



**MILLTHORPE SCHOOL**

**Minutes of the Meeting of the Board of Governors  
held at the School on Tuesday 25<sup>th</sup> February 2020 at 6pm**

**Present:** Trevor Burton (Executive Headteacher) Claire Smith  
 Renee Rainville (Chair) Simon Bull  
 Bill Schofield Tim Hooper  
 Dave Merrett Tim Moat  
 Amanda Stipetic

**In Attendance:** Gemma Greenhalgh (Head of School)  
 Alex Collins (School Business Manager)  
 Sophie Triffitt (Clerk)

		Action
1.	<p><b>Welcome &amp; Introductions, Apologies, Declaration of Interests, Any Items for AOB</b>            The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence were received, with consent, from Stephen Gilroy, Roy Moore and Jane Terrett. Fay Bound-Alberti was absent from the meeting.</p>	
2.	<p><b>Minutes, Matters Arising and Action Plan of the Local Governing Body meetings held on 14<sup>th</sup> January 2020 (previously distributed)</b>            The minutes were agreed as a true and accurate record of the meeting and signed by the Chair.</p> <p><b>Action Plan and Matters Arising</b>            Action 1: Two link governor reports are included in the agenda pack and development of link visits is part of the meeting agenda.            Action 2: Trust gender gap strategies action is ongoing.            Action 3: Governors have been registered on EduCare.  <b>Action:</b> Chair to check governors not present had received their Educare log in link.            Action 4: Jane Lewis was provided with governor contact details.</p> <p><b>Matters Arising</b>            The Chair recorded thanks to governors for contributing to the governance review process.</p> <p><b>Action:</b> SBM to include all governors on the Millthorpe newsletter distribution and governors confirm if they receive it.</p> <p><b>Action:</b> Chair to review the governor page on the school website.</p>	<p><b>Chair</b></p> <p><b>SBM</b></p> <p><b>Chair</b></p>
3.	<p><b>Strategic Plan Reporting and Evaluation</b></p> <p><b>1) CYC Risk Assessment (previously distributed)</b>            Governors had no questions.</p> <p><b>2) Destination Data (previously distributed)</b>  <b>Challenge:</b> A governor questioned why the numbers going through the training and apprenticeship route had fallen. The Executive Headteacher explained that apprenticeships are a large part of the careers programme but there are difficulties for pupils linking up an employer and training programme. To engage with an apprenticeship at 16 they would need to be clear on what they want to do and it is safe at 16 to do A Levels or a broader course and look into apprenticeships from 18.</p> <p><b>Challenge:</b> A governor asked if there is a progression path for the lower performing students. The Head of School explained that there are personalised visits to colleges, looking at Level 1 and 2 courses available and apprenticeships if appropriate. There is a current Year 9 cross city programme for a small number of vocational course places at York College.</p> <p>The Executive Headteacher challenged the source / accuracy of the IDSR published destination data.</p> <p><b>Challenge:</b> A governor asked if there is internal tracking information of where students are planning to go. The Executive Headteacher confirmed that school ensure that all students apply to a provider and the vast majority of Year 11 have made applications. For the previous year there was a circa 60 (sixth form) / 40 (further education) split.</p>	
4.	<p><b>Educational Performance</b></p> <p><b>1) IDSR (previously distributed)</b>  <b>Challenge:</b> A governor questioned that the school and local context Pupil Premium numbers seem low. The</p>	

	<p>SBM explained that it is dependent on the category reported, SM6 is one category of Pupil Premium with Looked After and Forces children being in addition.</p> <p><b>Challenge:</b> A governor asked if the school have data on Pupil Premium destination data. The Executive Headteacher explained that the school ensure that all students apply for a course. The Head of School suggested that this could be a question discussed as part of the link governor meeting of how school track destination data for Pupil Premium and ensure an effective transition.</p> <p><b>Action:</b> Include Pupil Premium destination data and transition plans on Pupil Premium Link Visit.</p> <p><b>2) Year 11 Predicted Grades – December PP (previously distributed)</b> The Head of School confirmed that the updated data has been finalised and will be presented at the next meeting.</p>	<b>PP Link</b>
5.	<p><b>Finance and Budget</b></p> <p><b>1) Budget Monitoring and Outturn (previously distributed)</b> Governors had no questions.</p> <p><b>2) Revised Budget Setting (previously distributed)</b> The SBM reported that the budget projects an in year surplus of £36k.</p> <p>It was noted that York is the worst funded local authority nationally and Millthorpe are the equal worst funded school in York.</p> <p>The SBM highlighted that if the Trust target of 4% reserve is not achieved there needs to be a plan to increase the reserve by 1% per annum until that 4% is reached.</p> <p><b>Challenge:</b> A governor asked if the income increase is based on an increase in funding or increase in pupil numbers. The SBM confirmed it is based upon the per pupil rate rising to £5k per student and that the school is at capacity.</p> <p>The SBM noted that any surplus will be eroded if the pay rise recommendations are unfunded.</p> <p><b>Challenge:</b> A governor questioned that at this time last year there was a £50k deficit reported but the budget delivered a £30k surplus. The SBM explained that timing of payments and staffing changes tending to happen near the year end may have impacted the change.</p> <p><b>Challenge:</b> A governor questioned why there is no supply budget. The SBM explained that this is picked up in other employee costs and expenses and has a budget of £45k. In the early part of the year there were long term absences that needed to be filled with specialist teaching staff and not internal cover supervisors.</p> <p><b>Challenge:</b> A governor questioned the 2020/21 8% increase in employee costs. The SBM explained that lettings staff coming in house will be incorporated in employee costs but income from lettings will increase.</p> <p><b>Challenge:</b> A governor noted concern around the uncertainty of health and safety management and not recruiting to the advertised post. The Head of School explained that recruiting has been challenging but is investigating options and hoping to appoint a responsible person through internal promotion. The SBM explained that there are three areas for Health and Safety; 1. Department health and safety – best operated within department with a layer of accountability, 2. People - including staff and pupil behaviour, evacuations, training which would sit with the SBM, 3. Site maintenance and premises - which is substantial and includes practice of staff, fire safety, pat testing, asbestos, legionella. A proposal that addresses the needs and ensures effective documentation processes and accountability will come to governors at a future meeting.</p> <p><b>Challenge:</b> A governor asked if a MAT approach to Health and Safety has been considered. The SBM explained that systems and reasonable structures are in place which is what would be offered at a Trust level. The culture and on the ground practice makes a key difference and school needs someone to push forward the internal culture change and take ownership of the systems and processes. If people see the site team having more rigour it will have a positive impact but there is also a separate job in leading the culture change across school.</p> <p><b>Challenge:</b> A governor emphasised the need for a holistic view to be considered as part of any proposal and ensure structures are in place to enable SLT to hold teachers to account.</p> <p><b>Challenge:</b> A governor suggested including Health and Safety as part of the School Improvement Plan for 2020/21.</p> <p><b>Action:</b> Link Governor and SBM will meet to review health and safety management.</p> <p><b>The SBM left the meeting at 7.05pm.</b></p> <p><b>3) Curriculum and Finance Planning (previously distributed)</b> The Executive Headteacher confirmed that the document was delivered out of York secondary school</p>	<b>SBM/ DM</b>

	<p>collaboration for comparison purposes and is for internal use only and not a public document.</p> <p>Average Teacher Load is below the York average. The Executive Headteacher reported that one school made a conscious decision to reduce timetable load and there is only one school who works teachers less hard than Millthorpe. In response to a governor the Executive Headteacher confirmed that Millthorpe have been increasing teaching hours. The Executive Headteacher reported that the city average increased in a year and expects that figure will rise again.</p> <p>The Executive Headteacher reported that the government recommendation for Contact Ratio is 78%. The York average is 75% and Millthorpe is 73% so there is room to increase. This is likely to be higher than other areas due to York being the lowest funded authority.</p> <p><b>Challenge:</b> A governor asked if all schools are measuring like for like data. The Executive Headteacher confirmed that there was clear guidelines and checking of data returns and all time is accounted for.</p> <p><b>Challenge:</b> A governor noted the significant variation for School K in the proportion of funding spent on teaching staff, The Executive Headteacher explained that there could be a difference in overall funding with some schools getting more Pupil Premium funding.</p> <p>The Executive Headteacher reported that the Pupil Teacher Ratio is rising across the city and Millthorpe at 17.6 is slightly above the 17.5 city average.</p> <p><b>Challenge:</b> A governor noted that Millthorpe are second out of eight for average class size at 24 and asked how schools are managing smaller class sizes. The Executive Headteacher explained that this would be through higher funding or teachers doing more teacher time.</p> <p>The Executive Headteacher noted the variation in proportion of hours allocated to lead subjects and this is an area schools want to do more research on.</p> <p>Millthorpe are third out of eight for Pastoral Leader Hours but have a support staff model of two colleagues and other schools have no hours spent on pastoral leadership as is all support staff. There will be further Investigation into the right model.</p> <p>The Executive Headteacher confirmed this will be an annual data collection and there is a culture of sharing across the city to look at best practice for structure models.</p> <p>Governors felt the data provided a very useful local comparison and recorded thanks to the Executive Headteacher for progressing this across the city.</p>	
6.	<p><b>Link Governor Expert Reports</b></p> <ol style="list-style-type: none"> <li>1) Pupil Premium</li> <li>2) SEND</li> <li>3) Quality of Teaching (<i>previously distributed</i>)</li> <li>4) Safeguarding</li> <li>5) Behaviour, Attendance and Wellbeing</li> <li>6) Curriculum, Assessment, Tracking and Reporting</li> <li>7) Careers and Extracurricular Offering</li> <li>8) Health and Safety (<i>previously distributed</i>)</li> <li>9) Finance and Budget Monitoring</li> </ol> <p>Governors had no questions on the circulated governor reports.</p>	
7.	<p><b>Governor Business</b></p> <ol style="list-style-type: none"> <li>1) Training (<i>previously distributed</i>)</li> <li>2) Skills Audit (<i>previously distributed</i>)</li> </ol> <p>The Chair noted that Financial Planning and HR Policy and Procedure are essential areas of need. The Chair is meeting with two candidates who meet these two areas and one would be interested in taking on Safeguarding but is not experienced in this area.</p> <p>A governor noted that training on finance would help upskill the governing body and there is CYC finance training.</p> <p><b>Action:</b> Chair to meet with potential governors.</p> <ol style="list-style-type: none"> <li>3) Review of Link Governor Roles and Responsibilities (<i>previously distributed</i>)</li> </ol> <p>Documents shared previously and recirculated for information.</p>	Chair

	<p><b>4) Governance Review</b> <i>(previously distributed)</i></p> <p>The Chair invited feedback on the proposed areas for inclusion in the governor induction process.</p> <p>Governors suggested including:</p> <ul style="list-style-type: none"> <li>- 1a 'long term vision and ethos' and 1b 'strategic development priorities'</li> <li>- 'Our school' school prospectus</li> <li>- Guidance on link governor protocol at Millthorpe</li> </ul> <p><b>Challenge:</b> A governor suggested including the vision, core values and or curriculum intent on the School Improvement Plan document.</p> <p><b>Agenda:</b> Link governor roles and responsibilities to be at the top of the next agenda.</p>	
8.	<p><b>Any Other Business</b></p> <p><b>1) Staffing</b></p> <p>The Head of School reported that the Deputy Headteacher is on long term absence and as a result have lost a significant amount of SLT capacity in particular there is a significant gap in capacity of managing the children with most significant need. Mr Baybutt has been appointed into a temporary appointment as Assistant Headteacher to take on additional pastoral responsibility and will advertise to backfill his post as Director of Achievement</p> <p>The Head of School is picking up Year 11 focus and Mr Gillbanks is taking on additional data responsibilities.</p> <p>The Head of School reported that the Year 11 P8 data has increased to +0.38 but there are some significant challenges with this cohort.</p> <p>The Head of School reported that the fire alarm evacuation went very well.</p> <p>The Head of School recorded concern with the high tariff children that need significant investment and Mr Baybutt's teaching responsibility has been reduced slightly.</p> <p><b>Challenge:</b> Governors appreciated the assurance on progress of Year 11 but noted that the LGB and MAT need to be conscious of putting additional support in place.</p> <p>The Executive Headteacher noted that despite putting in place a number of measures to manage the absence SLT is still a trusted person down and the Head of School workload has increased. The MAT has no one or funds to support.</p> <p>Governors recorded thanks to the Head of School for her hard work in managing the situation.</p>	
9.	<p><b>Future Meetings</b></p> <p>25th March 2020  14th May 2020  16th June 2020  6th / 13<sup>th</sup> July 2020</p>	
	<p style="text-align: right;">Meeting end time 8.22pm</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Ms Renee Rainville</b> Chair</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Date Signed</b></p>	

### Action Plan following the Meeting of the Local Governing Body on Tuesday 25<sup>th</sup> February 2020

	Action	Agenda	Person	Date
1.	Ask the Trust Principal if there had been any progress in the request to investigate research around York of successful strategies to improve the gender gap.	3.2 (14.01.20)	Chair	Jan 2020
2.	Check governors not present had received their Educare log in link.	2	Chair	Feb 2020
3.	Include all governors on the Millthorpe newsletter distribution and governors confirm if they receive it.	2	SBM / Govs	Feb 2020
4.	Review the governor page on the school website.	2	Chair	March 2020
5.	Include Pupil Premium destination data and transition plans on Pupil Premium Link Visit.	4.1	PP Link Governor	May 2020
6.	Link Governor and SBM will meet to review health and safety management.	5.2	SBM / Dave Merrett	March 2020
7.	Meet with potential governors.	7.2	Chair	March 2020

### Future Agenda Items

March 2020	April 2020
Link governor roles and responsibilities at top of agenda Extracurricular audit and participation rates tour of new buildings Year 11 Data	