



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held at the School on Tuesday 14th January 2020 at 6pm**

- Present:** Trevor Burton (Executive Headteacher) Claire Smith
 Renee Rainville (Chair) Stephen Gilroy
 Bill Schofield Tim Hooper
 Dave Merrett Tim Moat
 Fay Bound Alberti
- In Attendance:** Gemma Greenhalgh (Head of School)
 Tim Gillbanks (Deputy Headteacher)
 Alex Collins (School Business Manager)
 Sophie Triffitt (Clerk)

		Action
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 Jane Terrett, Roy Moore, Amanda Stipetic and Simon Bull.</p> <p>The Chair informed governors that Mrs Terrett is stepping down at the end of the academic year and will handover Safeguarding responsibilities to Fay Bound Alberti.</p>	
2.	<p>Minutes, Matters Arising and Action Plan of the Local Governing Body meetings held on 21st November 2019 (previously distributed) The minutes were agreed as a true and accurate record of the meeting and signed by the Chair.</p> <p>Action Plan and Matters Arising Action 1: Ms Bound Alberti is scheduled to meet the Head of School on 27th January 2020. Action 2: Mr Schofield and Mr Merrett have completed a governor visit and will submit a report. Action 3: The Chair explained that the Trust Principal confirmed the self-evaluation can be undertaken in May as scheduled and this process will be supported by an external governance review. Action 4: The Head of School confirmed the Child Protection Policy has been updated and is published on the school website. Action 5: The Head of School confirmed that Mr Butterworth is in communication with the Trust about which safeguarding audit tool to use and Ms Bound Alberti can pick this up as part of the link governor role. Action 6: The staff survey and wellbeing will be picked up as part of link governor visits.</p> <p>Matters Arising There were no matters arising.</p>	
7.	<p>Lettings Contract (previously distributed) The SBM explained that the lettings contract comes to an end at the end of March following an extension period. There has been an options appraisal and internal management is not feasible on current staffing and there are only two potential external providers. There is a good relationship with the current Lettings Manager who provides a good service and in reviewing school needs and consideration of the vacant Cleaning Supervisor post the proposal is to bring the lettings service in house. The SBM confirmed the school would be in a similar position financially if a full time Lettings Manager is employed.</p> <p>In response to a governor the SBM confirmed the Lettings Manager currently works with Millthorpe and a school in Middlesbrough and the current team has two flexible part time Lettings Officers.</p> <p>Challenge: In response to a governor the SBM confirmed the Lettings Manager could manage the AGP lettings.</p> <p>Challenge: A governor asked if there has been any discussion with Trust schools to see if a Lettings Manager could be responsible for other schools in the Trust. The SBM explained that there could be potential but the other schools in the Trust do not have the same level of need.</p>	

Challenge: A governor asked if all costs have been considered. The SBM confirmed that a small amount has been included in the budget for marketing, as the majority is done through the website, and some increased HR costs. Under this model the Lettings Manager would manage letting applications but invoicing could be absorbed in current staffing.

Challenge: A governor asked if there will be ring fenced income to put back into the facilities. The SBM explained that the AGP figures are estimates, the AGP consultant will provide a costed business model.

Challenge: A governor asked for an update on the Health and Safety Officer. The SBM explained that there was a Health and Safety Officer appointed on a casual basis and then a member of staff appointed internally but as of last week there is no longer a Health and Safety Officer. This proposal would be a first step to a solution.

Challenge: A governor questioned trying to find the cheapest solution given the importance of Health and Safety. On a link visit the Health and Safety link governor had suggested looking at a solution for Health and Safety across Trust schools.

Resolution: Governors agreed the recommendations detailed in 6.1 of the proposal document.

9.1 Applefields

The SBM reported that Applefields Phase 2 is to build two classrooms to be attached to the new modular block and is funded by the local authority. A pre start meeting will take place this month and the approximate schedule includes a twelve week construction period. The provision will be fully staffed by Applefields staff with students on the Applefields roll but in Millthorpe uniform and joining Millthorpe lessons. The building project is expected to be straight forward and should not disrupt the running of the school.

The Head of School noted that the recent press release was put out without the school being informed and there are discussions to be had with CYC around financing and project management.

Governors asked the SBM to keep Mr Merrett updated as the building works progress.

9.2 MUGA / AGP

The SBM reported that the traffic regulation order has been completed and the plan is to go to tender this half term and a contractor be appointed before Easter with a view to works being underway in spring / summer with the bulk of the construction work to take place after GCSE's.

Challenge: A governor asked who is managing the tendering process. The SBM confirmed that Steve Wells, the consultant selected by the working group, will conduct the tender on behalf of Millthorpe. The SBM noted that the working group is made up of representatives from Millthorpe and Scarcroft in line with the delegated authority from the Chair of Trustees.

Challenge: A governor asked who will manage the project. The SBM confirmed that Steve Wells will manage the project.

Challenge: A governor asked if there will be financial reporting through the project. The SBM confirmed that delivery of the project is managed by the local authority as they have oversight of the budget.

The SBM left the meeting at 6.48pm.

3. Educational Performance

1) Key Stage 4 Tracking Report (*previously distributed*)

The Deputy Headteacher tabled a predictions and outcomes update and explained that the Progress 8 target is +0.29 which would put Millthorpe in the top 25% of schools in the country.

The Deputy Headteacher referenced the December predictions for 2020 in the JTB document previously circulated and explained that the predictions if delivered are significantly improved on the 2019 results. The 9-7 predictions are low but feels this is due to teachers being over cautious in the predictions as the top end results tend to be strong.

A governor noted that languages are predicting significant improvement. The Deputy Headteacher explained that the number of students taking a language has reduced as it is no longer compulsory and the results should reflect this change. The Executive Headteacher explained that it was a conscious decision not to force all children into a language but this will impact the number of children qualifying for EBacc.

Challenge: A governor asked if there should be the option for top performers to do more GCSE's. The Deputy Headteacher explained that there is no requirement to do more than nine quality GCSE's and the GCSE's are now harder with an increased amount of content and any extra capacity would be best used to maximise outcomes in the nine GCSE's. .

The Head of School noted the Religious Studies predictions and explained that this is the last year where the whole cohort will do the subject due to the change of specification that has been discussed previously with governors.

Challenge: A governor asked what the impact has been of the increased options choice. The Deputy Headteacher reported that Technology has had a big take up, there are two Ethics groups, Triple Science and History numbers are strong and the Languages numbers are increasing.

Challenge: A governor asked if there are plans to make languages more appealing to increase take up. The Deputy Headteacher explained that the hope is that all option subjects make their departments appealing.

Challenge: A governor asked if there is a line in a future Ofsted report that the only thing between a good or outstanding rating is the EBacc results would governors and the school feel this is the right approach.

Challenge: A governor asked if the EBacc is valuable in terms of further education and employment. The Deputy Headteacher explained that it is a government benchmark but there is no benefit to students and universities do not consider it. The decision on making a language optional was in response to parent voice.

Challenge: A governor asked if a student can do less than nine GCSE's. The Deputy Headteacher confirmed they can and this is agreed on an individual need basis.

Vulnerable Groups

The Deputy Headteacher explained that progress for boys is a focus for staff. A form group of boys who are all on report with poor learning conduct has been established to support them and has resulted in improved learning conduct which supports the learning for them and others in the class.

The SEND prediction of +0.09 would be a strong outcome and all staff have been asked to provide comment on these pupils to ensure progress.

There are 46 student in receipt of Pupil Premium in Year 11, the highest number school have had in a number of years and the makeup of this cohort is different every year. There is a Pupil Premium Lead who is driving a number of strategies. In response to a governor the Executive Headteacher confirmed that Pupil Premium funding is paid in three instalments through the year. The Head of School reported that CPD work should deliver the greatest impact to Pupil Premium outcomes.

Challenge: A governor asked if there is confidence in the accuracy of predictions. The Deputy Headteacher felt that the predications are realistic but subject reviews are being undertaken and will have a focus on the low predictions for the high prior attainment group.

The Head of School reported that an English and Maths teacher left and fixed term replacements have been appointed but not given Year 11 classes.

2) Target Setting for Key Stage 4, Year 10 (previously distributed)

The Deputy Headteacher reported that the targets put Millthorpe in the top 25% of schools nationally.

The gender gap is increasing despite outcomes for boys expected to improve. The Head of School explained that there is a challenge in how to manage this and a training session is planned. A governor noted that the outcomes for white working class boys is a national issue. The Head of School explained that there is a need to look into Millthorpe children and if there are any patterns that can be addressed.

Action: The Chair to ask the Trust Principal if there had been any progress in the request to investigate research around York of successful strategies to improve the gender gap.

Resolution: governors approved the targets and felt there was appropriate challenge for this cohort.

The Deputy Headteacher left the meeting at 7.47pm.

Chair

	<p>3) IDSR (previously distributed) The Executive Headteacher explained that this is the report Ofsted use on inspecting schools and highlights areas for focus, success and concern. The Executive Headteacher felt that it is a useful document but would challenge some of the data such as the Free School Meal attendance data as this seems to be a comparison with all pupil attendance.</p> <p>Dr Gilroy as Standards / Data link governor will review the document on a link visit meeting with Mr Gillbanks.</p> <p>It was noted that the CYC Risk Assessment is very positive.</p> <p>11.1 AOB – CIF Audit and Recommendations The Chair reported that the MAT are undertaking an external review of governance and Jane Lewis, National Leader of Governance, will be leading a review of the Trust and Millthorpe Governing Body. This will include phone interviews for a selection of governors and all governors to complete a self-evaluation online questionnaire. There will be a meeting in early February 2020 for Ms Lewis to present the findings and support governors in developing a strategy going forward.</p> <p>Governors gave approval for Jane Lewis to contact governors directly.</p> <p>Action: Clerk to send governor contacts to Jane Lewis.</p>	Clerk
4.	<p>KPI Report (previously distributed) The Executive Headteacher noted disappointment with the attendance data and assured governors that actions are being taken to address. The KPI Report will be updated on a half termly basis.</p>	
5.	<p>Strategic Plan Reporting and Evaluation (previously distributed) It was agreed that the plan is useful to feed into link governor meetings and drive questions / discussions points which will be fed back to LGB through link governor reports.</p> <p>The Head of School confirmed that the plan will be reviewed regularly and amended to address the needs of the school and evidence impact.</p>	
6.	<p>Finance and Budget A full update will be provided at the next meeting.</p>	
7.	<p>Review of Lettings Contract (previously distributed) Discussed earlier in the agenda.</p>	
8.	<p>Link Governor Expert Reports</p> <ol style="list-style-type: none"> 1) Pupil Premium 2) SEND 3) Quality of Teaching 4) Safeguarding 5) Behaviour, Attendance and Wellbeing 6) Curriculum, Assessment, Tracking and Reporting 7) Careers and Extracurricular Offering 8) Health and Safety 9) Finance and Budget Monitoring <p>There were no link governor reports for discussion.</p>	
9.	<p>Governor Business</p> <ol style="list-style-type: none"> 1) Applefields Update 2) MUGA Update <p>Discussed earlier in the agenda.</p>	
10.	<p>MAT Update (previously distributed)</p> <ol style="list-style-type: none"> 1) Governor Training (previously distributed) <p>Action: SBM to register governors on EduCare.</p>	SBM

11.	Any Other Business 1) CIF Audit and Recommendations Discussed earlier in the agenda.	
12.	Future Meetings 25th February 2020 25th March 2020 14th May 2020 16th June 2020 6th / 13 th July 2020	
Meeting end time 8.14pm		
_____ Ms Renee Rainville Chair		_____ Date Signed

Action Plan following the Meeting of the Local Governing Body on Tuesday 14th January 2020

	Action	Agenda	Person	Date
1.	Arrange a link governor visit with the aligned SLT member.	4.1 (11.07.19)	Governors	Ongoing
2.	Ask the Trust Principal if there had been any progress in the request to investigate research around York of successful strategies to improve the gender gap.	3.2	Chair	Jan 2020
3.	Register governors on EduCare.	10.1	SBM	Jan 2020
4.	Send governor contacts to Jane Lewis.	11.1	Clerk	Complete

Future Agenda Items

February 2020	March 2020
extracurricular audit and participation rates tour of new buildings	