



THE GOVERNING BODY OF SCISSETT MIDDLE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6.30pm	Thursday 13 th May 2021

DFE	4041
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Start of meeting	18:31
Close of meeting	20:37

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Ann Large	Head teacher	Sorrel Hellewell	Clerk
Jason Terry	Staff Governor		
Lorraine Simpson	Parent Governor		
Nichola Thorpe	Chair of Governors	Absent with Consent	
Justine Watson	Co-opted Governor	Name	Role
Ian Lakin	Parent Governor		
Jane-Turner-Brown	Co-opted Governor		
John Ingman	Co-opted Governor	Absent without Consent	
		Name	Role

Item	Minutes						
57 Apologies for absence and consent	RESOLVED: All governors present.						
58 Declarations of interest	RESOLVED: There are no declarations of interest.						
59 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.						
60 Representation	<p>It was noted that an advertisement was published for a co-opted governor. Interest was received from one member of the community.</p> <p>RESOLVED: Dr Jane Turner-Brown appointed as co-opted governor effective from 10th May 2021 for a period of 4 years.</p> <p>It was noted that Mr Ian Jackson has resigned as of 12th March 2021.</p> <p>RESOLVED: Mr Ian Jackson has resigned from the governing body on 12th March 2021.</p> <p>The governors noted their thanks to Mr Ian Jackson for his valuable support and contribution during his role as governor.</p> <p>The governors also expressed gratitude to Mr Jones (Trustee) for his support whilst they became establish over the last coming year.</p> <p>It was further noted that there is one co-opted governor vacancy; advertisements are currently ongoing.</p>						
61 Notification of items to be brought up under Any Other Business	RESOLVED: There were no other items brought up from any other business.						
62 Minutes for the meeting on 8 th February 2021	RESOLVED: All agreed the minutes of the meeting held 8 th February 2021 are approved as a true record of the meeting.						
63 Matters arising	<table border="1"> <thead> <tr> <th data-bbox="533 1749 783 1821">Minute Reference</th> <th data-bbox="783 1749 1385 1821">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1821 783 1984">08022021_M47</td> <td data-bbox="783 1821 1385 1984">Mrs Large to ask the data leader to break down the early indications data into a clearer context for governors to consider. RESOLVED: Complete</td> </tr> <tr> <td data-bbox="533 1984 783 2022"></td> <td data-bbox="783 1984 1385 2022">Mrs Large to advise updates on the</td> </tr> </tbody> </table>	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. RESOLVED: Complete		Mrs Large to advise updates on the
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	<p>attendance and how the local authority are supporting the school with this. RESOLVED: Complete</p>
	<p>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. RESOLVED: Refer to item 63</p>
	<p>08022021_M50 Mrs Watson to meet with Mrs Thorpe to discuss what training / visits Mrs Watson needs to take for her link governor role. RESOLVED: Complete</p> <p>Mrs Humphreys to discuss self-review document with Mrs Thorpe. RESOLVED: Complete</p>
	<p>08022021_M51 Mrs Large to provide governors with an update regarding the MUGA once available. RESOLVED: Complete. The MUGA is currently safe to use. We are chasing weekly for updates. We have received planning permission for the extra play area and canopy across the year 8 yard.</p>
	<p>08022021_M53 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 13th May 2021. RESOLVED: Refer to item 53</p>
<p>64 School Update</p>	<p>Mrs Large provided the following documents on Teams prior to the meeting for governors to review;</p> <ul style="list-style-type: none"> • Data comparison for governors April 2021 • Data report for governors April 2021 • Headteacher report outline Summer 2021 • Pastoral report term 2b • Peer review Scissett Middle • Staff Well-being survey February 2021 • Teaching and learning report term 2 blended learning • Scissett SEND rapid improvement plan April 2021 • The Mast Academy Trust SEND SMS • Scissett Middle School SEF 2020 – 2021 • SIP Scissett 2020 <p>The headteacher report contained the following items against set key performance indicators:</p> <ul style="list-style-type: none"> • Financial • Outcomes • Quality of Education

- Leadership
- Pastoral Standards
- HR Standards
- Health and Safety
- GDPR
- Safeguarding
- Community update
- Trust wide update

Mrs Large gave governors a brief explanation regarding SEND provision and the following points were noted:

- A SEND review has taken place at Scissett Middle School
- A rapid improvement plan has been written.

Governors were invited to ask questions prior and during the meeting relating to the reports and updates provided.

Data

Q: What is the reason why the % ARE scores in Yr6 for Writing, Reading and Maths are so low?

A: On entry it was a weak cohort, the GL results were - English at 99.7% and maths 92.5%. We have had to weave large parts of the Year 5 curriculum in to the year 6. We are still doing SAT's week as normal.

Q: Children in Y6 are making progress in maths from their baseline but not closing the gap - how does the school plan to do this so that the children are ready for Y7?

A: We are currently looking at our Education Teaching Assistant (ETA) timetable and we are going to get more interventions in place.

ACTION: Mrs Large to give an update on the progress on the gap in maths at the next meeting on Monday 5th July 2021.

Q: Disadvantage pupils have not fared well during the lockdown and over the last year, what provision is in place for working with these pupils and their families? Will the parents have an opportunity to discuss this with the school? Has the school any plans to do anything for these children over the summer break?

A: We have engaged with all families with disadvantage children throughout lockdown. We are looking at a summer school but due to work, taking place on site this might not be possible, if this isn't possible we are considering having a trip out as an alternative.

Q: There has been a drop in progress in reading for disadvantaged pupils from Jan to April, and writing and reading in all of year 8. Why do we believe this is and what will be able to do in the coming months to address this? Do we know if Kirkburton Burton Middle school has seen similar trends, if so is there any cross school collaboration we can use to support these pupils?

A: Yes, there are the same issues at Kirkburton Middle School. We have now appointed a reading champion and reading will be on the improvement plan for next year.

Q: Are children able to physical use books?

A: In the first lockdown no, but now we have taken boxes of books from the library so children can read physical book. Interventions are back up and running.

Q: In regards to SAT's week, will the results be published?

A: No, SAT's week is for our information so we can see where children's gaps are.

Well-being

Q: A really low and some would say disappointing response rate at only 38% - why so low?

A: There were a few reasons as to why the rate was low. Some staff felt the timing of the survey was wrong and at the time staff were inundated with emails, the survey email may have been lost within them.

Mr Terry gave a brief update on how staff are currently feeling:

- Staff are tired
- Staff feel safe in school
- Staff felt Teams a very valuable resource
- Staff feel a sense of pride of working at school

Q: Staff seem to be feeling the strain of remote learning and lack of connection and many highlighted that clearer communication would be their top priority. How are we addressing this?

A: Communication is always an issue, we can either over or under communication and trying to find a balance is really hard. We are going to look at discussing with staff what is good communication and what are they wanting.

Teaching and learning

Q: Can an introduction or meaning be added at the beginning of the report to aid the reviewers understand better what the report is trying to show?

A: It is more of an SLT report than a teaching and learning report.

School improvement plan

It was noted that Mrs Large reviewed the red areas for governors.

Admissions

Mrs Large gave a brief explanation on admissions, the following points were noted:

- It is the largest year group joining in September 2021
- We have accepted an extra 32 pupils, this means we will form another class.

Item	Minutes
	<ul style="list-style-type: none"> 11 children were in the catchment area and 20 children were outside of the catchment area but are in our feeder schools. <p>Q: Are we receiving any money from developers who are building all of these houses? A: We have received some money from a 106 section, which is being used to replace the MUGA / new playground.</p> <p>Q: Do you believe more children who are in Kirkburton Middle School catchment chose Scissett Middle School instead? A: No more than normal.</p>
65 Premiums Update	<p>Mrs Large confirms that the pupil premium spending and statement continues as planned.</p> <p>It was noted there are no movement with the premium plans.</p> <p>We are currently getting quotes for the mile track to be installed.</p> <p>Governors were invited to ask questions, no questions were asked.</p>
66 Capital Plan	<p>SMS Capital Plan 12.1.21 document was provided on Teams prior to the meeting for governors to review.</p> <p>It was noted that CIF bid outcomes are delayed until mid-June.</p> <p>Governors were invited to ask questions.</p> <p>Q: Did we agree following our meeting with Finance in February, which included an update on Capital Planning, which projects in priority order should be focused on? A: We can look at this at the next meeting.</p> <p>Q: The ICT audit identified areas where significant spend would be required in the next 12 months, does it need including on the Capital Plan? A: A plan is being developed for this requirement.</p> <p>ACTION: To have an separate agenda item regarding CIF bid outcomes and Capital plan at the next meeting which is being held on 5th July 2021.</p>
67 Governor activity and Self-review	<p>It was noted governors have attended various training online. All of these are logged on SMS configuration document, which is on Teams.</p> <p><u>Governor visit</u></p> <ul style="list-style-type: none"> Mrs Thorpe noted she had a visit in to school.

Item	Minutes
	<ul style="list-style-type: none"> • Mrs Simpson gave a brief explanation about her virtual visit regarding pupil premium. • Mrs Watson gave a brief explanation about her visit in to school regarding safeguarding. <p>It was noted governors have a lot of work on their self-review document.</p> <p>Q: Now that some of the COVID19 restrictions have been lifted, are there any plans for Governors to be able to visit school? A: Yes, governors are welcome to come and visit.</p> <p>It was noted that governors have organised a separate meeting on Thursday 15th June at 5pm to consider the school's vision and strategy and to work on their action plan.</p>
68 Consider communications from the Trust	<p>The Trust provided the following documents on Teams prior to the meeting for governors information;</p> <ul style="list-style-type: none"> • ICT Systems and Equipment audit Scissett Middle School • RPA Audit – Scissett Middle School 2020 • Scissett Visit 080221 (GDPR) • SMS review update (Safeguarding report) <p>Governor were invited to ask questions and no questions were asked.</p> <p>RESOLVED: Governors noted receipt of the listed documents.</p>
69 Emerging Risks	<p>RESOLVED: The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> • Work on the SEND provision • Capital funding and CIF bid outcome • Future admissions • Access to the provision due to the capital build
70 Policy update	<p>It was noted that Trust updates for schools – Spring 2021 document had been shared in advance of the meeting for governor's information.</p> <p>RESOLVED: Governors noted receipt of this document.</p> <p><u>School policies</u></p> <p>It was noted that the relationship, sex, health education (RSHE) policy had been reviewed and ratified by governors on Teams.</p> <p>The following policy governors requested to ratify at the meeting</p> <ul style="list-style-type: none"> • Scissett Mentoring Policy January 2021 <p>RESOLVED: All governors are happy to ratify the above policy.</p>

Item	Minutes
	<p>It was noted that the governors had also received the school policy schedule.</p> <p>ACTION: Governors to ratify Anti-bullying policy 2021 and Monitoring and Evaluation Policy 2020 at the next meeting which is being held on 5th July 2021.</p>
<p>71 Important update</p>	<p>The following documents had been provided to governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • EYFS_framework_March_2021 • Keeping children safe in education 2020 update January 2021 • Statutory induction guidance 2021 final. <p>RESOLVED: Governors noted receipt of these documents.</p>
<p>72 Any other business</p>	<p>RESOLVED: There were no, any other business items identified.</p>
<p>73 Future date for meetings of the possible agenda items</p>	<p>RESOLVED: That future meetings of the governing body:</p> <p><i>Monday 5th July at 5:00pm</i> <i>Trust annual conference – Thursday 22nd July at 6pm</i></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>74 Agenda, minutes and related papers to be excluded from published version.</p>	<p>RESOLVED: A discussion in item 64 has been excluded from the minutes as confidential.</p>

Summary of Actions

Minute Reference	Action
13052021_M64	Mrs Large to give an update on the progress on the gap in maths at the next meeting.
13052021_M66	To have an separate agenda item regarding CIF bid outcomes and Capital plan at the next meeting which is being held on 5 th July 2021.
13052021_M70	Governors to ratify Anti-bullying policy 2021 and Monitoring and Evaluation Policy 2020 at the next meeting, which is being held on 5 th July 2021.

