



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held virtually on Wednesday 9th February 2022 at 6pm

Present:

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

In Attendance:

John Bates (Assistant Headteacher)
Alex Collins (SBM)
Sophie Triffitt (Clerk)

		Action
1.	<p>Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB For the record of the minutes the meeting was held virtually. Apologies were received and accepted for Simon Bull, Emma Hughes and Amanda Stipetic.</p>	
2.	<p>Minutes of the 13th January 2022 Meeting (previously distributed) The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p>Actions Action 1: Anna Wynne has scheduled a meeting with the Headteacher and SLT Wellbeing Lead for early March. Action 2: Link governor reports are included in the agenda pack. Action 3: Governors had been set up with a school e mail and included on the Friday update distribution list.</p>	
3.	<p>Year 11 Intervention The Assistant Headteacher presented an update on the Year 11 intervention plan to move the current Progress 8 of +0.17 towards the target +0.25 and explained how every child in Year 11 is categorised according to P8 from -1.5 to +1.5.</p> <p>In the past a focus of intervention was on students with low learning conduct and attitude to learning which didn't deliver a significant shift in progress. This year a different approach is being taken to target those with a negative P8 but with good or better learning conduct (60 students).</p> <p>The Strive for Five aspirations programme is working with 28 students with good learning conduct who should be aiming for grades 4/5 across all subjects and 27 aiming high students who have a negative P8 but should be aiming for grades 7-9 and have good or better learning conduct.</p> <p>The intervention programme was launched in Year 11 assembly on Monday 24th January, a weekly booklet has been introduced, every teacher has been asked to provide intervention comments for these students on SIMs, there will be weekly mentor sessions to review actions and every department area has a visual guide for those who are part of the interventions.</p> <p>The Assistant Headteacher presented the booklet format and explained that every student across the year completed the reflection and recorded specific actions they would take to improve.</p> <p>There is an English and Maths crossover group of seven students who are receiving one to one targeted support from the Head and second in the department.</p> <p>A Year 11 revision skills session was delivered and focused on effective revision, time planning and information to parents. Targets and intervention programmes will be reviewed in CPD after February half term.</p> <p>The Headteacher recorded thanks to the Assistant Headteacher who has taken the lead on whole school intervention outside of his role.</p> <p>The Headteacher noted that teachers also have subject specific intervention plans.</p> <p>The Assistant Headteacher made governors aware that the 12 lowest performing students, who don't attend school, have a -36.69 P8 which cancels out the top 17 performing students.</p> <p>The Headteacher caveated the accuracy of the P8 predictions given the uncertainty of the national data but they provide an internal benchmark.</p> <p>Challenge: A governor asked if the lowest performing students are not getting the support they had in previous years will their outcomes be worse. The Assistant Headteacher assured governors that these students are getting significant pastoral support, learning conduct reports and reporting to Head of Year.</p> <p>Challenge: A governor asked about the impact of absenteeism. The Headteacher reported that there has been</p>	

	<p>a significant amount of work on attendance. School refusal is a particular concern despite investment, support and external agency engagement and is mirrored locally and nationally. Attendance usually reports above 95% and whilst this has dropped significantly it is higher than national average. The Headteacher emphasised the limited resource around mental health and specialist teachers and informed governors that there are two children who attend school with significant SEND who will not sit GCSE's and not count in the data as they had no KS2 score. There are also other children in school who present significant challenges around mental health needs and won't engage in the exam process.</p> <p>A governor noted that the SENDCo had explained the high level of staff investment to support the increasing range and high level need of special conditions.</p> <p>Challenge: A governor asked how parents will be engaged as part of the intervention plan. The Assistant Headteacher explained that he is investigating how intervention comments can be sent home through school comms and directed time after the PPE process will be used to involve parents in discussions.</p> <p>Challenge: A governor asked how Year 11 are supported to build confidence and not lose hope. The Assistant Headteacher felt the process is very supported and encouraging and explained that assemblies have focused on doing your best and assuring them there is time. The Headteacher noted that the message is getting to those in school and whilst there has been a push on punctuality there are challenges around getting the confidence message to those children who are not in or punctual.</p> <p>In response to a governor the Headteacher explained that there is persistent absence across year groups but not as significantly as it is in Year 11. The Headteacher confirmed that attendance protocols are in place to assure safeguarding.</p> <p>Challenge: Governors requested an update through the KPIs of the Year 11 intervention students.</p> <p>Challenge: A governor asked if the plan is being used with Year 10 to prepare them for Year 11. The Assistant Headteacher explained that the plan pre Covid was to do lot of this work in Year 10 and confirmed that the strategies and plan will be used in Year 10.</p>	
4.	<p>Curriculum Review</p> <p>The Headteacher reported that SLT are working on curriculum development, assessment reporting and safeguarding.</p> <p>A very experienced Assistant Head has been recruited to start at Easter and will lead on SEND and disadvantaged.</p>	
5.	<p>School Improvement Plan (previously distributed)</p> <p>The Headteacher reported that the plan has been reviewed and RAG rated.</p> <p>Challenge: A governor asked if the amber and red rated items are recoverable this academic year. The Headteacher was confident that they are and reported that the curriculum work is progressing rapidly so a number of reds will now be green with the aim to have the curriculum and assessment work in place for September.</p> <p>Challenge: A governor asked if the Headteacher was uncomfortable with any of the amber and red areas. The Headteacher explained that the greatest concern is around the Ofsted challenge being put to heads of subjects and articulating the subject rationale and sequencing, there will be challenge around moving forward certain subject departments. In addition to the curriculum work there is a focus on ensuring safeguarding and site security. Behaviour and attitude is really strong and there have been some really positive assemblies but there is a small core group of attendance issues or high level behaviour.</p> <p>Governors recorded thanks to the Headteacher and SLT for everything that has been done in difficult circumstances.</p> <p>Governors requested a review of the governance section of the SIP, safeguarding and attendance update on the next meeting agenda.</p> <p>Anna Wynne left the meeting at 7pm.</p> <p>Challenge: A governor asked if the CAMHS situation is likely to improve. The Headteacher could not confirm and explained that children taking attempts on their life can't get access to CAMHS.</p>	
6.	<p>KPI Report (previously distributed)</p> <p>Challenge: A governor asked for an update on the outstanding Health and Safety actions around documentation. The SBM confirmed that the plan was reviewed with the link governor with reasons and mitigations for actions not yet completed explained.</p> <p>Action: SBM to circulate summary of outstanding health and safety actions.</p>	SBM

7.	<p>Staffing Review There was no update to report.</p>	
8.	<p>Revised Budget (previously distributed) The SBM noted that the CFO is reviewing the proposal</p> <p>Challenge: A governor questioned the variance deficit and how that aligns with the improved in year position. It was agreed for the link governor to review the revised budget with the SBM.</p> <p><u>The Assistant Headteacher left the meeting at 7.18pm.</u></p> <p>Challenge: A governor questioned the decrease in budget for next year for supplies and services given the energy price increases. The SBM explained that the budget software has assumptions built in but this will be reviewed in detail at start budget. The MAT had negotiated an energy deal across the schools and are insulated from the current gas price increase.</p> <p>Resolution: Governors agreed to recommend the revised budget for submission to the Trust Board subject to the link governor being satisfied following the meeting with the SBM.</p> <p>Action: SBM to circulate the final revised budget submission.</p> <p>The Headteacher noted that the September 2022 intake will be high due to taking in above the PAN allocation with 239 children in catchment and an additional 11 siblings. The SBM noted that some financial benefit from increased pupil numbers will be seen next year but will need to staff from day one.</p> <p>In response to a governor the SBM confirmed he had no concerns on the manageability of the 2022/23 budget.</p>	SBM
9.	<p>Risk Record There was no update to report.</p>	
10.	<p>Safeguarding There was no update to report.</p>	
11.	<p>Pupil Premium / Recovery Premium (previously distributed) The Headteacher reported that the new member of SLT will lead on disadvantaged and there is work to broaden the remit of high level support staff on disadvantaged and safeguarding and the plan will likely change in light of this work.</p> <p>The Headteacher explained that there were three full time and one 0.8 Cover Supervisor posts, one has taken on the attendance officer work, one is on maternity leave, one is covering a maternity which leaves one full time Cover Supervisor at a time when it is difficult to secure supply.</p> <p>In response to a governor the Headteacher confirmed that the named person will be updated when the new Assistant Headteacher starts.</p> <p>In response to a governor the Headteacher confirmed that the funding split is based on EEF recommendations.</p> <p>The Headteacher noted the shift in Ofsted focus from Pupil Premium to SEND.</p>	
12.	<p>Governor Business</p> <p><u>Committee Structure</u> Delayed until more governors are recruited.</p> <p><u>Link Governor Reports</u></p> <p><u>Safeguarding</u> (previously distributed) There were no questions on the circulated report.</p> <p><u>SEND</u> (previously distributed) The link governor noted concern around staffing levels and that those with the highest level of need pull support from those with lower level needs, there are also lots of different resources to manage.</p> <p>The SBM noted that three TA2 posts have been recruited to since Christmas and one is moving over from agency at the end of the month.</p> <p>Challenge: A governor asked if the same group of teachers that provide the pastoral support to the lower Year 11 group also support SEND. The Headteacher confirmed not and explained the varying provisions across the SEND cohort.</p> <p>Challenge: A governor asked if there is a solution in the plan moving forward to cover SEND more comfortably. The Headteacher explained that there is no additional funding in the school sector and the school is getting increasing numbers of students with need. There are not enough places at Danesgate so children who can't fully access and manage at mainstream have to stay.</p>	

	Dave Merrett left the meeting. Keeping Children Safe in Education Governors were asked to complete the request from the SENDCo.	
13.	Policies Supporting Pupils with Medical Conditions (previously distributed) Resolution: Governors approved the Supporting Pupils with Medical Conditions Policy.	
14.	MAT Business There was no update to report.	
15.	Any Other Business Bereavement Policy A governor suggested implementing a bereavement policy. The Headteacher explained that the Critical Incident Policy covers immediate management of incidents within the school community but agreed there is a gap around managing the experience of bereavement. Action: Clerk to ask the Trust to consider developing a Trust Bereavement Policy.	Clerk
16.	Future Meetings 16 th March - LGB	
	Approved at LGB on 16 March 2022. _____ Ms Renee Rainville _____ Chair	Meeting end time 8.16pm _____ Date Signed _____

Action Plan following the Meeting of the Local Governing Body on Wednesday 9th February 2022

	Action	Agenda	Person	Date
1.	Circulate summary of outstanding health and safety actions.	6	SBM	Feb 2022
2.	Circulate the final revised budget submission.	8	SBM	Feb 2022
3.	Clerk to ask the Trust to consider developing a Trust Bereavement Policy.	15	Clerk	Complete

Future Agenda Items

March Meeting	Future Meeting
PPE Data Special Projects (standing) Safeguarding Attendance (rob) Review of the governance section of the SIP	Tour of new buildings Extracurricular audit and participation rates