



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
Held at the School on Monday 6th October 2014 at 6.00pm**

Present:

Mr Trevor Burton (Headteacher)	Ms Nicola Mitchell
Ms Helen Ainsworth	Mr Tim Moat
Mrs Sarah Barbacane	Mr Richard Newton
Ms Naomi Heaton	Mr Martyn Pysanczyn
Mr Don Henson	Ms Eileen Robertson <i>[from 6.40pm]</i>
Mr Tim Hooper	Mr Bill Schofield
Mrs Katie Hurrell	Mr Bob Sydes (Chair)
Ms Jenny Kent	Mrs Jane Terrett
Mrs Gillian Markland-Zuiderwijk	Ms Helen Thomas
Clr Dave Merrett	

In Attendance:

Mr Scott Butterworth (Deputy Headteacher) <i>[until 7.25pm]</i>
Mr Tim Gillbanks (Deputy Headteacher) <i>[until 6.50pm]</i>
Miss Amy White (Clerk)

		Action															
1	<p>Apologies, Welcome & Introductions, Declaration of Interests The Chair welcomed everyone to the meeting. There were no apologies for absence or declarations of interest.</p> <p>1.1)Appointed Associate Members The Chair reported that Glyn Jones had been an appointed associate member for a number of years to provide a link to York College. However, Glynn had been unable to attend meetings during the last academic year. Governors noted that Sarah Barbacane provided a current link to the college and acknowledged the upcoming changes to the governing body due to reconstitution.</p> <ul style="list-style-type: none"> It was agreed that Glyn’s term as an appointed associate member would not be renewed. Governors recorded their thanks to Glyn for the time and support he had given the school over the years. 	Chair															
2	<p>Minutes of the Extra-Ordinary meeting held on 16th September 2014 <i>(previously distributed)</i></p> <p>2.1) Corrections and Agreement With reference to item 5 and the production of Terms of Reference for Achievement and Curriculum and Teaching and Learning, a governor noted her understanding that the terms would be produced by the committee chairs following their election. The elections were not taking place until the current meeting.</p> <ul style="list-style-type: none"> Subject to the above amendment the minutes were agreed as a true and accurate record of the meeting and were signed by the Chair. <p>2.2) Action Plan and Matters Arising</p> <table border="1"> <tr> <td>Add new governors to central e-mail address</td> <td>Completed: Governors noted that there was some out of date information on the website and it was agreed that Jon Deamer would be asked to update the site. It was further agreed that log-in details would be sent to new governors.</td> <td>Action Action</td> </tr> <tr> <td>Draft terms of reference for the Achievement and Curriculum Committee and the Teaching and Learning Committee</td> <td>Carry Forward: this would be done by the committee chairs once elected.</td> <td>Action</td> </tr> <tr> <td>Re-work the Finance and Staffing terms of reference</td> <td>It was agreed that the Finance and Staffing Committee would review and re-work the terms at their first meeting.</td> <td>F&S</td> </tr> <tr> <td>Circulate Committee Membership to all governors</td> <td>Completed</td> <td></td> </tr> <tr> <td>Set meeting dates for Chairs’ Forum and e-mail to</td> <td>Carry Forward</td> <td>Action</td> </tr> </table>	Add new governors to central e-mail address	Completed: Governors noted that there was some out of date information on the website and it was agreed that Jon Deamer would be asked to update the site. It was further agreed that log-in details would be sent to new governors.	Action Action	Draft terms of reference for the Achievement and Curriculum Committee and the Teaching and Learning Committee	Carry Forward: this would be done by the committee chairs once elected.	Action	Re-work the Finance and Staffing terms of reference	It was agreed that the Finance and Staffing Committee would review and re-work the terms at their first meeting.	F&S	Circulate Committee Membership to all governors	Completed		Set meeting dates for Chairs’ Forum and e-mail to	Carry Forward	Action	
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all governors	
Circulate the Ofsted Event invitation to all governors in the Southbank Cluster	Completed
There were no matters arising.	

Items for Action

3 **Governor Code of Conduct** (*previously distributed*)
Governors received the Governor Code of Conduct and the NGA document outlining governor roles and responsibility. It was felt that the documents were informative and the NGA document should be an appendix to the Code.

- Governors unanimously adopted the Code of Conduct and NGA appendix.

4 **Key Stage 4 Results**
Tim Gillbanks (Deputy Headteacher) tabled the Key Stage 4 results and gave a presentation of the headlines. The following information was highlighted:

- The 2014 results were the school's best results ever
- 71.2% achieved 5A*-C including English and Maths (5A*-C En Ma), this is compared to 70% in 2013 and 56% in 2012. It was noted that the 2014 cohort had lower intake (KS2) data than the 2013 cohort.
- Only three school in the city had improved on their 2013 results
- Exceeded Fischer Family Trust D (FFTD) estimates for the second year
- The Pupil Premium gap had narrowed
- An ambitious target had been set at 74% achieving 5A*-C En Ma. This would have put the school in the top 10%. 71.2% had achieved the indicator putting the school in the top 15% of schools.
- The school was the 3rd highest achieving school in the city compared to 5th in 2013 and 9th in 2012

A governor asked if the cohorts were similar in other local schools. It was noted that some were weaker cohorts but there was fluctuation.

A governor asked if the results were first sitting or final. Tim answered that the results presented were the final results, not the first sitting.

- 35% achieved the English Baccalaureate compared to 29% in 2013 and 19% in 2012. It was noted that not all students studied the subjects required for the E-Bacc.
- 21 out of 24 subjects were in the top 25% of subjects in the country for the A* - C indicator
- 20 subjects exceeded the FFTD estimate for A* - A
- ICT National was studied after school and 67 / 80 pupils achieved a Merit or Distinction
- ITQ had a pass rate of 167 / 170

Progress

Tim explained that if a student arrives at Level 4 they need to achieve a C Grade to make the expected three levels of progress (3LP). L4 pupils who achieve a B+ grade have exceeded expectation by making 4LP. Governors noted the levels of progress within the results document and specifically noted the following:

	School 3LP	School 4LP	FFTD 3LP	FFTD 4LP	Target 3LP	Target 4LP
English	79%	43%	73%	36%	80%	40%
Maths	78%	42%	71%	34%	80%	40%

Considering early entry exams and the view that they could be detrimental to higher achieving students (A*-A), governors were informed that Ofsted had highlighted that early entry in Maths had not gone against the school's A* - A grades.

Governors said that the results were fantastic across the board and there had been obvious improvement over the last four years. Tim said that every department had a banner showing their results.

Year 10 Entry

Tim outlined the Year 10 Entry results and highlighting the following:

- The whole cohort of 195 students had been entered for English Literature and 77% had achieved A*-C. The student numbers in this cohort had since increased
- Governors had deliberated the early entry but the students would not have a whole year to focus on their English Language
- 111 students had been entered for Core Science with 72% achieving A*-C and 6% achieving A*-A. Both indicators had exceeded FFTD. Tim explained that the A*-A results appeared low but students studying Triple Science (often higher achievers in Science) do not take Core Science.
- A very positive Year 10 results day had been held
- The current Year 10 cohort would also be entered for English Literature and Core Science.

A governor asked if students would have the opportunity to re-sit English or Science if they did not achieve an A*-C. Tim answered that students would be given this opportunity and a detailed programme of study would be put in place as the subjects would be studied outside of set curriculum time.

Scott Butterworth (Deputy Headteacher) further noted that a significant proportion of students who did not achieve a C grade would find it a challenge to achieve the C. They would not have the time to focus on studying English Language in Y11.

In response to a question it was clarified that the re-sits would be taken at the end of the academic year with the rest of the GCSE exams. Tim explained that no exams could be taken in November and the current Y11 would be sitting more exams in a three week period. There would be careful consideration of which students would be entered for re-sits and the programmes of work would be carefully tailored.

The Headteacher reported that he was teaching Additional Science to a number of students who had not achieved a grade C in Core Science. Half way through the year there would be careful consideration and discussion regarding re-sitting Core Science. It was noted that it would entail a lot of additional work. In response to a question about the re-sit, Tim clarified that the students would need to re-sit two papers and their coursework. Scott further clarified that re-sits were not only being offered to those who had not achieved a C grade. Discussions were also taking place with students and parents who were aiming for an A*-A grade (among others). It was important to hold these discussions as the additional work would be outside of the curriculum.

Tim reported that the school was aiming to be in the top 5% of similar schools and presented the Average Point Scores of the current Y11 cohort and 2013/14 Y11 cohort. He highlighted that the current Y11 cohort had lower KS2 scores than any previous year. The Headteacher added that if the current Y11 cohort achieve 71% this would be a great result and show significant progress from intake. Governors acknowledged that it was important to understand the variations year or year regarding cohort ability and intake levels.

Closing the Gap between Pupil Premium and Non-Pupil Premium

Tim reported that the gap was closing between PP and NPP students and the school had exceeded the 2014 target that governors had set. The Headteacher reported that the school had approximately 30 Pupil Premium students and a lot of focus and effort had been put into supporting this group and the school was pleased with the output. Governors noted that the school had been invited to talk at a Pupil Premium Progress conference following such positive results.

Governors noted that the Achievement and Curriculum Committee would be reviewing the results in more detail.

Eileen Robertson entered the meeting at 6.40pm.

A governor asked if all students had been entered for their exams. Tim answered that all students had been entered for English, Maths and Science and explained that non-entry (no result) would still be counted within the results for these subjects. He said it was very rare for students to drop-out of a course and this would only be due to exceptional, out of school, circumstances.

The Chair thanked Tim for his presentation.

Governors recorded their thanks to the Senior Leadership Team and all staff for a tremendous performance.

A&C

5 School Improvement Plan 2014/15 (tabled)

The Headteacher tabled update 8 and explained that each section of the SIP had been allocated to a governor committee. He asked that committees allocate Link Governor at their first meeting.

	<p>The school's Self-Evaluation Summary was tabled and the Headteacher highlighted that Pupils' Achievement and Behaviour and Safety had been self-evaluated as Outstanding (1). The Headteacher explained that the school needed to demonstrate consistently high standards and had two years worth of data to evidence this. Quality of Teaching and Leadership and Management had been self-evaluated as Good (2) and there would be a drive to get these to Outstanding.</p> <p>The Headteacher said that additional data would be available in January 2015 but he felt that the school was currently Good to Outstanding. It was agreed that aspects of the SES would be reviewed in detail at committee meetings and link governors would be allocated appropriately.</p> <p><u>School Improvement Priority 7: Continue to Improve Governance</u></p> <p>The Chair reported that at the previous meeting governors had raised a number of concerns about the focus of SP7 and that it was not challenging enough. These concerns had been considered and the SP7 had been updated. The Chair then noted that governing body reconstitution had not been included within SP7 and asked for governor views.</p> <p>It as discussed that reconstitution was statutory and did not need to be included in the SIP but would still provide challenge regarding training and self assessment.</p> <p><i>Tim Gillbanks left the meeting at 6.50pm.</i></p>	
6	<p>Governing Body Reconstitution <i>(previously circulated)</i></p> <p>The Chair highlighted the recommended timeline from the LA, which was part of the LA Briefing paper. Governors acknowledged the deadline of 13th February for the draft Instrument of Government to be sent to the Governor Support and Development Service. It was agreed that the recommended NGA skills audit would be circulated to all governor to start the process.</p> <p>The Chair asked governors how they would like to take the process forward. If they would like to set up a Working Group or discuss the options at Chairs' Forum.</p> <p>A governor asked if there was any LA support available and the Clerk answered that she would support the process. The Clerk explained that the governing body should consider the skills it requires to run effectively and the number of governors needed to cover these skills. The governing body should also consider its link governor system and committee structure to ensure there are sufficient numbers to carry out key responsibilities.</p> <p>The Chair was asked if he was considering a smaller governing body. He answered that he personally felt that the current governing body had the necessary skills to fun effectively and efficiently and was not, therefore, looking to reduce significantly if at all. Governors further discussed skills and experience and the size of the governing body and it was agreed that the skills audit would be a beneficial task to complete. They also considered the process of recruiting and co-opting governors.</p> <p>Considering the committee structure, a governor asked if there could be movement of membership if the skills audit highlighted skills more relevant to another committee. It was agreed that this would be beneficial. It was discussed and agreed that committee would look at their remit and the skills required to fulfil that remit. This would be considered alongside the skills analysis before the Full Governing Body meeting on 10th December. It was agreed that the Chair's Forum would carry out this review and bring a proposal to the FGB meeting in December.</p> <p>The election and appointment process of LA, Staff, Parent and Co-opted governors was explained.</p>	<p>Action</p> <p>Action / CF</p>
7	<p>Pay Policy <i>including</i></p> <p>The model policy had been circulated following recent updates. The Chair highlighted that the governing body needed to consider, personalise and approve the Policy.</p> <p>The Headteacher said that the governing body had considered the previous policy in great detail and updated it appropriately. He said he wanted to update the school's current policy to reflect the new model and then present to finalised version to the Finance and Staffing Committee.</p> <p>The Headteacher made governors aware that HR had stated within the model that an automatic pay increment would be awarded unless the were advised differently by schools before 31st October. This had been challenged with HR as the appraisal cycle did not end until 31st October and there need to be time for the recommendations to be formulated and presented to the Pay Committee. HR was looking into this process and the school had arranged a Pay Committee meeting in the first week of December.</p>	

	<p>A governor asked if HR deadlines would allow time for appeals. The Headteacher answered that appeals would be made if progression had been withheld. If the appeal was upheld then the pay award would be backdated.</p> <p>Governors were made aware that page 4 included a 1% uplift for all staff and the governing body was required to accept or reject this uplift. The headteacher clarified that this was a cost of living uplift that, if approved, would be awarded regardless of the performance related pay award decision.</p> <ul style="list-style-type: none"> ▪ Governors unanimously approved the 1% uplift. ▪ Governors approved the model Pay Policy in principle and delegated the personalisation of the Policy to the Finance and Staffing Committee based on the previous policy. · <i>Pay Panel TOR</i> · <i>Appeals and Grievance Panel TOR</i> · <i>Headteacher's Performance Management TOR</i> <p>The terms of reference would be reviewed as part of the Finance and Staffing review of the Pay Policy.</p>	F&S
8	<p>Election of Committee chairs</p> <p>a) Teaching and Learning</p> <p>The Clerk had received nominations for Nicki Mitchell to be Chair of the Committee. Nicki thanked governors for nominating her but expressed that she would prefer to be considered for Achievement and Curriculum. Further nominations were requested from the members of the Teaching and Learning Committee.</p> <p>Helen Thomas was nominated to Chair the Teaching and Learning Committee. Proposed: Nicki Mitchell Seconded: Richard Newton Agreed: Unanimously by the T&L Committee.</p> <p>b) Achievement and Curriculum</p> <p>The Clerk had received nominations for Nicki Mitchell to be Chair of the Achievement and Curriculum Committee. Proposed: Jenny Kent Seconded: Sarah Barbacane Agreed: Unanimously by the A&C Committee.</p> <p>c) Finance and Staffing</p> <p>The Clerk had received nominations for Tim Hooper and Bill Schofield. Bill reported that he would be happy to support the Chair of the Committee as Vice-Chair but did not want to stand as Chair.</p> <p>Tim Hooper was nominated as Chair of the Finance and Staffing Committee. Proposed: Jenny Kent Seconded: Sarah Barbacane Agreed: Unanimously by the F&S Committee.</p> <p>d) Development</p> <p>The Clerk had received nominations for Tim Moat to be Chair of the School Development Committee. Proposed: Don Henson Seconded: Tim Hooper Agreed: Unanimously by the Development Committee.</p>	
9	<p>Headteacher's Report <i>(previously circulated)</i></p> <p>The Headteacher outlined his report and governors noted that the relevant committees would review sections in detail.</p> <p>Scott Butterworth made governors aware of his recent absence and the plans in place for his phased return.</p> <p><i>Scott left the meeting at 7.25pm.</i></p> <p>From the information provided, the Headteacher highlighted that the introduction of the new school uniform had gone well and made a positive impact. Students looked smart and he felt there had been a positive impact on attitudes also.</p> <p>Events were highlighted and governors fed back that the Year 6 Opening Evening had been very positive and they had heard lots of good comments from families across the city, not just in the cluster. It was hoped that the success of the evening would lead to increased intake in September 2015.</p> <p>The Headteacher reported that the presentation he had given was available on the school website. He then thanked governors and Friends of Millthorpe for attending and supporting the evening. He also highlighted that the event had been supported by approximately 30 alumni.</p>	

10

Governor Training Plan *(previously circulated)*

Bill Schofield and Helen Thomas had produced the training plan and outlined the plan as follows:

- The first focus area related to the School Improvement Plan and strategic outlook and would involve governors working closely with the Senior Leadership Team.
- The Skills Audit would feed into focus areas 2 and 3 and Helen and Bill would develop the training provision further when they had the skills analysis.
- Focus area 4 would involve governors visiting lessons and speaking to teachers.
- Focus area 5 would continue to develop Cluster training opportunities. Bill highlighted that a second Ofsted Event had been organised and he would try and develop contacts and capture thoughts from the Cluster regarding future training. He acknowledged this was an aspirational focus but would be beneficial.

Individual training had been included with the Plan and Helen explained that this section indicated where training was required and recommended; for example Pay Committee members were required to attend relevant training.

A governor asked if Bill and Helen wanted to know what training they had attended. Bill answered that this would be helpful and it was acknowledged that the Governor Support and Development Service would be able to provide a training record for LA and GEL training completed.

Governors discussed creating an interactive training record on the governor section of the website that could be updated by individual governors. A governor highlighted that training was a standing item on agendas and recorded in the minutes, which were then uploaded onto the website.

With reference to *'An introduction to leading the governing body – 2 sessions'*, the Chair highlighted this for committee chairs and as succession planning. He encouraged governors with aspirations to attend. Governors agreed that succession planning was important.

With reference to *'Understanding and using RAISEonline Data'*, governors discussed the tailored and informative session that had been held in school by Maxine Squire (Assistant Director, Children's Service, Education and Skills). A governor expressed the view that the data provided by the school was more up to date than ROL but acknowledged that Ofsted use ROL. Helen explained that data training had been included on the plan as it was data was highlighted by governors during the training questionnaire.

A governor suggested looking for training or support specifically focused on Outstanding Governance.

The Headteacher was asked if the school had a view of what training governors should attend. The Headteacher answered that he did not feel data was a top priority as governors received and scrutinised a lot of data. He felt a key area to develop is governor knowledge of the day to day life of the school but acknowledged that this could be sensitive for staff. Governors discussed that visits would not be about making judgements but to get a feel for the atmosphere of the school. The Headteacher said he was impressed with the link governor system and there should be a focus on developing this and making it more uniform.

Governors thanked Bill and Helen for producing the training plan.

11

Committee Minutes

The Clerk explained that following the committee restructure, the summer term minutes from the old committees (items 11.1, 2, 3) needed to be approved and signed.

11.1) School and Community – 22nd May 2014 *(previously distributed)*

Governors received the minutes and they were approved as a true and accurate record. Don Henson signed the minutes.

11.2) Quality and Curriculum – 12th June 2014 *(previously distributed)*

Governors received the minutes and they were approved as a true and accurate record. Nicki Mitchell signed the minutes.

11.3) Executive – 26th June 2014 *(previously distributed)*

Governors received the minutes and they were approved as a true and accurate record. Bob Sydes signed the minutes.

4.	Carry Forward: Re-work the Finance and Staffing terms of reference	2.2	Finance and Staffing Committee	13 th November 2014
5.	Carry Forward: Set meeting dates for Chairs' Forum and e-mail to all governors	2.2	Chair	Asap
6.	Circulate NGA skills audit to all governors and analyse responses	6	Clerk	Asap
7.	Discuss reconstitution and skills analysis to produce a proposed Instrument of Government	6	Chairs' Forum	1 st December 2014
8.	Finalise and approve personalised Pay Policy – including relevant terms of reference	7	Finance and Staffing Committee	14 th November 2014
9.	Include a summary/ explanation of SP5 in the Chair's Annual Report before making available for parents	13	Chair	Asap
Ongoing or Future Actions				
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

All Committees: Terms of Reference, Relevant Section of Headteacher's Report and Self-Evaluation Summary

Achievement and Curriculum: KS4 Results, Analysis of Early Entry Exams

Finance and Staffing: Pay Policy

Teaching and Learning: Pupil Premium – Standing Item