



MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

**Held Thursday 10th January 2013 at 6pm
In the School Meeting Room**

Present: Mr Bob Sydes (Chair) Mr Trevor Burton (Headteacher)
Mrs Eileen Robertson [from 6.30pm] Ms Nicola Mitchell
Mr Bill Schofield Mr Don Henson
Mr T Hooper

In Attendance: Miss Amy White (Clerk)

		Action
1	<p>Welcome, apologies for absence and declarations of interest The Chair welcomed everyone to the meeting and noted apologies for late arrival from Eileen Robertson. There were no apologies for absence and no declarations of interest.</p>	
2	<p>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 were signed by the Chair.</p>	
3	<p>Matters Arising Governors reviewed the action plan as below: 1 – 2: Completed 3: Partly completed – awaiting confirmation of the Homework Link Governor 4 – 6: completed</p> <p><u>Matters Arising</u> With reference to Senior Leadership Team (SLT) capacity, the Headteacher reported that he had contacted a headteacher from outside of the Local Authority (LA) for advice. Governors were informed that the out of LA headteacher had experienced a similar capacity and budget situation and successfully appointed a temporary, internal SLT member. The Headteacher explained that he was considering the option due to opportunities for internal development and succession planning.</p> <p>Governors asked if there would be any training implications. The Headteacher advised that there would be some training but it would be precise and cover the key areas of Monitoring and Evaluation, Teaching and Learning and teacher development. The Headteacher noted that the training would strengthen the SLT and could be tailored to the responsibilities of the individual members of the SLT.</p> <p>The Headteacher reported that extra capacity was needed but the additional role would initially be temporary for one to two years and would allow development and provide experience.</p>	
4	<p>School Improvement Plan The Headteacher reported that the committees would receive updates and review the sections of the School Improvement Plan relevant to the committee.</p> <p>The Headteacher explained that in previous years the School Improvement Plan had been written by the SLT and staff. Governors were informed that staff had not been involved to the same extent in 2012/13 and the Headteacher had addressed this by speaking to staff and involving them in setting future headlines for the Plan. The Headteacher expressed that he wanted staff to be</p>	

involved and that staff appreciated being asked for their input.

Governors noted that the Full Governing Body would receive the draft School Improvement Plan for review in the summer term and the finalised Plan at the last FGB meeting in July. Governors agreed that it would be beneficial for the Executive Committee to review the plan prior to the FGB meeting in July. It was agreed that the Executive Committee would review the Plan at the meeting on 25th June.

Governors discussed the Y11 predictions as follows:

The Headteacher advised that the Y11 reports had been delayed in order to include the Maths report. Governors were informed that all pupils had completed their Maths GCSE and this provided the opportunity for pupils to re-sit modules or the full GCSE in June should they need to.

The Headteacher reported that 64% of pupils had achieved A*-C grades in Maths already and over the next six months the school was aiming to raise this percentage to 70-75%. Governors were informed that primary indicators showed approximately 60% of pupils achieving five A*-C grades including English and Maths. The Headteacher noted that with interventions the school could potentially achieve 70% of pupils achieving five A*-C including English and Maths. The Headteacher highlighted that 70% was in line with Fischer Family Trust D (FFTD).

Governors were informed that there had been 100% attendance for the English exam and the Headteacher expressed his gratitude for the work carried out by staff to achieve this. It was discussed that staff and pupils had positive attitudes and the pupils were responding to the commitment and drive of staff. Governors discussed the impact the English boundary change had on the staff and pupils.

Eileen Robertson entered the meeting at 6.30pm.

Governors asked if the focus was moving away from other subjects to concentrate on English and Maths.

The Headteacher explained that the majority of the focussed work for English and Maths was completed during those lessons and the rest of the curriculum was continuing. Work was also being carried out to provide additional time to options subjects.

Further considering subject concerns and options, the Headteacher explained that pupils taking triple science had to be in the top percentage to ensure that their options were not impacted. The English baccalaureate was discussed and the Headteacher highlighted that the baccalaureate was rigorous. The Headteacher further highlighted that the school did not want to narrow options but wanted to support pupils in using their talents.

Governors asked if English and Maths skills were marked within other subjects. The Headteacher replied that it was important that the level of English did not impede understanding of work and that marks were awarded for correct spelling, punctuation and grammar. Pupils were also marked on technical vocabulary relating to the specific subject, for example, the spelling of scientific words.

Following governor questions, the Headteacher explained that the five A*-C grade predictions were not presumed based on English and Maths results. All subjects had been carefully reviewed with teachers and the predictions checked. Such checks had also been carried out for pupils on intervention programs who could receive the equivalent of five A*-C GCSE grades.

Governors asked if the new model of interventions was having a positive effect.

The Headteacher highlighted that it was early stages but there was a management system in place to ensure that the new model worked effectively. Governors were also informed that there had been positive feedback regarding pupil attitudes.

Bill Schofield commented that, as part of his link responsibilities, he had met with Tim Gillbanks (Assistant Headteacher) and had been very impressed by monitoring and lessons observations. Bill expressed that he felt the systems were working well.

The Headteacher highlighted that 81% of lessons observed had been Good or Outstanding. Considering teacher development and progression, the Headteacher explained that feedback

	<p>sheets and data were used to build a record of strengths and highlight areas for improvement.</p> <p>Governors were informed that the SLT followed a pupil for observations so teachers were aware of a possible time-frame for drop-in observations. Governors noted that drop-in observations could not be used as part of performance management. Governors discussed the use of drop-in observations and agreed that they helped to prepare teachers for Ofsted and made observations a normal part of teaching.</p> <p>Governors discussed that they had developed a more independent knowledge of systems within school. This was agreed to be beneficial as it was important for governors to explain these systems to Ofsted. It was noted that there would be an analysis of current tracking and interventions during the Quality and Curriculum meeting on 6th February.</p>	
5	<p>FGB Agenda</p> <p>Governors highlighted that there would be an Executive Committee meeting on 26th February before the next FGB on 14th March. It was agreed that any suggestions for the FGB meeting would be brought to the next Executive Committee meeting.</p>	
6	<p>Link Governors</p> <p>Governors noted that the regularity of visits would be agreed between the link governor and member of staff. It was further noted that link governors would provide reports to their committee.</p> <p>Considering the School Self Evaluation Form, the Headteacher advised that it would be available at the next Executive Committee meeting and Full Governing Body meeting. The Chair further noted that he would circulate the Governor Self Evaluation Form. Governors discussed that the School Financial Value Standard also required audit of governor competencies and the Headteacher offered help in collecting this information.</p> <p>Governors considered the work of the committees and highlighted the following:</p> <p>The Finance and Staffing Committee would be considering the SLT capacity in greater detail. It was discussed that the committee had to consider issues in their totality regarding the budget and the impact on capacity, teaching and learning. This would involve considering when it might be acceptable to have a deficit budget.</p> <p>As part of her work as a member of the School and Community Committee, Eileen Robertson reported that she would be meeting with pupils to discuss accessibility within the school. This meeting would also include Alex Collins (School Business Manager) and Mary Griffiths (Director of Inclusion). Governors discussed that there were areas of the school that were not wheelchair accessible and Eileen further reported that she would be reviewing such issues and possible improvements.</p> <p>The Headteacher expressed that he was continuing his work on improving the policy review system and it was agreed that some issues would be resolved through link governor work. Governors agreed that policy review lists would be discussed at the next meeting to create a succinct list of policies, review dates and link governors. The Headteacher highlighted that part of the governor link would be to monitor and challenge how policies were implemented and if they were successful in practice.</p> <p>The Headteacher updated governors on the possibility of collaboration work with other schools. He explained that he met regularly with the cluster primary headteachers and with secondary headteachers. It was discussed that as local authorities diminish it would be increasingly difficult to secure services and clusters were discussing possible future collaboration for some services. The Headteacher highlighted that there had been positive responses for other collaborative work such as observing governor meeting and SATs moderation.</p> <p>The Headteacher reported that he had met with a local secondary headteacher to discuss collaboration. He explained that secondary collaboration could provide a lot of opportunities including increased curriculum provision in such areas as music and languages. Governors discussed further school improvement possibilities and the Headteacher clarified that he was not proposing a formal agreement but this could be a possibility in the future. Governors were informed that a meeting had been arranged between the Headteacher and Chairs to discuss possibilities. Governors expressed that it was important to ensure that the chairs and governors of both schools were comfortable with collaboration and noted that the impact on the Headteacher's</p>	HT

	time should be considered. Governors supported further discussion on this item and it was agreed that it would be included as part of the next agenda.	
7	Training Don Henson reported that he had attended a Sharing Best Practice seminar for chairs and chairs of committees. The seminar had focused on sharing experiences particularly concerning Ofsted inspections. Don expressed that governors needed to be prepared and have an action plan for inspections. It was discussed that governors needed to have access to evidence for all key questions and highlighted areas. The Chair expressed that governors should also be aware of the basic information such as the number on roll, strengths and weaknesses of the school, and the School Improvement Plan. The Chair agreed to circulate Don's notes from the seminar. Governors agreed that the committee would revisit Ofsted preparation at a future meeting and the Headteacher explained that the school expected an inspection in Spring 2014.	Chair
8	Dates of future meetings Tuesday 26 th February 2013 Thursday 9 th May 2013 Tuesday 25 th June 2013 Meeting end time 7.50pm	
	<hr/> Mr Bob Sydes Chair of Executive Committee	<hr/> Date Signed

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

	Action	Agenda	Person	Date
	Work with Tim Hooper to audit SFVS governor competencies	6	Headteacher	As appropriate
	Circulate Don Henson's notes from Sharing Best Practice	7	Chair	asap

Standing Items:

- FGB Agenda items
- Reports from Committees

Items for Future Meetings:

- Data Protection Policy (26th February)
- Collective Worship Policy (26th February)
- SEF (26th February)
- Collaboration Work (26th February)
- Ofsted Preparation (9th May)