



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held at the School on Thursday 21st November 2019 at 6pm

Present:

Trevor Burton (Executive Headteacher)	Claire Smith
Renee Rainville (Chair)	Stephen Gilroy
Bill Schofield	Roy Moore
Dave Merrett	Simon Bull

In Attendance:

Gemma Greenhalgh (Head of School)
Sophie Triffitt (Clerk)

		Action
1.	<p>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 Jane Terrett. Amanda Stipetic, Tim Moat, Tim Hooper and Fay Bound Alberti.</p> <p>Action: Chair to check with the Trust Principal if the LGB self-evaluation can be picked up this year as part of the annual plan.</p>	Chair
2.	<p>Minutes of the Local Governing Body meetings: held on 16th September 2019 <i>(previously distributed)</i> held on 3rd October 2019 ELGB confidential <i>(previously distributed)</i> held on 21st October 2019 <i>(previously distributed)</i> held on 21st October 2019 confidential <i>(previously distributed)</i> The minutes were agreed as a true and accurate record of the meeting and signed by the Chair.</p>	
3.	<p>Action Plan and Matters Arising Action 1: Roy Moore and Stephen Gilroy have met with the Head of School. Action 2: Link governor visits are ongoing. Action 3: Governor banner was located for the open evening. Action 4: Financial Efficiency toolkit was included in the agenda pack. Action 5: Applefields press release was published. Action 6: A MUGA update was provided to parents.</p> <p>Matters Arising There were no matters arising.</p>	
4.	<p>Link Governor Reports <i>(previously distributed)</i> 1) Safeguarding <i>(previously distributed)</i> Challenge: A governor asked if training is provided for staff for the increasing areas of expertise and responsibility. The Head of School confirmed there is regular safeguarding training but school are becoming the lead practitioner on FEHAs as local authority services are shrinking.</p> <p>Challenge: A governor asked if the team are still a Student Support Worker down. The Head of School confirmed the staff member is back in school.</p> <p>The Head of School confirmed that Scott Butterworth is the Designated Safeguarding Lead and Aleisha is the Deputy Designated Safeguarding Lead.</p> <p>Challenge: A governor asked if the Child Protection Policy has been updated and published on the school website.</p> <p>Action: Head of School to confirm if the Child Protection Policy has been updated and published on the school website</p> <p>Challenge: A governor asked if the Safeguarding data audit review had been completed. The Head of School sent the audit template to the trust and is awaiting confirmation from the Trust Principal and Trust Business</p>	HofS

	<p>Manager that this template can be used.</p> <p>Action: Head of School to ask the trust if the school can progress the safeguarding audit tool.</p> <p>2) Behaviour and Attendance <i>(previously distributed)</i> The Head of School reported that Millthorpe were highlighted as the most successful school in retaining its cohort of the 300 disadvantaged students across York who were tracked from Year 5 to current Year 11.</p> <p>It was noted that the link report should read 'least amount of managed moves'.</p> <p>3) Curriculum Assessment Tracking <i>(previously distributed)</i> The link governor was impressed with the range of analysis available.</p> <p>Challenge: A governor asked for an update on KS3 tracking. The Head of School noted that the KS3 FFT target bands were shared with governors and there is tracking of whether the student is on track, exceptional or below. KS3 reporting will be in the spring and summer.</p> <p>The Executive Headteacher explained that there has been huge changes in KS3 assessment and is encouraging assessing in a way that supports the teaching and the use of learning conduct is more meaningful and a more manageable workload for teachers. There is no Year 8 progress tracking but governors can have an update on lesson and book monitoring. When in GCSE years there will be an indication of actual outcomes.</p> <p>It was noted that the Head of School and Executive Headteacher are part of a training programme on assessment.</p> <p>4) Pupil Premium The link governor explained the focus of the visit was the Pupil Premium Lead role.</p> <p>Challenge: A governor asked for an update on recruitment to address the capacity constraints. The Head of School confirmed that four people applied for the admin post and the teacher posts will be advertised at the next training session.</p> <p>It was noted that Claire Smith will lead on the Pupil Premium Link and Amanda Stipetic on the SEND Link.</p> <p>Challenge: A governor referenced the KS2 SATs scores review with the Pupil Premium Lead and teachers and asked if something similar is being done across other years. The Head of School confirmed that the conversations are ongoing and the same principles apply across the year groups.</p> <p>Challenge: A governor asked if the focus on Year 11 is expanding down through the year groups. The Head of School confirmed that there is activity and action in every year group. The implementation of plans that are sustainable is a key area of focus for the Pupil Premium Lead role.</p>	HofS
5.	<p>Standard Review Form for Trust <i>(previously distributed)</i> The Chair reported that the Standards Review Form was circulated for governor input before it was discussed with the Trust Education and Standards Committee.</p>	
6.	<p>Executive Headteacher KPI Report <i>(previously distributed)</i> The Executive Headteacher explained that the report will be updated on a termly basis unless governors ask for specific data to be updated half termly.</p> <p>The staff survey used the new Ofsted questions and the answer selections now include neither agree nor disagree.</p> <p>Challenge: A governor asked if the survey could be managed externally to emphasise the anonymity of the survey. The Head of School confirmed that the responses were anonymous through a Survey Monkey survey.</p> <p>The Head of School was disappointed with the response to 'behaviour in school is consistently managed' as the previous staff voice sessions had been extremely positive.</p> <p>The Head of School was pleased with the constructive free text feedback and that the proud to work here and being happy questions had very positive responses.</p> <p>The Executive Headteacher emphasised the commitment to asking staff their view and taking action to make</p>	

	<p>things better.</p> <p>A governor suggested an average score may be a more useful indicator.</p> <p>Action: Full staff survey report and staff wellbeing report to be discussed at the next meeting.</p> <p>The Head of School confirmed the response rate was 85 out of circa 135 staff.</p> <p>Challenge: A governor noted the need to obtain everybody's views. The Head of School is informally interviewing every member of staff and these conversations have been very positive. The staff retention rate suggests that staff are happy but also don't have experiences in other schools. There has also been a lot of work to address workload which is often a key impact to staff wellbeing.</p> <p>The Executive Headteacher noted that the finance monitoring reports a surplus and the school is at capacity and now funded for all students.</p> <p>The Head of school reported that admissions preferences for next year's Year 7 includes 244 first preferences for 212 places and is the most oversubscribed school in York.</p> <p>Challenge: A governor questioned the drop in Maths predicted outcomes from the spring to the summer. The Head of School explained that in Spring of Year 10 staff only have assessments to inform predictions but by the summer they have exam data to inform. The Executive Headteacher explained that predictions are very difficult.</p>	HofS
7.	<p>Update: School Self Evaluation Summary</p> <p>There was no update to report.</p>	
8.	<p>Resource Management Self-Assessment <i>(previously distributed)</i></p> <p>The Executive Headteacher explained that the report provides a comparison to schools like Millthorpe nationally.</p> <p>Teaching staff is flagged as red but this does not take account of York schools having the lowest funding nationally. Teachers on average teach for 73% lower than the recommendation of 78% but they do have bigger class sizes and use qualified subject specialists. Local area benchmarking will be available in January.</p> <p>There is a 17.7 pupil teacher ratio which has increased over the last couple of years.</p> <p>Challenge: A governor questioned the energy costs and asked if the new windows have not made an impact. The Executive Headteacher confirmed that the report refers to the current financial year and current curriculum plan and is based on budget not actuals so any impact from the windows on energy costs will be known at year end.</p> <p>Challenge: A governor asked how Millthorpe compare to other schools on spending on sport noting that there is student feedback that clubs for the most popular sports are not on for every year group. The Executive Headteacher explained that there is a limit to clubs that can be offered but an extracurricular audit including participation rates is underway. There are four PE teachers and other staff do run clubs, nationally the job is so full many staff feel they could run a club in the classroom but not a sport club. In response to a governor the Executive Headteacher confirmed that the school buy in to the York Sport Network for fixtures and competitions but there is no money to buy in services.</p>	
9.	<p>Ofsted Review and Quality Assurance</p> <p>Governors undertook an Ofsted exercise to decide the best fit Ofsted category for the four strands.</p> <p>Quality of Education: The Head of School explained this would be the main focus of a Section 8 Inspection. A governor noted that the Outstanding category uses 'securely and consistently' and whilst the school are strong in some areas this is an area to continue to improve.</p> <p>Challenge: A governor noted the criteria of EBacc being at the heart of the curriculum and questioned how the decision to make a language optional would be viewed.</p> <p>The Head of School tabled the school self-evaluation and noted that Reading is an area of focus.</p> <p>Personal Development: Governors felt the school was Good with highlights in Outstanding and the extracurricular offering audit outcomes need to be known before a confident judgement of Outstanding.</p>	

	<p>Governors felt the sense of community and atmosphere in school would be outstanding.</p> <p>The Head of School explained that SLT are looking at creating a Millthorpe Offer to maximise engagement.</p> <p>Leadership and Management: Governors felt the school are an established Good and would need evidence of consistent improvement for Outstanding.</p> <p>A governor suggested contextualising the offer staff have around wellbeing and what has been done to address workload. A governor noted that the Head of School has done a lot of this work and suggested other SLT and middle leaders need to own and lead on this.</p> <p>Challenge: A governor asked how much do SLT recognise and celebrate staff success and those who are going the extra mile. The Head of School confirmed that staff are celebrated at staff briefings but felt there is a need to emphasise the positives of where the school is and the drive for outstanding.</p> <p>In reference to the staff survey results a governor noted that when there is a focus sometimes once that cycle is completed the initial feedback after drops off and the Head of School qualitative feedback has improved.</p> <p>A governor asked how Ofsted will assess this. The Head of School explained that a Section 8 has a limited amount of time but they will look at staff engagement in lessons.</p> <p>Governors noted the balance of improving teaching and wellbeing.</p> <p>The Chair encouraged governors to use the four Ofsted area criteria to inform questioning on link governor meetings.</p>	
10.	<p>Link Governors: Finish LG Activity The activity will carry over to the next meeting.</p>	
11.	<p>Admissions Limit (PAN) Resolution: Governors agreed to maintain the admission limit at 212 as there is no capacity to increase.</p>	
12.	<p>MAT Update <i>(previously distributed)</i> 1) Scheme of Delegation <i>(previously distributed)</i> 2) Curriculum Policy Statement <i>(previously distributed)</i> The policies had been approved at Trust Board and included for governor reference.</p>	
13.	<p>Governor Business 1) Agenda Schedule <i>(previously distributed)</i> Resolution: Governors agreed the agenda schedule.</p> <p>2) Governor Training <i>(previously distributed)</i> The Chair encouraged governors to engage with training opportunities.</p>	
14.	<p>Any Other Business 1) LA Risk Assessment The Head of School reported that the school achieved the highest LA Risk Assessment Category A grading of securely good or better.</p>	
15.	<p>Future Meetings 14th January 2020 25th February 2020 25th March 2020 14th May 2020 16th June 2020 6th July 2020</p>	
	<p style="text-align: right;">Meeting end time 8.20pm</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 Thursday 21st November 2019

	Action	Agenda	Person	Date
1.	New governors (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	Ongoing
3.	Ask the Trust Principal if the LGB self-evaluation can be picked up this year as part of the annual plan.	1	Chair	Nov 2019
4.	Confirm if the Child Protection Policy has been updated and published on the school website	4.1	Head of School	Nov 2019
5.	Ask the trust if the school can progress the safeguarding audit tool.	4.1	Head of School	Nov 2019
6.	Full staff survey report and staff wellbeing report to be discussed at the next meeting.	6	Head of School	Jan 2020

Future Agenda Items

January 2020	February 2020
Review of Options / Curriculum Offering MUGA Staff Survey Link Governors: Finish LG Activity	extracurricular audit and participation rates