



## MILLTHORPE SCHOOL

### Minutes of the Meeting of the Board of Governors held in person on Thursday 20<sup>th</sup> October 2022 at 6pm

**Present:**

Gemma Greenhalgh (Headteacher)	Janet Bennett
Trevor Charlton	Amanda Stipetic
Lee Probert	Emma Hughes
Dave Merrett	

**In Attendance:**

Tim Gillbanks (Deputy Headteacher)
Alex Collins (School Business Manager)
Sophie Triffitt (Clerk)

		Action
1.	<p><b>Welcome, Apologies, Declaration of Interests, Any Items for AOB</b> The Vice Chair welcomed everyone to the meeting. Apologies were received and accepted for Renee Rainville.</p>	
2.	<p><b>Election of Chair and Vice Chair</b> Renee Rainville had informed governors that she was not standing as Chair. <b>Resolution:</b> Lee Probert was elected as Chair of Governors for a term of one year. <b>Resolution:</b> Trevor Charlton was elected as Vice Chair for a term of one year.</p>	
3.	<p><b>Minutes of the 6<sup>th</sup> July 2022 Meeting</b> (previously distributed) The minutes were agreed as a true and accurate record of the meeting and approved. Mr Merrett noted that he did not attend as he had not received the meeting notification due to school e mail access issues, but he is now receiving notifications. <b>Actions</b> Action 1: Governor meeting dates were agreed and circulated. Action 2: Audit Report update was included on the agenda. Action 3: A building work update would be provided as part of the agenda, the action remained ongoing, Action 4: It had been decided not to have a governor stand at parents evening. A governor suggested holding a stand at the July parents evening for confirmed Year 7 student families.</p>	
4.	<p><b>Strategic Plan Reporting and Evaluation</b> <b>School Pulse</b> (previously distributed) The Headteacher explained that the Pulse is a weekly document submitted to the Trust Exec Team. The Headteacher asked governors to consider what additional information they would want reporting to LGB as the Pulse does not include all elements of the KPI document. The Headteacher explained the BRAG process and how it is used to track data for each child attaining level 4 or 5 for English, Maths and Science and interventions to move amber rated students to green. The Headteacher noted that those children rated red, whilst unlikely to reach this attainment benchmark, do have interventions and support. <b>Challenge:</b> A governor questioned how the process works for SEND children to ensure they are not disadvantaged and are supported in achieving the best they possibly can. The Headteacher explained that a range of stakeholders are involved in the BRAG discussion including, Headteacher, Head of subjects, SENDCO, Head of Year, Designated Safeguarding Lead, Attendance Officer and Data Manager to ensure the process is identifying needs and support is put in place. The Headteacher explained that the BRAG process is an attainment performance measure and assured governors that each class teacher has a plan for quality first teaching and needs are being addressed for these children and the children rated blue to push them to get 9's. <b>Challenge:</b> A governor noted that the BRAG reports 17 children in Year 11 at risk of not getting a grade 4 in English and Maths. The Headteacher explained that the BRAG is purely an attainment measure, there are not the resources to intervene with every child on the list so there is targeted small group interventions for students that could work collaboratively with similar needs. <b>Challenge:</b> A governor highlighted that there is funding associated with SEND and asked what the children are receiving in terms of support. The Deputy Headteacher explained that the students in the lowest groups for English and Maths are rated red but get additional class support and work.</p>	

The Headteacher explained that the process of reviewing each child holistically with this level of detail and staff input is new. There are different intervention codes to show what is being put in place to support. At the most recent meeting seven children had made significant improvements and were invited to the Headteacher's office for a celebration meeting and there was parent feedback back saying how engaged the children had been from this.

**Challenge:** A governor noted one child moved from two red to a red and amber which suggested the suite of interventions is having an impact at the red level.

**Challenge:** A governor noted that the BRAG document has a defined focus which emphasises the importance of the wider KPI information to understand the whole education and asked governors to consider the ethos of the school to educate all children the best it can.

Governors felt there needed to be greater clarity of what sits with Trust Exec Team / Trust accountability and governor accountability.

The Headteacher informed governors that there had been an increased level of drop ins by SLT with resulting action and a departmental quality assurance 'mini deep dive' model will be starting after half term and faculty findings / actions will be reported to governors.

**Challenge:** A governor suggested that a termly trend summary would be helpful.

**Challenge:** A governor asked how culture is assessed and measured. The Headteacher explained that it is a holistic judgement from walking round school.

**Challenge:** A governor felt the BRAG was a management document and does not support governors in identifying strengths and weaknesses and suggested governors are provided with brief narrative of strengths / concerns.

**Action:** Chair and Headteacher to meet and design a Headteacher Governor Report.

**Challenge:** A governor noted the school motto of helping the children be the best they can and questioned if this pressure to meet the attainment benchmark could leave them feeling disappointed. The Headteacher explained that the priority is to get children to a grade 4 and this message is shared at school and at open evenings of next stage education provision. The Deputy Headteacher explained that the teacher's job is to manage those conversations but there is a need to get as many students as possible to grade 4, just because student is rated red does not mean they are not having intervention.

**Challenge:** A governor noted that children notice if they are not getting interventions despite trying really hard and having good learning conduct. The Headteacher emphasised the finite amount of resource to deliver interventions, noting that York is the lowest funded authority, and the after-school intervention is delivered from the good will of teachers.

**Challenge:** A governor asked what is happening around the child on 'red' to help them be the best they can be and to thrive. The Headteacher explained that Pupil Premium children get national tutoring intervention. SEND have different provision through Inclusion and additional support depending on their individual needs i.e., reduced curriculum and EAL support.

The Headteacher explained that the BRAG process is done in one hour due to timetabling but department meetings cover each child in preparation for this meeting.

**Challenge:** A governor asked how governors can be assured / measure that every child is getting support to attain. The Headteacher explained that teachers are measured on progress of their students not how many achieve the grade 4 benchmark. The data checkpoints will give information on groups and how they are performing (i.e., mocks / progress / learning conduct / prediction) and governors would receive this overall headline data.

#### **School Improvement Plan** (previously distributed)

The Headteacher made governors aware the Mr Gillbanks is retiring at Christmas. Two strong Deputy Headteachers have been appointed to start in January 2023 and will give extra capacity and clarity of responsibilities.

The second layer of management structure will be one FTE down so not at maximum capacity.

**Challenge:** A governor asked if there are interim milestones that sit behind the plan. The Headteacher confirmed these will be developed when the high-level plan is agreed by the Trust.

**Challenge:** A governor asked why there is not a broader priority for mental wellbeing. The Headteacher explained that this would sit within the personal development framework. Ms Simpson had completed Mental Health Lead course which will inform strategy.

Chair /  
HT

	<p><b>SEF</b>  <b>Action:</b> Headteacher to circulate the SEF.</p>	HT
5.	<p><b>Educational Performance</b></p> <p><b>GCSE Results</b> (previously distributed)  The Deputy Headteacher noted that unions have communicated that the results should not be compared to 2019 results.</p> <p>The Deputy Headteacher highlighted that there were 35 students who achieved grade 4 in English or Maths but not the other subject.</p> <p><b>Challenge:</b> A governor questioned the Pupil Premium outcomes. The Headteacher noted that the actual Pupil Premium data has significantly increased, when not accounting for the 13 children who would not attend, as detailed in the SEF. The Deputy Headteacher explained that the Pupil Premium cohort dynamic changes each year including size and ability of the cohort.</p> <p><b>Challenge:</b> A governor noted that a comparison to a similar school and where the school sits nationally would be useful. The Headteacher reported that every department has done a review of how they compared to national and question level analysis.</p> <p><b>Challenge:</b> A governor noted that 110 students were entered for Combined Science but only 50% achieved a pass result. The Deputy Headteacher explained that every student has to do either Triple or Combined Science. Science were disappointed with the results and this may have been impacted by the changes made late in the GCSE and the intervention model. The intervention programme has changed this year to address these concerns.</p> <p><b>Challenge:</b> A governor questioned the 50% pass rate for Sports Studies. The Deputy Headteacher explained that there was a move away from a majority practical curriculum and suggested governors look at progress due to the nature of the students.</p> <p><b>Challenge:</b> A governor asked for an update on the Business Studies course. The Deputy Headteacher explained that there was a significant change in personnel, prior to the new exam in 2019 the results were strong with coursework and there had been a need for a non-specialist to teach the current Year 11. Consideration will be given to the outcomes when planning the options process.</p> <p>The Deputy Headteacher left the meeting at 7.18pm.</p> <p><b>GCSE Targets</b> (previously distributed)  The Headteacher reported that the high targets have been set by the Trust and are not based on Fischer Family Trust.</p> <p><b>Challenge:</b> A governor asked if there is confidence in delivering these targets. The Headteacher explained that they are aspirational, and some departments are more likely to get close (English) than others (Maths).</p>	
6.	<p><b>Recognition Stamps / SEN Report</b> (previously distributed)  The report was circulated as an action from a previous meeting and there were no questions on the report.</p>	
7.	<p><b>Safeguarding</b>  There was no update to report.</p>	
8.	<p><b>Finance and Budgeting</b>  The SBM reported that the final period 12 monitoring reported a 3.4% reserve and he is awaiting the year end outturn.</p> <p><b>Challenge:</b> A governor asked how the financial pressures are being accommodated. The SBM noted that the Trust advised schools to increase energy budget by 100% and schools have been included in the energy price cap protection scheme. The Trust are tendering for the energy contract.</p> <p>The SBM reported that unfunded staff pay rises would have a significant impact on the budget.</p> <p><b>Challenge:</b> A governor asked about the impact to school meals of food price inflation. The SBM explained that Free School Meal cost increase assumptions have fed into the budget non-FSM increases would be passed on to families, but the meal deal is still reasonably priced compared to other schools locally.</p> <p><b>MT Actions from Internal Audit Report</b>  There was no update to report.</p>	
9.	<p><b>Health and Safety</b>  The link governor was due to meet the SBM.</p>	

10.	<b>Risk Record</b> There was no update to report.	
11.	<b>Governor Business</b> <b>Potential Governors</b> (previously distributed) <b>Resolution:</b> Helena Senior was appointed as a general governor subject to safeguarding checks and Trustee approval.  Due to the parent representation already on the LGB governors agreed to ask Mr Else to apply for the parent governor vacancy.  <b>Training</b> (previously distributed) The clerk confirmed that the Trust provide reports for completed training through Tes Develop that feeds into the training record but governors could send certificates to the clerk for the record to be updated.  <b>Governors Annual Statement and Impact Report</b> (previously distributed) <b>Action:</b> Chair and Renee Rainville to complete the Governor Annual Statement and Impact Report.	Chair / RR
12.	<b>Special Projects</b> The SBM reported that at the beginning of term the majority of student toilets were complete, one block is still being worked on due to structural designs but is not causing any operational problems. The canopy is complete, two classrooms are up and running and the circulation of students is better. The two new music classrooms are due to be handed over after half term due to structural redesign and needing new steelwork. The project is due to finish and be handed over WC 13 <sup>th</sup> November and a snagging visit planned for 7 <sup>th</sup> November.  <b>Challenge:</b> A governor asked if the project is on budget. The SBM explained that given the additional works identified there were changes to the project to remain within budget, the Local Authority also committed some additional funding, and the school waived the project management fee to ensure there is no impact to the school operating budget. There will be other costs picked up by school to finish the project such as technology, flooring and furniture.  The SBM reported that through the process the contractors identified a partially collapsed floor in the kitchen that was not in scope of the contract and the LA and Trust agreed to match fund to complete this work at a cost of circa £40k.  The SBM reported that overall, the project had gone smoothly with no health and safety concerns.  The SBM left the meeting at 7.43pm.	
13.	<b>Policies</b> <b>Careers Policy</b> (previously distributed) The Headteacher noted that the Careers provision is being reviewed which will impact the policy and the policy was deferred.  <b>RSE Policy</b> (previously distributed) <b>Challenge:</b> A governor asked if students attend gender or sex segregated groups noting the importance of students being educated on what will happen with their body to keep them safe. The Headteacher confirmed there is no national guidance and that students go to lessons for their preferred gender.  <b>Challenge:</b> A governor asked if the policy is the same across the MAT. The Headteacher confirmed that the statutory aspects would be consistent.  <b>Resolution:</b> Governors approved the RSE Policy.	
14.	<b>MAT Business</b> <b>Challenge:</b> Governors asked for decisions made at MAT level to be communicated through to LGBs and for there to be clarity on the role and expectations of the LGB.	
15.	<b>Any Other Business</b> <b>Challenge:</b> A governor asked for the school uniform review and consultation to be discussed at the November meeting and requested that DfE guidance, local picture and cost of living impact be considered in any decision.	
16.	<b>Future Meetings</b> Wednesday 30 <sup>th</sup> November 2022 Thursday 12 <sup>th</sup> January 2023 Wednesday 8 <sup>th</sup> February 2023 Thursday 16 <sup>th</sup> March 2023 Thursday 11 <sup>th</sup> May 2023 Tuesday 13 <sup>th</sup> June 2023	

Thursday 6 <sup>th</sup> July 2023	
Meeting end time 8.15pm	
<b>Approval</b>	

**Action Plan following the Meeting of the Local Governing Body on Thursday 20<sup>th</sup> October 2022**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Schedule a governor tour of the building / new works for September 2022.	11 (06.07.22)	SBM	September 2022
2.	Chair and Headteacher to meet and design a Headteacher Governor Report.	4	Chair / Headteacher	November 2022
3.	Headteacher to circulate the SEF.	4	Headteacher	November 2022
4.	Complete the Governor Annual Statement and Impact Report.	11	Chair Renee Rainville	November 2022

**Future Agenda Items**

Next Meeting	Future Meeting
<ul style="list-style-type: none"> <li>- Special Projects (standing)</li> <li>- Exclusions</li> <li>- School Uniform Consultation</li> <li>- Careers Policy</li> <li>- Checkpoint Data</li> </ul>	<ul style="list-style-type: none"> <li>- Extracurricular audit and participation rates</li> <li>- Departmental quality assurance 'mini deep dive' faculty findings / actions</li> </ul>