

THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL

Minutes of the meeting of the Local Governing Body of Scissett Middle School held at 6.30pm at the School on Thursday, 18 July 2019.

PRESENT

Miss R Potter (Chair), Dr S Brown, Mrs N Greenough (Head Teacher), Mr M Inch, Mr I Jackson, Mrs S Farmer, Mrs L Simpson.

In Attendance

Miss D Letremy (Minute Clerk)

Mrs A Large (Head of School)

Melanie Humphreys (Executive Administrator)

Mrs N Greenough introduced Melanie who is the Executive Administrator

Minute	Action
<p>2723. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies for absence were received from Mrs W Kachmarski (consent), Mrs S Lord (consent) and Mr J Terry (consent).</p> <p>The Chair informed Governors that Mrs Lord has submitted a resignation from the Local Governing Body. Mrs Lord has been a Governor for 27 years and she has been asked if she would like to become an Associate Governor.</p> <p>ACTION: Governors to consider what can be offered to Mrs Lord as a thank you.</p> <p>ACTION: Head Teacher to send flowers to Mrs Lord tomorrow.</p> <p>There were no declarations of interest.</p>	<p>Governors</p> <p>Head Teacher</p>
<p>2724 NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p>	

	There were no items of Any Other Business.	
2725.	<p>MINUTES OF THE MEETING HELD ON 27 JUNE 2019</p> <p>RESOLVED: That the minutes of the meeting held on 27 June 2019 are agreed as a true record with the following amendment:</p> <p>Page 9 (third line): sports facility development to replace development.</p> <p>ACTION: Chair to sign a copy of the minutes.</p>	Chair
2726.	<p>MATTERS ARISING</p> <p><u>Maths</u> (Minute 2616.4 refers)</p> <p>Mrs Large informed Governors that the children who have done the SAT's have taken part in the project for two years and the results are up by 7%. In addition to this, Kirkburtons results are up by 17%, which is excellent.</p> <p>Q: Have we seen other schools results? A: We have the national comparisons but we have not seen the local comparisons yet.</p>	
2727.	<p>HEAD TEACHER'S REPORT</p> <p>The Head Teacher's report had been distributed to Governors in advance of the meeting and Mrs Large gave a verbal update.</p> <p><u>Staffing</u></p> <p>Mrs Large informed Governors that one teacher has resigned and the Head of English has stepped down. The following appointments have been made:</p> <ul style="list-style-type: none"> • Head of English: The current Head of English has stepped down • Lead Practitioner: Teaching and Learning • Lead for Performance • Enrichment Development: This is going to be a shared role between two people as they were both very strong candidates • Two interns: The previous interns have moved on. 	

Q: Does the enrichment also cover links with the wider community?

A: It would do to a certain extent, however; there is a member of staff who already works with the community.

Q: Where have the interns moved on to?

A: One is going back to University and the other is doing teacher training.

Q: Were the new interns interviewed?

A: Yes.

Standards

The Data Reports were distributed to Governors in advance of the meeting and Mrs Large gave a verbal update.

Q: Is the data an update on what was sent out last week?

A: Yes.

Mrs Large informed Governors that this cohort, based on their baseline assessments, were a weaker cohort than last years. There has been a really push on reading and writing to try and get as many children as possible to age related expectations. The grammar results are below national average and as Kirkburton's results were higher than national average, we are looking at sharing resources. New strategies will be weaved in to the Year curriculum.

Q: It was a more difficult reading paper than last year wasn't it?

A: Yes and reading has gone down nationally, although our results have gone up. The greater depth is also broadly in line with national. We have appealed the marking of eight reading papers.

Q: What about disadvantaged pupils?

A: Disadvantaged in maths does stand out, this baselined at approximately 90 and considerable progress has been made.

Q: Last years' results aren't included in the data are they?

A: No, we would usually publish the full data in the autumn term.

ACTION: Data to be added as an agenda item for the next meeting.

**Governor
Clerking
Service**

Mrs Large informed Governors that all of the children who worked on core basic skills etc. all other than one scored in their SATs at every strand.

Q: Are you planning on running fast track routes again next year?

A: Yes this is the plan as the children coming up next academic year are low ability.

Q: Did we have children that we didn't put in for SAT's last year?

A: No.

The Governors congratulated all staff and children.

Pastoral

Mrs Large informed Governors that the attendance data has been updated.

Q: Why do we compare ourselves with national primary figures?

A: Attendance nationally is lower in secondary and higher in primary.

Mrs Large informed Governors that there is an issue with two children which is impacting on the persistent absence figure.

Mrs Large informed Governors that there have been recorded incidents of racism and homophobia. A lot of work has been done with this and there has been a reduction in incidents of racism, however; the homophobic incidents have not been reduced. They are very low level incidents, however: there is still some work to do around this.

Mrs Large informed Governors that there have not been any incidents of bullying recorded this term, however; this has been previously recorded under behaviour incidents and they will now be recorded separately. There was a bullying incident reported yesterday.

Q: What is bullying vs peer on peer?

A: Bullying is a pattern of behaviour and peer on peer abuse is more like anything sexual.

SIF

Mrs Large informed Governors that the SIF project is about running interventions done with two groups of disadvantaged pupils. The data shows a really big improvement for these pupils. Interventions are also run for non-disadvantaged pupils.

Q: Can titles be added to data tables in future to help Governors to better understand the data?

A: Yes.

Q: How many children were involved?

A: Six in Year 6 and Eight in Year 7. These are just the students funded through the SIF project.

Teaching and Learning

The Teaching and Learning Report had been distributed to Governors in advance of the meeting.

Q: It looks like we were doing quite well last year and we have dropped since this, is this right?

A: Yes. There are areas of focus and these will go on the action plan next year.

Q: Are the Senior Leadership Team happy with the outcomes?

A: Not really. We are encouraging staff to assess and feedback all of the time, rather than going away and marking a book.

The Governors thanked the Head Teacher and Mrs Large.

CPD

Mrs Large informed Governors that the leaders of English and Maths have run CPD sessions and there has been training on the new reporting system.

The Chair reminded Governors of the Maths and Safeguarding training next academic year.

Numbers on Role

Mrs Large informed Governors that the only thing that is not clear, is if there are any Post Looked After Children. The number of disadvantaged pupils is broadly remaining the same and there are five EHCP's and one Looked After Child

	<p>Q: Does the First school feed information up to you? A: Yes but we are not meant to approach parents about this.</p> <p>Q: Do you get extra funding for Looked After Children? A: Yes.</p> <p>Q: Is it looking like we will be over PAN in every year group? A: Yes and there are two appeals over the summer.</p> <p>Q: Do we know what the basis of the declines were? A: We are full.</p> <p>Q: Do we still have to pay for an appeal even if they are rejected? A: Yes.</p> <p>The Head Teacher distributed an example of how exit data will be presented in future.</p> <p><u>Data</u></p> <p>The Data Track Analysis had been distributed to Governors in advance of the meeting.</p> <p>Q: When you compare Year with Year 8, can you tell us why Year 8 are looking stronger? A: There have been some issues around the end of Year 7 and at the end of Year 8, we are a lot clearer where the pupils are. It is easier to assess Year 8 and I do not think we have assessed Year 7 well enough. The systems in place for Year 7 assessment and moderation are being reviewed and these changes will impact on the data.</p> <p>The Governors thanked the Head Teacher, Mrs Large and all teachers in school.</p>	
2728.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The School Development Plan template had been distributed to Governors in advance of the meeting.</p> <p>The Governors gave feedback to the Head Teacher explaining what they would like to see included in the school development plan, including:</p>	

	<ul style="list-style-type: none"> • Look at becoming more environmentally friendly and raise awareness with pupils; Eco-schools is a project available for schools. This would generate very positive publicity • Raising awareness of the risks of social media and the links to mental health • Improved sporting facilities • Cultural capital • Local environment, the challenges that the pupils face and what the pupils think is important • Pupil voice • Pupils volunteering • Hub links • Diversity issues • Social issues e.g. alcohol and drug dependency (index of deprivation / ward information) • Social resilience • Wellbeing project • Demand for places in the local community and how this is addressed. <p>The Chair thanked Governors for contributing to this item.</p> <p>Mrs Large informed Governors that vouchers were applied for to get meals for children over the summer holidays but there are not many families taking this vouchers due to the travel in to Huddersfield. It would be useful if this service could be offered in the local area.</p>	
2729.	<p>SAFEGUARDING</p> <p>The Safeguarding report had been distributed to Governors in advance of the meeting and Mrs Farmer gave a verbal update, explaining that there is one SEN child who is impacting on attendance and he is going to be dual registered at Royds Hall in the new academic year. A letter has also been written to the Local Authority regarding this child.</p> <p>Q: What is dual registered? A: When a student is on role here but attendance is marked on another site. The attendance figures sit with our school.</p> <p>Q: Who gets funding for this child? A: We do.</p>	

	<p>Q: How far is the journey to Royds Hall? A: It is at the other end of Huddersfield but transport will be provided.</p>	
2730.	<p>REPORTS FROM COMMITTEES</p> <p>There were no reports.</p>	
2731.	<p>FINANCIAL MANAGEMENT AND MONITORING</p> <p>There was no update.</p>	
2732.	<p>HEALTH AND SAFETY</p> <p>There was no update.</p>	
2733.	<p>POLICIES FOR REVIEW</p> <p>The Head Teacher informed Governors that eight policies have been ratified by the Trust Board.</p> <p>Q: Do the policies vary much? A: Not a great deal.</p> <p>ACTION: Head Teacher to send the policies to Governors.</p> <p>RESOLVED: The Governors agreed to adopt the eight policies ratified by the Trust Board, in principle.</p>	<p>Head Teacher</p>
2734.	<p>GOVERNOR TRAINING AND GOVERNOR VISITS</p> <p>The Governors did not report any training</p> <p>Mrs Farmer completed a careers visit and gave verbal feedback that everything is looking good.</p> <p>ACTION: Mrs Farmer to distribute a visit report to Governors.</p>	

<p>Mrs Simpson completed a PE visit and gave verbal feedback that it was very impressive how the staff were about their subject. In addition to this, sports premium, facilities and resources were discussed.</p> <p>ACTION: Mrs Simpson to distribute a visit report to Governors.</p> <p>The Chair completed a follow up English visit and gave verbal feedback at the meeting.</p> <p>ACTION: Chair to distribute a visit report to Governors.</p> <p>The Chair and Mr visited school to look at the facilities with a hockey coach. The coach suggested getting the MUGA cleaned rather than re-surfaced and he has recommended a company and he also recommended contacting the Lesley Sports Trust. This could extend the life span 5-10 years. Kirklees have been back with an engineer and the engineer reported that there is no drainage so the water is not going to go away. Kirklees have been supportive and they have costed everything and the MUGA is likely to cost £120,000.00.</p> <p>Q: Does this cost included extending the MUGA? A: No and the cost includes quite a large consistency.</p> <p>Q: In terms of who pays for this, can we bring up the fact that Kirklees were responsible for overseeing the original work? A: They do seem committed to supporting.</p> <p>Q: Could we get them to commit to something bigger? A: We don't know.</p> <p>ACTION: Chair to contact the Lesley Sports Trust.</p> <p>Q: How do the sporting facilities here compare to Kirkburton Middle School? A: It's about the same but they might have a full size MUGA. They also have a full set of changing rooms that they got through the Football Foundation.</p> <p>Q: Why do Kirkburton win all sporting events? A: They have more children who are involved in sporting activities from a young age and we have tried to include children this year that would not usually be involved in sport, not just the elite pupils.</p> <p>The Chair requested for Governors to actively be invited to events in school.</p>	<p>Chair</p> <p>Chair</p> <p>Head Teacher</p>
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	<p>ACTION: Head Teacher to ensure that Governors are actively invited to events. The Head Teacher asked Governors if any of them would be interested in going on the French trip.</p> <p>ACTION: Head Teacher to send the French trip dates and details to Governors.</p>	Head Teacher
2735.	<p>ANNUAL GOVERNANCE REVIEW</p> <p>The Governor Objectives for Assessment were distributed to Governors in advance of the meeting. The format of this document will be updated to be more in line with the new Ofsted framework.</p> <p>The Chair led the Governors to RAG the document at the meeting.</p> <p>Q: When is the summer section of the SEF completed? A: This is a live document and it is started now. In the summer some of the items RAGGED in red will be reviewed.</p> <p>Q: Is it worth adding no further action required? A: We could do this, however; it is a live document.</p> <p>Q: Is the school content with the mission and values? A: Yes, these were reviewed twelve months ago.</p> <p>Q: Is British Values slowly subsiding? A: No, this is still a priority in school.</p> <p>The Governors agreed that British Values does need to be addressed as part of Governor visits in the new academic year.</p> <p>The Cahir reported that a good number of link visits have been completed this academic year and advised Governors that it would be good to keep up this rate next academic year.</p> <p>ACTION: Head Teacher to review the Charging and Lettings Policy and distribute the policy to Governors in advance of the next Finance Committee meeting.</p> <p>The Head Teacher reminded Governors that they should be challenging Sports Premium and SEND spending.</p>	Head Teacher

	<p>ACTION: Governors to review committee membership at the next meeting.</p> <p>The Chair informed Governors that a letter will be sent to parents in the new academic year regarding two governor vacancies and it would be ideal to appoint someone with financial experience. Letters have already been sent to local accountancy firms.</p> <p>Q: Has there been any update to the Governors Scheme of Delegation? A: Yes.</p> <p>ACTION: Head Teacher to distribute the Scheme of Delegation to Governors in advance of the next meeting for discussion at the next meeting.</p> <p>The Chair informed Governors that in the new academic year she will be looking at Governors individual training requirements as there has been a low uptake of Governors attending training course. Governors need to take responsibility to arrange training through Kirklees. The skills audit could possibly be re-visited in the new academic year to support this.</p> <p>The Chair reported that a 360 review of the Chair was carried out, however; no feedback was given, and therefor this needs to be re-done.</p> <p>Q: Is there a standard form? A: Yes, there are a lot of resources.</p> <p>ACTION: Mrs Farmer and Dr Brown to complete a 360 review of the Chair.</p> <p>ACTION: Chair to arrange one to one sessions with each Governor within the next six to eight weeks.</p>	<p>Kirklees Governor Service</p> <p>Head Teacher / Kirklees Governor Service</p> <p>Mrs Farmer / Chair</p>
2736.	<p>ANY OTHER BUSINESS</p> <p>The Head Teacher made Governors aware that the Head Teacher at Kirkburton is retiring at Christmas and there is some turnover of the Leadership Team. Discussions have been had with the Chair of Governors regarding some collaborative work amongst the two Senior Leadership teams.</p> <p>Q: What does this mean? A: A group of Governors getting together to consider different possibilities.</p>	

