

MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held Thursday 6th March 2014 at 6pm



Present: Mr Don Henson Mr Bob Sydes (Chair)
Mr Tim Hooper Mr Bill Schofield
Ms Nicki Mitchell

In Attendance: Mr Scott Butterworth (Deputy Headteacher) [until 6.40pm]
Miss Amy White (Clerk)

	Action
<p>Ofsted Update <i>The Full Governing Body had been invited to attend for this one item.</i> <i>In attendance: Sarah Barbacane, Helen Thomas, Tim Moat, Richard Newton and Martyn Pysanczyn.</i></p> <p>The Deputy Headteacher provided an overview of the Ofsted Inspection that had taken place on 5th and 6th March. He emphasised that the Inspection detail and possible judgement was strictly confidential until such time as the official report is published.</p> <p>The Deputy Headteacher stated that he had been pleased with the how the Inspection Team had conducted the inspection. He also highlighted that a Subject Inspection in History had also taken place on 5th March. Both inspections had been very rigorous and the Senior Leadership Team was delighted with the feedback provided.</p> <p>Governors noted that there would not be a report for the History subject inspection but it would be referenced in a National report as an example of good practice.</p> <p>In response to a question regarding the official report, the Deputy Headteacher stated that the report was expected to be published around 26th March. He explained that the report would be written on 7th March and then sent to the school for a review of technical errors. There would then be a two week process for moderation.</p> <p>Governors discussed the publication of the report and the release of information to parents. It was noted that, as long as no Ofsted terminology was used, the school could express that they were delighted with the inspection.</p> <p>The Chair highlighted that an important message to convey to parents was that the bar had been raised with the new Ofsted Framework. Tim Moat offered to work with the school to communicate the initial thoughts and final report to parents and the community.</p> <p>An overview was provided relating to the feedback that had been received in the following areas:</p> <ul style="list-style-type: none"> · Achievement · Quality of Teaching · Behaviour and Safety · Quality of Leadership and Management · Governance · Parents and Students <p>The feedback had been positive and the Inspection Team had been complimentary about a number of strategies and the practice in place. 42 lessons had been observed during the two days and the Deputy Headteacher stated that staff and students had been wonderful. Areas for further development had been highlighted and these would be included within the official report.</p> <p>Governors discussed the timing of the inspection and felt that overall it had been at a positive time. There was now a chance to drive forward. It was noted that the School's Self Evaluation had been accurate and the inspection Team had been able to see the development.</p> <p>Considering Governance, it was noted that the Inspection Team had been impressed that 11 governors had attended the meeting. The verbal feedback had been positive regarding the link governor role as it was based on experience and expertise. There had been pleasing feedback that the Governing Body challenged and welcomed challenge and the sense of ownership of the school was evident.</p>	

Governors noted their thanks to all members of staff and students and congratulated them on a positive inspection.

The Deputy Headteacher, Sarah Barbacane, Helen Thomas, Tim Moat, Richard Newton and Martyn Pysanczyn left the meeting at 6.40pm.

Governors discussed aspects of the feedback provided and the team spirit and pride in the school.

- 1. Welcome – Apologies – Declarations of Interest**
Apologies for absence were received from the Headteacher and Eileen Robertson. There were no declarations of interest.

- 2. Minutes of the meeting held on 9th January 2014 (previously distributed)**
The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.

- 3. Matters Arising**
With reference to the Action Plan from the meeting held on 21st November:

1.	Invite Quality and Curriculum Committee governors to next work scrutiny.	Carry Forward: It was clarified that this action referred to Learning Walks. Nicki Mitchell would contact Tania Andrie to arrange this.	N.M
2.	Arrange a parent governor election and speak to Pupil Premium parents. Follow up community governor vacancies	Ongoing	HT/Chair
3.	Invite Mary Griffiths to a governor meeting to discuss SEN changes	Completed	
4.	Carry Forward: Arrange staff governor election and speak to Cllr. Gunnell re-potential community governors	Staff Completed: Two new staff governors had been elected. Community Governor Carry Forward	
5.	Carry Forward: Circulate summary following Mark Wilson visit	Completed	
6.	Ongoing: Speak to Helen Thomas regarding training and governor induction	Completed. Bill Schofield reported that he continued to get feedback from primary school and there was a finance event organised for next week. He would pass the information to Helen Thomas.	B.S
7.	Carry Forward: Invite Anna Cornhill to a governor meeting	Ongoing: Anna Cornhill was invited to attend but was unable to make any of the meetings.	
8.	Remind governors to carry out link visits and produce a report	Completed	
9.	Upload remaining school policies onto the website	Completed	
10.	Arrange an informal governor meeting to go through Ofsted narratives	Completed	

- 4. School Improvement Priority 4: Improving middle leadership and management (previously distributed)**
Governors discussed the priorities and it was expressed that there continued to be areas of weakness but Tania Andrie (Assistant Headteacher) was developing and embedding good practice. Governors agreed that they felt comfortable that the objectives were rated Green.

It was noted that there was not a link governor assigned to scrutinise middle management and work with Tania. It was agreed that the link governor should be a member of the Executive Committee and Don Henson offered to link to middle leader development. Don said he would contact Tania to arrange an initial meeting.

- 5. School Improvement Priority 5: Continue to improve the effectiveness of governance (previously distributed)**
Governors RAG-rated the objectives as below:

a) *Consolidation of the link governor scheme as part of the core business of the Governing Body*

	<p>This objective was rated Green.</p> <p><i>b) All statutory and other adopted school policies are up-to-date, reviewed annually, and amended where necessary</i></p> <p>This objective was rated Green.</p> <p><i>c) Promote and improve Governing Body training</i></p> <p>This objective was rated Amber.</p> <p><i>d) Performance management of the SLT</i></p> <p>This objective was rated Green.</p>	
6.	<p>School Improvement Priority 7: Develop partnerships (previously distributed)</p> <p>This item was deferred until the next meeting to allow a member of the Senior Leadership Team to report.</p>	
7.	<p>English and Maths Teaching Capacity</p> <p>The Chair explained that the head teacher had discussed increasing the English and Maths teaching capacity. The Chair reported that although he had been anxious due to the deficit budget, he fully appreciated this need and because pupil numbers were increasing and the school will be almost full in year 7 for 2013/14, the financial implications would not be significant</p> <p>Governors discussed that resourcing at critical times was positive and further discussion would be taken to the next Finance and Staffing meeting.</p>	Agenda
8.	<p>Science Action Plan</p> <p>The Chair reported that he had requested a Science Department Action Plan with the Headteacher following a meeting with the school's York Challenge Partner, Maxine Squire. Governors were informed that Maxine had acknowledged that the Governing Body was aware of the work taking place in Science but suggested that an action plan would be a positive initiative to outline how Science would move forward.</p> <p>Governors agreed that it would be useful to have an action plan and that it would help them hold the school to account. This plan will be brought to the next Executive Committee meeting.</p>	Agenda
9.	<p>Behaviour Principles Written Statement (previously distributed)</p> <p>Governors received the statement and noted that it referenced the Behaviour Policy and Equal Act 2010.</p> <p>Governors endorsed the statement to go to the Full Governing Body for approval.</p>	Agenda
10.	<p>Agenda for FGB (previously distributed)</p> <p>Governors received the draft agenda for the FGB meeting on 27th March and agreed that an update on the Ofsted Inspection would be included.</p>	
11.	<p>Governing Body Changes</p> <p>Governors noted that two new Staff Governors had been appointed: Naomi Heaton and Helen Ainsworth. The chair reported that Naomi and Helen had received their induction pack but he had to rearrange their induction meeting as it had been scheduled during the Ofsted Inspection. There remained one parent vacancy and two community vacancies.</p>	
12.	<p>Governor Training</p> <p>None to report.</p>	
13.	<p>Date of future meetings – all Thursday at 6.00pm:</p> <ul style="list-style-type: none"> · 8th May 2014 · 26th June 2014 	

Meeting end time: 7.10pm.

Mr Bob Sydes
Chair of Executive Committee

Date Signed

**Action Plan following the Meeting of the Executive Committee Meeting
Held on Thursday 6th March 2014**

	Action	Agenda	Person	Date
1.	Contact Tania Andrie to arrange governor involvement in a Learning Walk.	3	Nicki Mitchell	w/c 24.03.2014
2.	Organise a parent governor election and speak to potential community governors	3	Head / Chair	asap
3.	Inform Helen Thomas of Finance Event with local primary schools	3	Bill Schofield	asap
4.	Contact Tania Andrie to arrange an initial meeting to discuss the Middle Leader Development link role.	4	Don Henson	w/c 24.03.2014
5.	Science action Plan to be tabled at next meeting	8	Head / Chair	8 th May 2014

Standing Items:

- FGB Agenda items
- Reports from Committees
- School Improvement Plan
- Governing body and link governor changes

Items for future agendas:

- Science Action Plan

Finance and Staffing: English and Maths Capacity

Full Governing Body: Behaviour Principles Written Statement