

**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, 14 March 2017.

**PRESENT**

Mr M Armitage, Mrs S Farmer, Mrs N Greenough, Mr M Inch, Mr I Jackson, Mr J Lyne, Miss R Potter, Mrs Lisa Wilkinson.

**In attendance**

Mrs D Knowles, CEO

Mrs C Woodcock (Minute Clerk)

Minute	Action
<p><b>2425. WELCOME AND INTRODUCTIONS FROM MAST ACADEMY CEO, DEBRA KNOWLES</b></p> <p>The Chair welcomed Mrs Knowles to the meeting and introductions were made.</p> <p>Mrs Knowles advised that she had attended the meeting in order that Governors could get to know her and to build on the information already provided by Martyn Jones, Chair of the Board of Trustees.</p> <p>Mrs Knowles emphasised the value of local governing bodies and confirmed that the governance arrangements already in place in the four schools had not changed on 1 December 2016, when the MAST Academy Trust was formed and that everything had been carried out in a collaborative way.</p> <p>Over time, lines of communication would grow and develop. Currently, the Head Teacher of each school is responsible for communicating with the Board of Trustees; however, meetings of the Chairs and Vice-Chairs of local Governing Bodies are under development. Also under consideration, is the idea of producing a termly newsletter for staff, parents and children. This will be used to sell what we do; e.g. successes and information regarding staff. The MAST Academy Trust website will soon be ready to go and Sally Booth is now the designated point of contact for the MAT. MAST email addresses would also be allocated to governors in due course.</p>	

	<p>The intention of the Board of Trustees is to work closely with Governors, so that no-one feels as though things have changed. That is the way the MAT has chosen to work and many avenues of communication are being explored. Whilst a consultative way of working between groups of schools can take a little longer in terms of decision-making, it is the model we have adopted with our local governing bodies.</p> <p>Mrs Knowles advised that, as CEO, it is necessary for her to understand the profile of each school and that this would be done via data capture. Peer reviews would also take place as part of this process, with the first review being undertaken by Mrs Greenough.</p> <p>Mrs Knowles concluded by thanking all staff and governors for their hard work during this period of transition.</p>	
<b>2426.</b>	<p><b>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Dr S Brown, Mrs S Lord, Mrs S North and Mr J Terry, all with consent.</p> <p>There were no declarations of interest.</p>	
<b>2427.</b>	<p><b>NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</b></p> <p>No items were notified to be raised under Any Other Business:</p>	
<b>2428.</b>	<p><b>MINUTES OF THE MEETING HELD ON 6 DECEMBER 2016</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 17 January 2017 be approved and signed by the Chair as a correct record, subject to the following amendment:</p> <p>a) <u>Performance Yorkshire Tiger Buses (Minute 2408 refers)</u></p> <p>Mr Jackson advised that he had not accompanied Mr Terry to the meeting with managers at Yorkshire Tiger, as stated in the minutes, and requested that his name be removed from this section.</p>	
<b>2429.</b>	<p><b>MATTERS ARISING</b></p> <p>a) <u>Performance Yorkshire Tiger Buses (Minute 2408 refers)</u></p>	

	<p>The Head Teacher confirmed that a letter had been sent to Yorkshire Tiger and that a meeting had been held with Yorkshire Tiger management. A full update would be provided regarding the outcome of the dialogue at the next meeting of the Governing Body on Tuesday, 16 May 2017.</p> <p><b>ACTION:</b> An update to be provided regarding the outcome of the dialogue with Yorkshire Tiger at the next meeting of the Governing Body on Tuesday, 16 May 2017.</p> <p>b) <u>Vision, Aims and Values (Minute 2422 refers)</u></p> <p>This item to be carried forward to the next meeting of the Governing body on Tuesday, 16 May 2017.</p> <p>All other actions from the previous meeting were complete.</p>	<p><b>HT</b></p> <p><b>Chair</b></p>
2430.	<p><b>AMENDED MINUTES OF THE MEETING HELD ON 6 DECEMBER 2016</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 6 December 2016 be approved and signed by the Chair as a correct record.</p>	
2431.	<p><b>MATTERS ARISING</b></p> <p>There were no matters arising.</p>	
2432.	<p><b>REPORTS FROM COMMITTEES</b></p> <p><u>Finance and General Purposes Committee Meeting, 14 March 2017</u></p> <p>A meeting of the Finance and General Purposes Committee had been held at 6.30 pm on 14 March 2017. The minutes of the meeting will be circulated to the Governing Body.</p> <p>The following areas were highlighted by the Chair of the Committee:</p> <p>a) School Site Walk Around - this item was carried forward and will now be undertaken by the Head Teacher and Miss Potter.</p>	

	<p>b) Fence – the School is experiencing problems in terms of the number of dog walkers using the School’s land and playing fields to exercise their dogs. It was agreed that signs be erected advising dog walkers that the playing fields are now private land (since the inception of the MAST). The school will continue to work towards securing funding to securely fence key areas of the boundary.</p> <p>c) Staffing structure - the Head Teacher tabled a spreadsheet regarding proposed changes to the staffing structure. The proposals were approved by the Committee and, in total, amount to a saving of £33,562 in 1 year.</p> <p><b>Q. How much money will the School lose under the Fair Funding Formula?</b></p> <p>A. The Fair Funding Formula is still in Stage 2 of the consultation process, but the School’s projected loss is around £20,000.</p> <p>d) Health and Safety - the Emergency Response Plan was approved by the Committee, on behalf of the Governing Body.</p> <p>e) Staff Code of Conduct - the Staff Code of Conduct has been circulated to all parties and is now out for consultation.</p> <p>f) Policy Schedule – the Head Teacher tabled a spreadsheet detailing the policy review schedule for the School. It was agreed that, going forward, individual governors would be assigned to review specific policies. The next policy for review is the Accessibility Plan; Mrs Knowles agreed to share the plan from her school in the interest of working towards uniformity across the MAT. Miss Potter agreed to work on the Accessibility Plan, Dr Brown will be asked to assist with policies relating to Safeguarding which is the next policy for review at LGB level.</p>	
2433.	<p><b>GOVERNORS’ AWARENESS OF THE PROCESS FOR OFSTED INSPECTIONS</b></p> <p>The Head Teacher circulated a number of mock Ofsted inspection questions and requested governors to RAG rate these in terms of how confident they were in their ability to answer them.</p> <p>As part of the exercise, governors identified ‘progress data’ as an area requiring further development. It was suggested that future data reports be accompanied by a written commentary, or bullet-pointed list, to assist governors in retaining the information.</p> <p>Governors also suggested regular time tabling of ‘hot topics’; for example the School Action and Development Plan. It was agreed this be added to the agenda of the next meeting of the Governing Body on Tuesday, 16 May 2017.</p>	



2434.	<p><b>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</b></p> <p>The Head Teacher's report had been emailed to governors prior to the meeting and copies were also tabled.</p> <p>The following items were highlighted and discussed:</p> <p>a) <u>Safeguarding report</u></p> <p>The LA will undertake a safeguarding audit in School on 30 March 2017. The Single Central Record has been reviewed, to ensure it is fully compliant. A 5 yearly update cycle for staff members' DBS checks has also been developed, in line with good practice.</p> <p>b) <u>Pupil data</u></p> <p>The School currently has 209 first choice applications and 290 applications, in total, for Year 6 in September 2017. As a result, the PAN for September has increased to 205 and is now published at 195 from September 2018.</p> <p><b>Q. Are our class sizes increasing?</b></p> <p>A. Yes, but there will be a maximum of 30 pupils in each class. The intention is to create fast-track groups in Years 7 and 8. These will be small groups of 18 that can move through the curriculum with more flexibility and (this) will be effective from September.</p> <p>Governors were asked to note that the persistent absentee figure is above the national average and that is due, primarily, to the number of complex cases in School.</p> <p>c) <u>Progress Data</u></p> <p>Governors reviewed the progress data in respect of the current predictions for 2017 SATs.</p> <p>d) <u>MAST/Kirklees matters</u></p> <p>The Head Teacher and Miss Potter had discussed the School's Coasting School designation with the LA, as a follow-up to the School's action plan. The Regional Schools Commissioner had now re-assessed the School</p>	
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as a Category 1 school. This means that the School has an adequate plan in place, does not require any support beyond that already offered by the LEA, is addressing any areas of under-performance and that pupils make good progress. It was highlighted that a positive outcome of the Coasting School designation is the programme of Maths support being rolled out through the First schools, in order that pupils are better equipped on their progression to Middle School.

e) Parents' Evenings

The School has invested in an online booking system for Parents' Evenings, as this was previously organised manually. There have been a few teething problems, but the response from parents has been mostly positive.

**Q. The Parents' Evening online booking slots filled up almost immediately. Parents were only supposed to have 5 minutes with each teacher, but teachers were over-running to such an extent that it was not possible to see all of them - even in some of the core subject areas. Was this due to the online booking system?**

A. These problems are indicative of Parents' Evenings, not the online booking system. One way around this, is to request parents to limit their appointments to a set number for each child. In this instance, where parents advised the School that they had not had access to a particular member of staff, additional appointments had been offered. It is also worth bearing in mind that class teachers are always available to discuss children's progress with their parents. Unfortunately, there is no perfect solution to the logistics of Parents' Evening.

f) Sporting Events and Successes

Governors offered their congratulations to all the pupils involved in the recent sporting events.

g) Community Hub

The concept of a Community Hub is that groups can come together to support children and families with issues they may be facing, or provide support in an educational way. All schools in the local area, with the exception of Shelley College (which has alternative arrangements in place), have agreed to the formation of a Community Hub.

**RESOLVED:** That governors are committed to the School being actively involved in all aspects of the Community Hub.

2435.	<p><b>SAFEGUARDING</b></p> <p>The LA is to conduct a safeguarding audit in School on 30 March 2017. A full update will be provided to governors regarding the outcome of the audit at the next meeting of the Governing Body on Tuesday, 16 May 2017.</p> <p><b>ACTION:</b> An update to be provided to governors regarding the outcome of the safeguarding audit at the next meeting of the Governing Body on Tuesday, 16 May 2017.</p> <p>Online safeguarding training has been completed by all governors.</p>	HT
2436.	<p><b>GOVERNOR VISITS AND GOVERNOR TRAINING</b></p> <p>Miss Potter had attended a science quiz at Shelley College, supported by former pupils of the School. The teams secured first and second places in the quiz.</p> <p>Miss Potter had met with Mr Osborne, the new Music Teacher, and advised that he is settling in well.</p> <p>Dr S Brown had undertaken additional safeguarding training and will update governors at the next meeting of the Governing Body on Tuesday, 16 May 2017.</p>	
2437.	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no items of any other business.</p>	
2438.	<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 7.00 pm at the School on:</p> <p>(i) Tuesday, 16 May 2017 – Agenda items: Yorkshire Tiger Bus Service; School Vision, Aims and Values; School Action and Development Plan; RAISE online; Safeguarding Audit.</p> <p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at 7.30 pm at the School on:</p>	

	<p>(ii) Tuesday, 13 June 2017                  (iii) Tuesday, 18 July 2017 – to coincide with Awards Evening</p>	
<p>2439.</p>	<p><b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b></p> <p><b>RESOLVED:</b> That no part of these minutes be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 9:00 pm