



THE GOVERNING BODY OF SCISSETT MIDDLE FIRST SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6.30pm	Thursday 5 th July 2021

DFE	4041
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Start of meeting	18:29
Close of meeting	20:41

Attendance	75%
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Present		In attendance	
Name	Role	Name	Role
Ann Large	Head teacher	Sorrel Hellewell	Clerk
Nichola Thorpe	Chair of Governors		
Lorraine Simpson	Parent Governor		
Jason Terry	Staff Governors	Absent with Consent	
Jane Turner-Brown	Co-opted Governor	Name	Role
Ian Lakin	Parent Governor	John Ingman	Co-opted Governor
		Justine Watson	Co-opted Governor
		Absent without Consent	
		Name	Role

Item	Minutes								
75 Apologies for absence and consent	Apologies with consent were received from: <ul style="list-style-type: none"> • John Ingman – Co-opted governor • Justine Watson – Co-opted governor 								
76 Declarations of interest	RESOLVED: There are no declarations of interest.								
77 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.								
78 Representation	It was noted there are one co-opted governor vacancy currently at Scissett Middle School. RESOLVED: Advertisements are currently ongoing.								
79 Notification of items to be brought up under Any Other Business	RESOLVED: There were one item brought up from any other business. <ul style="list-style-type: none"> • Trust annual governance conference 								
80 Minutes for the meeting on 13 th May 2021	RESOLVED: All agreed the minutes of the meeting held 13 th May 2021 are approved as a true record of the meeting.								
81 Matters arising	<table border="1"> <thead> <tr> <th data-bbox="533 1285 783 1361">Minute Reference</th> <th data-bbox="783 1285 1385 1361">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1361 783 1520">13052021_M64</td> <td data-bbox="783 1361 1385 1520">Mrs Large to give an update on the progress on the gap in math's at the next meeting. RESOLVED: Refer to item 82</td> </tr> <tr> <td data-bbox="533 1520 783 1715">13052021_M66</td> <td data-bbox="783 1520 1385 1715">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. RESOLVED: Refer to item 83</td> </tr> <tr> <td data-bbox="533 1715 783 1912">13052021_M70</td> <td data-bbox="783 1715 1385 1912">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. RESOLVED: Refer to item 88</td> </tr> </tbody> </table>	Minute Reference	Action	13052021_M64	Mrs Large to give an update on the progress on the gap in math's at the next meeting. RESOLVED: Refer to item 82	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. RESOLVED: Refer to item 83	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. RESOLVED: Refer to item 88
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82 School Update	Mrs Large provided the following documents on Teams prior to the meeting for governors to review;								

- Welcome pack 2021 – 22
- Maths Data Link Governors July 2021

Governors were invited to ask questions prior and during the meeting.

Assessment outcomes, progress and attainment update:
Mrs Large provided an overview of key areas from the data.

Maths

- Year 6 pupils have been doing SAT's (Standard Assessment Tests)
- All groups have made significant progress including Fast track as evidenced in the raw Sat score data.
- Results showed very little gender gap.
- Pupil premium children have made near enough the same progress as non-pupil premium children, with pupil premium girls achieving more progress than pupil premium boys.
- All pupils' average were 30.8 marks for 20/21 and it was 36 marks for 18/19.
- Predicted outcomes from the baseline GL assessments was 42.71% from KS1 was 81.77% the final results were 59.38%. School is please with the progress pupils have made in Maths.

English

- There is bigger gaps in writing and this is partly due to pupils being in lockdown and using a laptop to do their work on instead on pen and paper.
- The SAT's score for reading is 75.
- Assessment results should be received by the end of term

Q: Can you explain how assessments are done to identify poor attainment? What areas of learning are assessed and how are deficiencies improved?

A: All pupils have completed baseline assessments in school. The assessment is not a timed test and these tests are in numeracy and literacy. The schools uses a system called School Information Management System (SIMS), were there is a list of all subjects and learning objectives and staff can tick next to each child's name whether they have achieved the objective or not. They are coloured green, amber and red.

ACTION: Assessment progress and results to be provided for the next meeting in the Autumn term.

School prospectus

Q: The statement about holidays stating 'No holidays should ever be authorised for term time in SATs week' this may be misleading, could you remove this?

A: Yes, you are right; this will be removed from the documents.

Item	Minutes
	<p>Q: How enforceable is this is the requirement for uniform, jewellery and hair/make-up? A: There has been a struggle with uniform this year due to shops not being open but in a normal year, there are rarely any uniform issues. If girls have too much makeup on or nail polish, they are sent to the Head of Year's office, where there is makeup wipes and nail vanish remover.</p> <p>It was noted there will be a non-uniform day on the last day of term and teachers are asking for children to bring in any unwanted uniform, football boots and trainers in. There will be a drop in session where parents and pupils who are struggling to afford new uniform can go and collect uniform from school that has been passed down.</p> <p>Governors thank staff for organising this event, as it will really help families that are struggling to afford uniforms for their children.</p> <p>Q: Given that the PAN (Published Admission Number) for 2021/22 is considerable higher than 195, does this need to be re-considered? A: No the PAN is still 195.</p> <p>It was noted that there are seven year 6 appeals, one year 7 appeal and one year 8 appeal.</p> <p>Q: Who are the children who are appealing? A: These are children who have recently moved in to the area.</p> <p>RESOLVED: governors approve the school prospectus.</p>
83 Finance update	<p>Mrs Thorpe and Mrs Large gave an update from the budget setting meeting that had taken place in June:</p> <ul style="list-style-type: none"> • The school budget is mostly staff costs. • The school will finish with a small deficit this year. • The next years school budget we are going to try to use the capital money to make sure there is enough provision to help children and have interventions in place for all pupils that are needed. <p><u>Conditional Improvement Funding (CIF) bid outcomes:</u></p> <ul style="list-style-type: none"> • The school was successful in the bid for the fire escape. • There are meetings taking place this week to see if footings for the fire escape can be put in by the end of the school holidays as it will cause less disruptions. • There is a meeting being held on Thursday with the council regarding an update on the Multi Utility Games Area (MUGA). • The three projects playground, canopy and MUGA have been separated.

Item	Minutes
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	<ul style="list-style-type: none"> • The school has paid for structure engineers to come in once a month to check that the MUGA is fit for usage until Christmas time. • The mile track should be fitted over the summer holidays. • The new wellbeing meeting room will be fitted over the summer holidays. <p>Q: Has a decision been made as to whether the improvements to the MUGA and the Rugby club will be carried out over the summer when the school is closed?</p> <p>A: The final usage and financial agreement have been completed by the solicitors and now it has to go through the DFE (Department For Education).</p> <p>Q: Has the MUGA finance been agreed?</p> <p>A: No, not yet. The council will inform us on this at the meeting on Thursday.</p> <p>ACTION: Mrs Large to post the outcome of the meeting with the council regarding the MUGA on Teams for governors.</p> <p>Q: Will the new MUGA be bigger than the current MUGA?</p> <p>A: No, we did ask for a bigger MUGA but they are going for a straight forward same size MUGA that is currently in place.</p>
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<p>84 School strategy and development</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"> • 2021-22 School Improvement Plan • Scissett Middle School – School Development Overview • Scissett Middle School SEF 2021-22 Governors July 21 • SIP Scissett 2020-21 Governors July 21 <p>Governors were invited to ask questions prior and during the meeting.</p> <p><u>SEF (School Evaluation Form) report</u></p> <p>Q: Do you (or the Trust) have a school-based judgement for each area linked to the Ofsted criteria? And, which area is the strongest and likely to be Outstanding first?</p> <p>A: Pre Covid the strongest area would be personal development. There is still some work to do. CPD (Continuing Professional Development) programme for next year is currently being put together. Our focus will be on behaviour and management of behaviour and attitude.</p> <p>Q: Are there any changes to staffing i.e. do you still have a qualified social worker on the team?</p> <p>A: Currently there isn't a qualified social worker on the team. The Head of Year 8 is taking over the DSL (Designated Safeguarding Lead) role and another member of staff will be taking over the attendance role.</p>
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Q: In looking at actions for 2021/22 you have DA (Disadvantaged) PA (Persistent absentee) attendance, is DA attendance good enough overall not to be targeted?

A: It has been really hard to judge this year. Some DA families would not send their children in due to Covid.. There is a parents evening planned in early September for year 6 parents and late September for year 7 and 8 parents. In these parents evening attendance will be highlighted and the importance of sending your child to school.

ACTION: Mrs Large to email Mrs Hellewell the document of acronyms to be added to the meeting folders for the next academic year.

School development and improvement plan

The three main priorities for the school are:

1. Reading
2. SEND (Special Educational Needs and Disabilities) provision and SEND pupils
3. Making sure we close the learning gaps on pupils

Q: Could we see what the intended impact is for the year. Could the last column be adapted so that everyone knows what we are aiming for or added somewhere?

A: The column has been added regarding intended impact.

Mrs Large noted that the Assistant Headteacher who is currently at Shelley First School will take the position off SENDCo from September. The assistant head is currently on maternity leave but due to return in a week, they will spend some time at Scissett Middle School prior to September.

Q: Thinking about SEND and your vision for QFT (Quality First Teaching), rather than having a vast menu of interventions could the new SENDCo be more proactive at identifying how pupils can have work adapted to support them being independent in a lesson?

A: There is an intervention plan in place but currently this hasn't been able to take place yet. There will be some CPD taking place around this. Staff are cautious of taking pupils out of lessons for interventions, interventions will now take place before school starts.

It was noted that there will be no transition day for year 5 pupils at Scissett Middle School this year. Instead, a summer school is planned for 1 week for year 5's. A PowerPoint with a voice over is being created and this will be sent to parents with information on regarding new pupils and the school.

Item	Minutes
	<p>Q: Will the PowerPoint for parents be live and will there be a method for parents to ask questions? A: No, it won't be live. We could create a document for parents to ask questions.</p> <p>Q: Does the SIP (School Improvement Plan) document roll forward and become the plan for the 2021/22 academic year? If so, will those reported as red be reprioritised and become the main focus in 2021/22? A: Yes, everything that is in red will be taken forward on to the new plan.</p> <p>Q: Will this document get published with allocated names etc.? A: Yes, it will be.</p> <p><u>Strategy 21_24</u></p> <p>Q: Can you share with us the impact that you are most proud of this year? A: As a school, we feel proud of the curriculum reconnect.</p>
85 Governance for 2021 – 2022	<p>The following documents were provided on Teams prior to the meeting for governors to review:</p> <ul style="list-style-type: none"> • Link Governance Mast 21_22 • SMS GB configuration document 21_22 • SMS skills audit analysis June 2021 <p>The appointment of governors to the link governor's roles for assurance visits in 2021 – 2022 was agreed in this meeting.</p> <p>ACTION: Mrs Thorpe to complete the link governor roles in to Scissett Middle Schools configuration document and once completed email to Mrs Hellewell.</p> <p><u>Development groups</u></p> <p>The following governors were appointed to the Trust development groups.</p> <p><i>Curriculum development group:</i></p> <ul style="list-style-type: none"> • Ian Lakin <p><i>Pastoral and wellbeing development group:</i></p> <ul style="list-style-type: none"> • Justine Watson • Lorraine Simpson <p>It was noted the configuration document will be updated.</p> <p><u>Succession planning</u></p> <p>It was noted that there is chair / vice chair training available for governors, if they wish to take part in these. Mrs Thorpe</p>

Item	Minutes
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	suggested some governors to take part in this training so that Scissett Middle School to support succession planning.
86 Governor activity	<p>It was noted governors have attended various training online. All of these are logged on Scissett Middle School configuration document.</p> <p><u>Governor Virtual visits</u></p> <ul style="list-style-type: none"> • Mr Lakin gave a brief explanation about his visit with the Strategic lead of Maths. • Mrs Simpson gave a brief explanation about her two visits with the Head of Boys PE and the Strategic lead of Maths. <p>Mrs Simpson noted her visit reports will be added to the meeting folder once written.</p> <p>Q: Why are we not participating in communal events but other schools are? A: The school felt it wasn't best practise to be taking part in these events due to Covid.</p> <p>Q: Could there be a sports day before the end of term? A: There are currently talks around having a sports day and how this can take place safely. If this does happen, the classes will be staying in their own bubbles.</p>
87 Emerging Risks	<p>RESOLVED: The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> • Delays to building work • Changing to Covid management
88 Policy update	<p>It was noted that Trust policy updated for schools – Summer 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>The following policies were shared in advance for governors to ratify;</p> <ul style="list-style-type: none"> • Anti-bullying policy 2021 • Monitoring and Evaluation policy 2020 <p>RESOLVED: These policies were ratified over Teams by governors prior to the meeting.</p>
89 Any other business	<p>RESOLVED: The following was noted as any other business:</p> <ul style="list-style-type: none"> • Trust annual Governance conference attendance. Mrs Thorpe asked governors to confirm using the form provided by the Trust to confirm attendance.

Item	Minutes
<p>90 Future date for meetings of the possible agenda items</p>	<p>RESOLVED: The meeting dates and times suggested for 21_22 will be revised</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>ACTION: Mrs Hellewell and Mrs Thorpe to look at potential dates and times and email governors to confirm</p>
<p>91 Agenda, minutes and related papers to be excluded from published version.</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
05072021_M82	Assessment progress and results to be provided for the next meeting in the Autumn term.
05072021_M83	Mrs Large to post the outcome of the meeting with the council regarding the MUGA on Teams for governors.
05072021_M84	Mrs Large to email Mrs Hellewell the document of acronyms to be added to the meeting folders for the next academic year.
05072021_M85	Mrs Thorpe to complete the link governor roles in to Scissett Middle Schools configuration document and once completed, email to Mrs Hellewell.
05072021_M90	Mrs Hellewell and Mrs Thorpe to look at potential dates and times and email governors to confirm.

