



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held virtually on Thursday 25th November 2021 at 6pm

Present:

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| Gemma Greenhalgh (Headteacher) | Janet Bennett |
| Renee Rainville (Chair) | Dave Merrett |
| Trevor Charlton | Anna Wynne |
| Simon Bull | |

In Attendance:

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| Alex Collins (SBM) |
| Sophie Triffitt (Clerk) |

| | | Action |
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| 1. | <p>Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB For the record of the minutes the meeting was held virtually.</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from Amanda Stipetic and Emma Hughes.</p> <p>Governor Appointment – Anna Wynne Resolution: Governors appointed Anna Wynne as a co-opted governor. Ms Wynne will be Behaviour, Attendance, and Wellbeing link governor.</p> <p>Anna Wynne joined the meeting at 6.10pm.</p> | |
| 2. | <p>Minutes of the 12th October 2021 Meeting (previously distributed) The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p>Actions Action 1: Governors were encouraged to make link contact before the end of term.</p> | |
| 3. | <p>Ethos and Vision Alignment The Chair and Headteacher confirmed that ethos and vision will be covered when the School Improvement Plan is reviewed.</p> | |
| 4. | <p>Strategic Plan Reporting and Evaluation</p> <p>KPI Report (previously distributed) Challenge: A governor questioned why the 17 high category items from the May report had not been completed by September. The SBM explained that some works would have been carried out over the summer and assured governors nothing high risk would have gone untreated.</p> <p>Action: Health and Safety link governor to review the H&S action plans with the SBM.</p> <p>Challenge: A governor asked for an update on attendance. The Headteacher reported that attendance is in line with national but there are concerns. In week seven and eight 140 and 180 children were off with Covid, this had reduced to 12 last week. SEN attendance is cohort specific and influenced by a very small number of children who never attend school. Communication is maintained with families and every child is entitled to have a school allocated even if they don't attend. Pupil Premium varies across year groups and is cohort dependent but nationally tracks lower than the all pupil data. There is work being done on reengaging families that disengaged because of Covid and SLT are investigating how to improve attendance.</p> <p>Challenge: A governor asked if there was national Pupil Premium attendance data. The Headteacher explained that the data isn't released but once back into a normal cycle this comparison should be available.</p> <p>Challenge: A governor noted the higher numbers of SEN and PP in Years 7,8,9</p> <p>The Headteacher explained that those in the SEN Support category have no funding aligned to them and it can be difficult to manage capacity for those children along with the funded support for children with an EHCP.</p> <p>Governors felt the KPI Report met the needs for governor monitoring and requested for it to be included in each agenda pack. The Chair encouraged governors to use this information to inform discussion at link governor meetings.</p> <p>Challenge: A governor requested the inclusion of a percentage YTD against budget.</p> <p>Challenge: A governor asked if there could be a KPI for wellbeing. The Headteacher explained that oversight of numbers of children needing different levels of support could be provided but wellbeing is difficult to quantify.</p> | DM / SBM |

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| | <p>There is work planned to address the identified need around resilience.</p> <p>Action: Anna Wynne to meet with the Headteacher and SLT Wellbeing lead and have a tour of the school.</p> <p><u>School Improvement Plan Update</u> There was no update to report.</p> <p><u>Pupil Premium</u> There was no update to report.</p> <p><u>Safeguarding</u> The Headteacher reported that there were a total number of 34 safeguarding cases (FEHA – 16, Child in Need – 17, Child Protection – 1).</p> <p>Common themes include;</p> <ul style="list-style-type: none"> - sexting - sexual violence - eating disorders (11 which is unprecedented) - weapons in school (not used and no intent) - self-harm (this is a significant need and the children at serious risk are on safety plans, need escorting and have significant agency involvement which requires additional capacity from the team) - Incidents of domestic violence has increased with an increase in operation encompass notifications. <p>Training is up to date and assemblies held on sexual harassment which led to a harassment disclosure and staff used the systems put in place.</p> <p>There has been a high level of positive feedback from the police and outside agencies on the provision and support provided.</p> <p>Themes where the school are struggling are exploitation and children going missing but there is a social worker who works on this area and the school feel well supported. Six students in Year 9 to Year 11 are being dealt with around child exploitation and these children are a significant concern.</p> <p>Governors recorded thanks to Mrs Fisher and Ms Simpson for their amazing work in this area.</p> <p>Challenge: A governor noted that it was useful to have the background which underpins the challenges schools are facing before teaching.</p> <p>Challenge: A governor asked if the school is linked into any mental health support teams. The Headteacher confirmed that there are many contacts and programmes that the school engage with but Mrs Fisher would be able to confirm the details.</p> <p><u>Staff Voice CPD Outcomes</u> Carried over to the January meeting.</p> | <p>AW / HT</p> |
| 5. | <p>Educational Performance The PPE data will be available for the January meeting.</p> | |
| 6. | <p>Finance and Budgeting There was no update to report.</p> | |
| 7. | <p>Special Projects <u>Expansion Plan</u> (previously distributed) The SBM explained that the school, MAT and CYC are working together on the project delivery.</p> <p>Challenge: A governor noted that it was very positive for the school but given the workload asked if all parties are confident of completing by next academic year. The SBM confirmed that the project team are confident it can be done but have not yet appointed a principal contractor and part of the selection process will be to have a credible plan for delivering the project as, despite being achievable, it will be a challenge.</p> <p>Challenge: A governor recommended a detailed discussion with contractors on material availability as this is an issue in construction at the moment. The SBM explained that the project manager and Eddisons will be relied upon to identify areas of risk and mitigating factors.</p> <p>Challenge: A governor asked how, with the IT suite being converted to ordinary classrooms, IT will be provided in the future with no specialist space. The SBM explained that a number of options are being explored for a more agile provision using portable devices, funding is set aside in this year's budget to begin this process and investment is being made in a network upgrade across school.</p> <p>Challenge: A governor requested that governors are updated on the network upgrade and IT provision plan.</p> <p>Challenge: A governor asked if the IT GCSE courses will be impacted. The SBM explained that they will not be</p> | |

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| | <p>impacted as there will still be three dedicated PC rooms in the library block that will not be effected.</p> <p>Challenge: A governor noted that it was important to have the positive updates to the dining area. The Headteacher noted that the importance of having the dining space completed by September 2022 has been made clear to Eddisons.</p> <p>Challenge: A governor asked how health and safety aspects of the project will be managed. The SBM explained that he will have day to day responsibility of how the contractors and work interfaces with the normal running of the school, Eddisons will be enforcing and monitoring the contractors Health and Safety Statement and methods of working, and CYC can also provide an objective view.</p> <p>Challenge: A governor asked what impact there will be on classes. The SBM explained that the impact to classes will be kept to a minimum, nothing planned during term time on this project will be as disruptive as previous projects.</p> <p>The Headteacher recorded thanks to the SBM who has had to manage the process on a very tight timescale.</p> | |
| 8. | <p>Health and Safety Audits Addressed as part of the KPI Report.</p> | |
| 9. | <p>Risk Record (previously distributed) Challenge: A governor questioned if, given the number of Covid cases, the risk of vulnerable staff being infected or students taking Covid back home should be a risk. The Headteacher explained that this is an assumed national risk and schools have to operate normally.</p> <p>Governors had no changes to recommend.</p> | |
| 10. | <p>Behaviour for Learning Policy (previously distributed) Challenge: A governor asked for an update on behaviour and if numbers are broadly as expected. The Headteacher was pleased with how the system is working and with the pupil numbers for detentions and exclusions. 850 children out of 1,060 had not reached the five points sanction threshold and 512 children had none or one point. There has been a push on punctuality and detentions linked to this.</p> <p>There previously was poor attendance at detention but due to the escalating system if the detention is missed attendance has been good.</p> <p>Repeat detentions are tracked to identify children who may need support and trends.</p> <p>In the staff survey 90% of staff said behaviour of pupils is at least good.</p> <p>There is work to do to ensure a balance with the rewards alongside sanctions.</p> <p>Resolution: Governors approved the Behaviour for Learning Policy.</p> | |
| 11. | <p>Governor Business Governor Code of Conduct (previously distributed) Resolution: Governors adopted, and in doing so agreed to abide by, the governor code of conduct.</p> <p>Governor Training Record (previously distributed) Governors were encouraged to access training and were reminded to complete the Child Protection training on Educare.</p> | |
| 12. | <p>Any Other Business Catering The Headteacher, SBM and CFO have a meeting on 9th December 2021 as part of a central review on the Dolce contract. The SBM informed governors that a panel of students (form reps) are scheduled to meet with the Area Manager and Head Chef to give feedback.</p> <p>Challenge: A governor suggested using a panel of students with different dietary requirements. The SBM explained that the students have considered this as part of their planned questions and feedback but he will mention it to them.</p> <p>Ofsted The Headteacher reported that local schools have had Ofsted and reminded governors that the Millthorpe Ofsted report is on Decision Time. The Headteacher will be visiting the school that had Ofsted and other local schools who are prepping for a visit. There is work to do around curriculum but need to drive this forward in a way that is right for Millthorpe. Middle leaders are being supported with the documentation to scaffold a conversation to articulate their curriculum journey and progression.</p> <p>Year 7 September 2022 The Headteacher reported that the CYC data for preferences for Year 7 in September 2022 has been released</p> | |

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| | and Millthorpe has the most first preference at 280 against a PAN on 212 and the highest total preference across all schools. | |
| 13. Future Meetings | 13/Jan/22 - FGB 9/Feb/21 - FGB | |
| Approved at LGB on 13 January 2022 | | Meeting end time 8.22pm |
| <hr/> Ms Renee Rainville Chair | | <hr/> Date Signed |

Action Plan following the Meeting of the Local Governing Body on Thursday 25th November 2021

| | Action | Agenda | Person | Date |
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| 1. | Make a link governor visit and submit a report. | 7 (12.10.21) | Governors | Dec 2021 |
| 2. | Health and Safety link governor to review the H&S action plans with the SBM. | 4 | Dave Merrett / SBM | Jan 2021 |
| 3. | Anna Wynne to meet with the Headteacher and SLT Wellbeing lead and have a tour of the school. | 4 | Anna Wynne / Headteacher | Jan 2021 |

Future Agenda Items

| January Meeting | Future Meeting |
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| PPE outcomes Catering Contract Review Staff Voice CPD Outcomes | Tour of new buildings Extracurricular audit and participation rates |