



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held in person on Tuesday 5th March 2024 at 4.30pm**

Present: Gemma Greenhalgh (Headteacher) Janet Edgar
Lee Probert (Chair) Paul Edwards
Emma Hughes

In Attendance: Sue Wight (Director of SEND and Safeguarding)
Rob Beever (Deputy Headteacher – Pastoral & Attendance)
Alex Collins (SBM)
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 Trevor Charlton. There were no declarations of interest.</p>	
2.	<p>Minutes of the 12th December 2023 meeting (previously distributed) Resolution: The minutes were agreed as a true and accurate record of the meeting and were approved.</p> <p>Actions / Matters Arising Action 1: The Chair asked for the staff governor vacancy information to go out immediately and for the parent vacancy information no later than WC 8th April 2024. Action 2: The presentation had been shared.</p> <p>Inspire The Director of SEND and Safeguarding presented an update on the Inspire Academy provision including an overview of the provision places with permanent KS4 places and turnaround KS3 turnaround places, timetable, curriculum, engagement with external providers and CPD for staff.</p> <p>Challenge: A governor questioned the offer of PE and Child Development on the KS4 curriculum and asked if that time would be best focused on English and Maths. The Director of SEND and Safeguarding explained that the curriculum offer is limited by staffing and expertise, a number of students had lower prior attainment due to attendance and behaviour and there was focus on getting them core subjects with intensive intervention for English and Maths and supporting their Social Emotional Mental Health needs. There is a functional English and Maths offer where needed. The Director of SEND and Safeguarding explained that the provision was in the early stages and was being reviewed and adapted.</p> <p>The Director of SEND and Safeguarding reported that students were thriving in the small group work and building relationships and presented positive impact data for suspensions and attendance.</p> <p>The Deputy Headteacher added that there was a wider positive impact on the learning environment and school culture at Millthorpe.</p> <p>It was confirmed that the pupils remain on the Millthorpe school roll so Inspire report mock data and safeguarding items to Millthorpe. Students will sit their exams at Inspire.</p> <p>The Director of SEND and Safeguarding presented anonymised Boxall scores for two KS3 students on entry and on exit of their turnaround place.</p> <p>Challenge: A governor asked how those children had reintegrated back into Millthorpe. The Deputy Headteacher explained that they appreciated the investment and had built strong relationships at Inspire. The adjustment period can be difficult as they enjoyed it at Inspire and would like to be based there. Being back into normal timetabled lessons with transition periods gives more opportunities to come off track and the flexibility at Inspire has been able to reactively support. One young person has demonstrated better</p>	

	<p>communication with staff and the other placement has helped school build better relationships with the family.</p> <p>Challenge: A governor asked if any of the reintegrated students had been suspended since returning. The Deputy Headteacher confirmed they had but not at the same rate or for as serious an incident as previously.</p> <p>The Director of SEND and Safeguarding explained that Year 9 students can be put forward for permanent KS4 places if required.</p> <p>The Director of SEND and Safeguarding explained that the provision was having an impact but was still in the development stage and group sizes and recruitment of another teacher was being reviewed to provide capacity for the Head of Centre to QA and do strategic work. The aim was to register as an independent setting towards the end of the summer term.</p> <p>Challenge: A governor asked if, once registered as an independent provision, places would be open to other schools. The Director of SEND and Safeguarding explained that the priority would be Trust schools but if there was capacity paid for spaces could be offered to other schools.</p> <p>The Headteacher reported that the first wave of KS3 had worked well with most children providing them with regularity of alternative provision and maintaining a sense of community in the Trust and also helped identify suitable children for KS4 provision.</p> <p>Challenge: A governor asked how places are decided. The Director of SEND and Safeguarding explained that there was a referral process from secondary schools for the 29 places and they try to match the cohort to maximise success with SEMH as the primary target need.</p> <p>A governor noted that that the KS4 work experience offer would support the progression and potential long term life success of the young people. The Director of SEND and Safeguarding explained that there was a balance between high education aspiration and employability skills and experience.</p> <p>The Director of SEND and Safeguarding invited governors to visit the Inspire provision.</p> <p>Governors thanked the Director of SEND and Safeguarding for the update.</p> <p>The Director of SEND and Safeguarding left the meeting at 5.11pm.</p>	
3.	<p>Headteacher Report / Pulse (previously distributed) There were no questions on the Pulse Report.</p> <p><u>Week by week YTD attendance</u> (<i>tabled</i>) The Deputy Headteacher presented an update on attendance highlighting a decline in the improvement (week 14 was 2.3% up YTD on previous year, week 19 was 1.3% up YTD on previous year).</p> <p>The Deputy Headteacher reported that five-day praise had been introduced to celebrate full weeks of attendance to address a cycle of broken weeks with a 4.5 day ‘nudge’. Year 11 who are a priority group have a weekly live prize draw for a full week attendance.</p> <p>The Deputy Headteacher reported that the Attendance Lead had done an excellent job and built strong relationships with families but will be going on maternity leave, the maternity cover has a strength in managing challenging conversations, but support will be in place where needed.</p> <p>Challenge: A governor questioned the amount of staffing resource placed on attendance for a 1.3% improvement. The Deputy Headteacher explained that it was a significant movement in the context of school attendance. Millthorpe have moved from eighth to fifth of the nine schools in the city and are above national. The Headteacher noted that the biggest gain has been with 100% attenders and Persistent Absence.</p> <p>Challenge: A governor asked why the SEND attendance had reduced by 3.5%. The Headteacher noted that Year 9 had caused the drop in data, Year 11 had maintained and Years 7, 8, 10 had improved. The Deputy Headteacher explained that the hope was that the new Assistant SENCO appointment for Emotional Based School Non-Attendance and SEND attendance support would make a positive impact. The data was significantly impacted by a small number of students in Year 9 and strategies have been put in place to support including a robot trial, part-time timetable and Tutor Doctor, one young person was now attending</p>	

	<p>50% when historically they had 0% attendance. The Headteacher explained that there was a balance between enabling students to stay at home and engaging them in education. The Deputy Headteacher noted that the media coverage was unhelpful as it had an impact on the SEND cohort and pastoral team.</p> <p>Challenge: A governor asked what the primary need was in the SEND profile. The Headteacher explained that the SEND profile was higher on cognition and learning but EBSNA was the greatest need on attendance. The Deputy Headteacher explained that students had been categorised but there was no capacity for targeted support group work.</p> <p>The Deputy Headteacher informed governors that he had invited a Durham University Professor in and talked through all strategies being implemented and they couldn't identify any additional strands or strategies to try.</p> <p>Challenge: A governor asked what had caused the declining trend for Year 11 disadvantaged. The Deputy Headteacher explained that at this stage Year 11 had gone through two rounds of Pre-Public Exams and if they have not achieved to certain levels they can disengage. There was SLT mentoring in place for Year 11 and there were proactive communications to maintain progress over the PPE period. The Headteacher noted that the Pupil Premium cohort was small, so individuals had a greater statistical impact to the data.</p> <p>The Headteacher noted that attendance was an agenda item for the Secondary Heads meeting on 8th March 2024.</p> <p>Governors thanked the Deputy Headteacher for the update on attendance.</p> <p>The Deputy Headteacher left the meeting at 6.10pm.</p>	
4.	<p>Educational Performance</p> <p>Subject Reviews (previously distributed) Governors reviewed the RE and Science review reports and questioned how the departments use the review outcomes to drive changes and improvements.</p> <p>Agenda: It was agreed for Kavina Rothenburg to present a curriculum deep dive update at the next meeting.</p>	
5.	<p>Strategic Plan Reporting</p> <p>School Improvement Plan (previously distributed) The Headteacher reported that achievement against the SIP was on track and shared the action plans for the SIP priorities and suggested they were useful discussion points for link meetings.</p>	
6.	<p>Safeguarding There was no update to report.</p>	
7.	<p>Inspire Provision Taken earlier in the agenda.</p>	
8.	<p>Finance Monitoring</p> <p>School Kitchen The SBM informed governors that an approach had been made to hire the use of the school kitchen outside of school hours to operate a carbon neutral high quality cuisine takeaway business. The plan as presented could be financially beneficial, including capital investment, but there would be a number of operational elements to define including how it would work alongside the in-house third-party caterer, DBS, safeguarding, H&S, allergies, food hygiene, site safety, community response and planning approval.</p> <p>A governor suggested that it would be useful to have feedback from Carr Junior where the kitchen was in operation and for the school to undertake a benefit to risk assessment.</p>	
9.	<p>Risk Record There was no update to report.</p>	

10.	<p>Governor Business</p> <p>Trevor Charlton Re-appointment Resolution: Governors agreed the re-appointment of Trevor Charlton.</p> <p>Link Report – Behaviour x 2 (previously distributed) The Chair thanked the link governor for the detailed reports.</p> <p>Link Report – Safeguarding x 2 (previously distributed) The Chair thanked the link governor for the detailed reports.</p> <p>Challenge: A governor asked if what the link governor saw in practice reflected what was presented to governors at meetings. The link governor confirmed it did and noted that they would like to do pupil voice at a future meeting. The Headteacher agreed that governor pupil voice would be helpful. The link governor reported that there was consistency with representations made to a recent exclusion panel and what was reported at the link governor meeting with safeguarding messages reinforced in assemblies and through the PSHE curriculum. The Designated Safeguarding Lead was confident that if she was not on site at the time of the incident it would have been dealt with effectively.</p> <p>Challenge: A governor asked how Netsweeper was working for IT filtering and monitoring. The SBM explained that the contract ends at the end of March and the Trust will be moving back to Smoothwall.</p> <p>Recruitment Update provided as part of actions.</p> <p>Training (previously distributed) Governors were reminded to complete the outstanding training.</p>	
11.	<p>Policies for Review There were no policies for review.</p>	
12.	<p>MAT Business Ms Edgar attended the LGB drop in and had the opportunity to meet the Executive Team. The future drop in dates were confirmed as: Tuesday 7 May 10.00am to 12.00pm Wednesday 3 July 3.00 to 4.30pm</p>	
13.	<p>Any Other Business</p> <p>Ofsted The Headteacher informed governors that Ofsted had made the call for inspection in the penultimate week before Christmas with the offer to defer. The Headteacher spoke to the inspector and explained the reasons for requesting deferral, the inspector was understanding and Ofsted deferred the inspection. The Headteacher explained the difference between Section 5 and Section 8 inspections and that the inspection was expected imminently.</p> <p>MP Rachael Maskell Visit A governor asked how the MP visit went. The Headteacher explained that they discussed the impact to individuals and the school of the Look North article and public meetings and focused on building relationships going forward.</p> <p>The Chair noted that the school response at the time of the Look North segment was well balanced and robust. The Headteacher added that there had been a number of positive parental responses and that she had received support from other Headteachers.</p>	
	<p>Future Meetings Thursday 2nd May 2024 - 4.30pm (Ms Edgar provided apologies for the meeting) Monday 1st July 2024 - 4.30pm</p>	

Meeting end time 6.37pm.

Approved at LGB on 2nd May 2024

Approval**Action Plan following the Meeting of the Local Governing Body on Tuesday 5th March 2024**

	Action	Agenda	Person	Date
1.	Run parent / staff governor election process in January 2024. <i>05.03.24: The Chair asked for the staff vacancy to go out immediately and for the parent vacancy no later than WC 8th April 2024.</i>	2 (12.12.23)	Headteacher	WC 8 th April 2024

Future Agenda Items

Next Meeting	Future Meeting
Checkpoint Data Curriculum deep dive update – K Rothenburg	