



MILLTHORPE SCHOOL

Minutes of the School and Community Committee

**Held Monday 21st January 2013 at 6pm
In the School Meeting Room**

Present: Mr T Burton (Headteacher) Ms N Mitchell
Mr M Glover Mrs C Oliver (Chair)
Cllr D Merrett [from 6.05pm]

In Attendance: Mr Don Henson
Ms Helen Thomas (LA Governor)
Miss Amy White (Clerk)
Mr Alex Collins (School Business Manager)

		Action
1	<p>Welcome, Apologies for Absence & Declarations of Interests</p> <p>Don Henson explained that his term of office as a Community Governor had expired on 20th January and he could not stand for reappointment until the Full Governing Body meeting in March. As a result, he was unable to chair the meeting.</p> <p>Governors agreed to appoint Christine Oliver as Chair for the meeting.</p> <p>Governors were welcomed to the meeting and noted apologies for absence from Steve Boorman, Bob Sydes and Penny McIntyre. Eileen Robertson was also absent from the meeting. There were no declarations of interest.</p>	
2	<p>Minutes of the previous meeting held on 17th October 2012</p> <p>The minutes had been circulated prior to the meeting and were agreed to be a true and accurate record.</p>	
3	<p>Matters Arising</p> <p><u>Action points</u></p> <ol style="list-style-type: none"> 1. Completed 2. Carry Forward due to absence of governor with responsibility 3. Carry Forward due to absence of governor with responsibility 4. Don Henson reported that he had e-mailed all governors regarding link visit protocol and governors noted that the visits form was available on the secure section of the website. The Headteacher made governors aware of the new governor signing in book and asked all governors to request the book when they visit school. 5. Carry Forward. The Headteacher reported that a student council meeting had taken place and he would arrange for Don Henson to be invited to the next meeting. 6. Completed. Governors noted that the Cabaret night had been cancelled. 7. Carry Forward. Alex Collins, School Business Manager, confirmed that he had made progress with the Accessibility Plan and asked if discussion could be deferred to the next meeting following his meeting with pupils and Eileen Robertson. 	

4. Pastoral and Inclusion work of the school (SP3 in School Improvement Plan)

Governors received an update and discussed objectives as outlined below:

- 1) *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*

The Headteacher reported that House assemblies had been developed and the atmosphere between Houses was competitive but positive. The first inter-house championship had taken place in the form of a badminton tournament.

- 2) *The DoAs will develop the role of Student Support Officers (SSO) to provide an effective first line response to incidents and develop a range of intervention strategies*

The Headteacher expressed that this objective was going well and there were four SSOs; three were assigned to the Houses and the fourth was working as part of the inclusion team. The Headteacher informed governors that the SSOs had experience working with young people, substance abuse and troubled families.

Governors were informed that intervention work was focused on Y11 and specifically English and Maths and SSOs were holding fortnightly interviews for 40 – 50 pupils. Governors noted that the workload of teachers had been impacted as they provided input for the fortnightly interviews; however, teachers had provided positive feedback on the strategy.

As part of her link governor role, Nicki Mitchell reported that she had reviewed intervention work with Tim Gillbanks (Assistant Headteacher) and found the interventions specific and effective. The meetings between SSOs and pupils provided the opportunity to set focused tasks and targets with timeframes for completion and review.

- 3) *We will take an authoritative and consistent approach to baseline issues (lateness, uniform etc.) to promote good discipline*

Governors were informed that there had been further development and success in this area particularly concerning school uniform.

Governors asked if there was any flexibility on uniform during bad weather conditions. The Headteacher advised that uniform could not be adapted or changed, but pupils were able to wear different footwear to school (e.g. wellies) but had to bring shoes to change into. The Headteacher clarified that coats could not be worn within the school building but could be worn when outside and moving between buildings.

Governors were made aware that other work on this objective included teachers greeting pupils at the classroom door. This had provided a calmer atmosphere within corridors.

- 4) *We will involve teachers, tutors and Heads of Departments (HoDs) more in the leadership of positive behaviour*

The Headteacher reported that the positive achievement system was working well. However, it had been agreed that teachers needed to complete follow up work when then they removed a pupil from their lesson. This would include reconciliation with the pupil after the lesson and phoning parents. Governors noted that this essential communication would be monitored.

Following governor questions, the Headteacher clarified that rewards for positive behaviour were working well overall and the pupils had particularly enjoyed and appreciated the visit to Lightwater Valley. For the pupils who had not been permitted to attend due to their behaviour, the session had been valuable.

Governors were informed that on a termly basis the form group with the most amount of positive rewards were permitted an afternoon off timetable to go to the cinema. The Headteacher explained that these rewards were funded by parents as there were insufficient funds in the budget to cover the full expense.

Governors discussed that form tutors would reward or punish behaviour differently, with some

	<p>being more lenient or strict than others. The Headteacher explained that rewards were given by all teachers, not just form tutors and it would be very difficult to track all rewards but highlighted that. However, during lesson observations the SLT monitored the use of rewards and sanctions and checked pupil planners.</p> <p>5) <i>We will develop the role of DoAs in raising the attainment of underachieving students</i></p> <p>The Headteacher advised that this objective had been mainly focused on Y11. Governors were informed that the inclusion team was reviewing the attainment of pupils with Special Educational Needs (SEN) and pupils entitled to Free School Meals (FSM) and providing a mentoring role for these pupils. As a result, approximately 30 underachieving pupils in Y11 were receiving support from five teachers and four support staff in addition to the departmental support work which was in place.</p> <p>The Headteacher explained that work would be carried out with Y9 pupils in order to achieve a positive impact in Y11 in future years.</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>Governors noted that there was a lot of alternative curriculum offered in Y11 with some available in Y10. The Headteacher advised that there were plans to offer alternative curriculum to Y9 also. It was discussed that alternative curriculum provided a more bespoke learning experience for pupils requiring additional support. The Headteacher explained that there were some pupils at foundation level and the school was looking into collaboration with Askham Bryan College who would be able to offer increased targeted support.</p> <p>Governors discussed the Reading Catch Up in which Y10 pupils supported Y7 with reading support. Following governor questions, the Headteacher clarified that Y10 pupils volunteered their support and enjoyed the experience as it provided them with a sense of leadership. It was further discussed that the school had pupil sports leaders and was looking into the Young Leaders Course. The introduction of prefects was suggested and governors agreed that it was beneficial for pupils to have the opportunity to carry out a leadership role.</p> <p>The Headteacher reported that intensive reading tutoring had provided positive improvements with reading acceleration by several months. Pupils who accessed the tutoring at the beginning of KS3 were able to access a more challenging curriculum in KS4.</p>	
5	<p>Communicating with parents and the community (SP6)</p> <p>Governors received an update and discussed objectives as outlined below:</p> <p>1) <i>We will review the level of service that Reception provides to our parents and students</i></p> <p>Alex Collins informed governors that work with reception had been completed and there had been good progress. Governors noted that the service would be monitored regularly. Governors were informed that new member of staff had been appointed into the office team and there was an improved atmosphere within the office.</p> <p>2) <i>We will ensure that the “Millthorpiian” reaches as widely into our local community as possible</i></p> <p>Governors were informed that the recent version of Millthorpiian had been professional and engaging. It had been circulated to parents and the local community and Alex Collins agreed to add governors to the circulation list.</p> <p>3) <i>We will offer out facilities for letting to community groups at competitive rates</i></p> <p>Governors acknowledged that the committee was reviewing lettings based on their community links and not profit. Alex Collins informed governors that the school had secured three new community lettings: a local football team using the indoor facility, a woodcarving</p>	AC

	group and a taekwondo class.	
6	<p>Developing the school environment (SP7)</p> <p>Governors received an update and discussed objectives as outlined below:</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</i></p> <p>Governors noted that the Asset Management Plan was on the agenda for discussion under Item 9.</p> <p>2) <i>We will plan our programme of improvement with staff and the Student Council for maximum effectiveness</i></p> <p>Governors were advised that staff and students were consulted regarding improvements to the school and made aware of choices, implications and costs. The Headteacher advised that the Student Council were given a budget of £1 for every pupil within the school, amounting to approximately £900 - £1,000.</p> <p>3) <i>We will ensure our approach to health and safety is best practice and meets all external requirements</i></p> <p>Governors were informed that the staff Health and Safety Committee met every half term end everyday procedures and reporting was more robust. Governors noted that the committee logged and monitored all incidents.</p> <p>Governors asked if there had been any major incidents and were advised that there were no major incidents or incidents outside of those covered by policies and procedures. The majority of injuries were sport related.</p> <p>Governors asked if the pathways were cleared and gritted during bad weather and were advised that the school had a snow blower and high quality rock salt which was used on all paths, steps and walkways.</p>	
7	<p>Student Voice</p> <p>Don Henson agreed to report to the committee following the next Student Council meeting.</p>	
8	<p>Friends of Millthorpe</p> <p>Governors were informed that the Friends of Millthorpe had arranged a quiz night to take place on Friday 1st March.</p> <p>The Headteacher reported that the new sound system, which had been funded by the Friends, had been installed before the school's production of 'Joseph' and had made a significant improvement. Funding raised by the Friends had also paid for new curtains for the main stage and a new netball kit.</p> <p>Governors suggested that staff and pupils could be invited to submit funding requests to the Friends. It was considered that being able to advertise what the money was being raised for would have a positive impact on the fundraising. It was agreed that a small amount of funding could transform an area but staff were aware of the budget position and did not ask for funds.</p> <p>Governors noted their thanks to the Friends of Millthorpe for their work and support.</p>	
9	<p>Review of Policies</p> <p>9.1 Asset Management Plan <i>Previously distributed.</i> Governors reviewed the Asset Management Plan and expressed that the plan was clearly set out and they found the program of cyclical work beneficial.</p> <p>Governors enquired about the process for receiving quotes and sourcing contractors to</p>	

complete work. Alex Collins explained that there had been progress in this area and good relations had been established with trade companies for regular work. This allowed the school to receive quotes quickly. Governors were informed that the school had previously been overcharged for some work and the current relationships being developed would prevent this in the future.

Governors asked if all expenditure for work was part of Capital and Alex Collins advised that expenditure over £5,000 was Capital which resulted in the majority of work being paid out of Revenue.

Governors highlighted the replacement of the boiler as positive and asked if remaining works would be funded in future years. Alex explained that the boiler was being funded by the LA and it was unlikely that the school would receive any further funding for other major items in the short term. The Headteacher highlighted that there would be some essential works following the installation of the new boiler. This work would be linked to the new controller that had been fitted. Governors noted that the new controller allowed the school to choose which blocks to heat. Governors discussed that a 10% savings that could be made following the installation of the new boiler and were advised that there was a requirement for a 5% saving. Alex informed governors that the boiler would be fitted on Saturday 26th January and transferred during February half term to minimise the impact on staff and pupils.

9.2 Complaints Policy

Previously distributed. Governors noted that the policy was an LA policy and the school had included a personalised summary sheet.

The Headteacher made governors aware that Lesley Buckley (PA to the Headteacher) was the school's Complaints Officer. It was discussed that Lesley liaised well with parents and ensured that their concerns or complaints were dealt with promptly and professionally.

Governors asked how many complaints the school received on average. The Headteacher explained that concerns or minor complaints were received weekly but these were often addressed by speaking to a Head of Department. More serious complaints were usually directed at the Headteacher and these were on average one a term. Governors were advised that the number received was manageable and all concerns and complaints were addressed at the early stages. Following a governor query, the Headteacher clarified that there had only been one Stage Two complaint since he became Headteacher.

9.3 Health and Safety Policy

Previously distributed. Governors noted that the Health and Safety policy was comprised of comprehensive individual policies that covered specific areas of risk. Additional to this, the school had a Statement of Intent.

Governors discussed the importance of risk assessments and it was noted that risk assessments for visits were given to Alex Collins then sent to the LA.

Governors asked for clarification of their role as part of performance monitoring health and safety within school. Mark Glover advised that he was link governor for health and safety and attended the staff Health and Safety Committee. It was discussed that a formal report should be presented to governors and health and safety would be included on the agenda for future meetings. This would allow the committee to receive the minutes from the staff Health and Safety Committee and be updated on the number and nature of incidents and what action was taken.

Governors agreed the policy.

Following questions regarding sport incidents and procedures, it was outlined that all staff had received training and completed an incident log book. There were no frequent incidents in a specific area and all incidents had been accidents and therefore not clearly preventable. Alex Collins made governors aware that the Head of PE was a member of the Health and Safety Committee and therefore in a position to follow up any issues. It was expressed that the Head of PE was aware of all incidents in his department and was satisfied that procedures were being followed.

<p>10</p>	<p>Link Governor Visits</p> <p>Don Henson reported that he had met with Alex Collins to review the Data Protection, Freedom of Information and E-Safety policies and procedures. Positive areas were identified and included the teaching of e-safety in IT lessons. Don further reported that work needed to be completed on putting together formal policies and he and Alex would be meeting in April to draft these policies and procedures.</p> <p>Governors asked if there had been any revisions to the policies since Don and Alex had first met to review them. Alex explained that some items had been picked up immediately with regard to safeguarding and the Data Manager was addressing these.</p> <p>Governors affirmed that they had arranged visits with their respective link member of staff and would report to the Committee following those meetings. It was noted that the visit reports would be accessible to all governors via the secure section of the school website.</p> <p>The Headteacher made governors aware of an Ofsted visit to review impartial career guidance for years 9, 10 and 11. Governors were informed that the school would not be graded on the visit and the report would not be published on the Ofsted website.</p> <p>Governors discussed the changes to career services and noted that the LA provided a free basic service which included career interviews for vulnerable pupils. The Headteacher explained that additional services could then be purchased to provide career interviews for all Y11 pupils and all vulnerable pupils in Y9 and Y10.</p> <p>Governors then discussed the importance of offering good support and advice to pupils regarding their career and post 16 options. This included encouraging pupils to aim high and raising aspirations for all pupils, but particularly those with fewer aspirations.</p> <p>The Headteacher reported that discussions had also taken place in staff meetings and it was a key area of focus to improve the ethos, attitudes and aspirations of pupils. Inspiring displays would be put up throughout the school and a program was being put in place to invite inspirational speakers into school. As part of this program, pupils would hear the story of the speaker then complete follow up work focusing on their own future and goals.</p> <p>Governors discussed possible contacts and agreed that the idea should be developed and would be beneficial and inspiring for the pupils.</p>	
<p>11</p>	<p>Any Other Business</p> <p>None.</p>	
<p>12</p>	<p>Dates of Next Meeting</p> <p>Wednesday 22nd May 2013</p>	
	<p>The meeting closed at 7.40pm</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 Monday 21st January 2013 at 6pm**

	Action	Agenda	Person	Date
1	Carry Forward: Contact Bob Sydes regarding governor pen portraits	3	Mrs Robertson	asap
2	Carry Forward: Draft Equalities Policy and Access Plan	3	Bob Sydes	21 st January 2013
3	Invite Don Henson to Student Council meeting	3	Headteacher	As appropriate
4	Develop Accessibility Management Plan to show priorities, costing and time frames	3	Alex Collins	21 st January 2013
5	Include governors on Millthorpean distribution list	5	Alex Collins	As appropriate

Standing Items:

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

Items for Future Meetings:

- Accessibility Plan
- Health and Safety report