



# MILLTHORPE SCHOOL

## Minutes of the Meeting of the Board of Governors held virtually on Wednesday 6<sup>th</sup> July 2022 at 6pm

**Present:**

Gemma Greenhalgh (Headteacher)  
Renee Rainville (Chair)  
Trevor Charlton

Janet Bennett  
Amanda Stipetic

**In Attendance:**

Alex Collins (SBM)  
Sophie Triffitt (Clerk)

	Action
<p><b>1. Welcome &amp; Introductions, Apologies, Declaration of Interests, Any Items for AOB</b> The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for Anna Wynne, Lee Probert and Emma Hughes. Mr Merrett was not present at the meeting.</p> <p>The Headteacher updated governors on HR work and explained that a significant amount of Headteacher and SBM time is being spent on HR matters. The Headteacher confirmed that the CEO is providing support and the introduction of the Director of HR will be hugely beneficial. A governor emphasised the need for processes to work for the benefit of the children.</p> <p>The Headteacher updated governors on the difficulty with recruitment noting that the Maths department will have non specialists teaching and no Head of Department which is a concern particularly for next year's results and there is no GCSE Business teacher.</p> <p>The Headteacher reported that staff responded understandingly to the PPA changes meeting.</p> <p>The Headteacher explained the work underway to refocus on accountability, lesson drops ins, more robust systems and increased structure to form time.</p> <p><b>Challenge:</b> a governor asked if performance support plans include techniques for managing stress. The Headteacher confirmed that it should be an accountable and supportive process and explained that regular drop ins will support identifying staff who need support both professionally and emotionally and as it happens more frequently staff will see it as both supportive and accountable.</p>	
<p><b>2. Minutes of the 13<sup>th</sup> June 2022 Meeting</b> (previously distributed) The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p><b>Actions</b> Action 1: The action was closed, and it was confirmed that the Child Protection refresher course will be due in September. Action 2: It was confirmed that all areas governors wanted addressed at the Governance Evening were except guidance on link roles and how these would fit with Director of roles. Action 3: Ongoing. Action 4: The clerk had provided draft 22/23 meeting dates.</p>	
<p><b>3. Governor Business</b></p> <p><b>Governance Structure</b> Governors discussed governor recruitment and agreed that education, progress and teaching and learning skills and experience would be beneficial.</p> <p><b>Cyber Security Training</b> It was noted that Anna Wynne and Dave Merrett are to complete Cyber Security training.</p>	
<p><b>4. Strategic Plan Reporting and Evaluation</b></p> <p><b>KPI Report</b> (<i>link previously distributed</i>) There were no questions on the KPI Report.</p>	
<p><b>5. Educational Performance</b> The tracking data was not available.</p> <p>The Headteacher confirmed that all options are in place but until staff are confirmed in posts the timetable cannot be finalised. If the consultation is not completed as planned the timetable would not be finalised before September.</p>	

6.	<b>Safeguarding</b> No update was reported.	
7.	<b>Finance Monitoring</b> No update was reported.	
8.	<b>Internal Audit Report</b> (previously distributed) The SBM confirmed that there is a CCTV policy, an annual review is undertaken, and data protection impact assessments are in place. Actions will be addressed over the summer break.  <b>Challenge:</b> A governor asked if CCTV will be extended with the work on boundary security work. The SBM confirmed it will and better coverage is being investigated for the back gate.  <b>Challenge:</b> A governor asked if the school has an IAR. The SBM confirmed that an IAR is in place but it does need updating.  <b>Challenge:</b> A governor asked if there is a clear MAT policy on document retention. The SBM confirmed that the school works to national guidance and expected this this is something that will be developed for the MAT.  <b>Challenge:</b> A governor asked if thumb prints are still being used. The SBM explained that thumb prints are not used for the canteen but data is being gathered for use with external doors and alternative procedures in place for those that do not consent to the data sharing.  <b>Action:</b> SBM to provide an update on Millthorpe actions from the MAT Internal Audit Report at the October meeting.	SBM
9.	<b>Risk Record</b> No update was reported.	
10.	<b>Health and Safety</b> No update was reported.	
11.	<b>Special Projects</b>  <u>Expansion</u> The SBM reported that work is progressing and on schedule. Phase one stripping out has been done, first fix plumbing and electrics complete, toilet fittings in place and stud walls up for the new classrooms.  <b>Challenge:</b> A governor asked if there is a contingency plan if the project is not finished for September. The SBM explained that it would be dependent on what element was not finished, the greatest priority is toilets and canteen.  <b>Action:</b> Schedule a governor tour of the building / new works for September 2022.  <u>Wi-Fi</u> The SBM reported that the majority of work will be done over the next few months, there have been no supply issues and the asbestos situation that was holding up work was resolved. A wireless plan has been made and a meeting to be held on Monday 11 <sup>th</sup> July 2022 to plan for the summer works to install telephony.  <b>Challenge:</b> A governor asked if there is a risk that this investment in upgrade will not deliver improvements. The SBM explained that there is a new internet provider which has gone well with very few outages and other areas being addressed are recognisable issues around capacity which will be improved by the work to the wired network to improve quality and increasing capacity.  <b>Challenge:</b> A governor asked if the mix of purchasing and leasing for switches, cabling and servers could lead to issues as a single source ensures accountability. The SBM explained that the voip and wireless is through a single channel who are also the IT provider. The broadband is provided by a separate organisation but was brokered by the MAT working with two other trusts.  <u>MUGA</u> The SBM confirmed that the MUGA parking issues were resolved, and the school would like to appeal the planning restriction of having 20 minutes between bookings.  <u>Security Fence</u> The SBM reported that there is no date for completion of security fence work.	SBM
12.	<b>Policies</b>  <u>Use of Images of Students Policy</u> (previously distributed) <b>Challenge:</b> A governor asked how long images are retained. The SBM confirmed that if the image is part of a student record they are kept in line with the student file but if it is an unidentified promotional image there is no expiry. A governor suggested including a note that images may be kept indefinitely unless requested otherwise.	

	<p>The SBM noted that this is a policy that will sit with the MAT in future. Governors noted that it would be helpful to have MAT processes for managing images.</p> <p><b>Resolution:</b> Governors approved the Use of Images of Students Policy subject to the inclusion of 'images may be kept indefinitely unless requested otherwise'.</p> <p><b>Homework Policy</b> The Headteacher confirmed there had been no updates to the policy but it may be amended next term.</p> <p><b>Resolution:</b> Governors agreed for the policy to continue without amends.</p>	
13.	<p><b>MAT Business</b> (previously distributed) Governors who had attended the Governance Evening reported that it was positive and the new Scheme of Delegation provides clarity.</p>	
14.	<p><b>Any Other Business</b> There were no items for discussion under AOB.</p>	
15.	<p><b>Future Meetings</b> LGB dates to be agreed.</p> <p>Dates for governors to be aware of: Music Concert – Tuesday 12<sup>th</sup> July 2022 Awards Evening – Thursday 14<sup>th</sup> July 2022 Open Evening – Tuesday 11<sup>th</sup> October 2022</p> <p><b>Action:</b> Governors agreed to have a stand at the 11<sup>th</sup> October open evening</p>	<b>Chair</b>
	<p><b>Approved at LGB on 20<sup>th</sup> October 2022.</b></p> <p>_____</p> <p><b>Approval</b></p>	Meeting end time 8.05pm

#### Action Plan following the Meeting of the Local Governing Body on Wednesday 6<sup>th</sup> July 2022

	Action	Agenda	Person	Date
1.	Review the calendar of governor meetings and agenda items.	5 (13.06.22)	Chair / Headteacher	June 2022
2.	Provide an update on Millthorpe actions from the MAT Internal Audit Report at the October meeting.	8	SBM	Oct 2022
3.	Schedule a governor tour of the building / new works for September 2022.	11	SBM	September 2022
4.	Arrange for a governor stand / governor representation at the open evening on 11 <sup>th</sup> October 2022.	15	Chair	September 2022

#### Future Agenda Items

Next Meeting	Future Meeting
Special Projects (standing) MT Actions from Internal Audit Report	Extracurricular audit and participation rates