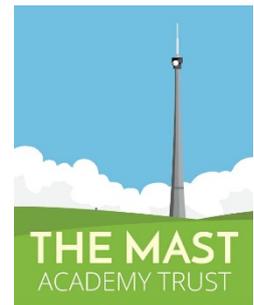




THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body Meeting	Video Conference	6.30pm	Tuesday 19 th May 2020

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

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Miss Ruth Potter	Co-opted Governor (Chair)	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		
Mr Jason Terry	Staff Governor	Absent with Consent	
Mrs N Greenough	Headteacher	Name	Role

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39	Apologies for absence, consent and declarations of interest	<p>RESOLVED: There have been no apologies received, all governors are present.</p> <p>Miss Potter advised the sad passing of Dr S Brown. All agreed that she was an enormous asset to our governing body and to Scissett Middle School and will be very much missed.</p> <p>RESOLVED: Dr S Brown is noted as removed as a Governor at Scissett Middle School. The school will look at an annual award in her name.</p> <p>Miss Potter advised the Mrs Kachmarski had resigned from the governing body from 18th May 2020. Mrs Kachmarski was a parent governor who brought a range of skills and experience to the role and is thanked for the work she has done since joining the LGB.</p> <p>RESOLVED: Mrs Kachmarski noted as resigned from the Scissett Governing Body with effect from 18th May 2020.</p> <p>RESOLVED: There were no declarations of interest.</p>						
40	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"> • Governor recruitment processes 						
41	Minutes of the meeting held on 3 rd December 2019	<p>RESOLVED: That the minutes of the meeting held on 3rd December 2019 be agreed as a true record of the meeting and agreed by those in attendance for the 3rd December 2020.</p> <p>An approval signature will be obtained at the next governing body meeting.</p> <p style="background-color: #fff9c4;">ACTION: Approval signature for the minutes of 3rd December 2019 required at the next governing body that is held in school.</p>						
42	Matter Arising	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="text-align: left;">Minute Reference</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">03122019_M26</td> <td> <p>Mrs Humphreys to provide separate action document on 'teams'.</p> <p>RESOLVED: Complete</p> </td> </tr> <tr> <td></td> <td> <p>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>RESOLVED:</p> <p>Miss Potter, Mrs Simpson and Mrs Farmer are registered for the safeguarding training recently advised by the Trust.</p> </td> </tr> </tbody> </table>	Minute Reference	Action	03122019_M26	<p>Mrs Humphreys to provide separate action document on 'teams'.</p> <p>RESOLVED: Complete</p>		<p>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>RESOLVED:</p> <p>Miss Potter, Mrs Simpson and Mrs Farmer are registered for the safeguarding training recently advised by the Trust.</p>
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		<p>ACTION: Mrs Humphreys to provide Mr Jackson with the link to the safeguarding training. Mr Jackson to register for the training once received.</p>
		<p>Mrs Farmer to circulate careers visit report. ACTION: Carry forward 'Mrs Farmer to circulate careers visit report.'</p>
		<p>Mrs Humphreys to scan the PE visit report and upload to 'teams' RESOLVED: Complete</p>
		<p>Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface. RESOLVED: Contact had been made with the LA prior to COVID19. No further progress has been made ACTION: Carry forward Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface</p>
		<p>Governors to respond to Mrs Farmer on 360 review of the Chair. RESOLVED: This action has been closed.</p>
		<p>Governors to advise any questions on SDP once updated version uploaded. A document with all the questions to be added to 'teams' RESOLVED: refer to item 44.</p>
		<p>Mrs Humphreys to resend accessibility policy to Miss Potter following Mrs Seniors amends. RESOLVED: The Accessibility policy is approved.</p>
		<p>Mrs Large to discuss with Mr Field the possibility of a front page to put the report into context, and update on actions. RESOLVED: The GDPR report is a standard report provided by the Trust.</p>
		<p>Those that have not - Governors to read and will require confirmation signature for Code of Conduct at next governing body meeting. RESOLVED: Due to COVID19 and requirement for virtual meetings and this cannot be completed and will take place again in September 2020.</p>

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	03122019_M29	Mrs Large to upload SDP, SAP and SEF onto teams once available. Governors to advise any questions. RESOLVED: Complete and available. It was requested this be included in the school documents folder.
	03122019_M32	Miss Potter to provide visit proforma to upload onto 'teams' RESOLVED: Complete
	03122019_M33	School Business Manager to advise if the pay allocations are within budget. RESOLVED: Budgets are planned on all staff receiving the award.
		Miss Potter to provided committee terms of reference. RESOLVED: Terms of reference are being reviewed the Trust.
	03122019_M33	Governors to advise Miss Potter if they are willing to support. Miss Potter to liaise with Mrs Green. RESOLVED: Complete.
	03122019_M35	Accessibility Policy to be re-sent to Miss Potter for approval. RESOLVED: Complete
43	COVID 19 reporting	<p>Mrs Greenough provided a verbal update on COVID19 in schools following the recent announcement on Sunday 10th May.</p> <p><u>Current provision and support</u></p> <ul style="list-style-type: none"> • Support for vulnerable groups is continuing. A vulnerable family who has also suffered a bereavement is being well supported by the pastoral team. • The pastoral team are alert to all vulnerable families – even if not identified previously as a vulnerable family. • One child has been identified who the school feel should be onsite, the social worker believes they are safe at home. A letter of concern has been sent to social care. • Attendance on site for vulnerable children is currently low, risk assessments have been completed for vulnerable children. Most are much safer at home. • The pastoral team are hosting twice weekly meetings on teams to ensure vulnerable children are being monitored effectively. <p>Q. What is the definition for vulnerable children during COVID19?</p>

A. Any child with a social worker or with a EHCP.

- SEND team make regular contacts with home.
- Those children not in school who have a social worker have a written agreements in place with social workers.
- FSM online voucher ordering is in place. For those who have difficulty obtaining the evoucher, supermarket vouchers are being sent. Parents have been advised to contact the school if they are suffering hardship and support will be provided. 74 FSM plus 5 extra families are currently being supported.

Q. What is the wellbeing of the vulnerable pupils?

A. They have had regular contact with the pastoral team. Wellbeing is included in the work being sent home. For the Y6 that will be returning, an online survey will be sent to understand how they are feeling about coming back to school. The bereavement policy has been updated.

It was noted by governors that an awareness of anxiety is good to know before the children return to school. This may also reassure parents who may have anxiety about sending their children back to school.

- The children that are receiving support for mental health concerns in school are also being contacted whilst at home during school closure.

Q. Are children able to access CAMHS or Choose?

A. The support has continued as much as possible. The SENCo has contacted families for the extra support outside of school. They have some form of support include phone calls.

Q. Is this a wellbeing conversation or help with schoolwork?

A. We talk to parent then to the child, the nature of the call varies from week to week.

- Children who are not doing work are being identified via class charts are being contacted.
- Work-packs are provided to pupils who can't access work online and to FSM children, these are delivered directly to the child's home.

Q. How are checking they are doing anything with the physical pack?

A. It's difficult to physically check, questions on learning are asked when next speaking to the pupil.

Q. What can we do if the parent and child are not doing anything?

A. There is no a lot we can do. We are provide as much access to learning as possible and support them with that.

- Some children are anxious about not getting their work right, a reassurance note has been sent to all children.
- It has been a challenge for staff to adapt, very stressful. The team have worked so hard with some not having Easter breaks.

It was noted the governors express their enormous gratitude and recognition of hard work of the senior leadership team and all of the staff working on site or from home -everyone who has worked so hard to keep the children safe and educated.

Reopening

It was noted that leaders are aware of the announcements at the same time as everyone else, with guidance following days afterward.

- The school is in the process of getting ready to open
- Leaders met with a H&S executive to complete risk assessments. Once the final assessment is received the re-opening proposal can be finalised
- A concern about on the number of toilets has been identified; access to them would need to be provided on a rota.
- The proposal is to divide the school into 4 zones with their own entrance and exits ; 4 classes in each zone; playtimes would be staggered with no more than 15 pupils on one yard.
- Secondary schools have not received their guidance, Scissett Middle is a secondary school.
- One adult with a group of pupils all day, every day. The pupils will not be able to have specialist teaching. The adult may not be a teacher it could be an ETA/HLTA
- There will be 14 – 16 classes
- Y7 and Y8 will still require education at home. Some staff will need to work from home to support them.
- Currently identifying the staff that will be in school for Y6.
- 3 to 4 cleaners will need to be on site at all times
- Safely accommodate 150 in the building.

Q. Can you get port-a-loos in?

A. This is something we possibly could consider.

Q. Is this what the government has stated needs to happen?

A. Yes, they have stated the school needs to be cleaned regularly; the children must stay with one adult and be 2m apart; they must socially distance at break times; there can be no contact sports and play equipment cleaned after use; they must return to the same room so there is no cross contamination.

Q. Has this been the same stipulation for the key worker children currently, and how has the social distance worked?
 A. The guidance was not released before the announcement on Sunday; there was nothing prior to the level available now. The key worker children numbers vary every day. With low numbers it is easy to manage with 30+ children the social distancing is challenging. The work they complete remains in schools and they are kept in groups. On the whole they have managed well. The EYFS and primary children has also been in the building which has led to some difficulty in social times. Some children have been in everyday, throughout school holidays, they may find it difficult to adapt.

It was noted that the numbers may go up for Y7 & Y8, once re-opened to Y6, as teachers who have children in those years will be returning to work.

Q. What are the responses of the Y6 re-opening survey?
 A. 182 replies (out of 195); 47 will not returning before September; 62 have advised they come back but maybe not on 1st June; 73 pupils will return straight away. The key worker survey is still to be reviewed.

Q. Have all the children of key workers been accommodated so far?
 A. Yes

Q. Are children doing the same work as those at home?
 A. The work has been timetabled to the strengths of the staff on site; this will change when Y6 return.

Q. Are the key worker children from other schools going back to their school?
 A. Yes.

It was noted that for staff development it has been beneficial to work with the staff, on site, from the other schools.

Q. Has it been challenged that Y6 isn't a transition year in a middle school?
 A. Mrs Greenough has contacted LA and RSC and asked the question if we could have Y5 & Y8 for transition. There is no flexibility; we must adhere to guidance. The middle schools are working with Shelley college to complete the transition planning, a joint letter is being sent to Y8 parents to reassure them that we are working on a transitional support package.

ACTION: Governors to be sent the plans for transitions for Y5 and Y8 during COVID19.

It was noted that the curriculum leaders will be in touch with Shelley college so they are aware of what has been covered.

A parent governor noted the transition should not just be about their education but also about their anxiety levels and

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	<p>emotional needs. They will have been out for school for 6 months and then will return to a different environment. It is a concern for all pupils, parents, staff and governors.</p> <p>It was further noted the school and Shelley College are committed to getting the transition right.</p> <p>Q. Are we amongst the in the largest Y6 cohorts? A. Yes, probably.</p>
<p>44 School Development Plan</p>	<p>Miss Potter requested a short update on the school development plan.</p> <p>It was noted that it was updated up to Easter, however a fair amount can't continue at this time. The areas not able to be completed will be completed as part of the plan for next year.</p> <p>ACTION: Mrs Large to upload latest SDP to teams in the school documents folder.</p>
<p>45 Headteachers report – Spring Term</p>	<p>Mrs Large had provided a number of reports on teams 'April 2020 folder' for governors in the Spring Term for considerations.</p> <p>Questions were invited in relation to those reports.</p> <p>Mrs Large had also provided the Headteacher report for April 2020 on teams for Governor's consideration, it was noted that data is up to date to the point of closure.</p> <p>Mrs Greenough provided a brief staffing update:</p> <ul style="list-style-type: none"> • One member of staff is now on maternity leave • Advertising for an English NQT. It was noted the governors agree for the school to do interview without governors. • A wellbeing letter has been sent to all staff of their potential to return to work. Staff are being assessed if they can return to work based on the risk assessments.
<p>46 Health and Safety</p>	<p>The recent H&S report had been circulated to governors on teams. Mr Jackson advised that there was nothing of concern in the report.</p> <p>Mrs Greenough advised that the COSHH had been updated. The H&S executive has checked documentation. It was further advised that the emergency plan and fire evacuation procedures have been updated.</p>
<p>47 Governor Training and Governor Visits</p>	<p>RESOLVED: No governor visits or training have been completed.</p>

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	It was requested that safeguarding online training advised by the Trust to be completed, as previously noted in item 42.
48 Committee reports	RESOLVED: Committee reports will be deferred to next governing body meeting on 16 th July 2020.
49 School Uniform – logo skirts	RSOLVED: This item is no longer applicable as recent legislation advises against logos on skirts.
50 Delegation of approval during COVID-19 including contingency plans	<p>Mrs Humphreys advised that guidance had been provided from the Trust on the emergency decisions making process during COVID19.</p> <p>RESOLVED: In cases of contingency plans due to illness in the governing body the following delegation will be in place:</p> <ol style="list-style-type: none"> 1. Chair 2. Vice Chair 3. 2 remaining governors as available. <p>ACTION: Mrs Greenough/Mrs Large to arrange a call with Governors to discuss re-opening proposals.</p>
51 Strategic Leadership proposals	<p>RESOLVED: The strategic leadership proposal would be discussed at an alternative meeting before 5th June.</p> <p>ACTION: Miss Potter to advise a date for the strategic leadership proposal meeting</p>
52 Policies for Review	<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"> • The Mast Academy Disciplinary Policy • The Mast Academy Supporting Pupils with Medical Needs • The Mast Academy Trust Charging and Remissions Policy • The Mast Academy Trust Pay Policy • The Mast Academy Trust Admissions Policy • The Mast Academy Trust NQT Policy • The Mast Academy Trust statement of allegations of abuse against staff • The Mast Academy Trust Personal relationships at work policy • The Mast Academy Trust Freedom of Information Policy • The Mast Academy Trust Data Protection Policy

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	RESOLVED: All above Trust policies have been adopted by the governors present and will be amended specific to the school where required.
53 Any other business	<p>The following was noted under any other business:</p> <p><u>Governor recruitment process</u> It was noted a parent governor is required and a number of community governors. The process can start from September, following a skills audit of the current governors.</p> <p>ACTION: 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 16th July 2020.</p> <p><u>Other</u> Q. Do you have families that need 2nd hand computers? A. Yes, they can be stripped down by our ICT team.</p> <p>RESOLVED: Governors can provided 2nd hand computers to the school for the provision to children who cannot access online work provided.</p>
54 Dates of future meetings and possible agenda items	<p>RESOLVED: The following meetings were noted:</p> <p>Full Governing Body Thursday 16th July 2020, 6.30 – 8.30pm</p> <p>Finance Committee Tuesday 16th June, 5.45 – 6.30pm</p> <p>It was noted that other committees will be on hold and items discussed within full governing body meeting in July.</p> <p>RESOLVED: Miss Potter and Mr Jackson will be invited to the budget setting meeting with Mr Field and Mrs Conlan. Miss Potter will advise if the Finance Committee on 16th June is required following this.</p> <p>It was noted that as social distancing restrictions remain in place these meetings may be held virtual.</p>
55 Agenda, minutes and related papers – school copy	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.

Summary of Actions

Minute Reference	Action
M42_19052020	Mrs Humphreys to provide Mr Jackson with the link to the safeguarding training. Mr Jackson to register for the training once received.
	Carry forward 'Mrs Farmer to circulate careers visit report.'
	Carry forward Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface
M43_19052020	Governors to be sent the plans for transitions for Y5 and Y8 during COVID19.
M43_19052020	Mrs Large to upload latest SDP to teams in the school documents folder.
M50_19052020	Mrs Greenough/Mrs Large to arrange a call with Governors to discuss re-opening proposals.
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