

**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 Tuesday, 5<sup>th</sup> February 2019.

**PRESENT**

Miss R Potter (Chair), Dr S Brown, Mrs S Farmer, Mrs S Lord, Miss L A Simpson, Mr J Terry and Mrs W Kachmarski.

**In attendance**

Mrs Gemma Hewitt (Minute Clerk)

Mrs Ann Large (Head of School)

The Chair welcomed Miss Simpson to the Governing Body and introductions were made.

Minute	Action
<p><b>2675. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Mr M Inch (consent) and Mr I Jackson (consent).</p> <p>There were no Declarations of Interest.</p>	
<p><b>2676. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b></p> <p>The following items were notified to be brought up under any other business;</p> <ul style="list-style-type: none"> <li>• Quality in Careers Standard</li> <li>• Wellbeing Award</li> <li>• Christmas Dinner</li> <li>• Recycling</li> </ul>	

2677.	<p><b>REPRESENTATION</b></p> <p><b>RESOLVED:</b> That the following matters of representation be noted:</p> <p><u>Appointment</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect from</u></th> </tr> </thead> <tbody> <tr> <td>Mrs W Kachmarski</td> <td>Parent</td> <td>17 December 2018</td> </tr> <tr> <td>Miss L A Simpson</td> <td>Parent</td> <td>27 December 2018</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect from</u>	Mrs W Kachmarski	Parent	17 December 2018	Miss L A Simpson	Parent	27 December 2018	
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2678.	<p><b>MINUTES OF THE MEETING HELD ON 6 DECEMBER 2018</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 6 December 2018 are agreed and signed by the Chair as a true record subject to the following amendment:</p> <p><u>Page 5, Minute 2659 (h)</u></p> <p>The final sentence in the second paragraph should read ‘Mrs Large has recently completed and passed her NPQH so is <b>ready</b> for headship’.</p>										
2679.	<p><b>MATTERS ARISING</b></p> <p>(a) <u>Staff subject presentations – Minute 2359 (f) refers</u></p> <p>Mrs Farmer confirmed that she had sent her brief description of staff subject presentations through to Mrs Large as promised.</p> <p><b>ACTION POINT:</b> Mrs Large is to give the description to staff.</p> <p>(b) <u>Scheme of Delegation – Minute 2359 (h) refers</u></p> <p><b>QUESTION: Has the Scheme of Delegation been finalised?</b>  <b>ANSWER:</b> The Head of School has a job description and the Head Teacher job description remains the same. These job descriptions are in place of a scheme of delegation.</p>	<p><b>Mrs Large</b></p>									

	<p>(c) <u>GDPR – Minute 2665 refers</u></p> <p>It was noted that Governors are still awaiting a brief report from the Mast detailing where the school is at regarding GDPR compliance.</p> <p><b>ACTION POINT:</b> The Chair advised that she would chase up the report.</p> <p>(d) <u>Safeguarding Training – Minute 2669 (b) refers</u></p> <p><b>ACTION POINT:</b> The safeguarding training details are still to be circulated to Governors.</p> <p>(e) <u>Governor Visits – Minute 2669 (b) refers</u></p> <p><b>ACTION POINT:</b> A meeting between the Head Teacher and Miss Simpson is to be arranged. Induction is also to be completed for Mrs Kachmarski and Miss Simpson. Once completed, the Chair can allocate visit responsibilities.</p>	<p><b>Mrs Potter</b></p> <p><b>School (Sally)</b></p> <p><b>Miss Simpson &amp; Mrs Kachmarski</b></p>
2680.	<p><b>REPORTS FROM COMMITTEES</b></p> <p>There had been no Committee meetings to report.</p>	
2681.	<p><b>FINANCIAL MANAGEMENT AND MONITORING</b></p> <p>The P4 report had been circulated prior to the meeting. This showed the budget position with a predicted £13,966 deficit, the actual budget was +£8427 and the variance +£22,393.</p> <p>The Chair informed Governors that income is not properly profiled throughout the year, therefore it is not a true indication of where the budget will be. There will be a clearer view next month once the new software is in place. Although the school budgeted a £32,000 deficit, there will be some savings, including reduced Head Teacher salary, the Financial Manager is reasonably confident that there will be a surplus by the year end.</p> <p><b>QUESTION: Why is there an outturn surplus but a predicted deficit?</b></p> <p><b>ANSWER:</b> We did unexpectedly well last year. Staffing requirements have now changed and a number of new positions have been recruited. We also have more pupils this year but won't receive funding for that until next year.</p>	

**2682. SAFEGUARDING**

A report had been circulated by the Safeguarding Governor prior to the meeting. The following update was discussed:

- The Safeguarding Governor had visited school for the Link Safeguarding meeting.
- In addition to the numbers included on the report, there were now two more TAF in school.
- Looked after Children and Child Protection responsibility has been taken on by one senior Safeguarding Lead and all other Safeguarding issues are being dealt with by Mrs Senior.
- There is one child with autism who requires one to one support. The school has requested extra funding towards this.

**QUESTION: Do we get funding for all day?**

ANSWER: Not at the moment.

- After half term, Mr Lawlor will be spending one day a week at Kirkburton School.
- One new Looked After Child joined the school last week and has settled in very well.
- . 'The children who are no longer classed as Children who are Looked After are still monitored although their funding has stopped
- 'Mrs Paige has updated her bereavement training to be ready to support two children
- The Safeguarding Governor has checked the Single Central Record. This highlighted that some Trustees do not have DBS disclosures. Governors noted their concerns regarding this and stated that it would need chasing up. It was reported that everything else is up to date. Some old DBS checks were to be updated and the Safeguarding Governor had flagged this up as a priority.
- Mrs Senior is to attend the next Governing Body meeting to discuss safeguarding.

**ACTION POINT:** Head teacher to follow up on Trustee DBS disclosures..

- It was noted that there is an increase in the number of children requiring extra support and the profile of the school is changing. Governors commented that there is excellent provision in place for these children and wellbeing is high on the agenda. Vulnerable children who do not qualify for funding are given the opportunity to attend clubs and activities which increase their confidence. Governors agreed that the school is a very nurturing environment for children and sent their thanks to Mrs Senior, the Change and Safeguarding Team and all Pastoral Staff for their part in this. Governors also thanked Dr Brown for all her work with Safeguarding, SEND and Looked After Children.

**Head Teacher**

2683.	<p><b>HEALTH AND SAFETY</b></p> <p>There was nothing to report.</p>	
2684.	<p><b>POLICIES FOR REVIEW</b></p> <p>(a) <u>Residential Visits Policy</u></p> <p>Governors were informed that Mark Inch and Katrina Smith had looked at the Policy and were happy to recommend it for approval.</p> <p><b>RESOLVED:</b> That the Residential Visits Policy be approved and adopted by Governors.</p> <p>(b) <u>Child Protection Policy</u></p> <p>'Dr Brown advised that the school had adapted the LA Policy and was happy to recommend it for approval subject to the policy being given the school's front cover .</p> <p><b>RESOLVED:</b> That the Child Protection Policy be approved and adopted by Governors subject to the agreed amendment.</p> <p>(c) <u>Supporting Pupils with Medical Needs Policy</u></p> <p>The Chair advised that this was a MAT Policy and she was happy to recommend it to Governors subject to names being added in the blank areas.</p> <p><b>RESOLVED:</b> That the Supporting Pupils with Medical Needs Policy be approved and adopted by Governors subject to the agreed amendments.</p> <p>(d) <u>MAST Staff Disciplinary Policy</u></p> <p><b>RESOLVED:</b> That Governors accept the Staff Disciplinary Policy.</p> <p>(e) <u>Online Safety and ICT Policy</u></p>	<p><b>Chair/Mr Inch</b></p>

	<p><b>ACTION POINT:</b> The Chair advised that she would ask Mark Inch to look at the Policy for recommendation at the next meeting.</p>	
<p>2685.</p>	<p><b>SCHOOL REVIEW – JIM MCGRATH</b></p> <p>The report from Jim McGrath, a lead Ofsted Inspector, had been sent to Governors prior to the meeting.</p> <p>Governors were informed that Mr McGrath had been carrying out an external review of Mast schools. During his visit he had looked at the SEF, the School Action Plan and any related data, as well as carrying out joint lesson observations with the Head of School, the Head Teacher and the Senior Assistant Head Teacher. Interviews had also been carried out around outcomes and data.</p> <p>Mrs Large advised that she had been very pleased with the report, it had been very positive and no major actions were required. Several recommendations had been made, these were as follows:</p> <p><u>Recommendation One</u></p> <p>The use of Confidence Interval Charts had been recommended to show strong progress. Mrs Large gave out an example of these showing last year's cohort. She advised Governors how the charts show progress for all the different groups. Governors could see that despite coming in low, Pupil Premium children had left the school at National Expectations in English. Although these children had not met National in Maths, good progress could clearly be seen.</p> <p><u>Recommendation Two</u></p> <p>Leadership and Management should provide examples of their impact in the SEF. Mrs Large noted that this has begun in Leadership meetings and amendments have been made to the SEF. This will be revisited at the next meeting.</p> <p><u>Recommendation Three</u></p> <p>CPD sessions should be held in literacy and numeracy. The Head of Maths and the Head of English would run CPD sessions key requirements after the half term holiday, staff would also be taught the expectations which should be seen across all areas. Reminders of what is required to meet Expected Standards will be shared in all lessons.</p>	

#### Recommendation Four

The fourth recommendation was to accelerate the rate of progress of pupils with SEND in English to match progress in Maths. Although progress in English is Good, Maths is judged at Outstanding, however the gap is closing. Mrs Large advised Governors that the school has a very good Head of English who has rewritten all of the schemes of work to ensure pupils are GCSE ready.

**QUESTION: Is English SEND a particularly low achieving area?**

ANSWER: No, a lot is in place for those children. We have received extra funding to introduce more programmes to support SEND, such as Lexonik, which is a reading comprehension programme. This is used where it is felt SEND children require extra support. We were also approved our request for more funding towards Lexonik Leap, which is phonics based with comprehension. We now cover all SEND with a form of intervention that meets their needs. Case studies and provision mapping are in place.

**QUESTION: Will that ensure that nobody 'slips the net'?**

ANSWER: Yes it should do. We put in individual IEPs in place for disadvantaged pupils where necessary.. A job has been advertised internally to manage this. We have also internally advertised a research post to look at lower achieving boys. This is a project which will run from Easter to Summer.

**QUESTION: Do you give a TLR for these roles?**

ANSWER: Yes we do.

**QUESTION: Are the roles for a set period?**

ANSWER: Yes, they are until Summer 2020 in the first instance.

Governors commented that it is a very good way of retaining staff and provides more opportunities for them.

#### Recommendation Five

The final recommendation was to ensure strong challenge is in place when providing feedback, which is now on the School Development plan. Mrs Large advised that CPD was planned for the following week. Some ETA's also need more direction from Teachers to ensure their impact in the classroom.

Governors agreed that the report was very positive.

	<p><b>QUESTION: Will the review be carried out annually?</b>  ANSWER: This review was organised in order to verify the Mast review, it may only take place every few years.</p>	
2686.	<p><b>SCHOOL DATA AND STANDARDS</b></p> <p>The data had been sent out prior to the meeting.</p> <p>(a) <u>Year 6 2017-2020 cohort, Attainment and Progress 2018</u></p> <p>Chance Analysis Tables were included. Mrs Large explained how these work. She advised that Reading and Maths are tested every half term to see progress and pick up any areas where interventions are required. The school tracks against Greater Depth.. 'All staff have a list of the children and their current outcomes including photographs for easy identification of any requiring extra support.</p> <p>Venn diagrams were also included and Mrs Large will seek clarification on how these relate to the data tables.</p> <p>(b) <u>Year 6 On Track Analysis 2018-2019 Term 1b</u></p> <p><b>QUESTION: There does not seem to be much change in writing scores from 1a to 1b. Is this usual at this time of year or is there another explanation?</b>  ANSWER: It is unlikely that we would see much change at this time of year. In order to assess, Teachers must be able to see the use of the points in assessment consistently over a length of time. This will most likely be completed after the SATS.</p> <p><b>QUESTION: How many pieces of assessed writing do the children do?</b>  ANSWER: They do one every half term. An external moderator has been into school and gone through the criteria for writing assessment.</p> <p><b>QUESTION: There seems to be a larger proportion of pupils at Working Towards in Writing than Reading and Maths. Is there a reason for this?</b>  ANSWER: It is the same reason as the previous question, we would expect that at this point in the year.</p> <p><b>QUESTION: The SEN group at 18 or 19 is small, is the data set large enough for the stats to be reliable?</b></p>	Mrs Large

ANSWER: The group is small, but it is significant to the school. All data is backed up with case studies.

**QUESTION: Are the fast track group included elsewhere, such as SEN or Pupil Premium, or is this the only place their data appears?**

ANSWER: Yes, their data is included in other areas.

Governors commented that it is very pleasing that the fast track group appear to be making really good progress and exceeding the All group in every area. It was noted that for the whole school, 44 were exceeding in Reading, 18.7 in Writing and 27.2 in Maths against 47.6 in Reading, 19 in Writing and 52.4 in Maths for the fast track group.

**QUESTION: What happened to the Reading progress in Term 1a?**

ANSWER: There was a big jump from the previous year, so we saw a slight dip. Progress is not linear; the new scheme of work includes guided reading sessions each week on inference which will help with progress.

(c) Year 7 Progress Data

**QUESTION: How are subjects assessed for the 1b target?**

ANSWER: It depends on the subject. Maths use the AQA termly tests. English assess Reading and Writing against GCSE criteria, which could be a reason for the lower progress results. Teaching and the schemes of works are right, but we need to consider where to mark against GCSE criteria, as the children are only in Year 7 but are judged against Year 11 criteria. Other subjects are a mixture of Teacher assessment and assessed written work.

**QUESTION: English appears to have the greatest number of pupils below target at 22%, 40% of these are Pupil Premium and 44.8% SEN, can you explain what is happening and what can we do about it?**

ANSWER: We are still adapting to the new curriculum and assessment is very different. We are confident that we will catch up. Measures in place include the fast track groups and extra time spent on subjects.

Mrs Large explained that the gaps on entry for this cohort mean that targets are different for the pupils. Many come in below in Reading which means there is a lot of progress to make up.

(d) Year 8 Progress Data

	<p><b>QUESTION: French and RE show that 100% of pupils are on target, is this a result of the style of testing?</b></p> <p>ANSWER: I have spoken to Teachers about this. RE and French are more verbal at the start and gaps tend to show later in the Year when pupils move on to more extended pieces of writing.</p> <p><b>QUESTION: Do Ofsted look at the broader curriculum and performance rather than just results?</b></p> <p>ANSWER: They will look at data and teaching and learning. They will also want to understand the vision behind the curriculum and the reason behind it. For example, we would explain that the fast track groups were created to support the Year 6 cohort and to adapt to their needs. They will also want to know how we will adapt for the next cohort and how the curriculum addresses data on entry.</p> <p>The Chair noted that although the budget is set in May, the school will not see the needs of the next cohort until July. Therefore, the curriculum needs to be adapted accordingly but without extra funding which may have been required.</p> <p>(e) <u>Rapid Improvement Plan Update</u></p> <p>Mrs Large advised that the plan was put in place as there were some concerns regarding the Key Stage 2 results and the curriculum required some changes. A new Head of Key Stage 2 English was appointed internally, and this meant that the Rapid Improvement Plan was completed by Christmas. The whole Key Stage 2 curriculum is currently being rewritten to address any issues which came out of the SATs. All actions on the plan were completed and signed off and an action plan for the next 12 months has been created.</p>	
2687.	<p><b>STAFF SURVEY</b></p> <p>The Staff Survey results had been circulated prior to the meeting</p> <p>Governors were advised that the same survey had been used as last time, there had been 25 responses which was relatively low as it had been circulated to all teaching staff and ETAs, but staff had been given other surveys at the same time.</p> <p>Governors were pleased to note that many of the answers throughout the survey were agree or strongly agree. The questions and responses were discussed. It was agreed that the survey raised slight concerns that CPD</p>	

	<p>opportunities were not available outside of school, however, Mrs Large advised that there is a lot of CPD within School and the MAT.</p> <p>The Chair noted that she felt it would have been better to see more strongly agree responses and it may be an idea to redo the survey at a later date but drill down more to receive more detail from the responses. Mrs Large agreed that she could allocate some time to do this.</p> <p>Governors felt that it is difficult to find out the reason for any negative responses and to address them with anonymous surveys. It was highlighted that there may be some issues with team work, however, many other answers showed that staff work well together. The survey also showed that some staff were unhappy that some pastoral time had been taken away to make more time for the curriculum.</p> <p>Governors noted that the comments were mostly positive, although there were a few comments regarding work life balance and Governors agreed that they have a duty to explore that.</p> <p><b>ACTION POINT:</b> Governors are to create a response to the survey which will be drafted by the Chair. The letter will advise staff to speak to them should they wish to discuss any issues raised, or give further information regarding any disagreements.</p>	<p><b>Chair</b></p>
<p>2688.</p>	<p><b>GOVERNOR TRAINING AND GOVERNOR VISITS</b></p> <p>The following visits were reported:</p> <p>Dr Brown had visited Simon Home regarding Science on the 19<sup>th</sup> December. She advised that she would send the visit report to Governors but gave the following update:</p> <ul style="list-style-type: none"> <li>• A lot of the points raised in the Science Spotlight have been addressed.</li> <li>• Mr Home was very pleased with the three dedicated rooms for Science, but still had concerns that the laboratory is empty at certain periods as he would like it to be used more for Science.</li> <li>• There were also concerns regarding the increasing pupil numbers in the Year 6 classes as it makes the number of pupils at each work station in the laboratories rather large .</li> </ul> <p><b>QUESTION: Are the increased numbers projected to continue next year?</b></p> <p><b>ANSWER:</b> Slightly lower numbers are expected, however, after appeals there is a chance it will continue at the increased level.</p>	



	<p>A full day verification visit had taken place. Governors were advised that it was a very rigorous assessment with interviews held all day with teachers, pupils, parents and governors (including Dr Brown and Ms Potter). Although the school was still awaiting formal notification of the award, the assessor had advised that the school would be recommended for it.</p> <p>Governors passed on their thanks to all staff for their hard work in achieving this, in particular Amy, the Change Team and Dr Brown.</p> <p>Governors took the opportunity to comment on the positive feedback from some Grandparents following the ballroom dancing provision.</p> <p>(c) <u>Recycling</u></p> <p>Mrs Farmer advised that she is aware of a Company which recycles pens, the company will collect, or collection points are available. Mrs Farmer will arrange for a bin to be arranged at the school and stated that she would make a collection once a month.</p> <p>Governors agreed that there is a need to consider the school's environmental footprint at some point in the future when time in school permits.</p> <p>(d) <u>Christmas Dinner</u></p> <p>A date was to be arranged. Mrs Farmer advised that she would send out a date survey.</p>	
2690.	<p><b>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b></p> <p><b>RESOLVED:</b> That the next meeting of the Local Governing Body will take place at 7:30pm on Thursday 4<sup>th</sup> April 2019, there will be Finance Committee meeting preceding the meeting at 6.30pm.</p>	
2691.	<p><b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b></p> <p><b>RESOLVED:</b> That no part of this 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>	

