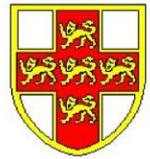


MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held Thursday 9th January 2014 at 6pm



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

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

		Action
1.	<p>Cleaning Contract This item would be taken as part of an Extra-Ordinary Finance and Staffing Committee meeting immediately after the Executive Committee meeting. Members of both committees would remain for the discussion and the item would be recorded as a separate Finance and Staffing Committee minute.</p>	
2.	<p>Welcome – Apologies – Declarations of Interest The Chair welcomed everyone to the meeting. There were no apologies for absence or declarations of interest received.</p>	
3.	<p>Minutes of the meeting held on 21st November 2013 (previously distributed) The minutes were agreed to be 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 from the meeting held on 21st November:</p> <ol style="list-style-type: none"> 1. <i>Speak to departments regarding governor involvement in the work scrutiny</i> Complete: An invitation would be sent to members of the Quality and Curriculum Committee to attend the next work scrutiny. Governors agreed it would be positive to visit classrooms. 2. <i>Carry forward: Write letter to parents of Pupil Premium students re-becoming a governor and contact/meet potential community governor</i> The Chair reported that Christine Oliver would be stepping down as a Parent Governor and another election would need to be arranged. The Chair said that he would use this election as an opportunity to speak to Pupil Premium parents. With reference to Christine Oliver stepping down as a governor, the Chair explained that Mrs Oliver had agreed to complete the work she was doing on the SEN Code of Practice. It was suggested and agreed that it would be beneficial to invite Mary Griffiths (Director of Inclusion) to a meeting to talk about the upcoming SEN changes. 3. <i>Carry forward: Arrange staff governor election and speak to Cllr. Gunnell re-potential community governors</i> Carry Forward: The Headteacher agreed to arrange the staff election and speak to Cllr. Gunnell during the coming week. 4. <i>Approach community governors re-being a governor</i> Nicki Mitchell reported that she had contacted a potential community governor who had said that he could not currently commit to the governing body but would speak to other potential governors. 5. <i>Circulate report on Mark Wilson training</i> It was clarified that a summary had been produced by the Headteacher following a visit from Mark Wilson (Additional Ofsted Inspector). This would be circulated to all governors. 6. <i>E-mail School and Community Committee link allocations to Headteacher</i> Completed. 7. <i>Speak to Helen Thomas regarding training</i> On going: The Chair reported that he was arranging dates with Helen Thomas to discuss governor 	<p>Head / N.M</p> <p>Chair</p> <p>Head/ Agenda</p> <p>Head</p> <p>Head</p>

<p>training and the induction process for new governors.</p> <p><i>8. Invite Anna Cornhill to next Full Governing Body Meeting</i></p> <p>The Headteacher reported that he had invited Anna Cornhill (Headteacher of Scarcroft Primary School) to upcoming Full Governing Body meetings but she had been unable to attend. The Headteacher said he would speak to Mrs Cornhill and invite her to upcoming committee meetings. In response to a question the Headteacher explained that he had approached Mrs Cornhill as she had expressed an interest in attending cluster school meetings. It was suggested that headteacher and governors from other cluster school could also be approached.</p> <p>The Chair reported that he had attended a consultation evening held by the Governor Support and Development Service (GSDS). During this consultation there had been discussions regarding the difficulties with partnership working, including arranging suitable times to meet. A governor asked if the consultation evening had been beneficial. The Chair replied that it had been a useful evening, especially the opportunity to meet other governors, though they were mostly primary school governors. The Chair then said that he was awaiting a follow up report from the GSDS.</p> <p>There were no further matters arising.</p>	<p>Chair</p> <p>Head</p>
<p>5. School Improvement Priority 4: Improving middle leadership and management (previously distributed)</p> <p>The Headteacher noted that the School Improvement Plan had not been re-RAGged as there had only been a half term since the previous RAG. The following update was provided for SP4:</p> <p><i>a) We will provide Heads of Department (HOD) with common frameworks for strengthening their effectiveness</i></p> <p>This objective was rated Green and the Headteacher reported that regular Middle Leader meetings were continuing.</p> <p><i>b) 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 Amber/Green</i></p> <p>This objective was rated Amber/Green. The Headteacher explained that a focus area was underachieving students in Year 8 and Year 9. Governors were informed that this had not previously been a focus due to the large amount of data but lack of individual student information available.</p> <p>The Headteacher stated that Flight Paths and Race Diagrams had been introduced and were working well. Teachers were being asked to review the progress of individual pupils to identify why they were not making progress and how they could be supported. Positive comments had been received from parents regarding the Flight Paths.</p> <p>The Headteacher highlighted that some of the progress data issues included how data was sorted and different assessments. The Headteacher explained that subjects had different assessment criteria and some did not have baseline assessments. Work was being carried out with these subjects to try and address and improve baseline assessment issues.</p> <p>Governors were informed that primary schools held regular Pupil Progress meetings and the school had introduced similar meetings for Year 11 in 2012/13 and for all year groups in 2013/14. In response to a question, governors were told that the meetings were held between the Headteacher, HOD and Line Manager. The Headteacher explained that in the future, Pupil Progress meetings would be driven by the HOD with the Line Manager. A handover was currently taking place and the Headteacher said it was a positive learning experience.</p> <p>The Deputy Headteacher explained that following the meetings a discussion was held with the class teacher to identify how individual students could be supported to move forward. These discussions would consider changes to lesson planning as well as interventions. It was felt that changes to planning would have the greatest impact.</p> <p>The Headteacher highlighted that quality assurance was taking place and learning walks had been held in the autumn term. During the learning walks good practice and key areas of development had been identified.</p> <p>Further considering the Flight Paths some governors reported that, as parents, they had found the Flight Paths very beneficial. They said that the Paths provided the opportunity to consider their child's potential and identify subjects and areas to discuss with teachers during parents evening. A governor expressed that she felt there were some conflicts in areas and subjects but acknowledged that this could be a personal case that she would discuss with teachers. The Headteacher stated that the Flight Paths allowed the school and parents to see the progress of individuals throughout their school life. He</p>	

	<p>acknowledged that if a baseline assessment had been very high this would affect the Flight Path and cause some conflict. The Headteacher also highlighted that there had been some issues with quality assuring historic assessments.</p> <p><i>c) We will review the performance management and teacher pay policies and procedures to ensure they meet upcoming national requirements yet still motivate staff and promote improved teaching.</i></p> <p>This objective was rated Green.</p>	
<p>6.</p>	<p>School Improvement Priority 5: Continue to improve the effectiveness of governance (previously distributed)</p> <p><i>a) Consolidation of the link governor scheme as part of the core business of the Governing Body</i> This objective was rated Amber. The Chair stated that the link governor scheme was moving forward and link governors needed to ensure that they were visiting school regularly and producing reports. In response to a question it was stated that all link governors had the contact information for their link member of staff. The Chair highlighted that by the spring term 2013 a greater number of link visits had taken place. It was agreed that committee chairs would e-mail a reminder to their committee members. Governors agreed that the objective remained Amber but needed to be Green by the next meeting.</p> <p><i>b) All statutory and other adopted school policies are up-to-date, reviewed annually, and amended where necessary</i> This objective was rated Green. The Headteacher reported that the school maintained a comprehensive list of policies and review dates. It was clarified that 13 statutory policies had been uploaded onto the school website and governors asked for the remaining policies to be uploaded.</p> <p><i>c) Promote and improve Governing Body training</i> This objective was rated Amber. The Chair reiterated that he would be meeting Helen Thomas to discuss a way forward with training.</p> <p><i>d) Performance management of the SLT</i> This objective was rated Green.</p>	<p>Comm. Chairs</p> <p>Head/ J.D</p>
<p>7.</p>	<p>School Improvement Priority 7: Develop partnerships (previously distributed)</p> <p><i>a) We will develop our collaboration with York High School</i> This objective was rated Amber. The Headteacher reported that there was not a great deal of collaboration currently taking place but York High School was interested in Flight Paths. The Headteacher made governors aware that he had attended a West Cluster meeting during which discussions had taken place with the LA's Head of HR, Mark Bennett. During these discussions consideration had been given to whether HR could move to the Cluster. The Headteacher said that the LA proposals had been impressive and included providing a Business Partner who would be based in and dedicated to the Cluster.</p> <p><i>b) We will continue to work within the Scarcroft Cluster on any matter of mutual interest</i> This objective was rated Green. Governors were informed that the Scarcroft Cluster had not recently met but school improvement was moving rapidly with a focus on primary schools. The Headteacher acknowledged that there was possibility for collaborative working within the Cluster. In response to a question the Headteacher clarified that All Saints Secondary School was also part of the Scarcroft Cluster. The Deputy Headteacher reported that a deputy meeting had taken place and had been more focussed and beneficial than the previous meeting. Primary schools would help Millthorpe to develop methods and skills in areas such as grammar and Millthorpe would provide support moving Year 6 pupils to Level 6. Governors were informed that some primary schools had expressed an interest in Race Diagrams.</p> <p><i>c) We will expand our links with Y5 and Y6 students in the Scarcroft cluster into Maths, particularly at level 6</i> This objective was rated Red / Amber within the Plan but the Headteacher said that it had since moved to a rating of Red. The Headteacher explained that the school had worked with high level Year 6 pupils at a local primary school, but further work on this objective needed to take place.</p> <p><i>d) We will begin to contribute to the work of PiXL</i> This objective was rated Green. The Headteacher reported that Tim Gillbanks (Deputy Headteacher)</p>	

was working with two PiXL schools and bringing interesting and beneficial ideas back to the school. Governors were informed that Tim was out of school for one day per half term but the wider experience was very valuable. Governors agreed that the link with PiXL sounded positive.

The Chair suggested looking at objective C in more detail at the next Executive Committee meeting. The Deputy Headteacher explained that the objective might have a slight change of focus as partnerships were being built with schools. He noted that the recent focus had been on cross curricular literacy and would require primary school visits.

8. Self-Evaluation and Inspection

Updated School Self-Evaluation Form (previously distributed)

The Headteacher highlighted that the SEF was an edited version on the previously reviewed SEF. He said it was virtually in final form and only needed the performance tables that would be published at the end of January.

The Headteacher said that he felt the school was at the top end of a Good judgement and highlighted the following from the SEF:

- *Pupils Achievement – Grade 2, Good:* The achievement gap had been narrowing over three years and was projected to continue to narrow.
- *Behaviour and Safety – Grade 2, Good:* The Headteacher stated that he thought behaviour and safety was at the top end of Good to Outstanding. However, attitudes to learning were more doubtful and an area of focus.
- *The Quality of Teaching – Grade 2, Good:* This area was considered to be middle to top end of Good.
- *Leadership and Management – Grade 2, Good.*

With reference to the Quality of Teaching, a governor highlighted from the SEF that 18% of teachers had been judged Outstanding and asked the Headteacher if a higher percentage was required to achieve an overall judgement of Outstanding. The Headteacher replied that it was preferable to have a higher percentage but this would not need to be substantially higher. He said he still felt the school could achieve a judgement of Good and he hoped for outstanding features.

Governors discussed areas that had a substantial impact on the outcome of an inspection and highlighted Safeguarding as a key area. The Headteacher noted that work on Safeguarding continued to take place within school.

Links between pay and performance were considered in relation to whether Upper Pay Scale (UPS) teachers were included within the 18% Outstanding teachers. Governors discussed judgements and outcomes and it was noted that Outstanding results had been delivered by teachers judged 'Good'. The Deputy Headteacher briefly explained that regrouping of lessons and subject could have an impact on teacher judgements. He highlighted that some teachers could not receive a judgement of Outstanding due to the outcomes of their cohort. This was regardless to the amount of progress that had been achieved and the ability of the cohort to achieve higher outcomes.

Governors highlighted that by spring term 2013, 20% of teachers had been judged Outstanding in comparison to 18%. However, governors were encouraged to see that there were no Inadequate (Grade 4) teachers. The Headteacher stated that if the school wanted to be Outstanding, there could not be any Inadequate or Requiring Improvement teachers.

Considering the section on Leadership and Management, governors noted the following references to the governing body:

- Governors have new and clear procedures for finding out how well the school is performing
- Governors regularly meet with senior leaders and hold the school to account through committees and other meetings. All governor visits, and reasons for their visits, are recorded in a central register.

Governors noted that they were happy with these references.

School Ofsted Response Plan (previously distributed)

Governors reviewed and discussed the Ofsted Response Plan and the Headteacher said that it had been shared with Middle Leaders.

From the Information within the Plan, the Headteacher highlighted that the Inspector would specify which meetings they would like to hold (for example; Achievement, SEN, Middle Leadership). The timeline of events would be the Headteacher's preferred order of events and he would meet with the Inspector at the beginning and end of each day.

The Headteacher confirmed that the documents with "To be written" next to them had been completed

and the key areas of focus were:

- Homework
- Independence and Challenge
- Feedback to students

Governors discussed in detail their involvement during the inspection. During this discussion, the Headteacher explained that Lesley Buckley (Headteacher's PA) would contact governors to arrange a suitable time for them to meet the Inspector. A list of key governor contacts was listed in the Plan and based on key areas of responsibility and specialism. This group would be contacted initially to arrange the meeting day and time. The remaining members of the governing body would then be contacted and encouraged to attend the meeting. Governors agreed that it would be beneficial if more governors could attend the meeting and it was important that governors were clear about their areas of responsibility and specialism.

Governors discussed which documents it would be most beneficial to read prior to an inspection and it was noted that there were useful summaries for each key area on the governor section of the school's website. These documents outlined overarching issues and how the governing body had challenged and helped to move the school forward.

A concern was expressed that there were a number of documents on the website but there was not a key narrative to support governors who were not part of the Executive Committee discussions. This concern was acknowledged and the SEF was highlighted as a key and useful document. The Headteacher stated that he felt the documents on the website (produced by governors) were very useful and informative.

A suggestion was made for governors to informally meet to go through the narratives without pressure. The meeting could act as a teaching session allowing all governors to hear the key narratives presented by the link/responsible governor in that area. Governors agreed that this would be a very beneficial exercise. It was further suggested that governors could be assigned to specific priority areas in the event that the main link governor was unavailable to meet the Inspector.

2013 Raise Online Report (unvalidated) (previously distributed)

The Headteacher reported that the Raise Online (ROL) report was a good report with a lot of positive data. He directed governors to the pages containing a 'G' in the top corner and explained that these included key data that governors should be aware of.

The Headteacher explained that the school was addressing issues that had been identified and these included English and Graphics. It was noted that the gap between advantaged and disadvantaged students was narrowing.

The Deputy Headteacher informed governors that results had been received earlier that day for the early entry exams taken in November 2013. Governors were informed that 103 students had been entered for the early entry English exam and 100 students had passed with a grade C or above. These students included most, but not all, of the more able students. A number of lower ability students, for which the Speaking and Listening result was crucial, had also sat the exam.

Considering Maths, the Deputy Headteacher highlighted that 67% had achieved a Grade C or above in the early entry exam in comparison to 64% the previous year. This was noted as a very positive result as the current cohort had been slightly weaker than the previous cohort when looking at KS2 outcomes. The Headteacher stated that the school was ahead of the Fischer Family Trust D (A* - A) estimates in Maths.

The Headteacher highlighted that the early entry exams had not disadvantaged the more able students and he felt early entry had been the right decision for the school.

Chair

9. Admissions (previously distributed)
Governors noted the Admissions Policy, which had not received any changes, and were advised that the LA was currently consulting on the Policy.

10. Agenda for FGB
An agenda would be agreed at the next Executive Committee meeting.

11. Governing Body Changes
The Chair reiterated that Christine Oliver would be stepping down as a Parent Governor due to increasing work commitments.

12. Governor Training

	The Headteacher reported that he had completed Fisher Family Trust governor data dashboard training.	
13.	Date of future meetings – all Thursday at 6.00pm: <ul style="list-style-type: none"> · 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 9th January 2014**

	Action	Agenda	Person	Date
1.	Invite Quality and Curriculum Committee governors to next work scrutiny.	4	Head / Nicki Mitchell	Spring Term 1
2.	Arrange a parent governor election and speak to Pupil Premium parents. Follow up community governor vacancies	4	Chair	Asap before 14 th February 2014
3.	Invite Mary Griffiths to a governor meeting to discuss SEN changes	4	Head	6 th March 2014
4.	Carry Forward: Arrange staff governor election and speak to Cllr. Gunnell re-potential community governors	4	Head	17 th January 2014
5.	Carry Forward: Circulate summary following Mark Wilson visit	4	Head	17 th January 2014
6.	Ongoing: Speak to Helen Thomas regarding training and governor induction	4	Chair	6 th March 2014
7.	Carry Forward: Invite Anna Cornhill to a governor meeting	4	Head	6 th March 2014
8.	Remind governors to carry out link visits and produce a report	6	Committee Chairs	Asap
9.	Upload remaining school policies onto the website	6	Head / Jon Deamer	Asap
10.	Arrange an informal governor meeting to go through Ofsted narratives	8	Chair	Asap before 14 th February 2014

Standing Items:

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

Items for future agendas:

- SEN Changes – Mary Griffiths