



## THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body Meeting	Video Conference	6.30pm	Thursday 16 <sup>th</sup> July 2020

DFE	4041
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Start of meeting	18:30
Close of meeting	20:33

Attendance	100%
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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 Lorraine Simpson	Parent Governor		
Mrs N Greenough	Headteacher	<b>Absent with Consent</b>	
Mr Jason Terry	Staff Governor	Name	Role

Item	Minutes								
56 Apologies for absence, consent and declarations of interest	<p>RESOLVED: There have been no apologies received. Mrs Farmer and Mr Terry will be joining the meeting a little later.</p> <p>RESOLVED: No declarations of interest were declared.</p>								
57 Notification of items to be brought up under Any Other Business	<p>RESOLVED: The following item was noted for any other business:</p> <ul style="list-style-type: none"> <li>• Letter to school</li> </ul>								
58 Minutes of the meeting held on 19 <sup>th</sup> May 2020 plus: <ul style="list-style-type: none"> <li>• Wellbeing committee on the 6<sup>th</sup> February 2020</li> <li>• Curriculum committee on 6<sup>th</sup> February 2020</li> <li>• Extra ordinary on the 6<sup>th</sup> February 2020</li> </ul>	<p>RESOLVED: That the minutes of the meeting held on 19<sup>th</sup> May 2020 are agreed as a true record of the meeting and agreed by those in attendance for the 19<sup>th</sup> May 2020.</p> <p>RESOLVED: That the minutes of the meetings held on 6<sup>th</sup> February 2020 for the Wellbeing Committee, Curriculum Committee and Extra ordinary meeting are agreed as a true record of the meeting and agreed by those in attendance for the 6<sup>th</sup> February 2020.</p>								
59 Matter Arising	<p><b>Summary of Actions 19<sup>th</sup> May 2020</b></p> <table border="1" data-bbox="571 1144 1385 1944"> <thead> <tr> <th data-bbox="571 1144 810 1211">Minute Reference</th> <th data-bbox="810 1144 1385 1211">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1211 810 1659">M42_19052020</td> <td data-bbox="810 1211 1385 1659"> <p>Mrs Humphreys to provide Mr Jackson with the link to the safeguarding training. Mr Jackson to register for the training once received.</p> <p><i>RESOLVED: Link has been provided.</i></p> <p>Carry forward 'Mrs Farmer to circulate careers visit report.'</p> <p>Carry forward Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface</p> <p><i>RESOLVED: Complete</i></p> </td> </tr> <tr> <td data-bbox="571 1659 810 1832">M43_19052020</td> <td data-bbox="810 1659 1385 1832"> <p><i>Governors to be sent the plans for transitions for Y5 and Y8 during COVID19.</i></p> <p><i>RESOLVED: Included in the Headteacher report, refer to item 60.</i></p> </td> </tr> <tr> <td data-bbox="571 1832 810 1944">M43_19052020</td> <td data-bbox="810 1832 1385 1944"> <p>Mrs Large to upload latest SDP to teams in the school documents folder.</p> <p><i>RESOLVED: Complete</i></p> </td> </tr> </tbody> </table>	Minute Reference	Action	M42_19052020	<p>Mrs Humphreys to provide Mr Jackson with the link to the safeguarding training. Mr Jackson to register for the training once received.</p> <p><i>RESOLVED: Link has been provided.</i></p> <p>Carry forward 'Mrs Farmer to circulate careers visit report.'</p> <p>Carry forward Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface</p> <p><i>RESOLVED: Complete</i></p>	M43_19052020	<p><i>Governors to be sent the plans for transitions for Y5 and Y8 during COVID19.</i></p> <p><i>RESOLVED: Included in the Headteacher report, refer to item 60.</i></p>	M43_19052020	<p>Mrs Large to upload latest SDP to teams in the school documents folder.</p> <p><i>RESOLVED: Complete</i></p>
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	M50_19052020	Mrs Greenough/Mrs Large to arrange a call with Governors to discuss re-opening proposals. <i>RESOLVED: Complete</i>
	M51_19052020	Miss Potter to advise a date for the strategic leadership proposal meeting <i>RESOLVED: Meeting held on the 5<sup>th</sup> June 2020</i>
	M53_19052020	Mrs Humphreys to provide an online skills audit for governors to complete. Governors to complete by the end of June for analysis in the governing body meeting on 16 <sup>th</sup> July 2020. <i>RESOLVED: Skills Audit has been provided. Two governors have completed.</i>
<b>Curriculum Committee 6th February 2020</b>		
	<b>Minute Reference</b>	<b>Action</b>
	062020_M1	Mrs Large to arrange an English curriculum update for the meeting on Tuesday 19 <sup>th</sup> May 2020. <i>RESOLVED: an update will be provided on curriculum in the Headteachers report. Refer to item 60.</i>
	062020_M7	School to ensure the school action plan is updated and available for further review by the next meeting on Tuesday 19 <sup>th</sup> May 2020. <i>RESOLVED: The action plan is available on teams</i>
	062020_M10	Miss Potter to provide Computing visit report on 'teams' <i>RESOLVED: Miss Potter will update teams with the report</i>
<b>Wellbeing Committee 6th February 2020</b>		
	<b>Minute Reference</b>	<b>Action</b>
	062020_M5	Mrs Large to ask school council if they are happy for governors attend their meetings, or provide a report for the next Wellbeing committee meeting. <i>RESOLVED: The school council are happy with this proposal.</i>
	062020_M6	School action plan to be updated with the outcomes and actions of discussions with staff on the wellbeing survey results. <i>RESOLVED: the survey results form part of the action plan for the next academic year</i>

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	062020_M7	Safeguarding audit to be provided to governors on teams. Governors to review the audit before the next governing body meeting on 31 <sup>st</sup> March 2020. <i>RESOLVED: The report available on teams</i>
	062020_M8	Agenda point for the next meeting is to review how school is addressing attendance in detail. <b>ACTION: Carry forward to an agenda in the next academic.</b>
	062020_M11	Agenda point for the next meeting is review the approached to how parents are kept informed. <b>ACTION: Carry forward to an agenda in the next academic.</b>
	062020_M12	Mrs Simpson to send details of PACE contact to school so they can arrange a time from them to attend and spend time with the children. <i>RESOLVED: Complete</i> School to consider a working committee on environmental grounds development and source of funds, to include staff and pupils. <b>ACTION: Carry forward to an agenda in the next academic.</b>
60	Headteachers report – Summer Term	<p>Mrs Large provided ‘Headteacher’s report July 2020’ on teams prior to the meeting for governor consideration.</p> <p>Mrs Large provided a summary of the key points of the report which included:</p> <ul style="list-style-type: none"> <li>• Opening of School during COVID 19</li> <li>• Wider Opening of School during COVID 19</li> <li>• Pupils numbers - Wider Opening of schools Y6 , FSM, SEND EHCP , SEND My Support Plan, SEND SEN Support, LAC</li> <li>• Staffing update</li> <li>• Teaching and Learning</li> <li>• Pupil data September 2020</li> <li>• SEND update</li> <li>• Training</li> <li>• Safeguarding update</li> <li>• Transition</li> </ul> <p>The following points were noted in addition to the content of the report:</p> <ul style="list-style-type: none"> <li>• 171 pupils have been in school during partial opening of school</li> <li>• A Group of Y7 disadvantage pupils were in school for the last 2 weeks</li> </ul> <p>Q. How were the Y7 pupils? A. Relationships have really been built with this group, there was no reluctance by parents to send them back. They have really enjoyed being back in school.</p>

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	<ul style="list-style-type: none"> <li>• LAC, SEND, children with social workers have been in school. For some children with social workers it was agreed they would be better to remain at home. It was established the reasons for children in these categories who were not in school.</li> <li>• All teachers now have complete teams teaching session with pupils</li> <li>• All class teachers have met their classes on teams</li> <li>• Teams appointments for the Y5 children with parents have been completed as part of their transition</li> <li>• The on-site team have completed some CPD, and given specialist input if they need it</li> <li>• Uniform exchange has been completed in school</li> <li>• Appeals will take place in the summer term; unaware at present the exact number of appeals.</li> <li>• A survey has been distributed for children with medical needs requesting indication if those children will require a risk assessments</li> <li>• A lot of support has been provided for the most vulnerable families and invention in place if needed to ensure the safeguarding is robust.</li> </ul> <p>The governors pass on their regards and best wishes to Mrs Lockwood, leaving after 23 years.</p> <p>Q. Has there been any technology drawbacks for parents who couldn't access the updates?  A. We have not been advised of any, all have been able to access. The school are investigating further funds to purchase further devices.</p> <p><i>Mr Terry joined the meeting at 18:57.</i></p> <p>Q. How is the SEND funding going to be different next year?  A. It will increase as have more EHCP pupils in the coming year.</p>
61 COVID 19 update	<p>Further to the update in the Headteachers report on COVID19 (refer to item 61) Mrs Large provided a number of reports on teams prior to the meeting for governor consideration:</p> <ul style="list-style-type: none"> <li>• Promotion of Pupil Wellbeing during Lockdown</li> <li>• Staff wellbeing during lockdown</li> </ul> <p>It was noted for staff wellbeing it is important that staff have been kept in touch not just from leadership but also throughout department teams; this has taken place. It was further noted that social 'what's app' group have been set up to keep the contact in the department groups.  Full staff meetings have been held on teams. Virtual teams meeting will continue in the coming academic year where needed.</p>

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	<p><i>Mrs Farmer joined the meeting at 19:05.</i></p> <p>Q. Are you confident that you will a full teaching complement back in September?</p> <p>A. Yes but we will have to make some adjustments. A risk assessment indicator survey has been sent to staff so that full risk assessments can be put in place for those that need it.</p> <p>It was noted face shields have ordered been for staff that are vulnerable for return in September.</p>
<p>62 Plans for the Autumn Term 20-21</p>	<p>Mrs Large provided a number of reports on teams prior to the meeting for governor consideration.</p> <ul style="list-style-type: none"> <li>• First School Curriculum Coverage</li> <li>• The Mast RC Checklist</li> <li>• RESET.RECOVER.REBUILD - a roadmap for return</li> </ul> <p>The following points were noted in addition:</p> <ul style="list-style-type: none"> <li>• A lot of been work has been completed on the curriculum reconnect</li> <li>• Subjects leaders have filled in questions and are looking at how to get the curriculum right</li> <li>• The planning includes if the school have to teach remotely and it identified the units of work that can be completed remotely and those that to be taught in school. It will also include how items of work will be interleaved into the curriculum reconnect</li> <li>• The curriculum reconnect partly focuses on the pupil wellbeing in addition to the units of work. On return to school all pupils will have time to consider the wellbeing within class</li> <li>• Black Lives Matter and Wellbeing will be included in assemblies for the first half of the Autumn term</li> <li>• The school will be divided into 3 bubbles (Y6,Y7 and Y8), a team of teachers are allocated to those year groups and they will stay in their classes. For specialist lessons the children will move to those areas at staggered time slots.</li> <li>• There will be staggered break times, start times, finish time and lunch times. The exception to staggered start/end times will be children who come to school on public transport.</li> <li>• The bus companies are in discussion with the DfE on providing public transport for school children. The bus companies will advise once the provision has been clarified with the DfE.</li> <li>• The leaders feel they can control the seating on school buses provided at the end of the day.</li> <li>• A marque is being sourced for the field to be used as a 'holding' area while the different year groups are arriving.</li> <li>• PE is going to be an important focus in the next academic year as it is difficult to complete this remotely; the marque could also be used for this in</li> </ul>

inclement weather. A number of walks are planned, and the mindful mile. In addition planning is being developed to try and bring elements of activity into the classrooms.

- The plans have been developed to minimise contact outside of the bubbles

Q. Will the pupils be able to do any sport teams activity?

A. The guidance is no invasion games, the leaders are working on what is possible. It is been considered what can be done for extra curriculum activities.

Q. Will lunches be available to buy?

A. They will be having lunch in the classes or outside. Kirklees will provide a cold pack lunch or a hot lunch on trays that will be brought to the class.

The governors noted their thanks for the prompt re-building of the timetables.

Q. How has the specialist teaching been managed?

A. Those staff going across bubbles has been identified; they are not vulnerable and don't go across many bubbles. Staff are taking on the challenge of teaching different subjects.

Q. Will the children be in their form group or set?

A. It is not in forms, there will be 8 groups to make smaller groups and addresses their needs better. Smaller groups will also support the Y5 child as they adjust to a bigger school.

Q. Are we making any extra provision for disadvantaged and vulnerable pupils?

A. There is a fast-track group in every year group, where the support can be provided.

- The reconnect curriculum includes metacognition. GL assessments will be completed at the start of the year so the gaps can be identified. Y6 curriculum has been adjusted to provide more English and Maths.

The governors express their thanks and gratitude to the team on their work to make the return to school as safe as possible and adjusting the curriculum to be balanced and meeting the pupil's needs.

The school action plan will be developed and will be available in September, it will be available on teams once ready. The SEF will also be completed on return in September and will be available for the meeting on Monday 21<sup>st</sup> September 2020 along with an outline of priorities for the action plan.

The parent pack that is being distributed before the end of term will be made available on teams for governors.

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<p>63 Updates on premiums impact and spending</p>	<p>Mrs Large provided the 'sport premium' document on teams prior to the meeting for governor consideration.</p> <p>The pupil premium report will be updated and made available once completed.</p> <p>Q. How will the sports premium, that was planned to be spent during the lockdown period, be spent? A. This will be utilised before the start of the academic year. Money has been spent on play equipment.</p>
<p>64 Health and Safety</p>	<p>Mr Carver has been on site, he has improved aspects around fire safety and installed sinks outside.</p> <p>There are some actions that have come out for the fire safety report which will be addressed in the academic year.</p> <p>Q. Was there anything on the report about the infrastructure? A. It was identified that the library cannot currently be used for large groups, work would need to be done on the flat roofs to ensure safety. Actions are being taken to address this for September on a temporary basis and conditional funding will be used to address this long term.</p>
<p>65 Governor recruitment</p>	<p>The governors have met to discuss the recruitment of governors. Mrs Simpson, Mr Jackson and Mrs Farmer have advised they will support this process.</p> <p>It was noted that there are two governors currently expressing an interest which will be progress in the coming weeks.</p> <p>A parent election will be planned for the Autumn term for one parent governor, the skills audit analysis will be completed to identify particular skills sets required.</p>
<p>66 Governor Training and Governor Visits</p>	<p>RESOLVED: The safeguarding training required by the Trust has been completed by Miss Potter and Mrs Simpson.</p> <p>RSOLVED: No governor visits have been completed due to COVID19.</p>
<p>67 Committee reports</p>	<p>The finance committee was held on the 23<sup>rd</sup> July 2020, the governing body recommended the budget to the Trust board.</p> <p>Clarity has been requested on the contribution amount to the Trust. It was noted a service level agreement has been drafted and will be made available for clarity on the service that the trust will provide to the schools.</p>



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	<p>It was noted that the school is unlikely to get back additional monies that have been spent on COVID19 if in a surplus, schools will be requested to spend their surplus on these resources.</p> <p>Q. Will the MUGA be addressed over the summer? A. No, the work requires planning permission, the plans are being developed.</p> <p>Q. What are the improvements using the conditional funding? A. Sound proofing of the hall and office adjustments to become more open plan. The 106 money will be used for mindful mile, multi-use areas and outdoor learning areas.</p>
68 Policies for Review	<p>It was noted that some polices have addendums in relation to COVID19.</p> <p>Mrs Large provided the Shelley Pyramid of Schools: Attendance Policy 2019/20 on teams for governor's information. This has been updated and reflects the current environment and coding for isolation requirements.</p> <p>It was noted that the behaviour policy will be updated with the new procedures from September.</p> <p>It was further noted mobile phones will be allowed for use in school for remote reading provisions and other identified subjects, this will be easier to manage as based in the 'bubble' classrooms.</p>
69 Any other business	<p>The following was noted under any other business:</p> <p><u>Letter to school</u></p> <p>Miss Potter would like to send a letter to staff for the hard work and dedication this year.</p> <p><u>Chair of Governors</u></p> <p>Miss Potter advised her indication to step down in September. She wished to express her thanks to her governors and the school leaders for their support, dedication and work.</p> <p>The governors reciprocated their thanks to Miss Potter for her commitment to the school as governor. Mrs Greenough wished to express an enormous thank you on behalf of the school, for Miss Potter's dedication and commitment to the school.</p> <p>Mrs Greenough also wished to express her thanks and gratitude to Mrs Large for her hard work and unwavering dedication this year, Mrs Large has put children at the fore of everything completed this year.</p>

Item	Minutes
70 Dates of future meetings and possible agenda items	<p>RESOLVED: The following meetings were noted:</p> <p>Monday 21<sup>st</sup> September 2020 at 6.30pm</p> <p>Monday 2<sup>nd</sup> November 2020 at 6.30pm</p> <p>Monday 8<sup>th</sup> February 2021 at 6.30pm</p> <p>Thursday 13<sup>th</sup> May 2021 at 6.30pm</p> <p>It was noted that as social distancing restrictions remain in place these meetings may be held virtual.</p>
71 Agenda, minutes and related papers	<p>RESOLVED: 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
M59_16072020	Carry forward 'Mrs Farmer to circulate careers visit report.
	Agenda point for the next meeting is to review how school is addressing attendance in detail.
	Agenda point for the next meeting is review the approached to how parents are kept informed.
	School to consider a working committee on environmental grounds development and source of funds, to include staff and pupils.

