



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

Minutes of the **FULL GOVERNING BODY** Meeting  
held on Wednesday 27<sup>th</sup> September 2017 at 7.00pm at the School

**Present:** Mrs. L. Crisp                      Mrs. F. Humphreys                      Mrs. G. Jeffrey (*Chair*)  
                  Mrs. D. Jolly                              Mrs. P. Wallace                              Mrs. K. Weller

**In attendance:** Mr. J.B. Anderson (*Clerk*)

The meeting commenced at 7.10 pm.

Item	Discussion and Action	Who/when
17/25	<b>Apologies for absence</b> Apologies were received from Mr. J. Glover, Mr. R. Hawkins, Miss J. Otley and Mr. B. Riley. Mrs. P. Hawkins was also absent but no apologies had been received.	
17/26	<b>Declaration of Interest</b> 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.	
17/27	<b>Notification of any other business</b> DJ wished to discuss advice received on the teachers' pay award. Governors agreed to add this item to the end of the meeting.	
17/28	<b>Minutes of the meeting held on 12<sup>th</sup> July 2017</b> It was pointed out that the 27 <sup>th</sup> June 2018 (the date of a School Improvement Committee meeting) is a Wednesday. Otherwise, the minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
17/29	<b>Matters arising from the minutes:</b> none.	
17/30	<b>Governor Vacancies</b> Governors are aware that there remains a vacancy for a Staff Governor and that a Parent Governor vacancy would arise in October 2017.  DJ will continue to seek candidates for the Staff Governor vacancy. Mrs. Crisp advised that she would not be available for a further term of office as a Parent Governor. Governors recorded their thanks for her service to the Governing Body. DJ undertook to notify parents of the forthcoming vacancy.	<b>ACTION: DJ</b> <b>ACTION: DJ</b>
17/31	<b>The Register of Business Interests</b> The governors present updated their entries in the Register. Those absent will update their entries at forthcoming Governing Body meetings.	<b>GA</b>

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17/32	<p><b>The membership of the Committees</b> Governors agreed the membership as follows: -</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b><u>School Improvement</u></b> Vacancy Mrs. P. Hawkins Mr. R. Hawkins Mrs. G. Jeffrey Mrs. D. Jolly Mrs. J. Otley Mrs. Kerry Weller</p> </td> <td style="vertical-align: top;"> <p><b><u>Resources</u></b> Mr. J. Glover Mrs. F. Humphreys Mrs. G. Jeffrey Mrs. D. Jolly Mr. B. Riley Mrs. P. Wallace (Mrs. D. Hart in attendance)</p> </td> </tr> </table> <p>It is hoped that the vacancy on the S.I. Committee left by Mrs. Crisp's retirement will be filled by a new Parent Governor.</p>	<p><b><u>School Improvement</u></b> Vacancy Mrs. P. Hawkins Mr. R. Hawkins Mrs. G. Jeffrey Mrs. D. Jolly Mrs. J. Otley Mrs. Kerry Weller</p>	<p><b><u>Resources</u></b> Mr. J. Glover Mrs. F. Humphreys Mrs. G. Jeffrey Mrs. D. Jolly Mr. B. Riley Mrs. P. Wallace (Mrs. D. Hart in attendance)</p>	
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17/33	<p><b>Appointment of the Headteacher's Performance Management Team</b> Governors confirmed the membership of the H/TPM team as follows: -</p> <p>Mrs. P. Hawkins Mrs. F. Humphreys Mr. B. Riley Mrs. P. Wallace</p> <p>It was also confirmed that the H/TPM team will meet on the afternoon of Wednesday 6<sup>th</sup> December.</p>			
17/34	<p><b>Governor Appointments</b> The following appointments were made: -</p> <ul style="list-style-type: none"> <li>● Child Protection and Children Looked After: - Kerry Weller</li> <li>● Health &amp; Safety: - Jackie Otley</li> <li>● Governor Training: - Gemma Jeffrey</li> </ul>			
17/35	<p><b>A review of the following School Policies: -</b> Copies of the following school policy documents had been sent to governors in advance of the meeting: -</p> <p>17/35.1 <u>Governor Expenses</u> Governors approved the policy with no amendments deemed necessary.</p> <p>17/35.2 <u>Governor Visits Policy</u> Governors approved the policy with no amendments deemed necessary. In reply to FH's question, DJ said there was rarely any staff feedback subsequent to governors' visits. GJ commented that staff members were always very welcoming.</p> <p>17/35.3 <u>Governors' Code of Conduct</u> Governors approved the policy with no amendments deemed necessary.</p>	<p><b>GQ</b> <b>GC</b></p>		
17/36	<p><b>The School Prospectus including Collective Worship Statement</b> Copies of the School's revised Prospectus had been sent to governors in advance of the meeting. DJ took governors through the amendments: -</p> <ul style="list-style-type: none"> <li>● Governors welcomed the reference to the aspects of learning additional to the National Curriculum provided by the School: e.g. Communication, Attention, Turn Taking and Sharing, Emotional Well-Being and Emotional Regulation, Independence (including toileting) and Manners and Social Etiquette.</li> <li>● Reference to the covered outside area.</li> <li>● In reply to Governors' query, DJ confirmed that pupils with pierced ears were permitted to wear studs.</li> <li>● Governors noted that there was no need to "disapply" pupils under the</li> </ul>	<p><b>GQ</b></p>		
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	<p>new NC – the School had not disapplied pupils previously, anyway.</p> <p>Governors agreed to adopt the revised Prospectus.</p> <p>FH pointed out that permission to put staff members' names on the website must be sought under new regulations that will become effective in April 2018.</p>	<b>GC</b>
<b>17/37</b>	<p><b>An update on the Pupils' Questionnaire</b></p> <p>The analysis of the questionnaires had been updated with the outstanding returns and copies had been sent to governors in advance of the meeting.</p> <p>DJ observed that the analysis appeared to show that pupils have become more aware of other pupils' behaviour since the School had received a few more challenging children. She added that the pupils were good at not allowing themselves to be distracted by bad behaviour. Governors were pleased with the overall positive nature of the pupils' responses.</p>	
<b>17/38</b>	<p><b>A report on the use of Restrictive Physical Intervention</b></p> <p>Copies of the report had been sent to governors in advance of the meeting. Governors noted that the figures for the Autumn term 2016 to Summer term of 2017 were affected by three individual pupils who were not typical to the LD population of the school. If these pupils are removed from the data, and look only at pupils typical to an LD setting then only 5 pupils received RPI and they were all isolated incidents.</p> <p>DJ reported that the effectiveness of the Hertfordshire Steps approach to behaviour management continues to dramatically reduce the need for the use of RPI at Middleton school, when compared to methods used prior to the introduction of STEPS. Pupils respond positively to alternative strategies and interventions and are increasing their ability to develop their own internal discipline.</p> <p>GJ asked if there were any staffing issues relating to the more challenging pupils; DJ replied that there had been no difficulty in recruiting good staff and maintaining staff numbers. Governors expressed their concern for members of staff who encounter stressful situations.</p>	<b>GQ</b> <b>GC</b>
<b>17/39</b>	<p><b>Monitoring Safeguarding procedures</b></p> <p>DJ advised that there is a pupil who tries to escape from the School. Safeguarding and Steps Behaviour Management advisors, plus the Police, have advised not chase the pupil beyond the School gates. The School has been advised to call the Police in these circumstances.</p>	
<b>17/40</b>	<p><b>A review of Governing Body effectiveness</b></p> <p>It is hoped that this will be the subject of an in-house governor training session – see item 17/42.</p>	
<b>17/41</b>	<p><b>Governor Monitoring Visits</b></p> <p>KW will visit the School in her role of C.P. governor to monitor the School's safeguarding procedures.</p> <p>DJ listed some forthcoming opportunities for governor visits: -</p> <ul style="list-style-type: none"> <li>• Focus week on Key Skills – week commencing 9<sup>th</sup> October.</li> <li>• Harvest Festival – 20<sup>th</sup> October p.m.</li> <li>• Xmas Activity Day - 2<sup>nd</sup> December</li> <li>• Joseph and his Technicolour Dreamcoat – 13<sup>th</sup> December p.m. and 14<sup>th</sup> December a.m.</li> <li>• Santa's Shop – 15<sup>th</sup> December.</li> </ul> <p>Governors agreed that monitoring visits might be linked to aspects of the School Plan. DJ recommended a visit to observe the "Jigsaw" curriculum delivery method that started at the beginning of Autumn Term.</p>	

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	Governors are reminded to let DeH know when they wish to make a school visit.	
<b>17/42</b>	<p><b>Governor Training</b></p> <p>GJ has booked Complaints training. GJ observed that her Safer Recruitment training needs to be refreshed. FH has booked a whole-day course on Data Protection. KW asked about the possibility of attending some Hertfordshire STEPS behaviour management training. Governors agreed that it gives a good insight to the ethos of the School. DJ circulated details of "Balance" governor training courses.</p> <p>Governors agreed that it would be beneficial to arrange an in-house session on Safeguarding, possibly in conjunction with Pinewood School.</p> <p>HfL had been in touch regarding the proposed in-house G.B. Effectiveness session. GJ will contact HfL's Madeline Hynes to discuss the G.B's specific requirements. It is hoped that the session will take place in October on one of the three possible dates previously selected, i.e. - Wednesday 11<sup>th</sup>, Tuesday 17<sup>th</sup>, or Wednesday 18<sup>th</sup> October 2017.</p>	<b>GA</b>
<b>17/43</b>	<p><b>Other Business – Teachers' Pay Award</b></p> <p>A document outlining the details of the Teachers' Pay Award had been sent to governing bodies by Herts for Learning. Governors found it difficult to understand how HfL had arrived at their interpretation the School Teachers' Review Body's recommendations. DJ undertook to seek clarification from the payroll provider, SERCO.</p>	<b>ACTION: DJ</b>

The meeting closed at 9.12 p.m.

### **Dates of Governing Body meetings for the remainder of 2017/18**

#### Autumn Term 2017

School Improvement C'ttee – Thursday, 9<sup>th</sup> November 2017, 6.00pm

Resources Committee – Wednesday, 22<sup>nd</sup> November 2017, 7.00pm

#### **Full Governing Body – Wednesday, 6<sup>th</sup> December 2017, 7.00pm**

HTPM Group – 6<sup>th</sup> December 2017- to be confirmed

#### Spring Term 2018

Resources Committee – Tuesday, 6<sup>th</sup> February 2018, 7.00pm

School Improvement C'ttee – Tuesday, 13<sup>th</sup> March 2018, 6.00pm

#### Summer Term 2018

Resources Committee – Wednesday, 9<sup>th</sup> May 2018, 7.00pm

#### **Full Governing Body – Wednesday, 23<sup>rd</sup> May 2018, 7.00pm (probable)**

School Improvement C'ttee – Wednesday, 27<sup>th</sup> June 2018, 6.00pm

Resources Committee – Tuesday, 10<sup>th</sup> July 2018, 7.00pm

#### **Full Governing Body – Wednesday, 18<sup>th</sup> July 2018, 7.00pm**