

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 Tuesday, 23 October 2018.

PRESENT

Miss R Potter (Chair), Mr M Armitage, Dr S Brown, Mr M Inch, Mr I Jackson, Mrs S Lord, Mr J Terry, Mrs S Farmer

In attendance

Mrs R Hoogland (Minute Clerk)
Mrs A Large (Deputy Head Teacher)

Minute	Action
<p>2636. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies were received from Mrs N Greenough.</p> <p>There were no declarations of interest.</p>	
<p>2637. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>RESOLVED: That the following matters be brought up under Any Other Business</p> <p>a) Governor Support and Challenge Files</p>	
<p>2638. MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2018</p> <p>RESOLVED: That the minutes be signed by the Chair as a correct record subject to the following amendments:</p> <p><u>Minute 2623</u></p> <p>The final paragraph to be moved into Minute 2631;</p>	

	<p><u>Minute 2631</u></p> <p>The correct spelling of Etherington.</p>	
<p>2639.</p>	<p>MATTERS ARISING</p> <p>a) <u>Governors with Specific Responsibilities (Minute 2616 refers)</u></p> <p>Following a conversation between the Chair and SL the following amendments have been made to Governors with Specific Responsibilities:</p> <p>Assessment and Data: Miss R Potter Quality of Teaching: Mrs S Lord Literacy: Mrs S Lord Numeracy: Miss R Potter Governor Training: Mrs S Lord</p> <p>b) <u>Governor Postcards for Special Achievements (Minutes Passim)</u></p> <p>Q: What is the layout and wording for the postcards? A: This has not been discussed yet</p> <p>Q: Who is going to write the postcards? A: Governors are not at that stage yet. It may be that if there are a batch to write when a Governor visits, that they are written by that Governor.</p> <p>It was agreed that for this year the postcards already available in school will be used. For the next academic year the Governors may look at other designs.</p> <p>c) <u>Property Strategy (Minutes Passim)</u></p> <p>The strategy has been seen and the Consultant has submitted the report. The report did need revising and the school are waiting on the amended copy.</p> <p>d) <u>Dog Walking (Minutes Passim)</u></p> <p>The local resident came into school to discuss a right of way through the school grounds.</p>	<p>SL to provide Governors with samples of different wordings for the postcards.</p> <p>Chair to keep Governors updated.</p>

	<p>e) <u>GL Analysis Summary Data (Minute 2621 refers)</u></p> <p>A Governor felt that commentary was required alongside the tables of data, particularly for those who are absent from the meetings. This can be brief but should be sufficient to allow the data to be put into context and its significance highlighted.</p> <p>The Chair has already discussed the need for commentary to be included with data.</p> <p>f) <u>Funding for Teachers (Minute 2622 refers)</u></p> <p>Q: Has the details of the new grant for teachers come through yet has the amount SMS will receive been clarified? A: The Deputy Head was unable to answer the questions, but will discuss with the Head and feedback to Governors.</p> <p>g) <u>Pupil Admission Numbers (Minute 2626 refers)</u></p> <p>Q: Is it the Governors responsibility to ratify the PAN? A: Yes – the Governors agree the PAN at the Annual General Meeting.</p> <p>h) <u>Governor Recruitment (Minute 2632 refers)</u></p> <p>Q: Have there been any applicants apply for the vacancy? A: An election has been run but the ballot has not been counted yet. There is a vacancy for one Parent Governor and for one Co-Opted.</p>	<p>Deputy Head to speak to Head and feedback to Governors</p>
<p>2640.</p>	<p>REPORTS FROM COMMITTEES</p> <p>a) <u>Staffing Committee</u></p> <p>The Chair asked that feedback regarding the Appraisals be given to Governors.</p> <p>The Committee found the appraisals to be very clear in their descriptions and examples.</p> <p>Q: There is a lot of in-depth information provided by the teaching staff for their appraisals. Does this put pressure on staff to present more work? A: The appraisals are more rigorous, but are not any more time consuming.</p>	

	<p>Governors felt that where support was needed by staff, this was put in place and that everything in the appraisals was set out clearly.</p> <p>Q: Is the amount allowed for in the budget? A:The Finance Manager has accounted in the budget for any uplifting that may occur as a result of the appraisal process.</p>	
<p>2641.</p>	<p>FINANCIAL MANAGEMENT AND MONITORING</p> <p>There is currently an £85,000 surplus projected.</p> <p>The fencing company are to issue a credit note for £2,000.</p> <p>Q: Why is the fencing company issuing a credit note? A: The motor specification was changed when they came to fit it on the gate.</p> <p>The school's carry forward from last year was £149,000 so the total revenue and capital reserves carry forward should be around £235,000, subject to year-end adjustments.</p> <p>The Finance Committee will meet termly, but will arrange ad-hoc meetings if required.</p>	<p>IJ is to join the Finance Committee as he is the Health & Safety Governor.</p>
<p>2642.</p>	<p>SAFEGUARDING</p> <p>There were no safeguarding matters to report.</p> <p>Q: Have all Governors been issued with a green lanyard? A: Most Governors now have one.</p>	<p>Governors to order new badges through James Ambler and collect lanyards from the school office.</p> <p>If Governors new badges are not working they are to contact James Ambler</p>

2643.	<p>HEALTH & SAFETY</p> <p>A Health and Safety Inspection has taken place. The report was shared with Governors.</p>	
2644.	<p>POLICIES FOR REVIEW</p> <p>a) <u>Whistleblowing Policy</u></p> <p>RESOLVED: That the Whistleblowing Policy be approved.</p> <p>b) <u>Health & Safety Policy</u></p> <p>RESOLVED: That the Health & Safety Policy be approved.</p> <p>c) <u>Safeguarding Policy</u></p> <p>RESOLVED: That the Safeguarding Policy be approved.</p> <p>d) <u>Careers Policy</u></p> <p>There are a few amendments to be made to the policy.</p> <p>RESOLVED: That the Careers Policy be approved following the amendments.</p> <p>e) <u>Off Site and Residential Visits Policy</u></p> <p>This is “Evolve “ the local authority policy</p> <p>f) <u>Draft Emergency Plan</u></p> <p>The Draft Emergency Plan is not ready for approval.</p>	<p>To defer the Off Site and Residential Visits Policy to the nextmeeting.</p> <p>To defer the Draft Emergency Plan to the next meeting.</p>

<p>2645.</p>	<p>COMMITTEE STRUCTURE</p> <p>The Chair put to the Governors the possibility of re-introducing a Standards and Effectiveness Committee to cover staff and pupil well-being, communication, curriculum and compliance which was initially discussed at the LGB planning mtg in the summer term.</p> <p>Q: These topics were covered under the MAST when it was first formed. Why is it now coming back to LGB level to discuss?</p> <p>A: We have always had responsibilities for standards under the scheme of delegation. A discussion was had and it was agreed that there would be the possibility of two meetings per year where staff members could share information about their subject, which is not data related.</p> <p>It was agreed that it would need to be clear to staff what they were to present if it was not data related.</p> <p>It is suggested that the meeting will start at 5.30pm and will run before the LGB, which will start slightly earlier at 6.00pm-6.15pm. The first suggested date is 5 February 2019.</p> <p>Q: We have done this previously. Which subjects were not presented?</p> <p>A: Food and Fabric, Resistant Materials and Languages.</p> <p>It was agreed that at this stage a Standard and Effectiveness Committee would not be formed.</p>	<p>SF is to draw up brief proposal of what Governors would like presented. To pass this to the Deputy Head to discuss with staff who will feedback to Governors.</p>
<p>2646.</p>	<p>SCHEME OF DELEGATION</p> <p>This item should have been removed from the agenda.</p>	
<p>2647.</p>	<p>School Action Plan (SAP)</p> <p>The Deputy Head shared the School Action Plan (SAP) with Governors. She said that actions could be discussed when they are more relevant throughout the year.</p>	

	<p>Q: One goal is that 90% of pupils will reach expected levels of progress in English and Maths by the end of Year 8. At the end of last year, where were the Year 8 pupils? A: They were in the high 80's.</p> <p>Q: There are five pupils who are receiving phonics interventions – have these all come from one school? A: No and some of the pupils are SEN.</p> <p>Q: Was the need for interventions not shared in the transfer paperwork from First Schools? A: Yes for the most vulnerable, but with so many feeder schools there is a lot of variation. Feedback will be given at Pyramid Heads meetings the interventions that have been required.</p> <p>Q: A Behavioural Support Worker is involved with some of the child – what sort of support is required? A: Lots of emotional support is required. The children do not have social skills and do not know how to mix with other pupils.</p> <p>Q: What do the different Wave interventions mean? A: Wave 1 is quality teaching within the classroom, Wave 2 is putting in extra support within the classroom and Wave 3 is removing the pupil from the classroom.</p> <p>Q: What is Class Charts? A: It is a software package that links to SYMS. Teachers can view seating plans, reward plans and can analyse behaviour on it. There is also an app available for parents and pupils where they can see the rewards that have been given. Homework can also be recorded and uploaded on the software.</p> <p>Q: Was is called something else last year? A: It was called MINT.</p>	
2648.	<p>PEER REVIEW</p> <p>The Deputy Head shared the Peer Review with Governors and drew their attention to the following points:</p> <ul style="list-style-type: none"> - The lines of enquiry were: <ul style="list-style-type: none"> a) Safeguarding, including SCR; b) Leadership and Management; c) Outcomes; d) Teaching 	

	<p>Q: How were the lines of enquiry arrived at? A: There was a pre-inspection analysis and the Head wrote the lines of enquiry</p> <ul style="list-style-type: none"> - Strengths: <ul style="list-style-type: none"> a) SCR is robust and easily accessible; b) There is a robust view of teaching strengths and areas for development shared by SLT and Middle Leaders, with clear plans to ensure that improvements are made; - Areas for Consideration: <ul style="list-style-type: none"> a) School should routinely check visitor ID/DBS – in this case however, the visitor is a Trustee; b) Currently progress to the end of Year 8 is assessed against targets set in Year 6. The current outcomes look very positive but it might be worth using some sort of external moderation/validation to check that the targets are sufficiently challenging and that the assessments sufficiently robust; c) Would moderation with a Secondary school further support the school’s judgement in being deemed as secure? <p>Q: Is there a school that Scissett could work with? A: Not yet, but Honley is a possibility.</p> <ul style="list-style-type: none"> d) Consider ways in which the planned SOW for Y6 English can maximise learning and pupil interaction so that progress is accelerated. <p>The Deputy Head had drawn up a Rapid Improvement Plan, which was shared with Governors. The plan includes a new job role, which when filled, following interviews on 26 October 2018 may be re-drawn.</p> <p>Q: Do all pupils have access to online homework? A: There are a few pupils that do not have access but resources are available in school which include the library and the homework club.</p>	
2649.	<p>GOVERNOR TRAINING AND GOVERNOR VISITS</p> <p>SB has visited the school. The Change Team discussed the Well-being Award. An assessment is to take place on 9 January 2019. One to two Governors will be required on the day.</p> <p>Governors still want to re-run the staff well being questionnaire,</p> <p>Governors are to think about the training that they would like to attend and let SL know.</p>	<p>Chair to liaise with Head about the questionnaire</p>

		Governors to check that they can log onto the GLAD package to view the training available.
2650.	GOVERNOR RECRUITMENT This was discussed earlier in the meeting.	
2651.	COMMUNICATIONS A mind map regarding Communication was shared with Governors. A discussion was had that covered the need for Terms of Reference for Communication, the scope and that Governors would have to decide what they would communicate that isn't already done so by the School or the MAST. It was agreed that a working party would meet to discuss before feeding back to the LGB. The members of the working party are MI, SL and the Chair.	Working Party to meet and feedback to the LGB.
2652.	ANY OTHER BUSINESS a) <u>Governor Support and Challenge Files</u> The Governor Support and Challenge Files will be ready for collection from school by Friday 26 October.	Chair to organise distribution
2653.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS RESOLVED: That the following meetings will take place at the School: Thursday 6 December, 6.30pm – Finance Committee Thursday 6 December, 7.30pm – LGB	

	<p>RESOLVED: That the following be added to the agenda for the next LGB meeting:</p> <ul style="list-style-type: none"> - Environmental Audit - Off Site and Residential Visits Policy - Draft Emergency Plan 	
2654.	<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>	

The Chair closed the meeting at 8.50pm