

THE MAST ACADEMY TRUST

DfE:4041

Company No: 10357136

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, 16 May 2017.

PRESENT

Mrs S Lord (Chair), Mr M Armitage, Dr S Brown, Mrs S Farmer, Mrs N Greenough, Mr M Inch, Mr I Jackson, Mr J Lyne, Mrs S North , Mrs L Wilkinson.

In attendance

Mrs A Walker (Minute Clerk)

Minute	Action
<p>2440. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies for absence were received from Miss R Potter and Mr J Terry both with consent.</p> <p>There were no declarations of interest.</p>	
<p>2441. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</p> <p>The following items were notified to be brought up under Any Other Business:</p> <p>a) Proposed Parent Forum b) New MI system</p>	
<p>2442. MINUTES OF THE MEETING HELD ON 14 MARCH 2017</p> <p>RESOLVED: That the minutes of the meeting held on 14 March 2017 be approved and signed by the Chair as a correct record.</p>	

2443. MATTERS ARISINGa) Performance Yorkshire Tiger (Minute Passim)

The Head Teacher informed governors that she is still having issues with Yorkshire Tiger and late buses. The Head Teacher has sent letters to the local contacts that she has but has not received any response.

Q: Do they have a response time?

A: They do not have a complaints department. The initial contact is the resolution handler. They claim to have no record of any of the previous complaints that the Head Teacher has sent in.

Q: Do school pay for this service?

A: No it is a public service.

Governors agreed that the Head Teacher and Chair will now write to the company and refer back at the next meeting of the governing body.

b) Governors Awareness of The Process for OFSTED Inspections (Minute 2433 refers)

The Head Teacher informed governors that Mrs Sarah North would be the Link Governor for Standards.

c) Head Teacher's Report and Governors' Questions (Minute 2434 refers)

Q: How did the online booking system for Parent's evening go?

A: Year 7 parent's evening worked well. The problems with the previous parents evening resulted when a teacher taught more than one subject. This issue has now been resolved and the system will now be much more efficient in future.

Q: Is Parent's Evening well attended?

A: Yes but we need to reach more disadvantaged pupils. The parents of disadvantaged children had been contacted by phone before the online booking system was opened up to encourage them to book.

d) Safeguarding (Minute 2435 refers)

The Head Teacher apologised to governors for not having sent the report from the latest safeguarding audit.

HT AND CHAIR

Governors were informed that the Single Central Record had been checked by the Head Teacher and the designated governor for safeguarding. The security issue with the perimeter fencing was to be included in the report.

A governor spoke of an incident with her own Year 8 child whereby a group of older teenage boys on bikes had been on the school grounds during lunchtime behaving in an unacceptable manner. Governors agreed that the school grounds need to be more secure.

Q: What would be the implications if OFSTED visited and the school grounds were not secure?

A: The school has a risk assessment in place. This covers all the doors which all have automatic locks in place to ensure they are secure. Miss Potter is surveying the site for fencing and where fences could be erected.

Q: What is the perimeter?

A: The perimeter runs from the top of the school to the edge of the car park. The field cannot be fenced off but signs can be erected to say there is no access during school hours. If OFSTED visit we can evidence that we are doing all we can to ensure that the school is secure and that we have a risk assessment in place. HMI cannot enforce a perimeter fence.

A Governor commented that there have been instances where teenagers have been loitering in the bus bay area at the end of the school day and can be quite intimidating.

The Head Teacher explained to governors that they are usually waiting to use the MUGA but there have been no negative feedback relating to any recent issues with this. Police have been involved in the past but the Site Manager has not reported any recent incidents.

Q: Could we have cameras?

A: There are some cameras around the school grounds.

Q: Should we publicise the use of CCTV more?

A: We do have signage but it is difficult to police. The facilities were funded through lottery money and we can't stop the community from using them.

ACTION: Additional signs to be put up to publicise the use of CCTV.

**HT/ SITE
MANAGER**

	<p>Q: Is the path well lit? A: Yes – the police advised to turn off the lights at 8pm and anyone with any concerns should contact the police then the incident can be logged and investigated.</p> <p>Q: Could we have a different secured MUGA? A: The MAT is not established enough yet but it will become a MAT issue eventually.</p> <p>Q: Could the MUGA/perimeter security become Phase 1 of the security plan for the school? A: We can consider this and add general security/facilities plan to the agenda.</p> <p>Governors agreed that a phased five year plan for new security/ facilities improvements was needed.</p> <p>ACTION: Mr Lyne to inform external users of facilities to inform police of any incidents in future.</p> <p>ACTION: Head Teacher to provide detailed review of fencing.</p>	<p>MR LYNE</p> <p>HT</p>
2444.	<p>REPORTS FROM COMMITTEES</p> <p><u>Finance and General Purposes Committee Meeting, 16 May 2017</u></p> <p>A meeting of the Finance and General Purposes Committee had been held at 6.30 pm on 16 May 2017.</p> <p>The following areas were highlighted by the Chair of the Committee:</p> <ul style="list-style-type: none"> a) School Site Walk Around - this item was carried forward again and will now be undertaken by the Head Teacher and Miss Potter as soon as possible. b) The Access Plan was deferred as Miss Potter was not present at the meeting. c) The SBM had provided governors with a detailed report from the new system and they would be taking all the figures away to look at. Mr Armitage would be visiting the SBM after the half term break. The SBM had informed governors that the budget would be ok up to 2019 but the position is more uncertain after this time. The carry forward figure for the new financial year would be £105k but there are still areas where savings need to be made. d) The grounds maintenance contract has been put out to tender and 3 quotes have been obtained. The current provider, Grace Landscapes and Vital Elements have all provided quotes and Vital Elements are £2500 cheaper than the current provider. 	

	<p>Q: What area is the saving coming from? A: No specific area – they were all provided with the same specification list. He looked at the whole and was told what would be expected. He has confirmed that all elements of the required work have been included. Another local school uses this supplier and they are pleased with his work.</p> <p>A governor declared an interest as he does employ this gardening company to complete work for him.</p> <p>e) The SBM had presented the school fund audits and governors were informed that this process will be simpler next year when they run from September to August.</p> <p>Q: Do all MATS have the same school year? A: Yes from September to August.</p>	
2445.	<p>APPROVE THE BUDGET</p> <p>The agenda item was not discussed at this meeting.</p>	
2446.	<p>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</p> <p>The Head Teacher will provide governors with a full report on a termly basis and updates will be provided in the interim.</p> <p>The following items were highlighted and discussed:</p> <p>a) <u>Exclusions</u></p> <p>The Head Teacher reported 7 exclusions to governors. 2 involved the same child and it may be that a specialist provision may have to be considered for this particular child. The other 5 exclusions were as a result of an incident with a group of Year 8 children. The children all admitted to being involved in the incident and as a consequence they were excluded and isolated.</p> <p>The Head Teacher informed governors that she had looked at the isolation data and of 24 pupils who had been in isolation 50% were repeat offenders and most were from Year 8. 3 children from Year 7 had spent more than 1 day in isolation and 12 from Year 8. A positive engagement programme had been introduced which has resulted in 4 children not reoffending and a third of children making a change to their behaviour.</p>	

Letters of congratulation have been sent to these children. Governors were informed that Year 8 is a challenging cohort.

b) Lockers

Governors were informed that a parental survey had been completed to provide feedback on the proposed installation of lockers.

Governors were informed that it would cost £35k to install lockers with an access code or £18k for lockers with a key. The Head Teacher had found a company that would install lockers and rent them out to parents at a cost of £18 per annum. The lockers would be installed in the shared area. There would be no maintenance costs, no issues with keys/codes as the company would provide new ones and they would replace all the lockers after 5 years. 85% of parents had indicated that they would rent a locker.

Q: Will there be enough for a locker for every child?

A: Yes – 80% occupancy would not incur any cost to school. If occupancy was 75% then school would have to contribute 5%. The school can decide how many lockers to have.

Q: How big are the lockers?

A: They are big enough to hold a bag, PE kit and coat. They are quite deep and of good quality.

The installation of lockers would reduce the amount of items lost in school and the number of hazards resulting from bags etc being left around the building.

Governors agreed that the Head Teacher should progress the installation of lockers.

c) MI

Governors were informed that the school would be moving on to the SIMS system for MI. The system would replace the current system and would provide much more information. It had been discussed and agreed at the Finance meeting.

d) Celebrations

The Head Teacher informed governors that the Gill Senior had now received chartered status in PSHE.

	<p>Governors and the Head Teacher thanked and congratulated Mrs Senior.</p> <p>A parent from one of the first schools, Mr Andrew Briggs, had donated a set of high quality encyclopaedias to school.</p> <p>ACTION: The Chair to send a letter of thanks on behalf of the school and the governing body.</p> <p>Q: How did the children do with their SATS tests? A: They went well. All the children were present. The papers were fairer than last year although the 2nd maths paper was particularly challenging. The Chair attended at the beginning of the week to check the system was being administered correctly.</p> <p>The Head Teacher was thanked for her update.</p>	CHAIR
2447.	<p>YORKSHIRE TIGER BUS SERVICE</p> <p>This agenda item was covered under Matters Arising.</p>	
2448.	<p>SCHOOL VISION, AIMS AND VALUES</p> <p>Governors were provided with two copies of the visions and aims of the school.</p> <p>The Head Teacher informed governors that work had been done on the vision and aims of the school and linked into the Trust vision. The staff had agreed the shorter version of the vision that had been provided to governors.</p> <p>Governors were asked which vision and aims statement they preferred.</p> <p>Governors discussed their preferences and suggested amendments/additions they would like to be made.</p> <p>Q: Is this going to be published on the school website? A: It will be taken back to staff first.</p> <p>Q: What about values? A: Yes we will include vision, aims and values.</p>	

	<p>ACTION: Chair to combine the two versions and produce an alternative to refer back to staff and governors. The new version to be ready for September documentation.</p>	<p>CHAIR</p>
<p>2449.</p>	<p>SCHOOL ACTION AND DEVELOPMENT PLAN</p> <p>Governors had been provided with copies of the action plan.</p> <p>The plan had been sent to governors for them to look at and question.</p> <p>Governors were informed that some areas of the plan were still showing amber. If no impact evidence had been seen then they remained amber.</p> <p>Q: How does 90% expected level of progress measure against the national average? A: It is much higher. This was set last year after work with staff on growth mindset. It was kept high and aspirational. In Year 8 all children are at or above expected levels for both maths and English.</p> <p>Q: How are children measured in Y7 and Y8? A: A point scale is used to measure progress. A programme is used to work out what progress is needed to hit targets. Children are assessed against targets and a computer programme calculates the progress.</p> <p>Governors were informed that more summative testing will be needed next year.</p> <p>Q: Do you triangulate data with work scrutiny and lesson observations? A: Yes – the heads of departments receive data with all the sub-groups. The data shows who is on target to meet expected. Once the data has been produced they have a line management proforma to complete. The lines of data are scrutinised along with the previous line of enquiry form. New lines of enquiry are then set based on what the staff member thinks e.g. if there is an issue with data for disadvantaged pupils there would be more lesson observations in lessons with a high percentage of disadvantaged pupils.</p> <p>Q: Are all students set the same trajectory for progress? A: They are all expected to make 3 points of progress. This will be easier to track when the new SIMS system is introduced.</p>	

2450. RAISE ONLINE

The Head Teacher informed governors that RAISE will be changing this year and it is not necessary for all governors to fully understand all aspects of Raise.

Governors were provided with Raise data, Analysis of group scores data and Inspection dashboard data. The Head Teacher explained the 'journey' to governors.

Governors were informed that at the end of KS1 children complete SATS tests. These tests are fairly teacher assessed if the test result is not reflecting the child's achievements. Governors were informed that the national average point score at KS1 is 15.4. Raise assessments are based on prior attainment.

When the children come in to school at the end of Year 5 and are tested the results are broadly in line but in Raise they should be above. When we compare the data to national average there are more low/middle attainers at the beginning of Year 6 than we would expect.

Q: Why is there such a difference?

A: The Head Teacher explained the entry data and prior attainment.

The Head Teacher compared and explained the results of different groups e.g. gender, FSM children.

Governors were informed that from the Dashboard data the school has not met the standards for writing but the biggest issue is the progress in maths. The data for maths is not reflective of the progress being made.

Q: Is this the 1st time the data has been produced?

A: No 2015 but we have not got entry/exit data yet.

Q: Is the national average from all state schools?

A: Yes

Governors looked at the absence and attendance data which included fixed term exclusions. The Head Teacher informed governors that she believes this form of discipline has a place within school and the below average result can be justified.

	<p>Governors were informed that there are action plans in place. The school is leading on a programme to improve Maths attainment and they are currently re-writing the curriculum for Y5 and Y6 with the involvement of the 1st schools. The Head Teacher does not have any concerns with the teaching of maths within school.</p> <p>Governors were informed that the English results could be better. They are coming in above national average but could be improved further. The teaching of English is strong but not yet outstanding and refinement is needed.</p> <p>The Head Teacher informed governors that the action plan aims to improve the progress of disadvantaged children and improve their attendance and achievement. The school aims to be above floor level and coasting levels in all subjects and in line with the national results.</p> <p>Q: Will the gap for Pupil Premium and SEN children have closed this year? A: This is unlikely. Staff have been much more aware this year and interventions have been put in place but there has been little change.</p> <p>Q: Have we done any work with the 1st schools on transition? A: There have been historical problems when the children have transferred from 1st school but the relationship with the pyramid schools is now much healthier. There is now an agreement to sharing data, training and monitoring. Maths is the priority and then we will move to writing.</p> <p>Q: Is it the same across all the feeder schools? A: Some data is more accurate than others but we are now working together to alleviate any problems.</p> <p>The Chair congratulated the Head Teacher on the work that is being done to bring the schools together and make a difference moving forward.</p> <p>The Head Teacher was thanked for her report.</p>	
2451.	<p>SAFEGUARDING</p> <p>Governors were provided with a copy of the School Safeguarding review completed by Steve Barnes.</p> <p>The Head Teacher informed governors that Dr Brown had completed her Safeguarding link meeting with Mrs Senior on 3 May 2017.</p>	

	<p>Dr Brown provided governors with a summary of her visit.</p> <p>Governors were informed that there are now 2 fully trained safeguarding officers.</p> <p>There are currently 2 children in need, 6 children with a TAF and 4 other children being monitored.</p> <p>Steve Barnes from the LA had reviewed the safeguarding action plan and confirmed that it was all ok.</p> <p>Mrs Senior will be looking at the CPOMS system that Kirkburton use and files will be copied over in the summer for the current years 6 and 7. CPOMS is a pastoral system throughout schools with separate access levels to which teachers can add safeguarding issues. CPOMS training will be given to staff.</p> <p>The Head Teacher and Mrs Senior are now signing off the Single Central Record every half term and the link governor will also check it on a termly basis. Mrs Senior is speaking to Steve Barnes to arrange for safeguarding training for all governors who have yet to complete it.</p> <p>Q: Do we check all external visitors using the premises? A: All external staff brought in to work with our children are checked but we do not check external clubs who just use the premises.</p> <p>ACTION: Head Teacher and Mrs Senior to confirm if external users of premises should be checked.</p> <p>Dr Brown was thanked for her report.</p>	<p>HT/Gill Senior</p>
2452.	<p>DEALING WITH COMPLAINTS AND CONCERNS ABOUT SCHOOLS</p> <p>ACTION: Chair to look at the toolkit and circulate to governors.</p> <p>RESOLVED: This item to be added to the agenda for the next meeting.</p>	
2453.	<p>GOVERNOR CONFERENCE</p> <p>Governors informed the Head Teacher that they would like to arrange a Governor Conference with the SLT to discuss OFSTED requirements etc. Governors suggested that they could work in link groups to see what goes on within the school and they could spend time looking at the visions and values.</p>	

	<p>Governors and the Head Teacher agreed that a Saturday morning at the end of June/ early July would be the best time to hold the conference.</p> <p>ACTION: Chair to email governors choice of dates for governor conference.</p>	CHAIR
2454.	<p>GOVERNOR VISITS AND GOVERNOR TRAINING</p> <p>Dr Brown had attended the Geography trip on 20 March to Yorkshire Wildlife Park. The trip had been very enjoyable. The children had been allowed to take photographs of the animals with their phones and one or two of them had to be reminded that this was a privilege.</p> <p>Dr Brown had visited the Science fair in school on 21 March and had also been on the Science trip on 29 March. This was an excellent trip and the children had been a credit to the school.</p> <p>Dr Brown had completed her link visit on 3 May.</p> <p>The Head Teacher thanked Dr Brown.</p>	
2455.	<p>ANY OTHER BUSINESS</p> <p>a) <u>Parent Forum</u></p> <p>The Chair informed governors that she had recently met with two parents who were interested in becoming governors. The Chair had informed them that there were no vacancies on the governing body at the present time and suggested PTA involvement could be an option.</p> <p>The Chair suggested a relaunch of the PTA in September but to use it as a vehicle for feedback and sharing of information and not just as a fundraising group. The purpose would have to be very clear and should be constructive and purposeful, not a vehicle for complaining.</p> <p>Q: Should we publicise it in June/July and include in the letter to new parents? A: Yes we need to ascertain parental interest initially. It will be an open forum but will need a nucleus of people including parents, staff and governors. Staff will need to be involved and promoting it to parents. Letters with expression of interest slips attached can be sent and governors could promote at Parent's evening.</p> <p>ACTION: Chair to put information together and sent to parents for feedback.</p>	CHAIR

	<p>b) <u>New MI System</u></p> <p>This item was discussed with the Head Teacher's update.</p>	
2456.	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That the next meetings of the Governing Body be held at 7.30 pm at the School on:</p> <p>(i) Tuesday, 13 June 2017 (ii) Tuesday, 18 July 2017 – to coincide with Awards Evening</p>	
2457.	<p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: 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>	