



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held virtually on Monday 13th June 2022 at 6pm

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

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. Mr Probert, new governor, was welcomed to the governing board and introductions made.</p> <p>Apologies were received and accepted for Anna Wynne and Amanda Stipetic. Dave Merrett was not present.</p>	
2.	<p>Minutes of the 12th May 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 safeguarding audit report was included in the agenda pack. Action 2: The clerk confirmed which governors had completed the Child Protection training. Action 3: The Headteacher reported that the staff governor nominations deadline is 22nd June 2022. Action 4: The Headteacher confirmed that the rewards and points data for the SEND cohort will be included in the KPI Report but noted this report may be replaced by a new Ofsted dashboard that is in development.</p>	
3.	<p>Start Budget (previously distributed) The SBM reported that the budget is reporting a stable financial position.</p> <p>Increased pupil numbers from September and again in September 2024 is increasing income. 237 is the baseline intake but appeals are running and will likely be higher. The timetable is being built on a likely 240 intake. There was agreement with CYC that the increase would be partially funded in year (instead of fully lagged), but the CYC calculation is lower than anticipated so the CEO is addressing with CYC. Pupil Premium and Special Educational Needs and Disability funding remains steady.</p> <p>Expenditure assumptions were applied for staff salary increases, inflation, 100% increase in electricity, central services contribution and staffing changes (known changes reflected and assumed appointments) and there are a number of areas where resignations have not been recruited to.</p> <p>There is a projected 4.7% reserve which rises over the next three years and if the increase is delivered the funds will be used for the benefit of the students, their education and the school site.</p> <p>Challenge: A governor noted the 4.7% inflation assumption on non-staffing expenses and asked if the SBM was comfortable with the figure given inflation is running at almost double that. The SBM recognised it may be optimistic but it is a trust wide assumption and there is some control with contracts / services being over a longer term.</p> <p>Challenge: A governor noted that the KPI report has the budget carrying forward a higher balance than forecasted earlier in the year which seems to come from increased income and reduced non-teacher salary expenses. The SBM confirmed that is the case, there was additional funding, linked to Covid, that wasn't confirmed at the time of the start budget and a number of vacant posts which will contribute to less spend on staffing. Supply costs continue to be high and may reduce the outturn figure.</p> <p>Ms Hughes joined the meeting at 6.30pm.</p> <p>Challenge: A governor asked if the intake will be at the same level for the three years of the budget given the investment in structure to meet the higher pupil numbers. The SBM explained that the majority of cost is linked to staffing and whilst the actual numbers of students is important the structure is worked on the number of groups which can increase / decrease slightly without impacting the staffing model.</p> <p>Challenge: A governor asked if a further increase in pupil numbers is envisaged. The SBM explained that there may be a need to take a strong line on the maximum intake, the PAN needs to be at the level where all classes are full but not an unmanageable number for the site, structure and ethos of the school.</p> <p>The Headteacher summarised the changes that will be communicated to staff this week in order to meet a recommended 0.79 contact ratio metric the CEO has asked from the school:</p>	

- Removal of the additional PPA non-contact time above the 10% threshold to deliver curriculum efficiencies and provide consistency across the MAT as a single employer. The Headteacher expected this message would not be received well.
- Increase in class sizes to meet the move to fewer groups.
- Removal of the CPD Wednesday early finish due to the changes from the DfE around school hours.

There has been some staff movement that has been helpful in moving towards this figure as any retirement / resignation has been reviewed as to whether recruitment was needed but the staff structure is still circa three staff over although the Maths department is short staffed and has no Head of.

The new CEO has been very visible and has specific views on uniform and behaviour so there will be concerns among staff but when the message is delivered on Wednesday there will also be a focus on advantages of being in the MAT.

The Headteacher explained that there are very few places in York for children with behaviour issues so would need to look at utilising funds to provide suitable provision.

There has also been a full TLR restructure that will be communicated over the next few weeks with a move from Heads of Department to Heads of Faculty. This restructure is not driven by financial savings but to deliver a smaller number of senior middle leaders to support the drive in strategic and improvement work. The union reps have been engaged and there will be a 15 day consultation.

Challenge: In response to a governor the Headteacher confirmed that the CEO had confirmed the structure did not need governor approval under the Scheme of Delegation as the authority sits with the Trust as the employer.

The Headteacher highlighted the need to balance the requirement to meet the contact ratio and high expectations drive against retaining the warmth and ethos of the school.

The Headteacher emphasised the need to prioritise and focus on the children and their outcomes following Covid.

The SBM left the meeting at 6.41pm.

Challenge: A governor asked if governors could provide support to the Headteacher and senior staff to execute these changes. The Headteacher confirmed not at this stage but would inform governors if anything changes.

Challenge: A governor asked if given the timescale of a 15 day consultation there is a contingency plan. The Headteacher confirmed that the Trust have confirmed that the 15 day consultation is legal. The TLR review has been underway for a while and staff are aware but the more structural changes may not be expected. Staff not successful in the larger roles will slot into the structure and pay protection will be in place. No redundancies are anticipated.

Challenge: A governor asked why the process is happening so fast. The Headteacher explained that it is so the structure can be in place for September and was confident that 15 days provided enough time for an effective process.

Challenge: A governor asked what impact there will be to the identity of Millthorpe if a more regimented approach is required i.e. Will a focus on uniform be at the expense of the interests of the students. The Headteacher explained that there has always been a strict approach to uniform which is part of the Millthorpe high expectations but there is a need to increase staff consistency in implementing this. There have also been other elements of the high standards that have dropped off since lockdown such as pride, high expectations, behaviour, uniform and planners that supports raising standards.

Challenge: A governor asked if there are savings made on teaching staff will there be more budget for Teaching Assistants. The Headteacher confirmed that there is adequate budget for TAs but there are difficulties in recruiting.

Challenge: A governor asked if the Trust could offer higher salaries for Teaching Assistant roles to make them more attractive posts. The Headteacher explained that as one employer this would need to be implemented across every school and the Trust is looking at a job evaluation process.

Challenge: A governor suggested that the communication to staff shouldn't centre on the new CEO and should be made clear that their appointment has coincided with a period of significant inflation.

The Chair reported that the Chairs had requested a MAT wide governor session to meet the new CEO and talk through the new Scheme of Delegation.

Action: Governors asked the Chair to request the MAT governor session includes:

- CEO strategy, vision and direction of travel of the Trust.
- What the staff wellbeing strategy is

Chair

	<ul style="list-style-type: none"> - Clarity on the new Scheme of Delegation - Assurance the individual school ethos and identity can remain. - Trust guidance on link roles and how these would fit with Director of roles. <p>Resolution: Governors agreed the budget for recommendation for Trust Board approval.</p>	
4.	<p>Strategic Plan Reporting and Evaluation</p> <p>KPI Report (<i>link previously distributed</i>) There were no questions on the KPI Report.</p> <p>School Improvement Plan There was no update to report.</p>	
5.	<p>Educational Performance</p> <p>KS3 and KS4 Tracking Updates Year 10 Tracking Updates Items carried forward to the July meeting.</p> <p>Action: Review the calendar of governor meetings and agenda items.</p>	Chair / HT
6.	<p>Safeguarding</p> <p>Safeguarding Review Report (<i>previously distributed</i>) The Headteacher reported that her PA had done significant work to get the Single Central Record up to date.</p> <p>Challenge: In response to a governor the Headteacher confirmed that all recommendations were accepted and actioned.</p> <p>A governor congratulated staff on a reassuring report noting that it was useful to identify areas of process to refine.</p> <p>Challenge: A governor requested that the Safeguarding governor include a SCR check as part of the link visit process. The Headteacher explained that the Trust Central Team also have a role in this and references are now done centrally.</p>	
7.	<p>Finance and Budgeting</p> <p>Start Budget Addressed earlier in the agenda.</p>	
8.	<p>Risk Record There was no update reported.</p>	
9.	<p>Health and Safety There was no update reported.</p>	
10.	<p>Special Projects</p> <p>Expansion There was no update reported.</p> <p>Wi-Fi There was no update reported.</p>	
11.	<p>Governor Business</p> <p>Link Governor Reports There were no link governor reports.</p> <p>Review of LGB Goals (<i>previously distributed</i>) Governors felt the link governor system was working well and there was a consensus on the need to return to face to face meetings. A governor suggested it would be useful to have set times designated through the year for link visits.</p> <p>The Chair noted that the new Scheme of Delegation will refine the LGB and link governor focus.</p> <p>A governor noted that the CYC link governor training was really useful and provided lots of useful information.</p> <p>The Chair noted the succession goal and that there is still no Vice Chair.</p> <p>Governors discussed stakeholder voice and how this could be gathered directly. A governor noted that on a link visit they had seen that there are lots of forums for pupil voice. The Headteacher suggested that governors</p>	

	<p>could join the already established forum of focus groups and / or attend parent's evenings.</p> <p>The Headteacher noted that the staff and parent feedback surveys is raw data. The standard Ofsted question surveys could be done more often but there had been adhoc staff surveys i.e. around wellbeing and new systems for staff.</p> <p>Challenge: A governor asked if there is an SEN parent forum. The Headteacher explained that the new SEN Lead may implement this and that there tends to be more contact with SEN parents.</p> <p>The Headteacher suggested a governor work with Mr Beever on stakeholder voice and communications strategy and define what governor involvement in this looks like.</p> <p>A governor suggested that a group of governors could do a learning walk or offer different ways of interacting with governors i.e. meet with groups of students or hold meet the governors drop ins.</p> <p>Governors agreed that they needed to understand the strategy and vision of the Trust under the new CEO and have clarity on the SofD.</p> <p>The Headteacher reported that the CEO has tasked her to work with the Knavesmire Headteacher to develop Trust strategy around what quality teaching at South Bank should be.</p>	
12.	<p>Homework Policy Carried over to the next meeting.</p>	
13.	<p>Anti-bullying Policy (previously distributed) A governor noted that the focus on a restorative approach is positive.</p> <p>Resolution: Governors approved the Anti-bullying Policy subject to Section 4 'of' being corrected to 'or'.</p>	
14.	<p>MAT Business Discussed as part of the budget update.</p>	
15.	<p>Any Other Business Action: Clerk to send draft LGB dates to Chair and Headteacher.</p>	Clerk
16.	<p>Future Meetings 6th July 2022 - in school</p>	
	<p>Approved at LGB 6th July 2022</p> <p>_____</p> <p>Ms Renee Rainville Chair</p>	<p>Meeting end time 8.03pm</p> <p>_____</p> <p>Date Signed</p>

Action Plan following the Meeting of the Local Governing Body on Monday 13th June 2022

	Action	Agenda	Person	Date
1.	Governors to complete Child Protection in Education training on Educare.	13 (16.03.22)	Governors	March 2022
2.	Chair to request the MAT governor session includes: <ul style="list-style-type: none"> - CEO strategy, vision and direction of travel of the Trust. - What the staff wellbeing strategy is. - Clarity on the new Scheme of Delegation - Assurance the individual school ethos and identity can remain. - Trust guidance on link roles and how these would fit with Director of roles. 	3	Chair	June 2022
3.	Review the calendar of governor meetings and agenda items.	5	Chair / Headteacher	June 2022
4.	Send draft LGB dates to Chair and Headteacher.	15	Clerk	June 2022

Future Agenda Items

Next Meeting	Future Meeting
Special Projects (standing) KS3 and KS4 Tracking Updates Year 10 Tracking Updates Governance structure Homework Policy	Tour of new buildings Extracurricular audit and participation rates