

MILLTHORPE SCHOOL



**Minutes of the Meeting of the Board of Governors**  
**Held at the School on Thursday 27<sup>th</sup> March 2014 at 6.00pm**

**Present:**

Mr Bob Sydes (Chair)	Ms Nicola Mitchell
Ms Helen Ainsworth	Mr Tim Moat
Mrs Sarah Barbacane [until 7.03pm]	Mr Richard Newton [until 7.25pm]
Mr John Fletcher [until 6.55pm]	Mr Martyn Pysanczyn
Ms Naomi Heaton	Ms Eileen Robertson
Mr Tim Hooper	Mr Bill Schofield
Ms Jenny Kent	Ms Helen Thomas

**In Attendance:**

Mr Scott Butterworth (Deputy Headteacher)  
 Mr Tim Gillbanks (Deputy Headteacher)  
 Miss Amy White (Clerk)

		Action												
1	<p><b>Apologies, Welcome &amp; Introductions, Declaration of Interests</b></p> <p>The Chair welcomed everyone to the meeting and introduced new staff governors Helen Ainsworth and Naomi Heaton. Round the table introductions took place. Apologies for absence were received from Trevor Burton (Headteacher), Don Henson and Cllr Dave Merrett.</p> <p>Governors briefly discussed the new school website and agreed that it was easy to use and Jon Deamer had done an excellent job.</p>													
2	<p><b>Minutes of the meeting held on 12<sup>th</sup> December 2013</b> (<i>previously distributed</i>)</p> <p><b>2.1) Corrections and Agreement</b></p> <p>Governors scrutinised the minutes from the previous meeting to ensure the substance and detail of the uniform consultation was recorded.</p> <p>Amendments were made relating to language and phrasing. Subject to those amendments, it was agreed that the minutes were a true and accurate record of the meeting. The Clerk would make the agreed amendments and forward the minutes to the Chair to be signed.</p> <p><b>2.2) Action Plan and Matters Arising</b></p> <table border="1"> <tr> <td>Carry forward: 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>The Chair reported that he had covered this area in his Ofsted Briefing Paper and would transfer the information to his written report.</td> </tr> <tr> <td>Circulate SEND Reform written information and response to all governors</td> <td>Completed</td> </tr> <tr> <td>E-mail parents to advise them of the uniform decision</td> <td>Completed</td> </tr> <tr> <td>Advise Rawcliffes of uniform decision</td> <td>Completed</td> </tr> <tr> <td>Produce detailed letter regarding analysis and decision on uniform to send to parents</td> <td>Completed: on agenda</td> </tr> </table> <p>There were no matters arising not covered by the agenda.</p>	Carry forward: 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	The Chair reported that he had covered this area in his Ofsted Briefing Paper and would transfer the information to his written report.	Circulate SEND Reform written information and response to all governors	Completed	E-mail parents to advise them of the uniform decision	Completed	Advise Rawcliffes of uniform decision	Completed	Produce detailed letter regarding analysis and decision on uniform to send to parents	Completed: on agenda	<p>Clerk</p> <p>Exec.</p>
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3	<p><b>Ofsted Inspection</b> (<i>inspection report previously distributed</i>)</p> <p>Scott Butterworth (Deputy Headteacher) reported that the school had been very pleased with the Ofsted</p>													

	<p>Inspection and Report. The report had included a lot of positive comments and recognised the school's journey to Outstanding.</p> <p>Governors noted that the school had been given the opportunity to suggest changes to the report. Scott reported that there had been a section referring to English Language that attributed the improvement to the support received from the LA. Alternative wording had been suggested as the school did not want the report to detract from the hard work of the English Department and staff. A slight amendment had been made to the final report.</p> <p>Governors noted that the Headteacher's report outlined the main messages from the report and the final report had given a 'boost' to staff and students.</p> <p>Governors discussed that the report was a fantastic result for the school and Governing Body and noted that the inspection team had been impressed by the governing body's clear understanding of school and data. Governors celebrated the positive comments referring to governor engagement in school and the link governor model.</p> <p>Governors noted the celebratory article in the local media and thanked Tim Moat for his contribution as Communication Link Governor.</p> <p>A governor suggested arranging a session in which to speak to the Cluster schools about the Ofsted process, how the school and governors had approached it and the success of their experience. The Link Governor Model was discussed and governors felt it would be beneficial to share this as it was linked to the School Improvement Plan and could be successful in both primary and secondary schools.</p> <p>Scott reported that deputy headteachers would be discussing the Ofsted experience at their next Cluster meeting and feedback was also being provided through other networks, including the Pastoral meetings. It was acknowledged that the school had benefited from similar information sharing prior to the inspection.</p> <p>Governors discussed the suggestion further and it was agreed that the session would focus on governing body preparation and an invitation would be sent to all governors within the Cluster. A governor suggested contacting the Governor Support and Development Service for assistance and the Clerk agreed to arrange this. Bill Schofield and Nicki Mitchell offered to arrange a date for the session.</p> <p>Governors asked the staff member what their perspective of the Inspection had been. Staff governors reported that it had been a very positive experience and given a boost to the staff team. Staff members had seemed happy with the inspection and there had been no major worries or concerns. Governors noted that the inspection had endorsed what the school was doing and the school felt energised to continue on its journey to Outstanding. Credit was given to the staff group who had not dropped the pace of work since the Inspection.</p> <p>Governors discussed that the Ofsted framework might change again and thereby provide the school with an earlier opportunity to show their improvements and reach Outstanding.</p> <p><i>John Fletcher left the meeting at 6.55pm.</i></p>	Clerk/ B.S / N.M
	<p>The Chair reported on an additional item as follows:</p> <p><u>Tour de France</u></p> <p>The Chair reported that he had spoken to the Headteacher and suggested that the school should engage with the Tour de France which would be setting off from York on Sunday 6<sup>th</sup> July.</p> <p>Governors discussed ways of engaging staff and students and involving the school in the event. Ideas included cycle to school week, art projects for the school field and offering car parking or camping to visitors. It was agreed that Eileen Robertson would meet with Alex Collins (Business Manager) to discuss ideas and opportunities. The School and Community Committee would then discuss proposals at their meeting on 22<sup>nd</sup> May.</p> <p><i>Sarah Barbacane left the meeting at 7.03pm.</i></p>	E R S&C
	<p><b><u>Items for Action</u></b></p>	
4	<p><b>School Uniform Update</b></p> <p>The uniform information booklet that had been sent to all parents was tabled and governors noted that copy was also on the school website. A governor highlighted that the booklet referred to a jumper with a logo and this was an error as the jumpers would not have the school logo on them. This reference would be</p>	

	<p>amended on the school website.</p> <p>In response to a question regarding governor presence at the try-on evenings it was noted that Jenny Kent would be attending on 2<sup>nd</sup> June, Tim Moat on 3<sup>rd</sup> June and Richard Newton and Nicki Mitchell on 4<sup>th</sup> June.</p> <p>It was reported that following the announcement that the uniform would be changing the school had only received two to three expressions of concern from parents. The Chair reported that one concern had come to him and it was relating to cost. The Chair had responded to the parent highlighting the options for funding and the availability of the uniform grant.</p>	
5	<p><b>CRB / DBS Checks for parent and community governors</b></p> <p>Governors noted that it was no longer a statutory requirement for governors to be DBS checked, but all LA governors continued to be checked.</p> <p>Governors considered accountability and agreed that it would be positive if all governors were DBS checked. Governors noted that Lesley Buckley (PA to the Headteacher) would arrange for the forms to be circulated.</p>	L.B
6	<p><b>Headteacher's Report</b> (<i>previously distributed</i>)</p> <p>Governors received the Headteacher's written report and noted the following:</p> <p>The current September 2014 Year 7 intake was 195 (an increase from the number in the Headteacher's report). The 907 pupils on roll reflected the current low numbers across year groups.</p> <p>With reference to progress grades, governors noted that 'super progress' referred to six sub levels from the end of Key Stage 2 to the end of Key Stage 3 and this was ambitious. Governors were informed that the school hoped to receive clearer National information that could be used as a comparison.</p> <p>Governors noted that Y10 and Y11 predictions were included within the report. Governors were asked to bear in mind that the targets were ambitious and would put the school in the top 5% of similar schools.</p> <p>Considering exclusions, it was noted that the figures had been expressed over an academic year. Scott explained that this allowed the figures to be compared to National data. Governors noted that the school was doing well and the number of exclusions was low.</p> <p>Governors received the figures relating to weekly detentions and isolations and noted that there was a continuing downward trend and the systems in place were working well. Attendance was noted as being above average.</p> <p>With reference to section 5.4: <i>Staff Welfare</i>, a governor asked if staff attendance had increased over the Ofsted preparation and inspection period.</p> <p>It was reported that the only absentees were member of staff with a known health issue or illness. Support had been put in place to support staff where necessary. Governors were informed that the Ofsted Inspection Team had been very sensitive to identified members of staff.</p> <p>The budget headlines were included within the Headteacher's report and governors noted that the school had a further two years to reduce the deficit.</p> <p>Tim Hooper (Chair of Finance and Staffing) reported that the Finance and Staffing Committee would be formally meeting on 24<sup>th</sup> April to review the Start Budget 2014/15 before the submission deadline on 2<sup>nd</sup> May. An informal pre-meeting would be held on 22<sup>nd</sup> April. It was noted that delegated responsibility would need to be given to the Finance and Staffing Committee to approve the Start Budget, or an additional Full Governing Body meeting would need to be held before 2<sup>nd</sup> May. This item would be discussed further under item 10.1 on the agenda.</p> <p>Governors noted the upcoming school events and agreed that governor presence would be beneficial at sports day, summer concert and Y6 induction day. It was further noted that the Summer Fair would be taking place on Saturday 5<sup>th</sup> July.</p> <p>An additional item was discussed as follows:</p> <p><u>Sixth Form</u></p>	

	<p>Governors received the All Saints Sixth Form information that had been distributed prior to the meeting. It was noted that the school had received a copy of the Admissions Policy for All Saints Sixth Form and had been very unhappy that the oversubscription criteria had specified a priority to students from Manor Academy (alongside other priority places). It was felt that this was a breach of fair access arrangements. Governors were informed that a vigorous debate had taken place at a headteachers' meeting and All Saints had since agreed to remove the line from the Admissions Policy.</p> <p><i>Richard Newton left the meeting at 7.25pm.</i></p> <p>Governors discussed the possible reasons for the initial priority to Manor Academy students including identification on the basis of faith. Proximity and intake were also discussed and governors were informed that 43 Year 11 students from Millthorpe had expressed an interest in All Saints Sixth Form.</p> <p>It was agreed that a letter would be written to the governing body at All Saints to acknowledge that the Policy had been changed. This letter would be written by the Chair on behalf of the Governing Body.</p>	<b>Chair</b>
7	<p><b>School Improvement Plan 2013/14</b> <i>(previously distributed)</i> Governors received the School Improvement Plan.</p> <p>With reference to SP5: <i>Continue to Improve the effectiveness of governance</i>, the Chair reported that the Executive Committee had updated the RAG-rating as follows:</p> <ul style="list-style-type: none"> <li>a) <i>Consolidation of the link governor scheme as part of the core business of the Governing Body – rated Green</i></li> <li>b) <i>All statutory and other adopted school policies are up-to-date, reviewed annually, and amended where necessary – rated Green</i></li> <li>c) <i>Promote and improve Governing Body training – rated Amber</i></li> <li>d) <i>Performance management of the SLT – rated Green</i></li> </ul> <p>Considering SP2a: <i>At KS4, refine last year's practice in Y11 and introduce the best elements into Y10</i>, a governor highlighted that the objective had not been removed despite agreement that it would not be going ahead as the focus had changed.</p> <p>Tim Gillbanks explained that the objective would remain in the SIP and detailed notes would go alongside the plan to explain why the focus had changed and the objective had not been completed. The objective would continue to be rated Amber.</p> <p>With reference to SP5b: <i>All statutory and other adopted school policies are up-to-date, reviewed annually, and amended where necessary</i>, a governor highlighted that the Communication Link Governor had been allocated to this objective but it was felt that the objective was not part of that link role. It was discussed that policies were reviewed by committees and tracked by Alex Collins (Business Manager). The SIP would be amended.</p>	<b>SLT</b>
8	<p><b>Three Year Improvement Plan</b> <i>(previously distributed)</i> The Three Year plan was received for information and governors noted that it would be reviewed in detail when setting the 2014/15 School Improvement Plan.</p>	
9	<p><b>Services to Schools</b> <i>(previously distributed)</i> The Clerk explained that the Services to Schools spreadsheet outlined the LA bought-in services and the previously distributed version had been pre-populated and likely updated by the school. It was noted that the Finance and Staffing Committee monitored the services purchased by the school but the Full Governing Body should have sight of the information.</p> <p>Governors agreed that the Finance and Staffing Committee would review the Services to School information in more detail.</p>	<b>F&amp;S</b>
10	<p><b>Policies for Approval</b> <b>10.1) Decision Planner from Budget Management Policy</b> <i>(previously distributed)</i> Governors considered the Decision Planner for Financial Management that was an appendix to the Budget Management Policy. The Clerk explained that the Full Governing Body needed to agree a decision level for each function.</p> <p>It was discussed that the key delegation for this meeting was the approval of the Start Budget. To allow the</p>	

	<p>Finance and Staffing Committee to review and approve the Start Budget on 24<sup>th</sup> April the Full Governing Body needed to delegate responsibility and assign this function to Decision Level 2.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously approved to delegate responsibility for the approval of the Start Budget to the Finance and Staffing Committee.</li> </ul> <p>The Decision Planner was briefly reviewed and discussed and governors agreed that the Finance and Staffing Committee would review the Planner in detail at their next meeting. A Completed Planner would be presented at the next Full Governing Body meeting for ratification.</p> <p><b>10.2) Behaviour Principles Written Statement</b> (previously distributed) The Behaviour Principles Written Statement was recommended for approval by the Executive Committee.</p> <ul style="list-style-type: none"> <li>▪ Governors unanimously approved the Statement.</li> </ul>	F&S
	<b>Items for Information</b>	
11	<p><b>Lesson Observation Grading presentation</b></p> <p>Due to the recent focus on the Ofsted Inspection it was agreed that this item would be deferred. Governors noted that the Quality and Curriculum Committee had received a report on Teaching Quality during their meeting on 27<sup>th</sup> February. The minutes would be circulated for information.</p>	Clerk
12	<p><b>Committee Matters</b></p> <p><b>12.1) Terms of Reference for approval</b> (previously distributed) A governor asked for consistency with the recording of review dates across the Terms of Reference. The Clerk agreed to update the Terms.</p> <ul style="list-style-type: none"> <li>▪ Subject to the amendment, governors unanimously approved the Terms of Reference for all committees.</li> </ul> <p><b>12.2) School and Community Committee meeting report</b> Governors received the minutes from 22<sup>nd</sup> January 2014 which had been previously distributed for information.</p> <p><b>12.3) Quality and Curriculum Committee meeting report</b> Governors noted that the minutes from 27<sup>th</sup> February 2014 would be circulated.</p> <p><b>12.4) Finance and Staffing Committee meeting report</b> Governors received the minutes from 14<sup>th</sup> November 2013, 9<sup>th</sup> January 2014 and 6<sup>th</sup> February 2014 which had been previously distributed for information.</p> <p><b>12.5) Executive Committee meeting report</b> Governors received the minutes from 21<sup>st</sup> November 2013 and 9<sup>th</sup> January 2014 which had been previously distributed for information. The minutes from 6<sup>th</sup> March 2014 would be circulated.</p>	
13	<p><b>Chair's Report</b></p> <p><b>a) LA Briefing Papers</b></p> <ul style="list-style-type: none"> <li>· Update on Safeguarding Procedures</li> <li>· Promoting positive sexuality and healthy relationships in schools</li> <li>· Use of CCTV by Public Agencies</li> <li>· Strategic Plan for School Improvement</li> </ul> <p>The papers had been distributed prior to the meeting and governors noted them for information.</p>	
14	<p><b>Link Governor Reports</b></p> <p>Link Governor reports had been uploaded onto the school website and governors were strongly encouraged to read the reports.</p>	
15	<p><b>Governor Training</b></p> <p>The Chair reported that he and Helen Thomas would be meeting to discuss training opportunities.</p>	
16	<p><b>Any Other Business</b></p> <p>None.</p>	
17	<p><b>Confirmation of FGB meeting dates:</b></p>	

	Wednesday 9 <sup>th</sup> July 2014	
<b>18</b>	<b>Confidentiality</b>	
	Meeting end time 7.50pm	
	_____	_____
	<b>Mr Bob Sydes</b> <b>Chair</b>	<b>Date Signed</b>

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

	Action	Agenda	Person	Date
1.	Amend FGB minutes from 12 <sup>th</sup> December as agreed and send to Chair for signing.	2.1	Clerk	4 <sup>th</sup> April
2.	Carry Forward: The Executive Committee to discuss specific support role for Glyn Jones	2.2	Executive Committee	
3.	Speak to Governance Service to arrange support for governor Ofsted session	3	Clerk	4 <sup>th</sup> April
4.	Arrange the governor Ofsted session	3	Bill Schofield / Nicki Mitchell	Summer Term
5.	Meet Alex Collins to discuss ideas and opportunities for Tour de France		Eileen Robertson	Before 22 <sup>nd</sup> May
6.	Circulate DBS forms to all parent and community governors	5	Lesley Buckley	Summer Term
7.	Write a letter to All Saints' Governing Body regarding Sixth Form Admissions Policy	6	Chair	Asap
8.	Amend SP5b by removing reference to Communication Link Governor	7	SLT	Asap
9.	Circulate Quality and Curriculum Minutes	11	Clerk	asap

#### Future Agenda Items

- Decision Planner from Budget Management Policy

**Executive Committee:** Support role to be carried out by Glyn Jones

**School and community Committee:** Tour de France

**Finance and Staffing Committee:** Services to Schools, Budget Management Policy