

MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held at the School on Thursday 20th September 2012 at 6pm

Present:

Mr Bob Sydes (Chair)	Mr Trevor Burton (Headteacher)
Mr Mark Glover	Mr Steve Brereton
Mrs Eileen Robertson	Ms Nicola Mitchell
Mr Richard Newton	Mr Richard Bridge
Mr Matthew Burton	Cllr Dave Merrett
Mrs Sarah Barbacane	Mr Tim Hooper
Mr Stephen Boorman	

In Attendance:

Mrs Anne McCoulough (cover Clerk)
Miss Amy White (Clerk) [until 6.35pm]
Mr Scott Butterworth (Deputy Head)
Mr Tim Gillbanks (Assistant Head)

**Apologies:
(with consent)**

Mrs Penny McIntyre
Mr Paul Hay
Mr Bill Schofield
Mr Don Henson
Mrs Christine Oliver

**Apologies:
(not given)**

None

Action

1 Apologies, Welcome & Introductions, Declaration of Interests, Any Items for AOB

The Chair welcomed everyone to the meeting.

Apologies for absence were received from Mrs Penny McIntyre, Mr Bill Schofield, Mr Paul Hay, Mr Don Henson and Mrs Christine Oliver.

The Chair welcomed Mrs Sarah Barbacane, (new LA Governor) and Mr Richard Bridge (prospective new Community Governor). Amy White was welcomed as the new Clerk to the Governing Body; she will be taking over this role from Anne McCoulough.

Round the table introductions followed for the benefit of new Governors. Mrs Barbacane gave a brief outline of her background and Mr Bridge spoke to Governors about joining the Governing Body as a Community Governor.

Governors unanimously agreed that Mr Bridge be appointed as a Community Governor for a period of four years.

Proposed: Mr R Newton **Seconded:** Mr T Burton **Vote:** unanimous

There were no declarations of interest received.
There were no items for AOB.

The Chair advised Governors that Dr Claire Antrobus had resigned from the Governing Body, due to her increased work commitments.

2. Election of Chair and Vice-Chair

The Clerk took the chair for this item.
Bob Sydes was unanimously elected as Chair of the governing body for a term of office of one year.

Proposed: Trevor Burton

Seconded: Stephen Boorman

Eileen Robertson was unanimously elected as Vice Chair for a term of office of one year.

Proposed: Bob Sydes

Seconded: Nicola Mitchell

Bill Schofield (who had sent his apologies to the meeting, but had nominated himself for the position of Vice-chair) was unanimously elected as Vice Chair for a term of office of one year.

Proposed: Bob Sydes

Seconded: Nicola Mitchell

3 **Appointment of Community Governor**

Covered under item 2.

4 **Minutes of previous Full Governor Meeting held on the 12th July 2012**

4.1 Corrections and Agreement

The minutes of the meeting held on the 12th July 2012 had been previously distributed. The minutes were agreed as a true and accurate record and were signed by the Chair.

4.2 Matters Arising

The action points were reviewed.

AP10 – Review of the Charing and Remissions Policy – Mr Newton reported that he had met with Alex Collins (School Business Manager) to review the policy and was planning a further meeting, to agree the proposed changes.

AP11 – Whole Governing Body training – The Chair advised Governors that he had contacted Sue Pagliaro at the Governor Support & Development Service, to discuss the various training options available.

AP12 – Presentation on the new Pastoral Structure – deferred to the next FGB meeting

Clerk

All other action points had been completed.

Appointment of Associate Member

Glyn Jones was unanimously elected as an Associate Member of the Governing Body, for a term of one year.

Proposed: Bob Sydes

Seconded: Stephen Boorman

Vote: Unanimous

5 **School Governor Business Interests**

Pecuniary interest forms were completed by governors and returned to the Clerk for recording.

6 **Headteacher's Report**

The report had been circulated prior to the meeting.

The Headteacher highlighted the following aspects of his report:

Since the 5-7-12, six students have left Millthorpe and nine students have joined, the totals for each year group were noted by Governors.

The new staff appointments were detailed in item 5.2 of the report and the Headteacher explained that the recent staffing structure had increased the number of TA2 posts required in school.

The Headteacher advised that the LA were unlikely to financially support any redundancies in the future.

The report included figures from the Period 3 monitoring report, reflecting 25% of the financial year.

The Headteacher welcomed any questions from Governors.

A Governor asked for clarification on the Admissions limit? The Headteacher replied that the maximum number of students is 204 and the budget is set on the maximum intake. The Headteacher was pleased that the number of pupils had increased by 20, from the previous

year and look forward to a successful and positive Open Evening to come.

7 GCSE Results – including a presentation

The Chair outlined the recent national events concerning the English GCSE results. Exam results had been disappointing due to the grade boundaries being moved, affecting pupils who sat the exam in June.

Mr Gillbanks presented the Y11 2012 Exam Results and the following points were noted:-

- 5 A*-C (including English and Maths) was 50%, in 2011 it was 59% and in 2010 it was 64%.
- 5 A*-C was 78%, in 2011 it was 82% and in 2010 it was 85%.
- Expected progress English (3 levels) was 55%, in 2011 it was 75% and in 2010 it was 80%.

The result of 50% for 5*-C (incl E&M) was particularly disappointing as in March 2012; it was predicted to be 64%. Governors noted that the Government's floor target for 5A*-C's including English & Maths had increased to 40%. Floor targets for 3 levels of progress in English and Maths are set on the national median, which is not currently known. Millthorpe School achieved 55% for English (probably below floor target) and 68% for Maths (probably above floor target).. Mr Gillbanks explained that schools which fall below this national benchmark are more likely to trigger an Ofsted Inspection. The results for Ebacc had dropped to 18%, the previous year they had achieved 30% and in 2010 the result had been 31%.

Governors scrutinised the results and noted an average points score of 349 points. This is calculated from the best 8 GCSE results of pupils. Governors noted that 50% of the GCSE's achieved by pupils, were not necessarily in the correct subjects.

Expected progress for English (3 levels) of 55% was noted, along with the figure of 68% for 3 levels of Expected progress in Maths. This was an increase of the previous year's figure of 60%.

Mr Gillbanks explained the format of the GCSE English Language exam and the process of the in-house moderation. The comments made by the Exam Board and the 'over generous' marking of the English GCSE paper in January, were discussed by Governors. This changing of the grade boundaries, which resulted in a potential loss of 10 marks per paper, affected the overall outcomes for Millthorpe pupils. This had affected the foundation paper more than the higher paper which had been taken by pupils. Governors noted that the grade boundaries in controlled assessments had also been changed, by 3 marks in each unit.

2012 Exam results at Millthorpe were the best results to be achieved in English Literature, but the worst results in English Language.

The Headteacher commented that the number of pupils achieving 5A*-C (including E&M) would have been the same as in 2011, had the exam grade boundaries not been moved. He commented that more focussed targeting needs to be carried out.

Governors noted that the LA were pursuing with a legal challenge over the marking of the English papers.

6.35pm Amy White left the meeting

Mr Gillbanks drew Governors attention to the GCSE subject entry exams and the comparison with the FFTB and FFTD, alongside the Actual marks received. He explained for the benefit of Governors FFTB and FFTD (FFTB – results inline with expected progress and FFTD having a measure of challenge as they are compared with the top 25% of Schools nationally). The FFT (Fischer Family Trust) consider gender, KS2 scores and date of birth, to estimate the outcomes at Y11.

Governors noted that English Literature had achieved 81.8%, exceeding the FFTD target of 77.2%.

Governors scrutinised the Residual figure for specific GCSE subject areas, were the residual

figure was noted to be flagged up in red (below expected progress) and celebrated were the residual figure was in green (above expected progress).

Governors commented on the residual for DT Textiles which was -3.4, however as there were only 6 pupils in the group, this figure was not significant. An excellent result for History (residual of 6.1) was noted by Governors.

Biology and Physics had produced results which had been better than expected, but Chemistry was not as good as expected, with a residual of -1. The overall figure was 96.7% exceeding the FFTD target of 93.4%.

The following BTEC results (% A*-C) were noted:-

- BTEC Sport (2 GCSE) – 88%
- BTEC Science (2 GCSE) – 98%
- OCR National IT (1 GCSE) – 99%
- OCR National IT (2 GCSE) – 100%
- RE (0.5 GCSE) – 60%
- Diploma (4 GCSE) – 89%

Governors reviewed the data comparing GCSE results for 2012 with 2011. Mr Gillbanks emphasised the need for pupils to ensure they opt for the right courses. The SLT will be discussing the results with each Head of Department, drilling down into each individual teaching group.

A Governor commented on the disappointing English results and asked if this figure had been factored out of the results, what would the residual figure be? Mr Gillbanks replied that the A*-C proportion would be 72%, the same as in 2011.

A Governor asked if the exam board were focusing on the lower paper, at the pupils who were striving to achieve a Level C pass. Mr Butterworth explained that there was a new syllabus with new criteria. Pupils are allocated to specific bands and within the criteria the wording will be important (insightful rather than factual). Millthorpe were marking strictly to this set criteria and had been advised to opt for the Foundation paper.

A Governor asked if the scores in the FFT tables were based on the whole school or just on pupils? The Headteacher replied that it related to the pupils studying for the specific subjects, where the KS2 results are known. The Headteacher added that where there is a small cohort (e.g. Dance and Spanish), then more fluctuation in the results can be expected.

Mr Gillbanks explained that individual teaching groups now have their own FFT targets to achieve. Governors commented on the disappointing Core Science results. The Headteacher acknowledged these results and was confident in the new Head of Department and explained that BTEC Science is to be continued until the results improve.

The results for Science were as follows:-

- Science Core %A*-C for 2012 was 46.5% and for 2011 was 72.7%.
- Science Add %A*-C for 2012 was 34.2% and for 2011 was 61.9%.

Mr Gillbanks said that the Science department will be encouraging those pupils who are good in Science, to study Triple Science.

A Governor commented on the excellent History results (94.7%) and asked if pupils look at these results when choosing their options? Mr Butterworth commented on the excellent results and the fact that the History department had made KS3 more challenging and reduced the number of pupils opting to take History at KS4. The Headteacher acknowledged the work done by the History department to make the course more engaging for students and highlighted the excellent teaching which had been demonstrated in the department.

A Governor asked if the results are likely to impact on the pupil entry numbers in the future? The Headteacher replied that this was likely and therefore every effort needs to be made to showcase the school at its best, at the up and coming Open Evening.

Mr Butterworth added that the value of early entry for pupil's, is that it will provide an

opportunity for pupil's to see how well they are performing in a specific subject and also by achieving a good grade, they would be able to focus on other subject areas.

Governors scrutinised the performance of different groups, noting that a positive residual means making more than expected progress. The mean residual for students eligible for FSM was -50.6. This figure is significantly below expected progress and the Headteacher reassured Governors that work would be done to reduce the gap.

Improvements for 2012 were noted as follows:-

- Early entry for Maths in November and English in January, to effectively plan any interventions required.
- Modifications to the curriculum, to benefit and allow pupil's to move forward into year 12.
- A 'data war room' is to be created, to allow staff to quickly and easily identify those pupil's who are underachieving.
- Individual department's to review the exam results.
- More accurate targeting by staff.

Further information is to be reported at the Quality & Curriculum committee meeting on the 24-10-12. The Chair added that any Governor who is not a member of the Q&C committee, is welcome to attend this meeting.

The Governing Body wished to record its thanks and gratitude to the Headteacher and staff, for their hard work in achieving the excellent results for 2012. The Headteacher was asked to convey this message to staff.

HT

8 School Improvement Plan

A copy of the SIP 2012-13 had been circulated prior to the meeting. The Headteacher pointed out that the document had been reviewed following the exam results. As discussed at previous meetings, Governors were reminded that links were to be established to strategic priorities/focus points within the plan. This will help enable Governors to challenge, scrutinise and become more involved with the SIP, so that they are able to report back to the Full Governing Body, on their specific area.

The Headteacher drew Governor's attention to the following points:-

- SP1: Improve achievement through high quality first wave teaching – plans to replace CPD with professional learning, to help teachers teach better. A sequence of training sessions have been organised such as; differentiation in lessons, numeracy, management of behaviour. Training requirements will be agreed as part of the individual staff performance management reviews. Lesson observations to be carried out, this has been discussed with the Unions. The Headteacher commented that he was pleased with the attitude, support and openness of his staff, in agreeing a protocol for these drop-ins to take place. Middle Leaders will then intervene as appropriate. Gareth Davies is a mentor for the Heads of Department, developing specific areas of work. On-line text books for students are being considered over the cost of replacing paper copies.
- SP2: Improve achievement through accurate identification and intervention of poor progress – There is a new pastoral structure in place, support and intervention for vulnerable groups.
- SP3: Improve behaviour and achievement through our new pastoral & inclusion structure – new pastoral structure, encouraging pupils to take a more active role in school life, involvement in School Council.
- SP4: Improve our monitoring and evaluation through very clear procedures for middle leaders – A self evaluation is to be produced by the end of term, with all feedback linking to a central point.
- SP5: Continue to improve the effectiveness of Governance – the Chair informed Governors that this was to be looked at initially by the 2 Vice-Chairs.

A Governor asked what the process of identifying what the Governing Body needs to do, to improve its effectiveness included? The Chair replied that old priorities would be reviewed and built upon.

- SP6 to SP8 need to be maintained, but are not a high priority as those previously discussed.
- The Headteacher added that general improvements need to be made in areas of H&S and acknowledged the expertise of Mark Glover to help move this priority forward.
- The appointment of Alex Collins as School Business Manager, will help support the work in school.
- Collaborative working with Primary schools is to continue to help with transition to secondary school.

A Governor asked about attainment and exam technique and challenged the school on any additional preparation to be included in the future? The Headteacher replied that the school had worked with 30 pupils, who had been identified as needing additional support, however this had not been as successful as the school had hoped.

The Headteacher pointed out to Governors, some of the techniques used by staff, to help and remind pupils what they need to be doing on exam day.

A Governor asked if there was any study support outside of school hours? The Headteacher replied that the RE department use Edmodo, an online tool which has proved to be very effective for independent learning outside of school. This is to be used by all departments in the future.

A homework club is available, currently 3 pupils attend. An extra curricular timetable is currently being drawn up.

The next item to be taken on the agenda was item 10.

10 Committee Work Programming

The Chair reminded Governors of their involvement with the priorities in the School Improvement Plan, including responsibility for specific links to policies. The work is to be managed through the committee Chairs, to ensure that the Governing Body is working effectively and monitoring progress in school.

7.50pm Mr S Boorman left the meeting

The Chair requested that all Governors read the School Improvement Plan, so that they are familiar with the detail in the document.

The Clerk was asked to circulate the statutory policy list.

All
Governors

Clerk

9. Academy Update

An additional FGB meeting has been arranged for the 8-11-12 to discuss Academies. This is the only item on the agenda, there will be no other business discussed at this meeting.

Matt Burton gave a brief verbal update as follows:-

- A Task & Finish Group has been set-up and has been working on the Academies project during the summer.
- Implications 'For and Against' converting to Academy status have been considered.
- The different models of Academies, obligations, freedoms, legalities and the process of conversion have all been investigated.
- A meeting had been held with Archbishop Holgate School, this had been very useful and discussions had taken place around the funding issue and the impact on the SLT and Governing Body.
- A report is to be finalised and presented to Governors on the 8-11-12.

11 Items of Correspondence

None to report.

12 Committee reports

Chairs of committees were reminded to formulate their meeting agendas using action points from the Executive Committee meetings.

13 Reports and business updates from Committees

13.1) Executive

The Executive committee had met on the 11-9-12, there were no minutes available.

14 Chairs Briefing papers

Governors had been given the opportunity to access the papers on the LA portal. The Chair gave a brief outline on the papers.

14.1) School Funding Reform

Governors noted the contents of the paper.

A Governor asked if the closure of Burnholme Community College would have a positive impact on Millthorpe School in terms of finances? The Headteacher replied that there will be a positive impact, however there will also be costs associated with the closure.

14.2) York Youth Council's Anti Poverty Campaign – Update

Governors noted the contents of the paper. The York's School Uniform Charter and Free School Meal Charter were included in this briefing paper.

14.3) Anti Bullying Survey – Stand Up for Us 2012

Governors noted the contents of the paper.

A suggestion was made that a Governor could be linked to Behaviour Management, Rewards & Sanctions, within the SIP at Millthorpe School.

14.4) School Improvement

Governors noted the contents of the paper.

A presentation of the city wide Key Stage Results 2012 had taken place at the LA Briefing.

15 Governor Training / Visits

None to report.

16 Dates of Future Meetings:-

Thursday 8th November 2012 – additional meeting to discuss Academies

Wednesday 5th December 2012

Thursday 14th March 2013

Wednesday 10th July 2013

17 Confidentiality

There were no confidential items which needed to be minuted separately.

Meeting end time 8pm

**Mr Bob Sydes
Chair**

Date Signed

**Action Plan following the Meeting of the Full Governing Body
On Thursday 20th September 2012**

	Action	Agenda	Person	Date
1	Agenda item: Presentation on the new Pastoral Structure (<i>carried forward from FGB 20-9-12</i>)	4.2	Clerk	FGB 5-12-12
2	Pass on thanks and gratitude to all staff, for their hard work in achieving the excellent results for 2012.	7	HT	asap
3	Read the SIP	10	All Governors	
4	Circulate the statutory policy list to Governors	10	Clerk	asap

Standing Agenda Items

- Correspondence
- Governor Training & Governor Visits

Future Agenda Items

School Newsletters:

All the newsletters and whole school letters are on the home page of the website for anyone to look at.
www.millthorpeschool.co.uk .