



**MILLTHORPE SCHOOL**

**Minutes of the Meeting of the Board of Governors  
held via Video Conference on Thursday 14<sup>th</sup> May 2020 at 6pm**

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

**In Attendance:** Gemma Greenhalgh (Head of School), Michelle Blake (Trustee),  
 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.            For the record of the minutes the meeting was held by video conference.            Apologies for absence were received, with consent, from Fay Bound Alberti.            The Chair welcomed Michelle Blake, Trustee, to the meeting.</p>	
2.	<p><b>Minutes, Matters Arising and Action Plan of the Local Governing Body meetings held on 25<sup>th</sup> March 2020 (previously distributed)</b>            The minutes were agreed as a true and accurate record of the meeting to be signed by the Chair.</p> <p><b>Action Plan and Matters Arising</b>  <b>Action 1:</b> The Chair noted that the Trust gender gap support will be incorporated in the discussion on the Trust request for reflection.  <b>Action 2:</b> The Pupil Premium Link Governor reported that the link visit was postponed due to school closure and the Head of School will be updating governors on Pupil Premium as part of the agenda.  <b>Action 3:</b> The Health and Safety Link Governor reported that due to school closure the Health and Safety link meeting had been postponed.  <b>Action 4:</b> The Head of School confirmed that all governors should be receiving the Friday school e mail. Throughout the school closure the Head of School has been issuing regular parent communications  <b>Action:</b> Head of School to confirm governors are on the parent communication distribution list.  <b>Action 5:</b> Safeguarding Policy addendum and Staff Code of Conduct Mobile Phone Addendum to be added to the document folder on Decision Time.  <b>Action 6:</b> The Chair had communicated to the Chair of Trustees that dates on the governance action plan will be delayed to September 2020.</p> <p><b>Matters Arising</b>            There were no matters arising.</p>	<p>HofS  HofS / Clerk</p>
3.	<p><b>Covid-19 Update and Reopening</b>  <b>Challenge:</b> A governor noted the importance of considering health and safety in any decision to reopen school.            The Head of School reported that home learning work is set through Class Charts. Some parents have questioned if a different platform should be used but the platform is working for the majority of pupils. The approach for home learning was updated for more structure. Key Stage 3 have two hours of work a week set for each subject, students have been asked to share a piece of work they are proud of and will have two pieces of work assessed. Year 10 are set work for the number of hours they would be doing on their GCSE timetable in school with key assessed pieces for submission and teacher marking.            School had been investigating a change to a different home learning platform prior to the closure but the Head of School did not feel now is an appropriate time to move platforms.            The decision was taken not to use a video conference model as the unions are against this approach and there are risks and vulnerabilities of safeguarding for both staff and students. All students can contact teachers if they need to.            The Head of School reported that there are 126 vulnerable pupils identified for regular contact which includes those outside of the DfE criteria but identified by Heads of House as vulnerable. Contact has been extended out to pupil premium students and form tutors are now making contact with their forms through parent e mails. Form</p>	

tutors have not been asked to phone parents as the union advice is to not use personal devices to contact students but they are making contact with students who are not accessing work on class charts.

**Challenge:** A governor asked if there are any plans to be more interactive with pupils to ensure students are engaging with form tutors as opposed to an e mail via parents to say the student can contact their form tutor if needed. If Years 7 to 9 are not back in school until September they will need some pastoral support. The Head of School reported that school is in contact with over a quarter of students as the most vulnerable. There are challenges in contacting forms as form tutors are not the pastoral team and would need training. There would also be a need to look at how it can be done without teachers using their own device. To date it has not been felt that making telephone contact with each child is needed. Workload is also a consideration as this will increase in order to manage a mixed model of home learning and Year 10 and key worker children being in school. The Head of School noted that a lot of students are being proactive in e mailing form tutors.

**Challenge:** A governor raised concern that there is a gap for a number of students who will have no contact / exchange with school between March and September. The Head of School confirmed that school is contacting those students not engaging but there is also a need to manage expectations on staff.

**Challenge:** A governor asked what the response rate is of students being self-motivated. The Head of School explained that teachers will be able to monitor now expectations are in place for submitting work. Lots of parents have written to thank school for not contacting home when the work situation can be stressful. The number of children logging on to the Class Charts system is high with each year group having between 92% and 96% of students logged on in the last few days. 0.5% of two year groups have not accessed for two weeks but this relates to two students who have been in contact and school have followed up with pastoral contact.

**Challenge:** A governor asked how many vulnerable and key worker students have been in school. The Head of School reported that numbers have reduced with this week attendance being between two to five students but an increase is anticipated due to the change in guidance.

A governor noted that if their child is doing two to three hours school work a day they would consider that a good outcome and the work set is broken down and varied but it is difficult to manage at home. The Head of School noted the need to find a balance for students and for staff who are juggling caring for other people and young children as well as working full time.

**Challenge:** A governor asked when the work set for grading will be assessed. The Head of School explained that departments set the assessment work at an appropriate point for their subject but will all have two pieces of assessed work between now and the end of term which is the same as would have happened in school in terms of formal feedback.

**Challenge:** A governor noted that other schools in York have published on their websites that they are using Google Classroom and Microsoft Teams for interactive home learning. The Head of School noted that Google Classroom is not video conferencing but is a way to upload and feedback on work.

**Challenge:** A governor asked if Millthorpe would be looking to move to Google Classroom to enable a more two way interactive system. The Executive Headteacher explained that to make proper use of Google Classroom the school would need to be part of the Google system and currently have Microsoft e mails. There was a working group investigating moving to Google Classroom in the autumn term and in hindsight it would have been useful to have moved to google classroom in October but it was not possible as it would have taken longer than the half term to transition all staff onto the Google system. To move successfully there would need to be a well-planned CPD programme and would require all teachers to have facilities at home. There is also a question of whether school should be moving to a high tech way of working when many students don't have access or are sharing one device in a household.

The Head of School reported that improving the delivery of lessons remotely is being looked at.

The Chair had e mailed governors an update on the laptop support for disadvantaged students and the Head of School reported that the MAT were allocated 23 laptops with Millthorpe allocated six of these but they have not yet arrived. School have contacted all Pupil Premium and Free School Meal students to find out who does not have a device and are hoping to put in an order on Friday for laptops for these students at a cost to the school budget. The Executive Headteacher noted that the government promise for connectivity support has not been delivered on.

**Challenge:** A governor asked if all student without a device have access to the internet. The Head of School confirmed they do have internet access but school will need to buy 20 devices out of the school budget.

**Challenge:** A governor asked if the MAT can support the laptop costs due to this being an emergency situation. The Executive Headteacher explained that the Trust only has the money they take from school through the levy so this will need to be funded by the school budget. One source of funding is the School Condition Allocation Funding but this is meant for buildings projects. A suggestion has been made that this funding may be suitable

for IT projects and the CFO is considering.

The Executive Headteacher emphasised the uncertainty of how COVID-19 will impact finances.

**Challenge:** A governor asked if there are laptops in school that could be utilised. The Head of School confirmed they are all out and in use.

**Challenge:** A governor asked if leasing laptops could be a better option to purchasing. The Executive Headteacher explained that it would be a long term commitment and the difference in costs is minimal.

**Challenge:** A governor asked for an SEN support and impact update. The Head of School reported that the SEND provision continues to be extensive and feedback from parents has been very positive. There are real challenges with how children on an Education and Health Care Plan return and whether they can return safely. Risk Assessments have been completed for the EHCP students and at least three will require PPE, five are significantly more challenging than the students on site from Applefields and will need a very detailed risk assessment and will put themselves and others at risk, one student who does not access the normal curriculum will only work with one Teaching Assistant. Getting some of these children to social distance and what to do if they don't is a key challenge.

**Challenge:** A governor asked if in September there is a combined on site and home learning delivery of education would a change to Google Classroom be possible. The Executive Headteacher explained that there would need to be a move of e mails to Google from Microsoft, induction training and consideration of workload management. More refined information on how students are accessing Class Charts, if it was financially viable and if there is a lot to be gained would need to be understood before a move should be made. School had a working group reviewing and Google Classroom is a better platform with possibilities that could supplement classroom learning and would have, during this time of crisis, supported the home learning.

**Challenge:** A governor noted that there is a motivational aspect on Google Classrooms through the comments and feedback function.

**Challenge:** A governor noted that it is the middle of May and there is no clear picture yet of what school will look like so it is a risk to consider making a change at this stage and from the metrics the current system seems to be working reasonably well for the majority.

The Head of School reported that school are undertaking a rigorous moderation process for GCSE grades for each child in each subject. The Executive Headteacher noted that the school were doing a very good job with this year group and making good progress from their lower prior achievement KS2 scores so the scores may be moderated down based on the chosen procedure that has not yet been published.

**Challenge:** A governor asked if there will be an appeals process. The Executive Headteacher explained that there can only be appeals on the procedure and not the grade. If grades are challenged then the student can re-sit in the autumn term.

**Challenge:** A governor asked if students will see the school grade. The Executive Headteacher informed governors that Ofqual have confirmed that is not allowed but a freedom of information request could be made after the process is complete.

The Chair recorded the appreciation of governors for the hard work under difficult and stressful circumstance of the Head of School and Executive Headteacher.

The Executive Headteacher reported that 1<sup>st</sup> June 2020 is indicated as the date education settings should prepare to accept more students back in primary and for secondary to provide some face to face time for Year 10 and Year 12 students. There has been a lot of contradictory guidance for the school environment compared to other environments and there is no proposed model yet. The 8<sup>th</sup> June is a more likely date that the school could open.

The Head of School explained that a proposed model is to bring in students for subject days so that every child would have face to face time in each of their subjects with some additional for English, Maths and Science but need to clarify if having students in in different groups is ok. Strict social distancing would need to be observed and union reps would need to be satisfied. Unions have advised staff not to fill in a form to collate information on who could come in to work and who needs to stay home and any proposed in school education system needs to win the confidence of teachers who are being told by unions not to cooperate.

The Head of School reported that if all vulnerable students and key worker children attend a significant number of additional staffing in addition to Year 10 staffing would be needed. If school invited everyone openly as a child of a key worker then it could be significantly more and would not be manageable.

The Executive Headteacher reported that the proportion of teaching staff available who would not be self-

isolating or shielding is 75%, for support staff this is 67% and for cleaning staff is much lower. Some subjects would be difficult to staff in school, cleaning would be difficult and it would be a significant issue if school can't support a child with an EHCP.

**Challenge:** A governor asked if a full risk assessment is being done of operating in practice. The Executive Headteacher assured governors this would be done when there is more detail and a staffing model can be designed.

The Head of school noted that the subject per day suggestion minimises staff risk and time in school and gives the students a focused half day on site.

The Head of School emphasised the need to protect staff.

**Challenge:** A governor noted that there may be a number of parents who would not want to send their child in to school. The Executive Headteacher noted that school are considering surveying parents on returning to school.

**Challenge:** A governor asked to what extent school can plan for the autumn term and transition. The Head of School reported that there has been a lot of work on communicating for transition with detail on the school website, transition meetings are taking place on Zoom and friendship group request have been received.

The Executive Headteacher noted that it is quite likely that secondary education will not be fully back to normal schooling until January 2020.

The Head of School made governors aware that the KS3 curriculum work that has been started needs to be in place for September and by now the school calendar would have been prepared but this has not yet happened due to pressures on SLT. It is looking likely that school will be working through the May half term and staff were working over the Easter holidays so staff have lost three weeks holiday. So far there is no plan for schools to be open over the summer holidays and staff cannot be directed to work over holidays so SLT can't engage staff over the summer for changes ready for September. The challenge is to be as prepared as possible by July but there is an unknown of what will happen over the seven weeks holiday.

**Challenge:** A governor asked whose decision it is to open the school under the Scheme of Delegation. It was confirmed that under the Scheme of Delegation the decision sits with the Headteacher. The Head of School explained that the York area are trying to agree a consistent decision through the York Schools and Academies Board but the Trust Principal represents the Trust at this group so the Headteachers do not have a direct voice into this discussion. The Executive Headteacher joined the last meeting on behalf of the Trust Principal and reported that it is difficult to agree a consistent and safe approach to reopening. This decision could result in deaths if it goes wrong. Covid-19 is a long term concern and the picture will change considerably over the next few weeks and months. The Headteacher is accountable to governors on decisions made and governors need to check the reasoning on these decisions is right.

The Head of School reported that the school site has been mapped out and the average classroom can only get between eight to ten children in if social distancing.

Governors discussed if another LGB meeting is needed before the expected opening date of 8<sup>th</sup> June. It was agreed that operational planning sits with the Headteacher and the school needs to respond to decisions more immediately than is possible when convening an LGB.

It was agreed for the Head of School to share the risk assessment and reopening plan with governors and governors invited to provide advice and ask questions.

**Action:** Head of School to share the risk assessment and reopening plan with governors and governors be invited to provide advice and ask questions.

Governors thanked the Head of School and Executive Headteacher for their hard work and engagement with governor questioning.

#### AOB

The Chair reported that the central services Trust levy has increased to 2.99% reduced from the initial increase proposal of 3.5%. The impact to the Millthorpe budget will be £35k and it is not clear what the school would receive for this increased contribution. Governors raised concern that Trustees agreed the increase without governor consultation.

The Chair reported that the central services Trust levy has increased to 2.99% reduced from the initial increase proposal of 3.5%. The impact to the Millthorpe budget will be £35k and it is not clear what the school would receive for this increased contribution. Governors raised concern that Trustees agreed the increase without governor consultation. The Chair reported that the Trust are revisiting the decision based on feedback from

HofS

	<p>Headteachers. The Head of School explained that the Headteacher Group voted against the reasoning for the increase which included funding a Deputy Trust Principal post where it is not clear how the secondary schools would benefit. It was also put to the Headteacher Group that this post is a succession plan for when the Trust Principal retires and the post holder would be a primary school specialist. The Executive Headteacher is the school improvement provider for Millthorpe and York High School who both pay for this role through their budget. The Head of School did not support the proposal and recorded frustration since not one headteacher at the Headteacher Group meeting about the proposal supported it, yet it has gone ahead.</p> <p>The Executive Headteacher noted that when the school budget is over spent it has to cut costs but when the Trust is overspent schools have to pay more money.</p> <p><b>Challenge:</b> A governor noted that Millthorpe contribute the greatest proportion of the levy due to the size of the budget.</p> <p><b>Challenge:</b> A governor recorded surprise that the Trust had considered the appointment and raised the levy without discussion.</p> <p><b>Challenge:</b> Governors felt the initial vote to increase the levy without consultation should result in the vote being void.</p> <p><b>Action:</b> Chair to make a formal request for the Trust to consult fully on the levy and central budget for 2020-21.</p> <p>Mr Bull left the meeting at the request of the Chair due to the confidential staffing item.</p>	<b>Chair</b>
4.	<p><b>Staffing Updates</b> (<i>previously distributed</i>) Recorded as a separate confidential minute.</p>	
5.	<p><b>Any Other Business</b> Discussed earlier in the agenda.</p>	
6.	<p><b>Future Meetings</b> 16th June 2020 6th July 2020</p>	
Meeting end time 8.30pm		
<p>_____</p> <p><b>Ms Renee Rainville</b> <b>Chair</b></p>		<p>_____</p> <p><b>Date Signed</b></p>

#### Action Plan following the Meeting of the Local Governing Body on Thursday 14<sup>th</sup> May 2020

	Action	Agenda	Person	Date
1.	Include Pupil Premium destination data and transition plans on Pupil Premium Link Visit.	4.1 (25.02.20)	PP Link Governor	June 2020
2.	Link Governor and SBM will meet to review health and safety management.	5.2 (25.02.20)	SBM / Dave Merrett	June 2020
3.	Confirm governors are on the parent communication distribution list.	2	HofS	May 2020
4.	Safeguarding Policy addendum and Staff Code of Conduct Mobile Phone Addendum to be added to the document folder on Decision Time.	2	HofS / Clerk	May 2020
5.	Share the risk assessment and reopening plan with governors and governors be invited to provide advice and ask questions.	3	HofS	May 2020
6.	Make a formal request for the Trust to consult fully on the levy and central budget for 2020-21.	3	Chair	May 2020

#### Future Agenda Items

June 2020	July 2020
Tour of new buildings Extracurricular audit and participation rates	Governance Review Action Plan timescales.

