

THE MAST ACADEMY TRUST

Company No: 10357136

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, 15 May 2018.

PRESENT

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

In Attendance

Ms L Rattigan (Minute Clerk)

Minute	Action						
<b><u>2573. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b>	Apologies for absence were received from Mrs S D Lord and Mr M Armitage, both with consent.  There were no declarations of interest.						
<b><u>2574. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b>	The following items to be brought up under Any Other Business. <ul style="list-style-type: none"> <li>• Careers Days</li> <li>• Placement Planning</li> <li>• Friends of Scissett School</li> </ul>						
<b><u>2575. REPRESENTATION</u></b>	Resignation  <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Name</td> <td style="width: 33%;">Category</td> <td style="width: 33%;">With Effect From</td> </tr> <tr> <td>Mrs S North</td> <td>Parent</td> <td>17 April 2018</td> </tr> </table> Governors noted the resignation of Mrs S North. Mrs North had submitted a letter to the	Name	Category	With Effect From	Mrs S North	Parent	17 April 2018
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	<p>Chair and wished the Local Governing Body (LGB) all the best for the future.</p> <p>End of Term of Office</p> <table border="0" data-bbox="443 320 1760 392"> <tr> <td data-bbox="443 320 853 352">Name</td> <td data-bbox="853 320 1294 352">Category</td> <td data-bbox="1294 320 1760 352">With Effect from</td> </tr> <tr> <td data-bbox="443 352 853 392">Mrs S Farmer</td> <td data-bbox="853 352 1294 392">Co-opted</td> <td data-bbox="1294 352 1760 392">28 June 2018</td> </tr> </table> <p>Mrs Farmer was thanked for her contribution to the LGB and was asked to consider renewing her Term of Office, to which she agreed.</p> <p><b>RESOLVED:</b> That Mrs S Farmer renews her Term of Office and remains a Co-opted Governor.</p>	Name	Category	With Effect from	Mrs S Farmer	Co-opted	28 June 2018	
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Mrs S Farmer	Co-opted	28 June 2018						
<p><b><u>2576. MINUTES OF THE MEETING OF 16 JANUARY 2018</u></b></p>	<p><b>RESOLVED:</b> That the amended minutes of the meeting held on 16 January 2018 be approved and signed by the Chairman as a correct record.</p>							
<p><b><u>2577. MINUTES OF THE MEETING OF 13 MARCH 2018</u></b></p>	<p><b>RESOLVED:</b> That the minutes of the meeting held on 13 March 2018 be approved and signed by the Chairman as a correct record.</p>							
<p><b><u>2578. MATTERS ARISING</u></b></p>	<p>(i) <u>Pupil Numbers ( Minute 2554 refers)</u></p> <p>The PAN had been set at 195. Since this decision, 5 additional children had been accepted, taking the PAN to 200. A further 5 appeals are to be heard, and there are 21 children on the waiting list.</p> <p><b>Q. Does increasing the PAN help the case for additional facilities?</b></p> <p>A. A building survey confirms we are 1500sq.m undersized and classrooms are 7 sq.m undersized so this provides good evidence for a bid to condition improvement fund.</p> <p><b>Q. How can SIF funding be used?</b></p> <p>A. To improve the condition of the building, such as the roof, drainage and refurbishment and can be used creatively to convert spaces.</p>							

	<p><b>Q. Could assessing the hall and PE changing rooms release classroom space?</b></p> <p>A. Yes. Preliminary discussions have taken place about how we plan for the development of the school in a coherent way. This is especially important as planned housing developments could mean that PAN will increase to 240 in the future.</p> <p>(ii) <u>Sports Premium Update (Minute 2555 refers).</u></p> <p>The Sports Celebration Board is in place.</p> <p>(iii) <u>SATs Report (Minute 2556 refers).</u></p> <p>SATs reports had been circulated to the LGB.</p> <p>(iv) <u>Health and Safety (Minute 2565 refers).</u></p> <p>The Fire Risk Assessment was reviewed in June 2016</p>	
<p><b><u>2579. PUPIL PREMIUM REVIEW</u></b></p>	<p>The Shelley Pyramid Disadvantaged Peer Review report had been circulated before the meeting and was also tabled. The Head Teacher highlighted the following.</p> <ul style="list-style-type: none"> <li>• The Pyramid was looking at the progress of disadvantaged pupils and conducting peer reviews</li> <li>• The reviews assessed identification of pupils, engagement strategy, work scrutiny, pupil voice and leadership</li> </ul> <p>Governors examined the report.</p> <p><b>Q. How do teachers identify and seat pupils?</b></p> <p>A. MINT seating planning software is used alongside the SIMS package. MINT identifies disadvantaged pupils and tracks attainment and progress, including behaviour and achievement points.</p>	

	<p>In response to recommendations in the report, the next steps will be to enhance individual tracking by putting in place a provision map. The SEN and Disadvantaged team have assessed options and are now merging information onto 1 database.</p>	
<p><b><u>2579. SATS PREPARATION/ PREDICTIONS</u></b></p>	<p>The Head Teacher had circulated a Year 6 On Track Analysis Term 2B Report before the meeting.</p> <p>Year 6 English and Maths was tracked each half term and the scaled score tracked against target, enabling children to monitor their progress. The SATs predictions are based on testing and look promising. All children had completed the tests on time.</p> <p>A peer review of school's SATs process was complimentary and noted that pupils are positive about SATs and are motivated by tracking their scores and progress.</p> <p>The combined score for maths and English was predicted to increase by 11%.</p> <p><b>Q. Are there differences in predictions between boys and girls?</b></p> <p>A. The general pattern in SATs is that girls underachieve in maths and boys in reading. By the time girls leave school they have narrowed the gap. The Pyramid Maths project to improve teaching will be seen in next years' results.</p> <p>The focus on Growth Mindset is also influencing teachers, children and parents, with children opting in to interventions.</p> <p>Regular testing has normalised SATs and school is careful to balance testing with well-being activities such as walks, rounders and Tai Chi.</p> <p>Governors commented that the report was pleasing and thanked the Head Teacher and staff.</p>	
<p><b><u>2580. REPORTS FROM COMMITTEES</u></b></p>	<p>There were no reports to be received.</p>	

<p><b><u>2581. FINANCIAL MANAGEMENT AND MONITORING</u></b></p>	<p>The Head Teacher advised that the previous forecast for a c.30k in-year surplus had been revised to a c.39k in-year deficit. Primarily, this was due to an unexpectedly high National Pay Award of between 2% and 9%, depending on the pay scale and an increase in the top slice from the Trust from 2.5% to 3.75%. In line with advice from leadership Unions, school will publish the in-year deficit.</p> <p>The Head Teacher reassured governors that the quality of education would be upheld, and school can draw on previous surpluses, funding sources and an increase in pupil numbers to facilitate this. The Head Teacher emphasised this was an in-year deficit and not a cumulative deficit.</p> <p>The Budget Dashboard and Balance Sheets were circulated to governors who scrutinised the reports.</p> <p><b>Q. Do we need to scenario plan for different eventualities?</b> A. Yes. This is being led by the Chair of the Finance Committee working with the SLT and School Business Manager.</p> <p><b>Q. What is the position with other schools within the MAT?</b> A. All 3 schools are forecasting slight deficits.</p> <p><b>RESOLVED:</b> That the Chair sign an invoice for 15930.00 in respect of the French trip.</p>	
<p><b><u>2582. SAFEGUARDING</u></b></p>	<p>There were no new matters to report and safeguarding would be included under Governors' Training and Visits.</p>	
<p><b><u>2583. HEALTH AND SAFETY</u></b></p>	<p>The Health and Safety Governor had been given a tracking sheet detailing all Health and Safety actions.</p>	
<p><b><u>2584. RISK REGISTER</u></b></p>	<p>Any major changes to financial predictions will be discussed at the next meeting.</p>	
<p><b><u>2585. SCHEME OF DELEGATION</u></b></p>	<p>The MAT had decided that this item would now be reviewed annually.</p>	<p><b>GCS</b></p>

**2586. GOVERNOR TRAINING AND VISITS**

All governors had attended The Mast future funding workshop.

Mrs Farmer and Mr Inch had reviewed Humanities, and their report would be circulated.

Dr Brown had spent a full day in school on 19 April 2018, and her visit focused on SEN and Safeguarding. There were no children under Child Protection, and Children in Need had increased from 2 to 5. There were no attendance issues for these children, and all were doing well.

Safeguarding

The Safeguarding team had all been crossed trained. The lead commented that she was learning to delegate better. The new fencing was welcomed as it had enhanced safeguarding and especially incursions of children from another school.

CPOMS is to be replaced with Class Chart which has more comprehensive communications while maintaining a discrete package for the Safeguarding team. This will provide both SEN and Safeguarding on 1 system.

Dr Brown had reviewed and discussed the Single Central Record and signed it off for the Spring Term.

Looked After Children

Looked After Children (LAC) had reduced from 4 to 1 and an additional child is anticipated in September. It was noteworthy that a Year 7 boy had made 6 years progress, although still below attainment targets.

SEND

There are 58 children on the SEN Register. Children are assessed and removed if they are coping well and they continue to be monitored. All children with an EHCP and/or ETA support will remain on the register. Interventions are tracked and a termly tracking sheet is

**Mr Inch/Mrs Farmer**

	<p>sent to each department. A SEND and Disadvantaged Dashboard is in the staffroom along with RAG rated targets for each group. SEND information is on the school website and parents are given termly reports.</p> <p>The SENCO has completed Local Authority Refresher training and the first assignment at Leeds Beckett, with the final assignment due for completion in August 2018.</p> <p>Data was managed through the SIMS Discovery Programme which provides individual charts linked to interventions.</p> <p>Dr Brown had observed the English Fast Track group and noted that the children were thriving and supportive of each other.</p> <p>ETA observations demonstrated that different strategies were used, tailored to the needs of the child. Sessions observed included 1-1 mentoring of a Year 6 Humanities pupil in the library and 1-1 support for a Year 8 Science pupil in class.</p> <p>Dr Brown was thanked for her report.</p> <p><b>ACTION:</b> Report to be circulated to the LGB.</p> <p>Miss Potter had undertaken an English Literacy, and her report will be carried forward to the next LGB.</p>	<p><b>Dr Brown</b></p> <p><b>Miss Potter</b></p>
<p><b><u>2587. GOVERNOR RECRUITMENT</u></b></p>	<p>Governors had noted the requirement for another parent governor and were asked to consider suitable candidates. The Chair advised that a new Governor Skills Audit was needed and that a National Governors' Association template would be used. Following completion, the Chair would conduct Gap and Training Needs Analyses.</p> <p><b>ACTION:</b> The Chair to circulate the NGA Audit and governors to complete and return it within 2 weeks.</p>	<p><b>All Governors</b></p>

<p><b><u>2588. GOVERNOR CONFERENCE</u></b></p>	<p>The Mast is hosting a Governor's Conference on 7 June 2018, starting at 5.45pm. All governors were encouraged to attend. Pyramid and MAT governors had been invited and there would be a series of relevant workshops</p>	
<p><b><u>2589. ANY OTHER BUSINESS</u></b></p>	<p>(a) <u>Careers Days</u></p> <p>Year 7 and 8 pupils had attended sessions on financial planning; they chose the lifestyle they aspired to and then calculated the salary required to support their lifestyle. This was followed by presentations about careers and apprenticeships in a range of sectors and professions. Feedback from the children was positive and they found the presentations inspiring.</p> <p>Governors commented that less formal methods of presenting might encourage more parents to participate. Practical demonstrations and YouTube delivery could be considered.</p> <p>The school had written to everyone who contributed to the success of the careers days.</p> <p>(b) <u>Placement Planning</u></p> <p>The Head Teacher circulated a draft letter from the Pyramid, intended to raise awareness in the community and with councillors about the challenges that significant housing developments would place on school places. The Local Authority has a formula to predict numbers of children generated by each new build. This predicted national average is 3 additional pupils per year group.</p> <p>School had researched and produced a local paper based on 2000 known new homes and predicted that they would generate an additional 240 pupils per year group across the Pyramid. Governors debated what further empirical data would be required to support these figures.</p>	



