

MILLTHORPE SCHOOL



Minutes of the Meeting of the Board of Governors
Held at the School on Thursday 3rd October 2013 at 6.00pm

Present:

Mr Bob Sydes (Chair)	Mr Trevor Burton (Headteacher)
Mrs Sarah Barbacane	Mr Tim Moat
Mr John Fletcher [until 7.40pm]	Mr Richard Newton
Mr Don Henson	Mrs Christine Oliver
Mr Tim Hooper	Ms Eileen Robertson
Ms Jenny Kent	Mr Bill Schofield
Cllr Dave Merrett	Ms Helen Thomas
Ms Nicola Mitchell	

In Attendance:

- Mr Scott Butterworth (Deputy Headteacher)
- Mr Tim Gillbanks (Assistant Headteacher)
- Miss Amy White (Clerk)

		Action
1	<p>Apologies, Welcome & Introductions, Declaration of Interests</p> <p>The Chair welcomed everyone to the meeting and introduced new parent governor, Jenny Kent. Round the table introductions took place. The Chair updated governors on current vacancies and noted that he had received an expression of interest and would arrange a meeting.</p> <p>The Chair explained that <i>Item 15: School Sports Facility Feasibility Study</i> would include an item for ratification.</p> <p>There were no apologies for absence or declarations of interest specific to the agenda.</p>	
2	<p>Election of Chair and Vice Chair</p> <p>The Clerk reported that she had received a nomination for Bob Sydes to continue as Chair of Governors, but no nominations for the position of Vice-Chair.</p> <ul style="list-style-type: none"> · Governors unanimously elected Bob Sydes as Chair of Governors for one year <p>Bill Schofield and Eileen Robertson were nominated to continue as Vice-Chairs to the governing body.</p> <ul style="list-style-type: none"> · Governors unanimously elected Bill Schofield and Eileen Robertson as Vice-Chairs for one year 	
3	<p>Governor Declarations of Interest</p> <p>The annual Governor Business Interest declaration forms were circulated. Governors checked and signed them and returned to the Clerk.</p>	
4	<p>Re-appointment of Appointed Associate Member Glyn Jones</p> <p>The Chair reported that Glyn was happy to continue as an appointed associate member on the governing body.</p> <p>Proposed: Bob Sydes Approved: Unanimously</p> <p>It was agreed that the Executive Committee would discuss how Glyn could specifically support the work of the school and governing body.</p>	Exec. comm
5	<p>Minutes of the meeting held on 10th July 2013 (previously distributed)</p> <p>5.1) 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>5.2) Action Plan and Matters Arising</p> <p>With reference to the Action Plan, all actions were completed except the following, which would be carried forward:</p> <p><i>3. Amend Chair's Report to include reference to teaching quality, performance review of the Headteacher</i></p>	

	<p><i>and SLT relationships.</i></p> <p>Matters Arising: Nicki Mitchell reported that she was still awaiting some of the Ofsted summary reports being produced by governors.</p>	Chair
	Items for Action	
6	<p>Headteacher's Report (<i>previously distributed</i>) The Headteacher presented the key headlines from his report as below:</p> <p><u>Student numbers</u> The number of students on roll was 907 and the totals for each year group were included in the written report. From this information, the Headteacher highlighted that years 8 and 10 were nearly full.</p> <p><u>Student Progress</u> Progress grades for 2012 were included within the written report. Governors noted the proportion of students predicted to make 3 levels progress in Maths and in response to a question the Headteacher explained the variations in percentages.</p> <p>The Headteacher highlighted that there had been difficulties reporting KS3 progress to governors as there was no general indicator. Information would be shared with governors relating KS3 progress and work was taking place to produce a meaningful reporting format.</p> <p><u>Student Behaviour and Attendance</u> It was highlighted that the exclusion rate was low compared to the national average and attendance levels had improved.</p> <p><u>Staffing Issues</u> Governors were made aware that the appointment of a Head of Modern Foreign Languages would be deferred to the summer term. The Headteacher stated that there was sufficient Senior Leadership Team (SLT) support to ensure that the deferral would not be detrimental to the students or the Department.</p> <p><u>Financial Summary</u> The Headteacher reported that there had been a misunderstanding regarding the LA de-delegated funding which had resulted in a significant deficit to the budget. Governors were advised that the deficit would reduce by the end of the year but the current position was not expected.</p> <p>Tim Hooper (Chair of the Finance and Staffing Committee) reported that the actual figures were not yet known but the initial shortfall was in the region of £100,000. Tim further reported that if the £100,000 had been a known factor when the budget was agreed he did not think there would have been significant changes to the budget. The Chair agreed that critical expenditure had been on SLT capacity and following scrutiny of the budget and proposals, governors had committed to a potential deficit budget to support the SLT. The deficit would be discussed at the next meeting of the Finance and Staffing Committee and Tim offered to produce a report for the FGB following these discussions.</p> <p>Governors discussed student numbers in relation to the budget and agreed that it was important to attract new students. Ensuring school improvement and results would help achieve this.</p> <p>The Headteacher highlighted an error in the Devolved Capital table which suggested that £11,532 had been spent on 'work to Head's Office'. The Headteacher noted that the expenditure improved various areas of the school and he would reissue the information.</p> <p><u>Complaints and Community Relations</u> Governors were made aware that Chris Cook (Olympian and Commonwealth Games Champion) was involved in the Y8 project on raising aspirations. Further visits and talks had been organised, including a Y10/11 talk by Vince Cable (MP).</p> <p>The Headteacher made governors aware that industrial action on had taken place on 1st October and a number of staff had been involved. The school had opened for Y11 English and Maths and governors were reassured that staff morale and commitment to the school remained high. Governors asked if there had been any adverse reaction from parents following the industrial action. The Headteacher noted that two letters had been received stating disappointment with staff. The Headteacher</p>	<p style="text-align: right;">T. Hooper</p> <p style="text-align: right;">Head</p>

then explained that Sue Cordell (Assistant Director of Inclusion) had contacted the parents of two vulnerable students and arranged for them to attend school to provide stability and continuity to the students.

Event

The Year 6 Open Evening on 9th October was highlighted and the Chair encouraged governor involvement. Governors who had attended the previous year reported that the evening was interesting and provided a positive and useful mechanism to interact with parents. Governors were asked to confirm attendance with the Clerk.

The Headteacher was thanked for his report and further questions were invited.

In response to a question regarding the difference in student numbers on the School Self Evaluation Form and Headteacher's Report, the Headteacher explained that student numbers could change on a weekly and even daily basis.

With reference to the table showing new students joining the school (page 3) a governor highlighted that a significant number of students were listed as 'immigration' and asked if this was typical. The Headteacher reported that a number of students joined the school as immigrants and some did not speak English. The Deputy Headteacher further reported that there were approximately 42 students who had English as an Additional Language (EAL) and received additional support from the LA. It was expressed that these students were a valuable part of the school community.

7

School Improvement Plan 2012/13 Impact Presentation

The Headteacher tabled the SIP 2012/13 impact presentation and highlighted the following aspects:

Overview

- The school had achieved the best results ever at GCSE
- Work in Y7 had been positive
- Accountability was high with regard to Pupil Premium and information relating to eligible students had been received late in the year
- Behaviour in learning would be a focus as conduct around school had significantly improved
- House ethos had embedded successfully
- Positive improvements to the school had been achieved despite a small amount of Capital funding.

The Headteacher outlined impact relating to each priority, as provided within the tabled presentation, and highlighted the following information:

SP1 – High Quality First Wave Teaching

- Professional Learning would become more personal with two sessions taking place
- Peer Observations had been successful and positively received by staff. Feedback from non-SLT members and the opportunity to view other lessons had been positive and provided a good foundation for future work
- Heads of Department (HoD) had been training to develop Teaching and Learning and more work would be carried out to further develop HoDs
- Homework was highlighted as a concern and governors were informed that teachers would be required to upload their homework on the school website. Parents would be able to access and monitor the homework being set and this would be trialled in Y10

The Headteacher expressed that overall the priority had a positive impact but remained the principle area for improvement.

SP2 – Identify and Intervene

With reference to Race Diagrams for KS3 intervention, governors were made aware that the focus had moved to KS4 in 2012/13 and the priority had therefore not been completed.

The Headteacher reported that work had taken place over the summer to ensure that KS3 Race Diagrams were in place for September 2013. Flight Paths for all students had also been introduced and teachers were using these with students. A governor asked if the Flight Paths would be presented to parents. It was confirmed that the format had been created to allow teachers, students and parents to access the Paths and they would be sent to parents with student reports.

The Headteacher showed governors an example of the Flight Paths and explained how they would be used to track pupil progress compared to the expected three levels progress. Governors were informed that teacher versions of the Flight Paths included colour coded boxes that highlighted if the pupil was part of an identified group. The Headteacher explained that teachers were required to submit information regarding support for their under achievers.

The key focus for this priority in 2013/14 was highlighted as identifying and intervening to support underperforming students in all year groups.

SP3 – Improve behaviour and achievement through pastoral/inclusion structure

The Headteacher reported that this priority had produced a significant impact and highlighted the following key aspects further to the presentation information:

- Student Support Officers were non-timetabled staff allocated to a House to increase the capacity of the SLT
- Baseline issues would always need attention but improvements had been made
- The leadership of positive behaviour had been successful and the new system was much improved. Every teacher had increased responsibility in and outside of their classroom and this provided a powerful message to students
- Directors of Achievement (DoAs) had taken a role in raising attainment in Y7 and Y11 during 2012/13.

SP4 – Monitoring and Evaluation

- Documenting line management had been impacted by the lack of capacity in the SLT but would be developed by the new Assistant Headteacher, Tanya Andrie during 2013/14
- Whole school observations had been successful in documenting precisely what needed to be improved across all levels
- The Annual Cycle had not included a significant amount of work scrutiny or pupil voice.

SP5 – Governance

- Inductions for new governors had been effective but not prompt enough A key area for increased rigour was suggested by the Headteacher as ensuring statutory requirements were fulfilled with particular focus on policies
- The Headteacher expressed that he was pleased with the improved link governor system and this needed to be embedded.

SP6 – Communicate well

Governors were informed that some complaints and concerns had been received with reference to the Main Reception and following a review the Headteacher did not think these were justified. Discussions had taken place with Reception staff regarding expectations and the front of house area had been remodelled and improved.

The Headteacher recorded his thanks to Tim Moat for creating the information board that was displayed in the reception area.

The Headteacher highlighted that the Millthorpe news letter was routinely sent to the local community and businesses and a letter had been sent to the community to highlight possible disruption during the Open Evening.

SP7 – Develop school environment

- The Headteacher highlighted that it had been fortunate that the LA had funded the replacement of the boiler and the windows in C-block. Further large developments would require external sources of funding.
- Considering School Council involvement, the Headteacher reported that time had been a limiting factor and prevented work in this area
- The Headteacher recorded his thanks to Alex Collins (Business Manager) for his work with the Health and Safety Committee.

SP8 – Improve our financial position

- A review of contractual services would continue into 2013/14 with a review of the £133,000 contract

- for cleaning. It was hoped that between £5,000 and £15,000 would be saved.
- Income from lettings had increased to 16%, just short of the 20% target
- Cluster work on joint purchasing was not feasible as there was insufficient purchasing power with only two schools.

The Headteacher was thanked for his impact presentation.

8

School Improvement Plan 2013/14

The Headteacher tabled draft number 5 of the School Improvement Plan 2013/14 summary and a draft outline of the Three Year Improvement Plan. The Headteacher highlighted that the three year plan had been interesting to produce and the essential aspect was to secure high achievement and progress. Further to this, it was important to encourage all pupils to take advantage of opportunities including extra-curricular.

The Chair stated that the Governing Body had a strategic role and it was important for governors to understand the direction of the school in the long term. This understanding would help governors hold the Headteacher and SLT to account. The Headteacher highlighted that he had tried to align priorities to committees within the Plan.

The Headteacher was thanked for the information provided.

Governors' SIP target (*previously distributed*)

Governors received the governor section of the SIP (SP5) and discussed including a focus on the quality of teaching with reference to performance and pay. The Headteacher highlighted that performance management would be scrutinised by the Pay Committee.

A governor highlighted that during recent training it was stated that governors needed to be aware of the strengths and weaknesses of teaching and governors should be going into lessons. Governors discussed including lesson observation opportunities in SP5 and concerns were raised that governors should not be judging the quality of teaching. A discussion took place during which it was acknowledged that governors would not be judging lessons or the quality of teaching but it would be positive for governors to be invited into lessons to gain an understanding of teaching and celebrate excellent teaching.

Sarah Barbacane noted that she reviewed elements of teaching through her link governor role and strengths and weaknesses were reported to the Quality and Curriculum Committee. The Headteacher acknowledged that governors needed to be reassured that the figures and information they received were reliable.

Governors agreed the following amendments to SP5 and the Chair and Vice Chairs agreed to re-examine the priority:

- Include Pupil Premium Understanding as a focus
- Include a focus referring to quality of teaching
- Change wording under training objective to state "support governors to hold SLT to account"

Chair/
Vice

9

GCSE Results

Tim Gillbanks (Assistant Headteacher) gave a detailed presentation on the GCSE Result 2013 and tabled accompanying data. The following information was specifically highlighted:

5 A* - C including English and Maths

- 70% of students had achieved 5A*-C grades including English and Maths
- Previous best for this headline was 64% in 2010
- 2013 saw a 17% rise from the 2012 results
- Fischer Family Trust D (FFTD) estimate was 68%
- City of York average was 67%

5 A* - C

Tim explained that this was an important measure and highlighted the following:

- 97% of students achieved 5 A* - C grades
- FFTD and City of York average was 89%
- The school was the best in the city for this headline

Average Capped Points – best 8 subjects

- School achieved 364 points

- 40 points is a C grade
- FFTD estimate is 363 points
- School achieved 354 points in 2012

English Baccalaureate

Tim expressed that the school had a strong English Language Department and had achieved positively in the EBacc in comparison to other schools within the city.

- 29% of students achieved a GCSE C grade or better in English, Maths, two sciences, a Modern Foreign Language and a Humanity

Levels of Progress

Progress was highlighted as an important measure and with Capped Points would become increasingly important over the coming years. Governors were informed that three levels progress (3LP) in English and Maths was expected and 4LP was more than expected. The following results were highlighted:

- English 2013: 77% 3LP and 37% 4LP
- Maths 2013: 77% 3LP and 36% 4LP
- 3LP in 2012: 58% English and 68% Maths
- National medians for 3LP in 2013: 68% English and 69% Maths

Tim explained that schools were judged against the national medians. In response to a question, Tim highlighted that the floor targets were 40% 5 A* - C inc English and Maths and 3LP in English and Maths.

Governors were made aware that it was more difficult for a student to make the required progress when starting at a lower level and only full levels were counted for the official data. The Headteacher explained that the school looked at sub-levels and this information was shown on the individual student Flight Paths.

Early Entry

Tim highlighted that most students were entered three times for the Maths exam and, in hindsight, twice would have been sufficient. However, the early pass in Maths had benefited students. The Maths results were displayed on the presentation and noted as below:

- November – 64%
- March – 79%
- June – 80%

All except the top two sets had been entered for the English Unit 1 written paper in January and June. Tim reported that the school was unhappy with the direction of English and had concerns regarding the English Language exam. Governors were informed that the English teachers had marked every script and 22 had been sent for a remark. Of the 22 submitted, 18 scripts were improved.

A governor asked if the school had considered changing exam board to try and alleviate some of the issues. Governors were informed that the issues were a result of Ofqual, not the exam boards and the exam boards were as frustrated as schools. It was agreed that the rigour of the English Department had been important and a majority of students improved their English Unit 1 score in June.

In response to a question regarding the removal of early entry exams, Tim explained that early entry remained an option for 2013/14 but a student's first grade would be used to inform performance data. The Headteacher made governors aware of issues relating to performance data information. The Headteacher then explained that students would be entered for the early entry Maths exam in November. English early entry was more complicated and governors were made aware that students would be entered for the Speaking and Listening unit in November 2013 but the unit would not count toward a final grade in 2014.

John Fletcher left the meeting at 7.40pm

Vulnerable Groups

- Free School Meals students had performed well
- Confirmation of Pupil Premium students had been received late in the academic year and there had been 31 Pupil Premium students in Y11
- If four more Pupil Premium students had gained English and Maths the school would have reached its FFTD target
- Current Y11 Pupil Premium students had been identified and teaching staff were all aware of these students to ensure sufficient support is in place.

Subjects

The presentation included the subject results for A* - C and A*/A. In addition to this information, Tim highlighted that 170 students had been entered for the RE course which had achieved 70% A* - C. He further reported that despite previous concerns, Science was a high performing Department and BTEC Science had achieved a 100% pass rate. Governors agreed that this was excellent news.

Improvements

Tim highlighted the areas for improvement as:

- Progress of ever 6 Pupil Premium students
- Progress of School Action and School Action Plus
- Securing progress for more able A*/A

Governors were informed that further information would be reported to the Quality and Curriculum Committee.

Governors recorded their thanks to Tim Gillbanks for his presentation and to the SLT and all staff for their hard work and excellent results.

10

Teachers' Pay Policy (*previously distributed*)

Governors reviewed the Teacher's Pay Policy and Tim Hooper reported that the Finance and Staffing Committee had reviewed the policy in detail during the extra-ordinary meeting on 18th September. Governors were informed that the Policy was an LA model policy and the school specific changes had been highlighted in the circulated copy.

Tim explained that the changes could impact greatly on staff morale and it needed to be clearly stated to teachers when they would receive an increase in pay. The Headteacher highlighted that teachers were required to pass three criteria to receive pay progression and these criteria were clarified within the Policy. Tim acknowledged that the implementation and embedding of the Policy would need to be closely monitored over the year.

Tim Hooper reported that the Finance and Staffing committee would monitor the finances in relation to pay and it was suggested that the eligible (non-staff) members of the Committee formed the required Pay Committee. A governor suggested further consideration as performance management information was reported to the Quality and Curriculum Committee.

It was stated that the responsibility for the Policy belonged to the Governing Body.

Questions and comments were invited.

With reference to the following section on page 8; *"This sampling by the Pay committee and their detailed review of other recommendations will also serve as an equality impact assessment to ensure that there is no direct or indirect discrimination taking place in relation to pay determination"* a governor suggested rewording the section to make it more positive and focused on consistency.

Governors discussed how the implementation and effectiveness of the policy would be monitored and how governors would ensure that the approval of recommendations was rigorous. It was highlighted that the Pay Committee would review performance management statements and supporting evidence before approving or rejecting pay recommendations. Governors agreed that the Executive Committee would further discuss the review measures.

A governor highlighted the substantial payment amounts for Leading Practitioner posts and the vague standards included in the Policy. The Headteacher noted that the posts were new and the school did not currently have any designated Leading Practitioners.

- Governors unanimously approved the Pay Policy

Exec.
comm

11

Appraisal Policy (*previously distributed*)

Governors were made aware that the Appraisal Policy linked significantly to the Pay Policy. Questions and comments were invited.

A governor highlighted that teachers would have up to three objectives and asked if these would be linked

	<p>to the School Improvement Plan. The Headteacher confirmed that the targets would be linked and explained that teachers would have a personal target, a departmental target and one more generally linked the SIP.</p> <p>A concern was raised with section 5.2 which stated; <i>"In this school the task of appraising the Headteacher, including the setting of objectives, will be delegated to the Pay Committee consisting of at least three members of the Governing Body"</i>.</p> <p>It was expressed that the Headteacher's appraisal was an important function and it would be positive if there were arrangements in place to allow all governors to provide comments. This was acknowledged as a good suggestion.</p> <ul style="list-style-type: none"> Governors unanimously approved the Appraisal Policy 	
12	<p>Link Governor and Committee Membership</p> <p>The Headteacher reported that within the School Improvement Plan 2013/14 most priorities were linked to a committee. It was agreed that the specific governor links would be decided during the upcoming committee meetings.</p> <p>A governor highlighted that the link governor list currently on the school website would need to be updated.</p> <p>New governor, Jenny Kent, agreed to join the Quality and Curriculum Committee and School and Community Committee.</p>	<p>Comms.</p> <p>J. Deamer</p>
13	<p>Home School Agreement <i>(previously distributed)</i></p> <p>The Headteacher reported that he had inserted an item relating to bullying as requested by governors.</p> <ul style="list-style-type: none"> Governors approved the Home School Agreement. 	
	Items for Information	
14	<p>Committee Matters</p> <p>14.1) Executive Committee – 12.09.2013 <i>(minutes previously distributed)</i></p> <p>Governors received the minutes from the Executive Committee meeting held on 12th September.</p> <p>14.2) Extra-ordinary Finance and Staffing Committee meeting report – 18.09.2013</p> <p>Tim Hooper agreed to write a report of the meeting held on 18th September and circulate it to governors.</p>	T. Hooper
15	<p>School Sports Facility feasibility study</p> <p>Tim Hooper reported that Steve Wells, Commercial Consultant, had attended the extra-ordinary meeting of the Finance and Staffing Committee on 18th September and explained that he could produce a facility feasibility study and approach commercial bodies for funding.</p> <p>The cost of this support would be £8,500 and the Committee had discussed the proposal at length. The Finance and Staffing Committee expressed that they felt the investment would be positive and recommended the expenditure.</p> <ul style="list-style-type: none"> Governors unanimously approved the expenditure of £8,500 for a sports facility feasibility study by Steve Wells. 	
16	<p>School Uniform Consultation <i>(previously distributed)</i></p> <p>Governors received the <i>proposal to consult upon a change of uniform</i> that had been previously distributed. The Headteacher reported that further consultation was taking place and would be available for the Full Governing Body meeting on 12th December.</p>	Agenda
17	<p>Self Evaluation Summary <i>(previously distributed)</i></p> <p>Governors received the summary for information and the Headteacher thanked Tim Moat for improving the presentation of the Self Evaluation.</p>	
18	<p>Chair's Report <i>including LA Briefing Papers</i></p> <ol style="list-style-type: none"> Moving Forward Together: School Improvement Arrangements in York Provisional Key Stage Results for 2013/14 Special Educational Needs and Disabilities (SEND) Reform School Funding Reform – Changes for 2014/15 	

	Governors received the papers for information and Christine Oliver offered to review the paper on SEND Reform and provide relevant feedback.	C. Oliver
19	Link Governor Reports There were no link governor reports.	
20	Governor Training 20.1) Data Sessions with Maxine Squire The Headteacher reported that he would confirm the dates with Maxine Squire and circulate them to governors. 20.2) Training Overview from Helen Thomas (previously distributed) Governors received the Training Overview report and recorded their thanks to Helen Thomas for her work.	Head
21	Confirmation of FGB meeting dates: Thursday 12 th December 2013 Thursday 27 th March 2014 Wednesday 9 th July 2014	
22	Confidentiality There were no items recorded as a confidential minute.	
	Meeting end time 8.15pm	
	<hr/> Mr Bob Sydes Chair	<hr/> Date Signed

Action Plan following the Meeting of the Full Governing Body on Thursday 3rd October 2013

	Action	Agenda	Person	Date
1.	The Executive Committee to discuss specific support role for Glyn Jones	4	Executive Committee	21.11.13
2.	Carry forward: Amend Chair's Report to include reference to teaching quality, performance review of the Headteacher and SLT relationships	5.2	Chair	Asap
3.	Produce a report on the deficit budget for FGB	6	Tim Hooper	12.12.13
4.	Correct and reissue capital expenditure information	6	Headteacher	asap
5.	Confirm attendance at the Open Evening with the Clerk	6	Governors	Before 9 th October
6.	Re-examine and update SP5 to reflect the discussions	8	Chair/ Vice-Chairs	asap

7.	Discuss review measures for performance related pay	10	Executive Committee	21.11.13
8.	Committees to allocate link governors to relevant sections of the SIP	12	Committees	By 12.12.13
9.	Link governor list to be updated on the school website	12	Jon Deamer	By 12.12.13
10.	Produce a report from the Ex-Or F&S Committee meeting held on 18 th September	14.2	Tim Hooper	Asap
11.	Review the LA Briefing Paper on SEND Reform and provide relevant feedback.	18	Christine Oliver	By 12.12.13
12.	Confirm training dates with Maxine Squire and circulate to governors	20.1	Headteacher	asap

Future Agenda Items

School Uniform Consultation

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 .