



MILLTHORPE SCHOOL

Minutes of the School and Community Committee

**Held Wednesday 22nd May 2013 at 6pm
In the School Meeting Room**

Present: Mr T Burton (Headteacher) Mr D Henson (Chair)
Cllr D Merrett Mrs C Oliver
Ms N Mitchell Mrs E Robertson [from 6.10pm]
Mr R Newton [from 6.10pm]

In Attendance: Mr Alex Collins (School Business Manager)
Miss Amy White (Clerk)

		Action
1	<p>Welcome, Apologies for Absence & Declarations of Interest Don Henson explained that following his reappointment as a community governor the committee was required to either re-elect him as Chair of the committee or elect a new chair.</p> <p>Christine Oliver proposed that Don remain as Chair of the committee. Nicki Mitchell seconded Don's re-election and governors unanimously agreed.</p> <p>Apologies for absence were received from Bob Sydes and apologies for late arrival were noted from Richard Newton. There were no declarations of interest.</p>	
2	<p>Minutes of the previous meeting held on 21st January 2013 (previously distributed) The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>	
3	<p>Matters Arising There were no matters arising not covered by the agenda. With reference to the Action Plan, all actions had been completed or were on the agenda for further discussion.</p>	
4	<p>Pastoral and Inclusion work of the school (SP3 in School Improvement Plan) The Headteacher provided an update on the work taking place relating to SP3.</p> <p>1) <i>The Directors of Achievement (DoAs) will develop a distinctive character for each House increasing opportunities for students to take a more active role in school life</i></p> <p>Governors were advised that work on this priority was ongoing and progress was being made.</p> <p>2) <i>The DoAs will develop the role of Student Support Officers (SSOs) to provide an effective first line response to incidents and develop a range of intervention strategies.</i></p> <p>The Headteacher reported that the school had four SSOs and he felt all had adapted well to their role. Governors were informed that SSO would provide the necessary attention and support to a pupil following, for example, a behavioural incident. One SSO had experience working with families with multiple issues and it was their role to provide longer term support to pupils. The Headteacher reported that now the role of the SSOs had been embedded, work would be taking place to ensure the role was less reactive and more pro-active in preventing</p>	

	<p>incidents. In response to a question, the Headteacher clarified that the SLT was aware of which pupils would benefit from targeted support and the increased capacity provided by the SSOs would allow pro-active work to take place. Governors asked if the pupils had responded positively to the SSOs. The Headteacher noted that pupils were positive and respectful to the SSOs and valuable relationships were forming with pupils and families.</p> <p><i>Eileen Robertson and Richard Newton entered the meeting at 6.10pm.</i></p> <p>3) <i>We will take an authoritative and consistent approach to baseline issues (lateness, uniform etc.) to promote good discipline.</i></p> <p>Governors were advised that a consultation had been held with pupils and staff regarding the changes being made to address baseline issues. The work taking place was focused on prevention rather than reaction.</p> <p>4) <i>We will involve teachers, tutors and Heads of Department (HoDs) more in the leadership of positive behaviour.</i></p> <p>The Headteacher reported that sanctions had been discussed and changes to the system would be implemented from the following term. He explained that under the current system there was not an immediate link between negative behaviour and a sanction. The changes would ensure a more immediate sanction such as a short detention (e.g. 10 minutes on a lunch time or evening). This would be issued and followed up by the relevant teacher. The Headteacher noted that by making the sanction more immediate it ensured that the teacher is dealing with the issue which occurred in their class and has the opportunity to rebuild the relationship with the pupil.</p> <p>5) <i>We will develop the role of the DOAs in raising the attainment of underachieving students.</i></p> <p>Governors noted that Year 11 had been the main focus for the current academic year and the priority for 2013/14 was to extend good practice. There would be more departmental work taking place in KS3 and a key focus on providing interventions and quality first wave teaching across all year groups.</p> <p>Governors asked how pupils were selected for intervention programs. The Headteacher explained that data was used to inform interventions, including KS2 levels and estimated levels.</p> <p>6) <i>We will try to prevent poor behaviour by focusing on the underlying issues through reading catch-up, more support for students with SLCD and alternative curriculum options.</i></p> <p>The Headteacher reported that he was please with the impact of the reading catch-up sessions but there would be a slight change for 2013/14. He explained that currently there was a two year gap between the paired pupils but this would be reduced to a one year gap (e.g. Y9 supporting Y8). Governors were further informed that a numeracy catch-up would also be introduced for 2013/14.</p>	
5	<p>Communicating with parents and the community (SP6)</p> <p>Alex Collins (School Business Manager) reported on the progress of priorities within SP6.</p> <p>1) <i>We will review the level of service that Reception provides to our parents and students.</i></p> <p>A plan was being prepared to remodel the main reception area to make it more welcoming. This would include creating a bespoke desk and area for the receptionist, which would be separate from the main office to reduce cross over and provide a more focused environment.</p> <p>Governors highlighted the issue of accessibility to Reception and discussed that improving accessibility would be difficult and require extensive and steep ramping which would impact on the car park. Possible relocation of the reception area was discussed and the Headteacher explained that the current Reception area was central within the school site.</p>	

	<p>Governors highlighted that they needed to review and evidence all options to ensure that reasonable consideration had been taken to address the issues. Alex noted that an external review could be carried out to highlight possible improvements to the site and evidence reasonable consideration. Governors expressed that a key priority was to ensure that all visitors were able to meet staff and procedures should be in place to ensure an accessible route. A governor suggested that an access or call point could be installed.</p> <p>The Headteacher reported that the whole school site presented access difficulties but current pupils with mobility difficulties were able to move around the site. Governors were made aware that pupils with mobility difficulties had been part of discussions and helped to highlight particular areas of difficulty. The Headteacher then explained that if a pupil was wheelchair bound they would not be able to access certain classrooms. This would result in lesson moves to make attendance possible.</p> <p>Eileen Robertson reported that as part of her link governor role she had completed a walk round of the site and there were a number of issues but no funding available to address all of these.</p> <p>2) <i>We will ensure that the “Millthorpiian” reaches as widely into our local community as possible.</i></p> <p>Alex reported that the latest edition of Millthorpiian had been hand delivered to local business to increase circulation.</p> <p>Governors reported that the school’s ‘Twitter’ account had been positive and the Headteacher acknowledged that it was aimed more at Y11 pupils. The Headteacher further expressed that the school needed to ensure that information was consistently distributed across a variety of formats (e.g. e-mail, newsletter, Twitter).</p> <p>3) <i>We will offer our facilities for letting to community groups at competitive rates.</i></p> <p>Governors noted that there were a number of lettings arranged and work was taking place to find ways of accommodating more lettings.</p> <p>Alex informed governors that a Musical Theatre and Dance Summer School had hired part of the school for one week and it was hoped that the summer school would draw pupils from across the city.</p> <p>Governors were advised that issues with communication were being addressed by installing a new phone system. The new system would allow all staff to have voicemail facility and governors agreed that this would be positive.</p>	
6	<p>Developing the school environment (SP7) Alex Collins provided an update on the work taking place under SP7:</p> <p>1) <i>We will ensure our asset management plan is complete, prioritised and costed so that our maintenance and development program gives the very best value for money and</i></p> <p>2) <i>We will plan our programme of improvements with staff and the Student Council for maximum effectiveness.</i></p> <p>Governors noted that a detailed summer work plan was being produced in line with the asset management plan. Governors discussed the work taking place and it was noted that the IT Network would be improved and the LA had agreed to replace a number of windows. The Headteacher expressed that he was pleased that the LA had agreed to replace the windows as they had just replaced the boiler.</p> <p>Alex highlighted the following work which had been budgeted for:</p> <ul style="list-style-type: none"> · Steps to the Hockey Pitch · A fence to be erected at the top of the bank near the hockey pitch · Re-modelling of the Reception area · Improvements to the staff toilets · Sand and polish sports hall floor. 	

	<p>Governors asked if further work would be taking place on the roof and drainage. Alex reported that there was a rolling program for cleaning the guttering and checking the roof, paths and roadways. Governors agreed that regular monitoring and rolling programs would prevent the requirement for some major works.</p> <p>The Headteacher reported that a number of classrooms had been refreshed in conjunction with the teachers.</p> <p>Governors acknowledged that there was limited funding available and asked which areas of the school would be improved if additional funding was available. Alex responded by highlighting that IT needed substantial improvement and some parts of the school had outlived their useful life; including the gym and mobile classroom. He further highlighted that the roof in the quad needed replacing and replacing the single glazed windows in B-block would make a difference. The Headteacher expressed that the quad roof would be difficult to replace without substantial funding and there were no plans for the mobile or temporary classrooms.</p> <p>The Chair noted that, despite the challenges, good progress was being made and the committee acknowledged that there were long term aspirations which highlighted where funding needed to be found.</p> <p>3) <i>We will ensure our approach to health and safety is best practice and meets all external requirements.</i></p> <p>The Headteacher reported that Mark Glover (Science Technician) had resigned as a Staff Governor and subsequently as Health and Safety Link Governor. However, John Fletcher (Technology Technician) had replaced Mark as Staff Governor and thereby maintained the Health and Safety expertise on the Governing Body.</p> <p>Governors asked the Headteacher for an outline of the governor election and appointment process and this was provided. Governors highlighted that they were informed of governor resignations or appointments during meetings but expressed that it would be beneficial to be informed sooner in order to replace and maintain governor link responsibilities. It was agreed that the Chair of Governors would be asked to keep governors informed on changes to the governing body and the Senior Leadership Team.</p>	Chair of Governors
7	<p>Extended Schools Provision</p> <p>Governors noted that the school did not have a Breakfast Club but some pupils attended before school provision such as the Early Bird Language session and Y7 Reading catch-up.</p> <p>Governors asked if after school provision was available. The Headteacher reported that there was currently no after school provision but he would be keen to introduce a staffed Homework Club at no cost to pupils. He explained that the library was already open until 5pm and staffing would need to be considered.</p> <p>Governors enquired if pupils had access to IT facilities to assist them with homework and learning. The Headteacher replied that approximately 95% of pupils had IT access at home and the remaining 5% consisted of approximately 50 pupils. There was access to IT on a lunch time but the Headteacher noted that there was reduced access after school. Richard Newton reported that as part of his link governor role he had met Mary Griffiths (Director of Inclusion) to discuss IT access for vulnerable groups. The Headteacher expressed that this was an area that the school would like to focus on more.</p> <p>Governors discussed extended schools provision further and acknowledged that it included various activities, clubs and lettings. It was further acknowledged that an area for further development was increased community links.</p> <p>The Headteacher acknowledged the importance of extended schools provision but expressed that the school's main priorities were raising achievement and improving first wave teaching, He further acknowledged that a homework club would maintain a link to these priorities.</p>	

<p>8</p>	<p>Health and Safety Report Alex Collins reported that the LA had carried out a Health and Safety visit on 7th May to review issues highlighted during the Health and Safety Report the previous year.</p> <p>Alex expressed that there was some disappointment following the visit as it was reported that only six issues had been completely cleared of the 24 highlighted the previous year. Of the remaining issues, 11 were relating to record keeping and seven were practical. Since the review on 7th May, Alex reported that a further five issues had been completely cleared and an action plan with timescales had been created for the remaining.</p> <p>Governors asked if there were any major issues still outstanding. Alex highlighted that outstanding issues were mainly with regard to record keeping. For example, the school had not previously maintained written Risk Assessments (RAs) which had been a major issue. Since the initial report, this area had been addressed by producing RAs for all major work/activities. The issue remained as an action as it was suggested that more RAs should be completed and a document produced to embed and guide the monitoring of RAs.</p> <p>Governors were made aware that some actions would be difficult to remove from the list as they presented extreme hazard, for example, access to the roof. The Headteacher noted that the roof access had been padlocked for two years but continued to be highlighted during the Health and Safety reports. Alex noted that this was due to possible maintenance work and the report stating that the area could not be made safe to work in. Governors discussed that trades carrying out such work were trained to operate safely in such areas of risk.</p> <p>Alex reiterated that positive progress had been made and explained that each issue was given a score between one (very low risk) and five (very high risk). Governors were informed that 51 areas had been scored to a total of 142 during the initial report and this had reduced to 83 during the recent visit.</p> <p>Considering general health and safety within school, governors enquired about low level accidents. Alex reported that the incident book was monitored weekly and the Health and Safety committee reviewed it half termly. Governors noted that the majority of incidents were bumps and trips, often during PE. Alex highlighted that one member of staff had recently taken ill on site, which was recorded in the book and an ambulance was called on average once every month as a precautionary measure. The Headteacher highlighted that the school's first aiders effectively dealt with incidents on a regular basis and two defibrillators had been generously donated to the school. Staff had been training to use the defibrillators which were located in the PE department and main office.</p>	
<p>9</p>	<p>Student Voice The Chair reported that he had met with the Student Council last term, and had a report from Amy Oxberry highlighting their main areas of focus as below:</p> <ul style="list-style-type: none"> · Uniform consultation · Summer fair · House charities · Communication system · Dinner queue · <p>The Headteacher further highlighted that many pupils had been involved in the consultation regarding the rewards and sanctions system.</p> <p>Considering school uniform, the Headteacher explained that the Student Council would like to change the uniform and a full consultation was being arranged. As part of the consultation there would be uniform options, costings and responses from parents, pupils and staff. It was agreed that the results of the consultation would be presented to governors by the Student Council.</p> <p>The Chair expressed that he had been impressed by the maturity of the student panel who had been involved in the appointment of the new Assistant Headteachers (AHTs). The Headteacher explained that two new AHTs had been appointed following the resignation of Gareth Davies. Internal candidate Tanya Andrie, Head of Modern Foreign Language, had been appointed as AHT with responsibility for developing middle leadership. External candidate John Bates had been appointed with a focus on teaching and learning. Governors</p>	<p>Student Council</p>

	<p>were provided with a brief overview of the interview and appointment process.</p> <p>Governors expressed that though it was sad to lose Gareth Davies, they were pleased that two new AHTs had been appointed to maintain the focus on priority areas.</p>	
10	<p>Friends of Millthorpe</p> <p>Governors noted that the Summer Fair would be taking place on Saturday 6th July from 10:00am. Nicki Mitchell reported that she would be running a stall to raise funds for the school.</p>	
11	<p>Review of School Policies (<i>previously distributed</i>)</p> <p>11.1 Accessibility Plan</p> <p>Governors noted that they had previously received and discussed a draft version of the Accessibility Plan. Alex Collins highlighted that since that time Eileen Robertson had carried out a link governor visit relating to access and discussion had been held with pupils regarding physical access challenges. Sensory barriers, such as being able to clearly hear the teacher or see the blackboard, had been the focus of the link visit. Governors were advised that a number of these sensory barriers could be addressed by replacing curtains with blinds or upgrading speakers and projector lamps.</p> <p>Governors asked if the website was included within the Accessibility Plan. Alex acknowledged that it should be included as the school would receive a rating with regard to how accessible the website was. The Headteacher explained that work would be taking place to rebuild the website and it would improve accessibility. There would also be options for visitors to, for example, increase font size. The rebuild would also allow various people within school to modify the website, including governors. The work would be carried out in-house by Jon Deamer (Curriculum Support) as he had experience using 'Word Press'. Governors were advised that the content of the website would be reviewed and a page for Ofsted inspectors was being developed. The Headteacher asked governors to become familiar with this page and complete link visit reports for the page to provide valuable evidence of monitoring, support and challenge.</p> <p>With reference to the accessibility action plan, a governor highlighted that the action plan documented short term, affordable work. It was suggested that long term aspirations should be set and recorded to ensure issues continued to be monitored with a link to the investment statement. It was agreed that the October 2013 review of the Accessibility Plan would include a three year aspiration plan.</p> <p>A governor asked if there were any particular needs raised regarding transition pupils that needed to be addressed for September 2013. Alex reported that this had been discussed during the link visit and there were some pupils with a hearing impairment. It was noted that Mary Griffiths liaised with teachers regarding pupils with accessibility needs.</p> <ul style="list-style-type: none"> · Subject to the inclusion of the school website and long term aspirations, governors unanimously approved the Accessibility Plan <p>11.2 Promoting Community Cohesion</p> <p>Alex highlighted that it was a statutory requirement to have a community cohesion statement and the policy was a broad document outlining areas governors should be aware of. It was discussed that the values of the school resonated within the policy. Governors noted that the cohesion policy provided them with a reference point for challenging specific areas.</p> <p>With reference to section 2, bullet point 4: <i>'providing opportunities for pupils to participate in a wide range of activities and volunteering opportunities in order to contribute to the community cohesion within the local neighbourhood and beyond'</i> governors asked if this was irrespective of financial circumstances.</p> <p>The Headteacher highlighted that summer schools were being provided and the school was paying approximately 60% of the cost for pupils eligible for Free School Meals (FSM). The Headteacher welcomed governor feedback on providing financial support. Governors discussed that they felt some income should be received from parents but this income should not be so large that it prevents participation; the school should subsidise in this event. It was</p>	<p>Alex Collins</p>

suggested and discussed that the school's approach to subsidising activities should be included within the Charging and Remission Policy.

Governors discussed out-of-hours activities and acknowledged that there was a range currently available. It was suggested, and agreed, that a review of participation would be useful. Governors discussed that pupils who participated in and attended a variety of sessions were often more engaged. Positive relationships with out-of-school activities should be encouraged with pupils who were disengaged. The Headteacher reported that his previous school had a participation reward which would be straightforward to implement. He offered to consider this further and it was agreed that participation would be reviewed and monitored.

Head

The Headteacher informed governors that discussions were taking place with music tutors about a suggestion to subsidise music lessons for pupils eligible for FSM.

- Governors unanimously approved the Community Cohesion Policy

11.3 Single Equality Objectives

Governors noted that the Equality Policy Statement was statutory and the school had adopted a model Policy prepared by Instead Consultancy. It was noted that the LA did not have a specific model equality policy for schools. Governors discussed statutory policies and model policies and the Clerk advised that a Policy Bank was available to governors via the York LA Portal.

Governors reviewed the Equality Policy Statement, which had been previously circulated, and highlighted the following:

Governors discussed the information relating to *Principle 8: We base our practices on sound evidence* and *Principle 9: Objectives*, asking where the relevant information was maintained and if a link could be included. Alex Collins explained that all groups (disability, ethnicity, religion and culture, gender) were monitored in terms of progress and attainment of pupils and some of this information could not be published due to data protection. Governors suggested that an amendment should be made to the policy to change "*We maintain and publish quantitative and qualitative information about our progress...*" to "*We maintain and regularly monitor quantitative and qualitative information about our progress...*"

Further discussions took place regarding published and monitored information and the Headteacher clarified that attainment records were maintained for ethnicity but not religion and culture separately. Similarly, disability was monitored as part of Special Educational Needs (SEN). The following were highlighted as groups that were monitored and for which data was collected:

- Gender
- FSM or not
- Pupil Premium or not
- Looked After Children (LAC) or not
- Ethnicity
- SEN (including sub groups of School Action Plus etc.)
- English as an Additional Language (EAL)

Governors considered and discussed rewording principles one to nine in order to reflect what the school reviewed. The appropriateness of collecting data and requirement to including staffing in the policy (in terms of employment discrimination) was also considered. The following amendment was suggested for consideration:

"We will ensure that we consult all likely to be affected and where there may be a specific impact on a group we will particularly consult those groups."

Further considering Principle 8 the Headteacher reported that from September 2013 the school would be able to publish information for a wider range of groups. A concern was raised regarding the size of the groups and whether pupils would be identifiable. The Headteacher explained that the size of groups would be considered before publishing information in the public domain.

Considering the suggested amendments and discussions, the Headteacher expressed that the Equality Policy Statement needed to be relevant for the whole school and discussions had

	<p>narrowed to just pupils. A governor suggested that the profile of the community could be reviewed in comparison to the staff team to assess whether there was a marked difference. This impact assessment would allow the school and governors to review where action might be necessary. This suggestion was acknowledged but a concern was raised that the school needed to address priority issues such as progress of FSM pupils compared to other groups. The Headteacher highlighted that economic disadvantage was a key area for governors to examine and relevant data would be published.</p> <p>Considering the discussions and suggestions, the Chair expressed that the policy was reasonable but could be made more relevant to the school. The Headteacher recommended deferring the policy for further considering by the Senior Leadership Team (SLT) to ensure that the school was carrying out all statutory responsibilities and the policy reflected the work that was taking place. Attainment of pupils and recruitment of staff were highlighted as key areas for consideration by the SLT.</p> <ul style="list-style-type: none"> Governors unanimously agreed that the Equality Policy Statement would be deferred to allow further review by the SLT. <p>Cllr. Merrett highlighted that the LA were aware of traveler community disadvantages and a significant number of secondary aged children were being home taught. Following discussions with the traveler trust it was made apparent that a major factor in the use of home schooling was discrimination within school. Cllr. Merrett recommended that a review of this area should be carried out within school. Governors thanked Cllr. Merrett for highlighting the issues.</p>	SLT
12	<p>Link Governor Visits Eileen Robertson reiterated that she had carried out an access visit, as discussed under Item 11.1 and her written report had been previously circulated. Eileen expressed that her session speaking with pupils had been very beneficial and it was clear they had carried out research to highlight a variety of issues.</p> <p>Councillor Merrett updated governors on discussions taking place regarding young peoples' bus tickets.</p> <p>Richard Newton informed governors that he had met with Mary Griffiths to discuss inclusion and offered to produce a written report. He further noted that he would be arranging a follow up meeting with the Deputy Headteacher to discuss vulnerable groups.</p> <p>Nicki Mitchell highlighted that during the Executive Committee meeting it had been discussed and agreed that a presentation on interventions and assessments for vulnerable groups would be arranged for the next Full Governing Body meeting.</p> <p>The Headteacher reported that he had met with the Scarcroft Cluster and reviewed active governance. He noted that the Cluster had been impressed with the school's link visit system.</p>	Richard Newton
13	<p>Any Other Business None.</p>	
14	<p>Dates of next meetings Meeting dates would be drafted and circulated for agreement.</p>	
	<p>The meeting closed at 8.25pm</p>	
	<p>_____</p> <p>Mr D Henson Chair</p>	<p>_____</p> <p>Date Signed</p>

**Action Plan following the Meeting of the School and Community Committee
Held Wednesday 22nd May 2013 at 6pm**

	Action	Agenda	Person	Date
1.	Ask Chair of Governors to keep governors informed of governing body and SLT changes	6	Head / Chair of Governors	Ongoing
2.	Arrange presentation for governors following school uniform consultation	9	Chair / School Council	After consultation
3.	Update Accessibility Plan to include reference to school website and long term aspirations.	11.1	Alex Collins	asap
4.	Prepare long term aspirations (3 year plan) relating to the Accessibility Plan	11.1	Alex Collins	October 2013
5.	Consider participation reward for pupils and carry out a review of pupil participation in out of school activities for monitoring.	11.2	Headteacher	Ongoing
6.	Review the Equality Policy Statement to make more relevant to school, with consideration of attainment of pupils, recruitment of staff and traveler community disadvantages	11.3	SLT	September 2013
7.	Produce a written report regarding Inclusion link visit with Mary Griffiths	12	Richard Newton	asap

Standing Items:

- Review on School Development Plan priorities
- Student Voice
- Friends of Millthorpe

Items for Future Meetings:

- Equality Policy Statement
- Accessibility Plan – long term aspiration (October 2013)
- School uniform consultation presentation