



## MILLTHORPE SCHOOL

### Minutes of the Meeting of the Board of Governors held via Video Conference on Monday 19<sup>th</sup> October 2020 at 6pm

**Present:**

Trevor Burton (Executive Headteacher)	Simon Bull
Renee Rainville (Chair)	Tim Moat
Amanda Stipetic	Trevor Charlton
Dave Merrett	Tim Hooper

**In Attendance:**

Gemma Greenhalgh (Head of School)  
 Alex Collins (School Business Manager)  
 Michelle Blake (Trustee)  
 Sophie Triffitt (Clerk)

		Action
1.	<p><b>Welcome &amp; Introductions, Apologies, Declaration of Interests, Any Items for AOB</b>            The Chair welcomed everyone to the meeting.</p> <p>For the record of the minutes the meeting was held by video conference.</p> <p>Apologies for absence were received, with consent, from Claire Smith, Roy Moore and Jane Terrett. Fay Bound Alberti was not present at the meeting.</p>	
2.	<p><b>Minutes of the 14<sup>th</sup> September 2020 Meeting for Review and Actions</b> (previously distributed)            The minutes were agreed as a true and accurate reflection of the meeting and approved.</p> <p>The confidential minutes were agreed as a true and accurate reflection of the meeting and approved.</p> <p><b>Actions</b></p> <p><b>Action 1:</b> The SBM explained that there is a formula to calculate the Applefields letting fee based on a percentage of costs per square meter usage and this formula is broadly based on other similar partnerships in the city.</p> <p><b>Action 2:</b> The parent governor election process is underway and three candidates will be put to parent vote.</p> <p><b>Challenge:</b> A governor asked if the quality of teaching and safeguarding link governor roles need to be agreed. The Chair suggested the need to consolidate roles at this time to link with SLT areas.</p> <p><b>Resolution:</b> It was agreed for Amanda Stipetic to be the named Safeguarding governor when Jane Terrett steps down and Renee Rainville will cover Teaching and Learning on an interim basis.</p> <p><b>Revised Lunch Proposal</b> (previously distributed)            The SBM summarised the proposal.</p> <p><b>Challenge:</b> A governor asked if the catering team had been consulted. The SBM confirmed that catering had been consulted and the proposal would deliver a small improvement for them reducing the spread of the lunch break slightly.</p> <p><b>Challenge:</b> A governor asked if lunches would return to normal post Covid or if this is a preferred format going forward. The SBM explained that there are some elements that would improve the lunch time experience in normal circumstances.</p> <p><b>Challenge:</b> A governor questioned the hours of work for teachers being timetabled without a break (8.45am to 1.20pm) and suggested obtaining staff feedback before it is rolled out. The SBM explained that in normal times staff would be consulted before a proposal is presented to governors, there may be some challenges but there is no scope to run a full consultation as there is a need to implement quickly to resolve the current unsustainable format.</p> <p><b>Challenge:</b> A governor was wary of approving and implementing the proposal before obtaining staff or union feedback and suggested speaking to staff first before imposing the plan.</p> <p>The Executive Headteacher noted that there is only a five minute difference to the current model and there will be a limited number of people with no break up to the start of the lunchtime and suggested consulting with those individuals.</p> <p>The SBM understood the concern, particularly as break times include the expectation to supervise children and this may need to be considered separately to this proposal.</p>	

**Challenge:** A governor asked what the implication to teaching and learning is of a split period. The SBM reported that there had been no feedback from teachers on the split teaching periods. The Head of School confirmed this was not flagged in the staff feedback that has been gathered.

**Challenge:** A governor asked if students will have enough time to eat in thirty minutes. The SBM explained that for a normal lunch break five year groups had to be through the canteen in fifty minutes and was confident two year groups could get through and have time to eat in thirty minutes.

The Head of School explained how the change in weather and reduced opportunity to be outside was impacting behaviour and the difficulty in managing students inside when the weather is wet.

**Challenge:** A governor asked if there are any activities that could be provided in the lunch break. The SBM explained that this would not be possible with current restrictions and availability of space and staff. The Head of School reported that behaviour had been good at Millthorpe compared to other schools locally who do not allow students to move around school but there is a need to address the lunchtime schedule.

**Challenge:** A governor asked if there was push back from parents to the earlier finish for staff training. The SBM explained that there was no take up to the library provision on the earlier finish for staff training so did not anticipate any concern.

**Challenge:** A governor noted concern at the amount of SLT time spent on lunch duties and recognised that staff had been very accommodating and supportive and would not want a decision on this proposal to have a negative impact on staff morale and suggested agreeing the proposal with a shorter review period to give staff and SEN parents the opportunity to feedback and have concerns addressed.

**Challenge:** A governor recorded concern at approving the proposal with no formal consultation and suggested that approval should be subject to a formal staff and union consultation. The Head of School confirmed that the proposal had been discussed informally with the unions.

**Challenge:** A governor emphasised the need for consultation and an opportunity to address any individual concerns.

The Head of School noted that there is a health and safety issue with supervision over lunch time particularly on wet days and that there is no alternative plan. There are not enough large enough empty spaces for the children to be in or enough staff to spread the students around school more.

**Challenge:** A governor recorded concern at the potential health and safety / safeguarding risk if the children are not safe particularly on a rainy day and suggested the proposal needs to be approved as an emergency measure to maintain the safety of students.

**Resolution:** Governors approved the proposal to move to a shortened, staggered lunch break, noting that this results in an earlier finish time, subject to union consultation and communication with staff and addressing of any individual concerns.

**Resolution:** Governors agreed to review the approval if there are any concerns raised from the consultation with staff and unions that cannot be resolved.

#### **Finance Monitoring**

**Challenge:** A governor congratulated the school on delivering a healthy financial position.

**Challenge:** A governor questioned the £30k savings in Pensions and National Insurance and noted concern at there being no clear reasoning as to why this has happened. The SBM explained that the Trust have been asked to investigate through the bespoke budgeting software provider. The Executive Headteacher explained that this has been raised previously with the central team and suggested that a software fix is needed.

**Challenge:** A governor noted the future impact of the pandemic on pensions which may negatively impact the budget monitoring and should be monitored going forward.

#### **Applefields**

The SBM reported that the practical completion meeting had taken place with CYC and signed off the work completion with the work completed to a very high standard. Applefields staff are arranging furniture and IT and will take possession of the building from 2<sup>nd</sup> November 2020. Millthorpe will be making use of one of the classrooms for this academic year.

#### **MUGA**

The SBM reported that a partial practical completion meeting had taken place which covered the work to the pitch and surroundings but not flood lights. Flood lights will be commissioned after the half term electrical works. The MUGA should be up and running from 2<sup>nd</sup> November and the next step of the project is to resurface the netball courts.

**Challenge:** A governor asked if the traffic regulation order is in place for community use. The SBM confirmed

	<p>that the road marking work is booked in for 3<sup>rd</sup> / 4<sup>th</sup> November and the indication from CYC is there would be no reason not to start using the MUGA from the 2<sup>nd</sup> as the works are booked in for the 3<sup>rd</sup> and 4<sup>th</sup>.</p> <p><b>Challenge:</b> A governor asked if both projects completed on budget. The SBM confirmed that both projects will be completed within budget. The Applefields project was close and there was no contingency built in for the approval process through CYC but remained within budget and all items were completed. The MUGA project is not yet complete but the project funds are able to support the price of the netball courts resurfacing. There will also be a contribution from the contractors for resurfacing works of the tarmac.</p> <p><b>Challenge:</b> A governor asked who will sign off the project documentation. The SBM confirmed that the projects have Trust level sign off arrangements.</p> <p>The SBM left the meeting at 7.24pm.</p>	
3.	<p><b>Strategic Plan Reporting and Evaluation</b> There was no update to report.</p>	
4.	<p><b>Educational Performance</b></p> <p><b>1) Education and Standards Review Form</b> (previously distributed) It was agreed for the document to be completed and circulated for governor comment.</p> <p><b>2) Google Classroom Plan</b> (previously distributed) <b>Challenge:</b> A governor asked if staff will be made aware of the plans being put in place. The Executive Headteacher explained that there are various plans in place and will be communicated as required. Software is in place but the network does not seem to have good connectivity. Training is in place but there will be operational difficulties if classes have students at home and in class and if other schools are not open staff may also have children at home.</p> <p>A governor asked if other schools have connectivity issues. The Executive Headteacher confirmed it is a Millthorpe issue which Vital are investigating but are not yet able to pinpoint the cause.</p> <p><b>Challenge:</b> A governor emphasised the need to invest to ensure the systems and software work properly.</p> <p>A governor asked if the system is capable of handling full scale remote learning with everyone on the system at the same time. The Executive Headteacher confirmed that it should be possible to send out webcam videos but is not yet sure what quality feed teachers would receive back from students.</p>	
5.	<p><b>Finances and Budgeting</b></p> <p><b>1) Monitoring Report</b> (previously distributed) Discussed earlier in the agenda.</p>	
6.	<p><b>Special Projects</b></p> <p><b>1) MUGA</b> Discussed earlier in the agenda.</p> <p><b>2) Applefields</b> Discussed earlier in the agenda.</p> <p><b>3) Black Lives Matter</b> The Executive Headteacher reported that there is a plan to feed into the school improvement plan and there will be consultation with those in the school community most effected. Parent, student and staff reference groups are being established with the first parent group meeting scheduled. A baseline survey will be completed and regular surveys scheduled to monitor the impact of the plan.</p> <p><b>Challenge:</b> A governor noted that the governing body has a lack of diversity and suggested that should be a consideration in future governor recruitment.</p> <p><b>Challenge:</b> A governor asked what information will feedback to governors from the reference groups. The Executive Headteacher explained that discussion at the meetings will be managed sensitively to ensure open dialogue but feedback on the plan will be recorded.</p> <p><b>Challenge:</b> A governor asked if there is an inclusivity group in school. The executive Headteacher confirmed that there is an LGBTQ group but no general inclusivity group.</p> <p><b>Challenge:</b> A governor asked if this discussion and work can be leveraged / shared across the Trust. The Executive Headteacher explained that he was confident he could manage the process well within Millthorpe, solutions may be different at different schools and there would need to be Trust capacity to manage a Trust</p>	

	<p>wide project but he could share any findings with the Trust.</p> <p>Governors recorded their thanks to the Executive Headteacher for his work on this important initiative.</p>	
<b>7.</b>	<p><b>Governor Business</b></p> <p><b>1) Governance Review Plan</b> (previously distributed) The Head of School noted the lack of capacity in SLT, beyond operational duties, for strategic planning.</p> <p>The Chair asked governors to re-establish links with staff leads after half term whilst being mindful of capacity and wellbeing.</p> <p>The Chair asked governors to share the link focus areas and obtain staff feedback on the information it would be important to share.</p> <p><b>Action:</b> Link governors to re-establish links with staff leads and obtain feedback on the link governor information document.</p> <p><b>2) Update on Deputy Head Interview Process</b> The Head of School reported that candidates were shortlisted from a strong field. Three candidates were invited to the final two hour interview and all three were appointable. Rob Beaver who has experience in pastoral and teaching and learning leadership was appointed</p>	<b>Govs</b>
<b>8.</b>	<p><b>Any Other Business</b></p> <p><b>1) Vice Chair</b> Tim Moat was elected as Vice Chair.</p> <p><b>2) Revised Lunch Proposal</b> Discussed earlier in the agenda.</p>	
<b>9.</b>	<p><b>Future Meetings</b> 19<sup>th</sup> November 2020 12<sup>th</sup> January 2021</p>	
	<p><b>Approved 19.11.20</b></p> <p>_____</p> <p><b>Ms Renee Rainville</b> <b>Chair</b></p>	<p>Meeting end time 8.04pm</p> <p>_____</p> <p><b>Date Signed</b></p>

**Action Plan following the Meeting of the Local Governing Body on Monday 19<sup>th</sup> October 2020**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Link governors to re-establish links with staff leads and obtain feedback on the link governor information document.	7.1	Governors	Nov 2020

**Future Agenda Items**

Future Meeting
Tour of new buildings
Extracurricular audit and participation rates