



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held virtually on Wednesday 16th March 2022 at 6pm

Present:

Gemma Greenhalgh (Headteacher)	Simon Bull
Renee Rainville (Chair)	Dave Merrett
Trevor Charlton	Emma Hughes
Amanda Stipetic	

In Attendance:

Rob Beever (Deputy Headteacher)
 Tim Gillbanks (Deputy Headteacher)
 Mary Simpson (Assistant Headteacher / Designated Safeguarding Lead / SENCO)
 Alex Collins (SBM)
 Sophie Triffitt (Clerk)

		Action
1.	<p>Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB For the record of the minutes the meeting was held virtually. Apologies were received and accepted for Janet Bennett and Anna Wynne.</p>	
2.	<p>Minutes of the 9th February 2022 Meeting (previously distributed) The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p>Actions Action 1: The action remains ongoing. Action 2: The revised budget was circulated. Action 3: The SBM reported that the Trust central team are progressing the development of a MAT-wide Bereavement Policy to cover staff and students.</p>	
3.	<p>Safeguarding (previously distributed) The Assistant Headteacher was confident that safeguarding plans and associated processes were effective but the external audit being undertaken by Caroline Wood, CYC Safeguarding Lead, provides an opportunity for feedback and quality assurance. There has been significant work to refine the systems, management and to ensure the Single Central Record is up to date.</p> <p>Challenge: A governor asked if safeguarding from a governance perspective was secure. The Assistant Headteacher asked governors to ensure they had completed the Keeping Children Safe in Education confirmation action. The Headteacher highlighted that governors need to be aware of the changes to KCSIE including; staff responsibility of whistleblowing and reporting low level concerns, peer on peer abuse, sexual harassment and safer recruitment.</p> <p>Challenge: A governor asked what assessment / feedback would be generated from the audit. The Assistant Headteacher explained that the previous audit detailed action points and any areas of concern would be highlighted.</p> <p>The Headteacher reported that a School Condition Allocation bid has been submitted to the Trust to address site security which is a significant concern and took the opportunity on a trustee school visit to show the site and share the concerns of the perimeter fencing.</p> <p>Challenge: A governor asked if the audit is being done across the MAT. The Headteacher explained that originally the audits were done across the MAT, but the school requested this audit given the change in staffing and CYC may not offer these services for free going forward.</p> <p>Challenge: A governor requested that feedback and actions from the audit are shared with governors.</p> <p>Action: Assistant Headteacher to share the safeguarding audit feedback with governors.</p> <p>Challenge: A governor asked if the audit will include a focus on safeguarding around the expansion project works. The Assistant Headteacher explained that it will include a review of process and systems in place to manage contractors on site.</p> <p><u>Safeguarding Action for Governors</u> Governors were reminded to complete the Keeping Children Safe in Education action.</p> <p>The Assistant Headteacher left the meeting at 6.20pm.</p>	MS

4. **Attendance Update** (previously distributed)

Mr Beever, Deputy Headteacher, provided an update on attendance.

Millthorpe attendance at 89.42% is reporting below the improving national average picture of 92.2% (as at 3 March) and sits in the middle of the highest and lowest attendance rates in York secondary schools. The Deputy Headteacher attends a Pathfinder Attendance Working Party which includes the opportunity to share best practice across the city.

Attendance for vulnerable groups reports at:

Pupil Premium – 84.43%

SEND (EHCP) – 77.14%

SEND (SEND Support) – 85.47%

New Attendance Officer processes have been in place from September and are in line with the CYC graduated response and there is directed Tutor processes for attendance focus. Attendance Officer time was impacted by the need to support Covid absence pressures but now has more capacity for that role.

Work is being done with Year 10's to pre-empt the issues of the current Year 11 and the number of bespoke GCSE plans.

The Deputy Headteacher was confident that with all the actions and processes in place the attendance will improve.

Next steps include a focus on attendance culture and 'every minute counts', action plan delivery, parent letter focused on attendance, Impact Design have supported the development of attendance literature, attendance to be part of any parent conversation, fast track for Fixed Penalty Notice and utilising Year 11 tutors when their form has left post exams.

Challenge: A governor asked what the attendance trend is. The Deputy Headteacher reported that the trend is currently flat and all attendance needs lifting. The year group trend is as it would normally be with Year 7 having the best attendance with this gradually worsening up to the lowest attendance in Year 10 and Year 11. The Pupil Premium trend is in line with national.

Challenge: A governor noted that they expected to see improved data given the significant amount of work and asked if this is a general position in schools. The Deputy Headteacher confirmed that every school in York have dropped by a similar level. The monitoring procedures were tightened which did drop the attendance rate but ensures the data is accurate.

Challenge: A governor noted that in addition to strong foundations a team effort is needed to drive real improvements. The Deputy Headteacher explained that the tutors have been great and it is important to utilise those relationships but there does need to be a strong culture with everyone being clear about the attendance conversation.

Challenge: A governor asked if the reason for non-attendance i.e. cold, mental health etc. are tracked to identify any gap in need. **Challenge:** A governor noted that there is evidence that if a young person is off school for more than two weeks with anxiety they very rarely go back to school so this knowledge would be an opportunity to have a different conversation. The Deputy Headteacher confirmed that Covid absence is tracked through a different code and there is contact on the first day of absence having moved to a conversation format for notifying and attendance is followed up with doctor's notes where appropriate. It is difficult to react quickly when capacity is tight and is one of the drivers for increasing tutor involvement.

Challenge: A governor asked if tutor checking should be more frequently than fortnightly. The Deputy Headteacher agreed that would be ideal but there are a number of significant needs / priorities which need balancing within the responsibilities of the role and directed time.

The Deputy Headteacher highlighted the importance of impressing upon tutors how vital attendance is and asked the staff governor if that message was clear. Mr Bull explained that tutor meetings are held every two weeks and attendance concerns are flagged but suggested a more formalised process for sharing this information. The Deputy Headteacher explained that forms should be shared and action recorded on SIMs so reports can be run and action taken checked.

Challenge: A governor asked if there is a way of tracking if a student is consistently absent for particular days / lessons. The Deputy Headteacher confirmed this is tracked and is fed through to Deputy Head meetings.

The Deputy Headteacher noted that there are two TLR3 posts whose current focus is Year 11 Pupil Premium intervention and when Year 11 leave after exams their focus will be directed to Pupil Premium attendance in Year 10.

Challenge: A governor supported utilising tutors to champion attendance through their more direct relationships with the young people and asked how the accountability of this responsibility is tracked to ensure the system is

	<p>rigorous. The Deputy Headteacher explained that he is considering a new system to ensure tracking / quality assurance of action and impact as this is difficult when the students change weekly. Going forward a sub group of children can be created on SIMs to track contact home and attendance rates.</p> <p>Emma Hughes left the meeting at 7.10pm.</p> <p>The Headteacher explained that tutors have been given directed time of 100mins per week to undertake specific tutor duties but there is a piece of work to be done on the role of the form tutor and how to make best use of this resource.</p> <p>Mr Beever left the meeting at 7.15pm.</p>	
5.	<p>KPI Report (<i>link previously circulated</i>) Discussed as part of agenda item 6.</p>	
6.	<p>PPE Date / Yr11 Progress and Intervention Mr Gillbanks, Deputy Headteacher, provided Strive for Five data in response to a challenge question on interventions from the February meeting. The Strive for Five group improved more than the all student group, and the 7, 8, 9 students improved better still.</p> <p>There are three rounds of predictions for Year 11 tracking with the latest being the spring data. Whole school Progress 8 prediction stands at 0.09 (against a target of 0.25) using 2019 information as the Progress 8 will not be calculated until August when there is national data.</p> <p>Pupil Premium P8 prediction is -0.37 (-0.40 target) and SEND P8 prediction is -0.63.</p> <p>The data is slightly down from autumn for basics 4+ which is informing targeted interventions for Pupil Premium students in English and Maths.</p> <p>The Deputy Headteacher shared the predictions by department that is now included on the KPI report.</p> <p>Challenge: A governor asked what impact the school refusers in Year 11 will have on the data. The Deputy Headteacher explained that five students will be doing exams at home which has never happened before and creates logistical challenges to invigilate. All will be doing English and Maths and three will be doing Science. These five students will probably take out the top 12 to 14 students in terms of Progress 8 which is a significant concern. There are also a number of students in school who have bespoke packages.</p> <p>It was noted that challenges of Covid are still being seen in subjects that are course work based but the Progress 8 measure will be adjusted to take into account the national picture.</p> <p>Challenge: A governor questioned the downward trend from the Year 10 data point. The Deputy Headteacher explained that Year 10 data tends to be more optimistic with increasing caution through the Year 11 data points. The Deputy Headteacher explained that there is uncertainty in the predictions.</p> <p>Challenge: A governor asked if students are feeling confident. The Deputy Headteacher felt that in general they had been resilient over the last couple of years and are not presenting differently to previous cohorts. It is the school's responsibility to control the message and not panic them.</p> <p>The Headteacher was nervous given the uncertainty and lack of confidence in the data due to the impact of two years of no validated data and the need to use 2019 grade boundaries on PPE, assessment judgements and Progress 8. The internal data however is used to identify students who need intervention.</p> <p>The Headteacher reported that Covid cases are increasing in York and there has been no information from the government on what will happen for those with Covid at the time of exam.</p>	
7.	<p>School Improvement Plan There was no update to report.</p>	
8.	<p>Risk Record There was no update to report.</p>	
9.	<p>Health and Safety There was no update to report.</p>	
10.	<p>Special Projects</p> <p>Expansion Project (previously distributed) Challenge: A governor asked what the risks are of a delayed start date and how these will be managed. The SBM explained that there is a schedule of pockets of work so there is no significant risk to the timing as work can be done in parallel. There are concerns around supply chain and the nature of the site so a drain survey was commissioned in advance of appointing a contractor to mitigate risk to the project. There are logistical challenges to having more contractors on site but this will be managed.</p>	

	<p>Challenge: A governor noted that the most critical work is that planned over the summer and there will be significant disruption if this is not completed on time and asked if critical supplies are being ordered early to manage any slippage. The SBM informed governors that Edisons had gone through the schedule, evaluated lead in times and identified two main components (toilet cubicles and canopy) and took the unusual step to procure before a contractor is agreed.</p> <p>The Headteacher reported that official numbers from CYC is 239 starters for September which is larger than intended, so there is pressure to be ready.</p> <p>The Pupil Admission Number for September 2023 should be 212 and 240 for September 2024 so admission numbers needs to be monitored. Classroom space is limited so there may be a need of funding for additional space.</p>	
11.	<p>Staffing Review There was no update to report.</p>	
12.	<p>Finance Update The revised budget had been circulated and agreed with governors provided with the opportunity to raise questions and concerns.</p> <p>Finance Review Form The finance link governor would represent the governing board at the Trust Finance and Audit Committee finance review discussion.</p>	
13.	<p>Governor Business</p> <p>Link Governor Reports Pupil Premium (previously distributed) There were no questions on the link report. The link governor recorded that senior leadership had done a very good job in continuing the work despite staffing changes.</p> <p>Training (previously distributed) Action: Governors to complete Child Protection in Education training on Educare.</p>	Govs
14.	<p>MAT Business There was no MAT business to report.</p>	
15.	<p>Any Other Business</p> <p>WiFi Challenge: A governor questioned the effectiveness of the WiFi coverage across the school site. The SBM reported that there is a site-wide project scheduled to improve both the wireless and wired network, which is underway (delayed by supply chain issues) and due to finish by September.</p> <p>Action: SBM to share the WiFi improvement project plan.</p> <p>Staff Governor Governors recorded thanks to Mr Bull for his term as staff governor and his valued contributions to the governing board.</p> <p>Action: School to run a staff governor election process.</p>	SBM HT
16.	<p>Future Meetings 12 May 13 June</p>	
<p><i>Approved at LGB 12th May 2022</i></p> <p>_____</p> <p>Ms Renee Rainville Chair</p>		<p>Meeting end time 8.05pm</p> <p>_____</p> <p>Date Signed</p>

Action Plan following the Meeting of the Local Governing Body on Wednesday 16th March 2022

	Action	Agenda	Person	Date
1.	Circulate summary of outstanding health and safety actions.	6 (09.02.22)	SBM	Feb 2022
2.	Assistant Headteacher to share the safeguarding audit feedback with governors.	3	Mary Simpson	March 2022
3.	Governors to complete Child Protection in Education training on Educare.	13	Governors	March 2022
4.	SBM to share the WiFi improvement project plan.	15	SBM	March 2022
5.	School to run a staff governor election process.	15	Headteacher	April 2022

Future Agenda Items

Next Meeting	Future Meeting
Special Projects (standing)	Tour of new buildings Extracurricular audit and participation rates

Approved