



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held via Video Conference on Monday 6th July 2020 at 6pm**

Present: Trevor Burton (Executive Headteacher) Simon Bull
 Renee Rainville (Chair) Tim Moat
 Bill Schofield Trevor Charlton
 Amanda Stipetic Tim Hooper
 Jane Terrett Claire Smith
 Fay Bound Alberti

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. For the record of the minutes the meeting was held by video conference. Apologies for absence were received, with consent, from Dave Merrett. Roy Moore was not present at the meeting.</p>	
2.	<p>Minutes of the 8th June 2020 and 16th June 2020 Meeting for Review and Actions (previously distributed) The minutes were agreed as a true and accurate reflection of the meeting to be signed by the Chair. <u>Actions of the 8th June 2020</u> Actions were confirmed complete or carried over to the 16th June action plan. <u>Actions of the 16th June 2020</u> Action 1: The Chair asked the Head of School to consider how and when the link governor system can be picked up again in line with Covid guidance. The Head of School felt that link governor meetings should be able to start again in October. Action 2: Tim Moat reported that he had met with the SBM to review the Applefields and MUGA projects. It was agreed for SLT to provide a Black Lives Matter update through the standing special projects agenda item. The Head of School reported that the Year 9 options process is complete with no issues to report.</p>	
3.	<p>Covid-19 Update At Home Learning The Executive Headteacher reported that a Google Classroom training programme is underway so that by the end of term everyone should be confident in using their new mailbox format and the Google Classroom platform. School should then be in the position to store revision resources and have chat style sessions. Challenge: A governor asked if there was an update on accessing funding for laptops. The Executive Headteacher explained that current hardware can support the Google Suite but the system would be more effective if all teachers have mobile access through a Chrome Book. The CFO thinks it is possible for the Wi-Fi to be supported through the capital funding but the Finance and Audit Committee could not at this stage support funding of laptops through the capital funding but were keen for the Trust to investigate opportunities for online learning across the Trust. September Start (previously distributed) The Head of School reported the September back to school plans as detailed on the previously circulated documents with a focus to minimise disruption for Year 11. Challenge: A governor asked why the youngest students are having the latest lunch. The Head of School explained that many Year 11s go off site so they tend to be quickest through the canteen, the Year 7's tend to take the longest and this plan will allow them more time without impacting other year groups. The Head of School explained that there is a need to clean the canteen and main hall between year groups. Challenge: A governor asked if there is a need to have more cleaning capacity to manage the lunch and break times. The Head of School noted that there may be some more cleaning capacity through the current team but there will be a reliance on SLT and a need to recruit more cleaners for September. The challenge will be having duty staff to cover the lunch time period.</p>	

The Head of School confirmed that the plan will be reviewed regularly.

Challenge: A governor asked why a model of students moving between classes was chosen over a classroom based model with students having a base room and teachers coming to them. The Head of School assured governors that both models were considered but most teachers preferred to work from their own room with resources and the students would benefit from moving between classes. A governor agreed that the students need the opportunity to stretch their legs and get a mental break between classes and one person being in control of the room creates a more stable environment but noted the need to ensure adequate air ventilation in the room for the staff.

Challenge: A governor asked what movement round school look like. The Head of School explained that staff will take responsibility for the corridor and space outside their classroom and students will move one way through the school. Sanitiser will be used whenever leaving or entering a classroom.

Challenge: A governor asked how equipment will be managed. The Head of School explained that students will be able to bring their own resources but is working with the Finance Officer to price up packs with essentials such as a mini whiteboard, glue stick and scissors to minimise sharing. The guidance says teachers can take books home but school will ask teachers not to do this and look at how feedback can be managed.

Challenge: A governor asked how strictly punctuality to lessons will be managed particularly for the new year 7's moving between lessons. The Head of School explained that the Year 7's quite often arrive slightly late and concessions are made, on their first day in they will be the only year group on site and will have a site induction and no detentions will be given. The first half day for other year groups will also be focused on a site induction.

Challenge: A governor noted that the amount of supervision needed will be high and asked if volunteers could be sought to support. The Head of School explained that there would need to be DBS checks in place and for supervision over lunch times the students respond to staff who they know.

Challenge: A governor asked if pressure on the dining hall would be eased by having a cold lunch offering in the year group areas. The Head of School felt that the students move through the canteen quickly so the flow should work well with the set periods.

The Head of School noted that there is a challenge with using the tent into winter.

The Head of School noted that the management of toilets is being planned tomorrow and may move to a 'use as you need' plan as opposed to only having access during the breaks. A governor suggested a self-monitoring system to have a set number of pupils in the toilets at any one time.

Challenge: A governor asked if staff will be using face visors. The Head of School did not feel that the visor would restrict learning in the classroom and the union rep is keen for staff to be allowed to wear visors and the Head of School would want to give staff the choice and would support these being purchased for staff by the school. If students want to wear a visor they could but school could not supply these.

Mr Charlton confirmed that he could arrange a donation of visors for the school.

A governor asked how hands on subjects such as Science, DT and Food would be managed to minimise risk to staff. The Head of School explained that initially there would be less practical work and CLEAPSS guidance published today has been reviewed. Textiles, Graphics and Food do not present a problem but 3D Design and Engineering could present more difficulty as the rooms are smaller and class sizes bigger but are looking at some element of practical work. The Head of School noted that if equipment is used by another bubble they will need cleaning meticulously or leaving a period of time depending on the material of the equipment.

Challenge: A governor asked if the Year 11's being allowed off site will continue. The Head of School explained that it was in place as a reward but the thought process for all Year 11 being allowed to go off site was to support space management on the school site. The Executive Headteacher suggested that all Year 11's should be allowed off site subject to a review period.

Challenge: A governor suggested thought be given to advice to protect staff.

The Head of School explained that the plans for September will be communicated to union reps and a risk assessment process completed.

The Head of School explained that planning for results day will be discussed before the end of term. The Chair suggested that there may be a need for governors to meet over the summer to review results day plans and September reopening.

Pupil Premium / SEND

The Head of School reported that all PP and SEND families have been contacted fortnightly with a focus on learning and some of these students have additional pastoral contact.

	<p>All Free School Meal children have been supported with meal vouchers and through the Supper Collective.</p> <p>The six government funded laptops only arrived two weeks ago but the school have ensured all Pupil Premium students have had a device and purchased and delivered Chrome Books to ensure online access.</p> <p>67% of the Year 10 Pupil Premium cohort have attended the school sessions and physical learning resource packs put together for all of Year 10 with delivery for any Pupil Premium students who had not collected packs.</p> <p>The Pupil Premium Champion is making phone calls to Pupil Premium students and Pupil Premium families have priority access to the Eco Laundry for uniform sale.</p> <p>19% of students will be Pupil Premium from September and there are no definitive plans for September for the catch up funds but there will be a focus on Year 11 intervention and supporting students on return to school.</p> <p>The Head of School reported that all students with an Educational Health Care Plan had individual risk assessments which were shared with CYC. Six out of 15 are regularly in school and 25 high need students are called weekly</p> <p>There is reading theory intervention resource accessed regularly by SEND students and virtual meetings with Year 6 vulnerable students to support families with enhanced provision. Paper resources have been sent and daily work challenges for SEND students not engaging with work.</p> <p>There will be some children who will not adhere to social distancing and will be with an adult for longer than 15 minutes. There is a very challenging student joining in September with significant challenge and the local authority agreed to fund a HLTA position to support the child and this will also give the capacity to create a nurture group for high needs students.</p> <p>One to one sessions are being started for proactive management of persistent absence for vulnerable students.</p> <p>The Head of School reported that the pastoral and SEND support over the Covid-19 period has been excellent and received positive feedback on Year 7 transition programme.</p> <p>Challenge: A governor suggested that a programme like big sister / brother could provide support for some students. The Executive Headteacher noted that safeguarding, volunteer selection, training for mentors and meeting management would need to be considered.</p> <p>Fay Bound Alberti offered to develop a plan for discussion and suggest possible charitable links / support.</p>	
4.	<p>Special Projects</p> <p>Applefields & MUGA</p> <p>The link governor reported that the Applefields and MUGA projects are progressing with both projects to be completed next term.</p> <p>The link governor suggested planning a special opening for the MUGA.</p> <p>Governors recorded their thanks to the SBM and governors involved in the delivery of the two projects.</p>	
5.	<p>Finance</p> <p>Update from Trust Finance and Audit Committee</p> <p>The Chair reported that the Finance and Audit Committee approved the 2020/21 budget but would not amend the Trust agreed assumptions so work needs to be done to deliver budget expectations.</p> <p>The Executive Headteacher reported that another Trust had a more generous assumptions model (lower pay rises and higher funding) and based on the South Bank model they would be in significant financial difficulty.</p> <p>The Head of School explained that in regard to staffing action would need to be taken by January to impact the budget for 2021/22 and was hoping further information comes to light before that point. The school have been asked to model different scenarios but was reluctant to action any impact to staffing before it is confirmed it is needed and would need to clearly demonstrate to the Trust the significant impact to education for the students.</p> <p>The Executive Headteacher noted that the school are on the minimum funding level and felt it was likely that there will be an uplift in funding.</p> <p>Trust Contribution Consultation (previously distributed)</p> <p>Governor comments on the Trust Contribution Consultation were:</p> <ul style="list-style-type: none"> - Concern at the lack of information, rationale and detail in the proposal for governors to make an informed decision. - It is recorded in the Scheme of Delegation that the LGB should be consulted on the central services budget but this has not happened. 	

	<ul style="list-style-type: none"> - £12k recruitment costs seems high. - The recommendation that the Accounting Officer cannot be part time is not from an impartial party. - The way to keep the levy low is to expand but there has been no expansion resulting in the schools in the Trust incurring greater costs. - There has been no external audit process to assure governors that the levy is being spent in the right way to deliver efficient services and value for money and the schools are not being made more efficient through the levy. - Millthorpe is the biggest contributor to the Trust and this contribution should deliver services and savings. The school have only had up to three visits in two years and circa 25 hours of Trust meetings. - The schools have to pay additionally for HR services. As an estimate the school has received circa £30k of services and it is not clear what schools would get in addition for an additional cost. - This process is not a consultation, there is an awareness that this is a low levy compared to other Trusts but the school get very little for the amount paid and other MATs deliver more benefit through their central service offering and there is no detail of what is provided for the money and governors need to request more detail. - The contribution at another Trust is 4% which includes full HR support. - Concern at the short turn around and time allocated to review and consider. - The Trust has been in place long enough and should have services and a clear central offer in place. <p>Governors had concerns that; questions around communications and consultation have been raised regularly with the Trust but nothing is changing, there is a lack of transparency and the Trust should not be leading to frustration and additional work for the leaders, there has been a lack of visits to school and was not what the Trust was set up to deliver. Governors were in agreement that the Link Trustee role is a positive move</p>	
6.	Governance Review Action Plan Timescales There was no update for discussion.	
7.	Chair 360 Governors were reminded to send their responses to the Chair 360 to the clerk.	
8.	Any Other Business The chair thanked the governors, Head of School and Executive Headteacher for their hard work and support over the year.	
9.	Future Meetings (previously distributed) Proposed meeting dates for 2020/21 circulated.	
	Meeting end time 8.26pm _____ Ms Renee Rainville Chair	_____ Date Signed

Action Plan following the Meeting of the Local Governing Body on Monday 6th July 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	Oct 2020

Future Agenda Items

Future Meeting
Tour of new buildings
Extracurricular audit and participation rates