



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held virtually on Thursday 13th January 2022 at 6pm

Present:

Gemma Greenhalgh (Headteacher)	Janet Bennett
Trevor Charlton	Dave Merrett
Simon Bull	Anna Wynne
Emma Hughes	Amanda Stipetic

In Attendance:

Tim Gillbanks (Deputy Headteacher)
Alex Collins (SBM)
Sophie Triffitt (Clerk)

		Action
1.	<p>Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB</p> <p>For the record of the minutes the meeting was held virtually.</p> <p>In the absence of the Chair Mr Charlton chaired the meeting.</p> <p>Apologies were received and accepted from Renee Rainville.</p>	
2.	<p>Minutes of the 25th November 20212 Meeting (previously distributed)</p> <p>The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p>Actions</p> <p>Action 1: There were link reports in the agenda pack for Health and Safety and Curriculum, Assessment, Tracking and Reporting. The Headteacher noted that there have been changes to SLT that will be covered on the agenda. A Safeguarding link meeting took place and a report will be submitted, Ms Stipetic and Ms Bennett had scheduled link visits.</p> <p>Action: Governors were asked to complete link visits and reports by the next meeting.</p> <p>Action 2: The Health and Safety Actions Plans were reviewed at the link governor meeting and reported on in the link governor report. The link governor noted that where work had not taken place the risks had been mitigated by interim actions until work can be undertaken.</p> <p>Challenge: A governor asked if there were any items of concerns. The link governor confirmed that the full list of actions was reviewed and was satisfied there were no areas of concern to report. The SBM agreed.</p> <p>Action 3: Due to Covid restrictions Ms Wynne's school visit action had been carried over to February.</p>	Govs
3.	<p>Strategic Plan Reporting and Evaluation</p> <p>KPI Report (previously distributed)</p> <p>The Deputy Headteacher explained that the finance and parent feedback information was added to the KPI Report.</p> <p>Challenge: A governor suggested including the comparator figures to the previous year for context. The Deputy Headteacher explained that this had been considered but it was agreed that a comparison to a Covid year would not provide a like for like comparison. Going forward a like for like comparison will be included.</p> <p>The link governor explained that at the link meeting critical data points that would give a useful summary were discussed as detailed in the visit report. Governors agreed a front sheet with key indicators including H&S items would be helpful.</p> <p>Challenge: A governor suggested that Pupil Premium and SEND would be an integral indicator for inclusion. The Headteacher asked governors to consider what information they would want on these cohorts or governors could have view only access to the live KPI data on Google Drive to inform their link area discussions. Governors agreed this would be helpful and were informed to contact the SBM if they did not have a school e mail address.</p> <p>The Deputy Headteacher explained the tracking and prediction data and reported that Year 11 teachers have been asked to update SIMS for students below their FFT estimated grade with intervention comments.</p> <p>Challenge: A governor noted that the reasons (cohort / Covid) for lower Pupil Premium targets have previously been discussed but asked why the Year 10 target is FFT50 as opposed to a more ambitious target. The Deputy Headteacher explained that a move from FFT50 to FFT20 wasn't a realistic target but movement towards FFT20 would be positive.</p>	

Challenge: A governor challenged that if the aim is to be an excellent school the Pupil Premium children should be pushed further than FFT50. The Deputy Headteacher explained that Pupil Premium students across the country do not achieve FFT50, at FFT50 the Pupil Premium students would be doing as well as other students in the whole cohort. The Headteacher added that three years ago the Pupil Premium national average was -0.6. In a school like Millthorpe with a smaller Pupil Premium cohort at 17% these students have a greater impact on the data compared to a school with 40% Pupil Premium that would count as a greater element of their whole school data.

The Deputy Headteacher explained that if everyone got FFT50 the Progress 8 would be zero as they achieved as expected and there was no added value. Fischer Family Trust would not know which students are Pupil Premium so a P8 of zero i.e. FFT50 would be doing well.

Challenge: A governor asked if the stronger data in Year 10 is a reflection of the cohort or less impact of Covid. The Deputy Headteacher explained that they are a more able cohort than the current Year 11. The Headteacher noted that Year 10 Pupil Premium attendance is also good compared to Year 11. The data can look different as the students move from Year 10 to Year 11 and quality assurance of the Pupil Premium predictions is needed.

Challenge: A governor asked how many rounds of tracking there will be. The Deputy Headteacher confirmed that there will be three rounds of tracking over three terms for Year 10 and two terms for Year 11.

Parent Voice

The SBM was disappointed at the low response rate of 174 and there were some responses where a specific area of dissatisfaction impacted responses across the range of questions.

Challenge: A governor noted that the questions around communication were low. The Headteacher explained that the areas highlighted were known development areas with work to do on reporting what children are doing and their progress. The work on curriculum development was started but paused when the pandemic hit to support staff wellbeing and workload when other schools didn't pause this work, in hindsight the work should have continued and it now feels like a workload impact on teachers. The Headteacher has visited other schools and is working on how to articulate why and what students are studying, the information to parents and reporting system is being developed.

Action: SBM to check that all governors have access to the Friday newsletter and governors should contact the SBM if they haven't got a school e mail.

SBM

Staff Voice CPD Outcomes

The Headteacher explained that there was follow up with staff to gather further information on the staff survey response themes that caused concern to understand where and how the school could move forward.

Challenge: A governor asked if there was an action plan from the survey feedback process. The Headteacher confirmed there is and some of the outcomes were around sharing the purpose and reason for activities in school such as quality assurance.

Challenge: The staff governor noted that the timing of the survey meant that staff were tired and in the midst of significant changes following a strange year of Covid teaching which may have impacted the responses and was confident that if the survey was done now the responses would be different. The follow up training was transparent and clearly communicated and staff feel the school is going in the right direction.

Challenge: A governor asked if the survey is done annually. The Headteacher confirmed it is annual and the MAT drive the timing of the survey. The Headteacher wanted to do the survey more frequently and have focus groups when there is capacity.

Challenge: A governor asked if the survey would be run at a different time of term next time. The Headteacher felt that earlier before half term would be better and that there was value in doing it more regularly as long as it is generating action and improvement.

It was noted that the response rate was low and not representative of everyone.

SLT

The Headteacher informed governors that SLT capacity is a challenge as Ms Andrie stepped down from the Assistant Head role and the SENCO has requested to reduce hours.

There is increasing significant mental health needs, including risk to self and harmful sexual behaviour, and associated workload and have been alerted to the number of Child Sexual Exploitation numbers in the local area being high risk.

The SENCO and Designated Safeguarding Lead have a huge piece of work around safeguarding and need to backfill and improve the SEND and Pupil Premium provision.

	<p>An Assistant Head post for SENCO and Disadvantaged to lead on strategy has been advertised to provide capacity and succession planning with an April or September start dependent on who is appointed.</p> <p>Two new Pupil Premium Champions will be appointed from current staffing.</p>	
4.	<p>Educational Performance</p> <p><u>PPE Outcomes / Pupil Premium</u></p> <p>The Deputy Headteacher reported that the Pre Public Exams were done in November and a second round will be done in February. The results were not shared as they were not done by all subjects as some are course work based or were not in a position to do them at the moment.</p> <p>The PPE data will be shared after the February round.</p> <p>The Deputy Headteacher left the meeting.</p>	
5.	<p>Finance and Budgeting</p> <p>The SBM reported that the budget remains on track for actual income and expenditure and is working on the revised budget.</p> <p>The main challenge is around agency supply costs. Not all supply needs are Covid related and there are no persistent issues with absence.</p> <p>Challenge: A governor asked if there are any areas to make savings to balance the budget. The SBM reported that the budget will be within tolerance and was not concerned but there will be decisions to make on capital plans.</p> <p>The Health and Safety link governor noted the importance not to delay any of the works to address health and safety requirements.</p>	
6.	<p>Health and Safety</p> <p>There were no questions on the link governor report.</p>	
7.	<p>Special Projects</p> <p><u>Expansion Project</u></p> <p>The SBM reported that the project has been split into three phases and phase one will start in February half term and run to Easter. Phase two and three will mainly run across the summer holidays. The school have had input into the specification and contractors will be appointed through the tender process this month. The contractors being considered have previously worked with the consultants, CYC or both and delivered satisfactorily so there is confidence in whoever is selected.</p> <p>Challenge: In response to a governor the Headteacher confirmed that the project must be completed by the start of term September 2022.</p> <p>The Headteacher explained that two full time members of staff will need to be appointed from September to meet the needs of increasing pupil numbers and this will be included in the 2022/23 budget.</p> <p><u>Catering Contract Review</u></p> <p>The SBM along with other MAT representatives met with the Dolce Regional and Area Managers in December. In general the feedback was very positive, the food is popular with the students and after an issue with staff leaving at the start of the contract they have kept the service staffed well.</p> <p>Challenge: A governor asked if the students met with Dolce. The SBM explained that they were due to do a student feedback panel but this was postponed to this term.</p> <p>Challenge: A governor asked if the staff are employed by the MAT or Dolce. The SBM confirmed that they are employed by Dolce, they were subject to TUPE retaining their terms and conditions from Hutchinson but everyone who TUPE'd across has since left. There was a new till system, recipes and processes to learn but the staff left gradually and for different reasons.</p> <p>Challenge: A governor asked if the catering is still financially lucrative. The SBM explained that sales are buoyant and it should be operating profitably</p>	
8.	<p>Policies</p> <p><u>Anti-Bullying Policy</u></p> <p>The Headteacher explained that the main changes are around how different types of bullying are dealt with.</p> <p>Resolution: Governors approved the Anti-Bullying Policy.</p> <p><u>SRE Policy</u></p> <p>The Headteacher explained that this is a model policy based on statutory guidance.</p>	

	<p>Challenge: A governor asked if there is discussion about why some people would not choose marriage and the other types of partnership options. The Headteacher assured governors that the PSHE team are very aware of covering a range of information.</p> <p>Challenge: A governor noted that there has been an increase in less tolerance around LGBTQ in society and asked if this is reflected in school. The Headteacher had no concern about an increase in incidents and have very low levels in school.</p> <p>Challenge: A governor asked if many parents opt their children out. The Headteacher confirmed that no parents had opted their child out.</p> <p>Resolution: Governors approved the SRE Policy subject to the approval date and review date being updated and a three year review cycle.</p> <p>The SBM left the meeting at 8pm.</p>	
9.	<p>Governor Business There were not items of governor business.</p>	
10.	<p>Any Other Business Challenge: A governor asked for an update on the current environment in school with Covid. The Headteacher reported that there was a positive return, good compliance with masks, attendance is circa 90% with a small number (21) of students off with Covid but have not had to send whole year groups home.</p>	
11.	<p>Future Meetings 9/Feb/22 – FGB 15/16/17 March – Committees</p>	
	<p>Approved at LGB on 9 February 2022</p> <p>_____</p> <p>Ms Renee Rainville Chair</p>	<p>Meeting end time 8.05pm</p> <p>_____</p> <p>Date Signed</p>

Action Plan following the Meeting of the Local Governing Body on Thursday 13th January 2022

	Action	Agenda	Person	Date
1.	Anna Wynne to meet with the Headteacher and SLT Wellbeing lead and have a tour of the school.	4 (25.11.21)	Anna Wynne / Headteacher	Feb 2022
2.	Governors were asked to complete link visits and reports by the next meeting.	2	Governors	9 Feb 2022
3.	SBM to check that all governors have access to the Friday newsletter and governors should contact the SBM if they haven't got a school e mail.	3	SBM	Jan 2022

Future Agenda Items

February Meeting	March Meeting	Future Meeting
Revised budget. Committee Structure	PPE Data	Tour of new buildings Extracurricular audit and participation rates