

THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL

Minutes of the meeting of the Local Governing Body of Scissett Middle School held at 6.30pm at the School on Thursday, 20 September 2018.

PRESENT

Dr S Brown, Mrs S Farmer, Mrs N Greenough (Head Teacher), Mr M Inch, Mr I Jackson and Miss R Potter

In attendance

Mr M A Johnson (Minute Clerk)

Minute	Action
<p>2610. ELECTION OF CHAIR</p> <p>The Minute Clerk took the Chair for this item.</p> <p>RESOLVED:</p> <ul style="list-style-type: none">a) That nominations be accepted from Governors not present at the meeting (but none had been received).b) The term of Office for the Chair would be one year until the Annual General Meeting, 2019.c) A tie would be resolved by the toss of a coin. <p>A nomination of Miss R Potter for chair was proposed.</p> <p>RESOLVED: That Miss Potter be elected as Chair of Governors (unanimous).</p> <p>Miss Potter here took the chair.</p>	
<p>2611. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies for absence were received from Mr J Terry, with consent.</p>	

	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	
2614.	Mrs S Farmer	Co-opted	29 June 2018	Governor Clerking Service to note
2615.	<p>ELECTION OF VICE-CHAIR</p> <p>No election was necessary as Dr SE Brown was elected Vice-Chair for one year on 17 July 2018.</p> <p>RESOLVED: (i) That Mr I Jackson be re-appointed as a co-opted governor with effect from 23 September 2018.</p> <p>(ii) That Dr S E Brown be re-appointed LA governor with effect from 8 December 2018.</p> <p>REVIEW OF COMMITTEES</p> <p>a) Membership</p> <p>RESOLVED: That the Committee structure for 2018/19 be reviewed at the next meeting, with a possible view to adding a Standards and Effectiveness Committee, but that the structure for the time being be as follows and that committee chairs be determined at their first meeting:</p> <p><u>Finance and Resources Committee</u></p> <p>Mrs N Greenough Mr M Armitage Dr S Brown Mrs S Lord Miss R Potter Mrs L Etherington (School Finance Manager, In Attendance)</p> <p><u>Staffing, Appraisals and Pay Committee</u></p> <p>Mrs N Greenough Miss R Potter Dr S Brown Mrs S Farmer</p>			

Mrs S Lord

Trust Board Appraisal Committee

Dr S Brown

Mrs S Lord

Staff Dismissal Committee

Dr S Brown

Mr M Inch

(To invite new governor to sit on this Committee when appointed)

Appeals Committee

Miss R Potter

Mr I Jackson

(To invite new governor to sit on this Committee when appointed)

Pupil Discipline Committee

Mrs S Farmer

Mr M Inch

Mrs S Lord

Complaints Committee

As this would be for MAT-wide complaints, the Head Teacher advised that she would check the details with the Trust before deciding on members.

b) Terms of Reference

RESOLVED: That the committee terms of reference be considered at the next meeting as part of the review of the committee structure.

Head Teacher

<p>2616.</p>	<p>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITY</p> <p>The Chair tabled a paper providing a brief description of the roles assigned for special responsibility.</p> <p>RESOLVED: That Governors be appointed the following responsibilities, subject to the acceptance of positions offered to absent governors:</p> <p>Special Educational Needs and Disabilities Governor – Dr S Brown Governor for Looked after Children – Dr S Brown Safeguarding Governor – Dr S Brown Assessment and Data – Miss R Potter/Mrs S Lord Quality of Teaching - Miss R Potter/Mrs S Lord Premium Link – To be offered to the new governor, when appointed, if appropriate Careers - Mrs S Farmer Literacy – Miss R Potter/Mrs S Lord Numeracy – Miss R Potter/Mrs S Lord Science – Dr S Brown Other Subjects (Resistant Materials, Humanities, Music, Drama, PE, Art, French etc - Mrs S Farmer, Mr M Inch and also to be offered to the new governor, when appointed, if appropriate (The three governors to decide amongst themselves as to which subjects they will review in consultation with the Head Teacher) Health and Safety – Mr I Jackson Communications - Mr M Inch Finance - Mr M Armitage Governor Training - To be offered to the new governor, when appointed, if appropriate Well-being - Dr S Brown</p>	
<p>2617.</p>	<p>CHAIR'S DELEGATED POWERS</p> <p>RESOLVED: That the Chair be given the following delegated powers:</p> <ul style="list-style-type: none"> (i) Change of date of a scheduled meeting, for good reason. (ii) To grant retrospective consent to absence in the event that that a governor would have become disqualified if the matter had to wait for the next governors' meeting. (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School. 	

<p>2618.</p>	<p>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</p> <p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties</p> <ul style="list-style-type: none"> (i) Planning and conducting the affairs of the school to remain solvent. (ii) Ensuring good financial management and effective internal controls (iii) Ensuring that funding is used only in accordance with the conditions attached to that funding. (iv) Ensuring compliance with the funding agreement and the academy financial handbook. (v) That the spending limits be in accordance with the Scheme of Delegation. 	
<p>2619.</p>	<p>MINUTES OF THE MEETING HELD ON 17 JULY 2018</p> <p>RESOLVED: That the minutes of the meeting held on 17 July 2018 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Record of Governors Present</u> - Include the name of Mr I Jackson.</p> <p><u>Minute 2593, page 73</u> – Regarding the answer to the question on coasting, in the third paragraph, replace the words ‘Governing Bodies’ with ‘Governing Body’s’.</p> <p><u>Minute 2598, page 74</u> – In the last line, include the apostrophe in the word ‘won’t’.</p> <p><u>Minute 2599</u> – In the first line, remove the capital ‘M’ from the word ‘maintenance’.</p> <p><u>Minute 2604 (iii)</u> - In the second line, correct the word ‘chool’ to ‘school’. In the third line, change the word ‘increase’ to ‘increased’. In the last line, correct the spelling of the word ‘exacerbate’.</p> <p><u>Minute 2604 (v)</u> – After the word ‘more’ delete all words and replace with ‘are coming into school on roll, September.’</p> <p><u>Minute 2605</u> – In the second paragraph, delete all words after ‘Rewards Day’ and insert the words ‘for all year groups, which was very good’.</p>	

2619. MATTERS ARISING

a) End of Year Data (Minute 2593 refers)

The Head Teacher provided an update on the KS2 progress scores which had turned out to be better than initially thought, with reading at -2.0; writing at -0.6; and maths at -2.73. When the validated data was available, the matter would be duly reported and compared with local results.

b) Annual Governors' Award (Minute 2609 refers)

The Chair circulated a proposal prepared by Mr Inch in relation to an Annual Governors' Award, to be made to Year 8 students. Mr Inch then took governors through its contents.

Q: Are there awards for other year groups?

A: We merit awards in assembly. However, you may wish to consider governor postcards to pupils with special achievements.

RESOLVED: That, as per the submitted proposal, approval be given for the overall prize for Year 8, and that the Head Teacher brings forward nominations at the appropriate time; further, governor postcards for deserving Years 6 and 7 students be issued based on recommendations from the Heads of Year

c) Property Strategy (Minute 2598 refers)

The Chair reported that this strategy was currently being developed and that consultants had been asked to do an associated flowchart showing timescales, milestones etc for consideration at a future meeting. The full strategy will be shared with Governors once completed.

d) Grounds Maintenance (Minute 2599 refers)

The Chair reported that the school had now reverted to its former grounds maintenance contractor, and that the Rugby Club had now contributed their licence fee for the year.

e) Safeguarding (Minute 2600 refers)

Dr Brown confirmed that she would email her promised report, following her meeting with the Safeguarding Lead, to all governors.

**Head
Teacher/Heads
of Year, as
appropriate**

Dr Brown

f) Security Fencing (Minute 2598 refers)

The Chair reported that this project was almost complete and would be finalised after half term. It had already achieved a significant decrease in littering. The arrangements maintained full community access to the MUGA.

Q: Has there been any feedback from dog walkers?

A: One complaint has been received and also a right-of-way concern expressed by a local resident, who is coming into school to discuss.

The Head Teacher expressed thanks to the Chair for all her time and effort on this project, in respect of which her expertise had been invaluable.

2620. REPORTS FROM COMMITTEES

There were no reports from Committees.

2621. GL PROGRESS DATA FOR 2017/18

The Head teacher presented the following progress data showing progress through year 6 and for the first time since using GL, progress by a cohort form entry to exit.

GL analysis summary — progress in core skills Year 6

	Entry Maths	Exit maths	Entry English	Exit English
All	99.1	105.7	104.1	105.6
Boys	100.2	105.5	101.9	103.2
Girls	98	106	106.4	108.1
FSM Y	93.8	97.9	98.5	100.9
FSM N	99.5	107.3	104.4	107.1
SEN support	84.2	92.9	88.3	92.9

GL analysis summary — Year 8 performance

	Entry Maths Y6	Exit maths Y8	Entry English Y6	Exit English Y8
All	99.2	114.5	103.3	114.7
Boys	100	114.5	101.9	114.2
Girls	98.2	114.5	104.7	115.2
FSM Y	86	97.5	88.4	100.2
FSM N	100.4	115.9	104.6	115.7
SEN support	85.4 (15)	95.7 9)	84.5 (14)	91.9 12)

Q: Does this show progress by Pupil premium pupils to have no gap academically to all pupils nationally as per our School Development Plan

A: Yes – slightly low in Maths but not in English

Governors were pleased with this really commendable dataset and recorded their congratulations to the school on this uplift.

2622. FINANCIAL MANAGEMENT AND MONITORING (including update on year end position and budget for 2018/19)

The Chair tabled an update provided by the School Business Manager who had worked with the Management Accounts Report up to Month 11 (July) and forecast the spend to the end of August Year End figures may yet be subject to change. The main points of the current scenario were as follows: -

‘Originally a budget surplus of £19.6k was predicted, representing both revenue and capital budgets.

The forecast was now an in-year surplus of £85.7k, with the main variances from budget being: -

- Additional income from Sports Premium, Catch-up Funding, Trips, Donations and Sales (Lockers and Sweatshirts).
- Surplus in Teaching Staff - Maternity not covered/Staff leaving.
- Surplus in Non-Teaching Staff – Staff leaving/Staff employed through the Mast.

- Other Occupancy Costs – Gas/Electric savings.

This was offset by the overspends in the following budgets: -

- Supply/Agency Staff costs – Trainee Teacher working at another school.
- Indirect Staff Costs – Apprenticeship Levy.
- Maintenance of premises.
- Additional Trip Expenditure as above.
- Furniture and equipment.
- Technology costs.
- Staff Development.

The school's carry forward from last year was £149k so the total revenue and capital reserves carry forward should be around £235k, subject to year-end adjustments.

The forecast deficit for 2018/19 was £28k, driven by increased pay costs for all staff - 2% increase for non-teaching staff (there was no additional funding for this) and Main scale teachers 3.5%, UPS plus TLR's 2% and Leadership 1.5% increases. After the budget was submitted the Government had announced a Teachers pay grant of £45.56 per secondary pupil and £28.29 per primary pupil. This had been worked out for our school at £20,107 but there was a slight uncertainty about the calculation with respect to Middle Schools and the uncertainty of funding from March 2020; more detailed calculations from the Government were to be announced in October'.

Governors welcomed this positive report. However, the Head Teacher gave a health warning, reporting that, when the school received its new Year 6, there was a high relatively number of children with specialist needs and so the school had needed to adjust its provision accordingly. It was felt the school would be likely to need a specialist teacher in January to meet the needs of these pupils and upscale them in literacy and numeracy.

Q: Why are they coming in at that level?

A: A wide range of reasons. Some are really struggling with comprehensive skills, others have only recently been diagnosed, and there are some who have just moved into the area so have been in unstable education. We also have to take in some Looked After Children which we will get some funding for.

Governors noted the financial monitoring and updated budget position, following which the Chair tabled a paper she had commissioned from the School Business Manager, providing a Governors Guide to Finance, which she asked governors to take away and digest.

<p>2623.</p>	<p>SAFEGUARDING</p> <p>Dr Brown reported she had received a September Safeguarding update from the DSL that currently:</p> <ul style="list-style-type: none"> * We have 2 children on Child in Need (CIN) plans who have social worker involvement to monitor their well-being. * Gill Senior (DSL) continues to manage all Child protection & CIN cases. * Justin Hampson (DDSL) continues to take responsibility for E-safety in school & deals with any issues related to unacceptable online activity from our pupils. * Sally Booth is currently running 2 Team Around the Family cases, working at early intervention stages to support families in need. * Karen Lane works with our 2 CLA pupils to ensure they are settled in school, have regular opportunities for mentoring and that all targets agreed on to ensure progress are monitored, supported & achieved. * Training is now complete for Lockdown & emergency planning (led by Justin & Sally). <p>For the agenda item 'Governor training & visits'</p> <p>Dr Brown had been into school for the Drop Down day on 19th July 2018. She had a meeting with Lynda Etherington to check & sign off the SCR, and spent the rest of the day joining the various workshops & activities that the pupils were enjoying, seeing how the students were developing a range of skills in a fun way. After school, she had a short verbal update on Safeguarding & SEN from Gill Senior.</p>	
<p>2624.</p>	<p>HEALTH AND SAFETY</p> <p>There was nothing to report on this occasion.</p>	
<p>2625.</p>	<p>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21 AND CONFIRMATION OF PUBLISHED ADMISSION NUMBER</p> <p>The Head Teacher reported that responding to this consultation was a matter for the Trust and added that there was no intention to change the school's admissions policy. She informed governors that the school currently had 607 pupils, following the allowance of all but one admission appeal despite the school's strongly expressed concerns that the building was overcrowded to a point where the safety of pupils might be compromised.</p> <p>RESOLVED: That the school Published Admission Number remain at 195, as current.</p>	
<p>2626.</p>	<p>SCHOOL DEVELOPMENT PLAN - A VISION FOR THE SCHOOL</p>	

	<p>The Chair reported that numbers in the school could continue to grow, given the development in the area and the demand for the middle school system. Governors therefore had to decide whether the school should grow or remain as it was at present.</p> <p>Views expressed included seeing growth as an opportunity to allow expansion of the curriculum and produce more rounded pupil outcomes and enhance the teaching, and produce scope for extending the building, whilst the counter argument might mean a large number of pupils over and above any increase in the Published Admission Number.</p> <p>The general consensus was for a preference to be in control of the situation, as the school had scope for expansion, given its extensive space, albeit without any funding as yet..</p> <p>RESOLVED: That governors see the medium /long term vision for the school to develop and grow to make it as accessible as possible for families within the pyramid.</p> <p>NB. The Head Teacher reported that the one-page School Development Plan visioning statement would run out at the end of the academic year so it would be necessary to plan a specific session to review this.</p> <p>-The Chair welcomed the opportunity for all governors to participate in this process.</p>	<p>Head to invite Governor participation at appropriate time</p>
<p>2627.</p>	<p>COMMUNICATIONS STRATEGY</p> <p>The Chair tabled a suggested framework prepared by Mr Inch, and asked governors to take away and digest in preparation for discussion at the next meeting.</p>	<p>Governor Clerking Service to note item for next Governing Body agenda</p>
<p>2628.</p>	<p>RISK REGISTER</p> <p>The Head Teacher presented the latest version, explaining that risks highlighted in yellow were relevant to our school and that other areas were not as relevant. The risks were ranked in order of the final risk rating. It was noted that two of the highest risks concerned the impact on the budget of public sector pay, and the demand for school places, both of which the Governing Body had looked at.</p> <p>The Head Teacher reported that the risk register was also kept under review in the Senior Leadership Team and by the MAST. She would bring a revised version in the course of the year only in the event of there being any significant changes.</p>	

2629.	<p>SCHEME A DELEGATION</p> <p>RESOLVED: That consideration be deferred to the next meeting of the Governing Body.</p>	<p>Governor Clerking Service to note for agenda</p>
2630.	<p>GDPR PROGRESS</p> <p>The Chair reported that Jason Field was the Data Protection Officer for the MAST and had produced a data protection and information policy. In our school, GDPR was being led by James Ambler, who was now fully trained and had support from Sally Booth. He had produced an interim report (as yet not shared) following his audit of information held in school, which he completed at the end of the summer term. There would follow a full audit at half term to ensure that the school was up to speed with the new regulation. The policy would be included on the school website.</p> <p>It was noted that new parents were signing in to the new process.</p>	
2631.	<p>GOVERNOR VISITS AND GOVERNOR TRAINING</p> <p>Dr Brown came into school on 19th of July 2018 on one of the drop-down days, during which she saw Linda Evans and signed off the Single Central Record. She went around a number of classrooms, observing that the children were positively engaged.</p>	
2632.	<p>GOVERNOR RECRUITMENT</p> <p>The Chair reported that the school was running an election for a parent governor, for which information would be sent out next week. There was also a vacancy for co-opted governor so it was intended to await the outcome of the parent governor election, as that would impact/inform on the skills required. The Chair informed governors that she would keep them up-to-date.</p> <p>RESOLVED: That the Chair and Dr Brown meet up with any prospective candidates and report back to governors, and that, in the meantime, governors becoming aware of any appropriate/interested persons ask that they email the Chair with their details.</p>	<p>All governors</p>
2633.	<p>ANY OTHER BUSINESS</p> <p><u>Review of Policies</u></p> <p>The Head Teacher reported on the work ongoing in school to ensure all policies were up-to-date. She provided the following progress, seeking approvals as required:</p>	

a) Statutory Policies for Annual Review

(i) SEND

There were no changes from last year.

RESOLVED: That the SEND policy be ratified and readopted.

(ii) Safeguarding

This required an appendix adding, as a number of changes/updates had been made.

RESOLVED: That Dr Brown looks at the required changes and makes recommendations for ratification of the policy at the next Governing Body meeting.

b) Careers Policy

This had been written in line with government benchmarks.

RESOLVED: That Mrs Farmer looks at any required changes and makes recommendations for ratification of the policy at the next Governing Body meeting.

c) Admissions Arrangements

RESOLVED: That the proposed policy be adopted.

d) Medical Referral Policy

RESOLVED: That the proposed policy be adopted, subject to the Chair looking over the policy.

e) Complaints Statement

RESOLVED: That the school continues to use the Kirklees model policy, pending ratification of the Trust of any updates.

g) Whistleblowing Policy

**Dr Brown. Gov
Clerking
Service to note
item for next
agenda**

**MrsFarmer.
Gov Clerking
Service to note
item for next
agenda**

	<p>RESOLVED: That the school continues to use the Kirklees model policy, pending ratification of the Trust of any updates.</p> <p>h) <u>Off site and Residential Visits Policy</u></p> <p>RESOLVED: That Mr Jackson looks at any required changes and makes recommendations for ratification of the policy at the next Governing Body meeting.</p>	<p>Mr Jackson. Gov Clerking Service to note item for next agenda</p>
<p>2634.</p>	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That the meetings of the Governing Body in 2018/19 be held at the School at on:</p> <ul style="list-style-type: none"> (i) Tuesday, 23 October 2018 at 6:30pm (ii) Thursday, 6 December 2018 at 7:30pm (to be preceded by Finance and Resources Committee at 6:30pm) (iii) Tuesday, 5 February 2019 at 6:30pm (iv) Thursday, 4 April 2019 (to be preceded by Finance and Resources Committee at 6:30pm) (v) Tuesday, 4 June 2019 at 7:30pm (to be preceded by Finance and Resources Committee at 6:30pm) (vi) Thursday, 27 June 2019 at 6:30p - Annual Review meeting (vii) Thursday, 18 July 2019 at 6.30pm - with focus on standards and effectiveness 	
<p>2635.</p>	<p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	
	<p>The Chair closed the meeting at 9:17pm.</p>	