



MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

**Held Thursday 9th May 2013 at 6pm
In the School Meeting Room**

Present: Mr Bob Sydes (Chair) Mr Trevor Burton (Headteacher) *[from 6.35pm]*
Mrs Eileen Robertson Mr T Hooper *[from 7.00pm]*
Mr Don Henson Ms Nicola Mitchell

In Attendance: Mr Scott Butterworth (Deputy Headteacher)
Mrs Maxine Squire (School Improvement Partner)
Mr Bill Schofield (Former governor/prospective LA governor)
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 Tim Hooper and Trevor Burton (Headteacher) due to parents' evening. There were no declarations of interest.</p>	
2	<p>Minutes of the meeting held on 26th February 2013 <i>(previously distributed)</i> The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p>	
3	<p>Matters Arising Governors discussed and agreed that there should be relevant actions recorded for every meeting. There were no matters arising.</p>	
4	<p>School Improvement Plan 4.1) Review of Progress The Deputy Headteacher gave a verbal update on progress of the School Improvement Plan, explaining that there had been updates made to the priorities since they had been initially set. Further updates would be made following a review of interventions and the appointment of two new members of the Senior Leadership Team (SLT). Governors were informed that the Year 11 timetable had been reorganised in preparation for exams. The reorganisation included targeted revision sessions/days and mock exams with feedback. Considering interventions, governors were made aware that feedback had been provided for a number of interventions over the year. Pupil and parent feedback forms had been circulated and the responses had been positive. The effectiveness of regrouping pupils, providing additional English and Maths lessons and targeted teaching had also been analysed. Governors asked if the school had systems in place to guarantee pupils attended revision sessions and thereby adhered to their reorganised timetable. The Deputy Headteacher explained that presentation of the sessions had been important and pupils understood that the sessions were not optional but part of their reorganised timetable. If pupils did not attend the sessions a member of staff would ring the pupil's parent/carer. Governors further noted that Directors of Achievement (DoAs) continued to work with and mentor pupils who were less likely to attend.</p>	

<p>Governors asked feedback on interventions would be presented in a report to governors. The Deputy Headteacher acknowledged that it would be presented following a full review of interventions and receipt of exit questionnaires from Y11 pupils. He informed governors that all interventions were being objectively evaluated so they could be improved and implemented in Y10 and Y11 for 2013/14.</p> <p>In response to a question regarding Y11 exit questionnaires the Deputy Headteacher explained that these were completed in class and taken seriously by the pupils. He explained that pupils understood that the purpose of the questionnaire was to support pupils the following year.</p> <p>It was suggested that an intervention assessment presentation could be given at the next Full Governing Body meeting so governors were aware of what had and had not worked. Nicki Mitchell reported that she would be meeting with Tim Gillbanks (Assistant Headteacher) to discuss Y11 interventions as part of her link governor role. Nicki offered to discuss an assessment with Tim during that meeting.</p> <p>The Deputy Headteacher made governors aware that the measure of effectiveness would be subjective until the final outcomes were known. He then explained that the early entry English had provided some review of outcomes and implementation of targeted support. However, governors were made aware that there had been concerns regarding inconsistency of marking. In response to questions, it was clarified that Ofqual quality assured marking and one appeal could be made for each pupil. Meticulous reviews of the scripts were taking place and two members of staff, who had experience marking for the exam board, would be reviewing a proportion of the scripts.</p>	<p>N. Mitchell</p>
<p>4.2) Review of 2013/14 objectives</p> <p>The Deputy Headteacher tabled a summary of School Improvement Plan priorities for 2013/14 and explained that these were a first draft. Governors reviewed the draft and the following points were highlighted:</p> <p><u>SP1: Improve achievement through developing teaching</u></p> <ul style="list-style-type: none"> · Marking was a key focus area and it was highlighted that there was a particular drive to embed the effective use of marking within KS3 to secure progress. The increased capacity within the SLT would help to develop this priority · Teachers were being interviewed for the Teacher Development Team which focused on disseminating good practice. The successful teachers, who were confident with their practice, would receive payment and time to support others · Work was taking place to develop a community among teachers to identify and improve shared areas of practice · Heads of Department would be increasingly involved in targeting Continued Professional Development (CPD) for their staff. If staff did not avail to suggestions for development it would be included as part of their Performance Management. Governors agreed that it was positive to link CPD with Performance Management to ensure development within the staff group. <p>Governors asked how many teachers would be part of the Teacher Development Team and how payment would be allocated. It was noted that five to six teachers would be part of the Team and receive three additional hours over a fortnight to work with other members of staff. Payment would be defined by a piece of work. Governors asked if three hours a fortnight would be sufficient to carry out the work involved. The Deputy Headteacher acknowledged that it would be sufficient as there would be a time limit in which improvement would be expected. Maxine Squire (School Improvement Partner) explained that the idea of the Teacher Development Team was to provide targeted support to specific areas for improvement.</p> <p>Governors considered the effectiveness of homework and discussed how the priorities would ensure increased engagement with homework from pupils and parents. The Deputy Headteacher highlighted that a way of securing effectiveness and improving the quality of homework was to work with the middle leaders on marking and feedback scrutiny. Maxine highlighted that homework should be extended learning and the quality would be assessed by pupil response and learning.</p> <p><i>The Headteacher entered the meeting at 6.35pm.</i></p> <p>Governors asked why the 2012/13 priority regarding Edmodo (social learning platform) was not included within the 2013/14 priorities. The Headteacher explained that he had originally felt</p>	

positive regarding Edmodo, which had been used effectively in R.E and Science. However, it would be costly to ensure an effective roll out to all subjects. As such, it had been agreed that focusing on the quality of teaching and providing a more effective network would have a greater impact.

Maxine recommended that the full School Improvement Plan should highlight milestones for completing priorities to allow governors to fully monitor the progress. The Headteacher noted that the SLT would RAG Rate (Red, Amber, Green) the Plan using the same format as 2012/13 and link governors would also be involved in monitoring specific sections through the existing link governor system.

SP2: Refine out assessment and intervention procedures

It was acknowledged that a number of SP2 priorities had been deferred in 2012/13 in order to focus on the main issue of implementing Y11 interventions to improve outcomes. The focus for 2013/14 would be to adapt best practice and interventions used in Y11 and disseminate these into Y10. Further to this, there would also be a focus on addressing progress in KS3 and consideration was being given to working with primary feeders to provide interventions in Y6. In response to questions regarding primary assessment information Maxine explained that expectations in Y7 were low as Y6 work was high quality compared to the first half term of Y7.

Governors noted that interventions and strategies would be targeted to the most vulnerable and would include catch-up literacy and catch-up numeracy in Y7, and paired reading for Y7 and Y8 pupils using Y9 and Y10 partners.

SP3: Improve behaviour and attitudes to learning

Governors discussed the priorities outlined within the tabled document and highlighted the following:

A significant amount of work had taken place to improve behaviour and it was a priority to improve attitudes to learning.

Governors were advised that the Pastoral Team was being developed and their capacity increased in order to further support the Inclusion Room and make it an effective space. Governors discussed the use of the Inclusion Room and noted that pupils worked in the room for a variety of reasons (e.g. behaviour, anxiety or personal situations) and did not use the room for an extended period of time. At its busiest there would be approximately 15 pupils from across the year groups. Different members of staff would work with pupils depending on why they were in the room and would help to prepare the pupil to return to the main classroom. Maxine highlighted that the support provided outside of the inclusion room was also key to improving behaviour and attitudes. The Deputy Headteacher noted that procedures were in place to discuss strategies and evaluate progress with teachers.

Governors were informed that the school had a small number of pupils at the beginning of the year who would potentially be NEET (Not in Employment, Education or Training). To support these pupils their timetables had been collapsed and they were working with an experienced TA (who also had teaching experience). This intervention would be implemented in Y10 and Y11 in 2013/14.

The rewards and sanctions systems were discussed and governors asked if the language of praise within classrooms was being monitored. The Headteacher confirmed that it was and that during recent observations he had seen a variety of systems and further work was required. The new Assistant Headteacher had experience in this area and would provide a positive input.

The Headteacher highlighted the following projects and ideas being implemented to raise aspirations and self-esteem:

- 'Olympic Legacy' funding had been received for sporting activities and resources and Sarah Watts (Head of PSHCE) would be leading projects using this funding. A proportion of this funding would be used to support a project for Y8 and Y9 girls to help address teenage pregnancy.
- Displays within school would be updated to promote the themes of Aspiration, Independence and Resilience.
- Posters had been sent to relevant feeder primaries highlighting the achievements of Y11 leavers. The school was considering contacting ex-pupils (of three to four years) to pass on their achievements to inspire current pupils.

Tim Hooper entered the meeting at 7.00pm.

Governors further discussed aspirations and considered that the rise in university fees and the views of parents could be impacting on pupil aspirations. Maxine highlighted that university might not be the best option for all pupils and it was important that the school made pupils aware of the alternatives. The Headteacher acknowledged that some families had no aspirations for further education and the pupils needed to be informed of options including apprenticeships, NVQs and university with a focus on how to manage finances. Considering high achievers, the Headteacher expressed that the school did not currently promote and encourage more able pupils to aim for prestigious universities and this should be a focus area.

Maxine highlighted Y8 as a crucial year for receiving quality advice and support as this was a subject options year.

SP4: Improving middle leadership and management

Governors discussed the changes to Teacher Pay and noted that the school would have the discretion to pay teachers based on performance. The Pay Policy would need to be rewritten to reflect the changes and consider the possible legal challenges. Governors were advised that the LA and local headteachers were creating a model policy which governors could choose to adopt. The Headteacher explained that the pay changes would be in place from September 2014 but the Pay Policy needed to be in place for September 2013. This was due to the impact on performance management objectives which would define pay progression in 2014.

The Headteacher expressed that to achieve the top pay scale under the new changes he would want to see evidence of collaboration with other teachers to support pupils and improve outcomes.

SP5: Continue to improve the effectiveness of governance

This item was on the agenda for consideration (item 4.3).

SP6: Communicate well with our parents and our community

Governors noted that communication had been an area highlighted by Ofsted during the previous inspection. Since that time there had been improvements made and positive feedback had been received from parents.

Considering further work, the Headteacher explained that it would be beneficial to review links to the alumni and arrange presentations and discussions for pupils regarding their future options and aspirations.

Governors were advised that the website could now be maintained by a variety of staff. A page was being created by the Deputy Headteacher specifically for Ofsted Inspectors.

The Headteacher highlighted that the telephone system was being improved to provide a voicemail service, additional lines and redirection option. This work would cost in the region of £10,000.

SP7: Generate pride in Millthorpe through our core purpose and values

The Headteacher explained that a purpose of the priority was to encourage 'public pride' and work would be carried out with pupils, staff and parents. The Deputy Headteacher highlighted that there had been an issue with litter which had been addressed with positive results.

In order to engage pupils the school was considering a proposal made for a change to the school uniform. Though initial parent responses were not positive, the School Council was in support and the proposals would go for consultation with feedback available at the end of the year. Governors noted that the options being considered included blazers and house or key stage ties and briefly discussed the potential costs for parents. The Deputy Headteacher highlighted that ethnic options would also be considered and encouraged as part of the proposal.

The Headteacher highlighted from the list of priorities that as part of the rewards scheme the school would be introducing representative awards for school team members or House team competitors.

With reference to improving signage around school the Headteacher made governors aware that approximately £7,500 had been allocated to the budget as an initial starting point. Discussions were also taking place regarding the main entrance and how to make it more welcoming.

	<p>Provisional plans had been made to enlarge the entrance and raise the seating level of the Receptionist to a cost in the region of £5,000. Further to this, there was a focus to improve learning environments by strengthening the link between a teacher and their room.</p> <p>Governors discussed the possible improvements to the main entrance area and noted the difficulties with space, access and confidentiality. It was agreed that the School and Community Committee would discuss this further at a future meeting in the context of the School Access Plan.</p> <p><u>SP8: Develop collaboration with other schools</u></p> <p>The Headteacher highlighted that the priorities formally acknowledged the collaboration work that would be taking place with York High School and the Scarcroft Cluster. He expressed that cluster work was a key area of discussion across the City and he was keen to develop and strengthen links but needed an effective approach. Bill Schofield explained that he had tried to pursue this area with cluster governors and had received a response from one Chair who had been keen. Governors discussed that governors in other schools were attending each others governor meetings. The Headteacher acknowledged that this could be a positive starting point for governor collaboration.</p> <p>The Headteacher explained that he expected Ofsted to carry out an assessment of data in January 2014 and hold an inspection following that assessment. Maxine Squire explained that if the results and data were maintained for the summer the school would pass the assessment in January. It was discussed that the best case scenario would be an Ofsted inspection in September 2014 and by this time the school would have effective processes and strategies in place. However, the school aimed to be prepared for an Ofsted inspection in Autumn 2013.</p> <p>Considering results, the Headteacher reported that every Y11 pupil had sat a GCSE in Maths and he could confirm that 79% had achieved a grade C or above and these were the best results to date. English coursework had been submitted and the early entry results showed an improvement from 2011/12 with the option to re-sit and improve in the summer term.</p> <p>The Deputy Headteacher highlighted that Science Core results had improved from 53% grade C and above to 82% grade C and above. He further noted that 97% of IT pupils had passed their qualification which was the equivalent to a GCSE.</p> <p>It was discussed that significant improvement had been made and the school was learning a lot from partnership work and collaboration. Governors acknowledged that improvements took time to embed and noted that they were aware of the amount of positive work taking place. It was suggested that as part of SP6 the school could regularly update parents and the community on positive news and achievements.</p> <p>The Chair reported that the School Improvement Plan provided an annual focus and expressed that it would be beneficial for the SIP to include medium to long term objectives. The Headteacher agreed and offered to include an outline of priorities for years two and three.</p>	Headteacher
	<p>4.3) Governor Section</p> <p>Nicki Mitchell expressed that the governor section of the School Improvement Plan would be focused on Ofsted preparation and suggested that this item could be considered under the discussions in Item 5. Governors agreed.</p>	
5	<p>Ofsted Preparation <i>(previously distributed)</i></p> <p>Nicki Mitchell reported that she had met with Eileen Robertson to put together the Draft Action Plan for Ofsted Preparation which had been previously distributed.</p> <p>Nicki highlighted that her suggested timescale would ensure that information was collated by the end of the summer term to ensure governors were prepared for an inspection in September 2013. Nicki presented the draft plan and highlighted the following aspects:</p> <p>1. Ofsted Resources</p> <p>The Executive committee should be well briefed to meet an Inspector or disseminate information to other governors. A concern was raised that if certain members of the governing body were briefed as experts on an area they might not be available at 24 hours notice for an inspection. Eileen Robertson explained that by creating a portfolio of information and evidence other governors could access the information, highlight the work taking place and advise the Inspector who the expert or link governor was. Eileen further noted that resources would be uploaded onto</p>	

<p>the school's website and would be helpful for governors to review just prior to an inspection.</p> <p>2. Self - Evaluation It was discussed that governor self-evaluation should be updated and the task of analysing progress since the previous evaluation could be delegated. Governors agreed it was important to consider what the governing body had achieved, how effective it had been and what was still to be achieved. Maxine Squire further noted that the progress made since the last Ofsted Inspection should also be considered and documented. The new Governance Review Toolkit provided by the LA Governor Support and Development Service was discussed and it was agreed that completing the toolkit would be beneficial.</p> <p>3. Policies Work had taken place on policies but the Headteacher expressed that he did not feel there was a firm review schedule. Further to this, he would like all policies to be formatted and dated then stored in one place.</p> <p>4. Evidence Portfolio Nicki highlighted that the draft action plan listed the areas for which governors would most likely be asked to provide evidence. Nicki suggested that a comprehensive review of evidence should be appropriately delegated. Governors reviewed the list and highlighted the need to include quality of teaching. The following amendment was agreed: k) <i>Quality of Teaching and Performance Management</i>. Tim Hooper (Chair of Finance and Staffing Committee) made governors aware that the committee had agreed to set up a three person panel to review performance management and pay and there would be a link to the Executive Committee.</p> <p>5. Periodic Impact Summary Governors noted the information within the draft action plan. Maxine expressed that during governor meetings she had noticed that agreed actions were not being completed and expressed that actions evidenced the purposefulness of meetings. Governors discussed that actions were not always translated and it was suggested that this should be highlighted when proofing minutes. Maxine further highlighted that there needed to be sufficient levels of challenge evidenced within minutes. Governors discussed the evidence portfolio and how to evidence impact. It was agreed that impact could be evidenced by reviewing the minutes from meetings and governor visit reports. Maxine offered to send the Chair a page from the Ofsted Subsidiary Guidance which could be compared to the list outlined under Evidence Portfolio in the draft action plan. Considering training, governors noted the proposal within the document to hold a FGB training session to prepare for Ofsted. Governors discussed governor participation in training and suggested that an additional date should be agreed for a training session in which all governors are actively involved. Maxine offered to arrange a July session with Mark Wilson, Additional Ofsted Inspector, and governors agreed that this would be beneficial.</p> <p>Governors further discussed the information provided and Maxine highlighted some areas governors would be asked about during an inspection:</p> <ul style="list-style-type: none"> · The work carried out by the Governing Body, not the school, to monitor data and strategies · Detail on attainment and progress including asking governors to talk an Inspector through the data dashboard · Governor knowledge regarding the quality of teaching within school and how it was improving · Governor knowledge of all aspects of school and if they received enough information to effectively challenge the SLT (e.g. did governors receive information regarding the dip in results and how governors challenged the SLT to ensure improvement) · How the governing body have held the school to account for improvements to learning · What information was presented to show that the school was addressing priorities. <p>The next steps relating to the action plan were considered and it was agreed that there was a significant amount of information available within school and delegation of tasks should be</p>	<p>Committee Chairs/ all governors</p> <p>M. Squire</p> <p>M. Squire</p>
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	<p>organised. It was suggested that delegation should take into consideration link governor roles. The Deputy Headteacher expressed that, from a school point of view, the contact between staff and governors had improved and developed.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> · The Clerk would make available the agendas and minutes from all governor meeting from September 2010 to present · Eileen Robertson and Nicki Mitchell would contact governors regarding their involvement in compiling evidence for the portfolio · Eileen Robertson offered to review the previous self evaluation and areas for improvement from the most recent Ofsted inspection report. She would then circulate a summary to the full governing body so analysis could take place regarding improvement and impact · The Chair would send the previous self evaluation information to Eileen Robertson. <p>Nicki and Eileen were thanked for their work on the draft action plan.</p>	
6	<p>Governing Body Review Toolkit This item had been discussed in detail during Item 5.</p>	
7	<p>Policy Review</p> <p>7.1) Data Protection (<i>previously distributed</i>) Don Henson (link governors for Data Protection, Information Management and E-Safety) recorded his thanks to Alex Collins (School Business Manager) for the amount work he had completed developing Data Protection and related policies.</p> <p>Don noted that training needs for staff had been identified as an area of concern and he would monitor this as part of his link governor role. Governors were informed that Don would be meeting Alex in October to monitor the implementation of the policies.</p> <p>Governors asked for a review date to be included on the policy.</p> <ul style="list-style-type: none"> · Subject to including a review date, governors unanimously approved the Data Protection Policy 	A. Collins
	<p>7.2) Information Management (<i>previously distributed</i>) The Headteacher acknowledged that positive progress was being made and procedures were being embedded.</p> <ul style="list-style-type: none"> · Governors unanimously approved the Information Management Policy 	
	<p>7.3) E-Safety (<i>previously distributed</i>) Governors were advised that the E-safety Policy was restrictive and did not reflect some of the positive processes in place. Governors acknowledged that the policy was restrictive due to the requirement to maintain protection and that teachers would be asked to review the policy and provide feedback.</p> <ul style="list-style-type: none"> · Governors unanimously approved the E-Safety Policy but agreed that it would be reviewed again the Autumn following feedback from teachers 	Headteacher / A. Collins
	<p>7.4) Collective Worship The Headteacher reported that the Collective Worship Policy was being prepared. This policy was deferred.</p>	
8	<p>FGB Agenda The Chair highlighted that there would be another Executive Committee meeting on 25th June before the Full Governing Body meeting on 10th July. It was agreed that the FGB agenda would be discussed on 25th June.</p>	
9	<p>Training Don reported that he had submitted his link governor report from his visit with Alex Collins.</p> <p>Bill Schofield reported that he and Richard Newton had attended Ofsted training at a local primary school.</p>	

	Governors discussed that training should be targeted and beneficial and considered ways of demonstrating this. It was agreed that further areas for training would be identified following the self review. The Clerk offered to circulate a training record to members of the committee.	Clerk
10	Dates of future meetings Tuesday 25 th June 2013 Meeting end time 8.30pm.	
	<hr/> Mr Bob Sydes Chair of Executive Committee	<hr/> Date Signed

**Action Plan following the Meeting of the Executive Committee Meeting
Held on Thursday 9th May 2013**

	Action	Agenda	Person	Date
1.	Discuss intervention assessment with Tim Gillbanks for presentation at FGB	4.1	Nicki Mitchell	10.07.13
2.	Provide objectives for School Improvement for 2014/15 and 2015/16	4.2	Headteacher	As appropriate
3.	Ensure actions from meetings are translated and completed	5	Committee	Proofing of minutes and prior to dates agreed
4.	Send Chair a page from Ofsted subsidiary guidance to compare to draft action plan	5	Maxine Squire	asap
5.	Arrange an Ofsted training date with Mark Wilson	5	Maxine Squire	asap
6.	Make available agendas and minutes from all governor meeting from September 2010	5	Clerk	asap
7.	Contact governors regarding involvement in compiling evidence for Ofsted portfolio	5	Nicki Mitchell/ Eileen Robertson	asap
8.	Send previous self evaluation information to Eileen Robertson	5	Chair	asap
9.	Review previous self evaluation and Ofsted Inspection report to create a summary of areas of improvement	5	Eileen Robertson	asap
10.	Evaluate areas of improvement and analyse progress/impact made	5	Designated governors	Before end of summer term

11.	Include a review date on Data Protection Policy	7.1	Alex Collins	As appropriate
12.	Arrange teacher review of E-Safety Policy	7.3	Headteacher/ Alex Collins	For review by governors autumn term
13.	Circulate training record to members of the committee	9	Clerk	asap

Standing Items:

- FGB Agenda items
- Reports from Committees
- School Improvement Plan

Items for Future Meetings:

Executive: Review of E-Safety Policy (Autumn Term)

FGB: Intervention Assessment Presentation