



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

Minutes of the **FULL GOVERNING BODY** Meeting
held on Wednesday 26th September 2018 at 7.00pm at the School

Present: Mrs. L. Crisp Mr. J. Glover Mrs. G. Jeffrey (*Chair*)
Mrs. D. Jolly Mrs. C. Ronsley (*from 18/39*) Mrs. P. Wallace

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

Meeting commenced at 7.08pm.

Item	Discussion and Action	Who/when
18/33	Apologies for absence Apologies were received from Mrs. F. Humphreys, Mr. R. Hawkins, Ms L. McGivern, Miss J. Otley, Mr. B. Riley and Mrs. K. Weller.	
18/34	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.	
18/35	Notification of any other business DJ notified three items of other business: - <ul style="list-style-type: none"> • addendum to the School's Behaviour Policy • forthcoming Teachers' Pay award • Privacy Notice for Governors. It was agreed to take these items at the end of the meeting.	
18/36	Minutes of the meeting held on 18th July 2018 The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
18/37	Matters arising from the minutes	ACTION: GJ
18/37.1	<u>Presentation on GDPR by IT Consultant (18/23.1)</u> It was agreed that the governing body a letter of thanks should be sent to Matt Farnborough, the IT consultant and to take the opportunity to invite him to present a further report on DP to the governing body soon. DJ reported that MF had attended the recent INSET day to give staff a DP update.	
18.37.2	<u>A review of Governor Induction (18/23.2)</u> KW, GJ and DiH had gone through the governor induction material in July. Up-dated induction packs will be issued to CR and LMcG.	
18/37.3	<u>Friends of Middleton; officer roles (18/24.2)</u> DiH reported that the FoM are due to meet next week and it is hoped that parents might volunteer to fill the roles of Chair, Secretary and/or Treasurer. PW reminded governors that she had volunteered to carry out a review of the FoM accounts.	
18/37.4	<u>Up-dated Staffing Structure Report (18/25)</u> DJ undertook to issue an up-dated staffing structure report later this Term.	ACTION: DJ

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

18/38	<p>Potential candidates to fill the forthcoming Co-opted Governor vacancy</p> <p>Governors were aware that FH's term of office will end on 29th October and that she did not wish to be co-opted for a further term of office at this point. Governors were pleased to hear that GJ had thanked FH for her work over the past four years.</p> <p>Governors gave some thought to finding a successor, ideally someone from the local community who could bring some experience of H.R. or employment law. It was agreed to contact local business and the University of Herts law department.</p> <p><i>(7.30pm. CR joined the meeting.)</i></p>	GA		
18/39	<p>An update of the Register of Business Interests</p> <p>The governors present updated their entries in the Register. Those absent will update their entries at forthcoming Governing Body meetings.</p>	GA		
18/40	<p>A review of the membership of the Committees</p> <p>Governors agreed the membership as follows: -</p> <table border="0" data-bbox="354 762 1198 1003"> <tr> <td style="vertical-align: top;"> <p><u>School Improvement</u></p> <p>Mrs. L. Crisp Mr. R. Hawkins Mrs. G. Jeffrey Mrs. D. Jolly Mrs. J. Otley Mr. B. Riley Mrs. Kerry Weller</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><u>Resources</u></p> <p>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 was agreed to ask Mrs. Weller if she would be interested in switching from School Improvement to Resources.</p>	<p><u>School Improvement</u></p> <p>Mrs. L. Crisp Mr. R. Hawkins Mrs. G. Jeffrey Mrs. D. Jolly Mrs. J. Otley Mr. B. Riley Mrs. Kerry Weller</p>	<p><u>Resources</u></p> <p>Mr. J. Glover Mrs. F. Humphreys Mrs. G. Jeffrey Mrs. D. Jolly Mr. B. Riley Mrs. P. Wallace (Mrs. D. Hart in attendance)</p>	ACTION: GJ
<p><u>School Improvement</u></p> <p>Mrs. L. Crisp Mr. R. Hawkins Mrs. G. Jeffrey Mrs. D. Jolly Mrs. J. Otley Mr. B. Riley Mrs. Kerry Weller</p>	<p><u>Resources</u></p> <p>Mr. J. Glover Mrs. F. Humphreys Mrs. G. Jeffrey Mrs. D. Jolly Mr. B. Riley Mrs. P. Wallace (Mrs. D. Hart in attendance)</p>			
18/41	<p>Appointment of the Headteacher's Performance Management Team</p> <p>Governors agreed that Mr. Glover would join the Team. The revised membership of the H/TPM team is as follows: -</p> <p>Mr. J. Glover Mr. B. Riley Mrs. P. Wallace</p> <p>It was confirmed that the H/TPM team will meet on 27th November 2018 at 1.15pm.</p>			
18/42	<p>Governor Appointments</p> <p>The following appointments were made: -</p> <ul style="list-style-type: none"> • Child Protection and Children Looked After: - Kerry Weller (to be confirmed with KW at the earliest opportunity) • Health & Safety: - Jackie Otley • Governor Training: - Caroline Ronsley & Gemma Jeffrey • Data Protection: - Ben Riley 			
18/43	<p>Review of Governor-related School Policies</p> <p>Copies of the following school policy documents had been sent to governors in advance of the meeting:-</p> <p>18/43.1 <u>Governor Expenses</u> Governors approved the policy with no amendments deemed necessary.</p>			

18/43.2	<p><u>Governor Visits Policy</u></p> <p>Governors agreed with GJ's suggestion that the Policy should include a reminder that governors should wear their badges. Governors felt that the Confidentiality section seemed to be out-of-place. DJ undertook to move the Confidentiality section to a more appropriate position in the document. JG felt that the policy should contain some guidance on the purpose of governor visits. DJ suggested that visits should have a focus and went on to give some examples, such as monitoring the effect of initiatives. Governors approved the policy.</p>	<p>GC GC ACTION: DJ GC</p>
18/43.3	<p><u>Governors' Code of Conduct</u></p> <p>Governors approved the policy with no amendments deemed necessary.</p>	
18/44	<p>Approval of the School Prospectus including the Collective Worship Statement</p> <p>Copies of a revised School Prospectus had been sent to governors in advance of the meeting. Changes had been highlighted in red.</p> <p>Governors were pleased to note the changes in phraseology in the section referring to behaviour and welcomed the note about parental permission for visits to places of worship that had been added to the Collective Worship section.</p> <p>Governors agreed with GJ's suggestion that the Behaviour section of the prospectus should make parents aware of the existence of the School's Behaviour Policy.</p> <p>CR asked how many parents make a contribution towards the cost of swimming tuition and, in particular, the cost of materials used in "Practical Learning". DJ replied that most do.</p> <p>Subject to the minor amendments outlined above, Governors were happy to approve the revised School Prospectus.</p>	<p>GC</p> <p>GC</p> <p>GQ</p>
18/45	<p>Review of the School's RE Policy</p> <p>Copies of the Religious Education Policy had been sent to governors in advance of the meeting. The Policy had been amended to include the sentence "Parental permission will be sought in advance of any visit to a place of worship".</p> <p>Governors approved the amended policy document.</p>	
18/46	<p>A report on the use of Restrictive Physical Intervention (RPI)</p> <p>Copies of a report on the use of RPI for the academic year 2017-2018 had been sent to governors in advance of the meeting.</p> <p>Governors agreed that, taking into account the number of incidents involving three pupils who had had particularly challenging episodes, 2017-18 had not been a bad year.</p> <p>JG pointed out that the number of children involved in RPI incidents throughout the year had been incorrectly totalled and should be recorded as "7" rather than "12".</p> <p>CR asked how often parental consent is obtained. DJ advised that it covered in a pupil's individual behaviour Plan which is reviewed annually and is agreed with (and signed by) parents.</p>	<p>GC</p> <p>GC</p> <p>GQ</p>
18/47	<p>A report on School Website compliance</p> <p>In BR's absence, DJ was able to confirm that, to the best of her knowledge, the School's website was up-to-date. This item will be added to agenda of the next meeting so that BR will be able to present his report</p>	<p>ACTION: Clerk (FGB agenda item)</p>

18/48	<p>Safeguarding monitor</p> <p>Copies of an up-to-date Safeguarding report had been sent to governors in advance of the meeting.</p> <p>Governors were advised that a new version of Keeping Children Safe in Education came into force on 3rd September. Consequently, the Child Protection Policy has been re-written and will be submitted to School Improvement Committee in November. The bulk of the policy remains the same but there is some more detailed clarification in some areas.</p> <p>The Senior Designated Persons remain the same. The Designated Governor for Child Protection (KW) has recently attended training for the role.</p> <p>DJ summarised the current Safeguarding involvement and asked if there was any information that governors would like to be included in future reports. Governors were happy with the current amount of information and thanked DJ for her report.</p>	<p>ACTION: SIC agenda item</p> <p>GC</p>
18/49	<p>Governing Body Effectiveness</p> <p>Governors agreed to conduct another self-evaluation exercise later in the term, with a view to up-dating the governors' section of the School Plan if necessary.</p>	GA
18/50	<p>Governor Monitoring Visits</p> <p>Governors welcomed CR's report on a Lower School swimming session.</p> <p>DJ tabled a copy of the Autumn Term event planner to help governors choose a suitable time to visit.</p> <ul style="list-style-type: none"> • CR expressed an interest in observing some of the target-setting process on 10th October. • LC was interested in making a behaviour-related visit on 5th December. • PW would like to make a visit during the Christmas Focus week. <p>Governors are requested to inform the Deputy Head teacher if they wish to arrange a monitoring visit.</p>	
18/51	<p>Governor Training</p> <p>Exclusion training had taken place at the School on Monday 23rd July. PW had attended a Safeguarding update.</p> <p>GJ advised that there were two New Governor Induction sessions due soon: -</p> <ul style="list-style-type: none"> • 13th October at Bishop's Stortford provided by Balance • 18th December at Goffs Oak provided by Herts for Learning. <p>JG hoped that it would be possible for him to attend an H/T Performance Management training session in advance of 27th November. PW and GJ would also like to attend if possible.</p>	
18/52 18/52.1	<p>Other Business</p> <p><u>Addendum to the School's Behaviour Policy</u></p> <p>The Governors' Disciplinary Committee had reported a need for some additions to the school's Behaviour Policy in relation to fixed-term and permanent exclusions. DJ had sent governors some notes that could form the basis of an addendum to the Policy.</p> <p>Governors recognised the Policy should follow national and local guidelines in respect of grounds for exclusions and to include prescribed examples of behaviour that would lead to exclusion. PW pointed out that any exclusion must be regarded as a sanction in response to a breach of the Behaviour Policy.</p> <p>Governors agreed the content of an addendum and that it, together with school's Behaviour Policy, should be available to parents via the school's</p>	GC

	website or as a paper copy if requested. Governors welcomed DJ's suggestion to include a link to Hertfordshire's exclusion guidance. Governors agreed to bring forward the next review of the Behaviour Policy so that the addendum can be merged into a revised document.	ACTION: Agenda item
18/52.2	<u>Forthcoming Teachers' Pay award</u> DJ took the opportunity to give governors advance notice of the forthcoming Teachers' Pay Award and the options that were available to Governing Bodies. DJ advised that DiH had done some cost forecasts for the options available and they would be sent to governors in advance of the next Resources Committee meeting.	ACTION: Resources agenda item
18/52.3	<u>DP Privacy Notice for Governors</u> Copies of a proposed Data Protection Privacy Notice were tabled. Governors pointed out that the Notices were copies of a model document and require some degree of customisation before they could be considered ready for adoption by the Governing Body.	ACTION: D.P officer

The meeting closed at 9.15 p.m.

Dates of Governing Body meetings for the remainder of 2018/19

Autumn Term 2018

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)

Spring Term 2019

Resources Committee – Thursday, 31st January 2019 at 7.00pm.
School Improvement C'ttee – Wednesday, 13th March 2019 at 6.00pm.

Summer Term 2019

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.