



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held via Video Conference on Monday 5th July 2021 at 6pm

Present:

Trevor Burton (Executive Headteacher)	Amanda Stipetic
Renee Rainville (Chair)	Claire Smith
Tim Hooper	Janet Bennett
Trevor Charlton	Dave Merrett
Simon Bull	

In Attendance:

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

	Action
<p>1. Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting.</p> <p>For the record of the minutes the meeting was held virtually.</p> <p>Apologies for absence were received, with consent, from Emma Hughes and Roy Moore were not present at the meeting.</p>	
<p>2. Minutes of the 23rd June 2021 Meeting (previously distributed) The minutes were agreed as a true and accurate reflection of the meeting and approved.</p> <p>Actions There were no actions to update.</p>	
<p>3. Governor Business (previously distributed) A school collaborations summary was circulated to feed into the external review of governance action plan. The Executive Headteacher suggested updating the document annually. The Head of School noted that this may sit better at MAT level as it is a key value of the Trust.</p> <p>Action: Chair to raise the collaboration summary process at the next Chairs meeting.</p> <p>Link Governor Reports - (previously distributed) Link report was provided for Pupil Premium.</p> <p>Governors reviewed the link reports from this and the last meeting.</p> <p>Governing Board Skills Audit There was no update to report.</p> <p>Governor Training (previously distributed) Governors reviewed the training record and were encouraged to access training appropriate to their roles.</p> <p>Governing Board Self Review (previously distributed) Governors provided feedback on the self-review questions.</p> <p>Governors reviewed past governor objective setting and monitoring practices and agreed that a more effective procedure for this going forward is needed.</p> <p>Governors reviewed whether objectives were met, what impact they had on pupil progress and discussed the degree / demonstration of direct impact delivered by staff or relational impact. Governors noted the difficulty to measure this as there has been no external data for two years. Procedures in place to monitor this are SIP review, KPI report and link visits / reports.</p> <p>Action: Chair and Head of School to make it clear in the induction pack and to staff links that link reports included in agenda packs are available for public access.</p> <p>Governors felt data was presented in a useful and understandable way and they could effectively interrogate and challenge.</p> <p>Governors agreed that the link governor structure supported the monitoring of Pupil Premium and SEND children, the progress data has been impacted by Covid but there has been a focus on social worker cases, attendance and participation through lockdown.</p> <p>Governors felt that the budget is presented in a useful format, there are challenges on the assumptions set by MAT and there should be a formal review of lines of expenditure / benchmarking across the MAT.</p>	<p>Chair</p> <p>Chair / HofS</p>

	<p>Governors discussed accessing useful training and a governor noted that the inter MAT discussions have been very useful.</p> <p>Governors felt the governor visits and reports provide useful updates for the LGB and monitoring of the School Improvement areas.</p> <p><u>2021/22 Governance Plan / Goals / Objectives</u> The self-review discussion informed governor objective setting.</p> <p>The Head of School reported that the 2021/22 SIP focus will include: the drive to Outstanding, consistency at KS3, behaviour system, attendance (PP / SEND), pastoral system, Mission and Moto launch, Covid recovery.</p> <p>Proposed governor objectives:</p> <ol style="list-style-type: none"> 1. Development of a new governance structure – update governor welcome pack, develop role descriptors for Chair, Vice Chair and Committee Chair, continue to build and embed link governor relationships and have quality assurance on these roles. 2. Governor development and succession – chairing a committee training, identifying appropriate training for existing governors, nomination of Vice Chair. 3. Stakeholder relationships – recruiting co-opted governors. <p><u>Link Governor Structure</u> The Chair proposed moving into a committee model whilst marinating the link governor roles.</p> <p>Three LGB meetings (Oct, Feb, June)</p> <p>Three committees to meet four times per year (Nov, Jan, Mar, May)</p> <p>One governance review meeting in July.</p> <p>The committees would align with the School Improvement Plan:</p> <ul style="list-style-type: none"> - Quality of Education - Personal Development (behaviour and attitudes) - Leadership and Management <p>It was noted that there would need to be Committee Terms of Reference if there was to be any delegated authority.</p> <p>A committee member suggested having the option to hold the committee meetings virtually.</p> <p>The Chair informed governors that Tim Hooper and Claire Smith were stepping down as governors at the end of term and governors recorded thanks to them for their contribution to the school.</p> <p>Trevor Charlton was aligned to the finance link role and Amanda Stipetic was aligned to the pupil premium link.</p>	
4.	<p>MAT Business A MAT governance evening is scheduled for Tuesday 13th July 2021 at 6pm.</p>	
5.	<p>Any Other Business As this was the Executive Headteacher's last meeting due to retirement governors recorded their thanks for his support, hard work, commitment and everything he has done for the school.</p> <p>Action: Link governors to write an SLT thank you letter and send to the Chair.</p>	Link Govs
6.	<p>Future Meetings TBC</p>	
	<p style="text-align: right;">Meeting end time 8.20pm</p> <p>Approved 12th October 2021</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 Monday 5th July 2021

	Action	Agenda	Person	Date
1.	Chair to raise the collaboration summary process at the next Chairs meeting.	3	Chair	Sep 2021
2.	Chair and Head of School to make it clear in the induction pack and to staff links that link reports included in agenda packs are available for public access.	3	Chair / Head of School	July 2021
3.	Link governors to write an SLT thank you letter and send to the Chair.	5	Link Governors	July 2021

Future Agenda Items

September Meeting	Future Meeting
	Tour of new buildings Extracurricular audit and participation rates

Approved