



MILLTHORPE SCHOOL

Minutes of the School Development Committee

**Held Monday 24th November 2014 at 6pm
In the School Library**

Present:	Mr Don Henson Mr Tim Hooper Mrs Gillian Markland-Zuiderwijk	Cllr Dave Merrett Mr Tim Moat (Chair) Mr Martyn Pysanczyn
In Attendance:	Mr Trevor Burton (Headteacher) Mr Alex Collins (Business Manager) Mr Steve Wells [until 6.45pm] Miss Amy White (Clerk to Governors)	

		Action
1.	<p>Welcome – Apologies – Declarations of Interest The Chair welcomed everyone to the meeting and introduced Steve Wells. Apologies for absence were received from Jenny Kent and Eileen Robertson was also absent. There were no declarations of interest.</p>	
2.	<p>Steve Wells Associates sports bid feasibility study: progress Steve Wells reported that there had been a substantial amount of work completed to date, primarily looking at the school’s current facilities and considering strategic opportunities, funding and planning. He said that the purpose of the feasibility study was to improve facilities for the curriculum and to provide a community aspect. He stated that to secure funding it was essential to have a community aspect.</p> <p>Steve tabled a detailed “PE, School and Community Sports Facilities” report that provided detailed information on the existing facilities, any issues with those areas and suggested resolutions with costs. The following areas were cover in the report: Tennis Courts, Hockey Pitch, Large Playing Fields, Cricket, Athletics, Artificial Grass Pitch (AGP), Gymnasium and Community Changing. Steve provided a verbal overview of this information, highlighting costs and referring to a number of site plans that had been tabled.</p> <p>Considering funding opportunities, Steve highlighted that the Funding Agency (FA) provided some sports funding but the school was not currently on their radar. An alternative route would be to apply for funding made available by Sport England. He emphasised that any funding would not be 100% and would require a contribution from the school.</p> <p>With reference to the report, governors noted that the large playing field required some attention and a grant of up to £65,000 could be applied for from Sport England’s <i>Protecting Playing Fields</i> programme. Steve said that the improvements would only require approximately £50,000 and the school would need to contribute £25,000. There was also an application deadline of February. A governor asked how often the decompaction and treatment of the fields would need to be carried out. Steve answered that he would do the decompaction once a year and this would cost in the region of £300 - £400. He said the other treatments (fertilisation, seeding etc) were good housekeeping and should be done regularly with the treatment reflecting the season.</p> <p>Governors discussed the AGP and noted that it would be a big community attraction. It was further noted that the suggested 61m x 43m fenced and floodlit AGP would cost approximately £280,000 but could receive funding from Sport England due to the community aspect.</p> <p>The gymnasium was discussed and the Headteacher raised a concern about the flooring and said that the gym could be let to community groups more if it was in better condition. Steve said that to re-floor the gym would cost approximately £20,000 but he felt it was a good enough condition to repair rather than replace.</p> <p>Considering the community changing facility, governors reviewed the tabled site plans that showed the freestanding facility located near the gym and sports hall. It was discussed that this facility would support the curriculum (PE and sports) and community. The potential cost of this facility was £206,000 including fees.</p> <p>Governors discussed the options and costs and noted that the PTA would be keen to support the</p>	

	<p>school but it would be difficult to raise the money for the high interest items; AGP and changing facility. It was expressed that it would also be difficult to raise the £25,000 for the field treatment as it was not a high interest area for parents. In response to a question it was clarified that the grass treatment would not need to be done before the AGP as they were stand alone.</p> <p>In response to a question Steve said that he had further work to do and wanted to produce a more detailed report. He explained that there was little funding currently available so he had not been able to provide details within his report.</p> <p>A governor asked what the proposed next steps were. Steve said that he would like feedback from governors on any of the suggestions within his report that captured their interest. He would also include the strategic and policy information in the report. This would be a large document as a significant amount of background and policy information was necessary for funding bids.</p> <p>Governors discussed other funding options and the pressures on the Council's allocation of education funding. A governor asked if there was scope for selling a section of land for housing development. Steve explained that the selling of school playing fields had been restricted under PPG 17 but the National Planning Policy framework, paragraph 74, considers betterment. If the school could evidence that the sale of the land would improve the sports opportunities then there was a case to be argued. The Headteacher added that the land was Council land but the section of the field indicated was not currently used. A governor asked how much a plot of that size would sell for. It was noted that an acre of land sold for in the region of £1million to £1.5million so the plot could sell for approximately £100,000.</p> <p>A governor highlighted that YorVenture could possible provide additional funding for the smaller items but required 146 days a year access by the community.</p> <p>A governor asked if the main purpose of the synthetic pitch (AGP) was to generate income from community use. The Headteacher answered that it would also support the curriculum, particularly in winter when the field was difficult to access.</p> <p>Further considering the AGP, a governor asked about sizes and cost. Steve explained that it would cost approximately £550,000 for a full size AGP and it was therefore cheaper per unit than the smaller pitches. He then said that the size of the AGP in the tabled plans was a recognised standard, would support the curriculum and the community and be an income generator.</p> <p>Governors thanked Steve for his report and taking the time to attend the meeting and answer their questions.</p> <p><i>Steve Wells left the meeting at 6.45pm.</i></p> <p>Governors considering fundraising for the projects and the possible challenges engaging parents to raise money for the general upkeep of the field.</p> <p>Considering the <i>Protecting Playing Fields</i> programme, a governor asked if the school wanted to submit an application by February and if there were the skills to do this in-house. The Headteacher answered that he felt an application should be submitted as the playing field was important to the curriculum and treating it would allow access in the winter. It was discussed that Friends of Millthorpe might be able to help the school raise their contribution. The Chair said that he felt Steve Wells would be best placed to complete the application but this would be at a cost of £2,500. It was noted that this cost would be at risk as the school would only get the money back if the bid was successful.</p> <p>The Chair asked governors to take Steve Wells' report and read and digest it. He suggested setting up a working group to discuss the various aspects of the report in more detail before the next meeting in January.</p>	Action
3.	<p>Remit of the Committee</p> <p>a) <i>Terms of Reference</i></p> <p>It was noted that the TOR had been approved by the Full Governing Body but some additional queries were raised. A governor questioned the relevance of the following section, stating that it was more relevant to the remit of the Teaching and Learning Committee: "<i>The SDC seeks to promote effective communications within and beyond Millthorpe; understand, support and work with KS2 and KS5 providers...</i>". The Headteacher acknowledged the comments and said that he felt the School Development Committee would promote partnership working and that it was, therefore, wider than the T&L Committee. He added that there would be a lot of changes as the LA reduces in size and partnerships would be important.</p> <p>The following amendment was agreed: "<i>The SDC seeks to promote effective communications within and beyond Millthorpe; understand, support and work <u>promote liaisons</u> with KS2 and KS5 providers...</i>"</p>	Amend

	<p>It was agreed that the specified two week timescale for circulating meeting agendas would be amended to one week.</p> <ul style="list-style-type: none"> ▪ The Committee unanimously approved the TOR subject to the above amendments and any necessary formatting to make the TOR consistent with the other committees. The updated TOR would be circulated to the FGB for ratification. <p><i>b) Priorities and Work Programme</i> The Chair suggested considering the priorities and work programme during items 5, 6 and 7.</p>	Amend FGB
5.	<p><i>Update on SP5 focus areas a), b), d) and f)</i></p> <p><i>a) We will improve provision of internal information to staff and students through electronic communications</i> Alex reported that the daily school bulletin was up and running for staff and students. He said it was widely used and had been well adopted.</p> <p>This focus area was rated Green and, as such, would no longer be a standing item on the agenda.</p> <p><i>b) We will make better use of out closed circuit TV system</i> The Headteacher explained that this referred to the display systems/TVs around school. Alex added that the programme had been reviewed to make it more effective and user friendly. Local access software had been identified and a live web feed had been developed.</p> <p>A governor asked what the main purpose of the system was. The Headteacher answered that it allowed the immediate communication of room and club changes. It was also a platform for celebratory news.</p> <p>Alex reported that the TVs were part of the system lease and when the lease ended there would be some discussion regarding purchasing options. In response to a question it was noted that there were five TV screens.</p> <p>This focus area was rated Red/Amber.</p> <p><i>d) We will develop an effective public relations strategy for Millthorpe</i> The Chair reported that the first PR Working Group meeting for this focus area had been arranged for 4th December. Staff had been invited to be involved in the working groups and there were currently two members of staff and one parent involved. The Chair confirmed that he would be attending the meeting and that the time was to be confirmed.</p> <p><i>f) We will celebrate the 30th Anniversary of Millthorpe School</i> The Headteacher reported that from September 2015 would be a peak time for events as it marked to school's 30th anniversary. An ex-member of staff had expressed an interest in organising a dinner in July 2015 and other potential events had been considered and were shared with the committee. The Headteacher said it would be important to use social media to promote the anniversary and events. He felt the SIP detail needed to be amended for this focus area to include such things as setting up an alumni database.</p> <p>In response to a question the Headteacher said that help from the PR working group would be required but it was necessary to establish the PR procedures first. He also highlighted that FOM wanted to be involved in the organisation of celebration events.</p> <p>On the suggestion of the Chair, it was agreed that this focus would be deferred until 2015. The Headteacher said that if there were any developments before that time he would e-mail the committee.</p>	
6.	<p><i>Update on SP6 focus areas c) and e)</i></p> <p><i>c) We will support the work of our KS2 partners in developing their computing curriculum</i> The Headteacher reported that one teacher was supporting three primary schools and this was proving positive. He explained that primary schools did not have the computing expertise and the support provided was at a cost.</p> <p>It was expressed by some members of the committee that this focus area fell into the remit of the Achievement and Curriculum or Teaching and Learning Committee. The Chair acknowledged that the principle of liaison with KS2 was the focus on the committee and this was covered under SP6e.</p>	

e) We will work to establish a Trust or Partnership Agreement with our partner primaries which can support work across the Cluster

The Headteacher explained that an agreement had been entered into with the primary schools but this needed to develop to be more pro-active and wider than procurement and working in kind. He said that the Trust option was the best way to move forward as the LA School Improvement support reduces. The Cluster works well and there needed to be consideration of school place planning and the impact on both secondary and primary schools; a Trust agreement would support necessary work.

The Headteacher outlined the options and benefits of a Trust in more detail and highlighted sharing services, skills and knowledge, and carrying out joint procurement, training and purchasing of consultants.

A governor expressed that it was a worthy aim as it would make pupil transitions and experience of education smoother. The Headteacher said he would like for all schools in the Cluster to have an understanding of the needs of the other schools. There was not a lot of time to develop such relationships and it would be necessary for schools to see that the benefits outweigh the risks.

A governor asked if there would need to be stronger links across governing bodies. The Headteacher said that chairs in other clusters met with their cluster headteachers to set the strategic plan and he felt there was scope to develop this kind of working. It was noted that funding was received from the LA to help develop the Cluster.

The Chair highlighted that the school had arranged and held two Cluster Ofsted Events that had been very well received and there had been an agreement from those who attended that governing bodies should do more join training and events.

A governor asked if there was anything the governing body could do to support the Cluster. The Chair answered that Bill Schofield had been the architect of the Ofsted event due to his primary school links and work could be done with Bill to consider future opportunities.

A governor asked how the Trust discussions related to academisation. The Headteacher answered that schools do not need to convert to academies in order to establish a Trust. Similarly, academies do not have to enter a Trust. The Headteacher said that he felt it was worthwhile reviewing academy information again but regardless of whether the school remains a school or converts to an academy, the Cluster working needed to develop. In response to a question the Headteacher said that he would discuss governing body involvement with the other Cluster headteachers.

The Chair reported that the Finance and Staffing Committee had made the decision to set up a working group to discuss academy information. Tim Hooper (Chair of F&S) added that, as the LA reduces, there will be a move for schools to work in a similar way to academies. He said that there was a lot of experience on the Governing Body and Senior Leadership Team to discuss the options in detail; however, it would involve a lot of work and co-ordination. Tim highlighted the financial consideration and outlined the deficit budget position and financial challenges.

The Headteacher agreed that a lot of conversations would be required but consultant support could be purchased. He said that needed to be thorough consideration of the costs, additional expenditure and management of an academy and the Capital budget element would be important. He did not feel that academisation was the answer to the school's current financial position.

Governors discussed the political situation and how the outcome of the general election could impact on education.

7. Update on SP8 focus area b)

We will explore opportunities for external investment in the development of revenue expenditure

The Headteacher reported that this section of the SIP needed to be further developed over the coming months.

The Chair summarised the areas of the SIP discussed with consideration of priorities and work programmes. The following were highlighted and agreed:

- A PR Working Group would report back the committee as appropriate (SP5d)
- 30th anniversary objectives were less urgent and be deferred to 2015 (SP5f)
- Cluster discussions would continue following advice from the Headteacher on how to progress
- The three main standing items on agendas would be SP5d, SP5f and SP8b.

	A governor asked if the Asset Management Plan needed to be included in the SIP as it was part of the Committee's TOR. Alex answered that the Asset Management Plan was core business and he did not feel that it should be included in the development plan. It was suggested and agreed that the Asset Management Plan be included as a standing item on the SD Committee agenda.	
8.	<p>Student Voice</p> <p>Don Henson explained that Student Voice had been a standing item on the former School and Community Committee agendas and had been included to reflect the importance of students having access to the governing body. However, it was noted that there was very little feedback from students though this item.</p> <p>Governors discussed removing the standing item and it was agreed that student views should be more pro-actively sought and fed back in a targeted way.</p>	
9.	<p>School Community Events and Friends of Millthorpe Updates</p> <p>Governors noted that this was a standing item. The following events were noted:</p> <ul style="list-style-type: none"> · Winter Concert – 11th December · Christmas fair – 12th December <p><i>Cllr Dave Merrett left the meeting at 7.35pm</i></p>	
**4.	<p>Allocation of Link Governor roles</p> <p>Considering earlier discussions and the remit of the committee, governors discussed the link governor opportunities and possible allocations. Working groups were also considered and it was reiterated that the work being completed by Steve Wells required a working group/numerous links. It was agreed that the Chair and Gillian Markland-Zuiderwijk would link to the Steve Wells study and liaise with the Headteacher and Alex. The Chair would also e-mail Cllr Dave Merrett to ask him to provide a third link in this area.</p> <p>Martyn Pysanczyn offered to be the link governor for the Asset Management Plan.</p>	Action
10.	<p>Governor Involvement in School</p> <p>The Chair reported that he had met Alex Collins and Jon Deamer to discuss external signage that would be installed on 9th December. They had also discussed the bulletins and monitors around school. The Millthorpeian had been discussed and Alex reported that he and Jon were looking at potential links with local traders to sponsor the newsletter. The Chair said that sponsorship could make the newsletter self financing and promote the school.</p> <p>The Headteacher reported that in addition to the link governor visits, protocols were being produced for classroom visits.</p> <p>Governors were asked to produce a report following all visits.</p>	
11.	<p>Confidentiality</p> <p>There were no items recorded as a separate, confidential minute.</p>	
12.	<p>Any other business</p> <p>The Chair read out an e-mail from Jenny Kent outlining the communication she and Eileen Robertson had with Bishopthorpe Road Traders and asked if the school was already pursuing links. Alex explained that he had spoken to the Chair of Bishopthorpe Road Traders but said that support from Jenny and Eileen would be welcome and beneficial.</p> <p>The Headteacher added that the school was keen to invite inspirational speakers to school and promote enterprise and risk taking. He outlined the current work taking place in Year 10 to support interviews and business links. The Headteacher offered to speak to Jenny about how the work could move forward. Governors discussed that links with the community traders could help to promote apprenticeships.</p> <p>The Chair reported that Jenny had also commented on her work with York Literature Festival and highlighted that there could be possible roles for students to usher the event. The Headteacher would follow this up with Jenny.</p>	Action
13.	<p>Dates of next meetings:</p> <ul style="list-style-type: none"> · Wednesday 21st January 2015 at 6pm · Wednesday 20th May 2015 at 6pm 	

The meeting ended at 7.50pm

Mr Tim Moat
Chair of Committee

Date Signed

**Action Plan following the Meeting of the School Development Committee
Held Monday 24th November 2014 at 6pm**

	Action	Agenda	Person	Date
1.	Read and digest Steve Wells' report for further discussion in working groups meeting and at the next committee meeting	2	All governors	Before January 2015
2.	Amend TOR then circulate to FGB	3	Clerk	1 st December
3.	Contact Cllr Dave Merrett regarding linking to the Steve Wells study	4	Chair	Asap
4.	Contact Jenny Kent regarding Bishopthorpe Traders and York Literature Festival	12	Headteacher	Asap

Standing Items:

School Improvement Plan: SP5d and SP8b
Asset Management Plan

Items for future meetings:

SP5f – summer term