



## MILLTHORPE SCHOOL

### Minutes of the Meeting of the Board of Governors Held at the School on Tuesday 16<sup>th</sup> September 2014 at 6.00pm

**Present:**

Mr Trevor Burton (Headteacher)	Mr Richard Newton
Mrs Katie Hurrell	Mr Martyn Pysanczyn
Ms Jenny Kent	Mr Bill Schofield
Mrs Gillian Markland-Zuiderwijk	Mr Bob Sydes (Chair)
Ms Nicola Mitchell	Mrs Jane Terrett
Mr Tim Moat	Ms Helen Thomas <i>[until 7.15pm]</i>

**In Attendance:** Miss Amy White (Clerk)

		Action
1	<p><b>Apologies, Welcome &amp; Introductions, Declaration of Interests</b> New governors, Jane Terrett and Katie Hurrell, were introduced and welcomed to their first Full Governing Body meeting. Round the table introductions took place.</p> <p>Apologies for absence were received from Helen Ainsworth, Sarah Barbacane, Naomi Heaton, Don Henson, Tim Hooper, Cllr Dave Merrett and Eileen Robertson.</p> <p>Business Interest forms were circulated by the Clerk. These were checked, signed and returned.</p>	
2	<p><b>Election of Chair and Vice-Chair</b> Nomination forms had been circulated prior to the meeting. A nomination had been received for Bob Sydes to continue as Chair of Governors.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously elected Bob Sydes as Chair of Governors for a period of one year. Proposed: Nicki Mitchell      Seconded: Bill Schofield      Approved: Unanimously</li> </ul> <p>Helen Thomas and Tim Moat had been nominated for the position of Vice-Chair. Helen and Tim withdrew from the meeting.</p> <p>Governors discussed the nominations and the current arrangement of having two vice-chairs. It was agreed that two vice-chairs was effective and supported succession planning.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously elected Helen Thomas and Tim Moat as Vice-Chairs of Governors for a period of one year. Proposed: Martyn Pysanczyn      Seconded: Richard Newton      Approved: Unanimously</li> </ul> <p>Helen Thomas and Tim Moat returned to the meeting and were informed of the decision.</p>	
3	<p><b>Minutes of the meeting held on 9<sup>th</sup> July 2014 and 15<sup>th</sup> July 2014 (previously distributed)</b> <b>3.1) Corrections and Agreement</b> The minutes from the 9<sup>th</sup> July were approved as a true and accurate record of the meeting and were signed by the Chair.</p> <p>With reference to the minutes of the meeting held on 15<sup>th</sup> July, it was noted that Cllr Dave Merrett had sent his apologies for the meeting and these had not been recorded. Subject to this amendment, the minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p>	
<b>Items for Action</b>		
4	<p><b>Committee Structure Approval</b> A governor expressed that it was her understanding that the structure had been approved at the meeting on 15<sup>th</sup> July and this meeting was to consider and approve the Terms of Reference for each committee. The Chair acknowledged the comment and said that he would like absolute clarity regarding the separation of the remit of the Quality and Curriculum Committee and the proposed names of the new committees.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously agreed the separation of the Quality and Curriculum Committee into the Achievement and Curriculum Committee and the Teaching and Learning Committee.</li> </ul>	

- Governors unanimously agreed that the School and Community Committee would be disbanded and the Development Committee would be set up.

Governors noted that they had discussed in detail their issues and concerns regarding a formal Executive Committee (comprised of Chair, Vice Chairs and committee Chairs). Following the previous meeting, the Chair had circulated his thoughts on maintaining a Chairs' Forum and attached draft terms of reference for consideration. The Chair acknowledged the concerns of members of the governing body and said that the final decision on the Forum needed to be with the agreement of the Full Governing Body. It was highlighted that the Chairs' Forum would not have any delegated responsibility but would maintain a structural overview of committees and the Full Governing Body and co-ordinate work.

A governor asked what process would be used for setting the Full Governing Body agenda, as this had previously been done by the Executive Committee. The Chair answered that prior to the Executive Committee the Headteacher, Chair and Clerk would meet to discuss and agree FGB agendas. An agenda setting meeting had been held prior to this meeting and had been very beneficial. The Chair proposed returning to this system and clarified that governors could continue submit items for discussion to the Clerk prior to meetings.

- Governors agreed that this system would be used going forward.

A governor asked how regularly the Chairs' Forum would meet. The Chair answered that he felt regular meetings should be set but he did not have any dates yet. A governor highlighted that the Executive Committee had carried out a lot of work in preparation for Ofsted and asked if the Chairs' Forum would continue such work. The Headteacher answered that the Forum would co-ordinate this kind of work but the committees would complete and monitor the work.

Considering clerking of the Chairs' Forum, the Headteacher said that discussions had taken place and it was felt that, as the Forum did not have delegated powers, it was not necessary to formally clerk the meetings. A governor challenged not clerking the meetings as important discussions would be taking place. The governor was reassured that a summary of the meeting and any actions would be taken and circulated to all governors after each meeting and further discussions would take place at committee level and be minuted.

- Governors agreed that formal clerking would not be necessary but a summary of key points and actions should be circulated to all governors.

A governor expressed a concern that the systems and processes were being changed for the sake of change. The governor said that the Governing Body should be structure around the objectives and outcomes of the school and governing body, not the other way round. Another governor agreed with the comments made but highlighted that the reason for the structure change was to remove the feeling of the two tier system of governance; which was a concern for a number of governors. It was noted that all governors were welcome to attend the Forum and any committee meeting.

Governors discussed the concerns relating to the two tier system and, in response to comments made, it was clarified that the concerns were not personal to the members of the Executive Committee but directed at the system. Governors agreed that there needed to be trust and transparent working and the new committee structure reflected this.

The Headteacher explained that the Executive Committee had been set up at a time when the school and particularly governance, was in a difficult place. The Committee had been successful in addressing the issues and moving the school and governance forward. As the school was in a stronger position, the Headteacher felt that it was an appropriate time for a structure change. The Headteacher acknowledged that all governors had the same status but shared his view that the Chair, Vice Chairs and committee chairs had all accepted additional responsibilities. As such, adequate support needed to be in place and the Forum would help provide this support.

Governor unanimously agreed the following Committee Structure:

- Finance and Staffing Committee
- Teaching and Learning Committee
- Achievement and Curriculum Committee
- Development Committee
- Chairs' Forum (no delegated responsibilities)

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**Terms of Reference**

Draft terms of reference had been previously circulated by the Chair for the following:

- Finance and Staffing Committee

	<ul style="list-style-type: none"> <li>· Chairs' Forum</li> <li>· Development Committee</li> <li>· Pay and Performance Management Panel</li> <li>· Headteacher Performance Management Panel</li> <li>· Appeals and Grievance Panel</li> </ul> <p>New governor noted that they had not received these terms of reference and an action was agreed that the new governors would be added to the governing body's e-mail address.</p> <p>The Chair reported that the Clerk had advised that Pay Committee/Panel and Pay Appeals Committee/Panel Terms of Reference were appended to the Pay Policy, which would need to be reviewed and approved following recent changes. As such, it was agreed that these TOR would be deferred to the following meeting. The Headteacher made governors aware that queries were being raised relating to the deadlines in the new Pay Policy.</p> <p>A governor asked if the Pay Panel and Headteacher Performance Management Panel had decision making powers. It was clarified that the Pay Panel had decision making powers for teacher pay progression (following review of recommendations and evidence) but the Headteacher Performance Management decision needed to be ratified by the Full Governing Body.</p> <p>In response to a question the Headteacher reported that all teacher appraisals would take place by 31<sup>st</sup> October and the Headteacher would make pay recommendations by the end of November for the December Pay Panel meeting.</p> <p>In response to a question it was clarified that the Appeals and Grievance Panel would hear all grievances, including staff grievances. The Chair noted that complaints and grievances were very rare and were conducted in line with the Complaints Policy and Procedures.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously agreed to defer the Pay Panel, Appeals and Grievance Panel and Headteacher Performance Management Terms of Reference.</li> <li>▪ Following earlier discussions, governors unanimously adopted the Chairs' Forum Terms of Reference and the Development Committee Terms of Reference.</li> </ul> <p>The Chair reported that work was taking place on the TOR for the Achievement and Curriculum Committee and the Teaching and Learning Committee. Nicki Mitchell explained that the initial committee structure proposal outlined some of the remit for the A&amp;C and T&amp;L committees and could be used as a basis for the new TOR. Nicki offered to help produced these TOR.</p> <p>Considering the new Finance and Staffing Terms of Reference, a governor highlighted that the previous terms had been discussed in detail and it was felt that there had not been enough information relating to staffing. It was agreed that the Chair and the Clerk would compare the TOR and re-work them to ensure they reflect legalities and the full remit of the committee.</p> <p>Terms of reference for the Achievement and Curriculum Committee, Teaching and Learning Committee and Finance and Staffing Committee would be brought to the next meeting for consideration.</p>	<p style="text-align: right;"><b>Action</b></p> <p style="text-align: right;"><b>Agenda</b></p> <p style="text-align: right;"><b>Action</b></p> <p style="text-align: right;"><b>Action</b></p> <p style="text-align: right;"><b>Agenda</b></p>
6	<p><b>Committee Membership</b></p> <p>In order to move business forward, governors unanimously agreed that absent members of the governing body would be allocated to committees based on their previous allocation and skills. The absent members could then raise any uncertainties or concerns with the Chair.</p> <p>To support new governors in their decision, the Headteacher outlined the remit of each of the committees.</p> <p>In response to a question the Chair clarified that the Development Committee would maintain responsibility for the Asset Management Plan and overseeing buildings and premises.</p> <p>In response to a question regarding statutory reconstitution of the governing body and the impact on committees, the Chair answered that the committee structure would not be affected. He Reconstitution would be discussed in detail at the next FGB meeting.</p> <p>Governors discussed and approved the committee membership and the Clerk agreed to circulate the information to all governors.</p>	<p style="text-align: right;"><b>Action</b></p>

7	<p><b>Election of Committee Chairs</b>  Due to the number of absentees, governors unanimously agreed to defer the election of committee chairs to the next meeting. It was further agreed that the Clerk would produce nomination forms for each committee to seek nominations prior to the meeting. The Clerk explained that only the named members of a committee could nominate and elect their chair. The Clerk also requested that, prior to submitting the nomination form, governors check that the person they are nominating is happy to be put forward.</p> <p>In response to a question the Headteacher clarified that the School Improvement Plan was based on the new committee structure. A governor said this was beneficial to know as it would outline for prospective committee chairs what they needed to drive forward.</p>	
8	<p><b>Meeting Dates</b>  Meeting dates had been circulate for all LA clerked meetings. These were approved.</p> <p>The Chair agreed to set and circulate meeting dates for the Chairs' Forum. It was agreed that these would be held once a term.</p> <p><u>Training</u>  The Chair highlighted that new training opportunities and dates had been circulated by the Governor Support and Development Service (GSDS). The training had been re-vamped following a consultation held by the GSDS the previous year and the opportunities were more tailored. The Chair highlighted that there was a lot of beneficial training available and he would recommend attendance at sessions relating to Performance Related Pay and Appraisals, Managing Finance and the Chair as Team Leader. Helen Thomas reported that the Role of the School Governor module had included valuable information and was recommended for new governors.</p> <p><i>Helen Thomas left the meeting at 7.15pm.</i></p> <p>Governors were informed that Helen Thomas and Bill Schofield were producing a training plan for the governing body. Bill explained that he and Helen were proposing that some training would be compulsory and some voluntary. Governors were asked to inform Bill or Helen when they booked onto a training course. Bill further reported that Cluster training sessions would continue to be pursued.</p> <p>Governors discussed their experiences of training sessions offered and the changes that had been made to address issues. It was also discussed that training could be in the form of reading key documentation and completing online training. It was noted that the GSDS online training provider, GEL, issued certificates for training completed.</p>	Action
<b>Items for Information</b>		
9	<p><b>Open Evening – Thursday 25<sup>th</sup> September 2014 from 6pm</b>  Governors noted the date and time of the Open Evening for prospective students and the Headteacher asked for governor representation. Governors discussed the benefit of the evening and the opportunity for the governing body to engage with parents.</p>	
10	<p><b>Any Other Business</b>  Bill Schofield informed governors that after the success of the first session in the summer term, the school would be hosting another Ofsted Event for Cluster schools. The event would be taking place on 21<sup>st</sup> October from 6.30pm, in partnership with Copmanthorpe Primary School who had also been recently inspected. The Clerk would be circulating an invitation to all cluster governors on 17<sup>th</sup> September.</p>	Action
11	<p><b>Confidentiality</b>  There were no items recorded as a separate, confidential minute.</p>	
<p>Meeting end time 7.35pm</p> <p>_____</p> <p><b>Mr Bob Sydes</b> Chair</p> <p>_____</p> <p><b>Date Signed</b></p>		

## Action Plan following the Meeting of the Full Governing Body on Tuesday 16<sup>th</sup> September 2014

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Add new governors to central e-mail address	5	Head / Jon Deamer	asap
2.	Draft terms of reference for the Achievement and Curriculum Committee and the Teaching and Learning Committee	5	Nicki Mitchell / Chair	15 <sup>th</sup> October / 4 <sup>th</sup> November
3.	Re-work the Finance and Staffing terms of reference	5	Chair / Clerk	13 <sup>th</sup> November
4.	Circulate Committee Membership to all governors	6	Clerk	asap
5.	Set meeting dates for Chairs' Forum and e-mail to all governors	8	Chair	Asap
6.	Circulate the Ofsted Event invitation to all governors in the Southbank Cluster	10	Clerk	17 <sup>th</sup> September
<b>Ongoing or Future Actions</b>				
	Invite governors to the SIP session with Staff and involve governors in the working groups			
	Hold earlier discussion with all governor before drafting the governance section of the SIP			
	Governors to visit assemblies and receive more information on the school's collective worship/activities			

### **Future Agenda Items**

- Behaviour and Attendance Report – Autumn Term
- Housing Development impact and place planning – Autumn Term
- Pay Policy
- Pay Panel TOR
- Appeals and Grievance Panel TOR
- Headteacher Performance Management TOR
- Nomination of Committee Chairs

### **Committee Agendas**

- Analysis of Early Entry Exams
- Pupil Premium – Standing Item