



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held in person on Thursday 16th March 2023 at 6pm

Present: Gemma Greenhalgh (Headteacher) Amanda Stipetic
Lee Probert (Chair) Trevor Charlton

In Attendance: Alex Collins (SBM) *until 6.50pm*
Charlotte Law (Clerk)

		Action																				
1.	<p>Welcome, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting. There were apologies for absence received, with consent, from Emma Hughes and Renee Rainville. There were no declarations of interest.</p>																					
2.	<p>Minutes of the 23rd February 2023 meeting (previously distributed) The minutes were agreed to be a true and accurate record of the meeting and duly approved.</p> <p>Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Action</th> <th style="width: 15%;">Person</th> <th style="width: 20%;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Chair to send letter of thanks to staff affected by the recent staffing re-structure from the LGB.</td> <td style="text-align: center;">Chair</td> <td style="text-align: center;">To be completed.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Trevor Charlton would like to meet and discuss the revised budget with the SBM when it was available to do so.</td> <td style="text-align: center;">Trevor Charlton Alex Collins</td> <td style="text-align: center;">Completed.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>The Chair advised governors to look at the training schedule shared in the agenda pack and to complete any required training as quickly as possible.</td> <td style="text-align: center;">ALL</td> <td style="text-align: center;">Ongoing for Summer 1.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>The Chair agreed to circulate the governor link roles by correspondence, after assessing each governor's interest.</td> <td style="text-align: center;">Chair</td> <td style="text-align: center;">Completed on agenda.</td> </tr> </tbody> </table> <p>There were no matters arising not covered by the agenda.</p>		Action	Person	Update	1.	Chair to send letter of thanks to staff affected by the recent staffing re-structure from the LGB.	Chair	To be completed.	2.	Trevor Charlton would like to meet and discuss the revised budget with the SBM when it was available to do so.	Trevor Charlton Alex Collins	Completed.	3.	The Chair advised governors to look at the training schedule shared in the agenda pack and to complete any required training as quickly as possible.	ALL	Ongoing for Summer 1.	4.	The Chair agreed to circulate the governor link roles by correspondence, after assessing each governor's interest.	Chair	Completed on agenda.	
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3.	<p>Strategic Plan Reporting and Evaluation 3.1 Headteacher Report - Community relations/feedback from communications/visits The Headteacher discussed the recent updates and reported a small incremental improvement on pupil attendance and punctuality. There was still some resistance from parents, and a local councillor recently met with the Headteacher to discuss the issues raised at the last agenda. There were still challenges from differing perceptions over the communication regarding attendance and the Headteacher notified governors that the messages to parents/ carers was purely the data without any judgemental comments. The Headteacher informed governors that the attendance policy would be shared detailing the changes and acknowledged that this would have been better in situ before the actual consequences had started.</p> <p>The Headteacher discussed further plans to review the attendance and behaviour escalation process, notably this was not applicable for 95% of the students at Millthorpe. Plans looked at relocating the internal exclusions area and setting up a bespoke intervention for internal truancy. The Headteacher explained the current intervention plan with governors and how this might change to better suit the students; examples were provided.</p> <p>The Headteacher noted the consistent learning walks around school, the improving BRAG results which had shown strong results in English and Maths, and Clair Kitchen, Director of School Improvement, had begun a</p>																					

	<p>coaching module highlighting ways of improvement for teaching staff through a beneficial developmental process of deep dives.</p> <p>Regarding the community relations, the Headteacher shared the positive replies from parents, and noted the support from the recent Year 11 parents evening. The Headteacher reported on a positive meeting with Maxine Squire, the Assistant Director of Education and Skills, and Martin Kelly, the Corporate Director of Children’s Services, which had examined the SEND provisions at Millthorpe, and the recent changes made.</p> <p>There was another meeting discussed which involved the Headteacher, the Corporate Director of Children’s Services, the Assistant Director of Education and Skills, Rachael Maskell MP, York Central, the Chair of governors and Mark Hassack, CEO of the South Bank Academy Trust. This meeting discussed the most recent public discussions on social media and the Chair commented on the need to recognise the differences, priorities and truths in the claims that were made by the public.</p> <p>A governor commented on the benefit of the governor walk round which showed that the comments made on social media regarding the classroom expectations and windows were unrealistic. Conversation between the governors continued and the Chair spoke about the necessary steps to take when raising concerns through the local councillor, the logging of events, and accurate information shared.</p> <p>Moving forward an open event was planned which invited all the current students, parents, carers, and Year 6’s with places for September into school. This was not an open evening but an information evening to dispel the local animosity over current claims. The evening would include governor and student body representation, a speech on SEND which would be presented twice, a pastoral speech on attendance and behaviour, and a teaching and learning speech with the heads of faculty and heads of year.</p> <p>Governors agreed that this was a positive move in the right direction, and the Chair added that it was not possible to over communicate with parents and carers from the school community.</p> <p>The Headteacher planned to write a regular SEND newsletter, an additional constant contact with parents and carers, alongside the Friday email which was readily received. The Headteacher was also working on increasing the school’s social media presence to share good news and asked governors to share this information.</p>	
<p>4.</p>	<p>Educational Performance (Reports and Discussion) 4.1 School Pulse The Chair asked the Headteacher for any highlights to be brought to the attention of governors, and the Headteacher discussed the in-depth data shared by the Deputy Headteacher on attendance at February’s governor meeting and the frequency of bringing this data to the LGB.</p>	
<p>5.</p>	<p>Safeguarding Nothing to report.</p>	
<p>6.</p>	<p>Finance and Budgeting (Reports and Discussion) 6.1 Revised Budget The School Business Manager (SBM) discussed the headline position of the school which remained strong and mapped through into the next academic year. The SBM reported a more negative position the year after with a small surplus which could be seen to correlate with the student numbers. The SBM discussed the forecast and structural position of the school; the teaching structure would remain and whilst there was no expectation of redundancies, there was some focused work to make the existing establishment stretch to meet the increasing student numbers. The SBM confirmed that the current establishment for September would keep all staff in post.</p> <p>A challenge from a governor on the staffing structure was made but the SBM clarified an overlap over some staff having left or due to leave at Easter and the actual posts which were held. A natural wastage was</p>	

	<p>discussed as Millthorpe was significantly above the required 0.77 and explained how the staffing model relied upon varying factors like sets in Maths, which would not be altered halfway through a GCSE year. Average class sizes were acknowledged, alongside non-contact time for teaching staff, and the teaching hours increase for the senior leadership team which would double from 2022/2023. In summary it was understood to be extremely challenging even when the budget situation was strong. The Headteacher noted the timetabling of PE and extra-curricular offers which were justified.</p> <p>Question: A governor asked if the 2023/2024 student numbers were agreeable. Response: The Headteacher stated that Millthorpe’s published admission number (PAN) was 212.</p> <p>The SBM discussed the issue of the school’s energy costs and provided governors with a detailed account of what they would expect to pay. Once the discount scheme ended, and if the continued price pKWh remained, the school could expect to pay over £200,000 a year for electricity. There was an understanding that the prices might remain the same but some discounts for schools was expected. However, the SBM had assumed the rates would stay as they were regarding this revised budget.</p> <p>Question: A governor asked about the outdoor pitch hire opportunities and if the prices were reviewed with the energy increase. Response: The SBM had reviewed the energy price impact from pitch hire which was low as the LED bulbs were energy efficient. An increase to the pitch hire was planned to be circa 10% but this was not yet agreed.</p> <p>Question: A governor asked if there was any funding for renewable options like solar panels. Response: The SBM had looked into this before but agreed to look for further information.</p> <p>Question: A governor asked about the drop in other incomes which was attributed to a school partner. Response: The SBM noted that this was challenged correctly and the school in question had overstated what was owed.</p> <p>The SBM informed governors that the revised budget had not altered dramatically from the start budget; there were relatively small wins and losses in other areas and the start budget would be worked on in Summer 1. They SBM asked governors for approval on the revised budget update shared and agreed. Resolution: Governors approved the revised budget that was shared and discussed.</p> <p><i>The SBM left the meeting at 6.50pm.</i></p>	
7.	<p>Health and Safety Nothing to report.</p>	
8.	<p>Risk Record Nothing to report.</p>	
9.	<p>Governor Business 9.1 Governor Link Scheme The Chair led the discussion for aligning link governors to the Deputy Headteachers (DHT), and all governors present agreed on the following positions:</p> <p>Victoria Armitage DHT – SEND Link Governor – Emma Hughes Kavina Rothenburg DHT – Teaching & Learning Link Governor – Lee Probert Rob Beever DHT – Safeguarding Link Governor – Renee Rainville Alex Collins SBM – Health & Safety Link Governor – Trevor Charlton</p> <p>9.2 Term of office renewal for Amanda Stipetic Amanda Stipetic agreed to extend her tenure to the 12th May to cover the next LGB. After this Amanda shared her decision to step down as a governor as her work/ life pattern did not allow for the time needed</p>	

	<p>to allocate to governorship.</p> <p>The Chair thanked Amanda for her contributions over the years and noted that they would be happy to re-appoint her to the board if she wished to re-join in the future.</p> <p>9.3 Governor Training The Chair recently completed an online training course and urged all governors to complete some of the shared training.</p>	
10.	<p>Special Projects Nothing to report.</p>	
11.	<p>Policies for Review None to review.</p>	
12.	<p>MAT Business Nothing to report.</p>	
13.	<p>Any Other Business The Chair noted that there was the scope to start the meetings earlier and alter the agendas to work around a cycle of business and align the LGB to the scheme of delegation. This would be discussed further with governors at a future meeting.</p> <p>Panel date This was agreed for Monday 17th April – with three governors available.</p>	
	<p>Future Meetings Thursday 11th May 2023 Tuesday 13th June 2023 Thursday 6th July 2023</p>	

Meeting end time 7.02pm.

These minutes were approved by the Chair at the LGB meeting on May 11th 2023.

Action Plan following the Meeting of the Local Governing Body on Thursday 16th March 2023

	Action	Agenda	Person	Date
1.	None.			

Future Agenda Items

Next Meeting	Future Meeting
	<p>June Agenda School annual budgets – formulating and determining expenditure within school’s budget (Headteacher/Head of School, LGB and CFO)</p>