

MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held at the School on Wednesday 5th December 2012 at 6pm**

Present:

Mr Bob Sydes (Chair)	Mr Trevor Burton (Headteacher)
Mr Mark Glover <i>[until]</i>	Mr Steve Brereton
Mrs Eileen Robertson	Ms Nicola Mitchell
Mr Richard Newton	Mr Richard Bridge
Mrs Christine Oliver	Cllr Dave Merrett
Mrs Sarah Barbacane	Mr Bill Schofield
Mr Stephen Boorman	

In Attendance:

Miss Amy White (Clerk)
 Mr Scott Butterworth (Deputy Head)
 Mr Alex Collins (School Business Manager)
 Mrs Helen Thomas (Attendee – Prospective Governor)

**Apologies:
(with consent)**

Mrs Penny McIntyre
 Mr Paul Hay
 Mr Tim Hooper
 Mr Don Henson
 Mr Matthew Burton
 Mr Glynn Jones

**Apologies:
(not given)**

None

		Action
1	<p>Apologies, Welcome & Introductions, Declaration of Interests Apologies were received, with consent, from Penny McIntyre, Tim Hooper, Don Henson, Paul Hay, Matthew Burton and Glyn Jones.</p> <p>The Chair welcomed everyone to the meeting and introduced Helen Thomas who was in the process of being appointed as an LA governor. Round the table introductions took place.</p> <p>There were no declarations of interest.</p>	
2	<p>Minutes of previous Full Governor Meeting held on the 20th September 2012</p> <p>2.1 Corrections and Agreement The minutes of the meeting held on the 20th September 2012 had been previously distributed. The minutes were agreed as a true and accurate record and were signed by the Chair.</p> <p>2.2 Matters Arising All action points had been completed and there were no matters arising.</p> <p>Governors agreed a change in the order of the agenda to bring Item 7 forward.</p>	
7	<p>Presentation on the new Pastoral Structure The Deputy Headteacher presented his report on the new pastoral structure and highlighted the following:-</p> <p>The Deputy Headteacher informed governors that there had been changes to the pastoral structure in September 2012 following discussions with pupils during assemblies. Pupils had been asked for positive aspects of school and the most popular answers were friends,</p>	

experiences shared and the opportunities school opened for the future. During the Y7 induction it was highlighted that pupils sometimes felt lost or lonely and it was important that school was welcoming.

The Deputy Headteacher reported that it was felt the pastoral structure did not respond to the needs of the pupils and there was limited capacity. It was also noted that the heads of key stage did not have direct responsibility for learning and progress and it was decided to move to a house system.

Governors were informed that the school council had been involved in choosing the house names which were Saxon, Roman and Viking. The Deputy Headteacher explained that, despite the benefit of peer support, the school was not in favour of a vertical pastoral system. It was felt that friendships were affected as pupils remained with their primary school classmates.

The Deputy Headteacher explained that each house was supported by a Director of Achievement (DOA) and Student Support Officer (SSO) who had a wide range of skills and experience. Each DOA had responsibility for Years 7-11 and individual responsibilities including Y7 transition, detentions and supporting the school council.

Governors were given an overview of members of the Inclusion Team which included Director of Inclusion, Assistant Director of Inclusion, an SSO (separate from the house SSOs) and a Councillor who was available for three days a week.

The Deputy Headteacher gave a brief outline of the advantages of the change including:

- A complete overview from Y7 to Y11
- Continuity for pupils throughout their school life
- Focused interventions
- Monitoring of Y11 highlighting those for mentoring by DOA and SSO
- Monitoring of FSM pupils
- DOA and SSO having a direct impact on learning
- House pride for pupils and staff which was motivated by inter-house competitions

Governors were also informed that there was peer support within houses including 20 Y7 pupils who were supported during reading catch up sessions by older pupils from the same house. The Deputy Headteacher noted that there were no longer heads of year and this had not presented any issues.

The Deputy Headteacher reported that one SSO did not have teaching experience but that systems were in place to support the SSO when they needed to enter a teaching environment. Governors noted that the SSOs had increased capacity and a strategic role. The SSOs provided more immediate responses to unacceptable behaviour and would have an impact on interventions.

Governors asked if form groups were house specific. The Deputy Headteacher explained that the form groups were house specific to reinforce shared identity. All pupils and staff were allocated to a house and this improved motivation and participation.

Governors noted that the Deputy Headteacher's pastoral presentation had been planned for the summer term 2012 and asked how it had changed in the interim period. The Deputy Headteacher replied that he had presented the same information but had been able to evaluate the impact of the new structure since September. He further reported that the teams were comfortable and confident in their roles, particularly the SSOs who had earned respect from pupils.

Governors asked if the SSOs were based in school full time and what the bulk of their work was.

The Deputy Headteacher explained that SSOs staffed the isolation space. Governors were informed that the isolation space was for pupils who had been removed from lessons for a day. Pupils were only removed from lessons for a day if they had seen their SSO on several occasions. Governors noted that the isolation space was open two to three days a week for between four and six pupils.

	<p>The Deputy Headteacher further explained that the SSOs and Inclusion Team staffed a classroom for vulnerable pupils including those who had suffered bereavement, had anxiety issues or were on a flexible timetable. As part of the positive achievement system, teachers would refer pupils to the SSOs. One SSO worked on attendance and would carry out home visits and all SSO work priorities were agreed in a meeting with their DOA.</p> <p>Governors asked why the school had chosen to have only three houses. The Deputy Headteacher answered that the decision had reflected the number of DOAs and SSO that could be appointed as a result of the budget. Governors highlighted that the school had previously had five heads of year. The Deputy Headteacher explained that the heads of year had also been teachers and the new structure provided more capacity for support as the SSOs were non-teaching.</p> <p>Governors asked for clarification on the vertical tutoring and why the school had not favoured this option. The Deputy Headteacher explained that a vertical tutor group had Y7 to Y11 pupils registering together in the mornings and this was a benefit as older pupils had some responsibility for younger pupils. However, the Deputy Headteacher had spoken to the Headteacher and parents of a local secondary school who followed this structure and it was highlighted that pupils did not often broaden their friendships. Governors were informed that the school was mindful and respectful of the friendships made at primary school and pupils could name friends they would like to be in a class with.</p> <p>The Deputy Headteacher was thanked for his presentation.</p>	
3	<p>Headteacher's Report The report had been circulated prior to the meeting.</p> <p>The Headteacher highlighted the following aspects of his report:</p> <p><i>Pupil Number</i> The number on roll was 939 and governors were informed that the Y7 numbers for 2013-14 would soon be available. It was noted that these numbers would be critical as funding was allocated per pupil.</p> <p><i>Progress Grades</i> Governors noted the Y11 progress grades and were advised that Y7 – 10 grades were being obtained. The Headteacher reported that Y11 predictions from October would be presented to the Quality and Curriculum Committee in February with the results from the November Y11 maths module.</p> <p><i>Behaviour</i> Governors received the data and noted that there was an improvement from the previous data received. The Headteacher advised that Ofsted were focusing on behaviour in classrooms and toward learning but the school also needed to report on general behaviour.</p> <p>Governors asked the Headteacher how general behaviour would be recorded. The Headteacher explained that Ofsted would want to see improvement over time and lesson observations would be used to evidence this. Rewards and sanctions would also be recorded.</p> <p><i>Attendance and Punctuality</i> Governors reviewed the attendance figure and observed that there had been an improvement but there was still a concern regarding Y11 punctuality. Governors asked how the current Y11 cohort compared to previous Y11 cohorts regarding punctuality. The Headteacher advised that they were similar and it was discussed that the pattern showed deterioration through the year groups.</p> <p>Governors asked how school data compared to city data and were informed that there was no published data for the city. The Deputy Headteacher noted that the punctuality data was dependant on when registration closed and highlighted that pupils were not necessarily late for first period.</p>	

Governors discuss that there was a correlation between non attendance or lateness and pupils targeted for intervention.

Staffing

Resignation and appointment data was noted that the Headteacher highlighted that there was one vacancy in addition to the MSA vacancy and two members of staff were on maternity leave. Considering staff welfare, the Headteacher reported that staff were understanding throughout the boiler failures and the school had provided influenza vaccinations at no charge.

Budget

Governors noted the cumulative carry forward of (£37,000) and that the Finance and Staffing Committee had looked at the budget in detail.

Bill Schofield reported that the Finance and Staffing Committee had felt that the overall position was not unhealthy or a cause for concern. He advised that though there was a current deficit but this could change significantly during the next half of the year.

The Chair advised governors that there was a need to review the SLT composition as it was the smallest in the city. If the SLT was increased the school would have a manageable cumulative deficit. However, if the school's starting point was a deficit then the budget position would be more challenging and governors had a key responsibility to monitor the budget.

Complaints

The Headteacher advised that the school had a complaints procedure in place. It was discussed that some issues had been raised regarding littering and large groups of pupils but they had not developed into formal complaints.

4

School Improvement Plan

Governors received the summary School Improvement Plan, which had been previously distributed, and noted that the detail plan was reviewed at committee meetings. The Headteacher highlighted the following areas of the summary:

SP1: Improve achievement through high quality first wave teaching

The Headteacher highlighted objectives rated R (red) and explained why they were rated R:

- Training of Heads of Department (HODs) was only given following two poor performance observations. There had not been two poor observations for any of the HODs.
- The objective to store Y9 learning resources on Edmodo was a work in progress.
- Researching online textbooks and developing costed proposals was due to be implemented later in the academic year.

SP2: Improve achievement through accurate identification and intervention of poor progress

The Headteacher explained that identification and improvement of intervention plans for KS4 was rated Amber/Green (A/G) as meetings were going ahead but there were some aspects that needed to be addressed.

SP7: Develop the school environment to improve the student experience

With reference to letting facilities during school holidays, the Headteacher highlighted that the objective was rated R. He explained that the first lettings would be in Easter and it was felt that the fields were more suitable for summer lettings such as summer sport camps.

Governors queried the red rating for SP7 and suggested that as it was the wrong time of year the objective should be rated amber not red. The Headteacher was then asked how he agreed the red, amber or green rating. The Headteacher explained that the rating was based on what had been achieved in relation to the objective. He further explained that there were valid reasons for some R rated objectives, however, rating them R ensured monitoring.

Governors suggested that such objectives could be rated P (planned) or N/S (not started). It was discussed that this could overcomplicate the system and that if the objectives were rated

	<p>red then governors could monitor and ask questions.</p> <p>With reference to SP5: <i>Continue to improve the effectiveness of governance</i>, the Chair highlighted the objectives as final and agreed to circulate the revised subtext. The Chair further highlighted the importance of the document and asked governors to become familiar with it. Governors were informed that link areas were based on the Plan and it was critical to evidence active governor involvement.</p> <p>Governors asked if SP5 would be RAG rated and it was agreed that the Executive Committee would do this as a standing item.</p>	Chair
5	<p>Academies Discussion</p> <p>The Chair highlighted that governors had received, via e-mail, the academies paper produced by the Task and Finish Group. It had been agreed that the Task and Finish Group would take the issue forward and evaluate and provide feedback to the governing body. Governors agreed that the paper was very comprehensive and thanked those involved in the Group.</p> <p>The Chair reported that there was a recommendation within the report to defer the decision on academy status to academic year 2013/14. Governors were informed that the context of this recommendation was the focus on attainment and the impact on the SLT. The information within the report regarding academy status would remain relevant.</p> <p>The Chair invited questions and comments.</p> <p>Governors unanimously accepted the report and the recommendation to defer further discussions to academic year 2013/14.</p> <p>Members of the Task and Finish Group thanked Alex Collins for collating the final report.</p>	
6	<p>Applefields</p> <p>The Headteacher informed governors that the school had put in a bid to house Applefields School's satellite provision. The Headteacher explained that Applefields School catered for SEN pupils aged up to 19 years. Satellite provision provided a mainstream learning environment for some of Applefields' pupils and required a learning space within a mainstream school. The satellite provision was currently supported by Burnholme Community College and as a result of the school closure in 2014 secondary schools had been approached for their interest in continuing the provision.</p> <p>The Headteacher reported that unfortunately the school had not been successful with its bid to provide the provision. It was discussed that there would have been benefits for both schools, particularly regarding the ethos and inclusion. The Headteacher further reported that the successful school was able to offer more outreach.</p> <p><i>Mark Glover left the meeting at 7.15pm.</i></p>	
	<p>Reports and business updates from Committees:</p>	
	<p>8.1) School and Community (17/10/12)</p> <p>Governors were informed that the committee had reviewed the School Improvement Plan and allocated link governors to the areas. There had been an update regarding Friends of Millthorpe and the committee had reviewed policies.</p>	
	<p>8.2) Quality and Curriculum (24/10/12)</p> <p>Nicki Mitchell reported that the committee had received a detailed presentation on GCSE results and target setting in line with FFTD. Link governors had also been allocated.</p>	
	<p>8.3) Executive (22/11/12)</p> <p>The Chair informed governors that link governors had been reviewed with reference to the School Improvement Plan.</p>	
	<p>8.4) Finance and Staffing (26/11/12)</p> <p>Bill Schofield reported that the committee had reviewed the monitoring report and following</p>	

	<p>scrutiny of the reports it was felt that the finances were in good order. The audit report had also been reviewed and governors had supported a request for school fund spend. Governors noted that the committee had also discussed support staff and the SLT.</p> <p>The Chair highlighted that in light of the new Ofsted framework and focus on governing bodies, all governors needed to be aware of, and understand, what was discussed at a committee level. All governors needed to be able to explain their knowledge of the school and governance to inspectors.</p>	
9	<p>Link Governors</p> <p>9.1) Link Reports and Visits</p> <p>The Chair highlighted that there was a positive system in place for link visits in line with monitoring key objectives of the School Improvement Plan. Governors noted the improvement in the number of visits taking place and asked for clarification on the process for reporting.</p> <p>It was agreed that a visits form would be completed and reported to the relevant committee. This report would be reflected in the committee minutes which would be presented to the full governing body. It was suggested that the forms could be attached for reference. The Headteacher highlighted that it would be useful if governors also gave a brief overview of their visits at FGB meetings.</p> <p>The Headteacher reported that all links had been collated during the Executive Committee meeting and a clear outline would be circulated.</p> <p><i>Nicki Mitchell left the meeting at 7.25pm</i></p> <p>Governors discussed having a Governor Book which governors would sign when they visited the school. The book would contain the date, signature and a brief note saying which area of school the governor had visited. This would be used when governors were not completing an official link visit and would be evidence of governor involvement for Ofsted. Governors agreed that this would be a very positive addition.</p> <p><i>Steve Boorman left the meeting at 7.28pm</i></p> <p>Richard Newton reported that he had visited the Deputy Headteacher to discuss Directors of Achievement. The Deputy Headteacher had explained the role of DOA and how they were set up. Richard expressed that he had been very impressed and it was positive to discuss how DOA operated and their impact. He further expressed that the visits allowed depth and an opportunity for further understanding.</p> <p>The Headteacher reported that there had been six governor visits since the FGB meeting in February and this was a significant achievement and improvement from the previous year.</p>	Head/Chair
10	<p>Governor Training</p> <p>Richard Newton reported that he had found the data training held on 9th November very useful and it would be interesting to follow up on some of the points raised at the training. Governors agreed that it was positive to refresh on Raise Online data.</p> <p>The Chair reported that Don Henson had attended a Sharing Best Practice session for Chairs and Committee Chairs. The new Ofsted framework had been discussed at the session and the Chair agreed to circulate Don's notes.</p> <p>Sarah Barbacane and Christine Oliver reported that they had completed online safeguarding training and the Chair reported that he had completed online training on the new Ofsted framework.</p> <p>The Clerk agreed to circulate information regarding Modern Governor online training opportunities. The Chair encouraged governors to take advantage of the training opportunities.</p> <p>Governors asked if the recent photographs taken would be uploaded onto the school website</p>	<p>Chair</p> <p>Clerk</p>

	<p>and the Headteacher reported that he was waiting to receive governor pen portraits. The Chair offered to e-mail a reminder to governors.</p>	Chair
	<p><u>SLT Capacity</u> Governors received the information regarding SLT capacity which had been previously distributed.</p> <p>The Headteacher reported that he had discussed SLT support with the School Improvement Partner who had highlighted that the school had the smallest SLT in the city and should consider increasing. The Headteacher outlined that he was concerned that the team might have turnover and that there was not sufficient succession planning or capacity within the current SLT to support turnover.</p> <p>Governors were informed that there were financial risks but also risks on outcomes. It was highlighted that the school could:</p> <ol style="list-style-type: none"> a) Appoint an Assistant Headteacher (AHT) which would result in a deficit but could improve outcomes. The financial position would hopefully be temporary. b) Maintain the current SLT and positive budget position but potentially have poorer outcomes. c) Increase the SLT but still have poor outcomes. <p>The Headteacher highlighted that if the school was to appoint another SLT member it would be beneficial to do this for a September 2013 start. This would mean that the resignation of the successful candidate would need to be tendered by 31st May 2013.</p> <p>Governors had a rigorous discussion about the capacity of the SLT and budget implications.</p> <p>Governors asked if alternatives had been considered. These included a current member of staff acting up with the school replacing teaching time and the possibility of a temporary addition to the team. The Headteacher clarified that he had considered these alternatives but explained that they only addressed the issue of capacity and not succession planning.</p> <p>The Headteacher was asked when Y7 intake for 2013 would be available and he replied that it would be within the next eight weeks. Governors expressed that it would be important to consider pupil numbers and how responsibilities would be allocated. It was highlighted that the benefits of an extra SLT member would need to be outlined with reference to delivering outcomes.</p> <p>Governors highlighted that the school had made a redundancy within the SLT and had since appointed a School Business Manger. The Headteacher explained that there would be 21 months between the redundancy and appointment of a new AHT and the LA recognised that circumstances had changed.</p> <p>Considering the budget, governors highlighted that there would be a year on year cumulative deficit and future funding arrangements were unclear. However, there would be a new funding formula in 2014 and this could potentially assist the school in management of the budget. It was agreed that this was an area for the Finance and Staffing Committee to discuss in more detail.</p> <p>Governors asked how the LA would respond to a deficit. The Headteacher reported that the school would need to produce a credible plan to exit the deficit. Governors discussed that the plan would include a review of contracts to make savings, the impact of the new boiler and other works and the key impact of pupil numbers.</p> <p>Governors further discussed that secondary schools in the city had built capacity into their SLT to respond to staff movements. It was noted that the workload of the SLT does not reduce following a reduction in pupil numbers.</p> <p>Governors acknowledged that issues needed to be addressed and noted that they were not against the idea but wanted to ensure that all options had been considered. The Headteacher accepted that governors needed further reassurance and information and explained that the document distributed had been a basic proposal. The Headteacher then</p>	

	explained that information on pupil numbers and the budget would be received in the new year and further discussions and detailed proposals could then take place.	
11	Dates of Future Meetings:- Thursday 14 th March 2013 Wednesday 10 th July 2013	
12	Confidentiality There were no confidential items which needed to be minuted separately.	
	Meeting end time 8pm	
	_____ Mr Bob Sydes Chair	_____ Date Signed

**Action Plan following the Meeting of the Full Governing Body
On Wednesday 5th December 2012**

	Action	Agenda	Person	Date
1	Circulate SP5 to all governors	4	Chair	asap
2	Circulate collated link governor list	9.1	Head/Chair	As appropriate
3	Circulate Don Henson's notes from Sharing Best Practice	10	Chair	As appropriate
4	Circulate Modern Governor information	10	Clerk	As appropriate
5	E-mail reminder regarding pen portraits	10	Chair	As appropriate

Standing Agenda Items

- Correspondence
- Link Governor Visits
- Governor Training

Future Agenda Items

Executive: School Improvement Plan – RAG rating

Finance and Staffing: SLT capacity and budget implications

Quality and Curriculum: Y11 predictions

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 .