



## THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body Meeting	Scissett Middle School	6.30pm	Tuesday 3 <sup>rd</sup> December 2019

DFE	4041
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Start of meeting	18:30
Close of meeting	20.52

Attendance	75%
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Present		In attendance	
Name	Role	Name	Role
Miss Ruth Potter	Co-opted Governor <b>(Chair)</b>	Mrs M Humphreys	Clerk
Mrs Sue Farmer	Co-opted Governor	Mrs A Large	Head of School
Mr Ian Jackson	Co-opted Governor	Mrs V Green	Chair of Governors (Kirkburton Middle)
Mrs Wendy Kachmarski	Parent Governor		
Mrs Lorraine Simpson	Parent Governor	Absent with Consent	
Mr Jason Terry	Staff Governor	Name	Role
		Dr S Brown	LA Governor
		Mrs N Greenough	Headteacher

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22	Careers CPD - Francis Burkinshaw (Careers Enterprise Council)	<p>Ms Burkinshaw attended the meeting to complete a presentation on 'Delivering Careers, education, advice, information and guidance'</p> <p>RESOLVED: The content of the presentation will be placed on 'teams' for future reference.</p>								
23	Apologies for absence, consent and declarations of interest	<p>Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Dr S Brown – Governor</li> </ul> <p>No declarations of interest were declared.</p>								
24	Notification of items to be brought up under Any Other Business	<p>The following was noted under any other business:</p> <ul style="list-style-type: none"> <li>• Governor Christmas gathering</li> </ul>								
25	Minutes of the meeting held on 9 <sup>th</sup> October 2019	<p>It was noted that the following amends are to be made to the minutes from 9<sup>th</sup> October 2019:</p> <ul style="list-style-type: none"> <li>• Agenda item 12. Amend 'the' to another in the following. <i>In the past <del>the</del> another school has rented out a function room at local pub, to try to get attendance up for communicating with disadvantaged parents.</i></li> </ul> <p>RESOLVED: That the minutes of the meeting held on 9<sup>th</sup> October 2019 be agreed as a true record of the meeting and signed by the chair subject to the above amendment being made.</p> <p>It was noted the chair requested that the actions summary be included in a separate document for of reference to governors.</p> <p style="background-color: #fff9c4;">ACTION: Mrs Humphreys to provide separate action document on 'teams'.</p>								
26		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 30%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9d9d9;">091019_M4</td> <td> <p>Headteacher to send flowers to Mark Inch.</p> <p>RESOLVED: Complete</p> </td> </tr> <tr> <td style="background-color: #d9d9d9;">091019_M6</td> <td> <p>The Headteacher/Head of school to provide guidance and notes about subject link visits to the school.</p> <p>RESOLVED: This is discussed further in minute 32.</p> </td> </tr> <tr> <td style="background-color: #d9d9d9;"></td> <td> <p>Miss R Potter and Mr I Jackson to complete Safeguarding online training</p> </td> </tr> </tbody> </table>	Minute Reference	Action	091019_M4	<p>Headteacher to send flowers to Mark Inch.</p> <p>RESOLVED: Complete</p>	091019_M6	<p>The Headteacher/Head of school to provide guidance and notes about subject link visits to the school.</p> <p>RESOLVED: This is discussed further in minute 32.</p>		<p>Miss R Potter and Mr I Jackson to complete Safeguarding online training</p>
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		<p>RESOLVED: Miss Potter advised links are no longer available.</p> <p>ACTION: Miss Potter to contact Mrs Senior for the links to safeguarding and online training. Miss Potter and Mr Jackson then to complete safeguarding online training.</p> <p>Mrs S Farmer to ask acquaintance if she would consider being a governor with expertise in finance.</p> <p>RESOLVED: Mrs Farmer advised her acquaintance is giving this some thought.</p> <p>Headteacher to discuss with The Trust Finance Director if he is aware of anyone who would consider being a governor with expertise in finance.</p> <p>RESOLVED: The finance director is not aware of anyone who would consider this.</p>
	091019_M11	<p>Headteacher to consider an award to be presented to Mrs Lord.</p> <p>RESOLVED: An award will be given in Mrs Lord's honour</p> <p>Mrs Farmer to circulate careers visit report.</p> <p>RESOLVED: Incomplete</p> <p>ACTION: Mrs Farmer to circulate careers visit report.</p> <p>Miss Potter to circulate PE visit report.</p> <p>RESOLVED: Incomplete</p> <p>ACTION: Mrs Humphreys to scan the PE visit report and upload to 'teams'</p> <p>Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface.</p> <p>RESOLVED: No progress has been made, this is now an increasing problem particularly in current weather.</p> <p>ACTION: Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface.</p>

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		<p>Update required from Headteacher and School Business Manager on Charging and Letting Policy and distribute once available.</p> <p>RESOLVED: The charging and letting policy is now available on 'teams'</p> <p>Governors not responded to Mrs Farmer on 360 review of the Chair to complete.</p> <p>RESOLVED: Incomplete</p> <p>ACTION: Governors to respond to Mrs Farmer on 360 review of the Chair.</p> <p>Chair to complete one to one session with Mr Jackson and Mrs Farmer.</p> <p>RESOLVED: This has been discussed and is on-going.</p>
	091019_M14	<p>School to advise Staffing Committee of possible dates for w/c 4<sup>th</sup> November 2019.</p> <p>RESOLVED: The staffing committee was held on Tuesday 3<sup>rd</sup> December 2019. Defer to minute 33.</p>
	091019_M16	<p>Headteacher/Head of school to send out school development plan to governors once complete.</p> <p>RESOLVED: The school development plan is on 'teams' in the school documents folder. It is in the progress of being updated and this version will be uploaded once complete.</p> <p>Governors to read once sent out with any questions sent directly Head teacher/Head of school.</p> <p>RESOLVED: Incomplete.</p> <p>ACTION: Governors to advise any questions on SDP once updated version uploaded. A document with all the questions to be added to 'teams'.</p>
	091019_M18	<p>School to send curriculum policy once available to the Chair.</p> <p>RESOLVED: The curriculum policy is available on 'teams' and will be discussed further in item 35.</p>

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		<p>Accessibility Policy to be sent to Mrs Potter once complete for approval.</p> <p>RESOLVED: Incomplete</p> <p><b>ACTION:</b> Mrs Humphreys to resend accessibility policy to Miss Potter following Mrs Senior's amends.</p>
	091019_M19	<p>Mr Field to circulate GDPR audit update.</p> <p>RESOLVED: The audit report is available on 'teams'.</p> <p><b>ACTION:</b> Mrs Large to discuss with Mr Field the possibility of a front page to put the report into context, and update on actions.</p>
		<p>All Governors to read and will require confirmation signature for Code of Conduct at next governing body meeting.</p> <p>RESOLVED: Confirmation sheet provided at the meeting. Governors that have read the policy signed.</p> <p><b>ACTION:</b> Those that have not - Governors to read and will require confirmation signature for Code of Conduct at next governing body meeting.</p>
27	Headteacher's report	<p>Mrs Large provided a review of the Headteacher's Report Autumn 2019, made available to governors on 'teams' prior to the meeting.</p> <p><u>Staffing Update</u> Mrs Senior is currently working at Kirkburton Middle School, for any Safeguarding or SEND Mrs Large is the contact for governors in the interim period.</p> <p>Mrs Hampson is now on maternity leave. The absence detailed in the report have now returned to school. Mrs Large advised there is a high level of absence this week in school. The school have appointed two interim ETAs and an apprentice for ICT support. The school will have continual ICT coverage when other schools in the trust are being supported by the ICT team.</p> <p><u>Standards</u> Full data available at the end of term.</p>

English: There is a slight gender gap on entry; SEND are below national average. Disadvantage are slightly higher on entry from last year.

English curriculum content: The schools have focused on curriculum content and reading comprehension, which demonstrates an improving picture of comprehension on entry.

Maths: Indications are the cohort are down on entry to 96 from 97.3. Females have gone down most from 98.1 down to 94.4, with 1 point difference between for the males. SEND are weaker in maths. Disadvantaged are up to 92.3 from 90.3 last year, well below national average.

Q. Is there a vast difference in the number of disadvantaged compared to last year?

A. No the number is consistent across the years.

Maths Curriculum content: There are some differences in number, geometry and statistics on entry. This is being built into lessons with continual reputation. In food and fabric we are finding disadvantaged children not bringing in the ingredients this has been provided weighed out and for them to weigh out, Mrs Greenleaf has changed planning to enable pupils to weigh ingredients. Measuring has also been built into maths and science. Shapes have been included into art. The CPD that was completed last year ensured these measures were built in and all taught the same way.

Ofsted felt there wasn't enough cross-curricular activity, the school are able to demonstrate this has been completed for year 6 English and Maths. This will be added to the development plan for 2020/21.

The maths process categories all down on entry from last year.

It was noted all subject spotlights were completed during September and all departments have their action plans in place. Sequenced planning for all departments is in place until Christmas and Line Manager Meetings are currently taking place to ensure the quality of planning for the next term. The SEF and SAP are both up to date; progress on the action plan will be reviewed by the SLT before Christmas.

There was a change in monitoring of teaching and learning focus on 'no passengers'. During the Ofsted visit, the children's behaviour was amazing. Ofsted questioned if the children were passive, were they actually engaged and well behaved. The school have amended their monitoring forms to include active engagement. Following this the leadership have complete 'drop-in' visits and observations in years 6 & 8, with more year 7 planned.

85.7% of pupils were quickly engaged in their lessons with 79.3% actively engaged throughout.

It was noted the school is moving away for teachers taking books home to give feedback. The teacher is actively engaged 'on their feet and using formative assessment'. The feedback is positive improvement from teachers.

Q. How often is a full piece of work marked?

A. The marking policy has been adjusted so that departments mark based on their own policy e.g. teachers hand out questions within lessons to judge level of understanding. English is formally marked.

Q. How is homework marked?

A. This will vary dependent on the subject. An independent teacher may mark, a peer may mark, or they may self mark.

Interventions are in place for English and Maths - if an area is identified with a student they have 10 minutes to 1 hour focus out of class to focus on that.

It was noted the school are still ensuring presentation of work is in place with pupils showing pride in their work.

#### Pupil data

There are now 600 pupils on role, with one appeal before Christmas for year 6.

#### Attendance and Behaviour Data

Mrs Large referred to the 'Pastoral data Mast 18 Nov 2019 with attendance' report provide to Governors on 'teams'

Overall attendance for this year remains above National average and the position now is higher than it was this time last academic year. The percentage of disadvantaged pupils who were PA in the first term 19.1% is due to holidays or illness.

Q. Do we fine for holidays?

A. Yes we issue penalty notice. The absence policy does need to be brought inline across the pyramid as some schools are not fining. This will be addressed at next pyramid heads meeting. If there are exceptional circumstances, these will be verified.

It was noted the school currently don't have APSO provision, alternatives are being explored, the school can support home visits if needed.

It was noted that attendance data was raised by Ofsted and governors were told to monitor this.

There have been no exclusions this term.

There is one racist incident reported. This was in relation to an incident outside of school that the school are dealing with as children reported in school.

There are no reported incidents of homophobia or bullying.

There are nine reported incidents of peer on peer abuse, the data is not available to compare against for last term/year to see if this is significant. It will be continually monitored throughout the year.

### SEND

It was noted the school have a pupil just started who has very limited learning, an EHCP is progressing for him but it will be 18 months for this to be completed. The child has been absent from school since year 1 before joining Scissett Middle and the school has been informed they are travelling family so absence may continue. The school reported his initial absence to the Kirklees safeguarding as he did not turn up the week he was scheduled to start at Scissett and hadn't been seen for 7 months. Since then he is now in school, with occasional absence, and picking things up quickly. An absence code has been set up to indicate a travelling family.

Staffing: The SEND support team has been strengthened due to the complex intake in year 6.

Staffing Training: Dyslexia training is happening next week, with other CPD planned for the rest of the year.

Main areas of need: Staff CPD for the academic year is designed to cover the current level of need in school. ETA and HLTA training is planned on the main areas of need.

Current Intervention in school: There are a number of interventions listed in the report.

### Safeguarding

Mrs Senior is currently supporting Kirkburton Middle School therefore Mr Lawlor is the DSL in place during this interim period. The SENDco role is being completed by Mrs Large.

Q. How long is Mrs Senior at Kirkburton?

A. The school is advised this may be until Easter, Kirkburton are still in the process of setting the safeguarding team and processes in pace. Mrs Greenough is supporting Kirkburton until Christmas. Kirkburton are still in the process of training the DSLs.

Mrs Large advised that she was confident of the safeguarding process and team in school. The deputy DSL is Mr Hampson and Miss Smith is completing some SEND work.



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	<p>SCR: This was checked by Ofsted. Mrs Conlan maintains this for the school. It was noted the governors should plan to check the SCR regularly.</p> <p>It was noted the safeguarding training link needs to be obtained from Mrs Senior by Miss Potter.</p> <p>Training: Training on safeguarding is a continual rolling programme.</p> <p>The ongoing and regular practice for safeguarding was reviewed in the report.</p> <p><u>School context</u> A table can be found in the headteacher's report. The peer on peer detailed has previously not recorded separately to bullying.</p> <p><u>Club attendance</u> The disadvantaged pupils are given the first options to clubs and extra curricular activity, with details of their attendance in the report.</p> <p><u>H&amp;S</u></p> <p>There are two accidents to date. One pupil and one member of staff.</p> <p>Mr Stronell and Mrs Conlon are booked on a COSHH course in Spring 2020.</p> <p>The Trust H&amp;S group are provided no updates, this will come following their meeting in December.</p> <p>There are a number of faulty street lights due to rain damaged. Pupils are being escorted down the drive when it is dark.</p> <p><u>Trips and events</u> It was noted the school thank Miss Potter for her support at Christmas fair, this was another success. It was further noted the school thank the governors who are accompanying the Harry Potter trip on 6<sup>th</sup> December.</p> <p>The cinema trip is planned for 19<sup>th</sup> December and the Christmas lunch on the 18<sup>th</sup> December.</p> <p>Q. Any support needed from governors to those events? A. No, the school are covered.</p>
28 Safeguarding update	The Safeguarding update was provided in item 27.

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<p>29</p> <p>School development plan update</p> <p>School action plan update</p> <p>SEF update</p>	<p>It was noted that no further amends had been made to the school development plan, school action plan and SEF since last publication when updated with Ofsted recommendations. The school are in the process of reviewing progress and this will be provided to governors for review once available.</p> <p><b>ACTION:</b> Mrs Large to upload SDP, SAP and SEF onto teams once available. Governors to advise any questions.</p>
<p>30</p> <p>Ofsted report</p>	<p>It was noted the governors had all received the Ofsted report.</p> <p>It was further noted Miss Potter thanked the governors for the support in attending the feedback meeting and to Mrs Kachmarski for attending an interview. Further thanks were expressed to the school, in particular to the leadership team, for the additional time and focus.</p> <p>It was noted that the school are very pleased with the outcome of the report, particularly within the new Ofsted framework.</p> <p>Phonics was highlighted in the report, all teaching staff have now completed the training with more training planned.</p> <p>A further area to develop was cross curriculum, which will be addressed next September.</p> <p>Radicalisation is included in the curriculum but focus will be placed on this as children couldn't answer some of the questions posed by Ofsted.</p> <p>It was noted that the report is very positive. It mentioned the excellent work in English, but it is disappointing it does not highlight the strong maths department the school has. This may be as Ofsted have reading as priority.</p> <p>Q. Has the school received any parent feedback?</p> <p>A. Yes, we have received some notes of congratulations. Parent view was very positive as noted by Ofsted. 100% parents would recommend the school.</p>
<p>31</p> <p>Health and Safety update</p>	<p>The Health and Safety update was provided in item 27.</p>
<p>32</p> <p>Governor Training and Governor Visits</p>	<p>Mrs Farmer has contacted the school for a humanities visit and is awaiting response.</p> <p>Miss Potter is planning to arrange a visit for computing.</p> <p>Miss Potter distributed a visit proforma to the governors for completion on their visits.</p>

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	<p><b>ACTION:</b> Miss Potter to provide visit proforma to upload onto 'teams'</p>
<p>33 Committee reports</p>	<p>It was noted that the year-end accounts had not been received by the governors.</p> <p><u>Staffing Committee</u> Held on Tuesday 3<sup>rd</sup> of December 2019. This was to review the appraisals completed in the first half term. All staff have passed or mostly passed their appraisals. The mostly past have circumstances that meant they may not have been able to fully pass, e.g. a change of role.</p> <p>Sample targets have been provided and the staffing committee will look over these further.</p> <p>Overall the staffing committee are happy with the staff performance.</p> <p>The Headteacher appraisal is outstanding but will be completed once back in school.</p> <p><b>ACTION:</b> School Business Manager to advise if the pay allocations are within budget.</p> <p><u>Terms of reference</u></p> <p>It was noted the terms of reference for the committees with be completed by Miss Potter and will be distributed.</p> <p><b>ACTION:</b> Miss Potter to provided committee terms of reference.</p>
<p>34 Supporting Kirkburton Governing Body</p>	<p>Mrs Green (Chair of Governors – Kirkburton Middle School) was present at the meeting on invitation from the Chair to discuss the support for Kirkburton Governing Body.</p> <p>Mrs Green advised their Ofsted report commented on governance and the types of questions asked, along with visits to the school. The governing body have three vacancies and were advised by the Trust to seek support and collaboration from other governing bodies within the Trust.</p> <p>Mrs Green advised this would not be to join the governing body but to attend meetings and complete visits to help increase the confidence of the governors.</p> <p>Q. Have the governors had any school governance training? A. The governors have had varied training. The Trust are applying for full governing body training for Kirkburton.</p>

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	<p>RESOLVED: The Scissett Middle school governing body are happy to support. Miss Potter and Mr Jackson have previously indicated their willingness to support.</p> <p><b>ACTION:</b> Governors to advise Miss Potter if they are willing to support. Miss Potter to liaise with Mrs Green.</p>
<p>35 Policies for Review</p>	<p>The following polices are in development within school:</p> <ul style="list-style-type: none"> <li>Curriculum policy: This was made available on 'teams' for review.</li> </ul> <p>RESOLVED: Subject to minor amendments this policy has been approved and adopted.</p> <ul style="list-style-type: none"> <li>Behaviour Policy: This was made available on 'teams' for review.</li> </ul> <p>RESOLVED: Behaviour Policy approved and adopted.</p> <ul style="list-style-type: none"> <li>Accessibility Policy: The Safeguarding has made amends and provided for review. The Governing body agreed that Chair could approve on their behalf.</li> </ul> <p><b>ACTION:</b> Accessibility Policy to be re-sent to Miss Potter for approval.</p> <p>The following trust policies were made available on 'teams', have been ratified by the board and require adoption:</p> <ul style="list-style-type: none"> <li>Safeguarding Policy</li> <li>SEND Policy</li> <li>Health and Safety Policy</li> <li>Whistleblowing Policy</li> </ul> <p>RESOLVED: All above trust policies have been adopted.</p>
<p>36 Any other business</p>	<p>The governors discuss their Christmas gathering and agreed on Friday 17<sup>th</sup> January 2020.</p> <p>Mrs Large advised that she and Miss Potter are attending a meeting with Joseph Norton college about their students making unauthorised visits on site which has resulted in assaults on a pupil and staff. It has also been reported that pupils are being verbally abused on their walk to/from the school. The meeting is being held at the Trust for Joseph Norton college.</p>
<p>37 Dates of future meetings and possible agenda items</p>	<p>There has been adjustments to the schedule:</p> <p><b>Full Governing Body</b>  Tuesday 31<sup>st</sup> March 2020, 6.30-8.30pm  Thursday 16<sup>th</sup> July 2020, 6.30 – 8.30pm</p> <p><b>Finance Committee</b>  <i>Thursday 6<sup>th</sup> February 2020, 5.45 – 6.30pm</i></p>

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	<p>Thursday 30<sup>th</sup> April 2020, 5.45 – 6.30pm</p> <p><b>Curriculum Committee</b></p> <p>Thursday 6<sup>th</sup> February 2020, 6.30-7.30pm</p> <p>Tuesday 19<sup>th</sup> May 2020, 6.30 – 7.30pm</p> <p><b>Wellbeing Committee</b></p> <p>Thursday 6<sup>th</sup> February 2020, 7.30-8.30pm</p> <p>Tuesday 19<sup>th</sup> May 2020, 7.30 – 8.30pm</p> <p><b>ACTION:</b> To confirm with Mr Field that the finance committee on Thursday 30<sup>th</sup> April is required.</p>
<p>38 Agenda, minutes and related papers – school copy</p>	<p>That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p>

## Summary of Actions

Minute Reference	Action
03122019_M26	Mrs Humphreys to provide separate action document on 'teams'.
	Miss Potter to contact Mrs Senior for the links to safeguarding and online training. Miss Potter and Mr Jackson then to complete safeguarding online training.
	Mrs Farmer to circulate careers visit report.
	Mrs Humphreys to scan the PE visit report and upload to 'teams'
	Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface.
	Governors to respond to Mrs Farmer on 360 review of the Chair.
	Governors to advise any questions on SDP once updated version uploaded. A document with all the questions to be added to 'teams'
	Mrs Humphreys to resend accessibility policy to Miss Potter following Mrs Seniors amends.
	Mrs Large to discuss with Mr Field the possibility of a front page to put the report into context, and update on actions.
	Those that have not - Governors to read and will require confirmation signature for Code of Conduct at next governing body meeting.
03122019_M29	Mrs Large to upload SDP, SAP and SEF onto teams once available. Governors to advise any questions.
03122019_M32	Miss Potter to provide visit profroma to upload onto 'teams'
03122019_M33	School Business Manager to advise if the pay allocations are within budget.
	Miss Potter to provided committee terms of reference.
03122019_M33	Governors to advise Miss Potter if they are willing to support. Miss Potter to liaise with Mrs Green.
03122019_M35	Accessibility Policy to be re-sent to Miss Potter for approval.