

MILLTHORPE SCHOOL



MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Held Thursday 21st November 2013 at 6pm
In the School Meeting Room

Present: Mr Trevor Burton (Headteacher) Mr Bob Sydes (Chair)
Mr Don Henson Ms Eileen Robertson [from 6.12pm]
Ms Nicki Mitchell Mr Bill Schofield

In Attendance: Ms Tania Andrie (Assistant Headteacher) [until 6.33pm]
Mr Scott Butterworth (Deputy Headteacher)
Miss Amy White (Clerk)

		Action
1	<p>Apologies – Welcome & Introductions – Declarations of Interest The Chair welcomed everyone to the meeting and apologies were received from Tim Hooper. There were no declarations of interest.</p>	
2	<p>Presentation – Tania Andrie Assistant Headteacher (AHT), Tania Andrie, tabled the following papers and gave a presentation on her role within the Senior Leadership Team (SLT):</p> <ul style="list-style-type: none"> a) Improving Middle Leadership – Case Study October – November 2013 b) Sharing Best Practice in Achievement <p>Tania explained that her role was new to the SLT and she was responsible for improving Middle Leadership. Tania acknowledged that Middle Leaders did a fantastic job and their role was becoming a key focus for Ofsted. Governors were informed that Tania had 12 years experience working as a Head of Department (HoD) in a number of schools prior to being appointed as an AHT.</p> <p>Tania explained that a whole-school work scrutiny was being carried out to “improve marking, feedback and evidencing progress over time”, as Ofsted had highlighted assessment as an area not yet well embedded. Tania explained that during his Ofsted Health Check, Mark Wilson (Additional Ofsted Inspector) had also highlighted that assessment was not strong enough. It was acknowledged that the feedback to students was positive but the students were not engaging with it.</p> <p>With reference to the Case Study (document a), Tania outlined the study, which showed the progress of the work scrutiny over six weeks. From page 1 of the study, governors were able to see the amount of communication had taken place between Tania, HoD and all staff in relation to marking and feedback. Information relating to Mark Wilson’s Health Check and Middle Leader training was also provided within the study and Tania highlighted that a lot of the training and advice was focused on embedding the current systems.</p> <p>A governor asked if Ofsted would speak to all Middle Leaders during an inspection. Tania explained that the Inspector would speak to English and Maths Middle Leaders and would often speak to smaller humanities subjects or weaker areas. Tania highlighted that she would approach all HoD to talk through how an Ofsted meeting might proceed.</p> <p>Tania reported that areas of development were addressed early and made governors aware of the following:</p> <ul style="list-style-type: none"> · The Assessment and Feedback Policy was reviewed and updated then circulated to all staff and included in the staff handbook. Tania reported that by reading the detail within the Policy all staff had engaged more fully with it. · The extra work scrutiny had been put in place in addition to three already scheduled. In preparation for the whole-school work scrutiny, Alex Collins (Business Manager) had set up a spreadsheet and all marking had been looked at and recorded on the spreadsheet. Tania explained that there had been a lot of positive communication with staff and then had been engaged with the scrutiny. · Within three to five weeks of the whole-school scrutiny a departmental scrutiny had taken place. 	

Eileen Robertson entered the meeting at 6.12pm

- The departmental work scrutiny had been carried out in teams and they had looked at each others work, using the spreadsheet to record their findings. Tania explained it was valuable to look at other teachers' work and it enabled quality assurance between individuals.
- Presentations by HoD had been given on individual areas during HoD meetings and the strengths and weaknesses based on teacher reviews were identified.
- A Key Stage 3 work scrutiny was planned for December with another whole-school scrutiny (carried out by the SLT) would take place in the spring term.

Governors noted that Tania and John Bates had addressed areas of need at the beginning of the year and HoD were being encouraged to focus on moving teaching and learning forward. Tania advised governors that HoD had been clearly guided in how to move departments forward and she would like quality assurance to take place at HoD level. Tania and John Bates would be working closely with the HoD to progress this further.

In response to previous concerns raised by governors regarding Science, Tania reported that John Bates had spoken to the Science Department and a lot of work had been put in place following the first work scrutiny. Governors were made aware that the case study included two e-mails from a Newly Qualified Teacher in the Science Department identifying the significant move forward.

With reference to document b, Sharing Good Practice in Achievement, Tania explained that it was a collection of good practice relating to marking and dialogue marking. It also included student work and feedback. Tania then highlighted the following work that was outlined within the document:

- The marking criteria had been made clearer and more meaningful to students and parents (pp.8-9)
- Science had moved from summative block tests to formative tests (pp.16-17)
- Peer marking was taking place in the RE department and the teacher had developed a robust structure for peer marking. This structure included guidelines on how to peer mark and how to use feedback. Governors were made aware that the structure had been shared with teachers through the professional learning group. (p.22)

Governors expressed that they were impressed with the amount of work that had taken place in a short space of time.

Further considering document b, a governor highlighted that the examples identified individuals and they requested an anonymised version that could be uploaded onto the secure section of the website.

A governor asked how they could get a more detailed view of the work taking place. Tania offered to ask departments if they would be happy for governors to be involved in the next work scrutiny (KS3 on 18th December and vulnerable students in the new year). Tania also highlighted that governors could be involved in a learning walk later in the year. The learning walks provided a snapshot of all a subject's lessons at a given time.

Governors discussed that Mark Wilson had advised that governors needed to know what 'Good' teaching and lessons are. The Headteacher said that it was important for governors to know the climate of the school and the specifics of the quality of teaching would be reported to the Quality and Curriculum Committee. Tania highlighted that each department had an improvement plan that linked to the School Improvement Plan and invited governors to speak to her about these department plans.

Tania informed governors that quality assurance information was electronically and stored. Tania gave an overview of the documents that were available and advised that some were stored in protected folders due to data protection/confidentiality. Governors were invited to visit school and look at some of the quality assurance information that was available.

Tania Andrle was thanked for her report and left the meeting at 6.33pm

T.A

3	Minutes of the meeting held on 25th June 2013 (previously distributed) The Minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.
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4	Matters Arising With reference to the Action Plan:
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No.	Action	Completed/Notes
1.	Carry Forward: Arrange for agenda and minutes to be uploaded onto the school's website. NB: new website under construction	Ongoing
2.	Contact Headteacher regarding suitable time to meet Mark Wilson on Tuesday 24 th September	Completed
3.	Draft letters from governors to staff, parents and students regarding GCSE results	Not Completed
4.	Update 2014-15 key priority relating to all-weather pitch in Three Year Improvement Plan Outline	Completed
5.	Circulate draft governor section of the School Improvement Plan to committee members	Completed
6.	Return comments on the governor section of the SIP to Eileen Robertson	Completed
7.	Create a list of link areas and reporting committee for discussion at FGB meeting on 2 nd October	Ongoing - Completed for some committees
8.	Speak to Maxine Squire to arrange date for data training	Completed
9.	Send new parent governor details to Clerk	Completed
10.	Keep chairs of committees updated on resignations	Completed
11.	Write letter to parents of Pupil Premium students re-becoming a governor and contact/meet potential community governor	Carry Forward
12.	Arrange staff governor election and speak to Cllr. Gunnell re-potential community governors	Carry Forward
13.	Discuss and agree planning work programmes for committees during first committee agenda setting meetings	Completed

Chair

Head

With reference to Action Points 11 and 12, governors discussed the current vacancies on the governing body. The Chair highlighted that there had been two expressions of interest in the Community Governor vacancies (via the Governance Service) and he had circulated the information to governors. The Chair reminded governors of the applicants.

Governors discussed the skills and background of the applicants and expressed that though the applicants had good skills sets and links, they felt members of the local community should be approached to fill the community governor vacancies. It was agreed that the time commitments should be highlighted when approaching members of the community and consideration was given to how the vacancies would be advertised.

Governors then discussed possible members of the community to approach and Nicki Mitchell agreed to approach a potential candidate. The Chair offered to write a short piece on expectations of governors to be included in the induction pack

N.M

Chair

In response to a question regarding skills gaps on the governing body, the Chair responded that the self evaluation had shown a broad range of skills.

The Chair made governors aware that, via the Clerk, he had provided feedback to the Governance Service regarding the lack of information on the application forms for potential governors. It was noted that, where possible, additional information would be provided by the Governance Service.

Governors were made aware that staff governor elections would take place the following week.

Matters Arising:

A governor asked if a report had been produced following the training provided by Mark Wilson. The Headteacher noted that he had produced a written report that included the meeting between Mark and the Chair. He offered to circulate this report again.

Head

5 School Improvement Priority 4: Improve middle leadership and management *(previously distributed)*

The Headteacher reported that there had been no substantial changes to the School Improvement Plan document but explained that every time a change was made (including to the RAG rating) the version number was changed.

Governors acknowledged that the work taking place by Tania Andrie was key to this priority. The Headteacher then provided an overview of the objectives and the RAG rating:

a) *We will provide Heads of Department with common frameworks for strengthening their effectiveness*

This objective was rated Green and the work taking place had been presented by Tania Andrie.

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*

The Headteacher explained that this objective would be rated Amber/Green as the Race Diagrams and Flight Paths were in place and work was taking place to ensure they were used effectively. The Headteacher then reported that he felt confident that the finishing point assessments were correct but the starting point assessments (three to four years previous) had not been secure.

Governors were informed that names of underperforming students would be given to HoD who would then be asked for their knowledge on the individuals to ensure that teachers paid particular attention to these students. The Deputy Headteacher highlighted that interventions were put in place but the approach with the HoD allowed information to be incorporated into teacher planning. The Headteacher explained that every round of tracking drew attention to underperforming students so teachers could plan and teach effectively to address the issues. This planning and teaching might be an adaptation of the way a lesson was taught or it might include additional lessons.

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*

The Headteacher explained that this objective had been achieved by the end of July and was rated Green.

6 School Improvement Priority 5: Continue to improve the effectiveness of governance *(previously distributed)*

The Headteacher reported that he had included a RAG rating for this area but acknowledged that it was a section for governors to provide their feedback. The following aspects were highlighted:

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

Governors were informed that the governor link allocations had been agreed for the Quality and Curriculum Committee and School and Community Committee. The Q&C links were on the website and Don Henson agreed to resend the S&C links.

The Headteacher highlighted that the Finance and Staffing Committee had discussed link allocations and agreed to finalise links to the School Financial Value Standard and the financial aspects of the Lead Teacher Team (under SP1).

Governors agreed that the objective should be rated Amber.

b) *All statutory and other adopted school policies are up-to-date, reviewed annually, and amended where necessary*

The Headteacher explained that two policies needed to be agreed and these were scheduled for January. The objective was rated Green as the policies scheduled for review and approval by the current point in the year had been addressed.

c) *Promote and improve Governing Body training*

Governors acknowledged that Helen Thomas had produced a training report and had agreed to maintain an overview of training.

A training session had been taken place with Maxine Squire (LA Head of School Improvement) regarding preparation for Ofsted. Governors discussed that the session had been very positive and they noted their thanks to Maxine.

Ad-hoc training was discussed and it was suggested that dates for training sessions could be set at the beginning of the year. The actual training that would take place could be decided closer to the time and reflect the need and areas of focus.

D.H

	<p>Governors discussed the LA program of training and Nicki Mitchell reported that she had attended a Performance Appraisal session, led by Maxine Squire, that had been well attended and very beneficial. Governors expressed that they had not always found the LA training beneficial. The Clerk made governors aware that a consultation evening was taking place on 9th December to provide governors with the opportunity to give feedback on training and other aspects of the Governance Service.</p> <p>The Chair offered to discuss training further with Helen Thomas and get her view on bespoke, online and LA training.</p> <p><i>d) Performance management of the SLT</i></p> <p>Governors noted that Tim Hooper would be Chair of the Pay Committee. The Headteacher expressed that he felt it would be positive to have a link governor who could talk to Ofsted about the performance management within school. Eileen Robertson offered to be this link governor and work with John Bates (AHT).</p>	Chair
7	<p>School Improvement Priority 7: Develop partnerships <i>(previously distributed)</i></p> <p><i>a) We will develop our collaboration with York High School</i></p> <p>The Headteacher reported that this objective was rated Amber as the textiles course only had three students and the photography course had been undersubscribed and could not go ahead.</p> <p>Governors were made aware that the Headteacher had been invited to carry out observations and external moderation at Archbishop Holgate School. As part of this work the Headteacher would also be training teachers to carry out moderations. The Headteacher noted that he felt there was trust between the schools and the collaboration would continue.</p> <p><i>b) We will continue to work within the Scarcroft Cluster on any matter of mutual interest</i></p> <p>Governors were informed that the Deputy headteacher was working with primary school DHT to particularly focus on Literacy and transition. The Deputy Headteacher reported that the primary schools were interested in Millthorpe working with higher achieving Y6 pupils.</p> <p>Governors were informed that the clusters were charged with working together for cluster improvement. The Headteacher highlighted that there would be further opportunities to work together in the future. The Headteacher then informed governors that Anna Cornhill (Headteacher at Scarcroft Primary School) was keen to observe other governing bodies and it was agreed that she would be invited to the Full Governing Body meeting on 12th December.</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></p> <p>The Deputy Headteacher advised that planning for this objective was taking place in the current half term.</p> <p><i>d) We will begin to contribute to the work of PiXL</i></p> <p>Governors were informed that Tim Gillbanks (AHT) was working with two schools through PiXL and this was proving beneficial.</p> <p>In response to a question regarding Tim's workload, the Deputy Headteacher explained that the PiXL work was an advantage for the school and Tim was able bring back information to support the school. Governors were advised that it was also very beneficial for Tim to see how other schools were working.</p>	Head
8	<p>Allocation of Link Governors to sections of the SIP</p> <p>Governors noted that Eileen Robertson would be linking to Performance Management and the Chair would link to the Equality Policy.</p> <p>Governors discussed that Richard Newton had been linking to three members of staff across his priorities. Nicki Mitchell reported that she had spoken to Richard and it was agreed that he would meet with the Headteacher in the current term and then hand over to Tania Andrie.</p> <p>The Headteacher said that he felt the key priority was catch-up in literacy as the school was accountable for this. A separate link for Catch-up Literacy and KS3 was considered.</p> <p>Governors discussed Special Educational Needs and it was noted that all areas had a focus on SEN. Don Henson offered to link with the Deputy Headteacher and focus on SEN alongside his Pupil Premium link.</p>	
9	<p>Proposal to alter the SLT structure <i>(previously distributed)</i></p>	

	<p>The Headteacher reported that he had presented the proposal to alter the SLT structure to the Finance and Staffing Committee. Following the F&S discussions he felt the proposal could be presented to staff for consultation and then recommended to the Full Governing Body for approval. It was highlighted that the proposal would be re-written slightly to de-personalise it.</p> <p>The Headteacher outlined that one of the school's Assistant Headteacher roles had a level of responsibility and work load that was in-line with a deputy headteacher position. Governors were informed that a concern had been raised during the F&S Committee meeting that the proposal was reflective of the individual member of staff and not the job. The Finance and Staffing Committee had discussed this and agreed that by removing the personalisation within the proposal it was clear and understandable that the focus was on the role and responsibilities of the job. The Chair further highlighted that if the AHT currently in that role was to resign, the school would need to recruit someone to maintain all the responsibilities current being undertaken.</p> <p>The Headteacher noted that the SLT was in a very positive position and he wanted to stabilise this.</p>	
<p>10</p>	<p>Policy Review 10.1 Behaviour Principles written statement Governors noted that a model policy was available but would be deferred to the January for approval.</p> <p>10.2 Governors' Allowances Governors noted that a model policy was available and discussed that governor allowances could be beneficial when recruiting new governors or developing governor skills. It was agreed that the Policy would be deferred to the January.</p>	<p>Agenda</p> <p>Agenda</p>
<p>11</p>	<p>Pay Policy review measures Governors were reminded that this item was on the agenda to consider how governors would review the effectiveness of the Pay Policy.</p> <p>Governors discussed that the LA would be carrying out a review of the Policy in 2014. It was suggested that the Finance and Staffing Committee could review the effectiveness of the policy in their last meeting of the year. It was noted that Pay Committee meeting were in place to hear pay recommendations.</p> <p>The Headteacher outlined the historic circumstances regarding recommendation and the pay system and highlighted that teachers could no longer progress unless their performance was consistently 'Good'.</p> <p>In response to a question regarding timescales, the Headteacher clarified that the Pay Policy and Committee needed to be in place for September.</p> <p>Governors agreed that the Finance and Staffing Committee would review the effectiveness of the Pay Policy at their meeting on 24th April 2014. It was further discussed that the policy would be approved annually and staff would raise any concerns that they had.</p>	<p>Agenda</p>
<p>12</p>	<p>Agenda for FGB (previously distributed) The agenda for the Full Governing Body meeting on 12th December was reviewed and discussed.</p> <p>It was noted that the School Uniform item could be contentious and should be an item for action not information. The Headteacher outlined that governors would receive the report including the votes of parents, students and staff. Governors would then need to make a final decision and the evidence of consideration and discussion would need to be clearly communicated to parents. The Headteacher highlighted that the cost of the uniform would be a key consideration and it was contentious and concerns had been received.</p> <p>Governors discussed that a second hand uniform rail might be a possibility for the future and during the FGB discussions it should be made clear where the uniforms was being sold, the impact on the school regarding time and money and the holding of stock for in year replacements.</p> <p>It was agreed that the Behaviour Principles and Governor Allowances Policies would be added to the FGB agenda.</p>	<p>Agenda</p>
<p>13</p>	<p>Governing Body Changes Governors noted the following:</p> <ul style="list-style-type: none"> · The Chair was arranging an induction for new parent governor, Jenny Kent · The appointment of Martyn Pysanczyn as a community governor had been included on the 	

	December FGB agenda <ul style="list-style-type: none"> · There were two staff governor vacancies · After Martyn's appointment there would be two remaining community governor vacancies 	
14	Governor Training The Chair noted the training that had taken place with Maxine Squire and expressed that it was a good session but he felt it was poorly attended.	
15	Dates of future meetings – all Thursday at 6.00pm <ul style="list-style-type: none"> · 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 21st November 2013**

	Action	Agenda	Person	Date
1.	Speak to departments regarding governor involvement in the work scrutiny	2	Tania Andrie	Before 18.12.2013
2.	Carry forward: Write letter to parents of Pupil Premium students re-becoming a governor and contact/meet potential community governor	4	Chair	asap
3.	Carry forward: Arrange staff governor election and speak to Cllr. Gunnell re-potential community governors	4	Head	asap
4.	Approach community governors re-being a governor	4	Nicki Mitchell	asap
5.	Circulate report on Mark Wilson training	4	Head	Before end of autumn term
6.	E-mail School and Community Committee link allocations to Headteacher	6	Don Henson	Before end of autumn term
7.	Speak to Helen Thomas regarding training	6	Chair	Before 09.01.2014
8.	Invite Anna Cornhill to next Full Governing Body Meeting	7	Head	Before 12.12.2013

Standing Items:

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

Items for future agendas:

- **FGB** – Behaviour Principles and Governors' Allowances Policy
- **Finance and Staffing** – Effectiveness of Pay Policy (April)