



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held via Video Conference on Wednesday 23rd June 2021 at 6pm

Present:

Trevor Burton (Executive Headteacher)	Simon Bull
Renee Rainville (Chair)	Claire Smith
Tim Hooper	Janet Bennett
Roy Moore	Emma Hughes

In Attendance:

Gemma Greenhalgh (Head of School)
Alex Collins (SBM)
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>For the record of the minutes the meeting was held virtually.</p> <p>Apologies for absence were received, with consent, from Trevor Charlton, Dave Merrett and Amanda Stipetic.</p>	
2.	<p>Minutes of the 13th May 2021 Meeting (previously distributed) The minutes were agreed as a true and accurate reflection of the meeting and approved.</p> <p>Actions Action 1: The Chair had confirmed the meeting date change.</p>	
3.	<p>Strategic Plan Reporting and Evaluation There was no update to report.</p>	
4.	<p>Educational Performance There was no update to report.</p>	
5.	<p>Finance and Budgeting</p> <p>Start Budget (previously distributed) The SBM summarised that the budget headline is positive with a healthy surplus. The three year projection shows a worsening position due to assumptions of flat income against increasing staff costs.</p> <p>Challenge: A governor asked if the assumption of 3% staffing costs is a Trust assumption and if so is the Trust comfortable with the future reporting trend. The SBM confirmed that the assumptions are set by the Trust and are informed by professional body research but do tend to take a pessimistic view on staffing cost increase against flat funding. The SBM noted that these projections do not provide enough certainty for future planning decisions.</p> <p>Challenge: A governor asked if the CFO has agreed the budget for submission. The SBM confirmed that the CFO has not raised any concerns with work focusing on year one.</p> <p>Challenge: In response to a governor the Executive Headteacher confirmed that York High School are facing a similar longer term position.</p> <p>Challenge: A governor asked why the GAG income reduces for 23/24. The SBM explained that fewer pupils are predicted with a prudent assumption taken of natural attrition. The likelihood is that pupil numbers will be steady with leavers balanced against new admissions.</p> <p>The Head of School noted that there is the potential for a significant pupil number increase and there may be a case for a future PAN (pupil admission numbers) increase. Discussions are ongoing with CYC regarding pupil numbers to support a 2022 and 2024 cohort bulge in the city and a capital project bid for basic needs funding from CYC is being progressed to develop existing facilities to enable an increase and if approved work would be undertaken in summer 2022.</p> <p>Challenge: A governor questioned the significant financial investment (cost per pupil) from CYC for a relatively small number of students. The SBM explained that there is a national benchmark tariff for basic needs funding for expected spend per additional student if expanding. It is a temporary bulge so doesn't fit neatly into the framework so it will look heavy in terms of cost but is indicative of a longer term trend of higher numbers coming through in the local area and the project plans will likely support more permanent changes and be a sustainable fix.</p>	

	<p>The Executive Headteacher explained that the assumptions were challenged last year and the software now allows for sensitivity analysis. The Trust were asked to review the success of assumptions made in the past but have not responded. The SBM noted that the standard sensitivity schools are asked to run nearly always make the financial position worse.</p> <p>The Head of School noted concern that last year the school was asked to deliver a financial recovery action plan which included redundancies despite disagreeing with the assumptions but this requirement disappeared when the confirmed financials were released. The national picture mirrors the longer term financial projections that if salaries rise by 3% each year but income remains flat it will inevitably cause a financial problem.</p> <p>Resolution: Governors agreed to recommend the budget for Trust approval.</p>	
6.	<p>Health and Safety It was confirmed that the December 2020 Health and Safety Policy and Responsibility Chart are on the website.</p>	
7.	<p>Safeguarding There was no update to report.</p>	
8.	<p>Risk Record There was no update to report.</p>	
9.	<p>Special Projects There was no update to report.</p>	
10.	<p>Policies</p> <p>Homework Policy (previously distributed) Challenge: A governor asked if the KS3 expectation of five hours per week is a maximum or minimum amount. The Head of School explained that is the recommended amount over a fortnight and there will be an audit in the autumn term to understand what is being set. The Head of School explained that the expectation isn't the same across subjects / students and there needs to be a clear timeframe and expectation set but some children need more opportunity to do work / activity outside of school. The Head of School suggested that pupil voice could support understanding of whether timing expectations are correct.</p> <p>Challenge: A governor questioned if section 8 should include the role of SLT monitoring. The Head of School explained that the role of senior leaders is built into the quality assurance calendar from September and agreed to include the role of SLT monitoring in the policy.</p> <p>Challenge: A governor asked about the difference in the role of planners and Google Classroom in 8.1 & 8.2. The Head of School explained that there will be reference of homework activity in the planner but the detail will sit on Google Classroom. The planner will become more of a key document going forward.</p> <p>Challenge: A governor asked if there is any plan for greater support for pupil premium students in KS3 such as homework clubs. The Head of School explained that the pupil premium cohort is varied and many don't need support through a club but there has been discussion on identifying those who need additional support. It wouldn't take long for a pupil who is failing to meet homework needs to be picked up and tutors will then step in to help and support. There is only a small group of pupil premium children who use the KS4 homework club.</p> <p>The Head of School noted that flexibility of homework setting supports homework being purposeful and appropriately timed.</p> <p>Challenge: A governor asked if there is educational research that says homework leads to improved grades / educational outcomes. The Head of School felt that if students are taught well that should be enough but homework is valuable if purposeful and it doesn't have to be a lot. The Education Endowment Fund talk about high quality homework raising pupil achievement but it does need to be useful with feedback provided.</p> <p>Resolution: Governors approved the Homework Policy subject to inclusion of monitoring on a termly basis using planner scrutiny and the role of senior leader in responsibilities.</p> <p>On Line Safety Policy (previously distributed) Resolution: Governors approved the On Line Safety Policy.</p>	
11.	<p>Governor Business</p> <p>Link Governor Reports - (previously distributed) Link reports were provided for SEND, Pupil Premium, Health and Safety, Safeguarding and Curriculum, Assessment, Tracking, Reporting. Governors agreed that the reports were informative and useful.</p> <p>Challenge: A governor noted that one of the reports mentioned difficulty in recruiting and asked if this had been resolved. The Head of School confirmed that there had been successful recruitment from a strong field for the HLTA alternative provision post and a TA3, there are four TA2 posts that need recruiting to.</p>	

	<p>Review of Link Governor Structure Governors shared their thought on the link governor process / structure.</p> <p>A governor noted that a committee system allowed for the development of expertise and knowledge and may support chair succession planning.</p> <p>ERG Action Plan Governors reviewed the red items.</p> <p>1.5: the school has collaborated more than ever through Covid for; operational, strategic, transition, Year 11 leavers, teacher assessed grades and KS2 / KS3 work.</p> <p>1.6: the top five risks record has been shared with the LGB with items identified, understood and mitigated. As good practice the Trust have asked governors to review the risks termly but it is unlikely the top five risks will change.</p> <p>2.1: there has been no progress data due to Covid and development work has been impacted due to the need to address Covid impact. There is the SIP, SEF, educational outcomes and KPI Report and key documents should be accessible.</p> <p>2.4: it had been decided that link governor visits should be three times per year and a meeting record to be circulated. There has been detailed virtual visits through Covid.</p> <p>3.2: will renew the search with CYC for finance expertise.</p> <p>5.1: the SBM confirmed that all statutory information is up to date on the website.</p> <p>6.3: governors agreed to revisit the option for external review once school is back to normal operating.</p> <p>6.5: training plan to be followed up in a more structured way.</p> <p>6.6: link governor succession plan is supported by the development of the role sheets. The Chair was concerned that there had been no Vice Chair since December and there was no clear Chair successor. Governors felt that it is such a bigger step up to take on Chair and is a huge role so would need a very active Vice Chair to make the roles feel more manageable. The Chair asked governors to consider if there is anything (systems / information) that would make governors open to being Vice Chair.</p> <p>The Chair noted the need to have a governor strategic goal for next year as part of the School Improvement Plan.</p> <p>Governing Board Skills Audit Carried over to the next meeting.</p> <p>Governor Training (previously distributed) Carried over to the next meeting.</p> <p>Chair's 360 The Chair reminded governors to complete the survey.</p> <p>Governing Board Self Review (previously distributed) Carried over to the next meeting.</p> <p>2021/22 Governance Plan Carried over to the next meeting.</p>	
12.	<p>Any Other Business</p> <p>Ant-racism Emma Hughes volunteered to be the aligned governor to support the anti-racism awards application run by Leeds Beckett University</p>	
13.	<p>Future Meetings 5th July</p>	
	<p style="text-align: right;">Meeting end time 8.07pm</p> <p>Approved 5th July 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 Wednesday 23rd June 2021

	Action	Agenda	Person	Date
1.				

Future Agenda Items

July Meeting	Future Meeting
Governor Goals / Objectives for 21/22	Tour of new buildings Extracurricular audit and participation rates

Approved