

MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held Thursday 8<sup>th</sup> May 2014 at 6pm



**Present:** Mr Trevor Burton (Headteacher) Ms Nicki Mitchell  
 Don Henson Ms Eileen Robertson  
 Mr Tim Hooper Mr Bill Schofield

**In Attendance:** Miss Amy White (Clerk)

			<b>Action</b>															
<b>1.</b>	<b>Welcome – Apologies – Declarations of Interest</b> Apologies for absence were received from Bob Sydes (Chair). In the absence of the Chair, Eileen Robertson chaired the meeting. There were no declarations of interest.																	
<b>2.</b>	<b>Minutes of the meeting held on 6<sup>th</sup> March 2014 (previously distributed)</b> The minutes were agreed to be a true and accurate record of the meeting and were signed by Eileen Robertson.																	
<b>3.</b>	<b>Matters Arising</b> With reference to the Action Plan from the meeting held on 6 <sup>th</sup> March:																	
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<b>4.</b>	<b>School Improvement Priority 4: Improving middle leadership and management (previously distributed)</b> Governors reviewed the objectives for Priority 4 and noted that the RAG (red, amber, green) rating was from March 2014. The Headteacher provided the following update:  a) <i>We will provide Heads of Department with common frameworks for strengthening their effectiveness – Rated Green</i> There had been positive feedback regarding Middle Leaders and the common frameworks and the Senior Leadership Team were pleased with the progress. There continued to be some inconsistencies but the changes were successful. The Headteacher gave credit to Tania Andrie (Assistant Headteacher) for her rigour with this objective.  b) <i>We will use Race Diagrams and Flight Paths at KS3 to enable accurate and early identification of underachievement, to target intervention and to monitor impact of intervention following each round of KS3 tracking – Rated Green</i> The Race Diagrams and Flight Paths were in place and providing a significantly clearer view of achievement. The Headteacher said that the next step would be to assess whether the Diagrams and Paths were driving improvement. Governors were informed that the Diagrams and Paths were being																	



been cancelled due to low numbers. Other collaboration had been put on hold; including joint observations and helping York High develop their data. John Bates (Assistant Headteacher) was looking into holding joint teacher development sessions during 2014/15.

*b) We will continue to work within the Scarcroft Cluster on any matter of mutual interest – Rated Green*

The Headteacher reported that an agreement had been made for an IT teacher to work with three primary schools within the Cluster to help them develop the new Key Stage 2 Computing Curriculum. The teacher would be out of school one afternoon a week and the arrangement was non-profit but offered good development and links.

*c) We will expand our links with Y5 and Y6 students in the Scarcroft Cluster into Maths, Particularly at Level 6 – Rated Red/Amber*

Governors were informed that, hopefully, there would be an opportunity for teachers from Knavesmire Primary School would be visiting their former pupils to look at their development. Similarly, teachers from Millthorpe would aim visit Knavesmire to work with Year 4 and 5 and also look at Maths in Upper and Lower KS2.

*d) We will begin to contribute to the work of PiXL – Rated Green*

Tim Gillbanks (Deputy Headteacher) was continuing to work with PiXL and was currently supporting two schools and contributing to the improvement of other schools. Governors agreed that this was very positive.

Governors discussed the possible opportunities for further collaboration and a suggestion was made that supporting the tender of services could be an option.

The Headteacher outlined some of the LA Service changes that could be implemented and explained that a South Bank Trust was being explored. This Trust could be an employer of services/resources for a number of schools but would not be a federation of schools. Legal aspects were being discussed and the school was working with the LA to consider this option further. Governors discussed that the school could help to lead this avenue of collaboration without taking full responsibility on a legal or financial basis.

## **7. Science Action Plan**

The Headteacher tabled a draft Action Plan which included working notes made by the Assistant Headteacher. As the document was a work in progress, governors agreed to return their copy at the end of the discussion.

The Headteacher reported that the Science Department had secured excellent results in 2013 but continued to be in a fragile position. He outlined the staffing changes taking place in the Department as one teacher had retired, one resigned and one potentially resigning. A very experienced science teacher had been secured to start in September and an NQT (Newly Qualified Teacher) had also been appointed. The final vacancy would be advertised and, due to the stability from the experienced teacher appointment, there was the possibility of appointing another NQT.

In response to a question the Headteacher confirmed that there were eight members of teaching staff in the Science Department. Governors agreed that the number of staffing changes taking place could have a significant impact on the Department.

Governors were informed that John Bates was the line manager for the Head of the Science Department and was working closely with Tania Andriele to provide support during the challenges.

The Action Plan was reviewed and governors noted the amount of work taking place. This work included:

- Extra teaching taking place as an intervention. The Headteacher explained that the aim was to strengthen initial teaching so extra teaching was not essential
- The Btec was outlined and governors noted that it would be discontinued. Triple and Double Science would continue and Single Science would be introduced to provide an entry level certificate. This would offer nine modules with flexibility
- Come students would be re-sitting their Year 10 Core Science
- The Department was being supported with controlling student behaviour
- John Bates was monitoring teachers not judged Good or better and 'Good to Great' training had been implemented
- The SIP for 2014/15 would include a priority to improve professional learning and this would be led by John Bates
- Work was taking place to improve differentiation and schemes of work to ensure teaching and learning was tailored to the students.



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**Mr Bob Sydes**  
**Chair of Executive Committee**

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**Date Signed**

**Action Plan following the Meeting of the Executive Committee Meeting  
Held on Thursday 8<sup>th</sup> May 2014**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Carry Forward: Contact Tania Andrlle to arrange an initial meeting to discuss the Middle Leader Development link role.	3	Don Henson	Before end of summer term
2.	Governors to ensure they sign to governor sign-in book when they visit and produce a report following the visit	5	All governors	ongoing
3.	Arrange a date to host the Ofsted Evening for cluster schools	5	Bill Schofield Nicki Mitchell	Asap
4.	Discuss succession for the Chair of School and Community Committee	10	Don Henson	22 <sup>nd</sup> May

**Standing Items:**

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

**Items for future agendas:**

- . Support Role by Glyn Jones

**School and Community:** Tour de France including Travel Plan, Succession Planning

**Finance and Staffing:** Pay Policy

**Full Governing Body:** Pay Policy, School Improvement Plan 2014/15 including Governor Section, Start Budget in F&S Report