

THE MAST ACADEMY TRUST

Company No: 10357163

DfE: 4041

**THE LOCAL GOVERNING BODY OF SCISSETT MIDDLE SCHOOL**

Minutes of the Local Governing Body meeting held at 6.30 pm at the School on Tuesday, 12 December 2017.

PRESENT

Miss R Potter (Chair), Dr S E Brown, Mrs S Farmer, Mrs N Greenough, Mr M A Inch, Mr J Terry

In Attendance

Mr G Dawkins (Minute Clerk)

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b><u>2520. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b>	<p>Apologies for absence were received from Mr M Armitage (consent), Mr I Jackson (consent), Mrs S D Lord (consent), Mrs S North (consent) and Mrs L Wilkinson (consent)</p> <p>It was noted that Mr Jamie Lyne is an Associate Governors and will retain an interest in the school and will attend meetings as required. The Chair expressed the thanks of the Governing Body for he had contributed to the school.</p> <p><b>ACTION:</b> Mr Lyne is to remain on the circulation list for papers.</p> <p>There were no declarations of interest.</p>	<b>Clerking Service</b>
<b><u>2521. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b>	<p>There following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> <li>(i) Scheme of Delegation</li> <li>(ii) Ofsted Questions</li> <li>(iii) Governor Support &amp; Challenge File</li> <li>(iv) Head Teacher's Appraisal</li> </ul>	



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	<p>It was asked what the process would be should the school decide on an earlier finishing time as Scissett Middle School had the latest finishing time of schools in the Pyramid. Changes could be accommodated subject to notice and consultation.</p> <p>Mr Turner was aware of complaints from the Public as well which apparently have been addressed.</p>	
<b>2524. <u>FINANCE</u></b>	<p>It was noted that the Auditors have been in and have been very complimentary with only minor changes requested.</p> <p>The LGB expressed their thanks to Mrs Etherington from the school and Mr Field, the MAST Finance Director.</p>	
<b>2525. <u>STANDARDS AND EFFECTIVENESS</u></b>	<p>Standards &amp; Effectiveness are covered in the Head Teacher's Report, Minute 2529 refers.</p>	
<b>2526. <u>SAFEGUARDING</u></b>	<p>Dr Brown reported having met with the Safeguarding Lead and has signed off the SCR (Single Central Record) for the Summer term.</p>	
<b>2527. <u>RISK REGISTER</u></b>	<p>The Risk Register will be reviewed at the next LGB meeting when copies have been circulated to all Governors.</p> <p><b>ACTION:</b> The review of the Risk Register is to be an Agenda Item for the next LGB meeting.</p>	<p><b>Governors</b></p> <p><b>Clerking Service</b></p>
<b>2528. <u>HEALTH &amp; SAFETY</u></b>	<p>It was reported that there is a Trust wide push on Health &amp; Safety with "Working at Heights" being covered this half term.</p> <p>The "Working at Heights" Risk Assessment is to be circulated to all Governors for any comments</p>	<p><b>Head Teacher / Governors</b></p>

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<p><b>2529. <u>HEAD</u></b> <b><u>TEACHER'S REPORT</u></b></p>	<p>The Head Teacher raised the following items:</p> <p>(i) <u>Staffing Update</u></p> <p>The Head of English has stepped down and this position will be advertised in January 2018 for an Easter start.</p> <p>(ii) <u>Standards</u></p> <p><b>Q.- How is consistency of assessment achieved?</b>  <b>A.-</b> All staff have been observed teaching their subjects as part of a spotlight process. There has been evaluation of outcomes, full observations and a Leadership meeting to review outcomes. Standardisation files and moderation are used. Where there are anomalies in assessment, staff have been given further training and support to ensure a standardised approach.</p> <p>It was noted that targets from Yr7 are now being set from SATs scores which are nationally set.</p> <p><b>Q.- The recent progress data for Geography and History shows 100% on track for all groups. Is this correct as all other subjects generally show a reasonable spread of results across the groups and bands of progress?</b>  <b>A.-</b> 100% is not correct and staff are re-looking at the data and cross-moderating so will be correct next time.</p> <p><b>Q.- When is next data published?</b>  <b>A.-</b> Yr7 &amp; 8 termly so Easter and Yr6 half-termly.</p> <p><b>Q.- Technology (Food &amp; Fabric) is showing progress as “on track” or significantly “above” for all groups. Is this correct?</b>  <b>A.-</b> This is to be reviewed because the cohort is currently very well ahead on the course and the progress should relate to the end of the year.</p>	

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	<p>(iii) <u>Subject Spotlights</u></p> <p>The Chair circulated the English Spotlight which shows the detail of work and how thoroughly everything is looked at with cross-moderation. The Spotlights give the back up to the snapshot data from testing.</p> <p><b>Q.- Outcomes at the end of Yr8 are very strong and outstanding at the end of Yr6. Is this correct?</b></p> <p><b>A.-</b> Yes, by the end of Yr8 the GL is 106 which is very strong but to be outstanding the GL needs to be 114.</p> <p>(iv) <u>Resources and Site</u></p> <p>This covered under Minute 2530.</p> <p>(v) <u>Pupil Data</u></p> <p>Attendance is strong with the whole school achieving 96.9% in December but we need to focus on Disadvantaged pupils. The recent epidemic will have an impact so will look at the data and then remove those that relate to the flu to see the impact.</p> <p><b>Q.- Have we got a protocol to invoke a “deep clean” after a certain period of time of an epidemic?</b></p> <p><b>A.-</b> No, Mr Inch is to investigate any protocols, procedures and case studies etc.</p> <p>(vi) <u>Community</u></p> <p>It was noted that the Christmas Event was enjoyed by the Governors and the Chair thanked the staff and pupils.</p> <p><b>Q.- Was there any feedback from the stall holders?</b></p> <p><b>A.-</b> No, all ok.</p> <p><b>Q.- What time is the Christmas Carol Service?</b></p> <p><b>A.-</b> 7pm.</p>	<p>Mr Inch</p>

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	<p>Christmas Dinner Day is on 12 December 2017 and the School are paying for all staff as part of the Well Being for Staff.</p> <p>The Chair thanked the Head Teacher for her report.</p>	
<p><b><u>2530. SITE DEVELOPMENT</u></b></p>	<p>(i) <u>Sports Provision</u></p> <p>It was reported that Governors have worked with a professional Bid Writer to ensure we have bids for funding going forward. One to fence off the immediate school area as discussed at previous LGB meetings and the second is to forward the plans to improve Sports facilities.</p> <p>The first phase is to apply for an all-weather pitch and new changing rooms designed in a way which would allow a Sports Hall to be added later.</p> <p>Such facilities would provide vital sports facilities for the school, a community asset and a rental income stream which cannot be provided by the current facilities that are sub-standard and do not meet current disability requirements.</p> <p>The current changing rooms can become more teaching space.</p> <p>The proposals are considered to be good for the community and the MAST. The outcome of the bid should be known around Easter. The bid for securing the site is a strong one demonstrating real need, the sports facility bid is more speculative as the precise assessment criteria have not been published.</p> <p><b>Q.- What would be the programme?</b>  <b>A.-</b> The works will be put out to tender but are unlikely to make a start before the Summer.</p> <p>The Chair thanked Mr Inch and Mr Lyne for all their work with the design of the sports facilities.</p>	

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	<p>(ii) <u>Security Enhancement Project</u></p> <p>The Security Enhancement Project is going ahead in bidding terms and the Bid Writer is confident as it meets the safeguarding criteria.</p> <p>The works have been put out to tender but only one partial bid has been returned from which the Chair ( a qualified Landscape Architect) has used the rates to produce a cost plan for the bid, approx. £100k for fencing, gates, rising bollards etc plus a separate price for CCTV.</p> <p><b>Q.- When will the outcome of the bid be known?</b>  <b>A.-</b> March/Easter.</p> <p><b>Q.- Are we making any contribution?</b>  <b>A.-</b> Yes, £5k for fencing and £10k for the Sports Provision.</p> <p>The Head Teacher wished to record a big thank you to Governors for contributing to get the bids submitted.</p> <p>(iii) <u>Master planning for Future Growth</u></p> <p>The Chair has discussed master planning for future growth with the Head Teacher and are to meet in the New Year. The Head Teacher has a meeting with the other MAST Head Teachers in the first week back to look at growth, pupil numbers, etc so there will be a clearer picture of how we develop after that. Dates for discussions will be set in the New Year and others may wish to be involved.</p> <p><b>ACTION:</b> The Head Teacher is to identify key issues in order to help focus on priorities for future development</p>	<p><b>Head Teacher</b></p>

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<p><b>2531. <u>SCHOOL ACTION PLAN &amp; SEF</u></b></p>	<p>(i) <u>SEF</u></p> <p>The Summary of the Self-Evaluation had been circulated to all Governors prior to the meeting.</p> <p>It was noted that it is very detailed and all gradings are shown as “outstanding” based on the Spotlights.</p> <p>Two areas were considered border line between good/outstanding but on balance it was believed these must be outstanding given the generally outstanding learning outcomes for pupils.</p> <p>From January 2018 how Ofsted is managing schools is changing so if “good” there will be a one 1-day inspection to re-confirm.</p> <p><b>Q.- How safe do children feel?</b>  <b>A.-</b> As part of Spotlight all pupils have been interviewed and all know what to do regarding e-safety. The PHSE programme covers everything – Yr6 Religion, Yr7 Mental Health &amp; Well Being and Yr8 Racism and Homophobia.</p> <p>It was noted that 80% of the pupils take part in extra-curricular activities which is to be added into the SEF as well as outside school activities which also relates to the Sports Premium Bid.</p> <p>The focus on Health &amp; Well Being is to be enhanced in the relevant sections of the SEF.</p> <p>(ii) <u>School Action Plan</u></p> <p>The SEF relates directly to the School Action Plan and there are three goals based on Teaching &amp; Learning as the focus:</p> <p>(a) To achieve 86% of pupils at expected levels of English and Maths at the end of Year 6 and 90% at the end of Year 8.</p>	



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	<p><b>Q.- How does this compare to national?</b>  <b>A.-</b> 73-78% English (Writing &amp; Reading) and 75% Maths but this is attainment.</p> <p>The priorities are centred on Teaching &amp; Learning – pace, challenge, data, moderation, evaluation, standardisation, etc.</p> <p>(b) To enhance the school’s involvement with the Local Community.</p> <p><b>Q.- The actions seem right but what are the targets and when?</b>  <b>A.-</b> The SDP published last year has targets and goals for 3 years with termly targets. The Head Teacher will send out the SDP again to all Governors so they can review and come back with any questions.</p> <p>(c) To have no gap academically or socially for SEND / disadvantaged pupils.</p> <p><b>Q.- Is this goal realistic?</b>  <b>A.-</b> Yes, as this is no gap compared to national and our Year 8 meet national or exceed. This is not an in-school gap.</p> <p>The Head Teacher reported that the SEF is being correlated to the Action Plan which will then be RAGed. Evidence will be put in to support the RAG assessment and this will be done and circulated to Governors for comment before the 16 January 2018 LGB meeting.</p>	<p><b>Head Teacher / Governors</b></p> <p><b>Head Teacher / Governors</b></p>
<p><b><u>2532. GOVERNOR TRAINING AND GOVERNOR VISITS</u></b></p>	<p>(i) Dr Brown undertook and passed the Safer Recruitment Training on 16 November 2017, attended ETA interviews on 4 December 2017 at which 2 were appointed, attended the Head Teacher’s Appraisal on 6 December 2017 and Mrs Senior on 7 December 2017 regarding Looked After Children, Safeguarding and SEN.</p> <p>Dr Brown reported that at the beginning of the year there were 4 LAC but now there are only 2 as 1 went to Joseph Norton and 1 to Special Guardianship. The remaining Year 7 boy and Year 6 girl are working in line with expectations.</p>	

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	<p>(ii) Safeguarding:</p> <p>It was reported that Mrs Senior has completed and submitted the Safeguarding Audit. This is now a live document so changes can be made over the year. Safeguarding in school is good with no Child Protection Plans, 1 Year 8 Child in Need and 2 TAF (Team Around the Family) children. All are doing well in school and Mrs Senior is liaising with the children and families as the problems are at home not in school.</p> <p>The Safeguarding Team are up to date with training and data is now being recorded on CPOMS. Mrs Senior is giving training to staff regarding CPOMS.</p> <p>The SCR is being signed off each term by the Link Governor and each half term by the DSC and Head Teacher. The SCR can only be accessed through Mrs Etherington's computer for security.</p> <p>(iii) SEND:</p> <p>Mrs Senior is going for the National SENDCO qualification at Leeds Beckett University as well as doing the KC training for half days to get to know day-to-day duties, completion of IEPs etc.</p> <p>There are currently 64 pupils on the SEN register, 6 with EHCPs and 4 with My Support Plans.</p> <p>Mrs Senior will attend the Pyramid SEN meetings to find out how children are put on My Support Plans to ensure smooth and accurate transition to SMS. Mrs Senior has developed a combined IEP and PM form to be able to track interventions.</p> <p>Behaviour and attendance is monitored on a 3-weekly basis with interventions planned promptly when required.</p>	

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	<p>The department is well resourced, supported by the Head Teacher, reduced teaching commitment and strong admin support.</p> <p>(iv) Music Link Governor Monitoring Report:</p> <p>The Chair presented her Music Link Governor monitoring report to try out the standard procedures and questions for Link Governor Monitoring Reports and to show how the framework can be applied.</p> <p>The Chair noted that she will undertake another visit in the Summer term when data and assessments will be looked at.</p> <p><b>Q.- Is the report based on the Visit Pro-forma?</b>  <b>A.-</b> Yes, the Chair noted that the Visit Pro-forma had been issued to Governors but there had been no feedback. Governors are asked to trial it when undertaking a Link Governor visit and feedback any comments as it is not intended to be a rigid format.</p> <p><b>Q.- Should we be looking at pupils involved in Music activities both in and out of school?</b>  <b>A.-</b> Yes, this can apply to all Link Governor Visits and shows support and encouragement by the school.</p> <p>The range of enrichment in this school is high.</p> <p><b>ACTION:</b> The Chair asked Governors to book in subject visits.</p> <p>The standard questions are very useful and are circulated to the teacher before the visit, the first visit can look at breadth and set parameters and the second can look at data, assessment etc. The draft report is checked by the teacher before it is circulated.</p> <p>(v) <u>Governor Training on 7 November 2017</u></p> <p>4 subjects were offered, each lead by a member of the senior team as follows:-</p>	<p><b>Governors</b></p> <p><b>Governors</b></p>

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	<ul style="list-style-type: none"> <li>• Vulnerable Groups- SEND and Safeguarding - Gill Senior</li> <li>• Standards, Data and Progress - Joe McQueeney and Natasha Greenough</li> <li>• Community, Citizenship, Well Being &amp; Communications - Odile Scouarnec</li> <li>• Disadvantage Pupils and Pupil Premium - Ann Large</li> </ul> <p>Governors had the chance to attend 2 sessions in a group of 2 or 3, each lasting 45 minutes. It was a very useful opportunity to increase understanding of the key areas of a Governors remit, which will help us to question, challenge and support the school in future. The quality of training offered by the staff was extremely high and everyone who attended was very impressed and came away much more confident in their chosen subjects.</p> <p>The aim is to repeat this annually on the key areas.</p> <p>The Chair attended the Ofsted training provided through the Kirklees GLAD programme.</p>	
<b>2533. <u>LGB - KPIs</u></b>	<p>The Chair reported that every year there is a need to assess Governors' performance at the end of the year.</p> <p>The Chair proposed a set of objectives and targets which have been taken from the National Governance Handbook. There are 3 Core Functions each with a number of activities and 4 sections to define actions – Who, When, How Evidenced/Measured and Result.</p> <p><b>ACTION:</b> The Chair asked Governors to review the document and feedback any comments.</p>	<b>Governors</b>
<b>2534. <u>ANY OTHER BUSINESS</u></b>	<p>(i) <u>Scheme of Delegation</u></p> <p>The Scheme of Delegation was handed out at a training session in November 2017 and Governors are to take note.</p>	

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	<p>(ii) <u>Ofsted Training</u></p> <p>The Chair has printed off and circulated to Governors key Ofsted questions and will also post out various documents to Governors.</p> <p>(iii) <u>Governor Support &amp; Challenge File</u></p> <p><b>ACTION:</b> The Governor Support and Challenge File is to be an agenda item at the next LGB meeting.</p> <p>(iv) <u>Head Teacher's Appraisal</u></p> <p>It was reported that the Head Teacher had met all last year's objectives and the Appraisal Team were impressed with the Head Teacher's knowledge of data, pupils, staff and other schools.</p> <p>It was recommended that 1 point on the pay scale be awarded which would take the Head Teacher to the top of the scale.</p> <p><b>RESOLVED:</b> That the Head Teacher be awarded 1 point on the pay scale.</p> <p>Objectives were set for next year and these will be shared with Governors at the next LGB meeting.</p> <p>The Head Teacher thanked the Governors for their support over the last 18 months.</p>	<p><b>Chair / Governors</b></p> <p><b>Clerking Service</b></p>
<p><b><u>2535. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.</u></b></p>	<p><b>RESOLVED:</b> That future meetings of the Governing Body are to be held in school on the following dates:</p> <ul style="list-style-type: none"> <li>• Tuesday, 16 January 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Tuesday, 13 March 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 15 May 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 3 July 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 17 July 2018 at 7.00pm (Review Meeting) preceded by the Resources &amp; Finance Committee at 6.30pm</li> </ul>	
<b><u>2536. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></b>	<b>RESOLVED:</b> That no part of the minutes be excluded from the copy to be made available at the School.	

The Chair closed the meeting at 9.15pm.