



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held via Video Conference on Thursday 19th November 2020 at 6pm

Present: Trevor Burton (Executive Headteacher) Simon Bull
 Renee Rainville (Chair) Trevor Charlton
 Amanda Stipetic Tim Hooper
 Dave Merrett Roy Moore
 Claire Smith Jane Terrett

In Attendance: Gemma Greenhalgh (Head of School)
 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. For the record of the minutes the meeting was held virtually. Apologies for absence were received, with consent, from Tim Moat and Fay Bound Alberti.</p>	
2.	<p>Minutes of the 19th October 2020 Meeting for Review and Actions (previously distributed) The minutes were agreed as a true and accurate reflection of the meeting and approved. The Chair noted that Fay Bound Alberti had given apologies for the meeting. Actions Action 1: The Chair reminded governors to establish their link area contacts.</p>	
3.	<p>Strategic Plan Reporting and Evaluation 1) School Self-Evaluation Summary (previously distributed) The Head of School explained that the self-evaluation is produced annually for an overview summary and completed under Ofsted headings with current self-assessment ratings. Challenge: A governor questioned the staff survey response rate on the behaviour system not being applied consistently. The Head of School confirmed that 20% feel the behaviour policy is not applied consistently and a review is under way of the behaviour system partly to address consistency. Challenge: A governor asked why the Personal Development grade is now Outstanding. The Head of School explained that work had started around extracurricular participation rates but this was paused due to Covid and none of the clubs are running at the moment. Challenge: A governor asked when was the parent questionnaire was issued. The Head of School explained that it is normally completed every parents evening but will be online this year. Challenge: In reference to leadership and management a governor asked if there is a 360 review of SLT. The Head of School confirmed not but is considering doing a 360 within the SLT. The staff survey process took open comment feedback and is being analysed, there will be staff focus groups to review the responses and inform actions in response to the survey. The Executive Headteacher noted that the Leadership and Management question in the survey covers all levels of leadership not just SLT.</p> <p>2) School Improvement Plan Update (previously distributed) The Head of School explained the School Improvement Plan review noting that through lockdown there was a change in focus to operational running of the school and Covid protocols. Any items still relevant have been carried forward into the plan for 2020/21.</p> <p>3) New SIP Format The Head of School explained that the School Improvement Plan process has been impacted by Covid and emphasised the reactive nature of delivering education through Covid so the plan for this year provides a tight strategic focus for SLT. The work on the 2021/22 plan will commence in May. The Executive Headteacher explained that alongside the improvement plan there is a clear structure of responsibilities across SLT. The Head of School shared the SLT roles and remit and new SIP format explaining that the KPI report will sit</p>	

	<p>alongside the SIP for evidence and impact.</p> <p>Action: Head of School to circulate the 2020/21 SIP.</p> <p>The Chair encouraged governors to use the SIP to inform link discussions.</p> <p>The Head of School confirmed that the SLT roles and remit was discussed with the team who appreciated the clarity.</p> <p>Challenge: A governor asked if the SIP includes IT provision. The Head of School confirmed this is a priority. The SBM and Head of School explained the network and infrastructure issues in supporting the Google Classroom platform.</p> <p>Challenge: A governor asked if the SIP covers specific strategic requirements in addition to the management plan elements. The Head of School explained there is no expectation to have a SIP but this plan covers improvement across all areas of school.</p> <p>4) Update on Student / Parent Engagement (previously distributed)</p> <p>Challenge: A governor noted that there was only a fifty percent response rate and questioned if teacher feedback on access would be more informative. The SBM explained that Mr Bates has done some separate work to understand if students have access and overwhelmingly the response is yes. Teachers have been asked to address with any students who can't access. The Pupil Premium Champion has contacted all Pupil Premium parents who did not respond to the survey or those that responded they don't have a device when they had been provided with one. There is a plan for a second round to gather responses.</p> <p>Action: Head of School to share device and Google Classroom access information for Pupil Premium students with link governor.</p> <p>Challenge: A governor noted that those only accessing by phone will have a different experience than accessing on laptops / tablets and asked if any training has been provided for teachers and pupils of how to use smaller devices. The Head of School explained that there is training every Wednesday to skill up staff but agreed there is some work to do around this and not all children have downloaded the app.</p> <p>Challenge: A governor noted that parents have questions on understanding what work has been set, completed and when. The Executive Headteacher explained that Google don't do an app for parents but can send daily or weekly guardian e mails but the system in school does not facilitate this at the moment. He agreed there is a need to be clearer what needs to be done, what has been completed and when.</p> <p>Challenge: A governor asked how students with no access to Wi-Fi / broadband can be supported. The SBM reported that this would be a very small number of students and there may need to be a bespoke solution for the individual circumstances. The Head of School reported that Covid catch up funds will be utilised for the tutoring programme and Attendance Officer role with a focus on Pupil Premium and Free School Meal students. The funding could be used to provide devices / Wi-Fi access for smaller numbers to address immediate access needs but could not support a large number.</p> <p>Challenge: A governor asked if the school could ask parents if they have old but workable devices that they would donate to address the gap. The SBM explained that there would be safeguarding requirements of using a donated device. There is a large majority of students whose access is through a shared device. The Executive Headteacher explained that it is becoming increasingly unlikely that a whole school or whole year group will be out of school, it would be more likely to have smaller groups and the focus is ensuring those out of school having access to a device when isolating.</p> <p>Challenge: A governor suggested connecting to the parent group for potential funding for devices. The SBM agreed that school could be more creative in asking for contributions to a pool of devices.</p>	<p>HofS</p> <p>HofS</p>
<p>4.</p>	<p>Educational Performance (previously distributed)</p> <p>1) Y11 Tracking Learning Conduct Update</p> <p>The Chair suggested that the KPI Report would be useful to inform link discussions.</p> <p>The Head of School reported that she would like to introduce other categories to include all areas of accountability.</p> <p>The Executive Headteacher reported that attendance is similar to previous years, if a student is self-isolating this is not counted as attendance or absence but recorded on a separate code. The current attendance rate is reporting well against the 86% national average. There is a concern for vulnerable group absence but there is no national comparison.</p> <p>The Head of School confirmed that Mary Simpson is the named Designated Safeguarding Lead.</p>	

	<p>In response to a governor the Head of School explained that the detention data was not available due to timing and only reports one hour detentions. The behaviour system is under review to ensure consistency and clarity.</p> <p>Challenge: A governor suggested liaising with York High School on the behaviour review. The Head of School confirmed that other schools are being engaged to understand their systems and how that would work best for Millthorpe.</p> <p>Challenge: A governor noted that 12 key measures is a lot and asked what the vital few would be to gauge Millthorpe by. The Executive Headteacher explained that there is a lot more than 12 KPIs given the remit of secondary education. The Head of School felt that the measures that would tell the most about Millthorpe at this point in time would be; behaviour, attendance, teaching and learning, progress, and budget. The SBM explained that there is work to do to on defining thresholds for each of the measures to identify pressure points.</p> <p>A governor suggested that subscription rates and first choice applications gives a strong indicator of what the local community think of the school.</p> <p>Challenge: A governor questioned the drop in staff survey indicators. The Head of School explained that the lower score on the professional development question is linked to staff preferring to have the time for day to day work but the Head of School wanted to keep the CPD running particularly for Google Classroom. The response data is being analysed and there will be focus groups to gain deeper understanding to the responses which will be shared with governors.</p>	
5.	<p>Finances and Budgeting</p> <p>1) 2019/20 Outturn The SBM reported that no outturn has been released by the Trust and will be reported at the next meeting.</p> <p>2) Admissions Consultation and Limit (PAN) The admission consultation is open and there was no proposed change to the 212 admission limit at this time.</p> <p>The Head of School asked governors views on staff children being included as part of the admission policy and priority list.</p> <p>A governor supported the inclusion of staff children but questioned if it would relate to Trust wide schools or only the school they work at. The Executive Headteacher explained that oversubscription criteria is split for secondary and primary and there would usually be a limited number of places reserved. A governor noted that it would need the support of York High School if it applied across secondary schools.</p> <p>In response to a governor the Executive Headteacher confirmed that the Trust is its own admission authority but South Bank have maintained the admissions criteria of the local authority and delegated administration to the local authority. If agreed at Trust level this would be a small amendment.</p> <p>A governor noted that the school employ a lot of staff and could potentially significantly impact schools ability to admit local children. The Head of School explained that it would usually be between one or two places per year but appreciated this could change and a cap for a small number of reserved places could be included.</p> <p>A governor did not support the inclusion of staff children in the admissions policy.</p> <p>Governors supported the Head of School proposal to respond to the admission process and highlight that Millthorpe do not have sufficient toilets and dining space.</p> <p>The Head of School reported that she is meeting with the Trust Principal to discuss thoughts on raising the PAN in readiness for a meeting with CYC on place planning. Any change in PAN would need governor approval.</p> <p>3) Health and Safety Restructure (previously distributed) The SBM summarised the proposal and explained that there is capacity within the site team to make the Health and Safety approach more robust particularly in relation to documentation. The recommendation includes a rise in grade for the Caretaker role to reflect the wider role and increased responsibility. The proposal is affordable and the projected costs were included in the budget.</p> <p>Challenge: In response to a governor the SBM confirmed the Premises Manager is responsible for material data sheets. The governor suggested including this on the responsibility chart and ensuring there is a register for chemical sheets.</p> <p>Challenge: A governor noted that the Health and Safety Responsibility Chart names the SBM. The SBM confirmed that the chart details the formal accountability sitting with the SBM but the action plan will detail delegated responsibilities.</p>	

	<p>Challenge: A governor asked if any training is planned to support the individual in taking on this enhanced role. The SBM confirmed that he is looking at courses but delivery may be impacted by Covid.</p> <p>Resolution: Governors approved the restructure proposal.</p>	
6.	<p>Special Projects There was no update to report.</p>	
7.	<p>Governor Business The Chair reminded governors of the Trust Governance Evening on 1st December.</p>	
8.	<p>MAT Business 1) SBMAT Admissions Policy Draft (previously distributed) Discussed earlier in the agenda.</p>	
9.	<p>Any Other Business</p> <p>Plans to Reduce Covid Close Contacts The Head of School informed governors that in communication with the Trust and Chair of Trustees a plan has been agreed to reduce close contacts in response to Public Health England concerns about the number of children sent home for a confirmed case. The Head of School gave an example that a Year 9 student would have close contact with 12 children in each of their eight classes.</p> <p>There are no close contacts made through corridor movement and other schools are looking at the same model but there will be a tightening of seating plans and changes to some classes to reduce close contacts.</p> <p>This is easier to deliver in KS3 than KS4 but the plan could reduce the numbers sent home by up to 80%.</p> <p>The change of groups will take effect from Monday 30th November and will mean some children will have new classes and teachers</p> <p>The change does bring challenge for staff of picking up new classes, bringing forward data gathering for every child and getting to know you lessons. The data collection is a considerable piece of work for staff so in agreement with the MAT it has been decided to close early on Wednesday 25th November 2020 to release staff so they have time to undertake the transition work and centrally set up seating plans. There will be supervision and study spaces in school on Wednesday afternoon if needed.</p> <p>All students with SEND or anxiety have support put in place to support their transition.</p> <p>York Education Resolution: Governors gave approval for the clerk to check governors have access to York Education and update access if required.</p>	
10.	<p>Future Meetings 12th January 2021</p>	
	<p style="text-align: right;">Meeting end time 8.10pm</p> <p>Approved 12th January 2021</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 Thursday 19th November 2020

	Action	Agenda	Person	Date
1.	Circulate the 2020/21 SIP.	3.3	Head of School	Nov 2020
2.	Share device and Google Classroom access information for Pupil Premium students with link governor.	3.4	Head of School	Nov 2020

Future Agenda Items

January Meeting 2019/20 outturn	Future Meeting Tour of new buildings Extracurricular audit and participation rates
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