



## MILLTHORPE SCHOOL

### Minutes of the Meeting of the Board of Governors held via Video Conference on Monday 14<sup>th</sup> September 2020 at 6pm

<b>Present:</b>	Trevor Burton (Executive Headteacher) Renee Rainville (Chair) Amanda Stipetic Jane Terrett Fay Bound Alberti Dave Merrett	Simon Bull Tim Moat Trevor Charlton Tim Hooper Claire Smith
<b>In Attendance:</b>	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.            For the record of the minutes the meeting was held by video conference.            Apologies for absence were received, with consent, from Roy Moore.</p>	
2.	<p><b>Minutes of the 6<sup>th</sup> July 2020 Meeting for Review and Actions</b> (previously distributed)            The minutes were agreed as a true and accurate reflection of the meeting to be signed by the Chair.</p> <p><b>Actions</b>  <b>Action 1:</b> Pupil Premium and link roles to be discussed as part of the meeting agenda.</p> <p>The SBM reported that site rental income has been impacted by Covid-19 during the lock down period but lettings income is now being generated. The lettings staff co-ordinate the cleaning plan between uses and there is no extra cost to the school.</p> <p><b>Special Projects Update</b>            Applefields: the Applefields classrooms are progressing well and are on schedule for a handover in early October.</p> <p>MUGA: the MUGA is nearly complete but car park works are still to be completed. An electric supply switch over is required for a new supply for the whole site and this work will be done over half term to minimise disruption to school. The planning application has been submitted for tennis court resurfacing and work is not likely to start before half term.</p> <p><b>Challenge:</b> A governor asked if there is a financial impact of the electric feed work. The SBM explained that there will be a slight adjustment to income projections from lettings due to there being no flood lights until after half term but the cost of the works will sit comfortably in the full budget from CYC.</p> <p><b>Challenge:</b> A governor asked if the highways consultation had been completed. The SBM explained that the consultation was complete and the plans approved to proceed but due to ambiguous wording he has sought clarification from CYC on whether works can start now the consultation is complete or must wait until after the actions have been implemented. The SBM will inform the local authority when school intend to start using the pitch and ask that they notify the school if any change is needed.</p> <p><b>Challenge:</b> In response to a governor the SBM confirmed that the plan is for the pitch to be open for public use after half term.</p> <p><b>Challenge:</b> In response to a governor the SBM confirmed that the works to the roads required from the consultation will be completed by half term.</p> <p><b>Challenge:</b> A governor suggested chasing the highways team to progress the works needed before public opening to avoid any negative feelings in the community. The SBM agreed that he would want the works completed before going public.</p> <p>In response to a governor the SBM explained that the CFO does not attend progress meetings but he does liaise with the CFO who is also scrutinising payments.</p> <p><b>Challenge:</b> A governor suggested submitting a formal project update to the Trust Principal so the Trust is informed of the opening plan.</p> <p><b>Challenge:</b> A governor asked if the SBM is feeling supported. The SBM explained that the CFO's main</p>	

involvement is around the legal element and his knowledge has been very useful. The SBM has also been working closely with Clare McCormack from CYC.

**Challenge:** A governor asked if the Applefields charging fee has been agreed. The SBM explained that there is a substantial lease agreement between the Trust and CYC which has been signed. The money will be paid from CYC to the Trust and delegated to Millthorpe.

**Action:** SBM to confirm the Applefields letting fee.

### **School Opening Update**

The Head of School reported that overall the return to school was positive. The first day with just Year 7 went well and the Thursday saw 1,058 students back in school with no incidents. The one way system is working well and staff and students are settled back in. Because children are moving around the site school have proactively encouraged the use of face masks when moving about school and beyond medical exemptions there is full adherence to this request.

Attendance is at 98.2% and persistent absentee children are back in school.

The biggest challenge is the increased operational supervision duties which is also impacting the strategic and school improvement capacity.

The Executive Headteacher noted the need to review significant staff absence scenarios and impacts to the running of the school.

The Head of School reported that seven children are awaiting tests but there have been no confirmed cases as yet. Three children were sent home due to showing symptoms or having a symptomatic sibling.

**Challenge:** A governor asked how confirmed cases will be managed. The Head of School explained that protocols for different circumstances are being mapped out in line with government guidelines.

A staff member reported that it had been the most complex start to any term they had experienced but information had been communicated well and staff and pupils are happy to be back.

Governors recorded thanks to SLT and school staff for doing an amazing job in exceptional circumstances.

**Challenge:** A governor asked if testing capacity and availability is impacting the school. The Head of School was aware of difficulties in accessing tests and informed governors the school were provided with ten emergency tests for those who can't get to a testing centre. Staff should be given priority as key workers but school has no influence on this. The city has a mobile unit to be deployed for mass testing if there was significant concern and a high number of localised cases. Seating plans are in place for students to identify close contact groups but this relies on the sharing of information of close contacts outside of the classroom.

The Head of School confirmed that if symptomatic a student or member of staff can't come into school until a negative test result is confirmed but if isolating due to close contact they can't come in for two weeks even if they had a negative test.

**Challenge:** A governor asked if the children are managing effective mask and hand hygiene protocols. The Head of School explained that it is not feasible to monitor that every child is doing this but have been assured by Public Health advice that as long as masks are put away and changed regularly this is satisfactory.

**Challenge:** A governor asked if the school have adequate cleaning supplies. The SBM reported that he is reviewing stocks at the end of the week to detail what had been consumed since opening to gauge volumes required. The SBM added that there are no concerns with the supply chain.

**Challenge:** A governor noted the importance of PE on wider wellbeing and providing opportunities for students who do not have sports outside of school and asked why the school are not delivering PE. The Head of School explained that the guidance changed late so made the decision for the first two weeks to focus on light exercise without changing. The PE department are keen to get up and running and she will be meeting with them to review the risk assessments. A governor noted that another local school are having children come to school in their PE kit so they do not need to change. The Head of School explained that this approach was decided against so that the children do not need to stay in their PE kit after doing PE.

**Challenge:** A governor asked that if the block to delivering PE is cleaning the changing rooms between use is this resolvable if the budget can support the additional cleaning hours. The SBM agreed that if that was the only way of delivering PE then the budget would need to support this but noted it can be hard to find someone to work in the times required. The school have secured a day time cleaner but it can be a difficult slot to fill and there would need to be adequate time for cleaning in between lessons.

**Challenge:** A governor emphasised the huge importance of PE and wider benefits of exercise for children and suggested that children being in school in their PE kit is preferable than not offering PE.

SBM

	<p><b>Challenge:</b> A governor asked how SEND children had managed the change in routines and protocols. The Head of School explained that the children have been grouped differently so some are in a nurture bubble and not a year group bubble. Three children with significant need have additional funding to support a Higher Level Teaching Assistant and the HLTA is being used to support the most challenging students. The children have been fairly successful in returning to school, there is one student who was struggling before Covid-19 in mainstream and continues to struggle. There are some children not in the SEND cohort who pose challenge but do not have an EHCP yet and there is a student, who has not yet returned to school due to being abroad, who is a concern for staff in terms of the level of close contact required. Overall the SEND team are working well.</p> <p><b>Challenge:</b> A governor asked if students with a need for close physical contact support have extra access to testing to keep both parties safe. The Head of School explained that there are individual risk assessments for each child but no increased access to testing.</p> <p><b>Challenge:</b> A governor asked if cleaning capacity is adequate. The SBM informed governors that a day time cleaner was employed with a specific brief for frequently touched surfaces. The existing cleaning team are taking additional hours so there are two cleaners working through the school day which is in addition to previous capacity. Cleaning plans and capacity will be reviewed next week but if additional cleaning is required the challenge would be to find someone for the role rather than the cost.</p> <p><b>Challenge:</b> A governor asked how student rewards are being managed. The Head of School explained that the planned rewards system review has been paused and the delivery of rewards without the physical elements, such as golden tickets and moving to the front of the dinner queue, is a challenge.</p> <p>The Head of School reported that staff in practical subjects are keen to have plans in place to deliver their full offering. The SBM reported that there is updated guidance and departments can shape their plans but there needs to be an added layer of review. Science have planned some element of practical which will build up over time.</p> <p><b>Challenge:</b> A governor asked if a date should be agreed for practical classes to be up and running. The Head of School explained that one of the reasons for students moving around school is so practical work can be delivered but there is a need to look at resources, cleaning and space. The Executive Headteacher did not support setting a date as the priority is making sure the children are safe. There is a need to understand the guidance in all individual practical subjects and it is contingent on delivering the best ways of working to keep children and staff as safe as possible.</p> <p><b>Challenge:</b> A governor asked for an update on home learning provision planning in the event of students learning at home. The Head of School explained that the plans are being refined and are dependent on the different circumstances. If individuals are self-isolating, test positive or are unable to attend school the plan is that every teacher will upload every lesson to Google classroom so there will be access to lesson resources and homework. There are different models if a teacher can't come in but are not unwell including using Google facilities for them to teach virtually with a cover supervisor in class. If a year group closes down there would be the possibility to deliver virtual teaching from the classroom but school does not currently have the devices for this. Public Health England does not expect to be sending whole year groups home in secondary schools so a mixed economy is the priority for planning.</p> <p>The SBM left the meeting at 7.20pm.</p>	
3.	<p><b>Strategic Plan Reporting and Evaluation</b> There was no discussion to report.</p>	
4.	<p><b>Educational Performance</b></p> <p><b>1) 2020 Results</b> (previously distributed)</p> <p><b>Challenge:</b> A governor asked for an update on the Pupil Premium gap. The Head of School reported that the gap has closed slightly from the previous year but still needs addressing. There is a need to look at the individual students to understand their progress journey.</p> <p><b>Challenge:</b> A governor questioned why the RE and Literature results were better than projected. The Head of School reminded governors of the concerns raised previously of the RE course and explained that the grades were uplifted based on historical data so the students benefited.</p> <p>The Executive Headteacher confirmed there will be no performance data published, Ofsted won't take the results into account on a Section 5 and schools can't use this round of results in performance management.</p> <p><b>Challenge:</b> A governor asked if there were any appeals. The Head of School reported that four children queried grades / administration which were quickly resolved. There were two stage one appeals and they were sent all information from mock exams and reports that show the grade was in line or above the grades reported, one</p>	

	<p>student confirmed they were not progressing the appeal and awaiting response from the other student.</p> <p><b>Challenge:</b> A governor asked if there is student destination data. The Executive Headteacher confirmed that all students made an application. The Head of School explained that Tim Gillbanks will have destination information later in the term.</p> <p><b>2) Establish Goals</b> The Head of School reported that Pupil Premium and gender gap are areas of focus and investigation.</p>	
5.	<p><b>Finances and Budgeting</b> There was no update to report.</p> <p><b>Challenge:</b> A governor asked for an update on the financial projections and potential impact on staffing that was discussed at a previous meeting. The Executive Headteacher reported that the outturn for this year, which will be reported at the next meeting, is positive as the assumptions did turn out to be too pessimistic. The uplift in pay is what was expected for teachers and there will be an uplift of £150 per pupil (£150k) from next financial year.</p>	
6.	<p><b>Special Projects</b></p> <p><b>1) School Opening Update</b> <b>2) Special Projects Update</b> Discussed earlier in the meeting.</p>	
7.	<p><b>Governor Business</b></p> <p><b>1) Link Governors / Meeting Schedule / Elections</b> (previously distributed) <b>Resolution:</b> Pay Committee membership was agreed as Tim Hooper, Trevor Charlton and Amanda Stipetic. <b>Resolution:</b> Renee Rainville was re-appointed as a co-opted governor. <b>Resolution:</b> Renee Rainville was re-appointed as Chair of Governors.</p> <p>The Chair noted that link governors are needed for Quality of Teaching and Safeguarding Governors agreed the meeting schedule. The Chair invited governors to notify her of any suggestions for inclusion.</p> <p><b>2) Review Link Governor and New Governor Welcome Pack</b> (previously distributed) The Chair invited governors to feedback on the welcome pack.</p> <p><b>Action:</b> Head of School to arrange for a parent governor recruitment / election process.</p> <p>Simon Bull left the meeting at 7.47pm.</p>	HofS
8.	<p><b>Any Other Business</b></p> <p><b>1) Deputy Head Role (confidential)</b> (previously distributed) Recorded as a separate confidential minute.</p> <p><b>2) Thanks</b> Governors recorded thanks to the staff for welcoming the students back so successfully.</p>	
9.	<p><b>Future Meetings</b> (previously distributed) 19<sup>th</sup> October 2020 19<sup>th</sup> November 2020 12<sup>th</sup> January 2021</p>	
	<p style="text-align: right;">Meeting end time 8.11pm</p> <p><b>Approved 19.10.20</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Ms Renee Rainville</b> <b>Chair</b></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 Monday 14<sup>th</sup> September 2020**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Confirm the Applefields letting fee.	2	SBM	Oct 2020
2.	Arrange for a parent governor recruitment / election process.	7.2	HofS	Sep 2020

**Future Agenda Items**

Future Meeting
Tour of new buildings
Extracurricular audit and participation rates

Approved