



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors held in person on Thursday 11th May 2023 at 6pm

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

In Attendance: Alex Collins (SBM)
Charlotte Law (Clerk)

		Action
1.	<p>Welcome, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting. There were no apologies for absence. There were no declarations of interest.</p>	
2.	<p>Minutes of the 16th March 2023 meeting (previously distributed) There was a discussion over the link governor roles, and these were confirmed and corrected on the last LGB minutes. With this amendment the minutes were agreed to be a true and accurate record of the meeting and duly approved.</p> <p>There were no actions from the last meeting; there was one matter arising not covered by the agenda.</p> <p>Renee Rainville informed the LGB that she would be leaving the governing board in July. Governors discussed the current vacancies on the board and the plan to proceed with a parent election. The Chair discussed the method used in the allocation of governors linked with Deputy Headteachers' and the SBM; and if overtime this needed alteration, then it would be amended.</p> <p>ACTION: Clerk to arrange details of the election process to be sent to the Headteacher's PA.</p>	Clerk
3.	<p>Strategic Plan Reporting and Evaluation Headteacher Report No discussion.</p>	
4.	<p>Educational Performance (Reports and Discussion) School Pulse The Chair directed the LGB to the most recent report and governors spoke about the trends and how hard these were to see on the new reports. The Headteacher explained the new system changes which for a period had hampered the extraction of data, but improvements had been made and further discussions were to be held with the staff team and the trust.</p> <p><u>Attendance</u> The Chair discussed the evidence and impact from the reports and the Headteacher described the attendance improvements seen within school. The Headteacher highlighted the significant amount of work spent on getting the attendance system in place.</p> <p>It was reported that there was still some resistance from certain pupils; the school held an attendance assembly for those children with a 100% attendance (circa 250 pupils) and the Headteacher spoke about the rewards side of good attendance. Governors were notified that the attendance figures for SEND and disadvantaged pupils were below the target set, but the Headteacher explained how the low number of pupils in this category skewed the overall percentages shown on the school pulse document.</p>	

	<p>Behaviour and Exclusions</p> <p>The Headteacher spoke about the data under behaviour and exclusions on the school pulse and highlighted the ten single detentions in the Year 8 cohort. They explained that the overall statistics were low, but this was difficult to see on the document.</p> <p>The Headteacher informed governors on the most recent update to the BRAG data which for English and Maths 5+ was circa 68%; this was noted to be a huge uplift from last year. The fortnightly interventions for Maths and English had significantly increased the results for this year's Year 11's.</p>	
5.	<p>Safeguarding</p> <p>There was no further update to report.</p>	
6.	<p>Finance and Budgeting (Reports and Discussion)</p> <p>The SBM notified governors on the start budget which was due at the end of May; they asked to meet with Trevor Charlton as link governor to discuss this further.</p> <p>Question: A governor asked how the school had fared against the current budget. Response: The SBM stated that the school were on track in most areas with the exception of supply costs. These were still high and had absorbed a large amount of the budget.</p> <p>Question: The governors asked if the supply costs were offset elsewhere. Response: The SBM discussed the positive surplus that was expected at year end but added this was not as large as the revised budget had projected. Certain external costs along with the initiatives that were not budgeted for like software costs and SEND licences had impacted the budget.</p> <p>The SBM continued to inform governors that some of the unexpected items were in a transition period for this year and should settle ahead of next year and provide a clearer idea of cost for the start budget.</p> <p>The Headteacher discussed the progress of teaching interventions, the software programme for attendance and the impact of these two items on the budget. A governor spoke about the differences between MAT interventions and provisions and the school's independent interventions and provisions.</p> <p>Further discussion took place on the directives taken for the SEND provision, and the Chair challenged the Headteacher to provide governors with examples of the additional costs associated with central MAT decisions. The Headteacher discussed the directive of the boarded-up windows and added that quick actions like this were not normally done in this way, as such the Headteacher was in open conversations with the MAT for future ideas which looked at the inclusions areas and how this could be improved.</p> <p>A governor spoke about setting the budget, and how any changes should go back through to the initial discussions; and the Headteacher spoke about their conversations with the CEO and finance department and the difficulties faced over the communication between the school, the trust, the pupils, and the parents.</p> <p>Challenge: A governor challenged whether the new SEND provisions should be subsidised by the trust and then budgeted for within the schools start budget and/or revised budget. Response: The Headteacher provided some examples of how the monies were flexible in some areas of the budget and how this would be incorporated into the start budget.</p> <p>Trevor wanted to understand the impact of those initiatives and which of them were on going expenses ahead of the finance committee meeting.</p> <p>ACTION: Trevor Charlton agreed to share the key points from the start budget meeting with the LGB.</p>	TC
7.	<p>Health and Safety</p> <p>There was no further update to report.</p>	

<p>13.</p>	<p>Any Other Business</p> <p>13.1 School Uniform The Chair informed governors on the school uniform letter received from the local authority; this was shared with governors for the purpose of the minutes.</p> <p>13.2 Millthorpe Update The Headteacher updated governors on the staff challenges at Millthorpe. The school had always been fortunate with staff turnover but the national problem surrounding Maths teachers had impacted them. Accountability had increased, and the systems and structures with the faculty model was now positively shaped, but this had resulted in some movement of staff. The Headteacher reported a large staff turnover at Easter but shared the positive recruitment news for the Maths department from September.</p> <p>Governors were notified about the Head of Faculty position in English, the potential staff issues in Design Technology and other subjects. The Headteacher had begun a recruitment campaign and discussed the impact to the curriculum and the potential of re-running some of the options if the positions could not be recruited for.</p> <p>Question: A governor asked what was driving the vacancies. Response: The SBM discussed how some of the teachers felt less connected with the school and there were some personal circumstances which had impacted the staff losses. Some of the staff issues discussed were likened to some of the recent union discussions and the Headteacher reassured governors that the staff were listened to, the movement had been expected and actions were underway.</p> <p>A governor spoke about the natural progression with staff when changes had taken place, and this should be expected; the Headteacher took the positives from the developments at Millthorpe School.</p> <p>The Chair thanked Amanda Stipetic for her contributions to the governing board and governors wished her well in the future.</p>	
	<p>Future Meetings Wednesday 21st June 2023 at 6pm</p>	

Meeting end time 7.48pm.

These minutes were approved at LGB meeting on 21st June 2023.

Approval

Action Plan following the Meeting of the Local Governing Body on Thursday 11th May 2023

	Action	Agenda	Person	Date
1.	Clerk to arrange details of the election process to be sent to the Headteacher's PA.	2	Clerk	Completed
2.	Trevor Charlton agreed to share the key points from the start budget meeting with the LGB.	6	Trevor Charlton	Summer 2
3.	Chair and Headteacher to plot out what the meeting requirements would be for 2023/24, and this would be sent to the Clerk by the 19th of May 2023.	9.2	Chair/ HT	Summer 1
4.	The SBM noted the points discussed on the Lockdown Policy and Procedure and it was agreed that a review of the evacuation and critical incident policies would be re-evaluated.	11.1	SBM/ HT	Summer 1-2
5.	The SBM/HT would change the policy to say vapes rather than e-cigarettes.	11.2	SBM/ HT	Summer 1-2

Future Agenda Items

Next Meeting	Future Meeting
<p>June Agenda</p> <ul style="list-style-type: none">- School annual budgets – formulating and determining expenditure within school’s budget (Headteacher/ Head of School, LGB and CFO) - Short Update from DHTs	

APPROVED