



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

Minutes of the **FULL GOVERNING BODY** Meeting
held on Wednesday 6th December 2017 at 7.00pm at the School

Present: Mrs. F. Humphreys Mr. R. Hawkins Mrs. G. Jeffrey (*Chair*)
Mrs. D. Jolly Miss J. Otley – *up to item 17/54*
Mr. B. Riley Mrs. P. Wallace

In attendance: Mrs. D Hartley (*Deputy Headteacher*) – *up to item 17/54*
Mrs. Dianne Hart (*School Business Manager*)
Mr. J.B. Anderson (*Clerk*)

The meeting commenced at 7.05 pm.

Item	Discussion and Action	Who/when
17/44	Apologies for absence Apologies were received from Mr. J. Glover and Mrs. K. Weller. The Chair reported that she had received a letter of resignation from Mrs. P. Hawkins. Governors agreed that Mrs. Hawkins' long service to the School should be recognised. GJ undertook to make contact with Mrs. Hawkins.	ACTION: GJ
17/45	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.	
17/46	Notification of any other business None.	
17/47	Minutes of the meeting held on 27th September 2016 The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
17/48	Matters arising from the minutes <u>Register of Business Interests (17/31)</u> Mr. Hawkins, Miss Otley and Mr. Riley updated their entries in the Register.	
17/49 17/49.1	Reports from the Committees <u>School Improvement Committee, 9th November 2017</u> GJ gave a summary of the meeting and advised governors to familiarise themselves with the role that governors play in the complaints procedure. GJ also pointed out that there were now at least two vacancies in the committee membership. Governors acted upon the suggestion that a short FGB meeting should be arranged in the Spring Term in order to formally adopt the new School Plan. It was agreed to make adoption of the School Plan should be the first item on the agenda of the Resources Committee meeting due to take place on 6 th February 2018. All governors would be invited to attend the meeting. DJ undertook to send governors copies of the draft Plan in advance of the meeting.	GA ACTION: DJ
17/49.2	<u>Resources Committee, 22nd November 2017</u> BR gave a summary of the meeting, highlighting changes to schools' responsibilities under the Data Protection Act coming into effect in April.	

KEY: GA – governors' action **GC** – governor's comment **GQ** – governor's question

17/50	<p>Governing Body Vacancies</p> <p>With the resignation of Mrs. Hawkins, there are now three vacancies on the Governing Body; for a Parent Governor and for two Co-opted Governors. In the absence of any other candidates, the Staff Governor vacancy had been filled by Mrs. Otley who had stood down as a Co-opted Governor.</p> <p>It was understood that a former Parent Governor might wish to re-join the Governing Body as a Co-opted Governor.</p> <p>Following RG's suggestion, governors agreed that the school should register with a "one-stop-shop" to find suitable candidates to fill the co-opted governor vacancies.</p> <p>It was further agreed to arrange a governor presence at Parent Consultation Evenings and end-of-term shows to canvass for Parent Governor nominations.</p>	ACTION: DiH GA
17/51	<p>A review of the Committees' Terms of Reference</p> <p>The <u>School Improvement Committee</u> had not recommended any changes. It was recognised that the current governor vacancies had left the S.I. Committee short of members. BR volunteered to join the Committee in addition to his role on the Resources Committee.</p> <p>The <u>Resources Committee</u> had suggested that the Governing Body might wish to add specific reference to compliance with the data Protection Act to its ToR. It was, however, decided to wait until guidance on compliance issues had been received.</p>	
17/52	<p>The Head Teacher's Report</p> <p>Copies of the Headteacher's Report had been sent to governors in advance of the meeting. DJ took governors through the highlights.</p> <p>Governors noted that the HIP's monitoring visit had taken place earlier in the day and that a report will follow.</p> <p>Governors were delighted to hear that the School had been actively supporting charities as usual. DiH confirmed that the Christmas Fun Day raised £1,386.</p> <p>Commenting upon the formal lesson observations that had taken place during the Autumn Term, RH asked how areas for improvement were followed-up. DJ gave some anonymised examples. Responding to RH's additional question, DJ confirmed that staff members are expected to ask for extra support in meeting personal improvement plans as and when required.</p> <p>Governors were pleased to hear that at just over the half-year (7 months) the School's predicted budget carry-forward had increased from nought to £20k</p> <p>The Report included a <u>safeguarding</u> section which advised governors that there were two pupils with Child in Need plans and one with a Child Protection plan at present.</p> <p>Governors thanked DJ for her report.</p>	GC GQ
17/53	<p>The Pupil Value Added Report 2016/17 (including target setting and attendance and quality of teaching and learning report).</p> <p>Copies of Mrs. Hartley's data analysis report were tabled. The purpose of the report is to evaluate pupil progress for the academic year 2016/17 and to identify areas of concern and action points for the following year. DeH added that the HIP had reviewed the data analysis during his visit earlier in the day and had made a number of observations. So, she also tabled a summary of the HIP's comments, as follows: -</p> <ul style="list-style-type: none"> • The HIP had suggested that the initial data analysis could be done earlier (June/July) so that interventions can be planned into the forthcoming academic year. Deeper analysis can be done later. • HIP also highlighted a need to define "Outstanding" and "Good" rates of progress in the absence, now, of national progression guidance. BR asked 	GQ

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	<p>how the HIP's example figures had been derived; DeH replied that they arose from what the HIP had observed at other schools. Governors agreed with BR's comment that such definitions need to be moderated.</p> <ul style="list-style-type: none"> • HIP had suggested that, rather than raising the bar to 2.5 sub-levels of progress for all pupils, it might be preferable to target specific cohorts of pupils to achieve the "Good" definition of 2 sub-levels of progress per year. • Explore the possibility of moderation with Year 7 teachers at Pinewood. • Measure progress based upon pupil starting points. <p>DeH then took governors through the twelve appendices to her report, each of them dealing with different aspects of pupil progress and attainment across the curriculum. DeH highlighted areas for development and answered questions as they arose.</p> <p>DeH felt that the poor rate of progress recorded for a particular pupil cohort could be due in part to anomalies in teacher assessment. DJ commented that the introduction of the M-scales should lead to a better understanding of assessment criteria. GJ asked if the introduction of M-scales would have an effect on the School's ability to compare previous data and measure progress. DeH said that, although the new descriptors do differ a little, she will attempt to equate the new levels with the old when establishing pupil progress.</p> <p>Governors observed that a good proportion of Years 5 & 6 pupils were meeting and exceeding their targets and agreed that teachers could consider setting more stringent targets. Responding to a query, DeH said that the pupils who will take the SATs next year will be shown some old papers so that they have a better idea of what to expect.</p> <p>RH raised a query concerning pupils' progress in Writing between KS1 and KS2. DeH replied that Writing is a problem area for all Special Schools and that it might be worth considering a Focus Week on Writing; this had been effective in the past.</p> <p>Governors agreed that Debbie and Julia had done a marvellous job on pupil data analysis and that Debbie had presented it very clearly. DJ observed that it will provide plenty of information to guide the new School Plan.</p> <p><i>(9.05 p.m. DeH & JO left the meeting)</i></p>	<p>GC</p> <p>GC</p> <p>GQ</p> <p>GC</p> <p>GQ</p> <p>GQ</p> <p>GC</p>
17/54	<p>Teachers' Pay Award</p> <p>The governors accepted the Resources Committee's recommendation to award 2% across MPS and 1% across UPS and the TLR & SEN points. The Committee had taken the view that this would be beneficial for recruitment and retention, particularly when taken in conjunction with the School's practice of meeting the cost of staff duty meals.</p> <p>The Resources Committee had agreed that the extra cost of the option to put 2% on the UPS could place an unsustainable strain on future School budgets.</p> <p>DJ undertook to notify staff of the governors' decision by memo.</p>	ACTION: DJ
17/55	<p>Report of the Hertfordshire Improvement Partner (HIP)'s visit</p> <p>Most of the outcomes of the HIP's visit have been reported in item 17/53 above. Additionally, it was noted that the HIP had suggested that the governing body appoints a governor with specific responsibility for overseeing the content of the School's website.</p> <p>A copy of the HIP's written report will follow when available.</p>	GA
17/56	<p>Monitoring Safeguarding procedures (Standing FGB item)</p> <p>DJ had included Safeguarding in her Report (<i>item 17/52</i>).</p>	

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17/57	<p>SFVS Working Party DiH explained that it would be desirable to prepare a draft SFVS report in advance of the Resources Committee meeting due on 6th February 2018. GJ proposed, and RH seconded that JG, FH and PW would join DiH on a working party to prepare the draft. The date of Tuesday, 23rd January 2018 at 1.00p.m. was agreed, subject to confirmation with JG.</p>	ACTION: DiH
17/58	<p>Governor Monitoring Visits</p> <ul style="list-style-type: none"> • KW had made a "Jigsaw"-related visit on 31st October. Her report had been circulated to governors. <p>GJ expressed a desire to observe a "Jigsaw" group. Will arrange during Spring Term.</p> <p>Governors will attend the School's Xmas Show.</p> <p>RH asked DJ to advise governors of next term's Focus Weeks.</p> <p>GJ asked DJ to send copies of the School's Newsletter to all governors in the expectation that some of the content might be the foundation of a good visit.</p>	ACTION: GJ ACTION: DJ GA
17/59	<p>Governor Training</p> <p>Governors had attended an in-house governing body self-evaluation session on 17th October. The action points arising will be incorporated in the governors' section of the School Plan.</p> <p>FH and DiH reported upon a session on the provisions of the new General Data Protection Regulations that they had attended. FH said that data protection will be a high priority and that schools will need to have a plan for compliance. It was agreed to find an example of a compliance action plan from another school. DJ undertook to bring a summary of progress towards an action plan to the February Resources Committee meeting.</p> <p>DJ and GJ reported that they have booked Safer Recruitment training in February 2018.</p>	ACTION: DJ & GJ ACTION: DiH, DJ
17/60	<p>Performance Management Report</p> <p>DJ had sent copies of her P.M. Report to governors in advance of the meeting. The report provided governors with outcomes of whole-school and individual (anonymised) performance targets for the academic year 2016/17. It also included the whole-school and anonymised individual targets set for 2017/18.</p> <p>Governors noted and approved the recommended pay progressions for those members of staff who had successfully met their targets.</p>	
17/61	<p>Report from the Headteacher's Performance Management Review Group <i>(9.45 pm. Governors resolved to take item 16/61 under Part Two rules at this point – see separate minute. DiH left the meeting).</i></p>	

Dates of Governing Body meetings dates for the remainder of 2017/18 are as follows: -

Spring Term 2018

Resources Committee – Tuesday, 6th February 2018, 7.00pm

School Improvement Committee – Tuesday, 13th March 2018, 6.00pm

Summer Term 2018

Resources Committee – Wednesday, 9th May 2018, 7.00pm

Full Governing Body – Wednesday, 23rd May 2018, 7.00pm (probable)

School Improvement Committee – Wednesday, 27th June 2018, 6.00pm

Resources Committee – Tuesday, 10th July 2018, 7.00pm

Full Governing Body – Wednesday, 18th July 2018, 7.00pm