



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 2018 at 7.00pm at the School

Present: Mrs. L. Crisp Mr. J. Glover Mrs. F. Humphreys (*from 18/19*)
Mr. R. Hawkins Mrs. G. Jeffrey (*Chair – from 18/19*)
Mrs. D. Jolly Miss J. Otley Mrs. C. Ronsley
Mrs. P. Wallace Mrs. K. Weller

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

RH opened the meeting and invited nominations for the role of Chair for the first part of the meeting – up to 18/19. RH proposed, and DJ seconded, JG. RH elected *nem con*. The meeting commenced at 7.00 pm.

Item	Discussion and Action	Who/when
18/16	Apologies for absence Apologies were received from Mr. B. Riley and Ms L. McGivern.	
18/17	Appointment of Co-opted Governors Two nominations for the two Co-opted governor vacancies had been received: - Mrs. L. Crisp and Mrs. G. Jeffrey. Both nominees left the room at this point. RH proposed, and PW seconded, the co-option of Mrs. Crisp. Governors voted in favour of Mrs. Crisp's co-option with effect from today's date. RH proposed, and PW seconded, the co-option of Mrs. Jeffrey. Governors voted in favour of Mrs. Jeffrey's co-option with effect from today's date. (<i>Mrs. Crisp and Mrs. Jeffrey re-joined the meeting</i>)	
18/18	Renewing the terms of office of two Co-opted Governors Governors were aware that the terms of office of Mr. Hawkins and Mrs. Wallace were due to end on 31 st August 2018. Both governors were happy to continue as co-opted governors for another four years with effect from 1 st September 2018. GJ proposed, and DJ seconded, the renewal of both terms of office. Approved <i>nem con</i> .	
18/19	Election of Chairman of the Governing Body PW nominated GJ, seconded by LC. Agreed <i>nem con</i> . (<i>7.10 pm. FH joined the meeting</i>)	
18/20	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.	
18/21	Notification of any other business: none.	
18/22	Minutes of the meeting held on 27th May 2018 The minutes of the previous meeting, including the part Two minutes, were agreed as a true and accurate record and signed by the Chair.	

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

18/23 18/23.1	Matters arising from the minutes <u>Presentation on GDPR by IT Consultant (18/4)</u> It was agreed that the governing body a letter of thanks should be sent to Matt Farnborough, the IT consultant.	ACTION: GJ
18.23.2	<u>A review of Governor Induction (18/12)</u> KW, GJ and DiH will go through the governor induction material in the near future.	ACTION: KW, GJ and DiH
18/24 18/24.1	Reports from the Committees <u>School Improvement Committee, 27th June 2018</u> Copies of the minutes of the meeting had been sent to governors. GJ summarised the business of the meeting. DJ gave an update on School Data (<i>minute 10</i>); advising governors that the Deputy Head had said that it might be possible to provide some basis to compare the new M-scales with previous years' data. Governors wished to endorse the Committee's thanks to all the staff responsible for producing the M-scales assessment and planning handbook (<i>minute 11</i>). In reply to JG's question, DJ replied that the School is actively marketing M-scales via Outreach.	GC GQ
18/24.2	<u>Resources Committee, 10th July 2018</u> Copies of the minutes of the meeting had been sent to governors. JG summarised the business of the meeting and gave an update on the Voluntary Funds report (<i>minute 9</i>). He had researched the Charity Commission regulations and it transpires that the turnover limit is higher than the £10k figure quoted in the minutes and, so, the Friends of Middleton accounts do not require a formal audit. Governors agreed, nevertheless, that the officer roles (Chair, Secretary & Treasurer) and trustees should be filled by parent volunteers if possible. DiH undertook to encourage parents to come forward at the next FoM meeting. PW volunteered to provide an informal independent examination of FoM's accounts. The Resources Committee is due to receive a report on the FoM's status at its Autumn Term meeting.	
18/25	The Head teacher's Report Copies of the Head teacher's Report had been sent to governors in advance of the meeting. Governors noted that the numbers of pupils on the School Roll is continuing to increase and is likely to reach 94 children in September. DJ pointed out that this left little leeway for any pupils coming through the panel process. In reply to RH's question, DJ confirmed that the School will have a full complement of staff in September. Governors concurred with RH's request for an up-dated staffing structure report at the September FGB meeting. Governors were pleased to see that 2 pupils had passed the Phonics Screening Check. Governors were delighted to hear that the revitalised Friends of Middleton group had done a "brilliant" job of fundraising. In addition to the considerable sums mentioned in her report, DJ added that the Summer Picnic event had raised nearly £1k further. Governors were disappointed that the School's minor shortfall in Outreach provision last year (due to staff illness) had had a financial consequence. DJ was pleased to report, however, that the School had already exceeded its target for the current year. <u>Attendance</u> . Attendance has remained steady at around 94% and is at the School's target level. <u>Racist Incidents</u> . There have been no racist incidents recorded this year.	GQ ACTION: DJ GC GC

	<p><u>Bullying</u>. There have been no recorded incidents of bullying, although DJ outlined one extreme case of a child being fixated upon another.</p> <p>DJ was thanked for her comprehensive report.</p>	
18/26	<p>The annual Safeguarding Report 2017/18 Copies of the annual Safeguarding Report had been sent to governors in advance of the meeting. Governors received the report under Part Two procedures and adopted it as a Part Two minute.</p> <p>Governors agreed that Safeguarding should be a standing agenda item at The September, November/December and July FGB meetings annually.</p> <p>KW asked how often staff members are required to do Safeguarding training. DJ replied that existing staff do annual updates with a DSP. Every third year, the updates are done by a qualified person.</p> <p>DJ advised governors that staff members are required to sign a statement that they have read the School's Safeguarding-related policies annually.</p> <p>In reply to PW's question, DJ said that the School was not currently affected by a change in the classification of Children Looked After.</p>	ACTION: Clerk
18/27	<p>Parents' Questionnaire Copies of the analysis of the Parents' Questionnaires had been sent to governors in advance of the meeting.</p> <p>There had been 53 questionnaires completed and returned this year. DJ recorded her thanks to DiH for compiling the responses to the questionnaire. Governors agreed that the responses were very positive, noting in particular the 100% who agreed that they would recommend the School.</p>	
18/28	<p>Pupils' Questionnaire Governors had received an analysis of the responses to the Pupils' Questionnaire.</p> <p>DJ said that, given the number of children in School who presented more challenging behaviour, she had half-expected the responses to be less positive this year. However, this did not turn out to be the case. Governors were very impressed by the pupils' positive comments, noting in particular how often the word "fun" was mentioned.</p>	
18/29	<p>A report on School Website compliance Given the absence of BR, it was decided to postpone this item until the next governing body meeting.</p>	ACTION: Clerk (agenda)
18/30	<p>Governor Monitoring Visits</p> <ul style="list-style-type: none"> • Four governors had attended "Governors' day on 23rd May. • CR and KW had attended Sports Day on 3rd July. • LC and DJ had complimented the organisation of the Swimming gala on 13th July. <p>GJ reminded governors to submit written monitoring reports whenever possible.</p> <p>GJ highlighted the forthcoming leavers' assembly on the morning of 26th July. GJ will attend.</p> <p>Governors are requested to inform the Deputy Head teacher if they wish to arrange a monitoring visit.</p>	
18/31	<p>Governor Training Exclusion training will be taking place "in-house" on Monday 23rd July.</p> <p>It was agreed that Induction training will be arranged in the Autumn Term for the new governors. FH volunteered to attend Safer Recruitment</p>	

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	training in the Autumn Term.	
18/32	<p>Dates of Governing Body meetings 2018/19 The following dates were agreed: -</p> <p><u>Autumn Term 2018</u> Full Governing Body – Wednesday, 26th September 2018 at 7.00pm. Resources Committee – Thursday, 15th November 2018 at 7.00pm. School Improvement C'ttee – Wednesday, 21st November 2018 at 6.00pm. Full Governing Body – Tuesday, 27th November 2018 at 7.00pm HTPM Group – Tuesday, 27th November 2018 (TBC)</p> <p><u>Spring Term 2019</u> Resources Committee – Thursday, 31st January 2019 at 7.00pm. School Improvement C'ttee – Wednesday, 13th March 2019 at 6.00pm.</p> <p><u>Summer Term 2019</u> Resources Committee – Tuesday, 30th April 2019 at 7.00pm. Full Governing Body – Thursday, 23rd May 2019 at 4.00pm (Gov's day) School Improvement C'ttee – Tuesday, 18th June 2019 at 6.00pm. Resources Committee – Wednesday, 10th July 2019 at 7.00pm. Full Governing Body – Tuesday, 16th July 2019 at 7.00pm.</p>	

The meeting closed at 8.35 p.m.
