



**MILLTHORPE SCHOOL**

**Minutes of the Quality & Curriculum Committee**

**Held Wednesday 6<sup>th</sup> February 2013 at 6pm  
In the School Meeting Room**

**Present:** Mr T Burton (Headteacher) Cllr D Merrett [*from 6.30pm*]  
Ms N Mitchell (Chair) Mrs S Barbacane  
Mrs C Oliver Mr R Newton

**In Attendance:** Mr Don Henson (Prospective Community Governor)  
Mrs Helen Thomas (LA Governor)  
Mr Scott Butterworth (Deputy Head) [*until 6.55pm*]  
Mr Tim Gillbanks (Assistant Head)  
Miss Amy White (Clerk to Governors)

		<b>Action</b>
<b>1.</b>	<p><b>Introductions – Apologies – Declarations of Interest</b> Governors were welcomed to the meeting and apologies for absence were received from Bob Sydes and Steve Brereton. There were no declarations of interest.</p> <p>The Chair introduced Helen Thomas, LA Governor, who was attending the meeting with a view to joining the Committee.</p> <p>Governors agreed that the Deputy Headteacher would present the Behaviour Policy and Child Protection Policy for review after Item 3.</p>	
<b>2.</b>	<p><b>Minutes of the meeting held on 24<sup>th</sup> October 2012</b> The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>	
<b>3.</b>	<p><b>Matters Arising</b> There were no Matters Arising.</p> <p>With reference to the Action Plan:</p> <ol style="list-style-type: none"> <li>1) This action referred to the Sex and Relationship Education Policy which was being reviewed by Dave Merrett. Governors noted that if a disclosure was made regarding a child during SRE then the Child Protection Policy should be followed.</li> <li>2) Governors noted that Christine Oliver was the link governor for homework.</li> <li>3) The link governor monitoring form was available from the school website.</li> </ol>	
	<p><b>Behaviour Policy</b> The Deputy Headteacher presented the Behaviour Policy, which had been previously distributed.</p> <p>Governors were made aware that staff had access to a number of detailed behaviour procedures. A condensed version of some of these procedures had been included within the Behaviour Policy in order to provide necessary detail to parents, pupils and governors. Governors acknowledged that the Policy was in draft format as pupils and staff had not yet been consulted.</p> <p>Governors reviewed the policy in detail and discussed the following:</p>	

With reference to the Teacher aim, '*prevent and minimise*', governors asked for further clarification. The Deputy Headteacher explained that teachers should preempt possible behaviour issues and plan their lessons to prevent and minimise such issues. Considering the aim '*repair and rebuild*', it was the responsibility of the teacher to rebuild the relationship with the pupil.

Governors suggested that the Parent and Carer aim '*celebrate effort and progress*', should also be included in the Student and Teacher aims.

With reference to *Rewards, Sanctions and Classroom Management*, governors acknowledged the Positive Achievement System (PAS), Negative Comments and the stages for sanctions. Following governors questions, it was clarified that the stages were not followed if the behaviour was severe and governors suggested that this should be highlighted within the Policy.

Governors further discussed that there needed to be a degree of flexibility with sanctions but that staff should be consistent with their response to behaviour to promote positive pupil responses throughout all lessons.

In response to a question regarding reporting and tracking behaviour, governors were advised that a database was maintained. Governors were further informed that if an incident had not led to the removal of the pupil from the lesson, but the teacher felt it was a cause for concern, the teacher could issue a "red flag" negative which was e-mailed to relevant pastoral staff and discussed with the Deputy Headteacher.

Governors discussed the types of incidents which led to exclusion and agreed that it would not be appropriate to include examples within the Policy. The Headteacher clarified that he was required to approve all exclusions.

*Cllr Dave Merrett entered the meeting at 6.30pm.*

With reference to interventions and the role of parents, it was agreed that it would be positive to include a summary within the Policy to explain the stages of intervention and the roles of those involved.

Governors asked for clarification on sanctions with regard to low level rebellion such as not conforming to uniform. The Deputy Headteacher explained that for focus areas such as uniform, the relevant policy would be referred to. Pupils and parents would be reminded of the policy and given advance notice before sanctions were given.

Subject to the above discussed amendments and suggestions, governors unanimously approved the Behaviour Policy.

### **Child Protection Policy**

On behalf of the link governor for Child Protection, it was reported that the Policy was in line with the June 2012 legislation and therefore required some slight amendments to accommodate new legislation and changes in named people.

With reference to section 4.2 of the Policy, governors asked if the school held any electronic records pertaining to child protection. The Deputy Headteacher replied that there were no electronic files maintained and explained the process for receiving and sending referrals. It was noted that Don Henson was working with the School Business Manager to review Data Protection, Freedom of Information and E-Safety policies and procedures.

Governors discussed when the Child Protection Policy would be implemented in place of the Bullying Policy. It was clarified that issues of bullying taking place within school would be addressed using the Anti-Bullying and Behaviour Policies. The Child Protection Policy would be followed when issues were occurring outside of school and systems could not be implemented and monitored by school.

Following further discussions, it was clarified that social, emotional and mental health issues fell into the remit of the pastoral team and if the concerns were serious they would be referred to outside agencies. Governors discussed the Common Assessment Framework and noted that the referral processes had been recently reviewed and modified.

In response to a question regarding who should receive child protection training, the Deputy Headteacher outlined that the requirements had changed and specialist training had been arranged for key members of staff in partnership with Front Door. The link governor for Child Protection monitored training as part of his link role.

Considering governor responsibilities, the importance of the Child Protection Policy was highlighted and that it was a statutory requirement to review the Policy annually. It was discussed that the link governor, Steve Boorman, was qualified and experienced in Child Protection and was effective in role.

Governors discussed Criminal Record Bureau (CRB) checks and it was acknowledged that there was no legal requirement for governors to be CRB checked as they did not have unsupervised access to children.

Subject to the discussed legislation and name amendments, governors unanimously approved the Child Protection Policy.

*The Deputy Headteacher was thanked for his reports and he left the meeting at 6.55pm.*

#### **4. Changes to Curriculum**

The Headteacher reported that a number of Y11 pupils were not studying languages in order to provide more focus and support in core subjects. It was reported that this change had been very successful and pupils were benefitting.

With reference to Languages in the current Y9 cohort, 75% of pupils would be studying a language in Key Stage 4. The language department had made recommendations to parents regarding whether their child should work toward a language GCSE. The decision was open for discussion with parents and there was an option for pupils to study a language as an interest rather than a qualification. The changes did not allow the pupils to make the decision to opt out of taking a language.

Tim Gillbanks, Assistant Headteacher, reported that new qualifications were available and outlined them as below:

- GCSE in Engineering: Governors noted that this course had received a positive uptake.
  - Level 2 in Motor Vehicle Maintenance: This was in partnership with Askham Bryan College and available for Y10 pupil and would be offered to selected Y9 pupils.
  - Level 2 in Child Development: In partnership with Askham Bryan College, this course would involve a work placement and case study.
- Hospitality Btec: The Btec was the equivalent to a Level 2 qualification and would be offered in Y10 and involve working in the kitchen.

Governors discussed the courses and acknowledged that they were carefully matched to pupils and that they helped progression onto college. If pupils could attain a level 2 at school they could progress directly to level 3 in college. Governors agreed that the changes were positive and increased the opportunities offered to pupils.

Following governor questions, it was clarified that there was sufficient expertise and pupil numbers to offer the current courses. Governors were made aware that discussions were being held with another local secondary school to consider collaboration; this could support the introduction of more courses in the future.

The change to the learning participation age, from 16 to 17 years, was discussed in detail and governors asked how this would impact on the school. The Headteacher explained that schools could be judged on the number of pupils not in employment, educational or training (NEET). Following a recent Ofsted Career Survey, it was highlighted that the school had three pupils (from cohort 2012) who were NEET. The Headteacher provided background on these pupils and it was agreed that the circumstances were out of school control.

The Headteacher was asked if there would be any changes to the current school structure to accommodate the change in participation age. He replied that the school approach was to assume that all pupils would be continuing in education and offer sufficient support and advice regarding their next step. The Assistant Headteacher further clarified that all pupils had been made aware that they would have to continue with Maths and English until they attained a C Grade or equivalent.

	Governors discussed the GCSE and Post 16 options that were available to pupils and the Headteacher offered to send the options booklet to the Clerk for circulation to governors.	HT/Clerk
5.	<p><b>Year 11 Tracking and Intervention</b></p> <p>Tim Gillbanks reported that he and the Chair had met twice to discuss and review Y11 tracking and interventions.</p> <p>It was reported that 64% of Y11 pupils had achieved an A* - C grade in the early entry Maths in November. This demonstrated an improvement as in 2011/12, 67% of pupils achieved an A* - C grade by July.</p> <p>The Headteacher highlighted the importance of the number of levels progress and noted that if a pupil was level 4 at KS2 they would be required to make at least 3 levels progress by the end of KS3; this would take them to a C grade. Governors acknowledged that the school was tracking the progress of all pupils and working to improve the proportion of pupils making 3 and 4 levels progress.</p> <p>The Chair (Link Governor for interventions) reported that there was a high level of detail in tracking pupils and providing support. The pupils were tracked as individuals and per module which resulted in tailored interventions and targeted groups.</p> <p>Tim Gillbanks highlighted the changes to the English assessment and explained that early entry grades would not be published in January. A mark would be received in January but the grades would not be provided until July. The January grade would be put on the pupil tracker and compared to the previous year's grades for further tracking.</p> <p>Support and focus areas were highlighted and governors were made aware that DOAs were supporting vulnerable groups and 25 individuals across a number of subjects. Overall, 80 – 90 pupils were receiving tailored support across different areas with the aim of 95% of pupils achieving 5 A*-C grades.</p> <p>Governors acknowledged that the focus was currently on Y11 and asked if there would be progression with other year groups. Tim Gillbanks explained that there was work taking place in other year groups and he would be presenting the Y10 data at the next meeting to highlight how the strategies implemented were filtering into other year groups.</p> <p>Governors thanked all staff for their hard work and commitment in raising the attainment and progress of pupils and the increased engagement of pupils was also highlighted.</p> <p>Governors thanked Tim Gillbanks for his work and his report.</p>	
6.	<p><b>Attendance / Exclusions</b></p> <p>The Headteacher reported that the database for attendance was up and running and had been updated to include exclusions data. The database was able to provide a breakdown of trends and cohorts and it was agreed that this data should be brought to the next meeting for review and discussion.</p>	
7.	<p><b>School Development Plan – Previously distributed</b></p> <p><b>7.1) SP1: Improve achievement through high quality first wave teaching</b></p> <p>Considering the objectives for SP1, governors were advised that teachers were undertaking training sessions and reflecting on their professional learning in order to produce a statement of impact at the end of the year.</p> <p>Information regarding how the school was 'good' and evidence of good teaching was shared with staff to support staff currently working below good. Lesson observations were taking place and any teacher judged 'Requiring Improvement' would have a follow up observation and additional support from the DOAs.</p> <p>Considering online text books, governors were made aware of funding issues and informed that a review of costs was ongoing. Following a question, the Headteacher clarified that parents could access information on topics and resources from the department sections on the school's website. Governors discussed the use of electronic textbooks and the barriers</p>	

	that could be in place, including pupils not having computer or internet access at home. The Headteacher highlighted that a questionnaire was being distributed that would ask parents to highlight if they had access to computer systems and the internet. This information would be used to help provide support and access where required.	
	<b>7.2) SP2: Improve achievement through accurate identification and intervention of poor progress</b> Further to the intervention discussions which had taken place under Item 5, governors noted that race diagrams were being used to monitor pupil progress from KS2 to assist with highlight interventions.	
	<b>7.3) SP3 (v): We will develop the role of the DOAs in raising the attainment of underachieving students</b> The Headteacher reported that the DOAs were each responsible for 8 or 9 pupils in Y11 and would meet with these pupils every fortnight. Teachers would be involved in gathering information and clear objectives and targets would be set to provide a structure for the pupils.	
	<b>7.4) SP4: Improve our monitoring and evaluation through very clear procedures for middle leaders</b> The Headteacher informed governors that he met regularly with the Heads of Departments and training had been provided for all middle leaders. Folders for each department were maintained containing lesson observations, training information, behaviour records and progress tracking.  SLT observations had taken place and the quality of teaching was high. Following the observations, the SLT had been able to put together a clear picture of strengths and weaknesses to allow them to support improvement and provide relevant training.	
<b>8.</b>	<b>Link Governor Updates</b> Governors noted the following Link Governor reports, which had been previously distributed: <ul style="list-style-type: none"> <li>· Sarah Barbacane – SP1 December 2012</li> <li>· Nicki Mitchell (Chair) – KS4 Tracking and Intervention November 2012</li> <li>· Nicki Mitchell (Chair) – KS4 Tracking and Intervention January 2013</li> </ul>	
<b>11.</b>	<b>Date of Next Meetings</b> Wednesday 12 <sup>th</sup> June 2013	

The meeting ended at 8.00pm

\_\_\_\_\_  
**Ms N Mitchell**  
**Chair of Executive Committee**

\_\_\_\_\_  
**Date Signed**

**Action Plan following the Meeting of the Quality & Curriculum Committee  
Held Wednesday 6<sup>th</sup> February 2013 at 6pm**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Send options booklet to clerk for circulation to governors	4	Head / Clerk	asap

**Standing Items:**

- School Development Plan

**Items for Future Meetings:**

- Y10 tracking and interventions
- Attendance / Exclusions