

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, 13 March 2018.

PRESENT

For agenda item 2554 - Financial Management and Monitoring: Miss R Potter (Chair), Dr. S E Brown, Mrs. N Greenough, Mr. M Armitage,

For Whole Meeting: Miss R Potter (Chair), Dr. S E Brown, Mrs N Greenough, Mr. M Armitage, Mr. I Jackson

In Attendance

- Mrs A Large (Deputy Head)
- Mrs L Etherington (Business Manager)
- Mrs G Starke (Minute Clerk)

Item	Minute	Action
<p><u>2554. FINANCIAL MANAGEMENT AND MONITORING</u></p>	<p>This item, number 8 on the agenda, was taken at the commencement of the meeting.</p> <p>(a) <u>Budget</u></p> <p>Mrs L Etherington had sent the Management Accounts for Period 5 to January 2018 to the governors prior to the meeting. She discussed the report with governors as follows:</p> <ul style="list-style-type: none"> • The reports showed year-to-date spending and the full year forecast. • Anomalies include Sports Premium and Pupil Premium – there is money still to be received for these <p>‘Other Income’ will be adjusted due to trip incomes and will balance itself next year.</p>	

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	<ul style="list-style-type: none"> • The YTD salaries are showing a variance as school moves from 4 weekly to monthly paid salaries. <p>Q. Were any staff left out of pocket or in financial difficulties because of this change?</p> <p>A. Short-term loans were offered to staff to ease the situation had this been the case but none were applied for.</p> <ul style="list-style-type: none"> • The Indirect staff costs show an overspend but this will be recouped from the insurance taken out for supply cover. • School is hopeful for some savings on gas and electricity • Governors were keen to encourage school to spend the staff development budget as they felt this was an important use of funds. • At present, Mrs Etherington is forecasting a £30,000 carry-forward • The budget allocation for next year has been received and looks a little higher than last year. However, this will be offset by staff pay increases. <p>Q. Is there any contingency?</p> <p>A. Yes, £20,000</p> <p>(b) <u>Pupil Numbers</u></p> <ul style="list-style-type: none"> • Spring Term forecast for pupil numbers was circulated • 2018 Y6 is predicted to be 205. PAN is 195 • There is still a big drop in number forecast for 20/21 <p>Governors discussed the difficulties with predicting and managing pupil numbers. PAN is 195 but the school is over-subscribed with a number of children from feeder schools not getting a place at Scissett. The LA want school to go over PAN but the head is concerned that, even if school agree to take more pupils, even more may get in on appeal (as has happened historically).</p> <p>The Head feels that, whilst classrooms are large enough, the rest of the school (hallways, dining hall, play areas etc) would struggle to cope if numbers went too</p>	

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	<p>high. She also reminded governors that numbers above 210 would necessitate a four form entry and that would impact on the cohort's journey through school.</p> <p>(c) <u>Future Meetings</u></p> <p>It was agreed that an annual forward plan, with agenda items, would be devised by Mr Armitage and Ms Etherington to ensure no important items were missed.</p> <p><i>Mrs Etherington was thanked for her reports and she left the meeting.</i></p> <p><i>Mr Jackson and Ms Large joined the meeting at this point.</i></p>	
<p><u>2555. SPORTS PREMIUM UPDATE</u></p>	<p>Mrs Large spoke to governors about Sports Premium Funding and how it was spent in school.</p> <ul style="list-style-type: none"> • She told governors that school receives £16,000 per year plus an additional £10 per head for each Year 6 pupil. The money must be used to encourage regular and sustained involvement in physical activity. • Scissett children get 2 hours of PE per week plus an extensive offering of extracurricular activities. Many children are very involved in sports and physical activities like dance outside school too. • A survey of pupil activities is taking place to enable staff to target less active children. • Pedometers are going to be distributed to pupils as there is a lot of walking in their ordinary school day. • Some existing playground markings are going to be used for organised games and more may be added if this is successful. <p>Q. Do we have a 'Celebration Board' for sports?</p> <p>A. This is being resurrected.</p> <ul style="list-style-type: none"> • Another aim of Sports Premium funding is to increase the knowledge and confidence of staff. As a Middle School, Scissett already have specialist teachers which are not usually available to Y6 pupils. However, the money has been used to employ other specialist like Street Dance teachers, Girls Rugby 	

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	<p>coaches. Some of these have been offered as extracurricular clubs at a small charge.</p> <p>Q. Do children pay for these clubs?</p> <p>A. Not Pupil Premium children.</p> <ul style="list-style-type: none"> • An increase in participation in competitive sport is also a requirement of the funding. School have used money to allow transport to events and are also running inter-form competitions. • School are struggling to establish how many of its Y6 children can swim. The LA seems unable to find the information currently. School will approach the first schools and then include it as a question on admission forms. <p>Governors thanked Mrs Large for this report and asked that it be made available to them again when it has been updated at the end of the year.</p>	
<p>2556. <u>SATS REPORT</u></p>	<p>This part of the report from the Head Teacher was presented by Mrs Large at this point in the meeting.</p> <p>Mrs Large tabled a report showing tracking and predictions for Y6 children for the 1st 3 half terms of this year in all subjects.</p> <p>She explained to governors that any pupil falling behind their expected progress was being targeted with extra interventions.</p> <p>The Fast Track group consists of 15 vulnerable children who need extra support.</p> <p>Q. Why is there so little progress in maths for this group?</p> <p>A. In part this is because the reasoning paper requires a reading age that most of these children have not yet achieved. Also, the children are making progress, it's just slower and in smaller steps than these tables can show.</p> <p>Q. Do these children get extra time in SATS?</p>	

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	<p>A. School apply for extra time in all cases where it might apply but the request does have to be supported by evidence of extra help in school.</p> <p>The point score progress for all children in Y6 was looked at, broken down by teaching group. The reading results are inconsistent and this is mainly due to the small number of official SATS papers available to use for mock tests. This necessitates the use of published tests which school feel are not always as challenging.</p> <p>Some of the groups with slower progress have suffered from staff absence – these classes have begun to catch up and measures are being put in place to ensure this continues.</p> <p>Q. Can any lessons be learnt from the impact of this absence?</p> <p>A. It's impossible to predict absence – the option is to remedy any adverse effects.</p> <p>Overall the maths points scores remain lower than school would like but this reflects the low entry levels for maths.</p> <p>Q. How do classes get put together at the beginning of Y6?</p> <p>A. KS1 results are used to split pupils into 2 groups and then mixed sets are formed within those.</p> <p>The Pupil Premium group is above target for maths.</p> <p>There are still lots of maths interventions to come including 'drop down days' where focus is entirely on maths and English.</p> <p>Governors discussed the benefits of exercise before tests.</p> <p>There are more tests to come and governors asked to see the reports these generate.</p>	<p>Head Teacher</p>
<p><u>2557. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p>	<p>Apologies for absence were received from Mrs S Lord, Mrs S Farmer, Mr. M Inch and Mr. J Terry – consent was granted for all. Mrs S North did not attend.</p> <p>There were no declarations of interest.</p>	

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<u>2558. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u>	<p>The following matters were notified to be brought under Any Other Business:</p> <ul style="list-style-type: none"> a) Governor Resignation & Vacancy b) Admission Numbers 	
<u>2559. MINUTES OF THE MEETING HELD ON 16 JANUARY 2018</u>	RESOLVED: That the minutes of the meeting held on 6 January 2018 not be approved but be sent back for amendments.	
<u>2560. MATTERS ARISING</u>	<ul style="list-style-type: none"> (i) Minute 2540 refers – the Head had another meeting with Yorkshire Tiger Buses. Another gentleman was now in charge and matters were beginning to be resolved. (ii) Minute 2543 refers – the Science Technician had attended a 1st Aid refresher course and was now a qualified first aider. (iii) Minute 2544 refers – School are included in the MAST Risk Register. Governors discussed the desirability of school having a separate register. It was agreed that the head would raise any issues to the attention of the Governing Body and would forward any future updates of the Register to them. (iv) Minute 2545 – under the Scheme of Delegation the governing body is responsible for the recruitment process. (v) Minute 2551 refers – a deep clean of school had taken place. 	
<u>2561. HEAD TEACHER'S REPORT</u>	<p>This had been sent to governors prior to the meeting. The head went over the 'headlines' with governors.</p> <ul style="list-style-type: none"> (a) Staffing – the new Head of English was in post and already having an effect (b) Standards – line management meetings were starting 	

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	<p>(c) Teaching & Learning – Pace & Challenge were focus areas. Pupils were being encouraged to start work immediately upon entering a classroom with an activity on the board. Pace has been an issue in Geography and Technology. Both areas have re-adjusted their medium to long term planning. ‘TeacherMeets’ are being held to help teachers increase the level of challenge.</p> <p>(d) Compliance and Presentation – work being done around this. Some children have never learned good presentation, some develop bad habits. It is being re-enforced where necessary. Next steps include focus on lower ability boys and on ‘purple penning’ (the response by pupils to teacher’s marking comments).</p> <p>(e) Pupil Data – the head summarised the discussion from the Finance Minute (2554) taken earlier in the meeting. She also mentioned that a grant bid was going in which might fund some extra space by improving PE facilities. It was agreed by governors that the PAN should remain at 195 but that the head be given flexibility on numbers.</p> <p>(f) Attendance – slightly down due to illness before Christmas. School also have 5 elite athletes whose absence from school for sporting event impacts on attendance. School are enquiring if there is any way around this.</p> <p>(g) Exclusions – there had been 1 Fixed Term Exclusion</p> <p>(h) Snow Days – governors agreed that the head decision to close school during the recent snowy weather was absolutely the right thing to do.</p> <p>Q. Was late opening an option? A. Some schools did this but 60-80% of Scissett pupil come by school buses which would not run later in the day.</p> <p>Q. What was the response from parents? A. The head had sent a letter home – no replies had been received.</p>	

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	(i) Community – The wellbeing day had gone well. The head was thanked for her report.	
2562. <u>REPORTS FROM COMMITTEES (IF ANY)</u>	There was nothing to report under this item	
2563. <u>GOVERNOR TRAINING AND GOVERNOR VISITS</u>	Mr Jackson had visited the Yorkshire Wildlife Park with pupils and would write a report. Dr Brown had attended the 1 st Change Team meeting The Chair reported that Ms Wilkinson had made 2 subject visits – French and Maths	
2564. <u>SAFEGUARDING</u>	This was covered in the Head Teacher's report.	
2565. <u>HEALTH AND SAFETY</u>	Risk Assessment for Fire Q. When was this last reviewed? A. The Head will confirm this Risk Assessment for Manual Handling Governors requested that all Risk assessments be in the same, MAST, format in future.	Head Teacher
2566. <u>RISK REGISTER</u>	There was nothing to report under this item	
2567. <u>SCHEME OF DELEGATION</u>	There was nothing to report under this item	
2568. <u>GDPR PROGRESS</u>	All the relevant people are in place. An assessment of the data help by school has been completed.	
2569. <u>CURRICULUM CONSULTATION</u>	The head reported to governors as follows: <ul style="list-style-type: none"> • School intend to carry on with the Fast Track groups for vulnerable pupils 	

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	<ul style="list-style-type: none"> • There would be a 1 hour reduction in science teaching for Y6 to allow more time for humanities. • 'Class time' is being removed as it was not always productive. • Year 6 would have 1 hour of RPSE per week & Year 8 two hours. • Year 7 would have 1 hour more technology per week • Year 8 would have drama lessons <p>Q. How can a reduction in science teaching be justified? A. Y6 will still get 5 hours per fortnight of specialist science teaching – more than most Y6 pupils.</p>	
<u>2570. ANY OTHER BUSINESS</u>	The Chair reported that she had received a resignation from Ms Lisa Wilkinson which would result in 1 co-opted governor vacancy. Governors discussed the possible skills required and agreed that the Chair will look at the Skills Review. Governors can suggest potential candidates at the next meeting.	Chair
<u>2571. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.</u>	<p>RESOLVED: That future meetings of the Governing Body are to be held in school on the following dates:</p> <ul style="list-style-type: none"> • Tuesday, 15 May 2018 at 7.00pm preceded by the Resources & Finance Committee at 6.30pm • Tuesday, 3 July 2018 at 7.00pm preceded by the Resources & Finance Committee at 6.30pm • Tuesday, 17 July 2018 at 7.00pm (Review Meeting) preceded by the Resources & Finance Committee at 6.30pm 	
<u>2572. AGENDA, MINUTES AND</u>	RESOLVED: That no part of the minutes be excluded from the copy to be made available at the School.	

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<u>RELATED PAPERS – SCHOOL COPY</u>		

The Chair closed the meeting at 9.15pm.