



## MILLTHORPE SCHOOL

### Minutes of the Meeting of the Board of Governors held via Video Conference on Thursday 25<sup>th</sup> March 2021 at 6pm

<b>Present:</b>	Trevor Burton (Executive Headteacher) Renee Rainville (Chair) Dave Merrett Tim Hooper Emma Hughes	Trevor Charlton Simon Bull Claire Smith Janet Bennett
<b>In Attendance:</b>	Gemma Greenhalgh (Head of School) Alex Collins (SBM) 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.                       For the record of the minutes the meeting was held virtually.                       Apologies for absence were received, with consent, from Roy Moore and Amanda Stipetic.</p> <p><b>Governor Appointments</b>  <b>Resolution:</b> Emma Hughes was appointed as a co-opted governor.</p>	
2.	<p><b>Minutes of the 23<sup>rd</sup> February 2021 Meeting</b> (previously distributed)                      The minutes were agreed as a true and accurate reflection of the meeting and approved.</p> <p><b>Actions</b>  <b>Action 1:</b> The SBM reported that cyber-attack insurance coverage was raised at the SBM meeting and the CFO has agreed to progress on behalf of the Trust. It was agreed that it would be appropriate for the Health and Safety governor to monitor this.  <b>Action 2:</b> The SBM confirmed that concerns around the Building Condition Surveys was discussed with the CFO who advised that there may be a need for additional more specialised surveys based on individual school need.</p>	
3.	<p><b>Educational Performance</b>                      Emma Hughes joined the meeting at 6.10pm.</p> <p><b>Covid Update</b>                      The Head of School reported twelve positive cases since the return to school and explained that with home tests if a confirmatory PCR test is negative the individual and contacts can return to school. Public Health England representatives for York have been engaged but are not drawing any conclusion / link with the number of positive cases. There may be a need to consider shutting a year group down for educational reasons if there is a high proportion of students needing to isolate.</p> <p><b>Challenge:</b> A governor asked how many students are out of school. The Head of School confirmed that 180 (from 1,080) students were out last week, the majority of Year 10's were back in on Monday but another 40 were out of school today (25.03.21).</p> <p><b>Challenge:</b> A governor asked what the percentage of pupils doing tests at home was. The Head of School explained that there are 50% registering tests but it varies and can be difficult to monitor as some parents are not registering them. A communication will go to parents before the end of term to remind parents of the process. More kits have been sent home and testing will continue through the Easter holidays with school expected to track and trace for a positive case identified up to Sunday (28.03.21).</p> <p>The Head of School reported that on a day to day basis students have been good at following the protocols (masks, hand washing, walking routes) in school.</p> <p><b>Year 11 / GCSE Update</b> (papers previously distributed)                      The Headteacher explained that a lot of work has been invested to ensure a rigorous process. It has been announced information on assessments will be released in advance and this will likely disadvantage some of the more disadvantaged students.</p> <p><b>Challenge:</b> A governor noted that the quality assurance element looked challenging and asked if full information has been released. The Head of School explained that the internal QA process has been established to ensure rigour. The process will be challenging but will also support advancement in general</p>	

	<p>practice and ensuring consistency of delivery, assessment and moderation.</p> <p><b>Challenge:</b> A governor asked if students will be having continuous assessment in all subjects for ten weeks. The Head of School confirmed not and explained that there is a timetable to show when assessment takes place giving the example of four in lesson tests over the ten weeks supported by topic revision lessons. This system will also safeguard against a Covid absence impact of a short intensive assessment window.</p> <p><b>Challenge:</b> A governor asked if SEN support will be in place for assessments. The Head of School confirmed that if a child has any access arrangements these will be provided for.</p> <p><b>Challenge:</b> A governor asked if there is guidance from government on what happens to Year 11 after this ten week period. The Head of School confirmed that there had been no guidance and some schools and local authorities are making decisions on this. The official leaving date is 25<sup>th</sup> June but in practice in a normal year the students leave after their last exam. A collective approach is being discussed at YSAB.</p> <p>The Executive Headteacher noted that the government and exam board have not provided the information / support they should have done but was impressed with the solid, rigorous approach developed by the Head of School and team.</p> <p>The Head of School added that they had done the best they can do and there will be a significant work load but had confidence that the system is a good one but did note concerns around approaches within York and nationally to avoid any appeal process when it should be about managing a fair process.</p>	
4.	<p><b>Finance and Budgeting</b></p> <p><b>Finance Review Form</b> (previously distributed) The link governor reported that the discussion at the Finance and Audit Committee felt positive and supportive. The Head of School noted that there had been improved communication within the Trust.</p> <p><b>Challenge:</b> A governor asked if the feedback about increased level of support and communication had been fed back to the Trust. The Head of School had met with the Chair of Trustees and regularly meets with the Trust Principal and did feedback on the improvements around communication.</p> <p>The Executive Headteacher explained that the school does have an enormous amount of autonomy for a MAT but that means there aren't the resources to support and the Trust need to push to ensure efficiency centrally and negotiate better deals etc which is starting to happen. The Interim Trust Principal in place is driving this forward but it is unknown who will be leading the Trust long term.</p> <p>The SBM left the meeting.</p> <p><b>Pastoral Restructure Proposal</b> (previously distributed) The Head of School noted that the proposal is confidential at this stage and has been driven by the review of the behaviour system across school. The Headteacher felt that a year group model should deliver more efficiency and effectiveness</p> <p><b>Challenge:</b> A governor asked if there will be more people to deliver the work. The Head of School confirmed that there will be more people to deliver and the change in approach will mean that the Student Support Officers can manage the more day to day capacity and allow the head of year to regain teaching capacity and allow them to operate more strategically.</p> <p><b>Challenge:</b> A governor asked if the number of young people taking up support time would be reduced by a new behaviour system. The Head of School explained that this is not a huge issue, there is a small number of children who take up a considerable amount of time, but are looking to formalise the fixed term exclusions and have a clear escalation system.</p> <p><b>Challenge:</b> A governor asked if there will be training available to staff taking up posts to support them in fulfilling the role. The Head of School explained that there would not be any new posts but potentially two posts would need pastoral role training and then would plan to run retraining with all the post holders to clarify the requirements of the posts within the agreed system and processes for managing parents.</p> <p><b>Challenge:</b> A governor asked who will provide cover with one of the cover supervisors potentially changing to attendance officer. The Head of School explained that there has been capacity in the cover team as staff attendance had been better than expected. If member of the team left there would be no replacement recruitment and one member of the team through Covid has demonstrated some key skills that could be utilised and benefit the school. This is subject to the post holder wanting to take on the new role.</p> <p><b>Challenge:</b> A governor asked how this connects to Pupil Premium Lead work and suggested the Pupil Premium impact should be addressed. The Head of School explained that the attendance officer role would have the biggest impact on PP and. The PP intervention programmes sit outside of this structure but Heads of Year will have some responsibility around academic monitoring and ensuring support structures are in place for</p>	

	<p>successful progress. The Head of School confirmed that there will be a thread for vulnerable groups.</p> <p><b>Challenge:</b> A governor asked if the structure will follow the same SLT link. The Head of School explained that the model is still being developed for September but there would be an SLT link.</p> <p><b>Challenge:</b> A governor asked if there will be an impact on Head of Year duties to teacher workload ratio. The Head of School explained that the biggest challenge will be about ensuring there is an understanding of how the role has changed, the on call and supervision duties will be removed and there will be a teaching capacity increase. There will be less hours than the current model but this is balanced against having 40% less children, a clearly defined role and will be supported by the changes in behaviour system and form tutor role.</p> <p><b>Challenge:</b> A governor noted that they hoped the new structure would take some pressure off the Head of school.</p> <p><b>Resolution:</b> Governors approved the proposal to move to a year group model subject to consultation and if there were any significant changes to the approach it should come back to governors.</p>	
5.	<p><b>Special Projects Update</b> There was no update to report.</p>	
6.	<p><b>Governor Business</b> <b>Governance Review Plan – updates</b> <b>Update on Link Governor Roles</b> Carried over to the next meeting.</p>	
7.	<p><b>SEN Policy</b> (previously distributed) School policy based on a School Bus template.</p> <p><b>Challenge:</b> A governor asked if there are any significant changes to the School Bus template used. The Head of School confirmed that the SENCO had not highlighted any.</p> <p><b>Challenge:</b> A governor asked if Teaching Assistants had ever been observed supporting students in lessons and provided with the opportunity to share good practice. The Head of School explained that there is quality assurance of TA's by the SEN Manager and agreed cross observation would be valuable and will suggest this.</p> <p><b>Challenge:</b> A governor noted that SEN has become increasingly complex and staff would benefit from specific training of how to work with complex students. The Head of School agreed that staff are not trained to the extent of high level needs now staying within mainstream and there was training scheduled but this was impacted by Covid and will ensure this is part of the offer going forward.</p> <p><b>Challenge:</b> A governor suggested including teachers in evaluation process with parents and students.</p> <p><b>Challenge:</b> A governor asked if there could be an opportunity to include a need identifier in the pupil planner. The Head of School explained that this would be dependent on the child being happy with that being included and options of how to make staff aware of needs are being discussed. The Executive Headteacher explained there the class list details SEN children.</p> <p><b>Challenge:</b> A governor questioned the LGB annual report to parents on the provision of special needs.</p> <p><b>Action:</b> Headteacher to check the LGB annual report requirement on the provision of special needs with the SENCO.</p> <p><b>Action:</b> SENCO to contact Emma Hughes to discuss some of the language used and possibility of including an appendix on the criteria for MSP and FAP level.</p>	
8.	<p><b>Any Other Business</b> <b>Executive Headteacher Retirement</b> The Executive Headteacher has submitted notice of retirement to take effect at the end of the academic year and the Head of School will take over as Headteacher from September as per previous agreement.</p>	
9.	<p><b>Future Meetings</b> 13th May 15th June 5th July</p>	
	<p style="text-align: right;">Meeting end time 8.15pm</p> <p><b>Approved 13<sup>th</sup> May 2021</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Ms Renee Rainville</b> <b>Chair</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Date Signed</b></p>	

**Action Plan following the Meeting of the Local Governing Body on Thursday 25<sup>th</sup> March 2021**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Check the LGB annual report requirement on the provision of special needs with the SENCO.	7	Headteacher	May 2021
2.	SENCO to contact Emma Hughes to discuss some of the language used and possibility of including an appendix on the criteria for MSP and FAP level.	7	SENCO	April 2021

**Future Agenda Items**

May Meeting	June Meeting	July Meeting	Future Meeting
Governance Review Plan – updates Update on Link Governor Roles	Risk Record		Tour of new buildings Extracurricular audit and participation rates

APPROVED