



MILLTHORPE SCHOOL

Minutes of the Meeting of the Board of Governors

held in person on Tuesday 12th December 2023 at 4.30pm (start time delayed to 4.50pm)

Present: Gemma Greenhalgh (Headteacher) Janet Edgar
Lee Probert (Chair) Trevor Charlton

In Attendance: Alex Collins (SBM)
Victoria Armitage (Deputy Headteacher)
Sophie Triffitt (Clerk)

		Action
1.	<p>Welcome, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting and introductions were made. Apologies were received and accepted for Emma Hughes. There were no declarations of interest.</p>	
2.	<p>Minutes of the 24th October 2023 meeting (previously distributed) Resolution: The minutes were agreed as a true and accurate record of the meeting and were approved. Actions / Matters Arising Action 1: The Headteacher confirmed the suspension data in the SEF was updated. Action 2: The SIP document link was shared with governors. Action 3: School calendar dates were shared with governors. Challenge: A governor asked if there was an update on a parent governor election process. The Headteacher reported very positive parent view from the current Year 7 parents with 99% (99/100) responding that they would recommend the school. Action: Run parent / staff governor election process in January 2024.</p>	HT
3.	<p>Headteacher Report / Pulse (previously distributed) A governor noted the positive position for attendance data. The Headteacher explained that a significant amount of work had been invested into attendance and was pleased with the attendance data which was reporting 1.9% better on the same period last year and was increasing week on week. The Headteacher reported that disadvantaged attendance was up 2.3% on the same period last year and Persistent Absence was improving. Challenge: A governor noted that the Pulse document does not easily provide trend data. The Headteacher suggested sharing the week-by-week YTD attendance data document as part of the agenda. The Deputy Headteacher noted that the number of children on 100% attendance was up from the same period the previous year (134 students to circa 270 students) a 76% increase. The Deputy Headteacher highlighted that SEND attendance remains a priority area for improvement.</p>	Agenda
4.	<p>Educational Performance Curriculum Mapping & Progress Teaching / Checkpoint 1 Data / Progress of Learners Update The Deputy Headteacher presented an update to governors and highlighted priority areas: Quality First Teaching / Interventions</p> <ul style="list-style-type: none"> - Strong Y11 buy in to the intervention programme. - Disadvantaged are a priority group with specific invitations through form time and after school interventions. - Progress Teaching Data Analysis tool has been developed using prior attainment which is included on all seating plans. - CPD focus on stretch and challenge. 	

Outcomes

- Disadvantaged strategy.
- BRAG.
- Targeted intervention.
- Post PPE strategy with phase two to start in January 2024 and leadership team ensuring strategy across Year 11.

The Deputy Headteacher updated governors on work in the MAT on an age-related expectation framework with a training day used to formulate the KS3 framework which has received positive feedback from staff.

The Deputy Headteacher explained the SLT focus on year group progress analysis for KS3 and shared the example of the Year 8 checkpoint 1 review and actions with input from pastoral team which has had a really positive staff response. The Deputy Headteacher noted that Humanities had taken a very strategic approach to the process. The Headteacher added that SLT have the strategic oversight which then filters down to Heads of Faculty to work with teachers.

Challenge: A governor asked if the categories (i.e., excelling) are data driven or subjective. The Headteacher explained that it is a holistic judgement with an element of subjectivity so there is work to do in departments to develop a consistent framework.

The Deputy Headteacher informed governors that the BRAG process is being implemented for KS3 to skill up staff and improve the knowledge of the cohort in order to meet their specific needs. The Deputy Headteacher explained that the majority of Millthorpe learners were middle to high achieving at KS2 so the stretch and challenge is needed. The discussion brings the cohort context (i.e., boy heavy or increasing EAL) to the forefront to inform implementation of strategies.

The Deputy Headteacher noted that when a student is not meeting their target the year group analysis process kicks in. The Deputy Headteacher reported a summary of each year group:

Year 8

- Very able cohort.

Year 9

- Data is in but not yet analysed.

Year 10

- P8 +0.25 target, but aspirational target should be +0.5.
- There is a gap between Pupil Premium and non-Pupil Premium and between SEND and non-SEND.
- 4+ target is 80% and 5+ target is 60%.

Year 11

- Pre-Public Exams were sat in November and staff have inputted predictions.
- Data is suggesting a P8 of +0.23 which is in line with the target and an uplift on the previous year.
- Accuracy of data from mocks and predictions are being quality assured through department reviews.
- History is projecting a +1.5 prediction this year, a significant uplift on last year.
- Maths has been identified as an area of concern around the number of students achieving 7+.
- SLT met with all of Year 11 on 12th December 2023 to discuss results, reflection and an opportunity for them to ask for help in an area.
- A Year 11 Plan is being developed and English and Maths are making intervention strategies.

The Headteacher noted that the data predictions are caveated with the uncertainty of exam boundaries.

The Headteacher reported the validated data for 2022/23 was -0.1 P8 which was broadly average but not where she wanted the school to be.

The Deputy Headteacher informed governors that the South Bank Model of Progress is that a student should make a notional progress of a third of a grade each term so should expect a student to make two thirds of a grade difference up to exams.

The Deputy Headteacher shared the EBacc and non EBacc data and noted that there was a clear piece of

	<p>work around supporting colleagues in subjects outside of Maths and English and raising the priority and importance of those subjects with the students. The Deputy Headteacher noted that there had been a drop-down day for Music to allow the new Music colleague to address needs in that area.</p> <p>The Deputy Headteacher summarised the phase 2 intervention strategy:</p> <ul style="list-style-type: none"> - Form time – PP / SEND / Amber rated. - After School – targeted and open. - Lunch time – subject specific. - Core PE – open bucket. - NTP – Maths and English grade 3 to 4 & grade 4 to 5 boundaries. <p>The Deputy Headteacher reported that 24 students have been identified to be mentored by SLT & Faculty Leaders which includes students from the disadvantaged and SEND cohorts, those who could have a difference made in Maths and English and those who need support across all subjects to make progress. The Headteacher gave an example of a student in the mentor group who is capable of getting grades 8/9 but was not achieving at that level and had been operating below the radar so the process will support them in making progress appropriate to them.</p> <p>Challenge: A governor asked if the mentor process will be implemented for other year groups. The Deputy Headteacher explained that there isn't the capacity to run a formal process but there are elements of mentoring with identified students in Year 10.</p> <p>The Headteacher explained that there is a very tight plan around Year 11 and there is a need to get the cycle of results back to where they need to be so that the Year 11 process is not as intensive as the work in Years 7-10 is strong enough with improved use of assessment, data and reflection across all years.</p> <p>The Headteacher noted that a Year 10 plan was being considered.</p> <p>The Deputy Headteacher shared the Year 11 Strategy Plan which included SLT Leads and calendar of events which included interventions, wellbeing, revision, training / CPD for staff.</p> <p>The Headteacher noted that there was a bespoke group of students who school can't get into the building so will unlikely come in to sit exams.</p> <p>Action: A Governor asked the Deputy Headteacher to share the presentation on Decision Time.</p> <p>The Headteacher noted that the next data check point will be in March 2024.</p> <p>Challenge: A governor noted that it was good to hear about the positive feedback from staff and the increased level of confidence around predictions. The Headteacher noted that there were some spikes in data which identify areas for further investigation. Review meetings are scheduled for each subject area in the new year which includes a data analysis review and how the data is informing practice in departments for the benefit of student outcomes. The Deputy Headteacher noted that the process leads to greater accountability across all staff.</p> <p>The Deputy Headteacher left the meeting at 5.35pm.</p>	DHT
5.	<p>Strategic Plan Reporting Addressed as part of previous agenda item.</p>	
6.	<p>Safeguarding There was no update to report.</p>	
7.	<p>Finance Monitoring The SBM reported that the revised budget process will be done in the new year.</p> <p>Challenge: A governor asked how the budget was reporting YTD. The SBM reported that the budget is tracking slightly behind with some clear areas identified including agency supply staff (TA's). The SBM explained that there had been a lot of covid in the autumn term but no long-term absence and generally attendance was good.</p> <p>The Headteacher reported that the budget reserve is above the 4% reserve target set by the MAT and was</p>	

	<p>reporting a good position given the funding position of the school and local authority.</p> <p>The Headteacher reported that the School Condition Survey identified £1.3m of spend for year one so there was a lot of work to do on the site.</p> <p>Challenge: A governor asked if the school had support from the Director of Estates. The SBM confirmed that there was a lot of support last year with the building works. The Headteacher had invited the Director of Estates to look at the site before submitting the School Condition Allocation bid to the Trust.</p> <p>Mr Charlton noted that as part of the Trust Finance, Audit and Risk Committee he has been linked with the Director of Estates.</p>	
8.	<p>Risk Record</p> <p>There was no update to report.</p>	
9.	<p>Governor Business</p> <p>Training (previously distributed)</p> <p>Governors noted the training trackers and were encouraged to access the CYC 23rd January 2024 Ofsted readiness training.</p>	
10.	<p>Policies for Review</p> <p>There were no policies for review. The SBM explained that a number of policies are being moved to Trust Policies as they come up for review.</p>	
11.	<p>MAT Business</p> <p>A Chair meeting was scheduled for January 2024.</p>	
12.	<p>Any Other Business</p> <p>Health and Safety Link Governor: The clerk confirmed that the Trust do not require a H&S link governor. Mr Charlton offered to support any H&S audit processes where governor input was appropriate.</p>	
	<p>Future Meetings</p> <p>Tuesday 5th March 2024 - 4.30pm Thursday 2nd May 2024 - 4.30pm Monday 1st July 2024 - 4.30pm</p>	

Meeting end time 5.50pm.

Approved at LGB on 5th March 2024

Approval

Action Plan following the Meeting of the Local Governing Body on Tuesday 12th December 2023

	Action	Agenda	Person	Date
1.	Run parent / staff governor election process in January 2024.	2	Headteacher	Jan 2024
2.	Share the LGB update presentation on Decision Time.	5	Deputy Headteacher	Dec 2023

Future Agenda Items

Next Meeting	Future Meeting
week by week YTD attendance data document	May – Checkpoint Data