

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, 16 January 2018.

PRESENT

Miss R Potter (Chair), Dr S E Brown, Mrs S Farmer (part), Mrs N Greenough (part), Mr I Jackson, Mrs S North

In Attendance

Miss A Crossley (Visiting Teacher – part of meeting)

Mrs L Etherington (Business Manager – part of meeting) Ms E Kilner (Minute Clerk)

Item	Minute	Action
<u>2537. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u>	Apologies for absence were received from Mr M Armitage (consent), Mr M A Inch (consent), Mrs S D Lord (consent), Mr J Terry (consent) and Mrs L Wilkinson (consent) There were no declarations of interest.	
<u>2538. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u>	There were no matters to be brought under Any Other Business. <ul style="list-style-type: none"> • School Policy of Deep Clean • Friends of Scissett Middle School • School Action Pan (SAP) with RAG status 	
<u>2539. MINUTES OF THE MEETING HELD ON 12 DECEMBER 2017</u>	RESOLVED: That the minutes of the meeting held on 12 December 2017 be approved and signed by the Chair as a correct record subject to the following amendments:	Chair

Item	Minute	Action
	<p><u>Minute 2524 Finance</u> 'The LGB expressed their thanks to Mrs Etherington from the Governors' to be replaced by 'The LGB expressed their thanks to Mrs Etherington from the School'</p> <p><u>Minute 2532 Governor Training and Governor Visits Page 33</u> At end of first paragraph replace 'Looked After Children' with 'Looked After Children, Safeguarding and SEND'</p> <p><u>Minute 2532 Governor Training and Governor Visits Page 34</u> At end of first paragraph replace 'families and the problems' with 'families as the problems'</p> <p><u>Minute 2532 Governor Training and Governor Visits Page 34</u> In the third paragraph replace 'The SCR is being signed off each term which' with 'The SCR is being signed off each term by the Link Governor and each half term by the DSC and Head Teacher. The SCR '</p> <p><u>Minute 2532 Governor Training and Governor Visits Page 35</u> In the final line replace 'Joe McQueenan' with 'Joe McQueeney '</p>	
<p><u>2540. MATTERS ARISING</u></p>	<p>(a) <u>Yorkshire Tiger Buses (Minute 2493(a) refers)</u></p> <p>A meeting has been arranged for Friday 20th January 2018 to discuss the ongoing issues with Yorkshire Tiger Buses. The meeting will include the Head Teacher and representatives for the Local Council and Yorkshire Tiger Buses.</p>	<p>Head Teacher</p>
<p><u>2541. FINANCIAL MANAGEMENT AND MONITORING</u></p>	<p>Mrs L Etherington presented financial reports to the meeting. It was confirmed that copies of all reports would be sent to Mr M Armitage.</p> <p>(a) <u>Scissett Management Accounts Report Period 12 2016/17 (August year end close)</u></p>	<p>Mrs L Etherington</p>

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	<p>At the end of period 12 the report showed an actual surplus of £149,824 vs a budgeted surplus of £104,496 which is a positive variance of £45,328.</p> <p>Income shows a positive variance of £104,684 due mainly to £95,012 more income from Transfer plus additional SEN funding.</p> <p>Total Expenditure shows an adverse variance of £59,356 due to Capital Expenditure of £89,008 on SIMS, Lockers and Lighting. This is partly compensated for by a positive variance of £31,920 on Support Staff Costs due to leavers and support over MAT.</p> <p>(b) <u>Scissett Middle School Budget Dashboard – Spring Term scenario 2017/2018 budget</u></p> <p>Forecast balances show the following surplus / deficit</p> <ul style="list-style-type: none"> • 2017/2018 – surplus £77,507 – Total pupil number 575 • 2018/2019 – surplus £11,686 – Total pupil number 586 • 2019/2020 – surplus £2,591 – Total pupil number 592 • 2020/2021 – deficit £23,532 – Total pupil number 596 • 2021/2022 – deficit £109,658 – Total pupil number 585 <p>Mrs Etherington confirmed that these forecasts do include the new Head of English and all latest assumptions.</p> <p>Q. Can another forecast scenario be run assuming no reduction in pupil numbers over the forecast period? This may be more realistic given current demand and local building plans.</p> <p>A. Yes. The forecast scenario can be run for presentation at the next meeting. Mrs L Etherington will discuss pupil number assumptions with the Head Teacher</p>	<p>Mrs L Etherington</p>

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	<p>(c) <u>Scissett Middle School Management Accounts Report – Period 4 December 2017</u></p> <p>At the end of period 4 the report shows a year to date adverse variance of £62,530.</p> <p>Total expenditure has a year to date adverse variance of £44,074 due mainly to:</p> <ul style="list-style-type: none"> • Support staff cost adverse variance of £23,193 as two months salary was paid in November. This should balance back to minimal variance by February 2018. • Educational Supplies and Services adverse variance £14,459 due to the cost of trips which is recovered as Other Income. <p>Capital year to date shows an adverse variance of £18,456 due to the SIMS licence pre-payment.</p> <p>The Full Year forecast for 2017/2018 shows a surplus of £77,545 which is a positive variance of £41,353 to budget.</p> <p>Q. Are there any adverse variances expected not included in the Full Year Forecast? A. None known.</p> <p>Q. Are we receiving any income from the new lockers? A. Yes income is being received.</p> <p>Q. Do Pupil Premium Students receive free lockers? A. Yes.</p> <p>Miss R Potter confirmed that a standard agenda would be developed for future Finance Committee meetings. Miss R Potter will progress and discuss with Mr M Armitage. Mrs N Greenough joined the meeting.</p> <p>(d) <u>Contract with Shepley Football Club for use of facilities.</u></p>	<p>Miss R Potter</p>

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	<p>Q. Do organisations using the school facilities have to have appropriate safeguarding in place?</p> <p>A. All in school activities have to have DBS checks and proof of right to work in UK. For external organisations it is not the responsibility of the school. External organisations do have to provide public liability insurance. The school could consider including confirmation of safeguarding checks in the contract for use of school facilities.</p> <p>Mrs L Etherington left the meeting.</p> <p>Mrs S Farmer joined the meeting.</p>	<p>Mrs L Etherington</p>
<p>2542. <u>SAFEGUARDING</u></p>	<p>The Head Teacher confirmed there are no Safeguarding issues to report to the meeting.</p>	
<p>2543. <u>HEALTH AND SAFETY</u></p>	<p>The latest version of the Health and Safety policy has been circulated to governors. It was noted that this is a MAST policy and the Head Teacher is of the understanding that this has been approved by the MAST Trustees.</p> <p>There were a number of specific queries about the policy. The Head Teacher agreed to raise these at the MAST meeting to be held on 17 January 2018.</p> <p>Miss R Potter and Mr I Jackson agreed to meet to compile a list of school specific issues with policy for consideration.</p> <p>Q. Could the Science technician be trained as a First Aider given that Science was identified as high risk.</p> <p>A. The Head Teacher agreed to check if this is possible.</p> <p>It was noted that there are no current Health and Safety issues and that all Health and Safety training is up to date.</p> <p>It was agreed that Link Governors should include questions on risk assessments in their subject visits.</p>	<p>Governors</p> <p>Head Teacher</p> <p>Governors</p>

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	<p>It was confirmed that the school has a process to ensure all required risk assessments are performed.</p> <p>There is also a governors annual Health and Safety audit.</p> <p>Risk Assessments circulated to the Governing body will be those specifically identified by the MAST for school focus. The Risk Assessment for Manual Handling was the focus for this meeting.</p>	
2544. <u>RISK REGISTER</u>	<p>The Risk Register has been circulated to governors. It was noted that this is a MAST tool. The MAST use this to monitor risk.</p> <p>Q. Do we need to mirror the MAST Risk Register for the school specifically? A. The Head Teacher will check at the MAST meeting on 17 January 2018.</p>	Head Teacher
2545. <u>SCHEME OF DELEGATION</u>	<p>Not all governors have seen the Scheme of Delegation. It was confirmed that this can be viewed at www.themast.co.uk – Scheme of Delegation. The governors agreed to review the Scheme of Delegation before the next meeting.</p> <p>Q. Under governing body responsibility – should the governing body have the responsibility to appoint any roles other than the Head Teacher? A. The Head Teacher will check at the MAST meeting on 17 January 2018.</p>	Governors Head Teacher
2546. <u>WELLBEING PROJECT</u>	<p>Miss A Crossley joined the meeting.</p> <p>Miss A Crossley circulated the Wellbeing Award for Schools document and confirmed that Scissett Middle School will be working towards ‘Wellbeing Award for Schools’ over the next 12 months. Miss A Crossley and the Head Teacher have agreed to do the ‘School lead’ approach.</p> <p>The school is participating because:</p>	

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	<ul style="list-style-type: none"> • World Health Day statistics from Young Minds showed that 1 in 10 children suffer from a mental health condition. • Statistics showed that 1 in 3 to 4 adults suffer from poor mental health at some point in their life. • To break down the stigma of poor mental health and to get people talking about it and seek the support they need. • To improve and support staff wellbeing and resilience which should have a positive impact on attendance at work. • To support the whole person – child and adult. • Getting things right should support children into adulthood. • We have new pressures from social media and self-esteem issues. <p>There are 8 objectives:</p> <ol style="list-style-type: none"> 1. The school is committed to promoting and protecting positive emotional wellbeing and mental health by achieving the Wellbeing Award for Schools. 2. The school has a clear vision and strategy for promoting and protecting emotional wellbeing and mental health which is communicated to all involved with the school. 3. The school has a positive culture which regards the emotional wellbeing and mental health as the responsibility of all. 4. The school actively promotes staff emotional wellbeing and mental health. 5. The school prioritises professional learning and staff development on emotional wellbeing and mental health. 6. The school understands the different types of emotional and mental health needs across the whole school community and has a system in place to respond appropriately. 7. The school actively seeks the ongoing participation of the whole school community in its approach to emotional wellbeing and mental health. 	

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	<p>8. The school works in partnership with other schools, agencies and available specialist services to support emotional wellbeing and mental health.</p> <p>Key plans and dates:</p> <ul style="list-style-type: none"> • 1st February 2018 – Time to talk day – Time to change • w/c 5th February 2018 – Child Mental Health Awareness week • May 2018 – Mental Health Awareness Day • September 2018 – World Suicide Prevention day • October 2018 – World Mental Health Day • November 2018 – Stress Awareness Day • Drop down days will also be used for wellbeing for staff and students <p>Miss R Potter thanked Miss A Crossley for the presentation.</p> <p>Q. South West Yorkshire Mental Health Trust has ‘Ey Up’ charity that may give small grants to roll out support for community mental health issues. This may be worth investigating?</p> <p>A. Miss A Crossley will investigate.</p> <p>Q. Has the school considered using services of the ‘Yorkshire Yogi’ who delivers bespoke wellbeing packages for schools and staff? This would require funding.</p> <p>A. Miss A Crossley will investigate.</p> <p>Q. Is the school providing all support required?</p> <p>A. Yes all going well. Funding requirements will be discussed with the Head Teacher.</p> <p>If the accreditation is achieved by end of 2018 it will last for 3 years. The school can then continue to build on work done.</p>	<p>Mrs A Crossley</p> <p>Mrs A Crossley</p>

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	<p>Q. Once the work is embedded and established, will there be an opportunity to work across the trust?</p> <p>A. Yes this is the vision. The aim would be to use ideas in other schools and the community to share and educate.</p> <p>Miss A Crossley updated the meeting on what has already been achieved:</p> <ul style="list-style-type: none"> • Reviewed the Self Evaluation Plan. • Reviewed the staff room layout with a view to including a separate work area. • The action plan is almost complete – this will then go to the change team. • Working on plans for staff sports events. • Started ‘Staff Pick Me Ups’ • Work being done within RPSE classroom and curriculum ‘not just 1 day but everyday’ • Changes being made in Wellbeing room. • Considering use of ‘Time to Change’ pledge on emails. <p>The Head Teacher thanked Miss A Crossley for all the hard work done. Miss A Crossley asked the governors for any new ideas and welcomes them to all wellbeing events being held.</p> <p>The meeting agreed that further updates on progress would be included in the Head Teachers report and that Miss A Crossley would be invited back to the meeting to report on progress later in the year.</p>	<p>Governors</p> <p>Head Teacher</p>
<p><u>2547. GOVERNOR SUPPORT AND CHALLENGE FILE</u></p>	<p>It was suggested that Governors should set up a ‘Support and Challenge File’ to include papers presented at Governors meetings and any other relevant information. The files should support the consistency and clarity in response to any questions which could occur through the year.</p>	

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	<p>RESOLVED: Governor Support and Challenge Files will be set up ensuring all the Governors have a consistent copy.</p> <p>The school will order appropriate files.</p>	<p>Governors</p> <p>Head Teacher</p>
<p>2548. <u>GDPR</u></p>	<p>It was noted that from May 2018, schools must ensure that data processing complies with new data protection law under the General Data Protection Regulation (GDPR).</p> <p>The Head Teacher confirmed that the Trust is leading on the implementation of the new requirements across all schools in the Trust.</p> <p>Updates on progress should be included in the next agenda for the Finance and Resources meeting.</p>	<p>Clerking Services</p>
<p>2549. <u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p>	<p>(a) Dr S E Brown undertook Performance management training on 13th December 2017.</p> <p>(b) Dr S E Brown visited the school Science department on 14th December 2017 to discuss the findings of the Science Spotlight. A report will be circulated when finalised and agreed. A copy will be sent to the school for filing. In summary all was well.</p> <p>(c) Miss R Potter suggested that all Governors should look at the GLAD package of training. This will be circulated.</p> <p>(d) Miss R Potter suggested that all Governors should book and complete their Link visits as soon as possible. Finalised reports should be copied to Sally Booth for school filing.</p>	<p>Governors</p> <p>Governors</p>
<p>2550. <u>GOVERNOR SELF ASESMENT</u></p>	<p>Miss R Potter circulated copies of a proposed Self-Assessment framework. The aim is that all governors appraise their own performance in a consistent way using a standard framework.</p>	

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	ACTION: The Governors should review and provide feedback on the proposed framework as soon as possible.	Governors
<u>2551. ANY OTHER BUSINESS</u>	<p>(a) <u>School Policy of Deep Clean</u></p> <p>It was suggested that the school / the Mast should investigate adding triggers and procedures for a deep clean following increased infection levels, to the Health and Safety policy.</p> <p>(b) <u>Friends of Scissett Middle School</u></p> <p>Governor champions are required to work with staff to kick start the Friends of Scissett Middle School. The chair requested volunteers to be Governor champions. The Head Teacher will ask for staff volunteers.</p> <p>(c) <u>School Action Pan (SAP) with RAG status</u></p> <p>A version of the School Action Plan was circulated which included RAG status on activities to indicate progress to date. A green RAG indicates that the activity is complete. Yellow RAG indicates that the activity is still live and that work is still ongoing.</p> <p>It was agreed that the SAP would be reviewed again:</p> <ul style="list-style-type: none"> • At the start of the summer term. • At the end of the summer term / start of the autumn to review progress across the full year 	<p>Head Teacher</p> <p>Governors Head Teacher</p> <p>Head Teacher / Governors</p>
<u>2552. 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, 13 March 2018 at 7.00pm preceded by the Resources & Finance Committee at 6.30pm 	

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	<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>2553. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>	RESOLVED: That no part of the minutes be excluded from the copy to be made available at the School.	

The Chair closed the meeting at 9.30pm.