

MILLTHORPE SCHOOL



**Minutes of the Meeting of the Board of Governors  
Held at the School on Thursday 12<sup>th</sup> December 2013 at 6.00pm**

**Present:**

Mr Trevor Burton (Headteacher)	Mr Bob Sydes (Chair)
Mr John Fletcher	Mr Richard Newton
Mr Don Henson	Mrs Christine Oliver
Ms Jenny Kent	Mr Martyn Pysanczyn
Ms Nicola Mitchell [until 8.15pm]	Mr Bill Schofield
Mr Tim Moat	Ms Helen Thomas [until 7.00pm]

**In Attendance:**

Mr Scott Butterworth (Deputy Headteacher) [until 8.10pm]
Miss Amy White (Clerk)

		Action																						
1	<p><b>Apologies, Welcome &amp; Introductions, Declaration of Interests</b> The Chair welcomed everyone to the meeting and noted apologies from Sarah Barbacane, Cllr Dave Merrett, Tim Hooper, Eileen Robertson and Glyn Jones. There were no declarations of interest.</p> <p><b>1.1) Appointment of Community Governor Martyn Pysanczyn</b> The Chair welcomed and introduced Martyn Pysanczyn and proposed his appointment as a Community Governor. Tim Moat seconded the appointment and governors unanimously approved the appointment. Round the table introductions took place.</p>																							
2	<p><b>Minutes of the meeting held on 3<sup>rd</sup> October 2013 (previously distributed)</b></p> <p><b>2.1) Corrections and Agreement</b> Subject to a typing amendment on page 8, the minutes were approved as a true and accurate record of the meeting and were signed by the Chair.</p> <p><b>2.2) Action Plan and Matters Arising</b></p> <table border="1"> <tr> <td>The Executive Committee to discuss specific support role for Glyn Jones</td> <td>Carry Forward</td> </tr> <tr> <td>Carry forward: Amend Chair's Report to include reference to teaching quality, performance review of the Headteacher and SLT relationships</td> <td>Carry Forward</td> </tr> <tr> <td>Produce a report on the deficit budget for FGB</td> <td>Completed – the report was circulated within the minutes of the Finance and Staffing Committee meeting.</td> </tr> <tr> <td>Correct and reissue capital expenditure information</td> <td>Completed</td> </tr> <tr> <td>Confirm attendance at the Open Evening with the Clerk</td> <td>Completed</td> </tr> <tr> <td>Re-examine and update SP5 to reflect the discussions</td> <td>Completed</td> </tr> <tr> <td>Discuss review measures for performance related pay</td> <td>Completed</td> </tr> <tr> <td>Committees to allocate link governors to relevant sections of the SIP</td> <td>Completed</td> </tr> <tr> <td>Link governor list to be updated on the school website</td> <td>Completed</td> </tr> <tr> <td>Produce a report from the Ex-Or F&amp;S Committee meeting held on 18<sup>th</sup> September</td> <td>Completed</td> </tr> <tr> <td>Review the LA Briefing Paper on SEND Reform and provide relevant feedback.</td> <td>Completed – a brief report would be given under item 11 and the written information and response</td> </tr> </table>	The Executive Committee to discuss specific support role for Glyn Jones	Carry Forward	Carry forward: Amend Chair's Report to include reference to teaching quality, performance review of the Headteacher and SLT relationships	Carry Forward	Produce a report on the deficit budget for FGB	Completed – the report was circulated within the minutes of the Finance and Staffing Committee meeting.	Correct and reissue capital expenditure information	Completed	Confirm attendance at the Open Evening with the Clerk	Completed	Re-examine and update SP5 to reflect the discussions	Completed	Discuss review measures for performance related pay	Completed	Committees to allocate link governors to relevant sections of the SIP	Completed	Link governor list to be updated on the school website	Completed	Produce a report from the Ex-Or F&S Committee meeting held on 18 <sup>th</sup> September	Completed	Review the LA Briefing Paper on SEND Reform and provide relevant feedback.	Completed – a brief report would be given under item 11 and the written information and response	<p>Exec. Chair</p>
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		<p>would be circulated. Thanks were passed to Christine Oliver for her work.</p> <p>Completed</p>	<b>Chair</b>
	<b>Items for Action</b>		
<b>3</b>	<p><b>School Uniform Consultation – for discussion and decision</b> (<i>attached</i>)</p> <p>Governors confirmed that they had received the e-mails and information relating to the school uniform consultation prior to the meeting. This information included responses from parents, students and staff. The Chair explained that he had met the Headteacher the previous week and felt there were not enough parental responses. A reminder would be sent to parents and following the extension a total of 48% of parents had responded. It was agreed that this level of response was positive.</p> <p>The Chair explained that during the meeting governors needed to ensure that they considered the responses, discussed the concerns before making a decision based on reasoning and evidence.</p> <p>The Chair outlined the headlines from the responses as below:</p> <ul style="list-style-type: none"> <li>· <b>Rules</b> – there were a lot of responses regarding rules including whether students would be permitted to remove their blazers.</li> <li>· <b>Timing</b> – some concerns had been received relating to students wearing differed uniforms and the potential for bullying.</li> <li>· <b>Cost</b> – concerns included low income and whether the school had the costings correct.</li> <li>· <b>Too similar to neighbouring school</b></li> <li>· <b>Footwear</b> – responses had considered the opportunity to change the rules relating to footwear.</li> <li>· <b>Quality</b> – a number of responses felt Rawcliffes (uniform suppliers) did not deliver quality products.</li> <li>· <b>Number of ties</b> – Responses raised a concern that House ties/different ties could create a potential for bullying.</li> </ul> <p>Other responses considered the differences in students’ attitudes, potential for a phased change (e.g. jumpers then blazers), and a bespoke blazer without piping. Governors also highlighted that there had been some concerns relating to washing blazers.</p> <p>The Chair suggested discussing the headlines and then voting on the following:</p> <ol style="list-style-type: none"> <li>1) Change of uniform or no change of uniform.</li> </ol> <p>If a change was agreed, voting on:</p> <ol style="list-style-type: none"> <li>2) Jumper or blazer</li> <li>3) Bespoke or Rawcliffes</li> </ol> <p>Governors discussed key areas and concerns as follows:</p> <p><b>Rules</b></p> <p>The Headteacher highlighted that the comments received were at the extremes. To address some of the concerns the Headteacher explained that students were expected to wear/arrive to school in their uniform (including jumper and blazer if agreed) but teachers were also expected to ensure students were comfortable to learn. If students were warm in class they would be permitted to remove their blazers and teachers would manage this within their classrooms. Regarding comments that suggested there was a health and safety risk to jumpers and blazers, the Headteacher reiterated that teachers would not allow students to get too hot. The Headteacher stated that he did not think concerns relating to rules were a central part of the decision.</p> <p>Governors asked if the Headteacher could foresee a difference in the way teachers would manage uniform if a change was agreed. The Headteacher answered that in his view there could be a few minor difficulties with ties and jumpers but he did not feel there would be a significant burden for staff. The Headteacher then said that the school would campaign for students to look smart and as long as the students looked smart every detail of the uniform (e.g. top button) would not be checked. A governor suggested that once a decision was made, the School Council could be involved in setting rules relating to uniform.</p> <p>The Deputy Headteacher acknowledged that the rules relating to uniform could impact on the decision to change or not change the uniform. He explained that the school would operate a rule of ‘reasonableness’ and consider how, as a staff group, the rule would be approached. If the uniform changed and became</p>		

more complicated it was recognised that there would be some work to enforce rules and ensure students were smart.

A governor highlighted that a phased uniform change could present issues for staff. The Deputy Headteacher acknowledged the comment and stated that he did not envisage any major issues as the existing rules were well enforced. The Deputy Headteacher said that the upper school would look different if a phased uniform change was agreed but he did not feel that the upper school greatly influenced the attitudes of the lower school.

The Headteacher stated that more than half of the parent responses stated a preference for quicker phasing of the uniform. The Headteacher highlighted a potential issue with quicker phasing as some families would have existing uniform that still fit. As link governor to Communication, Tim Moat highlighted that it would be crucial to effectively communicate the final decision and what was expected. He stated that if the school was clear and upfront the decision would be received more positively.

Governors discussed that the staff group were generally in favour of a change in uniform and initial motivation had come from the Student Council. It was considered that, if a change was agreed, a core group of students no in favour could resist. The Headteacher acknowledged that there was a similar situation with the current uniform and it would be important to establish the change and rules in the first few weeks.

Considering the proposal for House ties, the Deputy Headteacher explained that it offered the opportunity to develop House identity and he felt this would be positive. The ties would be used within school to emphasise belonging and not create difference. Governors further discussed ties and it was highlighted that primary school children did not wear ties and they were being worn less in business environments. Some governors felt that they were valuable to a smart uniform.

A governor highlighted that when he had been at school there had been a phased uniform change. From his experience there had been no major issues and staff did not appear to spend a lot of time dealing with uniform issues.

#### **Cost**

Governors discussed that the cohort of families was broad and they agreed that cost was one of the most important considerations. It was recognised that the school did not want to impose a change of uniform on struggling families.

Considering the responses received from parents, it was highlighted that some parents had stated that they could not have just one blazer. Governors discussed that it would be difficult to cater for all personal standards and their main issue was to ensure students were smart without major cost implications. It was expressed that more than one blazer per student was not necessary as they lasted a number of years. Governors acknowledged that the life of the blazer was impacted by the quality of the material and how it was washed.

In response to a parent comment that the costings appeared wrong, a governor said that the Headteacher had presented positive options relating to marginal costs and one option appeared to be cheaper than the current uniform. Governors discussed that the cost of the uniform would depend on how many items were purchased, especially considering the higher cost items.

It was stated that the current jumpers faded the more they were washed and it was possible to distinguish families who had more than one jumper. Governors discussed that perceptions of blazers were that they looked smart and must therefore cost more. A governor highlighted that a blazer purchased elsewhere (not Rawcliffes or bespoke) could cost in the region of £11 rather than £29. It was suggested that a school badge could be produced to allow families to purchase a less expensive blazer and sew on the school badge. The pros and cons of a badge were considered and it was discussed that the cost might be reduced but there was potential for issues with the badge looking like a patch or being sewn on lopsided. A further concern was raised that other suppliers might have a differed shade or colour blazer and this could make it obvious which pupils had a less expensive uniform. Governors also discussed that some less expensive uniforms were sometimes false economy as they did not necessarily last as long.

A governor considered the possible thoughts of the parents had not responded to the consultation and the Deputy Headteacher clarified that all parents had been in receipt of the information. The Deputy Headteacher then said that he believed that if parents had felt strongly they would have been more likely to respond to the consultation; including those who were economically less well off.

The Headteacher stated that broadly speaking the affordability of a new uniform should not be significantly different for parents. He explained that research had been completed to ensure that new uniform proposals did not cost more than the current uniform.

A governor asked what provision was available for parents who could not afford a uniform. The Headteacher explained that a £50 grant was available for Free School Meal (FSM) students and additional funding could be applied for. Governors were informed that parents were encouraged to apply for FSM but it was becoming increasingly difficult to get parents to apply. The Headteacher explained that the main issue was for non-FSM students as there was no grant/provision available. A second hand uniform shop had been previously set up and the Headteacher said that he would be happy for the school to facilitate this.

A governor asked if the bespoke uniform option was fair trade. The Headteacher confirmed that the bespoke uniform was produced in Portugal and the Rawcliffes uniform was ethically sourced from China. The Chair suggested that governors might want to consider this information in relation to the school ethos. A governor highlighted that there had been no comments in the consultation regarding where the uniform was sourced but it was agreed that it should be acknowledged in relation to the school principles.

It was reiterated that the governing body needed to debate the issues and make a decision. This would include a view of the principles and a more detailed discussion of certain areas to justify the final decision. The Chair agreed that it was important to record and evidence the thorough discussion. It was clarified that the minutes from the meeting would be published in the public domain.

The discussion moved to consider the relative weight of views from students, parents and staff. Link governor to the School Council, Don Henson, explained that the School Council meetings had taken the views seriously and the initiative had come from the Council. A rigorous discussion took place regarding the views of students, parents and staff and governors acknowledged that all groups were impacted: students would be wearing the uniform, staff would be managing the uniform within school and parents would be paying and caring for the uniform. It was agreed that all views/voices were significant and needed to be respected and considered.

In response to a question it was clarified that governors needed to make a decision during the meeting as, if the decision was made to change the uniform, parents would need time to prepare for the change. The Chair said that governors were a collective for all groups and would be making a decision for the school for the foreseeable future.

Governors enquired about a dress code for staff and the Headteacher responded that if the uniform was changed he would like to consult staff regarding a dress code. The Headteacher said that he was generally happy with the current staff dress but he acknowledged that there was a range.

*Helen Thomas left the meeting at 7.00pm*

### **Timing**

The Chair highlighted that there had been a lot of comments received regarding timing and the concern of potential bullying during a phased introduction. A governor reiterated that when his school had changed the uniform he was not aware of any major problems and the phasing had worked well and been understood by the pupils.

A governor expressed that if the uniform was changed it would be positive to phase introduction as there was already a mind set for change. Another governor suggested that all Year 7 pupils could have the new uniform and the other years could change after a year. This would allow parents to get another year of wear out of recently purchased uniforms.

A governor noted that the proposal to change was brought about by current pupils and it would be a shame for them to miss out on the opportunity to wear a new uniform. Governors considered the momentum for change and noted that the majority of students had been in favour of a change of uniform.

Governors acknowledged that some phasing would be inevitable and a suggestion was made that phasing from Year 7 upwards could be the least resistance from parents but some students would miss out.

If the decision was made to change the uniform, governors considering the option for phasing sections of uniform; for example, introducing the jumper then a blazer. It was also considered that a jumper, shirt and tie combination for Year 11 would allow a change of uniform with less expense.

The Headteacher highlighted a concern relating to the length of time Rawcliffes would stock two uniforms. Governors were also made aware that a member of the Rawcliffes sales team had told parents that Rawcliffes would not be keeping stock. The Headteacher confirmed that this was not true and Rawcliffes would be holding stock.

Governors considered the responses relating to parents who had just bought their child a uniform. The Headteacher was asked if there was any response to mitigate these concerns. The Headteacher replied that some schools used the Pupil Premium Grant to purchase uniform but the grant should ideally be used to support students academically. The Headteacher then said that he was unsure of the number of families who maintain a uniform for more than one year. Governors acknowledged that maintaining a uniform for more than a year would depend on such things as how many siblings were in a family and rate of growth.

Considering a one year grace/phasing option – which would potentially result in two uniforms in one class – governors discussed the potential bullying issues. The Deputy Headteacher explained that he did not feel this would be a significant issue. He said that uniform and behaviour would be dealt with in a similar way to current systems and these systems were robust. Some governors expressed that they would still be uncomfortable with this option.

If a change was agreed, the Chair reported that the proposal would be for all year groups to wear the new uniform from September 2014 except for Year 11 (the current Year 10). Governors agreed that this would be easier for the school to manage.

#### **Footwear**

The Headteacher felt that footwear could be discussed at a future meeting and asked for it to be disregarded from the current discussion and decision.

#### **Ties**

Governors discussed ties in more detail and the Deputy Headteacher reported that his personal preference was for House ties. He explained that House ties would make the Houses more easily identified as the students moved around the school.

Governors noted that the differentiation between upper and lower school had been removed in the proposal. The Headteacher explained that this was to give more focus to House ties. A suggestion was made that the colours of the ties could be reversed to identify upper and lower school. The Headteacher acknowledged the suggestion and highlighted that if this option was agreed the ties would need to be sold in house to ensure students had the right tie.

The Deputy Headteacher highlighted that families were not necessarily allocated to the same House and parents had raised the concern that they would not be able to 'hand down' a tie. It was noted that ties could be sold second hand.

In response to a question about House related bullying, the Deputy Headteacher reported that it did not currently take place and he did not feel the ties would significantly impact/encourage bullying.

A governor highlighted that some parents had mentioned clip-on ties and the Headteacher was asked if this had been considered. The Headteacher replied that he had looked into clip-on ties and the feedback from other schools was mixed. The Headteacher acknowledged that it was a fair suggestion.

#### **No change**

The Chair moved the discussions to consider not changing the uniform and highlighted that a third of parents who had responded had voted for no change.

Governors rigorously discussed the options and votes and a governor highlighted that there were five options and the option for no change had the largest amount of votes. It was argued that the combined votes for the other options gave a majority vote for changing the uniform. It was reiterated by a governor that the proposal for a change to uniform had come from students wanting to look smarter. All three interest groups (students, parents and staff) had voted, with a majority, for changing the uniform.

Governors discussed that all options could be passionately argued but a key consideration was the school moving forward. It was considered that, in hindsight, the consultation could have asked for a vote on *change* or *no change*. Further voting options could then have been presented relating to changing the uniform. Governors agreed that care was needed when considering the data that supported the arguments but it was acknowledged that there seemed to be an overwhelming vote for change.

A governor said that it was important to know and consider the benefits of changing the uniform, rather than just looking at the data. Governors discussed that though there was no evidence or research to link uniform with achievement but they felt there was an impact on confidence. The Headteacher stated that uniform could have a positive impact on relationships with others and preparing students for future endeavours. He felt this was important in terms of presentation and aspirations.

Governors agreed that uniform helped to provide a life lesson to students by highlighted that there are times when they will have to dress to achieve. The link to aspirations was also further discussed and a governor highlighted that there had been a psychological change within the school and a change in uniform could be symbolic and a celebration of what had been achieved. This would send a powerful message that the school was moving forward.

### **Vote**

#### 1) Change of uniform or no change of uniform

- Governors unanimously voted to change the school uniform

#### 2) Jumper or blazer

Examples of the bespoke and Rawcliffes jumper and blazer were available at the meeting for governors to consider.

Governors noted that there had been an overwhelming preference for a jumper and this could not be discounted. The Headteacher highlighted the updated results from parents who had voted as follows: Jumper, 116 votes, Blazer, 106 votes.

A governor asked if when the blazer had been voted for there had been an assumption that a jumper would be worn underneath. The Headteacher acknowledged that the blazer was a proposal with the option of a jumper in the winter to provide flexibility.

Governors voted as follows:

- Jumper: 0
- Blazer: 11
- Abstained: 1

#### 3) Bespoke or Rawcliffes

The Headteacher made governors aware that the gold trim option had been withdrawn and replaced with a blue trim following comments from students. He explained that the students had not wanted a colour that was as distinctive as the gold.

Governors were reminded that the Rawcliffes blazer was fairly sourced and the bespoke blazer was fair trade. Governors asked if the materials were similar and were informed that both were polyester and machine washable. The material was discussed further and governors took the opportunity to feel the quality of the blazers and jumpers. The pros and cons of cotton and polyester were also discussed.

In response to a question about the difference in price of the bespoke and Rawcliffes blazers, it was clarified that it was not substantial and they were in the region of £29 - £33.

In response to a question relating to the jumpers under the blazers, the Headteacher confirmed that the bespoke jumper cost the same with or without the stripe and Rawcliffes had said they could include the stripe on their jumper with the school crest.

Considering the suppliers, the Headteacher explained that Rawcliffes would sell at a retail level and the bespoke option would only be sold through the school. As such, the bespoke option would have some cost and time implications on the school and would require stock to be carried.

Governors voted as follows:

- Bespoke: 0
- Rawcliffes: 8
- Abstained: 3

	<p>Following the votes, governors further discussed the detail on the jumper and blazer. In response to a question regarding the cost of a school badge (to be sewn onto jumpers or blazers), Tim Moat reported that for 1,000 badges embroidered in the school colours, the cost would be 66p per badge.</p> <p>A governor asked if a badge on the jumper would be necessary if it was going to be worn underneath the blazer. It was considered that a plain jumper under a blazer would provide parents with more options. A concern was raised that problems could be encountered if parents purchased their jumpers elsewhere and they were a different style.</p> <p>In response to further questions regarding the style of the jumper, the Headteacher said that he could speak to Rawcliffes regarding a stripe on the jumper instead of the school emblem. Governors briefly discussed the colour of the stripe and gold was suggested.</p> <p>Governors considered if they could make further decisions (such as the colour of the stripe on the jumper) without consulting with parents. The Headteacher acknowledged that parent responses had suggested other considerations. A governor highlighted that an e-mail from a parent had expressed that they hoped the vote would be demographic. However, it was discussed that the vote would not be demographic as the governing body would take full responsibility for the final votes and decision.</p> <p>A governor suggested that the consideration relating to the jumper could be discussed with the School council. Governors agreed that decision to add a stripe to the jumper would be deferred following consultation with the School Council and a review of the cost.</p> <p>Governors sought confirmation on the purchase of school badges that could be sewn onto blazers. It was clarified that the previous discussion had highlighted that there was no need for more than one blazer and the £29 option was robust and would last longer.</p> <p>It was clarified that the blazers would come with ties.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously agreed to House ties that were different for Key Stage 3 and Key Stage 4.</li> </ul> <p><b>Timing</b></p> <p>Governors discussed the timing and phasing of the uniform. In light of previous discussions there was a vote on introducing the new uniform from September 2014 for the whole school except Year 11 (current Y10):</p> <ul style="list-style-type: none"> <li>▪ For: 10</li> <li>▪ Against: 1</li> </ul> <p><b>Communicating the decision</b></p> <p>Governor discussed how to inform students, parents and staff at the earliest opportunity to remove the possibility of rumours. After some discussion it was agreed that the decision would be announced to staff and students the following morning and an e-mail would be sent to parent. The Headteacher would also call Rawcliffes to advise them and the decision would be posted on the school website.</p> <p>Governors also agreed that the Headteacher and Chair would produce a more detailed letter to parents that would be sent in the new year. This letter would outline the issues discussed, the decision made and the benefits of the decision.</p> <p>Tim Moat offered to put together the e-mail that would be sent to parents and highlighted that it was important to advise parents that a more detailed analysis of the decision would be circulated in the new year.</p>	
4	<p><b>Headteacher's Report</b> (<i>previously distributed</i>)</p> <p>Governors received the Headteacher written report which had been distributed prior to the meeting.</p> <p>Due to the time taken for the uniform consultation, the Chair suggested discussing the proposal to alter the Senior Leadership structure and the policies. The detail of the remaining items (4, 5 and 6) would be deferred to the next Full Governing Body meeting or relevant committee meetings. Governors expressed that the uniform discussion had been important and they agreed to defer the other items.</p> <p><u>Proposal to alter the Senior Leadership Team structure</u></p> <p>The Headteacher presented a proposal for a change to the Senior Leadership Team (SLT) structure and governors acknowledged that they had received the written proposal prior to the meeting and the Finance and Staffing Committee had discussed it in detail.</p> <p>The Headteacher highlighted that the basis of the proposal was that the weight of one of the assistant</p>	

	<p>headteacher job descriptions was too high for the pay scale of an assistant headteacher. The job description incorporated responsibility for areas including curriculum, assessment, reports, intervention and timetable. The Headteacher stated that in other schools these responsibilities would be carried out by a deputy headteacher not an assistant headteacher.</p> <p>The Headteacher further explained that since the appointment of the Assistant Headteacher to that role, the role had grown. The Headteacher said that if the current Assistant Headteacher in that role was to resign, the school would not be able to recruit to the increased responsibilities at assistant level.</p> <p>The Headteacher clarified that the proposal was not for an additional SLT member but for the assistant headteacher position to be increased to deputy headteacher level on the same range as the current Deputy Headteacher. The Headteacher stated that he wanted to retain the high quality and stability of the SLT.</p> <p>Governors were informed that the Finance and Staffing Committee had reviewed the proposal and asked for a consultation to be held with the SLT and staff. The Headteacher confirmed that he had carried out this consultation and no responses had been received from staff. The Headteacher then stated that he was asking for governor approval to implement the change in staffing and pay grade from January 2014.</p> <p>In response to a question regarding finance, it was noted that the written proposal outlined the financial impact as £1,200 in the first year, increasing over four years to £7,000. The Chair highlighted that the Finance and Staffing Committee had considered the financial impact and recommended the proposal for approval.</p> <p>A governor asked if there were any implications relating to HR or the LA. The Headteacher answered that he had contacted the LA and HR and the advice was that the proposal was acceptable.</p> <ul style="list-style-type: none"> <li>▪ Governors agreed the proposed change to the SLT from January 2014 Proposed: Bill Schofield                      Seconded: Don Henson                      Approved: Unanimously</li> </ul>	
5	<p><b>School Improvement Plan 2013/14</b> <i>(previously distributed)</i> This item was deferred to relevant committees and the next Full Governing Body meeting.</p>	
6	<p><b>Three Year Improvement Plan</b> <i>(previously distributed)</i> This item was deferred to relevant committees and the next Full Governing Body meeting.</p>	
7	<p><b>Service Level Agreement – Clerking</b> This item was deferred.</p> <p><i>Scott Butterworth, Deputy Headteacher, left the meeting at 8.10pm</i></p>	
8	<p><b>Policies for Approval</b>  <b>8.1) Safeguarding</b> <i>(previously distributed)</i>  <b>8.2) Child Protection</b> <i>(previously distributed)</i>  <b>8.3) Governor Allowances</b> <i>(previously distributed)</i>  Governors acknowledged that they had received the above policies prior to the meeting and had the opportunity to read and review them.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously approved the Safeguarding Policy, Child Protection Policy and Governor Allowances Policy.</li> </ul> <p><b>8.4) Behaviour Principles written statement (approval to go to consultation)</b> <i>(previously distributed)</i>  The Headteacher explained that the Behaviour Principles statement provided guidance to the Headteacher on how to construct the Behaviour Policy and consultation needed to take place.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously approved the Behaviour Principled written statement for consultation.</li> </ul> <p><b>8.5) Budget Management Policy</b>  It was agreed that the Budget Management Policy would be reviewed again by the Finance and Staffing Committee.</p>	F&S
	<p><b>Items for Information</b></p>	
9	<p><b>Committee Matters</b>  <b>9.1) Terms of Reference for approval</b> <i>(previously distributed)</i></p>	



	<p><b>9.2) School and Community Committee meeting report – 17<sup>th</sup> October (previously distributed)</b>  <b>9.3) Quality and Curriculum Committee meeting report – 24<sup>th</sup> October (previously distributed)</b>  <b>9.4) Finance and Staffing Committee meeting report – 14<sup>th</sup> November</b>  <b>9.5) Executive Committee meeting report – 21<sup>st</sup> November</b></p> <p>These items were deferred to the next Full Governing Body meeting.</p>	
10	<p><b>Chair's Report</b>  This item was deferred to the next Full Governing Body meeting.</p>	
11	<p><b>Link Governor Reports</b>  <b>Safeguarding Report – Bill Schofield (previously distributed)</b>  Governor received Bill Schofield's Safeguarding Report which had been distributed prior to the meeting.</p> <p><b>SEND Reform – Christine Oliver</b>  Christine Oliver reported that there would be some changes to the Special Educational Needs and Disability (SEND) Reform from September 2014. Christine highlighted that 'statements' would be replaced with Education, Health and Care Plans (EHCP) from birth to 25 years. The EHCP was a complicated plan incorporating personal budgets and a local offer.</p> <p><i>Nicki Mitchell left the meeting at 8.15pm</i></p> <p>Christine further highlighted that the Director of Inclusion (Mary Griffiths) had produced informative response/comments and it was agreed that this information would be circulated to all governors.</p> <p>Christine was thanked for her report.</p> <p><u>School Website</u>  The Headteacher briefly updated governors on the progress of the governor section of the website. He explained that work had been completed to get the section as up to date as possible. The section currently included a list of the full governing body members, meeting dates, link governors, meeting agendas and meeting minutes. This section of the website would be replicated on the new school website.  The Headteacher made governors aware that the new website would have a section for Ofsted including all of the information produced by governors relating to key areas. The Headteacher said that he had looked through the documents received and was impressed by the knowledge of governors.</p> <p>In response to a question relating to statutory policies, the Headteacher acknowledged that the Equalities Policy needed updating but all other statutory policies were in place.</p>	C.Oliver
12	<p><b>Governor Training</b>  <b>Data Sessions with Maxine Squire</b>  This item was deferred to the next meeting.</p>	
13	<p><b>Confirmation of FGB meeting dates:</b>  Thursday 27<sup>th</sup> March 2014  Wednesday 9<sup>th</sup> July 2014</p>	
14	<p><b>Confidentiality</b>  There were no items recorded as a confidential minute.</p>	
	<p>Governors were thanked for their contribution to the meeting and the Chair acknowledged that it was evident from the discussions that governors had read all of the information provided.</p> <p>Meeting end time 8.20pm</p> <p>_____</p> <p><b>Mr Bob Sydes</b>  <b>Chair</b></p> <p>_____</p> <p><b>Date Signed</b></p>	

**Action Plan following the Meeting of the Full Governing Body on Thursday 12<sup>th</sup> December 2013**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Carry forward: The Executive Committee to discuss specific support role for Glyn Jones	2.2	Executive Comm.	9 <sup>th</sup> January
2.	Carry forward: Amend Chair's Report to include reference to teaching quality, performance review of the Headteacher and SLT relationships	2.2	Chair	asap
3.	Circulate SEND Reform written information and response to all governors	2.2 / 11	Chair / Christine Oliver	By Spring Term
4.	E-mail parents to advise them of the uniform decision	3	Headteacher / Tim Moat	13 <sup>th</sup> December
5.	Advise Rawcliffes of uniform decision	3	Headteacher	13 <sup>th</sup> December
6.	Produce detailed letter regarding analysis and decision on uniform to send to parents	3	Headteacher / Chair	January 2014

**Future Agenda Items**

- School Improvement Plan 2013/14
- Three Year Improvement Plan
- Service Level Agreement – clerking
- Terms of Reference for approval
- Committee reports

**Finance and Staffing Committee:** Budget Management Policy

**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](http://www.millthorpeschool.co.uk) .