



MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

**Held Thursday 12th September 2013 at 6pm
In the School Meeting Room**

Present: Mr Bob Sydes (Chair) Mr Trevor Burton (Headteacher)
Mr Don Henson Mrs Eileen Robertson *[until 7.50pm]*
Mr T Hooper Mr Bill Schofield
Ms Nicola Mitchell

In Attendance: Mr Scott Butterworth (Deputy Headteacher)
Miss Amy White (Clerk)

		Action																					
1	<p>Election of Chair Bob Sydes was nominated as Chair of the Committee and withdrew from the meeting.</p> <p>Proposed: Don Henson Seconded: Bill Schofield Agreed: Unanimously</p> <p>Bob Sydes returned to the meeting and took the Chair.</p>																						
2	<p>Apologies – Welcome & Introductions – Declarations of Interest The Chair welcomed everyone to the meeting. There were no apologies for absence or declarations of interest.</p>																						
3	<p>Minutes of the meeting held on 25th June 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>																						
4	<p>Matters Arising With reference to the Action Plan:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Action</th> <th>Completed/Notes</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>E-mail a reminder to all governors regarding training session on 4th July</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Arrange for agenda and minutes to be uploaded onto the school's website</td> <td>Ongoing – The Headteacher explained that the school's new website was still under construction</td> </tr> <tr> <td>3.</td> <td>Arrange an extra-ordinary Finance and Staffing Committee meeting</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>Review and circulate Governing Body Review Tool</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>Circulate governor link visit form and outline process for submitting form</td> <td>Completed</td> </tr> <tr> <td>6.</td> <td>Contact Helen Thomas regarding induction link and governor training</td> <td>Completed</td> </tr> </tbody> </table>	No.	Action	Completed/Notes	1.	E-mail a reminder to all governors regarding training session on 4 th July	Completed	2.	Arrange for agenda and minutes to be uploaded onto the school's website	Ongoing – The Headteacher explained that the school's new website was still under construction	3.	Arrange an extra-ordinary Finance and Staffing Committee meeting	Completed	4.	Review and circulate Governing Body Review Tool	Completed	5.	Circulate governor link visit form and outline process for submitting form	Completed	6.	Contact Helen Thomas regarding induction link and governor training	Completed	
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7.	E-mail all governors regarding school events	Completed	
<p>Matters Arising from the previous meeting:</p> <p>With reference to <i>Item 5: Ofsted Preparation Update</i>, Nicki Mitchell reported that she had received completed evidence documents for a number of focus areas. These had been e-mailed to Jon Deamer (Curriculum Support) for uploading onto the governor section of the school website. Nicki explained that the evidence documents provided information and evidence relating to focus areas. Governors could use these documents as reference in preparation for an Ofsted inspection.</p> <p>Governors noted that evidence documents for the following areas still needed to be produced:</p> <ul style="list-style-type: none"> · Inspection history (Headteacher) · Child Protection (Bill Schofield – following meeting with the Deputy Headteacher) · Communication with parents and the wider community (Christine Oliver) · Behaviour and Safety (Richard Newton with Deputy Headteacher) <p>The Headteacher informed governors that Mark Wilson (Additional Ofsted Inspector) would be spending two days in school during which he would carry out lesson observations and key interviews with the Senior Leadership Team (SLT), students and teachers. The Headteacher offered to arrange for Mark to meet governors on Tuesday 24th September. It was agreed that governors would e-mail the Headteacher by end of day 13th September to suggest a suitable time.</p> <p>The Headteacher explained that the profile of governance had increase and Ofsted would be looking to ensure that the school had good procedures in place and governors scrutinised these procedures and provided challenge.</p>			Governors
5	<p>Review Terms of Reference (<i>previously distributed</i>)</p> <p>The following amendments was suggested:</p> <p><i>2. Quorum: The quorum for the meeting and any vote will be three governors who are member of the committee, or more, as determined by the committee.</i> (remove strikethrough section)</p> <p>Governors discussed including a reference to approving relevant policies. It was agreed that a list of policies would be published and each policy allocated to the relevant committee. This list would be agreed at a Full Governing Body meeting.</p> <ul style="list-style-type: none"> · Subject to the above amendment, the Terms of Reference for the Executive Committee were unanimously approved for ratification by the Full Governing Body 		
6	<p>GCSE Results</p> <p>The Headteacher reported that there had been some issues with an English Language paper. He explained that the English Language Unit 3 paper had been incorrectly entered under the code for English Unit 3. This had resulted in the papers being marked out of 90 rather than 80 and 44 out of 196 students receiving a lower grade on their English Language certificate. The Deputy Headteacher noted that this was an exam board error, not a school error. He then explained that the error had been reported and the exam board had taken some time to reply with confirmation of the actual results. An apology was received and the school was able to send confirmation e-mails to the affected students in time for them to enrol for their A-Levels.</p> <p>Governors were made aware that the error had impacted on the overall 5 A* - C grades including English and Maths. The initial result had been reported as 65% of students achieving 5 A* - C inc. English and Maths which had increased to an actual result of 70%. This was noted as the school's best ever exam results.</p> <p>The Headteacher explained that the school used Fischer Family Trust D (FFTD) to set targets and for the 2012/13 Year 11 cohort the target had been 70%, placing the school in the top 20% of similar schools. The Headteacher highlighted that Capped Point Scores had also been positive and these were becoming increasingly important.</p> <p>The Headteacher made governors aware that Graphics, PE and Further Maths were areas of</p>		

concern. It was discussed that there had been some coursework assessment issues in Graphics and these were being addressed. Considering German and Science, which had previously been areas of concern, the Headteacher was pleased to report that the results for 2013 had been positive and shown improvement.

Considering the results for 5 A* - C grades, the Headteacher made governors aware that Pupil Premium students did not perform as well as hoped and this would be an area of focus over the coming year. The Headteacher also noted that there would be a focus on the A/B grade boundary to improve the percentage of students achieving A* - A grades. Discussions had already taken place with staff.

Governors acknowledged that the levels of progress in English and Maths were very positive. Considering the principles that had been introduced, the Headteacher noted that he was confident that the school was aware which to develop and replicate to continue this success. It was expressed that it would be important for the current Y10 and Y11 students to be aware of the positive work that had taken place and the subsequent results.

The Headteacher noted that he would be writing to parents to highlight the excellent results and success. He then highlighted that the School Improvement Plan included raising pride in the school and the excellent results supported this. He noted that the SLT and staff were proud of the results which were the reward for the hard work that had taken place.

Governors noted their thanks and congratulations to the Headteacher, SLT and all staff and students for the excellent results. The Chair offered to write letters on behalf of the governing body to staff, parents and students.

Chair

Governors discussed the Y6 Parents Evening on Tuesday 8th October and it was agreed that governors should attend and reinforce the positive messages.

7 School Improvement Plan

Governors enquired if the results had prompted any changes to the School Improvement Plan (SIP). The Headteacher replied that they had not impacted on the actions but might prompt some changes to the aspirations. He expressed that with continued hard work and focus he felt that the school could replicate the results from 2013 and aim to achieve percentage results in the high 70s for 5 A* - C grade GCSEs including English and Maths. Governors agreed that though this target might be aspirational, it was positive to aim for high 70s. The Headteacher then noted that the target setting process would be reviewed and there would be an ongoing review of targets.

The Deputy Headteacher made governors aware that some qualification changes were being introduced and these could impact on future results. Results could be impacted further by turbulence regarding examinations. The Headteacher stated that the school had a high quality SLT and he was confident that the school was in a strong position.

The Chair expressed that to ensure sustainability of good performance it would be useful to review the current systems and processes and identify those that were personality driven. He further explained that some processes were driven by the personality and specific skills of the individual member of the leadership team who was implementing them. The Headteacher acknowledged the Chair's comments and noted that approximately half of the current procedures were formal procedures that could be carried forward by any member of the school team. The remaining procedures were driven by a specific team or individual. The Deputy Headteacher made governors aware that processes and strategies received ongoing re-evaluation as there was a flux depending on cohorts, students and changes to examinations.

Governors expressed that it was positive to see new systems being implemented and asked for the Headteacher to continue to present them to governors. The Headteacher acknowledged that new systems would be presented to the Quality and Curriculum Committee.

The Headteacher tabled and presented a draft **Three Year Improvement Plan Outline**, highlighting the following:

Our Targets (page 2)

Best 8 points: The Headteacher explained that this would become an important measure over the coming years. It was noted that the points from the students' best eight GCSE or equivalent

grades were added up to create a points table.

3LP: Three levels progress was noted as the expected progress by Government and the Headteacher highlighted that 2013 progress compared well to national levels.

5 A - C EM Gap:* The Headteacher highlighted that this was an area of focus as it measured the English and Maths gap between Pupil Premium and Non Pupil Premium students. Governors were made aware that the 2013 percentages were in line with the local averages and the school had already started work to improve this area.

5 A - C and 5 A* - C inc EM:* governors were informed that the 2014, 2015 and 2016 percentages showed the FFT estimates which would put the school in the top 10% of similar schools. From the data provided within the table, governors noted the exceptional result of 97% 5 A* - C for 2013 in comparison to the FFT estimate of 89% for 2014. The Headteacher expressed that he felt the school was in a position to maintain a result in the 90s.

Attendance: Governors noted that the 2013 figure needed to be included within the table and the aim was to reduce overall absence to 5%. This would be below the National Average which was in the region of 6%

2013-14 Key Priorities and Embedding (page 3)

The Headteacher explained that the key priorities for 2013-14 were the headlines from the School Improvement Plan. The areas for embedding were introduced as key priorities in 2012-13 and needed to be monitored.

2014-15 Key Priorities and Embedding (page 4)

Governors were made aware that the following would be permanent priorities within the SIP:

- The continued development of the quality of teaching and learning
- The continued assurance of high levels of progress throughout all years. Maintaining very high levels of achievement at the end of KS4, and small differences between advantaged students and others

A priority regarding personal development was included within the three year outline and the Headteacher explained that the school wanted to ensure that students received a wider education. He noted that aspects were already offered but there would be a focus and drive to improve.

Offering Millthorpe expertise to help other schools to improve was highlighted as a priority for 2014/15. The Headteacher explained that work was taking place through the PiXL club to help two schools make similar progress to that achieved by Millthorpe in 2012/13. The Headteacher also highlighted the ongoing collaboration with York High School.

2015-16 Key Priorities (page 5)

The Headteacher highlighted that there would be a continuation of some of the 2014-15 priorities but noted that it was difficult to create a detailed forecast for so far in the future.

Questions and feedback were invited.

The Chair highlighted the 2014-15 priority '*Build an all-weather sports facility and make Millthorpe a key sports venue out of school hours*'. He suggested a change to this priority to highlight that the all-weather facility was important to the health and wellbeing of staff and students, not just a key venue out of school hours. Governors agreed and the Headteacher offered to make this amendment.

Headteacher

Subject to the above amendment, it was agreed that the Three Year Improvement Plan Outline would be circulated to the full governing body.

Further considering the SIP and raising aspirations and school pride, governors asked if the awards evening could be reviewed to include more students. The Headteacher acknowledged that this could be considered for future years and suggested that it would be positive to set up a Working Party within school that included governor involvement.

The Deputy Headteacher highlighted that at the end of each term awards for a range of areas were presented to students within each House. Governors suggested that it would be positive to include awards that highlighted progress made.

Considering progress further, governors reviewed the KS4 Outcome Indicators within the tabled three year plan and asked why levels of progress were not the same or improving. The Headteacher explained the difficulties recording progress as a result of the distributions within levels. He explained that internally the school reviewed and monitored the amount of progress made using sub-levels. The Headteacher then highlighted that sub-levels were used to inform all Y11 teachers of the students who needed to increase progress.

Governors asked if sub-levels could be used to communicate progress to parents. The Headteacher explained that teachers were currently using 'Flight Plans' that represented the progress of each student. These Flight Plans made teachers aware of a student's progress profile and, as they were used across all year groups, would also provide historic information. The Headteacher agreed that the school was in a good position to show this sub-level information to parents of current Y7 and Y8 students as they move up the school. However, he expressed he was cautious for the current KS4 students as historic data had not been recorded in the same way and would show a number of variations. The Headteacher offered to present the Flight Plan software to the Quality and Curriculum Committee.

Governors expressed that the school was developing a good system for monitoring progress. The Chair stated that using the new, more detailed analysis the school would have data relating to context and actual progress. He expressed that it would be positive for parents to understand this data alongside the published government data. It was further discussed that this information and data could be shared with Ofsted to demonstrate the systems in place to provide tailored support and development through interventions.

Considering the governor section of the SIP, Eileen Robertson offered to circulate the draft version to the committee. It was agreed that comments would be sent back to Eileen by the end of day 15th September.

ER &
Committee

8 **Agenda for FGB**

Governors discussed agenda items for the next meeting of the Full Governing Body scheduled for 3rd October.

The following items were discussed and agreed:

School Improvement Plan

Governors were informed that an impact presentation for 2012/13 would be given and a review of the 2013/14 Plan would take place. Governors agreed that it was important to consider the effectiveness of the previous Plan and review factors that delivered tangible outcomes and positive results. It was noted that governors could then ensure that the new Plan was created using positive aspects of the previous Plan.

Considering the governor section of the SIP in relation to the impact presentation, it was agreed that the Chair's report from the Summer Term 2013 would be referenced.

Home School Agreement

The Headteacher noted that following previous governor discussions, he had made amendments to the Home School Agreement and would like to present it to governors for approval.

Pay and Appraisal Policies

It was noted that the Finance and Staffing Committee had called an extra-ordinary meeting on 18th September to consider the new Pay Policy and updated Appraisal Policy. A report and recommendation would be given to the Full Governing Body.

Link Governor

Governors discussed link governor roles and it was expressed that outlining link responsibility was important to ensure governors were members of the relevant committee. It was further discussed that links should be related to key areas of the SIP and all governors should be involved and active.

A suggestion was made to agree key link areas and reporting committees at the Full Governing Body meeting then allocate governors to a specific link during committee meetings.

The Headteacher offered to review the link areas to create a succinct list of links and reporting committees. He acknowledged that there had been some issues with reporting methods the previous year as a result of not having a definite list.

Headteacher

	<p>It was agreed that the committee membership and the Headteacher's list of link areas and reporting committees would be agreed at the FGB meeting.</p> <p><i>Training</i> Governors asked for an update on the data training the Headteacher was arranging with Maxine Squire (LA Principle Advisor). The Headteacher noted that he would speak to Maxine about this further and clarified that a proportion of the data and training would be school specific. Governors discussed the generic aspect of the training and suggested inviting other governing bodies to attend. The Headteacher acknowledged that it would be positive to hold some joint training; however, the areas covered in the data training would be school specific regarding data and methods. He expressed that this might not be beneficial or appropriate for other governing bodies.</p> <p>It was agreed that Data Session Training would be included on the FGB agenda as an item for information.</p>	Headteacher
9	<p>Governing Body and Link Governor Changes The Chair reported that Richard Bridge had resigned as a governor due to work commitments. Governors were made aware that Jenny Kent had been elected as new parent governor and the Headteacher agreed to send the relevant information to the Clerk.</p> <p>The Clerk agreed to inform the chairs of committees if one of their governors resigned. This would allow the chair to consider membership and link responsibilities.</p> <p>Considering the vacancies for community governors, the Chair reported that he had received an e-mail expressing interest and would arrange a meet the interested person. Governors discussed the possibility of the unsuccessful parent governors being appointed as community governors and a suggestion was made that the diversity of the governing body should also be considered. The Deputy Headteacher suggested contacting Cllr. Julie Gunnell regarding recommendations and suggestions for the community vacancies as she had experience working within the community.</p> <p>During discussions relating to diversity, it was suggested that parents from Pupil Premium families could be approached and encouraged to become governors; this was agreed as a positive route.</p> <p>The Headteacher expressed that it was important to recruit people out would be actively involved.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> · The Chair would write a letter to parents of Pupil Premium students and contact the potential community governor. · The Headteacher would arrange a staff governor election to fill the two vacancies and would speak to Cllr. Gunnell regarding community governor suggestions. <p><i>Eileen Robertson left the meeting at 7.50pm</i></p>	Headteacher Clerk Chair Headteacher
10	<p>Planning work programmes for committees Governors discussed the work programmes and agreed that they would be set in time for the first committee meetings of the year and would outline the focus for each committee. It was further agreed that the Chair of each committee would discuss the detail of the programme with the Headteacher during their first agenda setting meeting.</p>	Headteacher & Comm. Chairs
11	<p>Training Governors noted that data training had been discussed under item 8. It was further noted that Helen Thomas (LA Governor) would be carrying out an analysis of training.</p>	
12	<p>Dates of future meetings – all Thursday at 6.00pm</p> <ul style="list-style-type: none"> · 21st November 2013 · 9th January 2014 · 6th March 2014 · 8th May 2014 · 26th June 2014 	

Meeting end time: 8.00pm.

Mr Bob Sydes
Chair of Executive Committee

Date Signed

**Action Plan following the Meeting of the Executive Committee Meeting
Held on Thursday 12th September 2013**

	Action	Agenda	Person	Date
1.	Carry Forward: Arrange for agenda and minutes to be uploaded onto the school's website. NB: new website under construction	4	Headteacher	asap
2.	Contact Headteacher regarding suitable time to meet Mark Wilson on Tuesday 24 th September	4	Governors	End of day 13.09.13
3.	Draft letters from governors to staff, parents and students regarding GCSE results	6	Chair	asap
4.	Update 2014-15 key priority relating to all-weather pitch in Three Year Improvement Plan Outline	7	Headteacher	For FGB on 02.10.13
5.	Circulate draft governor section of the School Improvement Plan to committee members	7	Eileen Robertson	asap
6.	Return comments on the governor section of the SIP to Eileen Robertson	7	Governors	End of day 22.09.13
7.	Create a list of link areas and reporting committee for discussion at FGB meeting on 2 nd October	8	Headteacher	25.09.13
8.	Speak to Maxine Squire to arrange date for data training	8	Headteacher	asap
9.	Send new parent governor details to Clerk	9	Headteacher	asap
10.	Keep chairs of committees updated on resignations	9	Clerk	ongoing
11.	Write letter to parents of Pupil Premium students re-becoming a governor and contact/meet potential community governor	9	Chair	asap
12.	Arrange staff governor election and speak to Cllr. Gunnell re-potential community governors	9	Headteacher	asap
13.	Discuss and agree planning work programmes for committees during first committee agenda setting meetings	10	Headteacher & Committee Chairs	First agenda setting

Standing Items:

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