

THE MAST ACADEMY TRUST

Company No: 10357136

DfE: 4041

**THE LOCAL GOVERNING BODY OF SCISSETT MIDDLE SCHOOL**

Minutes of the Annual meeting of the Local Governing Body held at 7.00 pm at the School on Tuesday, 17 October 2017.

PRESENT

Miss R Potter (Chair), Dr S E Brown, Mrs S Farmer, Mrs N Greenough, Mr M A Inch, Mr J Lyne, Mrs S North, Mr J Terry, Mrs L Wilkinson

In Attendance

Mr G Dawkins (Minute Clerk)

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b><u>2503. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b>	<p>Apologies for absence were received from Mr M Armitage (consent), Mr I Jackson (consent), and Mrs S D Lord (consent).</p> <p>The Chair recorded thanks from the Governing Body to Mrs Lord for 25 years' service to the school and circulated Thank You and Get Well Soon cards for the Governors to sign.</p> <p>There were no declarations of interest.</p>	
<b><u>2504. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b>	<p>There were no items notified to be brought up under Any Other Business.</p>	
<b><u>2505. MINUTES OF THE METING HELD ON 26 SEPTEMBER 2017</u></b>	<p><b>RESOLVED:</b> That the minutes of the meeting held on 26 September 2017 be approved and signed by the Chair as a correct record subject to the following amendment:</p>	

Item	Minute	Action
	<p><u>Minute 2493 (i) SATS Results</u> – The first sentence should read “The Head Teacher advised that the projected progress scores have been adjusted in light of National performance.” and under ACTION replace “Amended” with “Updated”.</p>	
<p><b><u>2506. MATTERS ARISING</u></b></p>	<p>(a) <u>Edubase (Minute 2485 (b) refers)</u></p> <p>The Head Teacher will check that all Governors’ details are up to date on Edubase.</p> <p>(b) <u>Appraisal Committee – Staff Appraisals (Minute 2488 (a) refers)</u></p> <p>The Head Teacher summarised the findings of the staff appraisals by staffing groups as follows:</p> <ul style="list-style-type: none"> <li>• 34 Teachers (2 are on maternity leave.)</li> <li>• 28 Teachers passed, 4 partially passed and 6 awarded pay progression.</li> <li>• 5 Administrative staff all passed, 3 awarded pay progression.</li> <li>• 18 Support Staff, 10 passed, 3 partially passed, 3 awarded pay progression.</li> <li>• 4 staff on Leadership Scale, all passed but none are eligible for pay progression.</li> </ul> <p>Sample targets were looked at and one HLTA target is to be made smarter.</p> <p><b>Q.- Are there any forced rankings?</b>  <b>A.-</b> No, all can pass or not.</p> <p>It was noted that staff on Main Scale are eligible every year for pay progression but those on Leadership Scales, Upper Pay Scales and HLTA are eligible every 2 years with 2 successful appraisals. If staff are at the top of the scale they are not eligible. This is all set out in the pay policy.</p> <p><b>Q.- How many staff have reached the top of UPS3?</b>  <b>A.-</b> 18</p> <p><b>Q.- How are staff kept motivated?</b>  <b>A.-</b> They need to keep achieving successful appraisals or could drop down scale.</p>	<p><b>Head Teacher</b></p> <p><b>Head Teacher</b></p>

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	<p>It was requested that the Staffing Structure and the new School Action Plan be circulated to all Governors.</p> <p><b>Q.- Is the Head Teacher's appraisal in hand?</b>  <b>A.-</b> Yes, dates need to be agreed.</p> <p>(c) <u>Governors with Specific Responsibilities (Minute 2489 refers)</u></p> <p>The Chair noted that both Dr Brown and Mrs North were particularly heavily involved with specific area responsibilities and it would be useful to have some shadow Governors to enable some succession or emergency cover in the future if required.</p> <p>Mrs Wilkinson has agreed to shadow Mrs North and the Chair asked other Governors to consider shadowing Dr Brown.</p> <p>(d) <u>Yorkshire Tiger Buses (Minute 2493(a) refers)</u></p> <p>A meeting has been requested with the MP and a date is awaited. Mr Terry has a log of the arrival times and would wish to attend the meeting with the MP if possible.</p>	<p><b>Head Teacher / Appraisal Committee</b></p> <p><b>Governors</b></p> <p><b>Head Teacher / Mr Terry</b></p>
<b><u>2507. ELECTION OF VICE-CHAIR</u></b>	<p>It was agreed that nominations would not be taken accepted from Governors not present at the meeting and the term of office of the Vice-chair will be until the 2018 AGM.</p> <p>Nominations were taken from the meeting.</p> <p>Mrs Farmer nominated Mrs North.</p> <p>There were no other nominations and Mrs North was elected Vice-chair unanimously.</p> <p><b>RESOLVED:</b> That Mrs Sarah North be elected as Vice-chair until the 2018 AGM.</p>	<b>Agenda Item – Governor Clerking Service</b>
<b><u>2508. RESOURCES &amp; FINANCE COMMITTEE</u></b>	The Resources and Finance Committee met prior to this meeting and the following were discussed:	

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	<ul style="list-style-type: none"> <li>Revised Management Accounts for the year ending 31 August 2017 which showed a surplus including accruals of £175k which is very positive. This surplus includes the expenditure on the lighting.</li> <li>Future year projections are looking positive to 2019/20 but a dip could be expected in 2020/21.</li> </ul> <p><b>Q.- Does the surplus include money from conversion?</b> A.- No, this went into the MAT budget.</p> <p><b>Q.- What is the total budget?</b> A.- £2,111,687.</p> <p><b>Q.- Is it good to carry this amount of surplus?</b> A.- The Trust has regulations about the amount of surplus as the Trust needs to remain solvent</p>	
<p><b><u>2509. STANDARDS AND EFFECTIVENESS COMMITTEE</u></b></p>	<p>The Head Teacher presented Year 6 and Year 8 data, that for Year 6 being updated SATS data. It should be noted that National scores went up so our relative progress scores went down.</p> <p>The coasting standard in 2016 was -2.5 in Maths &amp; Reading and -3.5 in Writing. We may be below the coasting standard in Maths again at -2.67 ( the figure has not yet been released) but above coasting in Reading and Writing.</p> <p>Disadvantaged children are above coasting in Reading but below in Maths and Writing. At the beginning of Year 6 we inherit a very large gap.</p> <p><b>Q.- Does this show closing the gap?</b> A.- No, the gap is similar, but the gap closes from Year 6 to Year 8 and by Year 8 disadvantaged pupils are doing as well as others nationally.</p> <p><b>Q.- Is SEN included in Disadvantaged?</b> A.- No, disadvantaged pupils are generally FSM6, free school meals in last 6 year, a</p>	

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	<p>poverty issue but there is an overlap between SEN and disadvantaged which can be identified.</p> <p>55 children have FSM and approximately 100 disadvantaged children but this varies by cohort year-on-year.</p> <p>Data by Teaching Sets shows progress scores for each class this was done by going back to the GL data. The English data for disadvantaged children shows some anomalies which need investigating.</p> <p>GL data has been used to test out theories in more detail.</p> <p>Mrs North is to come into school after half term to review school data.</p> <p>The Year 8 data is normally based on tests carried out at Shelley College but this year there has been a problem with the data which as yet cannot be relied on.</p> <p>Fortunately we did Mock tests at the end of May which gave an English Scale Score of 112 compared to the NA of 100, with 52 children above average.</p> <p>Though girls performed better than boys, both boys and girls were significantly above the NA.</p> <p>The cohort is not very diverse in terms of ethnicity.</p> <p>FSM PP 103.6 and non-PP 113.6, 36 pupils above NA.</p> <p>Maths – 117.2 overall, very strong with 65% above NA. Boys and girls significantly above NA and FSM 107.6 significantly above NA.</p>	

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	<p>So the gap in Year 6 has gone by Year 8 and above NA. Last year the results from tests sat at Shelley College gave 108.8 in English and 114 in Maths.</p> <p>The Chair thanked the Head Teacher from the Governing Body for all the progress that has been made.</p>	
<b>2510. <u>SAFEGUARDING</u></b>	There was nothing to report on this item.	
<b>2511. <u>HEALTH &amp; SAFETY</u></b>	<p>It was reported that there is a Trust wide push on Health &amp; Safety and has bought into Health &amp; Safety training for all staff. Trips and Falls are being covered this term.</p> <p>There is also now a procedure for recording “Near Misses” on forms in the Staff Room.</p> <p>The Chair is to meet with the Site Manager next half term.</p>	<b>Chair</b>
<b>2512. <u>HEAD TEACHER'S UPDATE</u></b>	<p>The Head Teacher raised the following items:</p> <p>(a) <u>Well Being Award</u></p> <p>The PE Teacher is passionate about the Well Being Award for Schools which includes pupils, staff &amp; Governors. A Self Evaluation Form was circulated to all Governors for review.</p> <p><b>Q.- Is the form anonymous?</b> <b>A.-</b> Yes.</p> <p>It was agreed that the form can be issued electronically.</p> <p>(b) <u>The Bridge Hub</u></p>	

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	<p>It was noted that the Bridge Community Hub has been set up so that families can access support within the community and other support agencies.</p> <p>The first event is an e-safety meeting at Scissett Middle School on 9 November 2017. Also a survey has been sent out to all families and there have already been 250 replies.</p> <p>(c) <u>Maths Teacher</u></p> <p>It was reported that Mrs Thompson is to retire at the end of October 2017 and Mr Hawksworth is to return after half term.</p> <p>(d) <u>Staff Survey</u></p> <p>The last staff survey was undertaken 18 months ago so it is to be done again. The Head Teacher is to retrieve the last survey, issue to Mr Inch and Mrs Wilkinson to review and then issue to Head Teacher and Chair before sending to staff.</p>	<p><b>Head Teacher / Mr Inch / Mrs Wilkinson / Chair</b></p>
<p><b><u>2513. SITE DEVELOPMENT</u></b></p>	<p>(a) <u>Security Enhancement Project</u></p> <p>The Head Teacher explained that this is a project to provide a secure inner cordon within school using fencing, gates and cctv. The proposals have been discussed with the Chair, Mrs Farmer, Mr Lyne and Mr Terry. There is a formal and complex bid process for CIF (Condition Improvement Funding) which the MAT Finance Director considers needs a professional bid writer as bids are required in by early December 2017.</p> <p>To aid the bid process the Chair proposed that with the experience of 2 landscape architects on the Governing Body it would be possible to get a robust bid with a tight specification and cost based on a Design &amp; Build tender with a performance</p>	





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<p><b><u>2514. SCHEME OF DELEGATION</u></b></p>	<p>It was reported that the Governor Clerking Service issued the current Scheme of Delegation last week.</p> <p>Other than changes to the financial spend limits for each school in the MAT the document fundamentally remains unchanged.</p> <p><b>RESOLVED:</b> That the Chair is to circulate the Scheme of Delegation to all Governors for approval.</p>	<p><b>Chair</b></p>
<p><b><u>2515. POLICY REVIEWS</u></b></p>	<p>(a) <u>Accessibility Plan &amp; Barriers to Access Check</u></p> <p><b>RESOLVED:</b> That the Chair review the Accessibility and Barrier Check and report back to the Head Teacher and subject to the Chairs comments being accepted, the Accessibility Plan be approved.</p> <p>(b) <u>Behaviour Policy</u></p> <p>Changes regarding SEN, SEN with exclusions, Award and Behaviour Points and a section on Chewing Gum were noted and were not considered to be major changes.</p> <p><b>RESOLVED:</b> That the Behaviour Policy be approved.</p> <p>(c) <u>Homework Policy</u></p> <p>This is a new policy which sets periods of time over which homework will be set and undertaken. Previously there was zero tolerance regarding completion of homework but now some professional judgement has been included linked to awarding achievement points or behaviour points.</p> <p><b>RESOLVED:</b> That the Homework Policy be approved.</p> <p>(d) <u>Safeguarding Policy</u></p>	<p><b>Chair</b></p>

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	<p>The Safeguarding Policy has been reviewed and it was agreed that it should be approved.</p> <p><b>RESOLVED:</b> That the Safeguarding Policy be approved.</p> <p>(e) <u>Online Safety Policy</u></p> <p>It is felt that this policy does not go far enough particularly regarding Social Media. Mrs Senior is to contact Mr Inch to review.</p> <p>(f) <u>SEN Policy</u></p> <p>Dr Brown noted that the policy needs to be amended to refer to SENDCo. Dr Brown is to review the policy and comment back to Mrs Senior.</p> <p><b>RESOLVED:</b> That the Chair send out <b>Action</b> reminders to Governors.</p>	<p><b>Mrs Senior / Mr Inch</b></p> <p><b>Dr Brown / Mrs Senior</b></p> <p><b>Chair</b></p>
<p><b><u>2516. GOVERNOR TRAINING AND GOVERNOR VISITS</u></b></p>	<p>(a) <u>Governor Visits</u></p> <p>The Chair reported attending a course on “Making Effective School Visits” on 16 October 2017 and noted that Governors need to make effective and focused school visits. We are good at informal visits and supporting trips but we need to commit to effective monitoring visits with relevant members of staff on a one-to-one basis generally out of the classroom unless there is a specific need. The aim is to look at aspects of the school relevant to Governors.</p> <p>The Chair circulated copies of the School Governor Service’s “Governor Visits to Schools” which includes a section on suggested questions.</p> <p>The Chair also circulated Protocols for Governor Visits and a proposed Visit Checklist and asked Governors to review and comment back to the Chair.</p>	<p><b>Governors</b></p>

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	<p>The aim is for Governors to make 2 subject visits a year with termly SEN and Data Assessment visits.</p> <p>Governors should agree a timetable and let the Head Teacher know as well as staff the focus of any visit.</p> <p>Reports of visits should be sent to the Head Teacher to include in the Head Teacher's Report or to be reported at the next Governing Body meeting.</p> <p>The Chair asked that Governors approach link staff to arrange visits.</p> <p><b>RESOLVED:</b> That the Chair send out the documentation to all Governors electronically.</p> <p>(b) <u>Governor Training</u></p> <p>The Chair reported that the school subscribe to the GLAD Training package which gives access to a lot of courses and seminars.</p> <p>The Chair circulated the list of courses to Governors and also asked Governors to look at the website and let the Chair know of any courses they wished to go on.</p> <p>Governors are to feedback to the Governing Body on any courses that they attend.</p> <p>The Chair noted that there is Governor Training on Ofsted Preparation on 7 November 2017 at Scissett Middle School in the evening time and details to be confirmed.</p> <p>Also the MAST wide Governor Conference is to be held at Scissett Middle School on 7 December 2017 in the evening. More information is to be released in due course.</p>	<p><b>Chair</b></p> <p><b>Governors</b></p> <p><b>Governors</b></p>
<p><b><u>2517. ANY OTHER BUSINESS</u></b></p>	<p>There were no items of any other business to report.</p>	

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<p><b><u>2518. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.</u></b></p>	<p><b>RESOLVED:</b> That future meetings of the Governing Body are to be held in school on the following dates:</p> <ul style="list-style-type: none"> <li>• Tuesday, 12 December 2017 at 6.30pm</li> <li>• Tuesday, 16 January 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 13 March 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 15 May 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 3 July 2018 at 7.00pm preceded by the Resources &amp; Finance Committee at 6.30pm</li> <li>• Tuesday, 17 July 2018 at 7.00pm (Review Meeting) preceded by the Resources &amp; Finance Committee at 6.30pm</li> </ul>	
<p><b><u>2519. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></b></p>	<p><b>RESOLVED:</b> That no part of the minutes be excluded from the copy to be made available at the School.</p>	