

**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 Tuesday, 26 September 2017.

PRESENT

Mr M Armitage, Dr S Brown, Mrs N Greenough (Head Teacher), Mr I Jackson, Mrs S Lord, Mrs S North, Miss R Potter (Chair), Mr J Terry.

In attendance

Mrs G Hewitt (Minute Clerk)

Minute	Action
<p><b>2484. ELECTION OF CHAIR</b></p> <p>The Minute Clerk took the Chair for this item.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>a) That nominations will not be accepted from Governors not present at the meeting.</li><li>b) The term of Office for the Chair would be one year.</li><li>c) A tie would be resolved by a vote.</li></ul> <p><b>RESOLVED:</b> That Miss Potter be unanimously elected as Chair of Governors.</p> <p>Miss Potter noted that she had spoken with Mrs Lord, the previous Chair of Governors prior to the meeting regarding the handover. She also took the opportunity to thank Mrs Lord for the tremendous effort she made in bringing the Governing Body to where it is today.</p>	

2485.	<p><b>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Mrs S Farmer (consent), Mr M Inch (consent), Mr J Lyne (consent) and Mrs L Wilkinson (consent).</p> <p>There were no declarations of interest.</p> <p><b>RESOLVED:</b></p> <p>(i) That Governors confirm their protocol for apologies and decide on whether to grant consent on an individual basis depending on the circumstances.</p> <p>(ii) That the LA-approved Governors' Code of Conduct was adopted and signed by all Governors.</p> <p>(iii)</p> <p>a) That details of the governance arrangements are up to date and published on the School website.  b) That the Head Teacher will ensure all details for Governors are up to date on Edubase.  c) That the register of business and pecuniary interest forms are completed.</p>	Head Teacher
2486.	<p><b>NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</b></p> <p>The following items were notified to be raised under any other business:</p> <ul style="list-style-type: none"> <li>• Year 6 Parent survey.</li> </ul>	
2487.	<p><b>ELECTION OF VICE-CHAIR</b></p> <p>It was agreed that this item should be carried forward to the next meeting when all Governors were present.</p>	
2488.	<p><b>REVIEW OF COMMITTEES</b></p> <p>a) Membership</p> <p><b>RESOLVED:</b> That the Committee structure for 2017/18 be as follows:</p>	

Finance and Resources Committee

Mrs N Greenough

Dr S Brown

Mrs S Lord

Miss R Potter

Mr M Armitage

Mrs L Etherington (School Finance Manager, In Attendance)

Appraisal Committee

Dr S Brown

Mrs S Farmer

Mrs S Lord

The Head Teacher advised that she would like all appraisals completing prior to the October half term. She will inform Governors of a suitable date for her appraisal. Governors on the Appraisal Committee were invited to attend at 6pm on the 17<sup>th</sup> October to conduct a review of the staff appraisals.

**Head Teacher**

Trust Board Appraisal Committee

Mrs S Lord

Dr S Brown

Premises and Health and Safety Committee

Mrs N Greenough

Mr I Jackson

Miss R Potter

Staffing and Pay Committee

Mrs N Greenough  
Dr S Brown  
Mrs S Farmer  
Mrs S North

Staff Dismissal Committee

Dr S Brown  
Mr M Inch

Complaints Committee

As this would be for MAT-wide complaints, the Head Teacher advised that she would check the details with the Trust before deciding on members.

**Head Teacher**

Appeals Committee

Miss R Potter  
Mrs L Wilkinson  
Mr I Jackson

Pupil Discipline Committee

Mrs S Lord  
Mr M Inch

Perimeter/Security Working Party

Mr J Lyne  
Mr J Terry

	<p>Miss R Potter Mrs N Greenough</p> <p><u>School Catering Working Party</u></p> <p>Mrs S Farmer Mr M Armitage</p> <p><u>Bus Working Party</u></p> <p>Mr I Jackson Mr J Terry Miss R Potter</p> <p>a) Terms of Reference</p> <p><b>RESOLVED:</b> That the LA model terms of reference be adopted by all Governors.</p>	
2489.	<p><b>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITY</b></p> <p><b>RESOLVED:</b> That Governors be appointed the following responsibilities:</p> <p>Special Educational Needs Governor – Dr S Brown Governor for Looked after Children – Dr S Brown Child Protection Governor – Dr S Brown Safeguarding Governor – Dr S Brown Equality Governor – Mr J Terry Governor Training – Mrs S Lord Assessment and Data – Mrs S North Standards – Mrs S North Pupil Premium – Mrs S North Health and Safety – Miss R Potter and Mr I Jackson High Achievers – Mrs S Farmer and Mrs L Wilkinson The following Governors were linked to subject areas:</p>	

	<p>English/Literacy – Mrs S Lord          Maths/Numeracy – Mrs L Wilkinson and Mr M Armitage          Science – Dr S Brown          Technology – Mr I Jackson          Art – Mr I Jackson          Citizenship – Mrs S Lord          Humanities – Mrs S Farmer and Mr M Inch          Computing – Mr M Armitage          PE – Mr M Inch          RE – Mrs S Lord</p> <p>Modern Foreign Languages – Mrs L Wilkinson          Music – Miss R Potter</p>	
<p><b>2490.</b></p>	<p><b>CHAIR’S DELEGATED POWERS</b></p> <p><b>RESOLVED:</b> That the Chair be given the following delegated powers:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason.</li> <li>(ii) Chair’s powers to grant retrospective consent to absence in the event that that a governor would have become disqualified if the matter had to wait for the next governors' meeting.</li> <li>(iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.</li> </ul>	
<p><b>2491.</b></p>	<p><b>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</b></p> <p><b>RESOLVED:</b> That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties</p> <ul style="list-style-type: none"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(ii) Ensuring good financial management and effective internal controls</li> </ul>	

	<ul style="list-style-type: none"> <li>(iii) Ensuring that funding is used only in accordance with the conditions attached to that funding.</li> <li>(iv) Ensuring compliance with the funding agreement and the academy financial handbook.</li> <li>(v) That the spending limits are as follows:   £10,000 Head Teacher   £20,000 Governing Body  £30,000 or over Trust Board.</li> </ul>	
2492.	<p><b>MINUTES OF THE MEETING HELD ON 18 JULY 2017</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 18 July 2017 be approved and signed by the Chair as a correct record.</p>	
2493.	<p><b>MATTERS ARISING</b></p> <p>a) <u>Yorkshire Tiger Buses (Minute 2476a refers)</u></p> <p>Governors were advised that Yorkshire Tiger had stopped a morning bus without prior notification. This is a bus which many Pupils use and now the only alternatives arrive either too early or too late. Catching them also mean some Children having to cross a busy road. The School has had no help from the Company despite several phone calls. A new coach company has now taken over the route, however there are not as many spaces. Priority is given to those who live furthest away and then those with siblings. Once the coach is full the Children have to wait for another one to arrive which some Children are anxious about. The Head Teacher noted that this is having a negative effect on punctuality and means that over 2 hours learning time has been lost in 3 weeks. Metro have informed the School that a bus will now run earlier to ensure Children arrive on time, and they will try to obtain a School bus. However, that would require authorisation from Yorkshire Tiger. Mr Terry also noted that there has been issues with drivers not knowing the route.</p> <p><b>ACTION:</b> Mr Terry and the Head Teacher are to attend the Parish Council Meeting to raise their concerns. Miss Potter advised that she would also look into attending a surgery with Paula Sherriff MP to discuss the issue. Mr Terry is to provide anecdotal and diary evidence to present to the MP.</p>	<p><b>Head Teacher/Mr Terry/Miss Potter</b></p>

b) Safeguarding (Minute 2476b refers)

Governors were informed that all the new signs had been put back up and were not damaged.

It was agreed that the Working Party need to resolve design and specification issues regarding perimeter security. The Head Teacher advised that once the decisions are made, bid writers will make the bids on their behalf.

Following issues with members of the public walking dogs on the School grounds, it was agreed that signs should be put up to advise that dogs are no longer allowed at any time, and that anybody on site who is not permitted to be will be asked to leave. It was noted that it will be very difficult to manage the dog ban on weekends etc as signs will not be enough of a deterrent. The Head Teacher advised that she will ensure all Parents are made aware and are asked to be vigilant. She does not want to fence the entire area as it is for community use, she would like to fence around the playground and include some access gates to ensure only those with authorisation can enter.

**ACTION:** That the Perimeter Security Working Party will discuss specification ideas and a record will be kept of all relevant safeguarding issues in the school grounds for use in providing evidence for the need for the project to be used in the bid.

**Perimeter  
Security  
Working Party**

c) Governor Conference (Minute 2476c refers)

**RESOLVED:** That the Governor training will be held as soon as possible to ensure Governors are well briefed should an Ofsted inspection occur this year. The training will allow groups to split and focus on key areas in depth.

**ACTION:** A training session will be held for Governors on 7 November at 6.30pm.

**All Governors**

**ACTION:** Dr Brown and Mrs Lord are to attend a Staffing Appraisal Committee meeting at Birdsedge on the 9 November at 7pm.

**Dr Brown and  
Mrs Lord**

d) Parent Forum (Minute 2476d refers)

The Head Teacher noted that 5 parents had said they would be a part of the forum.



**ACTION:** Mrs Lord and Mr Terry will set this up. The Head Teacher advised that she would forward the details of the interested parents to Mrs Lord.

e) Staffing Structure (Minute 2476i refers)

The staffing structure was circulated as promised. The Head Teacher advised that the School website will be updated as soon as possible.

f) Online Costings for Dinner Money Purchases (Minute 2476i refers)

The Head Teacher advised that she had looked into the absence of online costings and been informed that this no longer features on the system. Mr Armitage explained that there is a different way to see this information.

g) Electronic Minutes (Minute 2476ii refers)

It was noted that some Governors had not received their agenda, minutes and papers via email due to some issues with their email addresses. The Head Teacher advised that Governors will shortly have their own Mast email addresses so this should resolve the issues.

The Head Teacher also advised Governors that the Sally Bains, the Community Police Constable is now back.

h) Reports from Committees, Finance and Premises Committee (Minute 2477b refers)

Governors were advised that the budget is healthy and the carry forward balance looks positive.

i) SATS Results

The Head Teacher advised that the projected project scores have been adjusted in light of National performance.

**ACTION:** Updated scores to be brought to the next meeting.

**Head  
Teacher/Mrs  
Lord/Mr Terry**

**Head Teacher**

j) Safeguarding (Minute 2479 refers)

**Deletion – See Minute 2502**

k) Pupil Premium Review (Minute 2478c refers)

The Head Teacher confirmed that she had sent the final copy to Governors via email.

l) Pupil Placement Planning (Minute 2483 refers)

The Head Teacher advised that there are currently 194 children in Year 5 who will be looking for School places next year. It was agreed that the School would struggle with space if the School took any more than the 205 children they currently have following 5 additional children joining Year 6 since September.

**QUESTION:** Have any Children left?

**ANSWER:** Yes, however the School is still at capacity which is the reason for the one way system. Expanding numbers further will mean extra classes and the School would be unable to accommodate sufficient PE lessons for all.

The Head Teacher noted that if numbers were to increase, this would mean that the School may qualify for funding for expansion. The Chair noted that this could be something for the Working Party to consider once the Perimeter is arranged. The Head Teacher advised that she has spoken to the LA regarding expansion but has been told they School will have to apply for expansion funding.

The Head Teacher also advised that the School will need to decide if priority for admissions will be given to Children who live in the area or those who attend Schools within the Pyramid. She commented that she felt the School should serve Children within the Community.

**ACTION:** The Head Teacher is to send a letter out to all First Schools regarding possible admission numbers for next year.

**Head Teacher**

2494.	<p><b>REPORTS FROM COMMITTEES</b></p> <p>This had already been covered.</p>	
2495.	<p><b>SAFEGUARDING</b></p> <p>This had already been covered.</p>	
2496.	<p><b>SCHEME OF DELEGATION</b></p> <p>There was nothing to discuss.</p>	
2497.	<p><b>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20</b></p> <p><b>RESOLVED:</b></p> <p>a) That Governors note the Consultation on Admission Arrangements for 2019/20.  b) That the School's PAN of 195 was confirmed.</p>	
2498.	<p><b>POLICIES FOR REVIEW BY FULL GOVERNING BODY</b></p> <p><u>Whistleblowing Policy</u></p> <p>This policy was a MAT policy and was deferred for approval by the Trust.</p> <p><b>ACTION:</b> The Chair asked the Head Teacher to check that the schedule of School Policies was up to date.</p>	<b>Head Teacher</b>
2499.	<p><b>GOVERNOR VISITS AND GOVERNOR TRAINING</b></p> <p>This item was to be deferred until the next meeting.</p>	

2500.	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Year 6 Parent Survey</u></p> <p>The Head Teacher distributed the Year 6 Parent Survey results. Governors were pleased to note very positive results. One Parent had commented on a lack of structured timetable during transition week, the Head Teacher advised that plans are now in place for next year.</p>	
2501.	<p><b>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b></p> <p><b>RESOLVED:</b> That the next meeting of the Governing Body be held at the School at 6.30pm on:</p> <p>(i) Tuesday, 17 October 2017</p> <p>Items for the agenda: Monitoring and Evaluation of Teaching, Standards and Effectiveness (to be a Standing Item), Expansion Plans.</p> <p>(ii) Tuesday, 12 December 2017 (at 6.30pm as there is no Finance meeting prior)</p> <p>(iii) Tuesday, 16 January 2018</p> <p>(iv) Tuesday, 13 March 2018</p> <p>(v) Tuesday, 15 May 2018</p> <p>(vi) Tuesday, 3 July 2018</p> <p>A Finance and General Purpose meeting is to be held on 5 December at 6.30 pm. A Review Meeting is to be held on 17 July 2018</p>	
2502.	<p><b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b></p> <p><b>RESOLVED:</b> That MINUTE 2493(j) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	