bill Schofield Roy Moore
 Amanda Stipetic Simon Bull
 Jane Terrett Dave Merrett
 Tim Moat
- In Attendance:** Gemma Greenhalgh (Head of School)
 Sophie Triffitt (Clerk)

	Action
<p>1. Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence were received, with consent, from Fay Bound Alberti and Tim Hooper.</p>	
<p>2. Minutes of the Local Governing Body meeting held on 16th September 2019 (previously distributed) Minutes to be reviewed at the next meeting.</p>	
<p>3. Action Plan and Matters Arising In response to a governor the Head of School confirmed that an Applefields press release is ready to be issued to local press. There is currently no update on the MUGA.</p> <p>Action: Head of School will update parents on the MUGA in the Friday e mail.</p> <p>Matters Arising There were no matters arising.</p>	
<p>4. Overview of Quality Assurance and the School Improvement Plan (previously distributed) The Head of School explained that the School Improvement Plan is a working document.</p> <p>Challenge: A governor asked how curriculum efficiency can be checked. The Head of School explained that this will be through a curriculum financial planning toolkit.</p> <p>Challenge: A governor asked how information from students will be gathered. The Head of School explained that this is gathered through drop ins and pupil voice. The Teaching and Learning Link Governor and Quality Assurance document will monitor this information and related summary documents. The training session on this week will focus on the outcomes of drop ins and sharing best practice.</p> <p>The Head of School highlighted that on link visits governors can ask for evidence on the impact measures of the SIP.</p> <p>Challenge: In reference to academic outcomes a governor asked if FFT target bands are being used. The Head of School explained that there is a challenge with using FFT to set targets due to built in bias for sub groups and the banding builds in aspiration. Year 8 and Year 9 parents had this information last year and there were no concerns raised. There is a need to identify intervention and support for those students who were underachieving last year.</p> <p>Challenge: In reference to 'Developing Gold Standard learners through high quality teaching' a governor asked why there is not more disaggregated measures for Pupil Premium throughout the document. The Head of School explained that there are two priorities for teaching and learning for 'all students' and section c is focused on closing the gap across vulnerable groups. The Head of School assured governors that there is always a focus on equity within any training session. The Executive Headteacher explained that data in KS4 analyses by groups but this needs developing for KS3. The Head of School added that there is a lot of investment to teaching strategy in KS3.</p>	

5.	<p>KPI Document (<i>previously distributed</i>)</p> <p>Challenge: A governor asked if there is a specific factor that impacted the dip in attendance for WC 16th and WC 30th September. The Executive Headteacher confirmed there is no specific factor and the school were not heavily impacted by the climate strike. The cumulative data is not causing a concern.</p> <p>Challenge: A governor questioned where the extra income that accounts for the surplus came from. The Executive Headteacher explained that the outturn is still being finalised but is in a much more positive position than expected. The SBM will report on the outturn and income at the next meeting.</p> <p>Challenge: A governor asked if there will be staff survey results in the next report. The Head of School reported that two qualitative surveys have been completed one on stress, wellbeing, work life balance and the other on behaviour for learning. The Ofsted survey questions will be completed after half term. The Executive Headteacher noted that there is a new Ofsted survey so there may not be direct comparisons to all the previous questions.</p> <p>Challenge: A governor questioned the high number of detentions and if there is comparison data to the same period the previous year. The Executive Headteacher confirmed the detention data will be updated for the next report and that previous year data is available if required.</p>	
6.	<p>Ofsted Review Q&A (<i>previously distributed</i>)</p> <p>Carried over to the next meeting.</p>	
7.	<p>Governor Business</p> <p>1) Link Governance Review and Goal Setting Governors worked in groups of linked link governor roles to look at policies, school improvement plan areas, data sources and questions to ask for the link governor areas. This exercise will continue at the next meeting.</p> <p>2) The Role of the LGB in a MAT Discussion Governors were reminded of the MAT Governance Evening on 12th November and were encouraged to attend.</p>	
9)	<p>Any Other Business</p> <p>1) Catering Service Proposal (<i>previously distributed</i>) Resolution: Governors approved the recommendation for the tender using a consortium framework.</p> <p>2) Pupil Premium Champions Proposal (<i>previously distributed</i>) Challenge: A governor questioned if there is any flexibility if there are no applications due to the level of work in relation to the additional pay. The Head of School explained that finances are restricted but this can be revisited if needed. A governor suggested the career development opportunity may be what encourages applications.</p> <p>Challenge: A governor asked if the proposal is based on best practice guidance. The Head of School explained that there are high numbers of Pupil Premium students particularly in Year 11, 10 and 7. The Pupil Premium lead has gathered research and best practice through the work with Year 11 and this proposal will extend the reach for Pupil Premium work and support the in class work for KS3 and Year 10. The Head of School recognised that with the level of funds available this approach can only reach a select number of pupils. If there is the opportunity to invest more funds then a wider more long term programme of resource to ultimately be available to all disadvantaged students can be delivered.</p> <p>Challenge: A governor asked how the impact of the Pupil Premium Champion will be measured. The Head of School explained that there is a long term impact but impact in year for Year 11 can be measured from the start of Year 11 data to GCSE outcomes.</p> <p>A group of governors had met with the Pupil Premium Lead and saw lots of strategies based in research and needs this additional support to trial what works for Millthorpe students.</p> <p>Resolution: Governors approved the Pupil Premium Champion proposal.</p>	
10)	<p>Future Meeting Dates 12th November 2019 – MAT Governance Evening 21st November 2019</p>	
	<p style="text-align: right;">Meeting end time 8.10pm</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Ms Renee Rainville Chair</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date Signed</p>	

Action Plan following the Meeting of the Local Governing Body on Monday 21st October 2019

	Action	Agenda	Person	Date
1.	New governors (Roy, Stephen, Fay) to meet with the Head of School.	4.1 (14.05.19)	New Governors / Head of School	Sep 2019
2.	Arrange a link governor visit with the aligned SLT member.	4.1 (11.07.19)	Governors	Sep 2019
3.	Locate the governor banner for the open evening.	4 (16.09.19)	SBM	Sep 2019
4.	Provide the financial efficiency toolkit and a staff profile update.	7.1 (16.09.19)	SBM	Nov 2019
5.	Communicate a MUGA, building works, and Applefields students update to parents and release an Applefields students press release.	7.2 (16.09.19)	Head of School	Sep 2019
6.	Update parents on the MUGA in the Friday e mail.	3	Head of School	Oct 2019

Future Agenda Items

November 2019	January 2020
Review of Options / Curriculum Offering Financial outturn financial planning financial efficiency toolkit / staff profile KPI Admissions - PAN MUGA Ofsted Review	