



**MILLTHORPE SCHOOL**

**Minutes of the School and Community Committee**

**Held Thursday 17<sup>th</sup> October 2013 at 6pm  
In the School Meeting Room**

**Present:** Mr D Henson (Chair) Mr T Moat [from 6.45pm]  
Mr J Fletcher [until 7.20pm] Mr R Newton  
Ms J Kent [until 7.40pm] Mrs C Oliver  
Cllr D Merrett Mrs E Robertson [from 6.35pm]  
Ms N Mitchell

**In Attendance:** Mr S Butterworth (Deputy Headteacher)  
Mr A Collins (School Business Manager)  
Miss A White (Clerk)

		<b>Action</b>														
<b>1.</b>	<b>Election of Chair</b> Don Henson was nominated as Chair of the Committee. Proposed: Nicki Mitchell      Seconded: Christine Oliver      Approved: Unanimously															
<b>2.</b>	<b>Welcome – Apologies – Declarations of Interest</b> The Chair welcomed everyone to the meeting and apologies for absence were received from the Headteacher and Bob Sydes. There were no declarations of interest.															
<b>3.</b>	<b>Minutes of previous meeting – 22nd May 2013 (previously distributed)</b> The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.															
<b>4.</b>	<p><b>Action Points and Matters Arising</b></p> <p>With reference to the action points:</p> <table border="1"> <tbody> <tr> <td><i>Ask Chair of Governors to keep governors informed of governing body and SLT changes</i></td> <td>Completed</td> </tr> <tr> <td><i>Arrange presentation for governors following school uniform consultation</i></td> <td>The Deputy Head reported that the presentation would be during the next Full Governing Body meeting</td> </tr> <tr> <td><i>Update Accessibility Plan to include reference to school website and long term aspirations.</i></td> <td>Completed – On agenda Item 13.2</td> </tr> <tr> <td><i>Prepare long term aspirations (3 year plan) relating to the Accessibility Plan</i></td> <td>Completed – Item 13.2</td> </tr> <tr> <td><i>Consider participation reward for pupils and carry out a review of pupil participation in out of school activities for monitoring.</i></td> <td>Carry Forward: the Deputy Head reported that there had been a significant increase in the number of students involved in school activities</td> </tr> <tr> <td><i>Review the Equality Policy Statement to make more relevant to school, with consideration of attainment of pupils, recruitment of staff and traveler community disadvantages</i></td> <td>Completed – On agenda Item 13.1</td> </tr> <tr> <td><i>Produce a written report regarding Inclusion link visit with Mary Griffiths</i></td> <td>Carry Forward: Richard Newton reported that he had met Mary Griffiths (Director of</td> </tr> </tbody> </table>	<i>Ask Chair of Governors to keep governors informed of governing body and SLT changes</i>	Completed	<i>Arrange presentation for governors following school uniform consultation</i>	The Deputy Head reported that the presentation would be during the next Full Governing Body meeting	<i>Update Accessibility Plan to include reference to school website and long term aspirations.</i>	Completed – On agenda Item 13.2	<i>Prepare long term aspirations (3 year plan) relating to the Accessibility Plan</i>	Completed – Item 13.2	<i>Consider participation reward for pupils and carry out a review of pupil participation in out of school activities for monitoring.</i>	Carry Forward: the Deputy Head reported that there had been a significant increase in the number of students involved in school activities	<i>Review the Equality Policy Statement to make more relevant to school, with consideration of attainment of pupils, recruitment of staff and traveler community disadvantages</i>	Completed – On agenda Item 13.1	<i>Produce a written report regarding Inclusion link visit with Mary Griffiths</i>	Carry Forward: Richard Newton reported that he had met Mary Griffiths (Director of	Head         R. Newton
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		Inclusion) regarding extended schools and agreed to produce a written report	
There were no Matters Arising not covered by the agenda.			
5.	<p><b>Terms of Reference</b> (<i>previously distributed</i>)</p> <p>Governors received the terms of reference with no changes. It was suggested that the quorum of the meeting could be amended as follows:</p> <p><i>“The Quorum for the meeting and any vote will be three governors who are members of the committee, or more, as determined by the committee.”</i></p> <p>It was discussed that for contentious issues the committee may decide to increase the quorum of the vote. Governors agreed that the quorum would not be amended.</p> <p>· Governors unanimously approved the Terms of Reference.</p>		
6.	<p><b>School Improvement Priority 3: Improve behaviour and attitudes to learning</b> (<i>previously distributed</i>)</p> <p>The Deputy Head outlined SP3 and tabled a document titled <i>‘From Good to Outstanding Behaviour’</i>. Governors reviewed and discussed the information provided and the Deputy Head specifically highlighted the following:</p> <p>The Positive Achievements System (PAS) had been introduced in 2011-12 following concerns regarding the consistency of rewards and sanctions, undermined authority of teachers and detrimental impact on pupil teacher relationships. A restructure of the PAS had taken place in 2012-13 to incorporate Directors of Achievement (DoA) and Student Support Officers (SSO). Governors were made aware that a comprehensive review of the PAS would take place during 2013-14 to ensure that the necessary sanctions did not overshadow achievements. The Deputy Head stated that there had been a positive start to the year.</p> <p>The Deputy Head then drew governor attention to the three key behaviour priorities within the document that were essential for a disciplined environment. He provided an outline of some of the strategies in place to support positive achievement, improve consistency and ensure shared leadership of behaviour. Governors were made aware that an overview had been sent to parents and this was provided as part of the tabled document.</p> <p>Governors were provided with an overview of the behaviour database and noted that it that provided behaviour tracking and allowed teachers to flag issues for referral to the SSOs and Deputy Head. Comprehensive case studies could also be created using the information in the database. A governor asked if the database showed trends over time and the Deputy Head confirmed that it did. In response to another question the Deputy Head clarified that all ‘negative comments’ should be input into the database for issues that occur inside and outside of the classroom.</p> <p>The Deputy Head highlighted that the key focus within SP3 was to improve behaviour for learning. A sample lesson observation form was included in the tabled document and the Deputy Head provided an overview. The Deputy Head then referred to the breakdown of 2012-13 lesson observation judgements for behaviour and governors noted that attitudes to learning were mostly Good to Outstanding.</p> <p>With reference to detentions and trends over time for 2011-12 and 2012-13, the Deputy Head highlighted that there had been a reduction in weekly detentions. It was discussed that this was partly due to the changes to behaviour systems and an embedding of the culture change.</p> <p>In response to a question, the Deputy Head clarified that a student would receive a Whole School Detention if they failed to attend a 10minute teacher detention or were removed from lessons. The detention would last for one hour after school and parents would be contacted. The Deputy Head highlighted that there was a degree of flexibility with these detentions to provide the best support for individual students.</p>		

	<p><i>Eileen Robertson entered the meeting at 6.35pm</i></p> <p>Governors reviewed the information on exclusions and noted that the graphs showed the number of exclusions over the last two years plotted against different categories of student. The Deputy Head highlighted the declining trend and reported that in the first 12 weeks of 2012-13 there had been 25 fixed term exclusions (FTE). In the first eight weeks of 2013-14 there had only been one FTE.</p> <p>With reference to the information on the last page of the document the Deputy Head highlighted the data relating to students requiring additional behaviour support. Governors were provided with an overview of the Behaviour Partnership which was a group of secondary school deputy headteachers and LA and Danesgate Centre representatives. The Behaviour Partnership would discuss student needs and arrange a managed move to another school if it was in the best interest of the student.</p> <p>In response to questions the Deputy Head explained that students who had moved school were tracked via the Behaviour Partnership to assess improvement. The Deputy Head explained that the majority of students who moved school did not continue in mainstream education. Prior to a managed move, school would implement extensive support to improve behaviour. It was clarified that if a student moved school before October in Y11, their attainment grades became part of their new school's data.</p> <p><i>Tim Moat entered the meeting at 6.45pm</i></p> <p>The Deputy Head drew governor attention to the priority to reduce full time exclusions (FTE) in 2013-14. He explained that FTE were occasionally necessary but the school felt that supervised internal exclusions were beneficial and provided the opportunity to repair and rebuild relationships. FTE were noted as the last resort and the school would provide support to the students to try and avoid a FTE. In response to a question it was clarified that the length of a FTE depended on the individual student and there was a degree of flexibility.</p> <p>The Chair expressed that the information received was interesting and detailed and acknowledged that there was a great deal of care and flexibility from the school to ensure students were treated as individuals.</p>	
7.	<p><b>School Improvement Priority 6: Communicate Pride in Millthorpe</b> <i>(previously distributed)</i></p> <p>With reference to the priorities within SP6 the Deputy Head provided an update on the progress as follows:</p> <p>The Deputy Head highlighted that there was a lot of communication with parents and the Headteacher's Blog and Millthorpeian encapsulated the message of Millthorpe Pride. From a bullying survey carried out the previous year, the Deputy Head reported that the pastoral work taking place within school was not seen or understood by a majority of parents. Work was taking place to make pastoral work more visible and a pastoral newsletter would be sent at the end of the first half term of each year.</p> <p>With reference to the priority to celebrate a wide range of student endeavours and activities, the Deputy Head highlighted the reward assemblies for each House. Governors were informed that details of these assemblies would be sent to parents.</p> <p>A governor suggested that clubs and activities could be delivered by members of the community rather than members of staff. The Deputy Head acknowledged that the school would welcome such support but stressed that those offering to help would need to be able to fully commit. Governors discussed communicating the idea via the Millthorpeian and considered Disclosure and Barring Service Checks (DBS).</p> <p>Considering the signage within school, Alex Collins reported the signs had been temporarily refreshed but there needed to be consistency throughout the school. There was also an aim to make the environment a teaching aid, but this would require creative input. In response to questions regarding timescale, Alex explained that realistically the school was aiming for the summer term as the creative work would begin after the completion of the school website. Governors were informed that budget had been specifically allocated for the signs.</p>	

	<p>Governors considered the priority relating to communication of student progress to parents and it was agreed that the Flight Paths were excellent.</p> <p>The Chair acknowledged that a lot of work was taking place toward SP6 and there was pride in the school. The Deputy Head agreed that there was pride in Millthorpe and the school had a positive atmosphere. It was discussed that the impact of a positive set of results could not be underestimated.</p> <p>Further questions were invited and a governor highlighted that the review of sports facilities was not included within the SIP. Alex Collins acknowledged that the school had a long term plan for developing learning resources and this was part of SP8. He suggested updating the detail of SP8 to include the sports facilities. Governors agreed with this suggestion and were informed that Cllr Dave Merrett had volunteered to work closely with the school on the sports facilities.</p> <p>John Fletcher took a moment to report that his Dance Band would be hosting a Christmas Dance at the school on 13<sup>th</sup> December to raise funds for Friends of Millthorpe. The event was for staff, governors and members of the PTA and would take place between 7pm and 11pm. John offered to e-mail further details to all governors.</p> <p>Governors thanked John for organising the event to support the school.</p>	<p>A. Collins</p> <p>J. Fletcher</p>
<p>8.</p>	<p><b>School Improvement Priority 8: Build a robust support structure for teaching and learning</b> <i>(previously distributed)</i></p> <p>Alex Collins provided the following update on SP8:</p> <ul style="list-style-type: none"> <li>· <b><i>We will design and implement a prioritised 12 month plan for developing a more secure and effective ICT infrastructure</i></b></li> </ul> <p>Alex reported that the school was in a stronger position for ICT following the work done by the recently retiring Network Manager and the investment of time and budget into improving infrastructure. The school had a contract with Vital Ltd. (IT Solutions) with effect from 1<sup>st</sup> September 2013 and governors were informed that Vital had been pro-active in working on a three year plan to develop the school's network.</p> <p>Governors asked for further detail on the three year plan and Alex explained that the development plan for the current year, up to the end of the financial year in April 2014, identified the following areas:</p> <ul style="list-style-type: none"> <li>· Remote access for staff – this would take place after the October half term</li> <li>· Help desk facility</li> <li>· Work to align the school's server</li> </ul> <p>For financial year 2014/15, the areas of development would be more ambitious and include:</p> <ul style="list-style-type: none"> <li>· Wireless access</li> <li>· Tablet devices</li> <li>· Intranet service for staff</li> </ul> <p>In response to a question relating to the use of tablet devices Alex explained that consultations would need to take place with staff and parents in order to sufficiently plan what the school wanted and how the devices would be used.</p> <p>Alex reported that reconditioned equipment had been purchased via Vital to update some of the school's current PCs and provided consistent PC access across the school. In response to a question, Alex explained that the PCs had two to three years life and would be replaced on a rolling program. Governors expressed that the purchase sounded positive and John Fletcher (Technology Technician) reported that they had made a significant difference.</p> <p><i>John Fletcher left the meeting at 7.20pm.</i></p> <ul style="list-style-type: none"> <li>· <b><i>We will develop and implement a long term (3 year) plan for deployment of resources on large scale investment items to support teaching and learning</i></b></li> </ul> <p>Alex highlighted the sports facility work taking place with Steve Wells Associates (Commercial Consultant) and the investment opportunity was briefly discussed.</p> <p>Alex then reported that work was also taking place with teaching staff regarding the environment for learning. This work included encouraging more ambitious and creative</p>	

	<p>thinking. Financial considerations of the priority were considered and Alex provided examples.</p> <ul style="list-style-type: none"> <li><b><i>We will improve the accessibility of the learning environment and establish consistent standards for teaching areas</i></b></li> </ul> <p>Alex explained that the first step was to change the culture and perceptions of the learning environment. He acknowledged the physical constraints of some classrooms but explained that a minimum requirement for all classrooms and teaching areas would be agreed with staff. These requirements would ensure consistency and set the standards for the environment and teaching experience.</p> <p>In response to a question regarding learning environment improvements, the Deputy Head explained that rooms that impacted most on teaching and learning had been discussed and consideration had been given to where the school could make an investment with the greatest impact.</p> <p>Further questions regarding the SIP were invited.</p> <p>A governor referred by the following priority within SP3: <u><i>We will work with Y8 and vulnerable girls in Y9 and Y10 to raise aspirations and self-esteem. The Y8 work will involve the Olympic legacy project for schools.</i></u> The governor asked if this was a new initiative and if there was equivalent support for boys and the school on a wider scale. The Deputy Head explained that it was an extension of an existing initiative and the work on self-esteem of particular groups had grown to include more girls and some boys. The Deputy Head then highlighted that the work he and the Assistant Headteachers carried out often supported the wider school and particularly boys. Individuals and groups of boys were also supported in a variety of ways by the SSOs.</p>	
9.	<p><b>Allocation of Link Governors to sections of the School Improvement Plan</b></p> <p>Governors discussed the link roles in line with the SIP and considered the options of continuing with current links or changing them in order to experience other areas and broaden knowledge. It was considered that retaining current links would provide consistent tracking and the Deputy Head agreed that it would be important during an Ofsted inspection to have consistency and expertise.</p> <p><i>Jenny Kent left the meeting at 7.40pm.</i></p> <p>The link governor roles for the School and Community Committee were agreed as follows:</p> <ul style="list-style-type: none"> <li>Don Henson (Chair) – None for this committee</li> <li>John Fletcher – Health and Safety</li> <li>Jenny Kent – The Chair agreed to ask Jenny if she would link to Behaviour and Attendance (SP3)</li> <li>Dave Merrett – Complaints</li> <li>Nicki Mitchell – None for this committee</li> <li>Tim Moat – Communications (SP6)</li> <li>Richard Newton – ICT, Data Protection, E-Safety and Freedom of Information (SP8 part 1)</li> <li>Christine Oliver – None for this committee</li> <li>Eileen Robertson – Premises and Accessibility (SP8 part 2 and 3) and Educational Visits</li> <li>Bill Schofield – It was discussed that Bill was not currently a member of the committee but linked to Child Protection and Safeguarding which were felt to be relevant to the remit of the committee.</li> </ul> <p>Governors discussed the need for clarity of specific objectives within the SIP and the Chair agreed to discuss the allocations with the Headteacher. The Deputy Head expressed that the key link areas were:</p> <ul style="list-style-type: none"> <li>Pupil Premium and vulnerable groups. The Deputy Head stated it was reasonable to review these together (Quality and Curriculum)</li> <li>Behaviour and Attendance as they were key priorities (School and Community)</li> <li>Year 11 intervention and tracking (Quality and Curriculum)</li> </ul>	<p>Chair</p> <p>Chair</p>

	<p>It was raised that during a training session a suggestion was made that governors should go into lessons. It was discussed that this could be beneficial for some link areas as it would provide further understanding. Link governors should talk to their link member of staff regarding whether this would be beneficial for their particular role. Governors agreed to discuss this further during the next Quality and Curriculum Committee meeting as it was more relevant to teaching and learning links.</p>	Q&C
10.	<p><b>Attendance procedures including a breakdown of vulnerable groups</b>  The Deputy Head reported that attendance was moving from the remit of the Quality and Curriculum Committee to the School and Community Committee. Attendance information was tabled and the Deputy Head offered to provide further information at the next meeting.</p>	Agenda
11.	<p><b>Student Voice</b>  The Chair reported that he had attended the inaugural Student Council Meeting for 2013-14, and had been impressed by the level of attendance and discussion. Council would be managed by the new Assistant Head John Bates.</p>	
12.	<p><b>Friends of Millthorpe</b>  Governors were informed that the papers for the School and Community Committee meetings were sent to the Chair of Friends of Millthorpe (FOM) for comment or feedback. It was highlighted that new governor, Jenny Kent, was also involved with FOM.</p> <p>Alex Collins provided governors with a brief overview of the current work being carried out by FOM.</p>	
13.	<p><b>Review of School Policies</b> <i>(previously distributed)</i>  <b>13.1 Equality Policy Statement</b>  Alex Collins reported that the Equality Policy Statement had been completely re-written with input from Bob Sydes (Chair of Governors) in order to make it for more focused and specific to Millthorpe.</p> <p>Alex outlined the policy and objectives and invited questions.</p> <p>A governor asked how Key Stage 5 would be assessed with the raising of the school leaving age. Richard Newton reported that the school received destination information that could be analysed. He further noted that an inspection on this area had taken place. The Deputy Head further explained that potential NEET (Not in Education, Employment or Training) students were identified for intervention and support. The school was also aware of the intended destinations of all Y11 students before they left the school.</p> <p>In response to a question relating to the difference in boys and girls results (appendix 2) the Deputy Head explained that there was a detailed analysis of results and planned interventions and other policies addressed actions relating to results. Nicki Mitchell (Chair of Quality and Curriculum Committee) reported that the Q&amp;C Committee reviewed this information and though there was a discrepancy the progress being made was positive.</p> <p>With reference to sections focused on discrimination, the Deputy Head was asked about the process for analysing and responding to patterns over time. The Deputy Head explained that the school had a database that could produce relevant reports and gave examples of these reports. It was agreed that further information would be provided at the end of the year.</p> <p>A governor highlighted that the statement should cover the school as an employer but it was mainly focused on the equality of pupils. Alex explained that on closer reading of the guidance issued for schools the statement was not required to cover employment. However there were safeguards to ensure the school was not breaching the relevant Act of Parliament and these responsibilities were fulfilled by other documents and policies. It was further noted that the LA was the main employer within schools.</p> <p>· Governors unanimously approved the Equality Policy Statement</p> <p><b>13.2 Accessibility Plan</b>  Alex Collins reported that there had been some specific changes to the Policy and these had been highlighted on the previously circulated version.</p>	Agenda

	<p>With reference to <b>6.4 Website</b> a discussion took place relating to compliance and a governor recommended including exactly what had been purchased by the school for compliance and accessibility.</p> <p>Governors noted the inclusion of <b>8.3</b> and that it showed how the Accessibility Plan would be linked with wider strategic thinking.</p> <ul style="list-style-type: none"> <li>· Subject to the amendment of the policy as per the above recommendation, governors unanimously approved the Accessibility Plan.</li> </ul>	A. Collins
<b>14.</b>	<p><b>Governor involvement in school</b></p> <p>Governors noted the upcoming Awards Evening on Friday 18<sup>th</sup> October.</p>	
<b>15.</b>	<p><b>Any Other Business</b></p> <p>Alex Collins noted that he had circulated the Safeguarding Policy and Child Protection Policy for consideration and explained that they would be brought to the next meeting of the Full Governing Body on 12<sup>th</sup> December. Once approved at the FGB meeting, all statutory policies would be in place.</p>	
<b>16.</b>	<p><b>Dates of next meetings:</b></p> <ul style="list-style-type: none"> <li>· Wednesday 22<sup>nd</sup> January 2014 at 6.00pm</li> <li>· Thursday 22<sup>nd</sup> May 2014 at 6.00pm</li> </ul>	

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**Mr D Henson**  
**Chair**

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**Date Signed**

**Action Plan following the Meeting of the School and Community Committee  
Held Wednesday 17<sup>th</sup> October 2013 at 6pm**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Carry Forward: Consider participation reward for pupils and carry out a review of pupil participation in out of school activities for monitoring.	4	Headteacher	Ongoing
2.	Carry Forward: Produce a written report regarding Inclusion link visit with Mary Griffiths	4	Richard Newton	Asap
3.	Update SP8 to include sports facilities	7	Alex Collins	Asap
4.	E-mail details of the Christmas Dance to all governors	7	John Fletcher	Asap
5.	Ask Jenny Kent to be link governor for behaviour and attendance	9	Chair	Asap
	Discuss specific SIP objective links with Headteacher	9	Chair	Asap
6.	Quality and Curriculum Committee to review link governors visiting lessons	9	Q&C	Next meeting
7.	Amend Accessibility Plan	13.2	Alex Collins	Asap

**Standing Items:**

- Review on School Development Plan priorities
- Student Voice
- Friends of Millthorpe
- Governor involvement in school

**Items for Future Meetings:**

- Attendance procedures including a breakdown of vulnerable groups
- Discrimination report (Summer term)

**Q&C:** Link Governors visiting lessons

**FGB:** Safeguarding and Child Protection Policies