



**MILLTHORPE SCHOOL**

**Minutes of the Meeting of the Board of Governors  
held in person on Thursday 20<sup>th</sup> June 2024 at 4.30pm**

**Present:** Lee Probert (Chair) Trevor Charlton

**In Attendance:** Alex Collins (SBM)  
Kavina Rothenburg (DHT – Teaching & Learning)  
Rob Beever (DHT – Pastoral)  
Sophie Triffitt (Clerk)

		Action
1.	<p><b>Welcome, Apologies, Declaration of Interests, Any Items for AOB</b></p> <p>The Chair welcomed everyone to the meeting and introductions were made.</p> <p>Apologies were received and accepted for the Headteacher, Janet Edgar and Emma Hughes.</p> <p>The Chair reported that Paul Edwards had resigned as a governor.</p> <p>There were no declarations of interest.</p>	
2.	<p><b>Minutes of the 2<sup>nd</sup> May 2024 meeting</b> (previously distributed)</p> <p><b>Resolution:</b> The minutes were agreed as a true and accurate record of the meeting and were approved.</p> <p><b>Actions / Matters Arising</b></p> <p>Action 1: Parent governors were being put forward for Trust Board approval on 1<sup>st</sup> July 2024. The action was updated.</p> <p>Action 2: Ofsted staff feedback slides were shared.</p> <p>Action 3: Requested attendance data was included as part of the agenda.</p> <p>Action 4: Budget was included as part of the agenda.</p> <p>Action 5: The meeting was rescheduled.</p>	
3.	<p><b>Headteacher Report / Pulse</b> (previously distributed)</p> <p>There were no questions on the Pulse Report.</p> <p><b>Full Year Attendance Data</b> (previously distributed)</p> <p>The Deputy Headteacher, Pastoral, explained that capacity was focused on targeted actions driven by the attendance data provided by the School Improvement Partner.</p> <p>There were 10-15 cases per week for consideration of an early concern letter to notify that they are entering a monitoring period of four weeks. Dependent on that monitoring period they may progress to an attendance panel. It was a high workload process and there are actions to prevent students falling into that category including the culture curriculum delivered by tutors (the next session will utilise school commissioner research on attendance). There has also been targeted work to identify students with days off in the last and first weeks of the academic year in the previous year and contact was being made to highlight this and encourage attendance.</p> <p>There was work on the late attender group to improve on time attendance for form time where the culture curriculum is delivered and to achieve the am mark.</p> <p>Year 10 student data is tracked alongside academic data to inform student groups for mentoring in the autumn term.</p> <p>The Deputy Headteacher, Pastoral, explained that the work on attendance was reporting impact in the data, but the pace of impact was slowed due to a change in personnel for the Attendance Lead role to ensure they were trained on systems and approaches.</p> <p>The Deputy Headteacher, Pastoral, noted that the pastoral structure approach was being reviewed to ensure more capacity for efficient reactive approaches.</p> <p><b>Challenge: A governor asked if there was analysis on the reasons for absence and any trends. The</b></p>	

	<p>Deputy Headteacher, Pastoral, explained that the reasons for absence were tracked with specific focus on those tracking under 90% attendance and the attendance panels included a personalised focus on barriers to attendance and how to address these.</p> <p><b>Challenge: A governor asked if there was a main reason for nonattendance.</b> The Deputy Headteacher, Pastoral, explained that the national research was that the social contract between home and school had broken down. Some key issues at Millthorpe can be buses, parent engagement, mental health needs, not seeing the value of form time and lots of parents struggling with getting their child to school. More often one reason cannot be pinpointed and there needs to be a personalised approach through the panels.</p> <p>The Deputy Headteacher, Pastoral, explained that attendance processes were discussed in detail as part of the Ofsted inspection and beyond the universal school wide offer there was individual support including support with reviewing bus timetables, tracking walking routes and friendships.</p> <p>The Deputy Headteacher, Pastoral, explained that it was felt that lates would be a successful group to impact but there was a need to continue to try and work on the deep need of attendance particularly given the safeguarding risks around non-attendance.</p> <p>The School Improvement Partner feels that fining was a key tool within the process to address attendance but fines were the remit of the local authority who are not inclined to process if parents are engaging at some level.</p> <p><b>Challenge: A governor asked if the work around attendance included the message on the importance of attendance from a future work perspective.</b> The Deputy Headteacher, Pastoral, explained that there was discussion around setting positive habits through school, further education and employment. A change in culture of working from home for many families has contributed to a change in some habits. The Deputy Headteacher, Pastoral, had engaged with a Durham University Researcher to inform practice and they concluded that the offer to address attendance was comprehensive.</p> <p>The Deputy Headteacher, Pastoral, hoped that the intensity of actions driven by the data and having the right structure to get more people involved earlier would deliver improved attendance.</p> <p><b>Challenge: A governor noted that the attendance letter provided a useful explanation to parents of the ways that they can help their child and the school to bring about further improvement and asked if there had been any feedback and impact.</b> The Deputy Headteacher, Pastoral, explained that generally feedback can be negative and there had been no positive attendance communication other than the parent contact of support (Durham University) who highlighted the difficulty of communicating the social responsibility of attendance.</p> <p>The Deputy Headteacher, Pastoral, left the meeting at 4.55pm.</p> <p><b>Challenge: A governor noted that the attendance data reported a 1% point improvement on the previous year and asked if that was enough movement for the level of investment.</b> The Deputy Headteacher, Teaching and Learning, explained that 1% in attendance can be fairly significant and noted the support from the School Improvement Partner was a key benefit and was confident that the way the Deputy Headteacher, Pastoral, was delivering the strategy based on that data would deliver an impact.</p> <p><b>Challenge: A governor asked for an update on expected GCSE outcomes.</b> The Deputy Headteacher, Teaching and Learning, reported that there had been a positive exam season, revision wrap around attendance was very high, the preparation students had for exams was good and the feedback from the vast majority of exams was that they were fair.</p> <p>The Year 10 cohort were currently completing PPE's and would be reported at the September meeting.</p> <p><b>Challenge: A governor questioned the usefulness of the Pulse Report for governors.</b></p> <p><b>Action:</b> An action was agreed for the Chair and Headteacher to agree a one-page Headteacher Report.</p>	Chair/HT
4.	<p><b>Music Subject Review</b> (previously distributed)</p> <p>The Deputy Headteacher, Teaching and Learning, reported that the department would be fully staffed from September including the appointment of a teacher and leader for music. The outgoing leader, who</p>	

	<p>negotiated an early release, did an excellent job creating a curriculum that met the national curriculum requirements and was fit for purpose. The new leader would continue that work and would be attending the new teacher induction on Monday 1<sup>st</sup> July 2024.</p> <p>It was highlighted that Year 7 and Year 9 got one hour per fortnight of music, but it was not a cause for concern for the performing arts team given the wider offering but was highlighted as an issue to review.</p> <p><b>Challenge: A governor asked for a general curriculum view post inspection.</b> The Deputy Headteacher, Teaching and Learning explained her pride that there had been no pause in desire to drive forward curriculum and the plan for learning walks continued so progress has continued. The Deputy Headteacher, Teaching and Learning, explained that the greatest focus going forward was the two strands of assessment (end piece and checking for understanding in lesson).</p> <p><b>Challenge: A governor asked if the music departments across the two secondary schools in the MAT were in contact.</b> The Deputy Headteacher, Teaching and Learning, confirmed they were and it had highlighted the discrepancy in timetabled music on the curriculum for KS3. The new leader will be supported to drive forward the curriculum and department.</p> <p><b>Challenge: A governor asked if the school were represented at the MAT ArtsFest.</b> The Deputy Headteacher, Teaching and Learning, confirmed there was Millthorpe representation and there had been a lot of rehearsal for drama, artwork would be taking place throughout the day to be displayed on the evening, the school band and dance were performing. The school choir was continuing and Knavesmire staff were supporting student rehearsals given there was a period with no music teacher.</p> <p><b>Challenge: A governor asked for an update on the comments around lack of and broken equipment.</b> The School Business Manager explained that the department need less but newer and better equipment to be driven by the new leader and there was an opportunity to access equipment through the Music Centre who use the site.</p> <p>The Deputy Headteacher, Teaching and Learning, informed governors that lots of primary students would be in school over this and next week to spend time with the Art and Science teams and recorded thanks to those departments.</p> <p>The 20<sup>th</sup> and 27<sup>th</sup> June were enhanced transition days and the city-wide transition day was 3<sup>rd</sup> July.</p>	
5.	<p><b>Educational Performance</b> There was no update to report.</p>	
6.	<p><b>Strategic Plan Reporting</b> There was no update to report.</p>	
7.	<p><b>Safeguarding</b> There was no update to report.</p>	
8.	<p><b>Finance Monitoring</b></p> <p><b>Governor Report</b> (previously distributed) <b>Budget</b> (previously distributed)</p> <p>The School Business Manager highlighted the need to deliver a surplus position and noted the carry forward remained fairly even across the three years at circa 3% of income against a 4% reserve target.</p> <p>The pressures to the budget include electricity charges, wages increasing but funding remaining static and uncertainty beyond next year given the changing political landscape, salaries, inflation and fuel costs.</p> <p>Pupil number projections show the school to be full on the revised PAN of 210.</p> <p><b>Challenge: A governor asked if the budget was in line with trust assumptions.</b> The SBM explained that the budget builds in the funding and hard assumptions on wages and inflation then there was discretion on certain areas for schools to make a professional estimate.</p> <p><b>Challenge: A governor questioned the lettings projections remaining flat over three years and asked if there was an opportunity of increasing that over the three years.</b> The SBM explained that there was an</p>	

	<p>accurate forecast for year one and whilst there was potentially an element of increasing charges over the years the profitable lettings were almost at capacity without adding in additional staff hours.</p> <p><b>Challenge: A governor noted that there was no increase built into agency staff costs over the three years.</b> The SBM explained that the system doesn't automatically calculate increases if a figure is changed so would need to manually add year on year increases where it was known / anticipated. The cost of training was likely to increase but there may be a need to retain the same budget.</p> <p><b>Challenge: A governor asked if there had been progress on the catering business.</b> The SBM explained that planning was going ahead but a start date not confirmed.</p> <p><b>Challenge: A governor asked if the budget was benchmarked with York High School.</b> The SBM confirmed that he had benchmarked with the SBM at York High and the CFO undertook a desktop review while preparing the consolidated report.</p> <p><b>Challenge: A governor asked if there had been an assessment at trust or local authority level about the potential impact of children moving from private schools given the political landscape.</b> The SBM explained that the latest pupil projections predated that policy decision and there had been no direct applications in relation to that scenario.</p>	
9.	<p><b>Risk Record</b> There was no update to report.</p>	
10.	<p><b>Governor Business</b> <b>LGB drop-in session on 3<sup>rd</sup> July at 3pm.</b></p> <p><b>Training</b> (previously distributed) Training gaps were highlighted.</p> <p><b>Governor Code of Conduct</b> (previously distributed) Governors noted the new Code of Conduct.</p>	
11.	<p><b>Policies for Review</b> There were no policies for review.</p>	
12.	<p><b>MAT Business</b> There was no update to report.</p>	
13.	<p><b>Any Other Business</b> The Chair recorded thanks to SLT for their hard work through the year.</p>	
14.	<p><b>Future Meetings</b> Tuesday 22<sup>nd</sup> October 2024 4.30pm Tuesday 10<sup>th</sup> December 2024 4.30pm Tuesday 4<sup>th</sup> March 2025 4.30pm Thursday 8<sup>th</sup> May 2025 4.30pm Thursday 19<sup>th</sup> June 2025 4.30pm</p> <p><b>Action:</b> K Rothenburg and A Collins to check proposed governor meeting dates against the school calendar.</p> <p>It was agreed to continue the 4.30pm start time.</p>	KR / AC

Meeting end time 5.35pm.

**Approved at LGB on 22<sup>nd</sup> October 2024**

Approval

**Action Plan following the Meeting of the Local Governing Body on Thursday 20<sup>th</sup> June 2024**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Run 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 8<sup>th</sup> April 2024.</i>	2 (12.12.23)	Headteacher	WC 8 <sup>th</sup> April 2024
2.	Chair and Headteacher to agree a one-page Headteacher Report.	3	Chair Headteacher	September 2024
3.	K Rothenburg and A Collins to check proposed governor meeting dates against the school calendar.	14	K Rothenburg A Collins	June 2024

**Future Agenda Items**

Next Meeting	Future Meeting
GCSE Outcomes Year 10 PPE Outcomes	