



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held in person on Tuesday 22nd October 2024 at 4.30pm**

Present: Trevor Charlton (Vice Chair) Kavina Rothenburg (Acting Principal)
Janet Edgar James Else

In Attendance: Victoria Armitage (Vice Principal)
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 opened with introductions. Apologies were received and accepted for the Chair and Abigail Gaines. Governors yet to submit their business interest forms were sent the link to the form. Governors recorded thanks to Emma Hughes for her commitment and support to the governing board and school.</p>	
2.	<p>Chair and Vice Chair Appointment Resolution: Lee Probert was appointed as Chair of Governors for Trust Board approval. Resolution: Trevor Charlton was appointed as Vice Chair for Trust Board approval.</p>	
3.	<p>Minutes of the 20th June 2024 meeting (previously distributed) Resolution: Subject to the correction of the Principal’s name the minutes were agreed as a true and accurate record of the meeting and were approved. Actions / Matters Arising Action 1: The Principal reported that there had been no staff governor volunteers / nominations and would relaunch the recruitment after half term. The Vice Chair offered for any staff interested to contact the governors for additional information. Action 2: The Principal and Chair had not agreed a format for a Principal Report but the Principal would provide a verbal update. Action 3: The meeting dates were agreed and circulated.</p>	
4.	<p>Educational Performance <u>GCSE Outcomes</u> The Vice Principal presented the 2024 GCSE outcomes noting that grade boundaries were pre covid level and there were 24 remarks which resulted in positively changed grades and delivered an uplift to the summer results. The validated results would be released later in the year.</p> <ul style="list-style-type: none"> - P8: +0.23 (The P8 was expected to be +0.25 when ten more remarks feed through and would place the school as the third in the city for progress which was a significant improvement). - APS/A8: 4.9 (The Vice Principal noted the context of the year group as a lower performing year group). - Basics 4+: 70.3% - Basics 5+: 53.6% <p>English performed strongly and Maths reported improved data with the first positive P8 in Maths since 2017.</p> <ul style="list-style-type: none"> - Open P8: +0.08 (The Principal noted that the open bucket would normally be the highest performing bucket and improvements had been reported and two new subject leaders had made a strong start). - EBACC P8: +0.4 (It was noted that the subjects were not streamed, and options were not restricted). 	

The Vice Principal reported that whilst the Pupil Premium gap narrowed, a clear gap remained, and this was a whole school priority.

- PP P8: -0.69
- PP Basics 4+: 42%
- PP Basics 5+: 18%

The Vice Principal reported that the SEND P8 gap had narrowed but was a whole school priority.

- SEND P8: -0.27
- SEND Basics 4+: 34%
- SEND Basics 5+: 20%

The Vice Principal presented an impact report summary (based on summer outcomes without remarks) which would be updated in January to reflect the validated data.

The Principal reported progress towards targets of 80% 4+ and 60% 5+.

The majority of Millthorpe students sit in the middle ability prior attainers with a smaller number in the higher prior attainers and work has been done around embedded challenge in every lesson and expectations on the students thinking hard to support them making progress.

The Vice Principal reported that EBacc entries had increased from 18% to 26% and would be up to circa 50% for 2025. EBacc and languages performed well this year but as more students take the EBacc pathway it may not perform as highly.

The Vice Principal highlighted the positive P8 for Maths and reported increases for PP and SEND. The impact of work done last year on rigour and challenge of progress and learning, and curriculum development work was seen across all subjects:

- 22 of 24 subjects delivered a positive P8.
- Ten subjects improved in all measures.
- Eight subjects delivered a target of +0.5 P8.

The Vice Principal reported that English delivered very strong outcomes but nationally there were some concerns over AQA English marking, and a number of papers were sent back with two students upgraded by two grades.

Challenge: A governor asked if there had been more remarks submitted than would be typical. The Vice Principal confirmed there were more, if the paper was within 1-3 marks of the boundary the papers were recalled and 50 papers were submitted resulting in 24 upgrades so far. The Vice Principal explained that it required a lot of work from faculty leaders and whilst there was a positive impact to data the most important reason was that it was the right thing to do for those students and their next stage options.

A governor asked if there was a fee for a remark. The Vice Principal confirmed there was a charge per paper, but no charge was incurred when the grade was increased.

The Vice Principal informed governors that the national tutoring programme for interventions for Maths and English delivered impact with 8/10 on the Maths tutoring achieving higher than predicted. The programme was not being offered nationally this year but would be continuing through an offer internally within the trust.

A governor recognised the positive trajectory in outcomes with particular mention to the improvement in Maths outcomes.

Challenge: A governor asked if there were any subjects that the Vice Principal had concerns about. The Vice Principal explained that there was some questioning around which course is offered in some subjects. The sports results were disappointing but a new leader was in place and was confident they had the right course but there was a need to refine practice of delivery. Computing had a new subject leader and the course was being reviewed, York High had moved to a different specification and the subject leader will undertake course exploration. The Vice Principal noted that there would be benefits of working across the two schools on the same scheme.

	<p>Action: Vice Principal to share the outcomes presentation.</p> <p><u>Year 10 PPE Outcomes</u></p> <p>The Vice Principal presented the current Year 11 data noting that attainment expectations were higher for this cohort as they were an engaged year group with 96% having a 2 or above score for learning conduct and were a high performing year group based on above national CATs data.</p> <ul style="list-style-type: none"> - P8 target: +0.25 (The Principal noted that P8 would not be recorded nationally this year which was disappointing for Millthorpe). - APS /A8: 5+ - Basics 4+: 80% - Basics 5+: 60% - PP P8: +0.1 - PP Basics 4+: 61% - PP Basics 5+: 42% - SEN P8: +0.15 - SEN Basics: 4+ 43% - SEN Basics 5+: 22% <p>The Vice Principal emphasised the aim to continue to close the gap for PP and SEN students.</p> <p>The Vice Principal presented the Year 11 strategy document and explained the individual plans for students. Deep experience would be delivered through Year 11 events including an information evening, aspirations day, revision masterclasses and Deep support through focus on disadvantaged in Year 11.</p> <p>Challenge: A governor noted that the P8 measure provided an indication of learning gain and asked if there were other ways to measure learning gain in school. The Principal explained that P8 was an external measure which tracks added academic value and would want that measure to be positive. There was a breadth of work across school that adds value but was not as measurable.</p> <p>Challenge: A governor noted the need to see internal measures through the year to track progress.</p> <p>The Vice Principal left the meeting at 5.12pm.</p>	VA
5.	<p>Headteacher Report / Pulse (previously distributed)</p> <p>The Headteacher reported that the start to the academic year had been very positive and was supported with the feedback from students and staff.</p> <p>Staff have been present on the gate to support students being ready as they enter the building and there has been an equipment store with payment on Parent Pay. Feedback from staff and pupils has been positive.</p> <p>Movement time between lessons has been timetabled to support students moving between lessons. Feedback from students was that they appreciated the movement time and the structure provided clarity on expectations. The start to lessons has been transformed and lessons were starting positively and able to begin at pace. Mr Baybutt was leading on Going for Gold entry and staff know which children to check in with. The Principal had directed other Principals to focus on movement time as part of the peer reviews.</p> <p>Challenge: A governor asked if there had been a study on the logistics of movement between lessons. The Principal explained that there had been test runs including the option for a toilet break and whilst time has been allocated from the timetable for movement the learning time in lessons has been gained from the efficient and settled start. A governor suggested that the movement time also gives the students processing time on what they have just learnt.</p> <p>A governor added that on a behaviour link visit it had been noted that there was now consistency of recording of lates.</p> <p>The Principal explained that Class Charts was being used and families had access. The system provides a tool to identify quick identification of classes with lots of green or those with children moving into amber. 96% of logs on Class Charts were green. SLT had been very visible and have timetabled learning walks with the</p>	

	<p>Principal having six hours timetabled to do learning walks over two weeks.</p> <p>The Principal reported that the Year 7 cohort had settled well, there was one student with complex need and two students with behaviour needs who were being supported.</p> <p>SLT roles have been realigned with the trust wide move to Deep categories and the Principal suggested updating governors at the December meeting.</p> <p>The Staff survey was very positive, and the Principal suggested updating governors at the December meeting.</p> <p>The Principal reported that attendance was up 0.43% compared with the same period the previous year but attendance remained a whole school priority.</p> <p>Suspensions were reporting similar to last year. Students on repeat suspensions have a tracker to ensure interventions were happening.</p> <p>Challenge: A governor asked why that approach was not taken for the first suspension. The Principal explained that by the time a student got to the second suspension a number of elements from the trackers would already have been checked off. Part of documentation from suspension was what actions staff were taking to support them.</p> <p>The Learning Support Classroom was run by the SEND team who had done a great job with that space and was visited as part of every learning walk.</p> <p>The Principal informed governors that a pastoral team restructure consultation was out at the moment with the plan to move to a non-teaching Heads of Year model with effect from January 2025 to ensure they are fully accessible to students and families.</p> <p>Challenge: A governor asked if the consultation was related to roles and responsibilities or pay. The Principal confirmed it was not pay related but to enable a move to five non-teaching progress leaders (Heads of Year), pay protection would apply if needed.</p> <p>The Principal reported that assessment was a priority outcome for this year.</p> <p>Challenge: A governor questioned that the number of in year leavers (18) as at week 6 Pulse Report seemed high. The Principal explained that there were a couple of families who chose to home educate, four relocated, one Year 7 was on a waiting list for a school where his friends were and got a place, and a family of three left. The leaver data was questioned internally, and it was confirmed there was no pattern and the Principal was satisfied there was no underlying issue. Students were coming in but often they were short term placements from Stay City.</p> <p>Challenge: A governor asked if the long-term absence from support staff was able to be covered. The Principal confirmed they had already returned to work.</p> <p>The Principal explained that SLT were using the Pulse document to look at areas outside of their remit to ask questions that then feed up into line management.</p> <p>A governor noted that it was difficult to identify trends from the Pulse document but suggested that areas for further investigation could be requested for further update at a future governor meeting.</p>	
6.	<p>Strategic Plan Reporting There was no update to report.</p>	
7.	<p>Safeguarding The Headteacher confirmed there were no reportable items.</p>	
8.	<p>Finance Monitoring The SBM explained that the period one monitoring meeting with the CFO was due to take place on 24th October 2024. Areas of challenge in the budget included supply, alternative provision, inclusion and balancing SEND provision with EHCP funding.</p> <p>In response to a governor the SBM confirmed that this would be the first full year with the new budgeting</p>	

	<p>software which should provide more accurate reporting though the year.</p> <p>Challenge: A governor asked if the data would support an accurate comparison between period one this year to the same period the previous year. The SBM confirmed that a reasonable comparison of strands of the budget could be made and current focus was on elements of the budget that could be controlled at school level.</p>	
9.	<p>Risk Record The SBM explained that the school feed into the Trust risk record.</p>	
10.	<p>Governor Business Behaviour Visit Report (previously distributed) Janet Edgar presented the visit report noting that she saw the Class Charts system in action, visited a classroom with lots of green and saw staff managing isolated incidents of behaviour. Mr Beever provided positive feedback on Class Charts. The link governor discussed the length of suspensions and how that was determined following a query from a suspension panel and was being looked at as part of the Behaviour Policy review. The link governor reported that there were some students on track to accumulate 45 days suspension and had suggested recording of decisions taken on length of suspensions. The link governor was reassured on the balance between consistency and professional judgement.</p> <p>Challenge: A governor emphasised the need to ensure consistency of suspension decisions and if there was a difference to have clear documentation for the deviation from the norm. The Principal explained that decisions have been taken with consideration of repeat behaviour and was a focus of the intervention work.</p> <p>Governors discussed the internal trust alternative provision and the Principal explained the differing need between Millthorpe and York High, Millthorpe currently have eight students accessing Inspire (five from KS4).</p> <p>Challenge: A governor asked if Inspire was working well for Millthorpe. The Principal had visited Inspire before and after the summer break to check in with Millthorpe students and Mr Beever was visiting this week. The provision was serving the KS4 pupils very well and lots had changed for September with a high quality provision and expectations on academic work. Inspire was also supporting Millthorpe with the most complex student the school had ever seen and was already working with them.</p> <p>Link Governor Roles (previously distributed) In response to the Vice Chair Mr Else recorded an interest in the SEND and Pupil Premium link role. It was agreed to add Health and Safety to Mr Charlton’s link role.</p> <p>Action: It was agreed for the Chair and Principal to review the link roles in line with Deeps.</p> <p>Governance Evening on 12th November 2024 The Vice Chair encouraged governors to attend the governance evening.</p> <p>Chairs Update Carried over to the next meeting.</p>	Chair / Principal
11.	<p>Policies for Review <u>Behaviour Policy</u> It was agreed for Mr Beever to attend the December meeting to present an update on Behaviour including any updates to the Behaviour Policy</p> <p><u>Examinations Policy</u> (previously distributed) Governors asked for the policy to be circulated with notification of changes.</p> <p>Challenge: A governor suggested including information on what adjustments could be made at Examination Centre level and how that differed from formal access arrangements governed by JCQ, or detail of how that would be communicated to students and families. The Principal explained that school would identify students in need of special adjustment through Pre Public Exams and knowing the students and added that the school could not necessarily accommodate all requests made (due to space and staffing)</p>	

	but instructed the SBM to review policy best practice / industry standard. Challenge: A governor suggested that by Year 11 the student taking the exam may be best placed to voice what would work best for them and suggested considering how within the framework the student has the ability to make an informed choice about things they may not know about.	
12.	Any Other Business Janet Edgar attended the Artfest event on 9 th July 2024 and recorded congratulations to the Millthorpe participants and thanks to the staff and students involved in the event. The link governor had shared an e mail of thanks and recognition to all those involved and noted that the event showcased the Trust as a whole with all schools putting on impressive performances and artwork and students were enjoying themselves and cheering on their peers.	
13.	Future Meetings Tuesday 10 th December 2024 4.30pm Tuesday 4 th March 2025 4.30pm Thursday 8 th May 2025 4.30pm Thursday 19 th June 2025 4.30pm	

Meeting end time 6.10pm.

Approved at LGB on 10th December 2024

Approval

Action Plan following the Meeting of the Local Governing Body on Tuesday 22nd October 2024

	Action	Agenda	Person	Date
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 8th April 2024.</i> <i>22:10:2024: relaunch after half term.</i>	2 (12.12.23)	Headteacher	WC 8 th April 2024
2.	Chair and Headteacher to agree a one-page Headteacher Report.	3 (20.06.24)	Chair Headteacher	September 2024
3.	Share the outcomes presentation.	4	Vice Principal	Complete
4.	Review the link roles in line with Deeps.	10	Chair / Principal	December 2024

Future Agenda Items

Next Meeting	Future Meeting
Behaviour (incl Behaviour Policy) – Mr Beever Deep Model Staff survey Year 11 update Chair Update	