

THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL

Minutes of the meeting of the Local Governing Body of Scissett Middle School held at 7.30pm at the School on Thursday, 4 April 2019

PRESENT

Miss R Potter (Chair), Dr S Brown, Mrs N Greenough (Head Teacher), Mr I Jackson, Mr J Terry, Mrs S Farmer, Mrs W Kachmarkski, Mrs L Simpson.

In Attendance

Miss Heather Grange (Minute Clerk)
 Mrs A Large (Head of School)
 Mrs G Senior (Assistant Head Teacher)

Minute	Action
<p>2692. SAFEGUARDING</p> <p>Mrs Gill Senior was in attendance to deliver a ‘Governing Body Safeguarding’ presentation. Governors were provided with information/reference packs to take away with them. The presentation covered the following areas:</p> <ul style="list-style-type: none"> • The various responsibilities that Mrs Senior has in relation to Safeguarding in school and the roles and responsibilities of other staff members within the Safeguarding Team, were explained. • Level of Need and External Intervention levels 1-4 were explained • The current position in school was noted; 2 pupils subject to Child Protection, 3 Child in Need, 5 Team around the Family, 27 Safeguarding concerns raised by staff, 5 Looked after Children and 48 children receiving support for Social Emotional and Mental Health needs – a lot of which is managed internally. • Safeguarding issues are predominantly; mental health and self-harm (quite low level and identified quickly), parental alcohol/drug misuse, domestic abuse, sexting, child criminal exploitation: county lines (one pupil) – the school is receiving support from the Police with this to prevent this escalating, gangs and youth violence. 	

- Safeguarding concerns in the local area; domestic violence and parental alcohol misuse, the school is working with Operation Encompass when the Police go out to a family home and a pupil is at the home, the school is informed so that they can check in with the child and liaise with social services – this is relatively new to the local authority and a lot went unnoticed previously.

QUESTION: Does that include drug misuse as well?

ANSWER: Yes but drug misuse is not as high in our area, I haven't dealt with a drug case it's often domestic violence and alcohol misuse.

QUESTION: To give us a sense of scale, how many calls have been generated because of Operation Encompass?

ANSWER: About 12 this academic year. These are only incidents where the Police have been called out. It came into force June last year but there were some teething problems contacting social services but it is working much better now.

- Teaching Safeguarding - pupils have life skills sessions every week covering various topics including; online safety, mental health and emotional wellbeing, sex/relationship, anti-bullying, safe relationships, British values, diversity, risk, alcohol and drug education, healthy lifestyles, how to get help.
- Inspecting Practice and Impact in Schools (Ofsted); Identify – the right children, how does the school do that? Help – what timely action do staff within the school take and how well do they work with other agencies and manage, how do governors and staff manage their statutory responsibilities and in particular how do they respond to allegations about staff and other adults.
- Key Ofsted areas of good practice:; clear and coherent Child Protection policies, excellent communication systems, a high priority being given to Safeguarding training, rigorous monitoring of absence including first day calling, all staff know who the Designated Safeguarding Lead is and how the school makes children aware of how to keep themselves safe.

QUESTION: Are we using CPOMMS?

ANSWER: No we trialed it but moved onto class plans and provision maps.

- Single Central Record (SCR); this is reviewed by a Senior Leadership Team member every half term and reviewed by governor Dr Sheila Brown every term, the SCR must be maintained and updated as appropriate – this could be weekly, all ID/DBS/Prohibited/Overseas checks must be signed and dated, training records in terms of Safeguarding are evident, there must be no gaps. The SCR document will be thoroughly checked during an inspection.

	<ul style="list-style-type: none"> • Role of the Governing Body; to have a link governor for Safeguarding (Dr Sheila Brown), meetings in school at least every term, to scrutinise policies submitted to the Governing Body for ratification, complete Safeguarding training as required and have a clear understanding of the responsibilities laid out for the Governing Body in the DfE document 'Keeping Children Safe in Education'. <p>The Chair reminded governors they have been sent the DfE publication 'Keeping Children Safe in Education three times and it was also included in their Safeguarding information packs provided at the meeting. The school's Safeguarding Audit report was also included in governors' packs.</p> <p>Mrs Senior thanked Dr Brown for her work on Safeguarding and in particular, her continuous support and attention to staff wellbeing. The Chair congratulated everyone involved in the successful outcome of the Safeguarding Audit and noted that the school was completely compliant with regards to Safeguarding responsibilities.</p> <p>Mrs Senior invited governors to Safeguarding training which is taking place in September at the school.</p> <p>Governors thanked Mrs Senior for her presentation and Mrs Senior left the meeting at this point.</p>	
2693.	<p>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies for absence were received from Mrs S Lord (consent) and Mr M Inch (consent).</p> <p>There were no declarations of interest.</p>	
2694	<p>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Friends of Scissett Middle School • Mrs Etherington's retirement • CIF 	
2695.	<p>MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2019</p> <p>RESOLVED: That the minutes of the meeting held on 5 February 2019 are agreed and signed by the Chair as a true record.</p>	

<p>2696.</p>	<p>MATTERS ARISING</p> <p>The following matters were arising:</p> <p>Minute 2679 (a) Staff Subject Presentations – comments are being collated and will be reported at a later date. Minute 2679 (c) GDPR - The Head Teacher has spoken to the MAST Finance Director who advised that the audit for schools sits with the staff member responsible for data in school and the annual GDPR audit is completed in the summer term and results will be shared with governors following this. Minute 2679 (e) Governor Visits - Miss Simpson and Mrs Kachmarski have completed their inductions with visits to the school and meeting with the head teacher. Minute 2682 Safeguarding – The Head Teacher has followed up on Trustee DBS disclosures. Minute 2686 There is an anomaly with figures from the Venn diagram not being consistent and it is not known why this is as yet. Minute 2689 Any Other Business - The Chair confirmed she has responded to staff and received no responses but there are some action points raised which Miss Potter will follow up with the Head Teacher. The Head Teacher advised that a Trust Pilot Survey for Teacher Workload is planned. Dr Brown confirmed that she had circulated her Science visit report and the Chair confirmed that she had circulated her Maths visit report.</p> <p>A discussion followed about changes to; the Accelerated Reader programme, PHSCE/Life Lessons, form time assemblies and pastoral opportunities.</p>	
<p>2697</p>	<p>SAFEGUARDING</p> <p>A Safeguarding presentation was delivered at the start of the meeting (minute 2692 refers) which included an update on the safeguarding particulars in school at present.</p> <p>Dr Brown explained that the Safeguarding Audit has become a live document which is continually updated and submitted for audit once per year. Dr Brown added that there are no areas for improvement or action in school and governors noted that the report was very encouraging and pleasing.</p> <p>Questions were invited about the report.</p> <p>Dr Brown queried how many governors are trained in Safer Recruitment and it was noted that the NSPCC are offering online Safer Recruitment training.</p>	

2698.	<p>REPORTS FROM COMMITTEES</p> <p><u>Finance and General Purpose Committee 4th April 2019</u></p> <p>The Chair noted that the only committee to have met since the last governing body meeting was the Finance and General Purposes committee which met prior to the governing body meeting. The Chair reported that the committee was presented an interim budget monitoring report indicating a surplus of £24K which contrasts with the previous projection of a £27K deficit.</p> <p>QUESTION: What made this difference? ANSWER: A range of factors, including the teachers pay grant, the contribution from the Mast towards the head teachers pay and the usual range of small savings. Full details have been given to the Finance Sub committee but can be shared with any governor interested.</p> <p>Question : Is year-end July? ANSWER: As an academy we are September to the end of August.</p>	
2699.	<p>FINANCIAL MANAGEMENT AND MONITORING</p> <p>Financial management and monitoring was reported in the previous minute (minute 2698 refers).</p>	
2700.	<p>HEALTH AND SAFETY</p> <p>Mr Jackson reported that he had undertaken a walk around on the 8th March and visited school on the 20th March to check the PAMP file and site-based risk assessments and there are no concerns to report.</p> <p>Thanks were given to Mr Jackson.</p>	
2701.	<p>POLICIES FOR REVIEW</p> <p>(a) <u>Looked After Children Policy</u></p> <p>Dr Brown advised that she had read through the policy prior to the meeting and the only issue to raise is that the policy is not consistent in referring to 'children who are looked after' as it reverts to 'looked after children' in parts.</p>	

	<p>RESOLVED: That the Looked After Children Policy is approved subject to Dr Brown’s suggested amendments.</p> <p>(b) <u>Online Safety and ICT Policy</u></p> <p>Dr Brown and Mr Inch had reviewed the policy prior to the meeting and made comments. Dr Brown noted that there was some debate about logins and the Head Teacher advised that the comments will be shared with Gill Senior and her team and the IT team to make a professional judgement and make any necessary final amends to the policy before the next governing body meeting.</p> <p>The Head Teacher requested that when policies are sent to governors to review, that any comments are sent in advance of the meeting to allow time for policies to be amended and avoid delays in approving them.</p> <p>ACTION POINT: That the Online Safety and ICT Policy is listed as an agenda item for the next governing body meeting.</p>	Agenda item
2702.	<p>HEAD TEACHER’S REPORT</p> <p>The Head Teacher’s report was circulated to governors in advance of the meeting. Mrs Large talked through key points from the report which were as follows:</p> <p>(a) <u>Staffing</u></p> <ul style="list-style-type: none"> • A very experienced supply teacher has been appointed to teach English to cover a staff absence and Mr Terry has taken on Head of Year responsibilities. • Internal interviews have taken place for a Leader for Disadvantaged Pupils and 2 reasearch posts were allocated for Wave 1 teaching for disadvantaged pupils and raising attainment for boys through teaching. The training for these research posts will be delivered by the West Yorkshire Teaching Alliance. Thanks were noted to Dr Brown and Mrs Kachmarski for their help with the interviews. • A post is currently being advertised for a new Head of English and interviews will take place next week, there has been interest by phone and a candidate is visiting the school this week. <p>QUESTION: Have we contacted any of the candidates from last time? ANSWER: Yes.</p>	

(b) Standards

The Venn diagrams have not been included due to these not being consistent with data. Writing should be more accurate and the focus will be on reading and grammar. The current data set is from February, 2b data will be collated shortly and staff have been working with moderator Jeannette Veins on writing; a new writing policy has been developed and staff are clearer on presenting for moderation now. The following points were noted in relation to data:

Reading 46% on target which is a substantial improvement since the 1a data collection.

Maths 34% on target which is a substantial improvement since the 1a data collection.

Disadvantaged pupils are doing well.

The 2b data currently being collated will show the pupils to focus on for interventions prior to SATs and improvements with scaled scores indicates good progress.

(c) CPD

There has been a lot of focus around diversity, whole school CPD on reading, work on active engagement for pupils and introductory sessions for the new Ofsted framework. Mrs Large explained that every member of staff is responsible for accelerated reader time which is why all staff have had training for this, Mrs Large talked about variety of texts and challenging texts, inference questions and how children's understanding is gauged through activities. A discussion followed about class readers.

(d) Safeguarding

Safeguarding and SEND had been discussed earlier in the meeting (minute 2692 refers).

(e) Pupils

There have been 204 first choice applications (9 over the PAN), 5 of which have EHCP's and appeals for year 7 will take place next week.

(f) Attendance

Attendance is close to the 97% target but there are issues with disadvantaged pupils' attendance and persistent absentees. Adam Lawler has been appointed and is being very proactive in addressing attendance issues with families. 8 warning letters have been sent this year for attendance so far, the lowest

attendance for a pupil was 63% but with involvement from the APSO and a parental contract this has improved to 74%. Overall attendance is above national and better than the previous year.

(g) Exclusions

There has been one exclusion this term. Mrs Large provided particular details about the incident preceding the exclusion, risk assessments and provision arrangements and governors asked about staff wellbeing in relation to the incident that occurred.

(h) Racist and Homophobic Incidents

There has been a decrease in incidents since the first term. Mrs Large talked through particular incidents and advised that SLT assemblies have been delivered to broaden children's understanding and awareness of issues as well as a class charter (in addition to the existing whole-school charter) about tolerance and respect.

(i) Community

A lot of support has been shown from the local community following the break in at school. A licence has been obtained for the school raffle and tickets have been sent home to be sold.

QUESTION: How do governors get some tickets to sell?

ANSWER: We'll post them out to you.

There have been two charity fundraisers this term for the Yorkshire Rose Dog Trust and Red Nose Day and pupils are fundraising for a school in Ethiopia and World Wildlife Fund.

Mrs Greenough talked about proposals to close Almondbury's secondary school provision and that she has had discussions with Graham Turner about Section 106 funding being directed to Scissett not elsewhere. Mrs Greenough advised that there may be a review of catchment areas following a decision to close Almondbury and that this may have an impact on Kirkburton Middle School so is something that should be monitored.

The Trust has submitted a sponsorship application form to sponsor schools in a category.

QUESTION: What impact would that have on this school?

ANSWER: Sponsoring can bring funding in and creates succession planning opportunities for staff to work with other schools and colleagues to develop their own expertise in leadership so it can help to develop and retain staff.

A discussion followed about economies of scale and the Mrs Greenough talked about her intentions to have a strategic lead across the MAST for SEND and Safeguarding which would be a really beneficial provision to have.

In order to improve communications Mrs Greenough explained that Microsoft Teams is also going to be introduced for September which will make information and communication easier and more accessible for everyone.

(j) SATs

Mrs Large advised that SATs week will be the week commencing 13th May and applications have been made for a number of slower readers and pupils with slower processing, to have additional time for their SATs – the decision is awaited. The SATs will take place in two sittings with half of the year group taking the tests and then the other half afterward – this is more difficult logistically and a lot of staff are needed to ensure the children have no cross-over between sitting the tests but will mean that the children can take the tests in a familiar class and with their usual teacher in the room. All pupils have been entered for SATs, none have been dis-applied. Some children will need one to one support in case they need to stop or have a rest break and all pupils will have an option of having the SPAG and Maths papers read to them if requested.

Mrs Large asked governors to come into school to assist with SATs and advised that training for SATs will take place on Tuesday 1st May and for a governor to assist with quality assurance.

ACTION POINT: That Dr Brown, Miss Potter and Mrs Kachmarski will assist with the SATs. Mrs Kachmarski will undertake the independent scrutineer role.

(k) Upcoming Dates

Mrs Large noted upcoming events in school including the production of Aladdin which staff, children and volunteers had dedicated a lot of time and effort to making it a success. Other events and dates include; school ski trip, Cineworld reward trips, drop-down days in preparation for year 6 including half a day of wellbeing support, year 7 and 8 drop-down days for wellbeing and careers, training day for the new Ofsted

**Mrs
Kachmarski**

	<p>framework, year 8 leavers assembly, new academic year and year 5's, celebration evening, new parents' evening.</p> <p>Thanks were noted to Mrs Large for her report.</p>	
<p>2703.</p>	<p>GOVERNOR TRAINING AND GOVERNOR VISITS</p> <p>(a) <u>Governor Visits</u></p> <p>The following governor visits were reported: Mr Jackson has undertaken two health and safety related visits to school. Dr Brown attended the Stem careers fair at Magna. Dr Brown and Mrs Kachmarkski visited school to assist with internal recruitment. And Mrs Simpson visited school as part of her governor induction. Miss Potter has undertaken a SSIF visit.</p> <p>(b) <u>Governor Training</u></p> <p>The following governor training was reported: Mrs Simpson has completed Safeguarding Working Together training through her employer and the certificate from this has been shared with the Chair. Mrs Kachmarkski has undertaken Safeguarding and Female Genital Mutilation training.</p> <p>Governors commended the school in being awarded the Gatsby Careers Benchmark which has only been awarded to 6 schools in West Yorkshire and 12 schools nationally.</p> <p>(c) <u>Upcoming Governor Visits</u></p> <p>ACTION POINT: Mrs Farmer is to complete a humanities link visit. Mrs Lord is to complete an English link visit. Mrs Simpson is to complete a PE link visit, including Sports Premium. Mrs Kachmarkski is to complete a Pupil Premium visit once Mrs Pocock has settled in. Mr Inch is visiting tomorrow for an Arts link visit. Miss Potter is to complete link visits for; maths and technology.</p>	<p>Mrs Farmer Mrs Lord Mrs Simpson Mrs Kachmarkski Mr Inch Miss Potter</p>

	<p>this. Across the Trust it has been over £600K that we've received for CIF which you don't get as a local authority maintained school. We only have 1300 pupils but may be limited with bid applications if we grow to over 5000 pupils.</p> <p>QUESTION: Do the bid writing company inform us about other potential bids we could apply for? ANSWER: They are people who were previously in charge of the bids with the DfE so they know the application process. There are some other grants through the West Yorkshire Teaching Alliance and Shelley College send us information about these.</p>	
2704.	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That the next meeting of the Local Governing Body will take place on Tuesday 4th June at 7:30pm.</p>	
2705.	<p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 21:23.