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MILLTHORPE SCHOOL

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

**Held Tuesday 25th June 2013 at 6pm
In the School Meeting Room**

Present: Mr Bob Sydes (Chair) Mr Trevor Burton (Headteacher)
Mr Don Henson Ms Nicola Mitchell
Mr T Hooper Mrs Eileen Robertson

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

		Action																					
1	Welcome, apologies for absence and declarations of interest The Chair welcomed everyone to the meeting. There were no apologies for absence or declarations of interest.																						
2	Minutes of the meeting held on 26th February 2013 (previously distributed) The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.																						
3	Matters Arising With reference to the Action Plan:																						
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7.	Contact governors regarding involvement in compiling evidence for Ofsted portfolio	On agenda under Item 5
8.	Send previous self evaluation information to Eileen Robertson	Completed
9.	Review previous self evaluation and Ofsted Inspection report to create a summary of areas of improvement	Ongoing: Governors were made aware that there were still some governor related areas to improve, for example, visiting school. The Headteacher noted that the Senior Leadership Team (SLT) would review the previous inspection and highlight implied criticism in order to close gaps.
10.	Evaluate areas of improvement and analyse progress/impact made	Ongoing: It was clarified that this action related to areas of likely focus for Ofsted, not improvement. This would be delegated appropriately.
11.	Include a review date on Data Protection Policy	Completed: The Headteacher highlighted that all policies were being formatted and review dates had been discussed and a clear cycle produced.
12.	Arrange teacher review of E-Safety Policy	Ongoing: This action would be addressed in the autumn term.
13.	Circulate training record to members of the committee	Completed

With reference to Action Point 2, the Headteacher reported that he was considering the three year plan with reference to how the school would progress regarding results. The Headteacher then noted that the security of Maths and English had improved with secure assessment information and he felt the school was in a position to state aspirations for other subject results. The Chair expressed that the three year plan should be more robust with elements of targeting and monitoring. Key objectives should be set with fluctuating actions in order to help the school reach and maintain Outstanding. The Headteacher noted that the plan would include ensuring that every pupil experienced a great education and governors expressed their agreement with this focus.

Further considering Action Point 6, the Headteacher explained that the Publication Scheme stated agendas and signed minutes from governor meetings should be available publicly. Jon Deamer (Curriculum Support) would be asked to create a page on the School's website for the documents and there would be a link to this page on the Inspectors' Page. Governors asked if there were any issues with confidentiality. It was clarified that all confidential discussions – relating to individuals, salaries and performance etc – were recorded separately and would not be uploaded onto the website.

Action Point 10 was discussed in further detail and governors asked if a review of link governors would be taking place as the safeguarding governor had recently resigned and it was crucial to fill the link vacancy. Governors discussed the current skills on the governing body and it was agreed that the link governor needed to be knowledgeable regarding the requirements and systems in place and able to speak confidently to inspectors. It was further noted that the remit for the link role was broad and incorporated recruitment. Following consideration, it was agreed that Richard Newton would be approached to take on the responsibility. It was agreed that Richard was very active and had detailed knowledge of various aspects of the school and would be able to provide the necessary level of challenge. The Deputy Headteacher explained that he would meet the link governor termly and use the North Yorkshire Audit Tool to explain the systems in place. The Chair agreed to contact Richard and governors suggested Bill Schofield could also be contacted as a potential link due to his experience.

Matters Arising

Governors asked for an update on the pay scale changes and new Pay Policy. The Headteacher reported that it was unlikely that a finalised Pay Policy would be available for approval at the Full Governing Body meeting on 10th July. As such, the Pay Policy would be reviewed in September 2013 in conjunction with performance management. The Headteacher explained that the Appraisal Policy would also be updated as it would be a key tool in raising teaching quality. Governors were made aware that changes to pay progression would not come into effect until September 2014 and the Headteacher would be looking specifically for evidence of

collaboration work.

Further considering the changes to pay, the Headteacher noted that salary could not be reduced but pay progression could be withheld. He then acknowledged that many teachers on the main pay scale were working hard to progress and he felt performance management was a way of ensuring further improvements. Governors were informed that 82% of recent lesson observations were judged Good or Outstanding and there had been no inadequate observations since November 2012.

4 School Improvement Plan

The Headteacher gave a verbal report on the School Improvement Plan highlighting the great success with the key focus area of raising attainment. He expressed that he was pleased with the decision to appoint additional Assistant Headteachers and that continuity had been achieved. Governors noted that work was already taking place to ensure a smooth transition from one School Improvement Plan to the next.

Governors acknowledged that interventions had been successful and this would be clearly evidence by the exam results. The Deputy Headteacher stated that there were still some anxieties regarding English results and 24 papers had been submitted for a remark. Of these 24 papers, 18 were awarded a higher mark and the Deputy Headteacher expressed that, though 18 was not a significant number over all, it did not build confidence in the marking system and was very significant to the individual pupils. In response to a question, governors were informed that three papers had received a lower mark as a result of the remark.

The marking system was discussed and governors were informed that one examiner would mark a specific question across all papers. This meant that one pupil could have multiple examiners marking their paper. Governors considered the issues and inconsistency with the system and the impact on all pupils. When asked if there was a way of holding the exam board to account or providing feedback, the Headteacher noted that there was not. The Headteacher highlighted that the English Department had reviewed all papers and taken the opportunity to resubmit 24 papers. Governors expressed and noted their concern regarding the standard of marking.

The Chair asked the Headteacher when governors would receive the 2013/14 School Improvement Plan. The Headteacher explained that the Plan would be available for the autumn term meetings and noted that the priorities had been drafted and the detail was being included. The Headteacher further noted that he would be developing and including the three year plan.

Governors discussed the benefits of the Executive Committee reviewing the 2013/14 Plan prior to the first Full Governing Body meeting in the autumn term. It was agreed that this would allow detailed discussion. The Headteacher clarified that the Plan would be completed by the end of the summer term and governors would receive a copy for consideration over the summer holidays, prior to autumn meetings. It was agreed that governors would bring feedback to the first Executive Committee meeting in September for discussion before the FGB meeting in October.

The Headteacher noted that he would also like to present the Appraisal and Pay Progression Policies for approval during the Executive Committee meeting in September. Governors noted that appraisal and pay progression were the remit of Finance and Staffing Committee as they had the necessary expertise. It was agreed that an extra-ordinary Finance and Staffing Committee meeting would be held to discuss and approve the policies and procedures prior to the October FGB meeting.

Tim Hooper

4.1) Governor Section

Governors discussed the need to formally review what had been achieved over the last year in relation to the priorities set out in the school Improvement Plan and addressing the September 2011 self evaluation. A suggestion was made to carry out another self evaluation to provide a basis for moving forward. Governors agreed that another self evaluation would be beneficial as there had been a large turnover of governors during the year and the process could raise new issues.

The Chair highlighted that the LA Governor Support and Development Service had issued a new self evaluation toolkit which was more robust than its predecessor. A concern was raised that there would not be enough time to effectively complete the toolkit before the School Improvement Plan summer term deadline.

The Headteacher highlighted that governors were aware of their key areas for development and

these should form the priorities for the School Improvement Plan. These areas were highlighted as:

- **Governor Training** – It was agreed that the governing body did not complete a sufficient amount of training and the committee acknowledged that training would expand knowledge and improve effectiveness.
- **Link Governors** – The Headteacher noted that there had been a positive start to developing link governor roles and responsibilities but further work was required. He expressed that he would like each link governor to arrange at least three visits every year.
- **Performance Management** – The Chair noted that performance management should be more robust and clarified that he referred to managing the personnel and performance of the school as a whole.

Don Henson highlighted that there had been difficulty constructing a coherent list of link areas and governors. He noted that the School and Community Committee had lost three governors who had taken responsibility for important link areas and replacements were needed. It was suggested that a standing item on the Executive Committee agenda should be to review governor resignations, new governors and link governors. This suggestion was agreed unanimously.

The Headteacher stressed that he would like the governor section of the School Improvement Plan to be agreed at the next FGB meeting to ensure it was in place for September 2013. The Chair agreed to draft the priorities based on the agreed areas (training, link governors and performance management). He also noted that the action plan, produced and circulated by Eileen Robertson prior to the meeting, as it provided a secure basis for the detail of each priority. A suggestion was made for governor recruitment to be an action to ensure that this was monitored and the Governing Body was being pro-active. This suggestion was agreed.

Eileen highlighted that she had included policy review within her action plan and suggested that further monitoring was required and could be included within the Plan priorities. The Headteacher acknowledged the suggestion and provided an update on the review of policies. He explained that Alex Collins had had taken responsibility for the review of policies and had produced a schedule for review based on the DfE statutory list and the school's policy list. This schedule also included which committee would be responsible for each policy. In light of the work completed the Headteacher expressed that he felt confident that the school was in a positive position and the system was working.

Eileen was thanked for producing the action plan and governors noted that it provided evidence and supported further progression.

5 **Ofsted Preparation Update**

Governing Body Self Evaluation Summary and an action plan had been previously distributed.

Further to the discussions held at the previous meeting, Nicki Mitchell reported that focus areas had been identified and her aim was to obtain digestible evidence for each area to be uploaded onto the secure section of the school website.

A model evidence document was tabled, which had been produced by Nicki and Eileen Robertson. It was agreed that the model document provided clear and consistent information and evidence for the focus area.

The areas of focus and named governors were noted as follows:

- Pupil premium – Tim Hooper
- Safeguarding/child protection – Steve Boorman
- Attainment and progress – Nicki Mitchell
- Vulnerable groups – Richard Newton
- Behaviour and safety – Richard Newton
- Quality of leadership – Bob Sydes
- Quality of governance/challenge and support – Don Henson
- Knowledge of the school/strengths and weaknesses – Bill Schofield
- Communication with parents and the wider community – Christine Oliver
- Quality of teaching – Sarah Barbacane
- Performance management – Bob Sydes

Nicki proposed that the draft information should be received before the training session on 4th July

	<p>and governors agreed. It was acknowledged that the time consuming section would be documenting where evidence was maintained. Nicki and Eileen offered to contact the relevant governors and circulate the document.</p> <p>Governors discussed having access the full governing body and committee minutes in order to help provide evidence. The Headteacher offered to speak to Jon Deamer and ask him to upload the minutes onto the secure section of the school's website as soon as possible.</p>	Headteacher
6	<p>Governing Body Review Toolkit update This item had been discussed under Item 4.1 and the Chair offered to review and circulate the toolkit for consideration at the Full Governing Body meeting on 10th July.</p> <p>Governors considered how to complete the toolkit and the Clerk recommended doing this as a full governing body. It was agreed that completing the toolkit a full governing body would encourage discussion and questions and allow clarification of understanding.</p>	Chair
7	<p>FGB Agenda Governors considered items for discussion at the Full Governing Body meeting on 10th July. Standing items included the Headteacher's Report, Chair's Report and Committee reports.</p> <p>It was agreed that the Committee Chairs would produce an end of year report providing a summary of what had been achieved over the year. The report would also outline the main items discussed, progress update on School Improvement Plan areas and a report on link governors. The Deputy Headteacher stated that he felt it was important and positive to provide this clarity.</p> <p>The achievements of the Executive Committee and Full Governing Body were briefly considered and discussed in relation to the objectives from School Improvement Priority 5: <i>Continue to improve the effectiveness of governance</i>. Considering the objectives, a key area was highlighted as policy review. The Headteacher expressed that the school had met its statutory requirements and ongoing work was taking place to ensure that the school remained fully compliant. Governors noted that Alex Collins had taken on the necessary work and was producing a definitive policy list and review cycle.</p> <p>The Headteacher reported that the Home/School agreement would be brought to the FGB meeting for ratification.</p> <p>An Ofsted Preparation update would be given at the FGB meeting and the action plan produced by Eileen Robertson and Nicki Mitchell would be circulated. The Governing Body Review Tool would also be circulated for a discussion relating to self evaluation and the governor section of the School Improvement Plan.</p> <p>The School Improvement Plan was discussed and the Headteacher stated that he would present the 2013/14 Plan during the Autumn term FGB meeting. Governors suggested that a final statement of the 2012/13 Plan should be provided and the Headteacher agreed that the RAG rated Plan would be circulated. Considering the impact summary of the 2012/13 Plan, the Headteacher requested that this be presented in the Autumn term following detailed analysis alongside the summer results.</p> <p>Governors considered the previously agreed suggestion of having a presentation at each meeting. A concern was raised that presentations were not always effective and reduced the time for discussion. With the development of the link governor system and subsequent relationships with staff, some governors felt that the presentations were not as necessary. Similarly, most governors were linked to a committee and received detailed information and updates. Further consideration was given to presentations and it was agreed that the FGB would benefit from presentations in key areas, such as Pupil Premium. The Deputy Headteacher suggested that the link governor for these key areas could introduce the presentation to showcase leadership of governors.</p> <p>A governor raised that during the recent Finance and Staffing Committee meeting there had been some uncertainty regarding delegated responsibility for approving the three policies that had been discussed. It was agreed that these would be ratified at the FGB.</p> <p>The Clerk agreed to include the following items on the FGB agenda for 10th July:</p> <p>Headteacher's Report</p>	

	<ul style="list-style-type: none"> · Chair's Report · Governor Self Evaluation and section of the School Improvement Plan – attach Governor Review Tool · Committee Reports including Chair's end of year report and ratification of policies · Home School Agreement · Ofsted Preparation Update – attach action plan · RAG rated School Improvement Plan 2012/13 · Training · Meeting Dates 2013/14 – attach proposed dates 	
8	<p>Link Governor Reports</p> <p>Nicki Mitchell reported that link visits had been discussed at committee level and the Clerk had agreed to e-mail all governors outlining the process for submitting the report form. The Chair highlighted that new parent governor, Tim Moat, had visited the school to discuss communication and had produced a report.</p> <p>Governors discussed that due to recent resignations from the governing body there were a number of link vacancies. Safeguarding had been discussed earlier in the meeting and Eileen Robertson volunteered to link to Educational Visits. Eileen was thanked.</p> <p>8.1) Link governor for inductions</p> <p>The Headteacher suggested that governors approach Helen Thomas to discuss this link role. He noted that Helen had been a governor for one year and would be able to provide an insight into the induction process and was engaged with the training available.</p>	Clerk
9	<p>Training</p> <p>Governors discussed training and acknowledged that it was an area for improvement and would help efficiency. The Chair reported that he and the Headteacher had discussed bespoke training and how it could be linked to action and priorities. It was further noted that bespoke training would allow collaboration with other schools and governors agreed that a benefit of training was meeting governors from other schools.</p> <p>Governors agreed the next step was to identify training needed and a suggestion was made to speak to Helen Thomas as she had attended a number of training sessions. Tim Hooper agreed to contact Helen.</p>	Tim Hooper
10	<p>Dates of future meetings</p> <p>Governors agreed the proposed meeting dates to be sent to the Full Governing Body for approval.</p> <p>The Deputy Headteacher highlighted that there would be a New Parents' Evening (for parents of upcoming pupils) on Monday 1st July and the school concert would be taking place on Tuesday 2nd July. Governors were invited and encouraged to attend both events.</p> <p>Don Henson offered to e-mail all governors regarding the events and seek volunteers to help with the New Parents' Evening.</p>	Don Henson

Meeting end time: 8.30pm.

Mr Bob Sydes
Chair of Executive Committee

Date Signed

**Action Plan following the Meeting of the Executive Committee Meeting
Held on Tuesday 25th June 2013**

	Action	Agenda	Person	Date
1.	E-mail a reminder to all governors regarding training session on 4 th July	3	Clerk	asap
2.	Arrange for agenda and minutes to be uploaded onto the school's website	3 & 5	Headteacher	asap
3.	Arrange an extra-ordinary Finance and Staffing Committee meeting	4	Tim Hooper / Headteacher	For September 2013
4.	Review and circulate Governing Body Review Tool	6	Chair	For FGB meeting 10 th July
5.	Circulate governor link visit form and outline process for submitting form	8	Clerk	Asap
6.	Contact Helen Thomas regarding induction link and governor training	9	Tim Hooper	before September 2013
7.	E-mail all governors regarding school events	10	Don Henson	asap

Standing Items:

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