



MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

**Held Thursday 22nd November 2012 at 6pm
In the School Meeting Room**

Present: Mr Bob Sydes (Chair) [from 6.20pm] Mr Trevor Burton (Headteacher)
Mrs Eileen Robertson Ms Nicola Mitchell
Mr Bill Schofield Mr Don Henson
Mr T Hooper

In Attendance: Miss Amy White (Clerk)
Mr Scott Butterworth (Deputy Head)

		Action
1	Welcome, apologies for absence and declarations of interest There had been no apologies for absence or declarations of interest. Governors agreed that Eileen Robertson would Chair the meeting until the arrival of Bob Sydes.	
2	Minutes of the meeting held on 11th September 2012 The minutes had been circulated prior to the meeting. They were agreed as a true and accurate record of the meeting and would be signed by the Chair on his arrival.	
3	Matters Arising Governors reviewed the action plan as below: 1) On agenda as Item 5 2) Completed. The Clerk agreed to e-mail the up to date committee list to the Headteacher 3) Completed 4) Governors noted that the training with Maxine Squire had not been well attended by governors Governors further discussed attendance at meeting and noted that non-attendance was grounds for dismissal. The Clerk advised that the Chair of Governors would raise the issue with the non-attending governor before going down a more formal route. If attendance did not improve then it would be grounds for dismissal and governors noted that guidance was available. Governors suggested that attendance could be reviewed as part of the committee's responsibilities. The Headteacher reported that there had been difficulty with the recent Finance and Staffing Committee meeting which had not been quorate. It was agreed that all apologies should be sent to the Clerk and the Chair. <i>Bob Sydes entered the meeting at 6.20pm, apologised for his late arrival and took the Chair.</i> Governors agreed that if a significant number of apologies were received for meetings, the Chair of the committee or FGB would confirm attendance with the remaining governors. Governors noted that meeting dates were agreed for the whole year but acknowledged that work patters for governors could often change. It was agreed that an e-mail could be sent to all governors to express the importance of being fully engaged. Governors considered whether non-members of committees could be called to ensure quorum of a meeting and decisions. The Clerk advised that	

non-committee members could not make up quorum as the Terms of Reference state that quorum was determined by members of the committee. The agreed members of the committee had delegate responsibility from the FGB.

Matters Arising

Governors asked for an update on the LA governor vacancy. The Chair reported that he had spoken to Sue Pagliaro (Head of Governor Support) and discussed the importance of the LA governor being able to commit to the meetings. Ms Pagliaro was going to contact the prospective LA governor for further discussions.

4 Policies

The Headteacher reported that the review of the Data Protection Policy and Collective Worship Policy had not yet been completed.

It was discussed that the Data Security section required a lot of work to ensure it covered devices such as laptops, tablets and external storage devices. Governors noted that Alex Collins (School Business Manager) was working on the Policy and Don Henson was the governor link.

Governors raised that e-mails had been sent out with parent e-mail addresses visible and noted that this was contrary to the Policy. The Headteacher reported that e-mails should be blind copied (bcc) and he would address this error. Governors agreed that they needed to closely monitor the effectiveness of policies.

5 Link Governors and School Improvement Plan including progress monitoring

Governors noted that information on governor links had been previously distributed for committees to review. Tim Hooper reported that the Finance and Staffing Committee had not met to finalise their link governor roles as the meeting had not been quorate.

Governors noted that the School and Community Committee had discussed link responsibilities and suggested the links outlined below:

- Penny McIntyre – SP3 points 1 and 2
- Christine Oliver – SP3 points 3, 4 and 6
- Eileen Robertson – SP7 point 1
- Mark Glover – SP7 point 3 and Health and Safety Policy
- Steve Boorman – Child Protection Policy and Safeguarding Policy
- Dave Merrett – Complaints Procedure
- Don Henson – Data Protection Policy, E-Safety Policy and Freedom of Information Policy
- Matt Burton – Educational Visits Policy

The Chair reported that Matt Burton might be tendering his resignation as he did not feel he would be able to fully commit to governor responsibilities. Governors discussed the recruitment process and were informed that Sue Pagliaro (Head of Governor Support) would be contacted for LA governor recommendation and appointment. The Headteacher clarified that the governing body was responsible for appointing Community governors and Appointed Associate Members. Governor expressed that they would like to maintain links with the University but they should not hold vacancies in order to achieve this.

Governors discussed the possible need to cover the Educational Visits Policy and Eileen Robertson asked what the additional commitment would include.

The Headteacher reported that the link governor would need to monitor the processes, forms and risk assessments in place for visits to ensure that the school were complying with the Policy. Further to this the governor would need to be informed and monitor visits that were scheduled, when parents received notification of visits and the cost of the visits. Eileen Robertson agreed to cover the link responsibility for the Educational Visits Policy in the short terms if needed.

Governors noted that the Quality and Curriculum Committee had discussed link responsibilities and suggested the links outlined below:

- Sarah Barbacane – SP1
- Nicki Mitchell – SP2 including KS4 interventions
- Richard Newton – SP2 point 5 - vulnerable groups

- Bob Sydes – SP4
- Dave Merrett – Sex and Relationships Policy
- Bill Schofield – Homework Policy

With reference to the Finance and Staffing Committee the Headteacher reported that they would be responsible for linking to SP8 and monitoring audit and general finance and staffing matters. Policies would include Performance Management, Redundancy, Charging and Remissions and Budget Management.

Governors highlighted that a link was required for SP6 and a possible link for the School Website. Considering SP6, it was discussed that the priority was monitored at the School and Community Committee and it was not necessary to have a named governor link.

With reference to the website, the Chair advised that during the training presented by Maxine Squire (School Improvement Partner) governors were informed that the website would be the first port of call and would demonstrate school communication with the wider world. Governors asked how the website was managed and were informed that a member of staff with graphic design experience maintained the website to some extent. The Headteacher further reported that the news flow was kept up to date but other sections of the website were out of date and there was not a regular review for maintaining the site. Governors acknowledged that the website should be monitored to ensure that it was kept up to date as Ofsted would access it before inspections. The Headteacher proposed that the current website should be maintained and money should be set aside to fund a new and improved website. Governors agreed with this proposal.

Following the discussions and suggested link governors, the Deputy Headteacher (Scott Butterworth) raised that he would have to meet with three governors regarding SP3. It was noted that the current SP3 link was as follows:

- Penny McIntyre – Points 1 and 2
- Christine Oliver – Points 3, 4 and 6
- Richard Newton – Point 5

The Deputy Headteacher explained that there was a clear link between points 2 and 5 and suggested that Richard Newton links to both these points and Penny McIntyre or Christine Oliver link to the remaining points. Governors agreed with the suggestion to reduce the number of links to SP3 and further suggested that as Christine Oliver had three areas of SP3, she could take point 1 and Penny McIntyre could link to Educational Visits. As Chair of the School and Community Committee, Don Henson agreed to contact Penny and Christine to suggest the change.

Don
Henson

The Chair reported that he had discussed with the Headteacher the involvement of Appointed Associate Member Glyn Jones. The Chair had proposed that Glyn could carry out a more general check of policies rather than having a specific link. The Headteacher reported that he had spoken to Glyn who was happy to check policies as it was something that he could do on an ad-hoc basis but that would be beneficial to the governing body and school. Governors agreed that this would be positive support.

The Chair agreed to update the School Improvement Plan with the link names following confirmation of the suggested change from Christine Oliver and Penny McIntyre. The updated plan would be e-mail to the Clerk for circulation to the committee.

Chair/
Clerk

Governors discussed the frequency of link governor visits and the protocol for reporting visits. During this discussion, governors considered that the Chairs of committees could e-mail their committee members outlining the link responsibilities and suggesting a schedule of reporting dates. It was agreed that regular visits needed to be arranged and it was suggested that visits take place once a term unless otherwise agreed by the link governor and member of staff. It was considered that attainment, results and vulnerable pupils would need to have link contact more regularly. Governors agreed that Chairs of committees would e-mail link governors to outline the process for visits.

Chairs of
Comm.

Priority 5: Continue to Improve the Effectiveness of Governance from the School Improvement Plan

Governors discussed the suggested objectives for priority 5 which had been distributed prior to the meeting. The objectives were highlighted as below:

1. We will develop a governing body with the appropriate skills to ensure effective

governance

2. Ensure that all statutory requirements, policies and documents are in place by end of school year 2012/13
3. Develop the effectiveness of the GB
4. Strategic vision for future of school

Governors were asked to provide feedback on the key objectives and breakdown.

Governors discussed how they monitored their effectiveness and it was noted that there was self review, the option for external review, evidence within meeting minutes and training evidence. The Headteacher highlighted that the objectives promoted governor involvement in school and governors noted that improving understanding was being addressed by linking governors to areas of the School Improvement Plan.

Governors discussed that responsibility was vague and there should be increased accountability for chairs of committees. It was further noted that the governing body had made progress by assigning links to the School Improvement Plan and reviewing how areas were monitored.

The Chair reported that he would be producing a report at the end of the year to analyse the work of the governing body using the RAG rating and all evidence gathered. Governors agreed that this would be beneficial and could be achieved with help of the chairs of committees. The Chair further noted that there would be evidence and feedback collected from the SLT to monitor whether governors were being effective.

Governors discussed the objective on strategic vision and expressed that it seemed vague. It was discussed that the school often reviewed plans for the year ahead but should be looking further. Governors discussed that the training presented by Maxine Squire had highlighted the benefits of tracking pupils from year 7 so there was a clear indication of how the pupils might perform in year 10/11.

It was agreed that priority 5 would be reviewed and updated in light of the discussed and then e-mailed to the committee.

Chair

6 Applefields proposed link

The Headteacher reported that all secondary Headteachers had been approached by Mr George Gilmore, Headteacher of Applefields School, regarding satellite provision. The Headteacher explained that Applefields School currently had provision within Burnholme Community College which allowed Applefields pupils and staff to work within a mainstream school environment. Following the closure of Burnholme Community College in 2014, the LA was keen to maintain the satellite provision.

The Headteacher informed governors that he had spoken to Mr Gilmore and clarified that there were no pupils with physical needs. The Deputy Headteacher had visited Applefields School and following this visit the Headteacher had submitted a formal bid to Mr Gilmore to provide satellite provision.

The Deputy Headteacher further reported that KS3 and KS4 Applefields pupils would be based within the satellite classroom for core subjects but would join mainstream lessons such as art, science and PE. This would allow Applefields pupils access to a mainstream educational environment and prepare them for future life.

Governors discussed that there would be benefits for Millthorpe pupils also as they would have the opportunity to meet and work alongside pupils with various needs. It was discussed that there were pupils within school who had educational needs at a similar level to some Applefields pupils. Governors considered that these pupils would benefit from the experience as school staff could work closely with satellite teachers who had more experience and skills in meeting the needs of these pupils. It would therefore be a very positive partnership. The Deputy Headteacher further reported that some pupils had progressed to post-16 education at Applefields which had supported the pupils with obtaining further life skills and independence.

The Headteacher reported that the school would be required to provide two rooms for the satellite provision. One room would be taken out of the curriculum and would need to be refurbished. Governors noted that a temporary classroom would be required and this would cost in the region

of £76,000 but there would be £100,000 of funding provided by the LA. Mr Gilmore had received the Headteacher's bid and would be considering it with LA consultants. It was noted that another secondary school had also offered partnership.

Governors asked if the temporary classroom would be for the school or for Applefields satellite. Governors were informed that the temporary classroom would be for the school as the satellite provision would be based within the school building. .

Governors enquired if the partnership would be cost neutral for the school. The Headteacher replied that the partnership would be cost neutral but the school would lose one classroom from the current curriculum.

Governors asked what the implications would be on the management team.

The Deputy Headteacher responded that there would be some implications on his time and the work of Special Educational Needs Coordinator (SENCO), Mary Griffins. The Deputy Headteacher further expressed that the satellite staff were employed by Applefields School to ensure the provision worked. The satellite staff were very highly skilled and would provide additional benefits to the pupils and staff at the school. The Headteacher further reported that the school's SENCO was enthusiastic about the opportunity

Governors considered the possibility of additional overhead costs for heating and lighting and it was discussed that this would not have a significant impact as the number of pupils would be small. Governors asked if there would be any impact on pupil numbers and were informed that the pupils would be part of Applefields' numbers. The Deputy Headteacher commented that an Ofsted Inspector would be able to review the provision and see the impact on the wider school community, which would be very positive.

The Headteacher reported that if the bid was accepted the school would be able to provide KS3 provision from September 2014 and would liaise with staff and parents in the Summer term after GCSEs.

Following further questions it was clarified that the pupils who would be using the satellite provision did not have specific behaviour issues and they would wear the Millthorpe School uniform.

The Deputy Headteacher noted that he had an excellent experience during his visit to Applefields School and felt there was a very positive relationship between the staff and pupils.

7 SLT capacity and succession planning

Governors were informed that the Headteacher and Chair had discussed capacity within the Senior Leadership Team (SLT) and it was noted that the SLT was the lightest in the City. It was reported that a lot of work was being undertaken by a small team and there was a need to increase capacity while also considering budget implications.

Governors were further informed that the Headteacher would be meeting with Jill Hodges (Assistant Director, Education and Skills) for a Support Group meeting and would discuss the need for increased capacity. The Support Group meeting would also focus on results and the work taking place in school to improve results. The Headteacher noted that he would present figures during the meeting to highlight how additional funding could further support the work of the school.

Considering funding, the Headteacher explained that the school was in the bottom 5% of schools nationally for allocation per pupil. Governors were informed that the school received £4,482 per pupil and the Headteacher was seeking further advice regarding the budget.

The Headteacher reported that there would be risks if the capacity of the SLT was not increased and acknowledged that governors would need to see a firm proposal. This proposal would include consideration of possible long term sick and career progression alongside budget implications.

Governors discussed that the school had lost a member of SLT through redundancy and asked what the implications of this would be on recruitment of a new SLT member. The Headteacher reported that the school's circumstances had changed and the issues regarding capacity had been raised by the School Improvement Partner. The Chair further noted that the School Business Manager had been appointed following the redundancy but with a different remit which focused on finance.

Head

	<p>Governors asked what the remit of a new SLT member would be and were advised that their focus would be on teaching and learning and to help the Headteacher with monitoring. The Headteacher explained that he hoped the extra capacity would enable strategies to be implemented in Year 10 and a strengthening across all year groups.</p> <p>It was considered that the LA could be approached to help fund a temporary one or two year post due to the vulnerable position the school was in. Governors acknowledged that succession planning would need to be considered and it was important to outline plans and requirements.</p> <p>Governors acknowledged and thanked the Headteacher for the progress made over the last 18 months.</p> <p>Governors agreed to discuss the item further at the next Finance and Staffing Committee meeting and following the Support Group meeting.</p>	F&S Comm.
8	<p>FGB Agenda The Headteacher asked governors to e-mail him if they had any feedback or items for the FGB agenda.</p>	
9	<p>Training Governors noted the Ofsted and data training provided by Maxine Squire and agreed that it was very beneficial.</p> <p>The Chair noted that he and Don Henson would be attending a Sharing Best Practice session for Chairs and Chairs of Committees.</p>	
10	<p>Dates of future meetings Thursday 10th January 2013 Tuesday 26th February 2013 Thursday 9th May 2013 Tuesday 25th June 2013</p> <p>Meeting end time 8.10pm</p>	
	<p>_____</p> <p>Mr Bob Sydes Chair of Executive Committee</p>	<p>_____</p> <p>Date Signed</p>

**Action Plan following the Meeting of the Executive Committee Meeting
Held on Thursday 22nd November 2012**

	Action	Agenda	Person	Date
	Contact Christine Oliver and Penny McIntyre regarding changes to link responsibilities	5	Don Henson	asap
	Update School Improvement Plan to include link governors	5	Chair	asap
	E-mail link governors to outline responsibilities	5	Chairs of committees	asap

	Review and update priority 5 and e-mail to governors	5	Chair	asap
	Produce a proposal for SLT capacity	7	Headteacher	As appropriate
	Discuss SLT capacity	7	Finance and Staffing Committee	Future meetings

Standing Items:

- FGB Agenda items
- Reports from Committees

Items for Future Meetings:

- Data Protection Policy
- Collective Worship Policy