



**MILLTHORPE SCHOOL**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**Held Tuesday 26<sup>th</sup> February 2013 at 6pm  
In the School Meeting Room**

**Present:** Mr Bob Sydes (Chair) Mr Trevor Burton (Headteacher)  
Mrs Eileen Robertson Mr T Hooper  
Mr Bill Schofield Ms Nicola Mitchell

**In Attendance:** Mr Don Henson (Prospective Community Governor)  
Mr Scott Butterworth (Deputy Headteacher)  
Miss Amy White (Clerk)

		Action
1	<p><b>Welcome, apologies for absence and declarations of interest</b> The Chair welcomed everyone to the meeting and noted apologies for late arrival from Trevor Burton (Headteacher).</p>	
2	<p><b>Minutes of the meeting held on 10<sup>th</sup> January 2013</b> 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><b>Matters Arising</b> All action points had been completed and there were no matters arising not covered by the Agenda.</p>	
4	<p><b>SEF</b> The Deputy Headteacher provided an update of the progress on the SEF and informed governors that Mark Wilson (Additional Ofsted Inspector) had visited the school to evaluate the effectiveness of the school's drop-in observation system. Mark had provided positive feedback on the drop-ins and validated the accuracy of the judgements made. Governors were made aware that Mark would be returning to school to review the SEF and how the school monitored data. This would involve a review of work scrutiny, tracking and intervention, the analysis of data and how Pupil Premium funding was being spent.</p> <p>Considering Pupil Premium, governors noted the requirement to use the funding to support the progress of eligible pupils (Free School Meals, Looked After Children and Forces children). Governors asked what the funding had been spent on so far and the Deputy Headteacher highlighted that the funding had supported areas including reading catch up, peer reading schemes, maths interventions and tutoring in Maths in KS3.</p> <p><i>The Headteacher entered the meeting at 6.10pm.</i></p> <p>Governors were informed that the session with Mark Wilson had been beneficial and agreed that they had provided important validation of the observations and judgement taking place within school.</p> <p><u>Parent Survey</u> The Headteacher reported that the preliminary results from the parent survey had been positive with the majority of ratings in the region of 94 – 96% and in line with national averages. The areas which had received lower ratings included homework and behaviour and these areas were a key</p>	

	<p>focus of the School Improvement Plan. The Headteacher further highlighted that there had not been a rating lower than 82% and made governors aware that 92% of parents who had returned the survey would recommend the school to others.</p> <p>Governors enquired how the survey was distributed and were informed that it was sent via e-mail with paper copies posted to parents who did not access e-mail. Governors noted that 138 responses had been received and there was a week remaining to return the survey, allowing time for paper copy returns.</p>	
<p><b>5</b></p>	<p><b>Collaborative Work</b></p> <p>The Headteacher updated governors on possible collaboration work with York High School (YHS). It was discussed that the collaboration was being considered with the following benefits:</p> <ul style="list-style-type: none"> <li>a) Due to funding, support to schools from the LA would diminish and impact on school development. Collaboration with other schools would promote sharing of resources and expertise with a positive impact on school budgets.</li> <li>b) Support and provide services to the community of 5 large and 15 smaller primary schools who would be significantly impacted by the LA reductions.</li> <li>c) Curriculum benefits would be seen through the joint provision of minority subjects which otherwise would not be able to run.</li> </ul> <p>The Headteacher outlined the next steps as further consideration of the curriculum benefits for both schools and discussions between the Headteachers and Chair of Governors.</p> <p>Governors rigorously discussed the collaboration and expressed that the curriculum benefits were a positive avenue to consider further. The Deputy Headteacher highlighted the differences between the curriculum resources within each school and noted that the schools met each other's needs for minority subjects. The Headteacher was asked if there would be a cost for the subjects provided by YHS. The Headteacher replied that it would depend on the agreement made between the schools. The focus would be to provide the best curriculum options for all pupils and as such, YHS could be viewed as another provider (as with Askham Bryan College) or as a joint provider.</p> <p>Governors considered the type of agreement between the schools and discussed the option of forming a Legal Trust which would allow the schools to employ a professional to work across both schools. The Headteacher highlighted that if this route was agreed he would seek advice and support from the LA. He further noted that he did not envisage the need for joint employment within the next 12 months.</p> <p>Following further consideration, governors expressed that they felt a non-legal partnership would be positive for initial collaboration. Past experiences were discussed and it was acknowledged that some parents would be cautious of partnership work. Reflecting further on the possible views of parents, it was expressed that the collaboration should be focused on forming a strong, practical working partnership with an aim to provide joint services to best support the learning of pupils across both schools.</p> <p>Governors discussed the importance of considering primary schools and it was expressed that YHS had a lot of established practices with primary schools. The Headteacher expressed that he would like to work closely with primary schools and highlighted that YHS had a similar feeder community.</p> <p>Governors asked questions regarding the initial connection with YHS and the Headteacher explained that members of both SLTs had previously worked together and the Deputy Headteacher of YHS was providing support through the PixL Club. Governors noted that the schools shared a similar ethos and the Headteacher had discussed possibilities of collaboration with the School Improvement Partner before making contact.</p> <p>It was agreed that discussions would continue regarding how the schools could work together and that these discussions might involve an economy of scale. The focus of the discussions would remain as sharing expertise and providing minority subjects across both schools to the benefit of the pupils. Collaboration with primary schools to continue to be an important part of discussions.</p>	
<p><b>6</b></p>	<p><b>School Improvement Plan</b></p> <p>Governors acknowledged that the RAG rated School Improvement Plan had been distributed to committees who had discussed their link sections. Governors further acknowledged that progress</p>	

was being made.

With reference to Teaching and Learning, governors discussed that the monitoring of teaching and learning had improved and noted that information was detailed and showed both strengths and weaknesses. Issues regarding homework were being addressed with the aim to regulate the frequency of homework and provide focussed feedback when marking. This work would address the concerns raised within the Parent Survey.

Governors were informed that more pupil assessments were taking place to improve the progression and development of pupils. Further to this, there would be an increased number of peer and self assessments.

The Headteacher outlined the next steps with regard to the School Improvement Plan:

Teachers who were judged Requiring Improvement would receive additional support through the establishment of a coaching program. Governors asked if there was a pattern to the teachers who were judged Requiring Improvement and the Headteacher clarified that there was not a pattern. He explained that four teachers had been judged Requiring Improvement and noted that some of these judgements were a result of challenging behaviour and pupils not being engaged. Lesson planning was being reviewed to improve the quality of teaching by engaging pupils.

Governors discussed that the new appraisal procedure required a more in depth review of lessons. The Headteacher clarified that staff had not expressed concerns with the new process and the Appraisal Policy would be modified to reflect the school's observation process.

#### Year 11 Intervention

The Headteacher reported that another round of tracking had been completed and key indicators showed that 68% of pupils could achieve five A\* - C grades. This percentage was higher than previous but was just short of the FFTD target.

Governors asked for clarification whether the indicators were based on actual results or predictions. The Headteacher clarified that they were based on predictions and there was therefore a possibility that they could go down. To address this possibility, focussed work was taking place with vulnerable groups (approximately 14 pupils).

The Headteacher made governors aware of the upcoming exams as below:

- Maths exams would take place over the next two weeks.
- Maths module re-sits would be taken in the summer term.
- English marks would be available in the near future and there would be the opportunity to re-sit in June.

Governors asked if there was enough support being given to top set pupils.

The Headteacher explained that the top set groups for English were not sitting early entry exams. It was felt that the uninterrupted learning was the best option for that particular group.

The Maths top set had already taken an early entry exam and would be taking a further maths course for the remainder of the year. The Headteacher expressed again that he felt these decisions were in the best interests of the pupils.

In response to governor questions, the Headteacher reported that all other subjects were mixed ability with the exception of languages and history. The Deputy headteacher explained that support was being provided across all areas but that the option subjects were not presenting a cause for concern.

Governors questioned the tracking systems and how they showed progress in Y9 and Y10. The Headteacher explained that Y10 progress tracking was carried out in a similar to Y11 tracking. Governors acknowledged that this tracking process had been discussed in detail at previous meeting. Considering KS3 tracking, the Headteacher reported that there had been some difficulties due to the assessment process, but issues had been addressed and improvements were being made.

The Deputy Headteacher highlighted that interventions were being regularly tracked and adjusted to ensure continued improvement and impact.

The Headteacher reported that the Senior Leadership Team (SLT) had met to discuss the importance of attainment in Y11, the need to focus on KS4 as a whole and to look in detail at KS3. Further work was taking place to address the attitudes and work ethics of pupils to raise

	<p>aspirations across all year groups. This would include pride in the school, inspiring pupils and developing the language used to talk to pupils. Teacher development was important to raising aspirations and the new Assistant Headteacher would have a key role to play.</p> <p>The Deputy Headteacher further reported that work was taking place within the pastoral structure to focus on these key areas in preparation for 2013/14. Perceptions of behaviour were being reviewed within school with the aim to protect the learning of all pupils by supporting the minority or vulnerable pupils with behaviour challenges.</p> <p>In response to a governor question, the Headteacher clarified that a draft SIP had been discussed with staff and this would be circulated for discussion at the Executive Committee meeting on 9<sup>th</sup> May. The Full Governing Body would receive the Plan in the last meeting of the summer term.</p> <p>Governors expressed their thanks to the SLT for their hard work and focus and to all staff for fully engaging with the processes and strategies.</p>	
<b>7</b>	<p><b>Policy Review</b></p> <p>The Headteacher updated governors that work on the Data Protection Policy and Collective Worship Policy was ongoing. It was agreed that these policies would be reviewed at the Executive Committee meeting on 9<sup>th</sup> May.</p>	
<b>8</b>	<p><b>FGB Agenda</b></p> <p>Governors agreed the following items for the FGB meeting on 14<sup>th</sup> March:</p> <ul style="list-style-type: none"> <li>· Intervention Program presentation by Tim Gillbanks – this presentation would focus on the tracking, intervention and data for Y11 and long term focus across KS4. Governors discussed that the Link Governors in this area could be part of the presentation to demonstrate the involvement of governors and highlight the collaborative process.</li> <li>· Re-election of Don Henson as Community Governor.</li> <li>· Partnership/Collaborative Work – to be included within the Headteacher’s Report.</li> <li>· Committee Membership – to confirm the allocation of new governors to committees.</li> </ul> <p>Governors highlighted that the Committee had agreed to discuss an Action Plan in preparation for Ofsted and to complete the governor section of the School Improvement Plan for 2013. It was agreed that these items should be added to the Agenda for the Executive Committee meeting on 9<sup>th</sup> May.</p>	
<b>9</b>	<p><b>Training</b></p> <p>There was no training to report.</p>	
<b>10</b>	<p><b>Dates of future meetings</b></p> <p>Thursday 9<sup>th</sup> May 2013  Tuesday 25<sup>th</sup> June 2013</p> <p>Meeting end time 7.50pm</p>	
	<p>_____</p> <p><b>Mr Bob Sydes</b>  <b>Chair of Executive Committee</b></p>	<p>_____</p> <p><b>Date Signed</b></p>

**Action Plan following the Meeting of the Executive Committee Meeting  
Held on Tuesday 26<sup>th</sup> February 2013**

	Action	Agenda	Person	Date

**Standing Items:**

- FGB Agenda items
- Reports from Committees

**Items for Future Meetings:**

- Data Protection Policy (9<sup>th</sup> May)
- Collective Worship Policy (9<sup>th</sup> May)
- Ofsted Preparation (9<sup>th</sup> May)
- Governor Section of the SIP 2013 (9<sup>th</sup> May)
- School Improvement Plan (9<sup>th</sup> May)