



THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6.30pm	12 th October 2020

DFE	4041
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Start of meeting	18:31
Close of meeting	20:38

Attendance	85%
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Present		In attendance	
Name	Role	Name	Role
Ian Jackson	Co-opted Governor	Melanie Humphreys	Clerk
Jason Terry	Staff Governor	Sorrel Hellewell	Clerk Apprentice
Lorraine Simpson	Parent Governor	Ann Large	Head of School
Natasha Greenough	Headteacher	Martyn Jones	Trustee
Nichola Thorpe	Co-opted Governor		
Justine Watson	Co-opted Governor	Absent with Consent	
		Name	Role
		Absent without Consent	
		Name	Role
		Sue Farmer	Co-opted Governor

Item	Minutes										
1 Apologies for absence, consent and declarations of interest	<p>The whole of the meeting today was chaired by Mrs Humphreys (clerk to the governing body).</p> <p>RESOLVED: No apologies had been received:</p> <ul style="list-style-type: none"> • Mrs Farmer was absent without consent <p>RESOLVED: No declarations of interest were declared.</p>										
2 Confidentiality reminder	<p>Governors were reminded of the confidentiality of the all items if relation to the trust and the school. Governors have a duty to maintain confidentiality in their role as a governor.</p>										
3 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There were no other items brought up from any other business.</p>										
4 Minutes of the meeting held on 16 th July 2020	<p>RESOLVED: All agreed the minutes of the meeting held on 16th July 2020 are approved as a true record of the meeting.</p>										
5 Matters arising	<p>Actions from 16th July 2020</p> <table border="1" data-bbox="571 952 1388 1803"> <thead> <tr> <th data-bbox="571 952 927 987">Minute Reference</th> <th data-bbox="927 952 1388 987">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 987 927 1093">M59_16072020</td> <td data-bbox="927 987 1388 1093"> Carry forward Mrs Farmer to circulate careers visit report. RESOLVED: Complete </td> </tr> <tr> <td data-bbox="571 1093 927 1261"></td> <td data-bbox="927 1093 1388 1261"> Agenda point for the next meeting is to review how school is addressing attendance in detail. Resolved: Agenda item added </td> </tr> <tr> <td data-bbox="571 1261 927 1498"></td> <td data-bbox="927 1261 1388 1498"> Agenda point for the next meeting is review the approach as to how parents are kept informed. Resolved: Carry over to meeting on Monday 2nd November 2020 </td> </tr> <tr> <td data-bbox="571 1498 927 1803"></td> <td data-bbox="927 1498 1388 1803"> School to consider a working committee on environmental grounds development and source of funds, to include staff and pupils. RESOLVED: Carry over to meeting on Monday 2nd November 2020 </td> </tr> </tbody> </table>	Minute Reference	Action	M59_16072020	Carry forward Mrs Farmer to circulate careers visit report. RESOLVED: Complete		Agenda point for the next meeting is to review how school is addressing attendance in detail. Resolved: Agenda item added		Agenda point for the next meeting is review the approach as to how parents are kept informed. Resolved: Carry over to meeting on Monday 2 nd November 2020		School to consider a working committee on environmental grounds development and source of funds, to include staff and pupils. RESOLVED: Carry over to meeting on Monday 2 nd November 2020
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6 Representation	<p>Mrs Humphreys provided an update of the composition of the governing body.</p> <p>RESOLVED: Mrs Nichola Thorpe appointed as co-opted governor effective from 12th October 2020 for a period of 4 years.</p>										

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	<p>RESOLVED: Mrs Justine Watson appointed as co-opted governor effective from 28th September 2020 for a period of 4 years.</p> <p>The governor all welcomed the new governors to the team.</p> <p>It was noted that Ruth Potter has resigned as Chair from 21st September 2020.</p> <p>RESOLVED: Miss Potter has resigned from the governing body on 21st September 2020.</p> <p>Mrs Farmer has resigned as Co-opted Governor. It was noted the acceptance of Mrs Farmer's resignation will defer until the next meeting held on 2nd November 2020.</p> <p>It was noted that a parent governor election has commenced and closed for nominations on Friday 9th October. There was one nomination received.</p> <p>Mr I Lakin (parent governor nominated) will be contacted and invited to the governing body meeting on Monday 2nd November 2020 for appointment.</p> <p>ACTION: Appoint Mr Ian Lakin as parent governor at the next meeting which is being held on 2nd November 2020.</p> <p>ACTION: School to send flowers to Miss Potter and Mrs Farmer from all the Governors and the school for all of her work as a Governor.</p>
7 Elections	<p>Mrs Humphreys reported that an email had been sent to all Governors requesting nominations for Chair and Vice-Chair but none had been received.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting; the Term of Office is one year from the date of election and in the event of a tie a name would be drawn.</p> <p>Nominations for Chair were invited from the meeting.</p> <p>RESOLVED: Mr Jackson will be chair of the governing body for Scissett Middle School Governing Body will be until 8th February 2021 for an interim period.</p> <p>RESOLVED: Mrs Simpson will hold the post of Vice-chair of the governing body for Scissett Middle School Governing Body will be until 8th February 2021 for an interim period.</p> <p>It was noted that the new governors would like to understand the school and community a little more, this will enable them to consider the chair or vice-chair positions for the election on 8th February 2021.</p> <p>ACTION: Mrs Humphreys to liaise with Mrs Thorpe and Mrs Watson to discuss convenient dates to Scissett Middle School.</p>

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8 Confirmation of statutory completion requirements	<p>Mrs Humphreys advised a number of governors has completed the listed requirement, but some were still outstanding:</p> <ul style="list-style-type: none"> • Declarations of Interest • Code of Conduct • Contact details <p>ACTION: All governors required to have declarations of interest, code of conduct and contact details completed by 31st October 2020.</p>
9 Terms of reference, scheme of delegation and service level agreement	<p>Mrs Humphreys provided access to the terms of reference, scheme of delegation and service level agreement prior to the meeting for governor's reference. The documents are available on Teams and the trust website.</p> <p>RESOLVED: All governors are happy with these documents.</p>
10 Skills audit review	<p>It was noted that the skills audit review will be finalised once new governors were in place.</p> <p>ACTION: Add Skills audit review as an agenda item for the next meeting on 2nd November 2020.</p>
11 Roles and responsibilities	<p>Mrs Humphreys provided a governor configuration document for a governing body which was reviewed during the meeting to identify:</p> <ul style="list-style-type: none"> • Link governors' responsibilities • Governors attending trust development groups <p>ACTION: Finalise the configuration document in the next meeting on (2nd November 2020).</p>
12 Governance review	<p>Mrs Humphreys advised the governing body to ensure they were happy the content of the school website complies with the statutory requirements and that get information about schools is correct.</p> <ul style="list-style-type: none"> • School website requirements <p>It was noted that a recent compliance audit had been completed which came out at 99%. The following items were reviewed on screen:</p> <ul style="list-style-type: none"> • Get Information about schools • Vision, values and aims of the school <p>RESOLVED: All governors are happy with the above bullet points.</p>
13 Governing body self-review including objective setting	<p>Mrs Humphreys recommended the governing body complete a self-evaluation. Mrs Humphreys advised a Trust self-review document is available for governing body use.</p>

Item	Minutes
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	<p>ACTION: Self-review to be completed in the Spring term – agenda item for 8th February 2020</p>
<p>14 Governor training schedule and requirements</p>	<p>Mrs Humphreys advised that for individual training needs guidance can be found in the training and guidance group on Teams and recommended the NGA elearning.</p> <p>It was noted that training completed by the governors will be recorded in the governor configuration document.</p> <p>ACTION: Mrs Humphreys to send the link out for the training that is up coming to the new governors.</p>
<p>15 Program of visits and events</p>	<p>Mrs Large advised that in current environment (COVID- 19 Pandemic) school events are difficult to plan.</p> <ul style="list-style-type: none"> • College and Uni trips will all be virtual this year. • Parents evening is going ahead this week; this will be virtual on Teams, so parents can meet teachers face to face. • The staff are currently filming a virtual opening evening as this is an important event that needs to take place.
<p>16 Attendance update</p>	<p>Attendance figure is 96.13%, which is still above national average.</p> <ul style="list-style-type: none"> • There are new codes for attendance – when children are self-isolating it is marked down as an X, and if the children become positive the mark becomes ill on the register. • There have been three year 6 classes off – one class is back on Tuesday; one class is back on Thursday and the final class is back on Friday. • Only 12 students off today due to illness out of 600. • Staff attendance is a concern but being managed. A number of staff are self-isolating. A full report will be provided in the headteachers report for 2nd November 2020. <p>Q: How is the staff absence being managed?</p> <p>A: With supply staff, they have their own risk assessment and our risk assessment to follow, we have given each supply staff their own packs equipment so they are not touching other staffs. There are four supply staff in school currently and staff that are self-isolating are teaching via on Teams while at home.</p> <p>Q: Can teachers see the children sitting in the classroom when teams teaching?</p> <p>A: Yes.</p> <ul style="list-style-type: none"> • Been able to provide work for the children who are at home.

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	<ul style="list-style-type: none"> • Staff are pre-recording lessons in case they can't teach. All lessons are on the school website. • We currently have 48 Laptops on order and should be coming soon to help the vulnerable children who don't have devices at home. <p>It was noted that the trust and governors appreciated all the hard work of all staff during these challenging times.</p>
<p>17 School action plan and School Evaluation including identification of risks</p>	<p>Mrs Greenough provided the SEF Summary on Teams prior to the meeting and reviewed the main content covering the following -</p> <ul style="list-style-type: none"> • Trust Wide Improvements 2019-20 • Rising/high Risks for the school • 2019-2022 Development Priorities • School identified priorities from Self Evaluation <p>The following points were noted indication to the document</p> <ul style="list-style-type: none"> - The MUGA is being resurfaced, plans for a new hard play area for summer 2021. This will enable us to offer 200 places with more safe social spaces. - GL assessment should be back before half term, once we get the results we will be able to identify areas and learning needs of the children to help with catch up etc. It will also help us find out if there are any gaps and how we can help fill them and adapt the curriculum. We will retest them pupils later on in the year. <p>Q: Have you had any information for the year 5 previous schools?</p> <p>A: We emailed all the first schools to discuss what have the year 5's learnt remotely, which lessons they haven't covered, so then the year 6 staff could fill in the gaps.</p> <p>Q: Will you be telling the governors about the gaps?</p> <p>A. The GL data will be shared once received.</p> <p>Q: Are we further away from target than what we would have been than last year?</p> <p>A: GL is a predictor so we can compare between last year and this year. Once completed it will be distributed to the governors.</p>
<p>18 Any other business</p>	<ul style="list-style-type: none"> • Flu vaccinations <p>Unfortunately, the original provider is currently not able to provide flu vaccinations, an alternative is being sought.</p> <p>Mrs Greenough advised the Governors that there had been a pilot assurance visit from Ofsted on the 17th September 2020 – It went really well, as soon as we receive the letter it will be sent out to all governors.</p>

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<p>19 Dates of future meetings and possible agenda items</p>	<p>RESOLVED: That future meetings of the governing body:</p> <p>Monday 2nd November 2020 at 6.30pm</p> <p>Monday 8th February 2021 at 6.30pm</p> <p>Thursday 13th May 2021 at 6.30pm</p> <p>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.</p>
<p>20 Agenda, minutes and related papers</p>	<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
12102020_M5	Agenda point for the next meeting is review the approach as 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.
12102020_M6	Appoint Mr Ian Lakin as a parent Governor at the next meeting which is being held on 2 nd November 2020.
	School to send flowers to Miss Potter and Mrs Farmer from all the Governors and the school for all of her work as a Governor.
12102020_M7	Mrs Humphreys to liaise with Mrs Thorpe and Mrs Watson to discuss convenient dates to visit Scissett Middle School.
12102020_M8	All governors required to have declarations of interest, code of conduct and contact details completed by 31 st October 2020.
12102020_M10	Add Skills audit review as an agenda item for the next meeting on 2 nd November 2020.
12102020_M11	Finalise the configuration document in the next meeting on (2 nd November 2020).
12102020_M13	Self-review to be completed in the Spring term – agenda item for 8 th February 2020
12102020_M14	Mrs Humphreys to send the link out for the training that is up coming to the new governors.

