



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held virtually on Thursday 12th May 2022 at 6pm

Present: Gemma Greenhalgh (Headteacher) Amanda Stipetic
 Renee Rainville (Chair) Emma Hughes
 Trevor Charlton Janet Bennett

In Attendance: 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 Anna Wynne and Dave Merrett.</p>	
2.	<p>Minutes of the 16th March 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 SBM confirmed that the Health and Safety actions are in the KPI document and there has since been another visit. Action 2: The Headteacher reported that the draft Safeguarding report has been received this week and will be circulated once finalised Action 3: Ongoing. Governors without EduCare access were asked to inform the Chair. Action 4: Wi-Fi project update to be discussed as part of the agenda. Action 5: The Headteacher confirmed that a staff election process will be run this term.</p>	
3.	<p>Strategic Plan Reporting and Evaluation</p> <p>KPI Report (<i>link previously distributed</i>) Challenge: A governor requested that the rewards and points data are included for the SEND cohort. Action: Include rewards and points data for the SEND cohort.</p> <p>Challenge: A governor noted that there had been no improvement in attendance. The Headteacher reported that the cumulative data stands at 89.8% against national of 89%. An attendance officer with significant experience has been appointed.</p> <p>Challenge: A governor asked if there was any national guidance on addressing attendance. The Headteacher explained that there is national concern and shifts around monitoring, legalities and challenge that are in development. There are different practices within the rules, i.e. of when to close registers, that can impact data and Millthorpe currently operate in the strictest sense.</p> <p>In response to a governor the Headteacher confirmed that if a child misses registration for a medical appointment but is in attendance for morning lessons this would be classed as being absent for the morning.</p> <p>Challenge: A governor asked if there school would make phone contact if there were particular concerns about a child being absent. The Headteacher explained that there are different practices depending on each case and felt there was a need to communicate with parents about the need to prioritise attendance.</p> <p>Challenge: A governor noted that the financial forecast is very close to plan. The SBM explained that this would be expected as it is compared against the revised budget. There are still a couple of areas for concern including supply costs not dropping as quickly as hoped with a number of new Covid cases coming through.</p> <p>School Improvement Plan (previously distributed) The Headteacher reported that the new Assistant Headteacher had settled in very well with lots of work underway on transitions, SEND, Pupil Premium and alternative provision and their experience is valuable. There are challenges with the significant safeguarding workload and the increasing number of children on all levels of safeguarding. The Headteacher reported that there is lots of work being done rapidly including curriculum modelling and efficiencies which will impact class sizes and the TLR review. The new CEO has provided support and challenge on these areas. Governors discussed class sizes and the importance of the education of the young people at Millthorpe being the priority.</p>	HT

	<p>There will be a MAT levy increase with centralised posts working across the Trust. Governors hoped the increase in levy would deliver improvements in efficiency, support and results.</p> <p>The Headteacher reported that there are 19 admission appeals which could increase the already at capacity intake of 237.</p> <p>Challenge: A governor noted that the Pupil Premium progression is reflected in the SIP particularly around behaviour and attitude and underpins the message that work continued while waiting for the new Assistant Headteacher to start.</p> <p>The Headteacher informed governors that the National Tutoring Programme is underway working in school with a selected group of KS3 students for Maths and English. Two parents had not given approval for their child to take part.</p> <p>The Pupil Premium and SEND link governors wanted to meet with the new Assistant Headteacher before the end of the academic year.</p> <p>Challenge: A governor noted that some actions have been moved forward to 2022/23. The Headteacher explained that some actions / priorities shift as work progresses and reported that the curriculum work has progressed really well.</p> <p>Challenge: A governor asked if there are pupil forums. The Headteacher explained that there is the student leadership group who are consulted on developments i.e. behaviour system. There are also different student voice activities that take place at various levels.</p> <p>The Headteacher reported that from the results of the mental health survey the Millthorpe score on drug use was slightly higher than average which was unexpected and will inform the PHSE programme.</p>	
4.	<p>Educational Performance</p> <p><u>Year 11</u> The Headteacher reported that the headline prediction is for a positive Progress 8 but there is uncertainty on the measures. The result data will be used to support planning for next year.</p> <p>Year 11 exams start on Monday 16th May and their last assembly will be on 13th May, each student has a personalised booklet that includes revision sessions for exams. There is an anticipated challenge of getting students to attend school between exams.</p> <p><u>Pupil Premium</u> There was no update to report in addition to the KPI Report / SIP.</p> <p><u>Year 9 Options Choices</u> The Headteacher shared the Year 9 options choices noting that History has seen a significant increase from last year, Ethics and German have also increased and Geography reduced back to normal levels.</p> <p>Challenge: A governor asked at what point the decision would be taken that an option is not viable due to low numbers. The Headteacher explained that they have not needed to take that decision yet.</p> <p>Challenge: A governor asked if there is the option to work with York High School on staffing the lower take up subjects. The Headteacher explained that it would rely on mutual timetabling which wouldn't be possible for this September and current staff could not be required to work across sites due to the contracts in place.</p>	
5.	<p>Safeguarding There was no update to report.</p>	
6.	<p>Finance and Budgeting</p> <p><u>School Fund Audited Accounts</u> (previously distributed) It was reported that the school fund annual accounts review was completed and submitted to the Charities Commission.</p> <p>The SBM noted that the majority of money in 2021 related to cost of trips booked, paid for by parents and then refunded as they didn't take place due to Covid.</p>	
7.	<p>Risk Record There was no update to report.</p>	
8.	<p>Health and Safety There was no update to report in addition to the KPI Report.</p>	

9.	<p>Special Projects</p> <p>Expansion The SBM reported that there is an onsite start date of 23rd May 2022, the contractors have been on site today (12th May) for a final look at site locations. The project has been compressed into a two phase plan ready for September and the most disruptive works will be done through the half term.</p> <p>Challenge: A governor asked if there had been any issues with supplies. The SBM confirmed that there are no areas of concern, the cubicles and canopies have been purchased and are ready for delivery and the steel was secured at 2021/22 financial prices.</p> <p>The SBM confirmed that the work between the school, CFO and CYC is going well and the CFO is closely involved at all stages.</p> <p>Challenge: A governor asked if the Health and Safety requirements are covered. The SBM confirmed they are, the project is well-resourced in terms of controlling deliveries, the next stage of planning will include site specific issues such as shared / cross over areas. The management of Health and Safety will be reviewed through the project.</p> <p>Challenge: A governor asked if a project update had been communicated to parents. The SBM confirmed that once work is underway an update will be included in the newsletter.</p> <p>Wi-Fi The SBM reported that the project is underway to be completed by September.</p>	
10.	<p>Governor Business</p> <p>Link Governor Reports There were no link governor reports for discussion.</p> <p>Governor Recruitment Resolution: Lee Probert was elected as a co-opted governor.</p> <p>Training (previously distributed) Governors were encouraged to review the training requirements, inform the clerk of any training completed and fill any gaps.</p>	
11.	<p>MAT Business There were no updates to report.</p>	
12.	<p>Any Other Business</p> <p>School Trips A governor registered concern at the high costs of some school trips that will exclude some students and suggested publishing details and costs of trips a child might expect to have access to through their time at Millthorpe and asked if there are more affordable opportunities.</p> <p>The SBM explained that costs have been discussed and just prior to Covid there was a clear picture of what to expect in the time at Millthorpe as there was a well-established routine of trips which had started to be communicated to parents. The SBM and Headteacher agreed that there was a need to get back to that position and had started to have dialogue with staff about extracurricular and trips.</p> <p>A governor agreed with the need to communicate the offer through the life of school but acknowledged the importance of offering a breadth of experiences.</p> <p>The Headteacher explained that there are subsidised school day and curriculum trips that are accessible.</p>	
13.	<p>Future Meetings 13 June 5th July (date to change)</p>	
<p>Approved at LGB 13th June 2022</p> <p>_____</p> <p>Ms Renee Rainville Chair</p>		<p>Meeting end time 8.20pm</p> <p>_____</p> <p>Date Signed</p>

Action Plan following the Meeting of the Local Governing Body on Thursday 12th May 2022

	Action	Agenda	Person	Date
1.	Assistant Headteacher to share the safeguarding audit feedback with governors.	3 (16.03.22)	Mary Simpson	March 2022
2.	Governors to complete Child Protection in Education training on Educare.	13 (16.03.22)	Governors	March 2022
3.	School to run a staff governor election process.	15 (16.03.22)	Headteacher	April 2022
4.	Include rewards and points data for the SEND cohort in the KPI Report.	3	Headteacher	June 2022

Future Agenda Items

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

Approved