

**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, 13 June 2017.

**PRESENT**

Mr M Armitage, Dr S Brown, Mrs S Farmer, Mrs N Greenough (Head Teacher), Mr M Inch, Mr I Jackson, Mr J Lyne, Mrs S North, Miss R Potter (Vice Chair), Mr J Terry, Mrs L Wilkinson

**In attendance**

Mrs C Woodcock (Minute Clerk)

Minute	Action
<p><b>2458. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Mrs S Lord, with consent.</p> <p>There were no declarations of interest.</p>	
<p><b>2459. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</b></p> <p>The following items were notified to be raised under any other business:</p> <ul style="list-style-type: none"> <li>• Online costings for dinner money purchases</li> <li>• Accessibility Plan</li> </ul>	
<p><b>2460. MINUTES OF THE MEETING HELD ON 16 MAY 2017</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 16 May 2017 be approved and signed by the Chair as a correct record.</p>	
<p><b>2461. MATTERS ARISING</b></p>	

<p>a) <u>Performance Yorkshire Tiger Buses (Minute Passim)</u></p> <p>Mr Terry is progressing the ongoing concerns with Yorkshire Tiger.</p> <p>The Head Teacher and Chair will write to Yorkshire Tiger, during week commencing 19 June 2017, and refer back to the next meeting of the Governing Body.</p> <p>b) <u>Safeguarding (Minute 2435 refers)</u></p> <p>(i) <b>ACTION:</b> Additional signs to be put up to publicise the use of CCTV.</p> <p>(ii) <b>ACTION:</b> Mr Lyne to inform external users of facilities to inform police of any incidents in future.</p> <p>(iii) <b>ACTION:</b> Head Teacher to provide a detailed review of fencing.</p> <p>A quote for additional signage has been received and Mr Stronell is liaising with the company regarding this. The preferred style of signage would be similar to that used by Shelley College.</p> <p>It was agreed that a Working Group will be formed and that meetings will be held from September 2017. The Group will be responsible for the requirements of the School, in terms of CCTV and perimeter security. A draft five-year plan will be drawn up prior to the first meeting of the Group.</p> <p>Mr Terry, Mr Lyne and Mrs Farmer volunteered to sit on the Working Group.</p> <p><b>ACTION:</b> A Working Group to be formed and meetings to be held from September 2017.</p> <p>c) <u>School Vision, Aims and Values (Minute 2448 refers)</u></p> <p><b>ACTION:</b> 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>To be discussed at Agenda Item 2464.</p> <p>d) <u>Safeguarding (Minute 2451 refers)</u></p> <p><b>ACTION:</b> Head Teacher and Mrs Senior to confirm if external users of premises should be checked.</p>	<p>HT/JT/JL/SF</p>
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	<p>The Head Teacher confirmed that it is the responsibility of private or external users of the site to ensure that the relevant safeguarding checks have been carried out.</p> <p>e) <u>Dealing with Complaints and Concerns about Schools (Minute 2452 refers)</u></p> <p><b>ACTION:</b> Chair to look at the toolkit and circulate to governors.</p> <p>To be discussed at Agenda Item 2468.</p> <p>f) <u>Governor Conference (Minute 2453 refers)</u></p> <p><b>ACTION:</b> Chair to email governors choice of dates for governor conference.</p> <p>Miss Potter agreed to circulate a list of dates via email for governors to respond to with their availability for a governor conference in September 2017.</p> <p>g) <u>Any Other Business (Minute 2455 refers)</u></p> <p><u>Parent Forum</u></p> <p><b>ACTION:</b> Chair to put information together and send to parents for feedback.</p> <p>The Chair had drawn up a document entitled 'Friends of Scissett Middle School: A Parent-School Forum', which had been previously circulated to governors via email.</p> <p>The document was approved by governors and will be sent out to all parents for feedback.</p> <p>All other actions from the previous meeting were complete.</p>	
2462.	<p><b>REPORTS FROM COMMITTEES</b></p> <p><u>Finance and General Purposes Committee Meeting, 16 May 2017</u></p> <p>A meeting of the Finance and General Purpose Committee had been held at 6.30 pm on 16 May 2017. The minutes of the meeting will be reviewed at the next meeting of the Governing Body.</p>	

	<p>A short meeting of the Finance and General Purpose Committee will be held on 18 July 2017 for the purpose of reviewing the budget.</p>	
2463.	<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>Staffing Update</u></p> <p>The Head Teacher advised that the following staff are leaving at the end of the academic year:</p> <p>Claire Francis, Head of Science, and Viv Sculley, Science Teacher, are retiring. Helen Peace and Stephen Hawksworth have secured promoted posts.</p> <p>Governors requested that their appreciation be placed on record to the above members of staff and thanked them for their length of service and the contribution they have made to the success of the School. Cards will be sent from the Governing Body and these will reiterate governors' appreciation.</p> <p>Tom Freshwater and Sammi Nighat have been appointed to the Science Department from September and Sarah Hull will be joining as a Year 6 specialist. In Maths, Sarah Coggin, an experienced Year 6 teacher, has been appointed and she will begin to teach KS3 Maths next year.</p> <p><b>Q. Could we have a staff chart please?</b> A. Yes, I will update our current structure with the September starters and we can begin to use this next term.</p> <p><b>ACTION:</b> Head Teacher to update staffing structure and circulate to governors in September 2017.</p> <p>b) <u>Curriculum Update</u></p> <p>The new timetabling has commenced.</p> <p>c) <u>Resources</u></p>	HT

Two cloakrooms will be closed during the summer. One space will be converted into a classroom, by knocking out a disused toilet and a music practice room. The other will be converted for locker space and two smaller music practice rooms. The shared area will be reopened as a 'cut through' for pupils and lockers will be placed in this area. For pupils who do not get a locker, we have made provision for PE kits to be dropped off in changing rooms in the morning. Pupils will then move coats as they do bags (drop them off in their next lesson), so as not to carry them around.

The School is investigating the possibility of developing a wall of affirmations and comments linked to the growth mindset concept. This will take the form of specially designed vinyl wall covering and will be purchased using money from the Enterprise Fund.

**Q. Schools are encouraged to make their environment as uncomplicated as possible, to ensure inclusivity for Special Educational Needs and those with disabilities. How will you ensure that the wall fits with this ethos?**

A. We will ensure that everything is matching and uncomplicated, and that it is not confusing for any of our pupils. We can get this backed up in a letter from the suppliers. In addition to the accessibility test, the design will need to pass racial, gender and ethnicity tests. This piece of work will be undertaken by staff. The idea of the wall is that it will be a visual aid, to reinforce positive messages such as 'resilience'. In the interim, Mrs Booth can email a copy of the brochure to all governors for information.

**ACTION:** Mrs Booth to email a copy of the brochure to all governors for information.

d) Numbers on Roll

There are four appeals for places in Year 6. If they are all successful, this would put our Year 6 roll number up to more than 210.

e) Attendance

The Head Teacher highlighted that the persistent absenteeism figure had been affected by three pupils with Special Educational Needs (SEN) whose attendance had been erratic.

f) Exclusions

The figure for exclusions is the same as that discussed at the previous meeting of the Governing Body.

**SB**

	<p>g) <u>Racist/Homophobic Incidents</u></p> <p>No incidents of racist/homophobic behaviour were reported.</p> <p>h) <u>Community</u></p> <p>Adele Greenleaf has made links with colleges to provide opportunities for pupils to get a taste for the world of work. Pupils have attended college to try bricklaying, hair and beauty, plumbing and catering. The School has also had a company in every Friday, running apprenticeship workshops with 90 of the Year 8 pupils. All Pupil Premium pupils have been involved in at least one of these opportunities. Mr Terry has worked hard to ensure that all pupils who have traditionally struggled with behaviour at School are positively engaged. This has led to a significant improvement in the behaviour of some of the School's most challenging pupils.</p> <p>Governors asked that their appreciation be placed on record to Ms Greenleaf and Mr Terry in respect of the excellent work outlined above.</p> <p>The Head Teacher was thanked for her report.</p>	
2464.	<p><b>SCHOOL VISION, AIMS AND VALUES</b></p> <p>The Chair had previously consulted on the School Vision, Aims and Values and a revised document was tabled for agreement.</p> <p>Governors suggested that the introductory statement: <i>'Working together, respecting all because everyone matters'</i> was cumbersome and cited the School's existing motto: <i>'Partnership, Excellence, Innovation'</i> as a 'snappier' option. The Head Teacher suggested that pupils be requested to devise a strapline for the School Vision, Aims and Values and that this could take the form of a competition.</p> <p>Governors requested that <i>'Core Purpose'</i> be removed and that the Vision statement should be amended as follows:</p> <p><i>'To ensure that we are all inspired with a love of learning, a zest for life and the confidence to excel whilst keeping our values at the heart of everything we do'.</i></p> <p>Following a group exercise, Governors requested that the Values section should be amended to include an acronym of the word RESPECT; specifically:</p>	

	<p><i>'A school that provides outstanding learning opportunities underpinned by a culture of respect:</i></p> <p><b>Resilience</b>  <b>Excellence</b>  <b>Support</b>  <b>Pride</b>  <b>Enjoyment</b>  <b>Creativity</b>  <b>Trust'</b></p> <p>Governors agreed that the amended version of the School Vision, Aims and Values works on three levels: for pupils, staff and parents.</p> <p><b>ACTION:</b> That the School Vision, Aims and Values are updated and pupils are requested to devise a strapline for insertion at the beginning of the document.</p>	<p><b>Chair/HT</b></p>
2465.	<p><b>SCHOOL ACTION AND DEVELOPMENT PLAN</b></p> <p>The School Action and Development Plan was reviewed at the previous meeting of the Governing Body, on 16 May 2017.</p>	
2466.	<p><b>RAISE ONLINE</b></p> <p>RAISE Online was reviewed at the previous meeting of the Governing Body, on 16 May 2017.</p>	
2467.	<p><b>SAFEGUARDING</b></p> <p>The Head Teacher advised governors that there are two new referrals for multi-agency support. One has come through from social care and one has been instigated by School to support a family in crisis.</p>	
2468.	<p><b>DEALING WITH CONCERNS AND COMPLAINTS ABOUT SCHOOLS – <i>A Practical Toolkit for Head Teachers and Governors.</i></b></p> <p>It was highlighted that the process for dealing with complaints would be adopted at a MAST Academy Trust level. The MAT has not adopted a policy yet; however, it is envisaged that this will be in place by September</p>	

	<p>2017. In the interim, it was agreed that the School would refer to its existing Complaints Policy in the event of a complaint.</p>	
<b>2469.</b>	<p><b>GOVERNOR VISITS AND GOVERNOR TRAINING</b></p> <p>Mr Inch had attended a Summer Concert, where a good variety of performances were noted.</p> <p>Miss Potter had made Health and Safety visits to School.</p>	
<b>2470.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>The following items of any other business were discussed:</p> <p>a) <u>Online Costings for Dinner Money Purchases</u></p> <p>It was noted that the online costings for items purchased by pupils using dinner money had disappeared. The Head Teacher advised that she would discuss this with Mrs Booth and refer the matter back to the next meeting of the Governing Body.</p> <p><b>ACTION:</b> Head Teacher to investigate the absence of online costings and refer back to the next meeting of the Governing Body.</p> <p>b) <u>Accessibility Plan</u></p> <p>An Accessibility Plan is required to identify how the School meets the needs of disabled pupils in response to the Special Educational Needs and Disabilities Code of Practice (2014). Work is currently ongoing and a skeleton plan is already in place. The plan will require staff input and, when finalised, will be published and made available on the School website.</p> <p>c) <u>Electronic Minutes</u></p> <p>Governors requested that the agenda, minutes and papers for all meetings of the Governing Body be sent via email, from September 2017. Governors would be provided with a MAST Academy Trust email address to facilitate this process and it was envisaged that an email would be sent out one week prior to the meeting to act as a reminder; in the absence of a paper copy of the agenda and minutes.</p>	<b>HT</b>



	<p><b>ACTION:</b> The agenda, minutes and papers for all meetings of the Governing Body to be disseminated via email from September 2017.</p> <p>d) <u>Health and Safety</u></p> <p>It was highlighted that work is currently being undertaken to improve the process and documentation of the annual Health and Safety Audit.</p> <p>e) <u>SATS</u></p> <p>The Head Teacher confirmed that the SATs results are due on 8 July 2017 and that the English Department had achieved 36/36 for moderation.</p>	<p><b>Governor Clerking Service</b></p>
2471.	<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 the School on:</p> <p>(i) Tuesday, 18 July 2017 – to coincide with Awards Evening (<u>timings to be confirmed</u>)</p>	
2472.	<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 8:55 pm