



MIDDLETON SCHOOL
Walnut Tree Walk, Ware, Herts. SG12 9PD
HCC School Number 639

Minutes of the **FULL GOVERNING BODY** Meeting
held on Wednesday 12th July 2017 at 7.00pm at the School

Present: Mr. B. Riley Mrs. L. Crisp (*from 17/18*) Mr. J. Glover
Mrs. F. Humphreys Mr. R. Hawkins Mrs. G. Jeffrey (*Chair*)
Mrs. D. Jolly Miss J. Otley Mrs. P. Wallace

In attendance: Mrs. Dianne Hart (*School Business Manager*)
Mr. J.B. Anderson (*Clerk*)

The meeting commenced at 7.00 pm.

Item	Discussion and Action	Who/when
17/12	Apologies for absence Apologies were received from Mrs. P. Hawkins and Mrs. K. Weller.	
17/13	Declaration of Interest Governors were reminded that, in the event of a conflict of interest arising for them during the course of the meeting, they should declare it and withdraw from the meeting for the duration of the item.	
17/14	Notification of any other business The Clerk raised the matter of <u>Governor Vacancies</u> . Governors noted that there remained a vacancy for a Staff Governor and that a Parent Governor vacancy would arise in October 2017. DJ undertook to advise parents of the forthcoming vacancy.	ACTION: DJ
17/15	Minutes of the meeting held on 18th May 2017 The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
17/16	Matters arising from the minutes: none.	
17/17	Reports from the Committees	
17/17.1	<u>Resources Committee, 20th June 2017</u> Copies of the minutes of the meeting had been sent to governors. JG summarised the business of the meeting. Governors commented upon the question raised about mental health training and agreed to review the Wellbeing programme.	GC
17/17.2	<u>School Improvement Committee, 28th June 2017</u> Copies of the minutes of the meeting had been sent to governors. GJ summarised the business of the meeting. DJ confirmed that the Middleton Frameworks for Literacy and Numeracy should be ready for an Autumn Term launch to local schools who might be interested. The new computer reporting system STAR has been used successfully to generate reports this year although it needs a little fine tuning before it is saleable. In answer to FH's question about the Frameworks, DJ confirmed that the School was seeking advice on copyrighting the intellectual content. There was also some discussion of the fee that other schools might be asked to pay for the use of the Middleton Framework. DJ commented that the School would endeavour to recoup development costs.	GQ

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17/18	<p>(7.15pm. LC joined the meeting)</p> <p>The Headteacher's Report</p> <p>Copies of the Headteacher's Report had been sent to governors in advance of the meeting.</p> <p>Governors noted that the school is full and will continue to be so in September, leaving little or no leeway for any more admissions. DJ reported that there had been 2 fixed term exclusions this year. <u>Attendance</u> has remained steady at 93.4% - the School's target level. There had been neither any <u>racist incidents</u> nor <u>bullying</u> recorded this year. FH asked who had the responsibility for reporting any incidents that might occur on the journeys from and to school on the bus. DJ advised that this would be the responsibility of the transport contractor employed by HCC.</p> <p>Governors were pleased to hear that, in addition to the fundraising events mentioned in the report, a further £1k will be raised by Saturday's School Picnic event.</p> <p>Governors were also pleased to note that the children continue to make a variety of visits. GJ asked if the more challenging behaviour of some of the pupils made visits any more difficult for staff. JO was happy to say that the children's behaviour on visits was very good. She added that it was becoming more difficult to find visits that linked well with the curriculum, however.</p> <p>The Outreach service continues to be successful. GJ asked how the HCC measures the effectiveness of the Outreach service. It is believed that the good take-up of the service is a major indicator.</p> <p>Governors were delighted to note that the School had received the Apprentice Employer of the Year Award from Herts Regional College.</p> <p>DJ recorded her thanks to Diane Hart for her sterling work in carefully monitoring the School's budget. The budget and, particularly, bank balances are really tight this year. Governors added their appreciation.</p>	<p>GQ</p> <p>GQ</p> <p>GQ</p> <p>GC</p> <p>GC</p>
17/19	<p>The annual Safeguarding Report 2016/17</p> <p>Copies of the annual Safeguarding Report had been sent to governors in advance of the meeting.</p> <p>PW reported that she had attended Safer Recruitment training with Tower Hamlets in November 2016. BR had attended Safeguarding training in May 2017 and Prevent training in April 2017. These can be added to the training section of the Safeguarding Report.</p> <p>GJ and DJ will seek to update their Safer Recruitment training soon.</p> <p>DJ advised that the Whistleblowing policy will be reviewed in the Autumn Term.</p> <p>Governors had previously agreed that Safeguarding should be a standing item at Governing Body meetings, but would appreciate some guidance on the format of such reports. The Clerk agreed to seek advice from HfL on recommended best practice. <i>(Post meeting note: - HfL confirmed that it is recommended that the FGB agenda has a standing Safeguarding item).</i> DJ observed that Child Protection forms a large proportion of the SLT's work.</p> <p>Governors approved the Safeguarding Report, as amended, for submission to HCC's Child Protection School Liaison Service.</p>	<p>GC</p> <p>ACTION: DJ</p> <p>ACTION: Clerk</p>
17/20	<p>Parents' Questionnaire</p> <p>Copies of the analysis of the Parents' Questionnaires had been sent to governors in advance of the meeting. DJ confirmed that there had been a 50% response.</p> <p>Governors were impressed with the results, many of which were 100% positive and most were in the high nineties. Governors were also delighted with the parents' comments that had been appended to the analysis.</p>	

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17/21	<p>Pupils' Questionnaire</p> <p>Governors had received an analysis of the Years 5 and 6 pupils' responses to the Pupils' Questionnaire. The returns from the lower and Middle schools were not yet complete and will be presented at the next opportunity.</p> <p>The results of the survey were very positive with the exception of a few pupils who felt that some other pupils' behaviour was not as good as it might be. Governors found the pupils' comments on their favourite activities in school very enlightening. In answer to PW's question, DJ confirmed that the children did gardening as part of their "Golden Time" activities.</p> <p>FH asked if the pupils received feedback on their comments. DJ welcomed this suggestion and will ensure the children see that their comments are acted upon.</p>	<p>GQ</p> <p>GQ ACTION: DJ</p>
17/22	<p>Governor Monitoring Visits</p> <p>FH tabled the report on her school visit of 18th May. PW's school visit report had been circulated previously.</p> <p>DJ listed some dates that might be good opportunities for governor visits:</p> <ul style="list-style-type: none"> • Swimming Gala at Fanshaws School on Friday 14th July at 1.15pm. • Formal presentation of Lord's Taverners minibus Tuesday 18th July at 1.30pm • Leavers' Assembly on Friday 21st July at 10.30pm. <p>LC would attend the Swimming Gala, and JG & RH looked forward to attending the minibus presentation. Governors are reminded to let DeH know if they are likely to be making a school visit.</p>	
17/23	<p>Governor Training</p> <p>PW and BR had undertaken governor training as detailed in minute 17/19 above.</p> <p>Governors took the opportunity to select some potential dates for an in-house G.B. Effectiveness evaluation session, as follows: -</p> <p>Wednesday 11th, Tuesday 17th, or Wednesday 18th October 2017.</p> <p>The Clerk undertook to book the session on one of these dates with HfL.</p>	<p>ACTION: Clerk</p>
17/24	<p>Dates of Governing Body meetings 2017/18</p> <p>The following dates were agreed: -</p> <p><u>Autumn Term 2017</u></p> <p>Full Governing Body – Wednesday, 27th September 2017, 7.00pm School Improvement C'ttee – Thursday, 9th November 2017, 6.00pm Resources Committee – Wednesday, 22nd November 2017, 7.00pm</p> <p>Full Governing Body – Wednesday, 6th December 2017, 7.00pm HTPM Group – 6th December 2017- to be confirmed</p> <p><u>Spring Term 2018</u></p> <p>Resources Committee – Tuesday, 6th February 2018, 7.00pm School Improvement C'ttee – Tuesday, 13th March 2018, 6.00pm</p> <p><u>Summer Term 2018</u></p> <p>Resources Committee – Wednesday, 9th May 2018, 7.00pm Full Governing Body – Wednesday, 23rd May 2018, 7.00pm (probable) School Improvement C'ttee – Tuesday, 27th June 2018, 6.00pm Resources Committee – Tuesday, 10th July 2018, 7.00pm Full Governing Body – Wednesday, 18th July 2018, 7.00pm</p>	

The meeting closed at 8.48 p.m.