



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held via Video Conference on Wednesday 25th March 2020 at 6pm

Present:

Trevor Burton (Executive Headteacher)	Simon Bull
Renee Rainville (Chair)	Tim Moat
Bill Schofield	Fay Bound-Alberti
Dave Merrett	Trevor Charlton

In Attendance:

Gemma Greenhalgh (Head of School)
Sophie Triffitt (Clerk)

		Action
1.	<p>Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Due to the COVID-19 outbreak and in line with government advice and the Trust Scheme of Delegation the meeting was held by video conference.</p> <p>Apologies for absence were received, with consent, from Jane Terrett, Roy Moore and Tim Hooper. Amanda Stipetic and Claire Smith did not join the video conference.</p> <p>The Chair informed governors that Stephen Gilroy had stepped down from his role as Parent Governor due to work commitments,</p> <p>Resolution: Governors approved Trevor Charlton as a co-opted governor.</p> <p>Trevor Charlton was aligned to the Assessment, Tracking and Reporting link governor role.</p>	
2.	<p>Minutes, Matters Arising and Action Plan of the Local Governing Body meetings held on 25th February 2020 (previously distributed)</p> <p>Subject to it being recorded that Fay Bound-Alberti had sent apologies for the meeting the minutes were agreed as a true and accurate record of the meeting to be signed by the Chair.</p> <p>Action Plan and Matters Arising</p> <p>Action 1: Carried forward.</p> <p>Action 2: It was confirmed that governors are registered on Educare.</p> <p>Action 3: The Chair reminded governors to inform the Head of School if they do not receive the school newsletter.</p> <p>Action: Head of School to check if governors can be included on the parent communications distribution list.</p> <p>Action 4: The Chair reported that the governor website changes have been requested.</p> <p>Action 5: Carried forward.</p> <p>Action 6: Carried forward.</p> <p>Action 7: The Chair met with and recommended Trevor Charlton as a co-opted governor and is scheduling a meeting with another potential governor.</p> <p>Matters Arising</p> <p>There were no matters arising.</p>	HofS
3.	<p>Link Governor Expert Reports</p> <p>1) Discussion around Link Governor Visits and Link Governor Openings</p> <p>The Chair explained that a new governor induction pack is being developed and shared a link governor information document.</p> <p>A governor suggested including an identified buddy link governor and the Chair confirmed this is included in the new governor induction pack.</p> <p>It was agreed to change 'challenge' to 'support and challenge'.</p> <p>The Head of School suggested the link area school lead should review the form.</p>	
4.	<p>Governor Business</p> <p>1) Update on COVID-19 Safeguarding Measures (previously distributed)</p> <p>The Chair explained that the paper was written before the school closure announcement.</p> <p>The Head of School updated governors on the school closure planning and reported that 12 students attended on Monday (23rd March 2020) with five staff. A model timetable has been developed that schedules all staff in</p>	

school over the next four weeks (including Easter holidays) to ensure minimal contact whilst having four members of staff in school. There are currently seven children attending and school will ensure only the minimal number of staff will remain in school.

The Head of School noted that staff have been excellent and very supportive and there has been a positive response from parents throughout the process.

Challenge: A governor asked for an update on safeguarding.

The Head of School reported that parents of all children on an Education Health Care Plan (EHCP) were contacted and government advice was emphasised for the child to attend only if they need to. There is one EHCP student in school with the rest remaining at home. Due to the staffing timetable to minimise risk and safeguard staff it was a challenge to support one student who will only work with two colleagues. School is maintaining close contact with all EHCP children.

Looked After Children, Children in Need and children with a social worker are on a regular contact plan and vulnerable children not in a category will have a contact plan dependent on individual need.

The Young Carer group are identified and there is an update on the school website to capture any other potential young carers.

Action: The Head of School to circulate the safeguarding contact plan.

Challenge: A governor asked for an update on providing work for children at home. The Head of School explained that the document which had a Year 11 focus had been superseded by the announcement of the cancellation of exams. The online homework platform is in place and KS3 have two hours of work per week per subject set and colleagues have been asked to upload this work each Monday for students to then manage work throughout the week. For Year 11 student's there is a focus on transition and extension work is being set for subjects students want to take at A Level. For Year 10 it is the responsibility of the teacher to set work but teachers are encouraged to work collaboratively in order to plan for a lengthy absence. Students in school across year groups have been doing the work set for the first three hours in school.

A parent noted that the student class charts system appears to be working well.

Challenge: A governor asked how the online system facilitates working remotely for hands on subjects such as textiles. The staff governor explained that for Year 10 students were issued with staff e mail addresses for further guidance but work set for practical subjects has tended to be theory based work or work to support coursework for when school reopens. Practical subject delivery will be monitored and amended where needed.

Challenge: A governor noted concern for children not identified as vulnerable but who may become vulnerable as this situation progresses and asked if there is anything school can do to alleviate those pressures. The Head of School explained that vulnerable students can be difficult to get into school in normal times but communication with vulnerable children is a strength at Millthorpe. Staff know the children very well and if there are concerns contact is in place and children signposted to other resources / support.

Challenge: A governor noted the need to be conscious of online safety with students at home. The Executive Headteacher noted that there is a significant focus on e safety as part of the PHSE curriculum.

The Executive Headteacher explained that the situation developed very quickly from 16th March 2020, the students in Year 11 were particularly impacted but a leaving assembly was put together for them and feedback has been very positive from this.

The Executive Headteacher reported that for those on Free School Meals a grab bag of food is available from school but not many have been collected. School will move to a voucher system but this will increase the cost of Free School Meals and it is not yet clear if the school holiday element will be reimbursed.

The Executive Headteacher noted that the number of students in school will fluctuate and there is capacity in the rota to manage an increase.

The Executive Headteacher made governors aware that there is some anxiety amongst staff.

Challenge: A governor asked if every child has online access at home. The Head of School reported that school contacted all parents but there has been no concern raised about access to internet. School does not have capacity to issue laptops but students can access class charts on mobile phones. Teacher e mail addresses were issued to Year 10 and Year 11 students and there is a plan to issue these for all students and there is a need to be conscious of the management of these contacts and give clear direction. School are also looking at self-tests and will factor in a show case of longer term tasks / projects.

A governor congratulated the school on the excellent, clear and calm communication.

Challenge: A governor noted that the Year 11 cohort were expected to perform very well and asked if this will

HofS

	<p>no longer count to school performance records. The Head of School explained that the results were expected to be high with +0.4 Progress 8 reported on the last round of predictions. The Executive Headteacher explained that it is expected the predicted grades and KS2 scores will be analysed to provide the outcomes and this may negatively impact Millthorpe given the strong expected progress. The Executive Headteacher explained that the pre public exams are useful for internal monitoring and informing predictions but there is no consistency for these to be used nationally. It is expected that there will be an internal moderation of predictions before submission.</p> <p>Governors recorded their thanks to the Head of School and Executive Headteacher for the well thought out response in a time of crisis.</p> <p>2) Review Governance Review Report and Adopt Action Plan <i>(previously distributed)</i> The Chair explained that dates will be impacted with the current school closure.</p> <p>It was noted that overall the report was positive and is accompanied by a comprehensive but reasonable action plan.</p> <p>It was agreed that with the current intense operational need and capacity some actions may be delayed.</p> <p>The Head of School recorded concern around experienced safeguarding leads for September, recruitment will be difficult in the current environment and only on line packages are accessible for training.</p> <p>Dave Merrett volunteered to support the risk assessment element of the action plan on an interim basis.</p> <p>Resolution: Governors adopted the action plan content with timescales to be removed and agreed at a later date given the current COVID-19 crisis.</p> <p>Action: Chair to review the governance action plan to identify priority order.</p> <p>3) Extension of Dave Merrett's Term of Office Resolution: Mr Merrett was re-elected as a co-opted governor.</p> <p>The Executive Headteacher and Head of School recorded thanks to Mr Merrett for his hard work particularly around health and safety.</p>	Chair
5.	<p>Any Other Business</p> <p>1) Option Choices for Year 9 Item was deferred.</p> <p>2) Finance Review Form for the Trust <i>(previously distributed)</i> Item was deferred.</p>	
6.	<p>Future Meetings 14th May 2020 16th June 2020 6th July 2020</p>	
	<p>Meeting end time 7.35pm</p>	
	<p>_____</p> <p>Ms Renee Rainville Chair</p>	<p>_____</p> <p>Date Signed</p>

Action Plan following the Meeting of the Local Governing Body on Tuesday 25th March 2020

	Action	Agenda	Person	Date
1.	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 (14.01.20)	Chair	May 2020
2.	Include Pupil Premium destination data and transition plans on Pupil Premium Link Visit.	4.1 (25.02.20)	PP Link Governor	June 2020
3.	Link Governor and SBM will meet to review health and safety management.	5.2 (25.02.20)	SBM / Dave Merrett	June 2020
4.	Check if governors can be included on parent communications distribution list.	2	HofS	Mar 2020
5.	Circulate the school closure safeguarding contact plan.	4.1	HofS	Mar 2020
6.	Review the governance action plan to identify priority order.	4.2	Chair	Apr 2020

Future Agenda Items

May 2020	June 2020	July 2020
Tour of new buildings Extracurricular audit and participation rates Year 11 Outcomes Update Option Choices for Year 9 Finance Review Form for the Trust		Governance Review Action Plan timescales.