



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

Minutes of the **FULL GOVERNING BODY** Meeting  
held on Wednesday 7<sup>th</sup> December 2016 at 7.00pm at the School

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

**In attendance:** Mrs. D Hartley (*Deputy Headteacher*) – for item 16/51  
Mrs. Dianne Hart (*School Business Manager*)  
Mr. J.B. Anderson (*Clerk*)

The meeting commenced at 7.06 pm.

Item	Discussion and Action	Who/when
<b>16/46</b>	<b>Apologies for absence</b> Apologies were received from Ms. M. Shaw and Mrs. K. Weller.	
<b>16/47</b>	<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.	
<b>16/48</b>	<b>Notification of any other business</b> None.	
<b>16/49</b>	<b>Minutes of the meeting held on 27<sup>th</sup> September 2016</b> The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
<b>16/50</b>	<b>Matters arising from the minutes</b>	
16/50.1	Register of Business Interests ( <i>16/33</i> ) BR and PH updated their entries in the Register.	
16/50.2	<u>Governor session to discuss SEF and data (<i>16/44</i>)</u> DJ reported that the session proposed for Saturday 10 <sup>th</sup> December would have to be postponed. Governors will be consulted on a replacement date.	<b>ACTION: DJ</b>
<b>16/51</b>	<b>The Pupil Value Added Report 2015/16 (including target setting and attendance and quality of teaching and learning report).</b> Copies of Mrs. Hartley's report had been sent to governors in advance of the meeting. She took governors through the report, answering questions as they arose. DeH mentioned that the Hertfordshire Improvement Partner (HIP) had visited the school on Friday and had been very impressed with the data. DeH explained that previous reports had used P levels and National Curriculum levels for pupil attainment. The NC levels have been discontinued and broadly equivalent Hertfordshire Steps of Attainment (H) levels have been substituted. In answer to RH's question, DeH confirmed that levels H1 and H2 provided some comparison with mainstream schools. Governors noted that over the past few years, the school had gained a greater proportion of what have been traditionally termed SLD pupils. In answer to BR's query, it is recommended that these pupils are now referred to as "lower attainers". LC asked how this trend would affect Ofsted's view	<b>GQ</b>          <b>GQ</b> <b>GQ</b>

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

	<p>of the school. DeH said the school can demonstrate good steps of progress. In answer to PW's query, DeH confirmed that a pupil's level is measured upon entry to the school and termly from then onwards.</p> <p>RH sought and received clarification of the Teacher Assessment data for Science. He also asked about moderation of Teacher Assessment in general and DeH informed governors that members of staff have lengthy moderation sessions every half-term. She added that it may be possible to arrange for some external moderation in conjunction with the HIP or with other schools to which Middleton provides Outreach.</p> <p>PW asked how the school copes with children who have stalled in their progress. DeH reported that in these instances it is found that most children have had some individual reason for inhibited progress and the school will generally find ways of overcoming any difficulties.</p> <p>RH observed that children do not seem to be making as good progress in Maths as in other subjects. DJ said there might be a case for making a daily Maths slot in the school's timetable, with an emphasis on numbers. DeH said that it might be useful to devote some INSET time to ensuring consistency when using grade descriptors.</p> <p>In reply to RH's query, DeH described the process of setting pupils' targets. The teachers meet and take into account a number of factors including the previous year's progress. PW asked how "aspirational" targets were set. DeH explained that aspirational targets were those that it was felt a pupil might achieve with a little extra effort.</p> <p>RH asked about the criteria for assessing "outstanding" progress. DeH confirmed that the criteria were drawn from the Ofsted handbook.</p> <p>DeH commented that the HIP had suggested adding ethnicity to the tables in Appendix 9 showing levels of progress. JG suggested that it would be useful to add the number of pupils in the cohort shown in the table at the end of Appendix 9.</p> <p>Governors were interested to note that girls at the school are more likely to have SLD than the boys. It was felt that this might be affected by the difficult behaviour more likely to be displayed by boys. This led FH to ask how many of the pupils were correctly placed at the school. DJ and DeH felt that the figure could be around two-thirds. DJ felt that if were done early enough, there were a number of pupils who could be placed at mainstream schools. Governors concluded that the data supported the view that pupils are not best served by the current placement practice.</p> <p>Governors thanked DeH for her thorough and illuminating report.</p> <p><i>(8.54pm. DeH left the meeting)</i></p>	<p><b>GQ</b></p> <p><b>GQ</b></p> <p><b>GQ</b></p> <p><b>GC</b></p> <p><b>GQ</b></p> <p><b>GQ</b></p> <p><b>GQ</b></p> <p><b>GC</b></p> <p><b>GC</b></p> <p><b>GQ</b></p> <p><b>GC</b></p>
<b>16/52</b>	<b>Reports from the Committees</b>	
16/52.1	<u>School Improvement Committee, 9<sup>th</sup> November 2016</u> PH gave a summary of the meeting. No updates or questions arising.	
16/52.2	<u>Resources Committee, 22<sup>nd</sup> November 2016</u> JG gave a summary of the meeting and highlighted FH's undertakings to look into information governance and the creation of a H.R. summary. The Clerk had checked the latest County model ToR and confirmed that it still contained reference to the Environmental Protection Act 1990 (ToR P.9). The Clerk had provided a link to this legislation which confers upon the school a duty to keep its site and environs tidy.	
<b>16/53</b>	<b>A review of the Committees' Terms of Reference</b> The <u>School Improvement Committee</u> had not recommended any changes. The <u>Resources Committee</u> had recommended the addition of a preface to the H.R. section of its ToR as follows: - "To have oversight of H.R. issues within the school and ..." and the addition of a similar statement at the beginning of the Premises section of the ToR.	

	<p>A re-drafted version of the Resources Committee's ToR had been prepared by the Clerk and had been sent to governors in advance of the FGB meeting.</p> <p>Governors approved the recommended changes to the Resources Committee's ToR.</p>	
<b>16/54</b>	<p><b>The Head Teacher's Report</b></p> <p>Copies of the Headteacher's Report had been sent to governors in advance of the meeting.</p> <p>Governors were informed that the school roll will be 86 at the beginning of January.</p> <p>Of the new Middleton Frameworks, Literacy and Numeracy are complete and work on Science is continuing. In the light of the Rochford Review, the school is intending to expand its data sets to measure more of the areas where it has most impact.</p> <p>For the vast majority of pupils behaviour remains outstanding. Class teams have been very inventive in finding ways to meet the needs of the increasing number of children with more complex needs. Detailed behaviour plans have ensured consistency across teams. There are about 12 youngsters for whom a more planned and targeted approach is needed. Of these there are 5 who need regular further support. In the last academic year 2 children have been excluded. One child was excluded for two days on two occasions.</p> <p>Average Attendance for the academic year so far is at the target figure of 94% and exceeds the national average. The school had looked for a link between attendance and progress. LC suggested recording those pupils with medical needs as separate categories for attendance and progress.</p> <p>In relation to INSET training, DJ confirmed for JG that Buccal is an epilepsy medication. Teachers have had their performance management reviews and new targets have been set for 15/16. The school target for all is to participate in the further development of a broad range of assessment in line with the recommendations of the Rochford Report and with the needs of our children in mind. Governors noted that the HIP had suggested doing some joint lesson observations.</p> <p>DJ listed the priorities that will form the basis of the new School Plan.</p> <p>In answer to a governor's question, DJ advised that apprentices come from Herts Regional College and that they generally perform well.</p> <p>DJ reported that there have been some hitches with the new heating system as we have moved into winter. These are being rectified slowly.</p> <p>DJ reported that the new AstroTurf pitch had been undermined by moles. It seems that there should have been concrete or a protective membrane put underneath the hard core and sand. DiH is pursuing the company.</p> <p>Governors were pleased to hear that the budget is on track. There was a health and safety visit this term and the report is awaited.</p> <p>Governors thanked DJ for her report.</p>	<p><b>GC</b></p> <p><b>GQ</b></p> <p><b>GQ</b></p>
<b>16/55</b>	<p><b>Report of the Hertfordshire Improvement Partner (HIP)'s visit</b></p> <p>The HIP had visited the school on 2<sup>nd</sup> December and his consequent report was received and circulated to governors on 6<sup>th</sup> December.</p> <p>Governors were very pleased with what was a very positive report. PH and other governors who had met him commented that they were very impressed with the new HIP. In answer to RH's query, DJ confirmed that he is a recently retired Headteacher.</p> <p>The governors concurred with the HIP's analysis of the school's attainment and progress data, notably the idea of cross-referencing</p>	

	absence with achievement and progress data – and by using the median as well as average figures.	
<b>16/56</b>	<b>Monitoring Safeguarding procedures</b> (Standing FGB item) DJ had included Safeguarding in her Report ( <i>item 16/54</i> ). The school currently has 2 children with Child in Need plans and unusually still no one with a Protection plan at present.	
<b>16/57</b>	<b>A report from the HT's Performance Management Review Group</b> It was agreed to take this item at the end of the meeting as a Part Two (confidential) item ( <i>see separate minute</i> ).	
<b>16/58</b>	<b>A review of Governing Body Effectiveness</b> BR reported that he had not received responses from all governors to date. He agreed to recirculate the questionnaire. It was agreed to postpone this item until the next FGB meeting.	<b>GA</b>
<b>16/59</b>	<b>Governor Monitoring Visits</b> <ul style="list-style-type: none"> <li>• PW had made two visits and her reports had been circulated to governors.</li> <li>• PW intended to make another visit in the Spring Term.</li> <li>• GJ reminded DJ that she was keen to attend a Parent Council meeting and asked to be informed of the date of its next meeting.</li> <li>• FH to make an Information Governance-related visit.</li> <li>• RH expressed an interest in attending a Standards meeting.</li> </ul> <p>DJ advised governors that the school's Christmas Celebration (carols and Christmas songs) would be on Tuesday 20<sup>th</sup> 1.30pm and Wednesday 21<sup>st</sup> 10.30am. Governors are reminded to let DeH know if they are likely to be making a school visit.</p>	<b>ACTION: DJ ACTION: FH</b>
<b>16/60</b>	<b>Governor Training</b> <ul style="list-style-type: none"> <li>• PW reported that she had attended Safeguarding and Safer Recruitment training courses. She had also attended the Herts Governors' Annual Conference which she had found to be a valuable opportunity to meet governors from other schools.</li> <li>• PH had attended Safeguarding and Safer Recruitment training sessions.</li> <li>• JO and DJ will book H&amp;S training.</li> <li>• RH suggested an in-house governors' workshop on 18<sup>th</sup> May (Governors' Day). Exclusions and Academisation were mooted as possible topics.</li> </ul> <p>(9.44 pm. Governors resolved to take item 16/57 under Part Two rules at this point – see separate minute. JO, DJ and DiH left the meeting).</p>	

Dates of Governing Body meetings dates for the remainder of 2016/17 are as follows: -  
Spring Term 2017

Resources Committee – Tuesday, 7<sup>th</sup> February 2017, 7.00pm

School Improvement Committee – Thursday, 16<sup>th</sup> March 2017, 5.45pm

Summer Term 2017

Resources Committee – Thursday, 4<sup>th</sup> May 2017, 7.00pm

**Full Governing Body – Thursday, 18<sup>th</sup> May 2017, 4.00pm**

Resources Committee – Tuesday, 20<sup>th</sup> June 2017, 7.00pm

School Improvement C'ttee – Wednesday, 28<sup>th</sup> June 2017, 5.45pm

**Full Governing Body – Wednesday, 12<sup>th</sup> July 2017, 7.00pm**