



## THE GOVERNING BODY OF SCISSETT MIDDLE FIRST SCHOOL

| Meeting             | Venue            | Time   | Date                                    |
|---------------------|------------------|--------|---|
| Full Governing Body | Virtual on Teams | 6.30pm | Monday 8 <sup>th</sup><br>February 2021 |

|     |      |
|-----|------|
| DFE | 4041 |
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|                  |       |
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| Start of meeting | 18:30 |
| Close of meeting | 20.34 |

|            |      |
|------------|------|
| Attendance | 100% |
|------------|------|

| Present          |                   | In attendance          |                         |
|------------------|-------------------|------------------------|-------------------------|
| Name             | Role              | Name                   | Role                    |
| Ann Large        | Head teacher      | Sorrel Hellewell       | Clerk                   |
| Jason Terry      | Staff Governor    | Melanie Humphrey       | Executive Administrator |
| Lorraine Simpson | Parent Governor   | Martyn Jones           | Trustee                 |
| Nichola Thorpe   | Co-opted Governor | Absent with Consent    |                         |
| Justine Watson   | Co-opted Governor | Name                   | Role                    |
| Ian Lakin        | Parent Governor   |                        |                         |
| Ian Jackson      | Co-opted Governor |                        |                         |
| John Ingman      | Co-opted Governor | Absent without Consent |                         |
|                  |                   | Name                   | Role                    |
|                  |                   |                        |                         |

| Item   | Minutes   |
|--|---|
| 40 Apologies for absence and consent                               | RESOLVED: All governors present.  |
| 41 Declarations of interest  | RESOLVED: There are no declarations of interest.  |
| 42 Confidentiality reminder  | Governors were reminded by Chair that you are a critical friend to the whole school and community and a governor for the school and not a particular person, and a governor role is confidential.   |
| 43 Representation  | <p>Mrs Humphreys reported that an email had been sent to all Governors requesting nominations for Chair / Vice chair. Nominations on the day will only be accepted where no written nominations have been received prior to the meeting.</p> <p>A nomination had been received by Mrs Thorpe to be chair. All governors approved this nomination unanimously.</p> <p>RESOLVED: Scissett Governing Body will be chaired by Mrs Thorpe from 8<sup>th</sup> February 2021 until the end of the academic year 2021/22</p> <p>A joint nomination had been received by Mrs Simpson and Mr Ingman to co- vice chair. All governors approved this nomination unanimously.</p> <p>RESOLVED: Scissett Governing Body will be co-vice chaired by Mrs Simpson and Mr Ingman from 8<sup>th</sup> February 2021 until the end of the academic year 2021/22</p> <p>It was noted that a community governor had been appointed by the governing body sourced using Inspiring Governance.</p> <p>RESOLVED: Mr John Ingman appointed as community governor effective from 4<sup>th</sup> January 2021 for a period of 4 years.</p> <p>It was noted that a staff governor election had commenced and closed for nominations. There was one nominations received.</p> <p>RESOLVED: Mr Jason Terry appointed as staff governor effective from 3rd February 2021 for a period of 4 years.</p> <p>It was noted there is one community governor vacancy available. A recruitment for filling this vacancy will progress.</p> |
| 44 Notification of items to be brought up under Any Other Business | RESOLVED: There were no other items brought up from any other business.   |

| Item | Minutes |
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| 45               | Minutes for the meeting on 2 <sup>nd</sup> November 2020   | RESOLVED: All agreed the minutes of the meeting held on 2 <sup>nd</sup> November 2020 are approved as a true record of the meeting.   |                  |        |              |  |              |   |              |  |              |   |              |  |
|------------------|--|---|------------------|--------|--------------|--|--------------|---|--------------|--|--------------|---|--------------|--|
| 46               | Matters arising  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 25%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: #eee;">02112020_M24</td> <td>           Declarations of interest, code of conduct and contact details must be completed by Friday 13<sup>th</sup> November 2020.<br/>           RESOLVED: Complete<br/>           Add Governing body self-review as an agenda item on Monday 8<sup>th</sup> February 2021.<br/>           RESOLVED: Refer to item 50         </td> </tr> <tr> <td style="background-color: #eee;">02112020_M26</td> <td>           Mr Lakin to meet with Mrs Conlon and Mr Field to understand the finance side of the school.<br/>           RESOLVED: Mr Lakin is attending Trust MAT financial management training on Wednesday 10<sup>th</sup> February 2021.         </td> </tr> <tr> <td style="background-color: #eee;">02112020_M27</td> <td>           Governors to thoroughly review school evaluation (SEF) and improvement plan prior to meeting in February and provide feedback to Mrs Large.<br/>           RESOLVED: Refer to item 47<br/>           Mrs Hellewell to send an email to everyone / message on Teams to arrange a small working group that will include staff and governors that will look at the capital plan developments.<br/>           RESOLVED: Refer to item 51         </td> </tr> <tr> <td style="background-color: #eee;">02112020_M28</td> <td>           Deferred premiums update report and spending plan until next meeting, which is on Monday 8<sup>th</sup> February 2021.<br/>           RESOLVED: Refer it item 48         </td> </tr> <tr> <td style="background-color: #eee;">02112020_M34</td> <td>           School to review following feedback from parent governors on communication strategies.<br/>           RESOLVED: Complete         </td> </tr> </tbody> </table> | Minute Reference | Action | 02112020_M24 | Declarations of interest, code of conduct and contact details must be completed by Friday 13 <sup>th</sup> November 2020.<br>RESOLVED: Complete<br>Add Governing body self-review as an agenda item on Monday 8 <sup>th</sup> February 2021.<br>RESOLVED: Refer to item 50 | 02112020_M26 | Mr Lakin to meet with Mrs Conlon and Mr Field to understand the finance side of the school.<br>RESOLVED: Mr Lakin is attending Trust MAT financial management training on Wednesday 10 <sup>th</sup> February 2021. | 02112020_M27 | Governors to thoroughly review school evaluation (SEF) and improvement plan prior to meeting in February and provide feedback to Mrs Large.<br>RESOLVED: Refer to item 47<br>Mrs Hellewell to send an email to everyone / message on Teams to arrange a small working group that will include staff and governors that will look at the capital plan developments.<br>RESOLVED: Refer to item 51 | 02112020_M28 | Deferred premiums update report and spending plan until next meeting, which is on Monday 8 <sup>th</sup> February 2021.<br>RESOLVED: Refer it item 48 | 02112020_M34 | School to review following feedback from parent governors on communication strategies.<br>RESOLVED: Complete |
| Minute Reference | Action   |   |                  |        |              |  |              |   |              |  |              |   |              |  |
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| 02112020_M26     | Mr Lakin to meet with Mrs Conlon and Mr Field to understand the finance side of the school.<br>RESOLVED: Mr Lakin is attending Trust MAT financial management training on Wednesday 10 <sup>th</sup> February 2021.  |   |                  |        |              |  |              |   |              |  |              |   |              |  |
| 02112020_M27     | Governors to thoroughly review school evaluation (SEF) and improvement plan prior to meeting in February and provide feedback to Mrs Large.<br>RESOLVED: Refer to item 47<br>Mrs Hellewell to send an email to everyone / message on Teams to arrange a small working group that will include staff and governors that will look at the capital plan developments.<br>RESOLVED: Refer to item 51 |   |                  |        |              |  |              |   |              |  |              |   |              |  |
| 02112020_M28     | Deferred premiums update report and spending plan until next meeting, which is on Monday 8 <sup>th</sup> February 2021.<br>RESOLVED: Refer it item 48  |   |                  |        |              |  |              |   |              |  |              |   |              |  |
| 02112020_M34     | School to review following feedback from parent governors on communication strategies.<br>RESOLVED: Complete   |   |                  |        |              |  |              |   |              |  |              |   |              |  |
| 47               | School Update  | <p>Mrs Large provided 'Headteacher report Spring 2020', 'Pastoral and attendance data report term 1b' 'Scissett Middle School SEF 2020 – 21', 'Teacher and learning report December 2020' and 'SIP Scissett 2020 – 21' documents on Teams prior to the meeting for governors to review.</p> <p><u>Head teacher report including safeguarding and pastoral data and term activity.</u><br/>The report included</p>   |                  |        |              |  |              |   |              |  |              |   |              |  |

- Financial
- Outcomes
- Quantity of education
- Leadership
- Pastoral Standards
- HR standards
- Health and Safety
- GDPR
- Safeguarding
- Community update

Mrs Large gave a brief outline of the head teacher report, the following points were noted:

- The in-year deficit is around £38,000, this is mainly to do with supply staff costs and Covid expenditure.
- Absence rate is currently lower than national average.
- Staff turnover is still low – two members of staff are leaving at Easter; an increase in staff absence is due to having a clinically vulnerable member of staff who is currently shielding.
- The Learning resource centre is out of use the fire escape is repaired, there are a few members of staff are behind on the smart log training, the deadline date for staff to have completed training is by 26<sup>th</sup> March 2021.
- The GDPR report is to be produced and the school need to be clear on how long we keep data.
- Safeguarding – The Kirklees 175 audits for this academic year has not been released as a new online platform is being considered.

Q: There has been a quite significant drop in writing for Y6 and not Y7 & Y8, is this because the results for Y6 were taken from baseline assessments?

A: We did not have any Y5 writing to be able to base their writing on, the baseline was taken from the GL Assessments.

Q: Is there anything further the SLT could do to impact upon the writing gap for Y6?

A: Children are currently having 7 lessons a week, 4 lessons are about writing, and children have completed 5 pieces of work to be able to base their next assessment on.

Q: How concerned are you with the regression of writing scores for Y6 as it is currently has an amber rating?

A: We would normally of received pupils Y5 writing books, which they would of continued to use but due to COVID last year we didn't receive these; there was no data to compare from the previous year. Even though the data looks like there has been a big regression this isn't actually the case, the data was taken from one piece of writing. It became clear the children had done a lot of typing whilst home schooling but not a lot of writing, we have had to do a lot of work with motor skills and hand writing.

Early indications data

The following was noted by the Head teacher:

- We are pleased with the data and staff confident that the data is a true reflection.
- It can be challenging assessing children via Teams as some children find this method of learning intimidating, we are looking at different ways we can assess the children.

Q: Boys are singled out, can we have boys and girls split out on the data?

A: Yes

Q: Could we have SEND and disadvantage data separate?

A: Yes

- 65% of our Y6 disadvantage children are boys. 63% over all in the school. 76% on our SEND register are boys.
- It does appear that boys have lost a lot more by being at home due to lockdown than girls.
- The gap is narrowed between boys and girls by the time they are leaving Y8.
- In Y6 the SATS are used for comparison,

Q: January 2021 table – boys are ahead on the Y6 and Y7 on the table for maths but then it flips when they get in to Y8 and the boys are lower? Do they become more interest in other things or aren't trying as hard?

A: This data will need to be analysed further. What has been noticed is that boys put a lot of effort in their assessments, girls not as much.

**ACTION: Mrs Large to ask the data leader to break down the early indications data into a clearer context for governors to consider.**

SEF report

Q: Can you share more specifically, what is being done to reduce persistent absence for disadvantaged pupils and are they the same pupils over time?

A: Yes, it is the same children. Disadvantage children attendance is tracked on a weekly basis. This is by weekly phone calls and contact with parents. Throughout lockdown, the children have been provided with meal vouchers and stationery. There are a couple of families who have taken holidays throughout the term time so this will affect data.

**ACTION: Mrs Large to advise updates on the attendance and how the local authority are supporting the school with this.**

| Item | Minutes |
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|                    | <p>Q: Why has a fine been issued and then withdrawn?<br/> A: It is extremely hard with the current situation, we had families saying their holidays were cancelled and moved to a date, which was beyond their control, and this is hard to disprove with the families.</p> <p><u>Development plan/action plan and school improvement plan.</u></p> <p>Q: Can you update on the red boxes – actions to be taken please?<br/> A:</p> <ul style="list-style-type: none"> <li>- We cannot have the literacy mentors currently, as children can't cross bubbles.</li> <li>- We have had to delay the line managers meeting with SLT, every subject leaders will have a meeting with their line managers by Easter.</li> <li>- GL has to be red; we will be doing these assessments at the end of the year. We are also going to assess Y7.</li> <li>- Timetable for Y6, this area is red as items are outstanding this term.</li> <li>- We have not been able to run the school council; we are hoping to be able to relaunch this soon.</li> <li>- With the election of chair, this can be changed to green.</li> <li>- There are 225 first choice places for September with a pan for 195 places. These are just initials figures and may affect our capacity.</li> </ul> <p><u>Term activity</u></p> <ul style="list-style-type: none"> <li>• Most of our ECHP children are in school, most of our vulnerable children in school.</li> <li>• Currently we have 158 children in school in on some days, which is 26% of the school.</li> <li>• All our staff are on site and following their normal timetable, this has been really challenging.</li> <li>• We have not been able to do any extra activities this term.</li> <li>• We have a testing site, staff are being tested twice a week and children in Y7 and Y8 pupils have also been tested.</li> <li>• We have planned a screen free day on Thursday, we will send children a choice of different activities to do that has nothing to do with screens.</li> </ul> <p>It was noted governors' thanks Mrs Large for her reports and staff for their continued hard work during the school closure.</p> |
| 48 Premiums Update | <p>Mrs Large provided 'PP Development plan 2020 – 21' and 'Sports premium statement 2020 21' documents on Teams prior to the meeting for governors to review.</p> <p>Q: Has the school got any plans to give children wider experiences within this current climate?<br/> A: The Music teacher is currently considering delivering extra curricular activities online. He has taught all his lessons live online throughout lockdown.</p>  |

| Item  | Minutes   |
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| <p>49 Accessibility Plan and Disability Equality Scheme</p> | <p>Mrs Large provided 'Accessibility plan 2019-2022' document on Teams prior to the meeting for governors to review.</p> <p>Q: How do we go about monitoring eating patterns of individual pupils to assess healthy eating needs, and how does this lead to change if required?</p> <p>A: At the moment, parents are booking school lunches for the children online, so parents know exactly what their children are eating. In a normal situation, Kirklees kitchen staff are quite vigilant on what children are eating. On Parent Pay, parents and staff can see what a child is eating per item.</p> <p>Q: Does the action for gathering and monitoring data for SEND infer that the action has not been met – this has been in the action plan for three years?</p> <p>A: We will have a look into this further.</p> <p><b>ACTION:</b> Mrs Large to look in to further detail regarding the data for SEND and why the action in the accessibility plan hasn't been met in the previous years.</p>  |
| <p>50 Governor activity and Self-review</p>                 | <p>It was noted governors have attended various training online and have conducted virtual visits to the school. All of these are logged on SMS configuration document, which is on Teams.</p> <p><u>Governor Virtual visits</u></p> <ul style="list-style-type: none"> <li>• Mrs Thorpe gave a brief explanation about her virtual visit regarding English, Data &amp; assessment, Staffing, performance management and CPD and RHSE.</li> <li>• Mr Lakin gave a brief explanation about his discussions with Mrs Large and Mrs Robinson regarding maths.</li> <li>• Mrs Simpson gave a brief explanation about the Mast development group for wellbeing</li> <li>• Mr Ingman has attended a NGA introduction to governors training and has attended a staff dismissal committee.</li> </ul> <p><b>ACTION:</b> Mrs Watson to meet with Mrs Thorpe to discuss what training / visits Mrs Watson needs to take for her link governor role.</p> <p>Once governors attend training (or complete any training) and complete school visits, they are to advise the clerk for this to be recorded.</p> <p><b>ACTION:</b> Mrs Humphreys to discuss self-review document with Mrs Thorpe.</p> |
| <p>51 Capital Plans</p>                                     | <p>Mrs Large provided 'SMS Capital planning tool – 12.1.21' document on Teams prior to the meeting for governors to review.</p>   |

| Item   | Minutes   |
|--|---|
|  | <p>Q: When is it likely the works will be carried out?<br/> A:</p> <ul style="list-style-type: none"> <li>- The bid regarding the fire escape should be advised in March</li> <li>- We are looking to change the boys changing rooms to into toilets and the girls changing rooms into the library.</li> <li>- Other funding is for new surface on the MUGA, to put another hard play area in and have canopies with seating outside.</li> <li>- The MUGA is currently not able to be used. We have had one sample come back that contained asbestos. We are currently waiting to hear back from Kirklees regarding this and what can be done.</li> </ul> <p>Q: Who is handling the roof contractors?<br/> A: The CFO, Business Manager and Site Operations Manager. The roofing company are due back to come back over the half term.</p> <p>Q: It is quite concerning if there wasn't a MUGA, have you identified another area for outdoor sports?<br/> A: This is currently still being planned, there are available grounds on site for a new MUGA</p> <p><b>ACTION: Mrs Large to provide governors with an update regarding the MUGA once available.</b></p> |
| 52 Emerging Risks  | <p>RESOLVED: The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> <li>• MUGA and the outdoor space</li> <li>• Impact of Covid on finances</li> </ul>  |
| 53 Policies  | <p>Mrs Large advised the following policies are requested for approval:</p> <ul style="list-style-type: none"> <li>• Behaviour policy 2020 - 21</li> <li>• Mentoring policy</li> </ul> <p>RESOLVED: All governors ratify the Behaviour policy.</p> <p><b>ACTION: Mentoring policy to be reviewed by governors an advise to school, outcome to be noted at the next meeting, which is being held on Thursday 13<sup>th</sup> May 2021.</b></p>   |
| 54 Any other business                                    | <p>RESOLVED: There were no, any other business items identified.</p>  |
| 55 Future date for meetings of the possible agenda items | <p>RESOLVED: That future meetings of the governing body:</p> <p><i>Thursday 13<sup>th</sup> May 2021 at 6.30pm</i></p>  |



| Item   | Minutes  |
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|  | The meetings are hoped to be held in the school, this will be determined nearer the time based on the current guidance for COVID-19. |
| 56 Agenda, minutes and related papers to be excluded from published version. | 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   |
|------------------|--|
| 08022021_M47     | Mrs Large to ask the data leader to break down the early indications data into a clearer context for governors to consider.  |
|                  | Mrs Large to advise updates on the attendance and how the local authority are supporting the school with this.   |
| 08022021_M49     | Mrs Large to look in to further detail regarding the data for SEND and why the action in the accessibility plan hasn't been met in the previous years.                 |
| 08022021_M50     | Mrs Watson to meet with Mrs Thorpe to discuss what training / visits Mrs Watson needs to take for her link governor role.  |
|                  | Mrs Humphreys to discuss self-review document with Mrs Thorpe.   |
| 08022021_M51     | Mrs Large to provide governors with an update regarding the MUGA once available.   |
| 08022021_M53     | Mentoring policy to be reviewed by governors and advise to school, outcome to be noted at the next meeting, which is being held on Thursday 13 <sup>th</sup> May 2021. |

