

MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held at the School on Wednesday 10th July 2013 at 6.00pm**

Present:

Mr Bob Sydes (Chair)	Mr Trevor Burton (Headteacher)
Mrs Sarah Barbacane	Ms Nicola Mitchell
Mr Richard Bridge	Mr Tim Moat
Mr John Fletcher	Mr Richard Newton
Mr Don Henson	Mrs Christine Oliver
Mr Tim Hooper	Ms Helen Thomas
Cllr Dave Merrett <i>[from 7.10pm]</i>	

In Attendance:

Mr Scott Butterworth (Deputy Head)
Mr Alex Collins (Business Manager) *[until 6.45pm]*
Miss Amy White (Clerk)

		Action																		
1	<p>Apologies, Welcome & Introductions, Declaration of Interests</p> <p>The Chair welcomed everyone to the last meeting of the academic year and noted apologies for late arrival from Cllr Dave Merrett. Eileen Robertson was absent. Governors were also made aware that community governor, Paul Hay, had tendered his resignation from the governing body due to work commitments.</p> <p>There were no declarations of interest.</p>																			
2	<p>Minutes of previous Full Governor Meeting held on the 14th March 2013</p> <p><i>Previously distributed.</i> Governors discussed improving the turn around period for minutes and it was suggested and agreed that the Action Plan would be circulated as soon as possible after each meeting. The Clerk apologised for the delay in circulating the minutes from 14th March.</p> <p>2.1 Corrections and Agreement</p> <p>The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p>2.2 Matters Arising</p> <p>With reference to the Action Plan:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 45%;">Update Committee Membership</td> <td style="width: 50%;">Completed</td> </tr> <tr> <td>2.</td> <td>E-mail Governing Body Review Toolkit to Head and Chair and enquire about facilitation</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>E-mail date and time of next House Committee meeting to all governors</td> <td>Governors were informed that the House Committee meetings had taken place and Don Henson had attended</td> </tr> <tr> <td>4.</td> <td>Circulate Support Group Meeting minutes to all governors</td> <td>The Chair apologised for not circulating the minutes and this action was carried forward</td> </tr> <tr> <td>5.</td> <td>Write a note of thanks and encouragement to staff and pupils on behalf of the governing body</td> <td>Completed</td> </tr> <tr> <td>6.</td> <td>E-mail details of Assistant Headteacher interviews to governors</td> <td>Completed</td> </tr> </table> <p>In response to a questions regarding Action Point 5, the Headteacher confirmed that the Chair had written a note of thanks to staff which was read out during a staff meeting and</p>	1.	Update Committee Membership	Completed	2.	E-mail Governing Body Review Toolkit to Head and Chair and enquire about facilitation	Completed	3.	E-mail date and time of next House Committee meeting to all governors	Governors were informed that the House Committee meetings had taken place and Don Henson had attended	4.	Circulate Support Group Meeting minutes to all governors	The Chair apologised for not circulating the minutes and this action was carried forward	5.	Write a note of thanks and encouragement to staff and pupils on behalf of the governing body	Completed	6.	E-mail details of Assistant Headteacher interviews to governors	Completed	Chair
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	<p>displayed on the notice board in the staff room. He highlighted that staff had appreciated the recognition. A note of thanks and encouragement to Y11 had also been written by the Chair and read out during the Y11 assembly.</p> <p>The Chair expressed that he had received an additional item for the agenda and governors agreed that this item would be taken next.</p>	
<p>**</p>	<p>Additional Item</p> <p>Governors received two reports, produced by Alex Collins (School Business Manager) which had been circulated prior to the meeting.</p> <p><u>Managed Service of the School's ICT Network</u></p> <p>Alex presented his written report and outlined his proposal regarding the School's ICT network. The following information was highlighted:</p> <p>The school's Network Manager had tendered his resignation and the school had taken the opportunity to review the best solution for the school. Work had already taken place in conjunction with Vital York Ltd and they were well informed and competent. A proposal had been negotiated to manage the ICT network for a period of 19 months. Governors were advised that this proposal included the following:</p> <ul style="list-style-type: none"> · On site presence · Remote support · Development work to improve the schools ICT network <p>Alex noted that this provided flexibility for the school and the contract could be reviewed at the end of the 19 month period with consideration of the school's priorities. Governors were advised that the school would be retaining the existing IT Technician for the critical day-to-day support but the Technician would be directed by Vital.</p> <p>Alex explained that the school could not proceed with the purchase of a managed service from Vital without the authority of governors. He further explained that a full tender had not been possible as no other company could offer the same support and development. Vital were uniquely placed to develop the network on the foundations they had already established.</p> <p>In light of the inability to go through full tender, a governor asked how the school had ensured best value. Alex reiterated that a like for like tender had not been possible but the cost of Vital's support had been compared to the cost of employing a Network Manager with the required knowledge and skills. Alex then explained that Vital had been through full tender processes for their work in other school and for the City of York Council. had been completed by other schools and the City of York Council. Vital had also been vetted and the school were confident that the rates were on a par with other companies.</p> <p>Tim Hooper (Chair of Finance and Staffing Committee) highlighted that ICT contracts did present some difficulties and there needed to be an element of faith in the company. The pros and cons of purchasing a managed service were considered and Tim highlighted that it would not necessarily be straightforward to walk away from the contract at the end of the 19 month period as Vital would know the system and it would be difficult for someone new to pick it up. A further disadvantage would be having only one technician on site and it was agreed that there would need to be a strong working relationship between the school's ICT Technician and Vital. It was reiterated that Vital worked with other school and had already provided advice and support with PCs. Furthermore, they developed software for schools and the school hoped to benefit from this. Tim made governors aware that the finances looked positive and the proposal was within budget.</p> <p>With reference to section 3.7 of the written proposal, "<i>Plans are underway to work collaboratively with another secondary school in York to share staffing resources</i>", governors asked for further information. It was clarified that if the school's technician was absent the two schools would work together. Governors were informed that there had been very little cover in the past if the technician was absent but support would be received relatively quickly. Alex also highlighted that if Vital could not fix a problem remotely, part of the contract provided a call out service with an urgent response time of within one hour.</p>	

Governors asked how the school would support, monitor and evaluate the effectiveness of the relationship and contract with Vital

Alex explained that he line managed the school's IT Technician who had already been working with Vital for a number of months. Monthly strategic meetings would take place with Vital and weekly meeting would potentially be held with the IT Technician. Governors were made aware that a professional standard help desk was managed by Vital that managed reports of faults and queries which were fed back to the IT Technician. This was a professional system and ensured appropriateness of work. Alex highlighted that he believed Vital shared the school's ambition and understood how to move the school forward.

Alex was asked how the school would ensure data protection when entering into the contract and who would manage this area. Alex explained that Vital's understanding of data protection was sophisticated as they worked closely with a number of schools. Vital would help with encryption and securing data and Alex expressed his view that Vital would help to move the school forward in this areas as they specialised in providing support in schools.

The Headteacher commented that Vital had already worked with the current Network Manager to transfer the school's e-mail system and the work had gone smoothly. He expressed that he had confidence in the company and they understood what the school wanted. The Headteacher further noted that if governors approved the purchase he felt confident that the handover would be successful as there was already co-operation taking place.

With reference to section 2.2 within the report, "*Onsite technical support equivalent to 1 day per week (scheduled as needed)*", governors asked how remaining contracted time would be used if the one day a week equivalent was not required. Alex explained that possibilities were being considered for any remaining time and the staff group would be asked for their view of barriers and aspirations for the network and how it could be improved.

Governors then considered the possibility of a major problem which could require, for example, weekend work. Governors asked if this would be covered within the contract or if it would be additional work. Alex explained that the time was an averaged and assumed level and he had discussed this area with Vital. If extensive support was required during a period then this would balance during quieter periods.

In response to a question it was clarified that the aim was to start a contract from 1st September. The Chair acknowledged that a number of areas of risk had been articulated and responded to during the meeting and expressed that he felt a detailed risk assessment for the project would be beneficial.

Governors unanimously agreed that the school would purchase a managed service from Vital York Ltd, subject to a detailed Risk Assessment being completed

Developing a Business Case for Investment in Sports Facilities

The Chair expressed that he felt there were some issues within the report that needed to be considered further; for example, floodlighting affecting the neighbours and potential on-costs. Alex was invited to provide a brief outline of the proposal:

Alex reported that the proposal was to engaged with Steve Wells Associates to write a business case that the school would use to bid for large scale investments in sports facilities. He noted that there was no specific timescale and governors could take the information away with them and considered it for a later meeting.

Governors discussed that it was positive that the school had a vision for improvement and agreed that it would be beneficial to know more about the consultancy (Steve Wells Assoc.) as they would be requesting a fee for the business plan. It was further agreed that it would be positive if the consultancy could speak directly to governors and present how they would proceed. Alex noted that the consultancy had expressed that they would be interested in speaking to governors.

The Headteacher provided context of how the consultancy had been contacted and noted that it had originated following discussions with York Sport Partnership. The Headteacher

then highlighted that he had discussed the possibilities with Friends of Millthorpe who had felt it was a positive venture. The school would be required to fund approximately 10% of any facility purchased and the Friends had been positive about their involvement in raising this money.

It was agreed that Steve Wells Assoc. should be invited to present their case to governors. Governors would examine existing sports facilities prior to this meeting. The Headteacher highlighted that an extra-ordinary Finance and Staffing Committee meeting was being held to discuss revisions to the performance management and pay progression policies in September. He suggested that the consultant could be invited to this meeting to give a presentation. Tim Hooper agreed and invited all governors to join the extra Finance and Staffing Committee meeting.

Governors agreed that a task and finish group would be set up following that meeting to further consider the proposal and to report back to the Executive Committee.

Alex Collins was thanked for his reports and left the meeting at 6.45pm.

Items for Action

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Headteacher's Report

The Headteacher presented his report, which had been previously distributed, and highlighted the following sections:

Pupil Numbers (page 3)

Total number on roll for 2013/14 was 935. This was an expected reduction of approximately 30 pupils that had been acknowledged within the budget. The Headteacher noted that primary school pupil numbers were recovering.

Progress (page 4)

Key Stage 3

Governors noted the progress grades for KS3. The Headteacher expressed that work was taking place to increase the information received by governors regarding KS3 progress and noted that the detail was presented to the Quality and Curriculum Committee. Governors were made aware that Individual targets would be set in KS3 relating to expected levels of progress and there would be a presentation in the autumn term to explain these targets. Information would also be circulated to pupils and parents.

Key Stage 4

Considering the KS4 indicators for 5A*-C or better and 5A*-C including English and Maths, the Headteacher highlighted that Y11 results were not yet available. He expressed that he felt the results would be close to the school targets and thereby put the school in the top 25% of similar schools.

Considering the indicator of A*-C achievement, governors noted that the Y11 Maths result was available and was 79%. This was above the national median. The English result was not available but the Spring term teacher prediction was noted as 81%. For three levels progress the figures were 76% (English prediction) and 73%, both of which were above the national median.

Further considering three levels progress in Y11 Maths, governors highlighted that there had been a significant improvement between Autumn, at 56%, and Spring at 73% and asked what had supported the improvement.

The Headteacher explained that the Y11 intervention program, presented at the previous FGB meeting, had impacted on the progress and results.

The Deputy Headteacher made governors aware that following the English exam in January the school had requested the papers in order to check marking and compare the marks against the harshest grade boundary and marking criteria.

Behaviour (page 5)

The Headteacher highlighted the exclusions data and tables within his report and explained

that the Quality and Curriculum Committee had scrutinised the data and considered various formats and breakdowns of data (for example, looking at cohorts). Governors considered the remit of the Quality and Curriculum Committee and it was suggested that it might be more suitable for the School and Community Committee to review and monitor behaviour. Governors agreed with this suggestion.

Governors noted that exclusions were below national average and there had been a significant improvement in general behaviour. The Headteacher explained that there had been changes to the Positive Achievement System and further issues were being addressed. Changes were being trialled for two weeks. The Headteacher expressed that he felt the school's response to behaviour was improving and that our self-evaluation contained the grade 2 (Good) for behaviour.

Attendance (page 6)

Governors were informed that the Deputy Headteacher was leading work to improve the total attendance at sessions and to reduce the proportion of persistent absentees.

The Deputy Headteacher reported that attendance was reviewed over the whole school year but also over a term in order to improve attendance figures. He noted that there was a lot of intensive work taking place with persistent absentees.

The Deputy Headteacher commented that there were some anomalies with local and national recording of attendance, particularly for Y11. He explained that Y11 attendance was reported up to the end of June and included two weeks during which there were no exams. The Deputy Headteacher expressed the view that accuracy could not be guaranteed in all national schools, however, there had been a local agreement made. The Headteacher noted that the school would continue to report the attendance of each year group separately.

With reference to punctuality, a governor asked what had impacted the improvement in punctuality (2012 whole school: 2.6% lates, 2013 whole school: 2.1% lates) and what more could be done to continue this improvement. The Deputy Headteacher explained that the school positively promoted punctuality within school and it remained a high profile area. Furthermore, there had been increased rigour from tutors. Considering next steps, the Deputy Headteacher highlighted that there would be continued focus on the Positive Achievement System and small areas of behaviour would be reinforced. He explained that behaviour slips resulted in a 10 minute detention at the end of the day and this was having a positive effect and demonstrated that teachers were working collectively.

Teaching Quality (page 7)

The Headteacher reported that there had been a general improvement in the number of lessons judged Good and Outstanding. There was also evidence of several teachers using observation feedback to improve their judgement to Outstanding.

Governors were informed that recent observations had taken place during a period of limited capacity in the Senior Leadership Team (SLT) but capacity would improve in September.

Governors were made aware that all inadequate teachers had received assistance and two had received intensive support. From September 2013, the Headteacher reported that the school aimed to eliminate inadequate teaching and provide increased support for teachers judged Requiring Improvement.

The Headteacher stated that there was a sound basis for analysing teaching and this was being included in departmental plans and individual performance management of teachers. Sarah Barbacane reported that during her link governor visit she had been very impressed with the systems in place and felt they were a strength of the school. The Headteacher reiterated that the aim of the school was to secure consistently good with outstanding teaching and eliminate inadequate teaching.

With reference to inadequate teaching observed during the year, governors asked for further information. The Headteacher explained that there had been five lessons observed showing poor assessment, poor feedback and poor planning. These areas needed focus and he was pleased to report that the last inadequate lesson had been observed on 30th November.

The Deputy Headteacher further noted that there had been extensive department and SLT support with additional support from LA consultants.

Cllr Dave Merrett entered the meeting at 7.10pm

Governors expressed a concern regarding the impact on pupils taught by Inadequate or Requiring Improvement teachers. The Headteacher acknowledged that there was an impact on progress and achievement and this would be measured by comparing final and expected outcomes. The Headteacher then clarified that work was carried out with Inadequate or Requiring Improvement teachers to support improvement and failure to improve led to formal capability. Confidential information was shared about formal capability.

Governors expressed further concern that the period of support could be a critical time for the pupils and they challenged whether more could be done to minimise the impact on the pupils. The Headteacher acknowledged the concerns and explained that he could not stop Inadequate or Requiring Improvement teachers from teaching but support was provided and included reducing workload. The Deputy Headteacher further noted that intervention mechanisms were in place to support the pupils outside of the mainstream classroom. To reduce the impact on pupils further, the Headteacher stated that some classes were moved and long term staff absence was monitored to ensure that the same cohort of pupils was not impacted.

As link governor for interventions, Nicki Mitchell highlighted that there were a number of brave decisions made in teaching to ensure support for affected cohorts. In response to a question, Sarah Barbacane (link governor for quality of teaching) clarified that there was a work scrutiny programme carried out which looked at the impact on individual pupils.

The Headteacher commented that he felt there was a good system of observations and feedback in place but there needed to be differentiation between Good or Outstanding teachers and Requiring Improvement and Inadequate teachers. He expressed that there could be lighter touch observations for Outstanding teachers and increased support for Inadequate and Requiring Improvement teachers.

In response to a question, the Headteacher explained that every teacher had been observed at least once and most had had two observations. All observations had been carried out with no notice in order to achieve a more accurate picture, with the exception of Performance Management observations for which notice was given.

The Headteacher expressed that he felt an honest feedback culture had been developed and staff appreciated this honesty. He acknowledged that observations could be stressful for staff but the no notice observations were used to highlight areas of development. Some notice was provided when teachers would be asked to focus on a particular area in order for the observer to provide specific feedback.

Governors were made aware that more observations would be carried out with the SLT and Heads of Department. Governors were informed that all members of the SLT and the HoD had been trained and would be quality assured.

Governors expressed that it had been helpful to see the data and information regarding quality of teaching and it was acknowledged that an increased amount should be shared with, and scrutinised by, the Quality and Curriculum Committee.

With reference to the remainder of his Report, the Headteacher highlighted that there was significant work taking place on community relations and asked governors to read this section. The Headteacher then highlighted that the school's Open Evening would take place on 8th October and expressed that it would be useful if governors could be involved.

Self Evaluation Summary – 10th July 2013

Governors acknowledged that on the morning of the meeting they had received a copy of the

self evaluation summary document.

The Headteacher provided some context regarding the self evaluation, highlighting that approximately five years previously Ofsted had rewritten the secondary framework to include a requirement for self evaluation. This requirement had since been removed but it was felt in the best interests of schools to complete a SEF (Self Evaluation Form). Governors were informed that Ofsted had produced a simple SEF template which the Headteacher had used to produce the summary document.

The Headteacher highlighted that he had graded each section of the SEF in line with Ofsted judgements; Outstanding (1) to Inadequate (4). He explained that the document also outlined evidence that supported the judgement and why the section had not achieved the grade above.

Governors reviewed sections of the Self Evaluation Summary and noted that all sections were graded Good (2). The following areas were specifically highlighted:

Behaviour and Safety: Good (2)

The Headteacher stated that he had changed his views of this area over the previous months due to focused improvement and his previous focus on what required improving rather than what was already good. He highlighted that he felt the school had achieved a secure Good with some elements of Outstanding. The Deputy Headteacher commented that the school offered a breadth of support for pupils and ensure that pupils with additional challenges received support that did not impact on others.

Overall Effectiveness: Good (2)

Governors were informed that overall effectiveness was evidenced from all four previous sections (Pupils' Achievement, Quality of Teaching, Behaviour and Safety, and Leadership and Management). However, governors were made aware that Safeguarding could significantly impact the judgement and bring down the overall judgement regardless of other evidence.

The Headteacher reported that the Self Evaluation Summary should be short and he felt it could be reduced further. He expressed that he would like governors to scrutinise the document and provide feedback in the autumn term regarding how to change, expand or improve it, with a particular focus on the Leadership and Management section. The Chair highlighted that Mark Wilson (Additional Ofsted Inspector) would test the self evaluation summary document and the Headteacher noted that Mark had provided feedback on the previous draft.

In response to a question, the Headteacher clarified that the School Improvement Plan would pick up areas of improvement that would help to move sections to the grade above. The Chair noted that link governors would focus on these areas in 2013/14.

Governors asked if the summary would be presented to an Ofsted Inspector prior to, or on the day of, an inspection. The Headteacher explained that the school would receive a call between 12pm and 2pm the day before the inspection, during which they would be asked to e-mail specific and supporting documents. He noted that the self evaluation document would need to be kept up to date so it could be e-mailed to the Inspector.

With reference to Leadership and Management, governors highlighted that there was very little information regarding the business management of the school and expressed that they felt this was worth including. The Headteacher acknowledged the suggested and stated that he would look at this further. However, he highlighted that it was not a key area considered by Ofsted.

Considering Pupils' Achievement, governors highlighted the references to uncertainties in Science and asked for further information. The Headteacher reported that evidence for science was mixed with positive achievement in some areas. He highlighted that Core Science had been weak in 2012 but had achieved some outstanding results in 2013. Similarly, Additional Science results were not available but it was felt that they would be an improvement on the previous year. Year 7 had made positive progress but Year 9 had made

	<p>poor progress. The Headteacher explained that he had discussed Year 9 progress with the Department and they had explained that the Year 9 exams had been brought forward for the LA and this had impacted the results.</p> <p>A governor highlighted that during a Quality and Curriculum Committee meeting it was discussed that allocated time for PSHE had been reduced and there had been some issues as a result. The Headteacher explained that some aspects of PSHE would be incorporated into RE or Science lessons but the main area affected was Careers and Guidance. There would be a focus on strengthening Careers and Guidance in non-curriculum ways, including organising special events and bringing in additional external support.</p> <p>Under Quality of Teaching, governors noted the reference to <i>“insufficient opportunities for a large minority of pupils to develop independence and resilience”</i>. The Headteacher was asked how he had tested and evaluated this area.</p> <p>The Headteacher replied that during observations he had considered whether pupils worked only under the direction of the teacher or if they went further and developed independence. Considering resilience, the Headteacher explained that this was evaluated by observing how teachers supported pupils to be resilient. He noted that there would be training courses held in the autumn term.</p> <p>The Chair asked governors to provide the feedback requested by the Headteacher and the Headteacher was thanked for his report.</p>	
4	<p>Chair’s Report The Chair’s Report had been previously circulated and questions and comments were invited.</p> <p>It was highlighted that the Chair had not included a reference to teaching quality, the performance review of the Headteacher or SLT relationships. It was expressed that it would be positive to include this information as it was a key area of focus for Ofsted.</p> <p>The Chair agreed to amend his report to include the highlighted areas.</p>	Chair
5	<p>Ofsted Preparation Update The ‘Action Plan for Ofsted Preparation’ had been previously circulated.</p> <p>Nicki Mitchell reported that the school could expect an inspection from September 2013 and governors needed to be prepared. She and Eileen Robertson had produced the action plan and presented it to the Executive Committee for approval. The aim of the Action Plan was to highlight evidence and make this readily available.</p> <p>Nicki presented the Action Plan and highlighted the following aspects:</p> <ol style="list-style-type: none"> 1. <i>Ofsted Resources</i> Nicki explained that there would be a page on the new school website specifically for Inspectors. 2. <i>Self-Evaluation</i> Governors noted that this was an ongoing process and the Chair had circulated a version of self evaluation to all governors. 3. <i>Policies</i> Governors were made aware that Alex Collins (School Business Manager) had carried out a lot of work on the policies and they would be uploaded onto the website with their approval and review dates. 4. <i>Evidence Portfolio</i> Nicki stated that this was a work in progress and focus areas had been delegated to specific governors. Draft evidence reports had been received for most areas but Nicki suggested that it would be useful to reflect on these reports in light of the recent Ofsted training. Nicki highlighting that a key message from the training was that the governing body needed to 	

	<p>demonstrate the <u>impact of governors</u> to prove that the quality of leadership was good.</p> <p>Governors asked for an update on uploading governing body meeting minutes to the website. The Headteacher reported that the minutes would be uploaded onto the existing school website while the new website was under construction.</p> <p>A discussion took place considering how far back governors should consider when producing a narrative of change and progress and if meeting minutes prior to 2010 should be available. It was expressed that Ofsted were likely to only consider the last two to three years or focus on current issues and ask for a narrative of how these areas were being addressed and would be improved. A governor acknowledged that longer term trends would be more relevant in some areas such as vulnerable groups and achievement data.</p> <p>Don Henson raised a concern that he could not evidence the investment in training and link governors as there was not relevant information or a consolidated list available. The Clerk offered to send a copy of the Governor Support and Development training record to Don for information. Governors discussed visits to school and it was expressed that a visit form should be completed for all visits, regardless of whether they were specific to the governor's link area. Governors were asked to complete and submit all visit forms to the school by the end of the month.</p> <p>The Headteacher stated that he felt it was important for governors to visit school and produce a form to highlight that they know the school and are having an impact. He also noted that governors should sign-in using the 'governor visits book' every time they visit to show the frequency of visits.</p> <p>In response to a question regarding how many governor reports would be read by an Inspector, the Headteacher noted that the Inspector would not read many but would want to see that the reports and minutes of meetings were available. The Deputy Headteacher stated that the purpose of producing the reports was to provide governors with information that could be used to inform and lead conversations with an Inspector.</p> <p>Governors considered skills on the governing body and asked if there was an up to date skills audit. The Chair reported that Eileen Robertson had produced a report referencing the skills audit to inform the School Improvement Plan. Governors asked if gaps and recruitment had been identified and the Chair acknowledged that this was an area that needed to be improved. New governor, John Fletcher, expressed that he felt well supported as a governor and the training opportunities were positive. However, he suggested that it would be beneficial to have a buddy or mentor.</p>	<p>Clerk</p> <p>Governors</p>
<p>6</p>	<p>Governors' Self Evaluation and section of the School Improvement Plan</p> <p>Governors received the Governing Body Review Toolkit which had been circulated prior to the meeting. The Chair asked governors to complete the toolkit and return it to him by the end of July so he could evaluate the information and consider how to move forward with the process.</p> <p>It was discussed that there would be a more sophisticated view of the governing body and current vacancies provided the opportunity to look at required skills. A governor highlighted that a finance skills audit had been completed by some governors and it would be positive to consider this also.</p>	<p>Governors</p>
<p>7</p>	<p>Home/School Agreement (<i>previously distributed</i>)</p> <p>The Headteacher reported that the Home/School Agreement outlined the agreement made between the school, parents and pupils and there had been no changes made from the previous year.</p> <p>A governor highlighted that there was no explicit comment on bullying and the Headteacher acknowledged the suggestion. It was agreed that a section would be included to outline that the school would take seriously and act promptly on any signs of bullying.</p> <p>Subject to the inclusion of an explicit comment regarding bullying, governors</p>	

	unanimously approved the Home/School Agreement.	
	Items for Information	
8	<p>Reports and business updates from Committees: Governors received the minutes from the following committee meeting and were invited to ask questions or make comments.</p> <p>8.1) Executive 10/01/13 and 26/02/13 8.2) School and Community 21/01/13 8.3) Quality and Curriculum 06/02/13 8.4) Finance and Staffing 13/02/13</p> <p><i>Including ratification of the following policies recommended by the Finance and Staffing Committee:</i></p> <ul style="list-style-type: none"> a) <i>Allegations of Abuse Against Staff</i> b) <i>Staff Discipline</i> c) <i>Grievance Procedure</i> 	
9	<p>School Improvement Plan 2012/13 – RAG rated (previously distributed) The Headteacher noted that each Committee had reviewed the relevant sections of the School Improvement Plan and RAG rating in detail. A presentation would be provided at the first full governing body meeting in the autumn term regarding the impact of the work carried out.</p> <p>Governors asked how Priority 5, '<i>Continue to improve the effectiveness of governance</i>' would be RAG rated. Nicki Mitchell highlighted that Eileen Robertson had presented relevant information at the Executive Committee meeting and this needed to be added to the Plan. It was agreed that the information would be circulated to all governors.</p> <p>With reference to SP1, governors asked why objective 4, '<i>We will train all HODs on the developing of teaching and learning across their department</i>', was rated Red. Richard Newton explained that the Quality and Curriculum Committee had discussed this objective and whether it should be changed to Amber as circumstances had prevented its development. Members of the Committee explained that they had agreed that the objective would remain Red but a narrative would be included in the Plan for all objectives rated Amber or Red.</p> <p>The Headteacher stated that the key area of focus was improving achievement and teaching and learning. He expressed that progress had been made in these areas and there were actions completed that had not been included within the Plan. These actions had also supported progress and had a positive impact.</p> <p>Governors noted that some sections of the Plan had been adjusted to take into consideration changes within the school and the Headteacher expressed that he would not want to make such adjustments regularly.</p> <p>The Deputy Headteacher made governors aware that there was more clarity in some areas of the Plan than there had been at the time of the RAG rating and the SLT were engaging with the detail.</p>	Chair
10	<p>Chair's Briefing Paper (York LA Portal)</p> <ul style="list-style-type: none"> a) The future of the York Education Partnership and school improvement in York b) Changes to the welfare system and the implications for schools c) A strategy for physical education and sport d) Changes to Teachers' Pay 2013/14 <p>Governors received the above briefing papers for information. In light of the proposal for sport facilities presented earlier in the meeting, Cllr Merrett offered to review paper C in further detail.</p>	Cllr. Merrett
11	<p>Governor Training An Ofsted training session with Mark Wilson (Additional Inspector) had been organised for the full governing body and had been well attended. A governor asked if notes from the</p>	

	<p>meeting could be circulated to governors who were unable to attend and the Headteacher offered to complete this action.</p> <p>Cllr Dave Merrett reported that he had attended an LA session on 'Promoting Positive Behaviour'. He expressed that the session had been interesting and focused on resilience and pupils wanting to learn. There had been good workshops on the difficulties engaging pupils and how to maintain motivation. Cllr Merrett noted that the information had been reiterated by Mark Wilson during his section on behaviour and safety.</p> <p>Some governors expressed that they had not found the LA training sessions beneficial and suggested that training required careful thought and should consider the needs of the governing body. Governors agreed that they felt bespoke training would be more beneficial and the skills audit could highlight training needs. However, it was acknowledged that cost needed to be considered. A suggestion was made that, considering their expertise, members of staff might be able to provide some training for governors.</p> <p>Consideration was given to appointing a link governor to training and Helen Thomas offered to fulfil this role.</p>	Head
12	<p>Dates of Future Meetings:- Governors received the dates for the academic year 2013/14 and were advised that these had been produced with reference to the school's program and the availability of the Clerk. Governors were made aware that a couple of the Finance and Staffing Committee dates could be subject to change.</p> <p>Governors agreed the dates.</p> <p>Considering the extra-ordinary Finance and Staffing Committee meeting to discuss pay changes and sports facilities proposal, Tim Hooper agreed to arrange a date for the week commencing 9th September. He reiterated that all governors would be invited to the meeting for the sports facility discussion.</p>	Tim Hooper
13	<p>Confidentiality None.</p>	
	<p>The Headteacher reported that he had arranged for e-mail addresses to be set up for all committees and the full governing body. Governors would e-mail the committee or FGB address and their message would be redirected to the personal e-mail addresses of relevant governors.</p> <p>The Headteacher thanked the Governing Body for their support and challenge throughout the year.</p> <p>On behalf of the governing body, the Chair thanked the Senior Leadership Team and all members of staff for their hard work. He then recorded thanks and best wished to Assistant Headteacher, Gareth Davies, who was leaving the school.</p> <p>Governors agreed that it was very evident that there had been significant progress made over the year.</p>	
	<p>Meeting end time 8.25pm</p>	
	<p>_____</p> <p>Mr Bob Sydes Chair</p>	<p>_____</p> <p>Date Signed</p>

**Action Plan following the Meeting of the Full Governing Body
On Wednesday 10th July 2013**

	Action	Agenda	Person	Date
1.	Carry Forward: circulate Support Group Meeting minutes to all governors	2.2	Chair	asap
2.	Provide feedback to the Headteacher regarding the Self Evaluation Summary document, particularly considering Leadership and Management	3	All governors	asap
3.	Amend Chair's Report to include reference to teaching quality, performance review of the Headteacher and SLT relationships	4	Chair	asap
4.	E-mail governor training record to Don Henson	5	Clerk	asap
5.	Submit all visit forms to school	5	All governors	31.07.2013
6.	Complete review toolkit and return it to the Chair	6	All governors	31.07.2013
7.	Circulate information/RAG rating of the governor section of the School Improvement Plan (SP5)	9	Chair	asap
8.	Review in detail LA Briefing paper <i>A strategy for physical education and sport</i> , in light of sports facility proposal	10	Cllr Merrett	w/c 09.09.2013
9.	Circulate notes from the Ofsted training sessions with Mark Wilson	11	Headteacher	asap
10.	Arrange a meeting date, for the week commencing 9 th September, for the extra-ordinary Finance and Staffing Committee meeting.	12	Tim Hooper	asap

Future Agenda Items

School Improvement Plan 2012/13 impact presentation

School Improvement Plan 2013/14

Self Evaluation Summary

School Newsletters:

All the newsletters and whole school letters are on the home page of the website for anyone to look at.
www.millthorpeschool.co.uk .