



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held at the School on Monday 16th September 2019 at 6.00pm

Present:

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| Trevor Burton (Executive Headteacher) | Claire Smith |
| Renee Rainville (Chair) | Stephen Gilroy |
| Bill Schofield | Roy Moore |
| Amanda Stipetic | Tim Hooper |
| Jane Terrett | Simon Bull |

In Attendance:

Gemma Greenhalgh – Head of School
 Tim Gillbanks – Deputy Headteacher
 Alex Collins – School Business Manager
 Sophie Triffitt (Clerk)

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| 1. | <p>Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence were received, with consent, from Fay Bound Alberti, Dave Merrett and Tim Moat</p> | |
| 2. | <p>Minutes of the Local Governing Body meeting held on 11th July 2019 <i>(previously distributed)</i> The minutes of the meeting held on 11th July 2019 were agreed as a true and accurate record of the meeting and signed by the Chair.</p> | |
| 3. | <p>Action Plan and Matters Arising Action 1: Ongoing Action 2: Ongoing Action 3: The SBM confirmed the annual water safety risk assessment has been completed.</p> <p>Matters Arising There were no matters arising.</p> | |
| 4. | <p>Governor Business 1) Governor Training <i>(previously distributed)</i> Stephen Gilroy is booked on secondary accountability measures training.</p> <p>The Chair encouraged governors to attend the 8th October open evening between 5.30pm and 8pm.</p> <p>Action: SBM to locate the governor banner for the 8th October open evening.</p> | SBM |
| 7. | <p>Finance Update The SBM tabled a finance monitoring report. The in year deficit stands at £54k which is greater than the revised budget deficit expectation but the position improves with reasonable adjustments and a small surplus of £3k is expected at year end.</p> <p>Challenge Question: A governor asked if there is any area over budget. The SBM reported that staffing costs are in line with budget, but supply costs are higher than expected due to specialist cover required for two long term absences. The Cover Supervisor roles are being effective in providing in house cover.</p> <p>The Executive Headteacher explained that the school has 1,050 students but are funded for circa 1,010. Despite this lagged funding a budget was set with only a small deficit and have managed well against this. There are unknown future impacts of pay increases with a 2.75% pay increase approved at national level, the trust planned for a 2% pay increase and the government have promised the extra funding but has not yet been confirmed.</p> <p>1) Staff Cost Ratio <i>(previously distributed)</i> The SBM explained that the information was circulated by the MAT.</p> <p>The SBM informed governors that there is a financial efficiency toolkit that provides a more meaningful way of comparing efficiency and this will be shared with governors at the November meeting.</p> | |

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| | <p>Challenge Question: A governor asked what a reasonable staff cost percentage is. The SBM reported that the DfE suggest a target of 80% for staff total costs and Millthorpe sit above the target and national average at 82%. The SBM explained that when savings are needed within a budget the staff cost ratio tends to rise as non-staff costs are reduced.</p> <p>The Executive Headteacher explained that there is a complicated set of comparisons and it can be difficult to get high quality information.</p> <p>A governor noted that it would be useful to have clarification of the data source and context.</p> <p>Challenge: A governor suggested reviewing the staff profile.</p> <p>Action: SBM to provide the financial efficiency toolkit and a staff profile update.</p> <p>2) Building Refurbishment Works The SBM reported that the new build is on schedule and the refurbishment of A Block and the Science Labs will be completed for WC 23rd September. In response to a governor the SBM confirmed the Science Labs will be ready for the open evening and the aim is to have them in use.</p> <p>In response to a governor the Head of School assured governors the hall floor is safe, it is currently boxed off and temporary boarding will be in place for open evening and parents will be informed that there will be a new hall floor.</p> <p>A governor asked for an update on the MUGA. The SBM reported that the Planning Officer recommended discharging the conditions of planning approval before putting out to tender. The final piece of the planning is the car park management plan and once this is submitted the tenders can be issued. The aim is to appoint contractors by November with works to be completed in the summer term. There is a traffic review on Philadelphia Terrace which will take five to nine months and this needs completing before the facilities can be let out of hours. A governor suggested communicating an update to parents.</p> <p>Action: Head of School to communicate a MUGA, building works, and Applefields students update to parents and release an Applefields students press release.</p> <p>The SBM left the meeting at 6.40pm.</p> | <p>SBM</p> <p>HofS</p> |
| <p>5.</p> | <p>2019 Results <i>(previously distributed)</i> The Deputy Headteacher explained the Progress 8 buckets noting that there were thirteen students who did not sit English literature so their English Language score only counts once.</p> <p>There were three students with very low attendance who had low outcomes but were middle ability students and as a result have heavily impacted the progress outcomes.</p> <p>Progress 8 is currently reporting at +0.06 (likely to be in the top 45% in the country) compared to the previous year of +0.22.</p> <ul style="list-style-type: none"> - English Progress 8 is down. - Maths Progress 8 whilst still negative is improving. - EBacc Progress 8 has been maintained. - The open bucket subjects are down by nearly half a grade and this is being investigated. - Pupil Premium Progress 8 is down. - The gender gap remains an area of focus. - Students with upper KS2 outcomes made the best progress, the 46 girls in this group made progress half a grade more than expected in every subject. - Students with middle KS2 outcomes made less progress than the previous year. - Students with lower KS2 outcomes (17 students) were half a grade below where they should be. <p>Focus areas for this year will include boys, lower KS2 and pupil premium.</p> <p>Challenge Question: A governor asked whose choice it was that the thirteen students did not sit both English exams. The Head of School explained that it was the department's decision and has been discussed as part of the English reviews, all current Year 11 students are doing both Language and Literature. There would be consideration for individual circumstance and a student would not be put through an exam purely for the school's results.</p> <p>Challenge Question: A governor asked about the three students with low attendance. The Head of School</p> | |

explained that they all had significant needs but were academically able.

The Deputy Headteacher reported the attainment outcomes:

- Basics Grade 4+ has improved from 66 to 68.
- Basics Grade 5+ has improved from 42 to 51 (Maths improved by 10%).

The Deputy Headteacher explained that the EBacc measure will change next year as the number of students doing a language has dropped considerably, this will not impact the Progress 8 bucket.

Challenge Question: A governor noted that there seems to be a mixed picture of success across different benchmarks and asked for the key performance headlines. The Deputy Headteacher summarised that:

- Progress 8 has reduced.
- Basics are strong.
- Subjects that are traditionally strong are ok this year.
- Lower progress in subjects in the 'other bucket' has impacted Progress 8.
- The Pupil Premium and gender gap is too wide. Boys did better in terms of progress in English which goes against the usual trend.
- Maths improved but is still not where would want it to be.
- Some subjects were close to being rated the next level up on the Fischer Family Trust estimates with English Language only one student out of 199 away from meeting FFT50 for grades 9 to 4.
- Success this year has been the higher grades.
- Sciences performed strongly particularly Physics.
- Art was disappointing as historically been strong, there is no concern on the teaching but there will be a subject review.
- Some subjects even though not rated red have performed lower than historically.
- The new Engineering course has done well.

The Executive Headteacher explained that Religious Studies historically had strong results with the half GCSE's, SLT pushed the department to take on the full GCSE and did well but then the new specification on the full GCSE was introduced and is much more challenging with a large entry.

The Deputy Headteacher reported that the languages entry has been high and the subject options requirement were amended so the current Year 11 languages uptake is at circa 40% and the current Year 11 are the first cohort to do nine GCSEs not ten.

Overall the results are ok with some real highlights including a high number of top grades.

Challenge Question: A governor questioned the jump in the December to March predictions. The Executive Headteacher reported that the predictions accuracy was circa 52% and explained the difficulties in predictions including changes in boundaries and testing to inform predictions part way through content delivery.

Challenge Question: A governor noted that Pupil Premium Progress has been below national for three years and questioned why. The Head of School explained that Pupil Premium is cohort specific with very varied needs and experiences. School are implementing a range of simple strategies and governors should continue to challenge on Pupil Premium. These outcomes mirror the local picture with York as an authority being well below national average for Pupil Premium.

Challenge Question: A governor asked if there has been any research on the reasons why York children are classified as Pupil Premium and whether this impacts their progress. The Executive Headteacher reported that York have suggested that the pupil premium students in York have more needs attached than just poverty. The Head of School explained that research suggests high quality teaching has the greatest impact on pupil premium students. Staff training has focused on strategies for equity not equality to bridge the gap and there are lots of strategies based on advice but there is no certainty of what will have the impact.

The Head of School invited governors to review the data and submit any questions to the clerk prior to the next meeting for the Head of School to provide responses and the standards link governor will review the data with the Deputy Headteacher on the link visit.

The Head of School shared a staff presentation with governors which highlights; key successes including the number of high grades with grade 9s above national at 7%, enhanced results analysis expectation to inform teaching, interventions and department reviews, Pupil Premium and SEND residuals to inform implementation of support strategies and identification of those with strong learning conduct that have the potential and engagement to improve.

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| | <p>The Head of School shared a parent presentation from the Year 11 information evening with a focus on learning conduct and the impact these behaviours and attendance have on outcomes.</p> <p>Challenge Question: A governor asked if there is a plan for those students with between 2.5 and 3 learning conduct grade. The Head of School explained that individual plans are being mapped out through the pastoral team along with whole school and subject specific intervention. There is a need to do more at Key Stage 3.</p> <p>The Head of School explained that the current Year 11 cohort have historically been the most challenging cohort since starting in Year 7, there is a large number of pupil premium (fifty) and there is personalised after school support. Year 10 also have fifty pupil premium, Year 9 and Year 8 pupil premium numbers drops to twelve per year group. Knowing students as individuals has the greatest impact and this could be supported by enhancing the profiles but this is a large task for fifty students with limited capacity. The training days included focus on targeted interventions and high quality teaching to support focus on pupil premium.</p> | |
| 6. | <p>Teaching and Learning</p> <p>1) Learning Conduct <i>(previously distributed)</i> The Head of School reminded governors of the Learning Conduct criteria.</p> <p>2) Year 11 Tracking Update The Head of School shared the Year 11 historic predictions and outcomes. Updated data will be shared at a later meeting.</p> | |
| 8. | <p>Building Refurbishment Work Reported as part of the finance update.</p> | |
| 9. | <p>School Policies</p> <p>1) Dress Code <i>(previously distributed)</i> The Executive Headteacher explained that the policy was developed with staff input and there has been a full staff consultation with very few comments the majority of which had been discussed in the staff group.</p> <p>Challenge Question: A governor asked what the defining criteria of 'cause offence' would be. The Executive Headteacher explained that the judgement would be made by the Head of School not the person who felt it was offensive.</p> <p>Resolution: Governors approved the Dress Code Policy with an annual review.</p> | |
| 10. | <p>Any Other Business</p> <p>1) The Role of Link Governor <i>(previously distributed)</i> The Chair had circulated an article for governor consideration.</p> <p>2) What Governing Boards Should Expect from School Leaders <i>(previously distributed)</i> The Chair had circulated an article for governor consideration.</p> <p>3) Pay Committee The Pay Committee membership was confirmed as Bill Schofield, Tim Hooper and Amanda Stipetic.</p> | |
| 11. | <p>Confidentiality There were no items for confidential minute.</p> | |
| 12. | <p>Future Meeting Dates 21st October 2019 21st November 2019</p> <p>8th October – Open Evening 18th October 2019 - Duke of Edinburgh Awards Evening</p> | |
| | <p style="text-align: right;">Meeting end time 8.15pm</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Ms Renee Rainville Chair</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date Signed</p> | |

Action Plan following the Meeting of the Local Governing Body on Monday 16th September 2019

| | Action | Agenda | Person | Date |
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| 1. | New governors (Roy, Stephen, Fay) to meet with the Head of School. | 4.1 (14.05.19) | New Governors / Head of School | Sep 2019 |
| 2. | Arrange a link governor visit with the aligned SLT member. | 4.1 (11.07.19) | Governors | Sep 2019 |
| 3. | Locate the governor banner for the open evening. | 4 | SBM | Sep 2019 |
| 4. | Provide the financial efficiency toolkit and a staff profile update. | 7.1 | SBM | Nov 2019 |
| 5. | Communicate a MUGA, building works, and Applefields students update to parents and release an Applefields students press release. | 7.2 | Head of School | Sep 2019 |

Future Agenda Items

| October 2019 | November 2019 |
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| Review of Options / Curriculum Offering | financial planning financial efficiency toolkit / staff profile |