



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

Minutes of the **FULL GOVERNING BODY** Meeting  
held on Tuesday 27<sup>th</sup> November 2018 at 7.00pm at the School

**Present:** Mr. R. Hawkins                      Mrs. G. Jeffrey (*Chair*)              Mrs. D. Jolly  
Miss J. Otley                                      Mr. B. Riley                              Mrs. C. Ronsley  
Ms. P. Wallace

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

Meeting commenced at 7.00pm.

Item	Discussion and Action	Who/when
<b>18/53</b>	<b>Apologies for absence</b> Apologies were received from Mrs. L. Crisp, Mr. J. Glover, Ms L. McGivern and Mrs. K. Weller.	
<b>18/54</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>18/55</b>	<b>Notification of any other business</b> RH had pointed out that Headteacher recruitment should be added to the agenda. It was agreed to report on this at the end of the meeting (see 18/71). DJ advised that the quality of teaching and learning report, which was number 13 on the agenda, has not yet been completed. In its place, DJ would like to give an update on the first part of the School's SEF. Agreed (see 18/65).	
<b>18/56</b>	<b>Minutes of the meeting held on 26<sup>th</sup> September 2018</b> The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
<b>18/57</b>	<b>Matters arising from the minutes</b>	
18/57.1	<u>Presentation on GDPR by IT Consultant (18/37.1)</u> GJ confirmed that a letter of thanks had been sent to Matt Farnborough, the IT consultant and he had been invited to present a further report on DP to the governing body in May.	
18.57.2	<u>Update of the Register of Business Interests (18/39)</u> Mr. R. Hawkins, Miss J. Otley and Mr. B. Riley and updated their respective entries in the Register.	
18/57.3	<u>Membership of the Committees (18/40)</u> Governors agreed that Ms McGivern and Mrs. Ronsley should become members of the School Improvement Committee. The revised committee membership is as follows: -	

	<b><u>School Improvement</u></b>	<b><u>Resources</u></b>	
	Mrs. L. Crisp Mr. R. Hawkins Mrs. G. Jeffrey Mrs. D. Jolly Ms L McGivern Mrs. J. Otley Mrs. Ronsley Mrs. Kerry Weller	Mr. J. Glover Mrs. G. Jeffrey Mrs. D. Jolly Mr. B. Riley Ms P. Wallace (Mrs. D. Hart in attendance)	
18/57.4	<u>Governor Visits Policy (18/43.2)</u> DJ confirmed that the section on confidentiality had been made more prominent.		
18/57.5	<u>Child Protection Policy (18/48)</u> The revised Child Protection Policy had been approved at the School Improvement Committee meeting on 21 <sup>st</sup> November.		
18/57.6	<u>DP Privacy Notice for Governors (18/52.3)</u> It was agreed to look at the DP Notice again at the May 2019 FGB meeting when the Data Protection adviser should be present. It was thought that only basic personal information is required to complete the form.		<b>ACTION: Clerk (agenda item)</b>
<b>18/58</b>	<b>Co-opted Governor vacancy</b> Mrs. Humphries term of office had ended on 29 <sup>th</sup> October. GJ had registered the vacancy with the Governors' One-Stop Shop. PW will contact the Hertfordshire Law Society. RH offered to contact a possible candidate.		<b>GA</b>
<b>18/59</b>	<b>Reports from the Committees</b>		
18/59.1	<u>Resources Committee, 15<sup>th</sup> November 2018</u> Copies of the Resources Committee minutes had been sent to governors in advance of the meeting. RH asked about the three contracts that had been terminated ( <i>committee minute 11</i> ). DiH specified the three traded services in question and explained these were no longer required. All teaching staff has had their performance management reviews and new targets have been set for 2018/19. Governors were pleased to note that the School's budget was in a healthy condition.		<b>GC</b>
18/59.2	<u>School Improvement Committee, 21<sup>st</sup> November 2018</u> BR gave a verbal summary of the meeting, mentioning the reviews of the School Plan and of four school policy documents.		
<b>18/60</b>	<b>A review of the Committees' Terms of Reference</b> Both committees had reviewed their respective Terms of Reference and revised ToRs had been drafted. The <u>School Improvement Committee</u> recommended the addition of the phrase "... and those directly associated with pupils, .." to term of reference number 3, as follows: - "To review, approve and monitor the implementation of policies for curriculum areas <b>and those directly associated with pupils</b> , delegated to the committee by the governing body, and to report recommendations at the next full governing body meeting." Governors approved this recommendation.  The <u>Resources Committee</u> recommended that a section dealing specifically with Data Protection is added to its ToR. This was approved.		

	<p>Governors also agreed to move Finance ToR number 12 <i>“To receive from the appointed governors for Headteacher’s performance management any recommendations regarding the headteacher’s pay, and to take any necessary decisions. Note that the recommendations may be presented to the FGB, if waiting for the next Resources Committee meeting would cause an unnecessary delay”</i> to the Human Resources section of the ToR. The governors also requested that the Resources Committee considers how to define its remit in respect of Performance Management at its next meeting.</p>	<p><b>ACTION:</b> <b>Clerk</b> <b>(Resources Cttee agenda item)</b></p>
<b>18/61</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. DJ took governors through her report, giving up-dates as necessary.</p> <p>Governors were advised that the School’s funded number of pupils will rise from 87 to 90. DJ also mentioned that pressure was mounting to abolish the “3% rule” (whereby a school may be allocated up to an extra 3% of pupils in addition to its funded number before receiving any additional basic per pupil funding). Governors welcomed this news because Middleton School regularly suffered from this method of funding.</p> <p>Governors were pleased to hear that the Middleton Frameworks for Literacy and Numeracy were now complete. In reply to PW’s question, DiH informed governors that about a dozen schools (10 in Herts) had purchased the Frameworks for their own use.</p> <p>Governors noted that 5 pupils consistently exhibited behaviour that can result in violent incident reports; one pupil had been permanently excluded this term. Governors acknowledged that this kind of behaviour was not the norm for the majority (88) of pupils.</p>	<p><b>GC</b></p> <p><b>GQ</b></p> <p><b>GC</b></p>
<b>18/62</b>	<p><b>Assessment and Data Analysis Report 2017/18 (including target setting and attendance)</b></p> <p>DeH tabled copies of her report. The report presented an analysis of the following: -</p> <ul style="list-style-type: none"> <li>• progress between end of KS1 and KS2,</li> <li>• the percentage of Year 6 pupils who leave the School as M9 readers or above,</li> <li>• progress within the EYFS,</li> <li>• whole school progress across the core strands of the curriculum,</li> <li>• progress for specific cohorts of pupils within the School,</li> <li>• analysis of the impact of interventions put in place following the 2017 report,</li> <li>• definition of areas of strength and areas for development within 2018/2019.</li> </ul> <p>Governors were pleased to see that 88% of pupils had made good progress (2 full steps) between <u>KS1 and KS2</u>. Nearly half had made outstanding progress (3 or more steps).</p> <p>In July 2018, nine out of the 17 pupils (53%) in Year 6 had acquired a <u>reading attainment of M9</u> or above. Of the remaining 8, 5 had attained M8.</p> <p>Regarding <u>EYFS progress</u>, DeH reported that the EYFS cohort have exceeded the expectation to make 2 sub levels of progress per year and have made outstanding progress.</p> <p>DeH reported that the new M-scale criteria had been used to provide the <u>whole school progress</u> data for English and Maths. For the other three core subjects, the previous P-scale and H-scale descriptors had been used. Progress overall within Maths was seen to be good and progress overall in English was outstanding. Progress within all five core curriculum subjects has remained above the target aim of two sub levels per year. DeH was concerned about the slower progress in the “number” element of Maths and</p>	<p><b>GC</b></p>

	<p>felt that Maths was due for particular focus over the coming year.</p> <p>Looking at the data for the <u>progress of specific cohorts of pupils</u>, BR asked why there was a slowing of progress between Years 2 and 3. DeH observed that this phenomenon was common nationally and could arise from the transition between KS1 and KS2. Governors noted that the progress of girls in the school (about a third of the pupils) was generally not as good as that of the boys. PW asked if there were a greater proportion of girls in the "Jigsaw" booster groups. DeH replied that there was – about 50%. RH asked if there was any difference in the learning groups where there were a greater proportion of girls. DeH said she would research this further.</p> <p>Governors were pleased to hear that there was a "high-flyers" Jigsaw group. PW asked if there were any data on how pupils progress before, during and after taking part in Jigsaw sessions. DeH said that this would become more apparent as more comparative M-scale data became available.</p> <p>Governors were impressed by the achievements of the pupils who took the KS2 SATs.</p> <p>DeH took governors through the areas of strength and areas of concern that were suggested by the assessment data. DeH had compiled an action plan to address the areas of concern. Governors discussed interventions that might address the gender anomaly.</p> <p>Governors recorded their thanks to DeH and Julia for their work in compiling the comprehensive report.</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>GC</b></p> <p><b>GC</b></p>
<b>18/63</b>	<p><b>The Teachers' Pay Award recommendations</b></p> <p>The Resources Committee had made the unanimous decision to recommend the most generous option available to them, as follows: -</p> <ul style="list-style-type: none"> <li>• 3.5% uplift to all of the Main Pay range and Unqualified teacher range,</li> <li>• 2% uplift to all of the Upper Pay range and all allowances,</li> <li>• 1.5% uplift to the Leadership Pay range.</li> </ul> <p>Governors sought assurance that the School could sustain this level of increase. DiH said that a substantial part of the increase had been included in the School's budget for 2018/19 and that the little extra will be met by the extra funding arising from increased pupil numbers and savings in other areas.</p> <p>Governors were pleased to endorse the Committee's recommendation.</p>	<b>GQ</b>
<b>18/64</b>	<p><b>Preliminary feedback on today's HIP visit</b></p> <p>DJ reported that she had received very positive verbal feedback from the HIP. She will send copies of his written report to governors as soon as it is available.</p>	<b>ACTION: DJ</b>
<b>18/65</b>	<p><b>A review of the School's Self-Evaluation Form</b></p> <p>Copies of an up-dated version of the SEF had been sent to governors in advance of the meeting.</p> <p>DJ took governors through the updates, many of which were changes to numerical details. Governors were interested to note how the information from the 2018 assessment data will feed through to the 2019 School Plan.</p> <p>DJ invited governors to comment upon the SEF.</p>	<b>GA</b>
<b>18/66</b>	<p><b>An up-dated Staffing Structure report</b></p> <p>DJ tabled the up-to-date version of the School's staffing structure. DJ advised governors that the head of Middle School currently had to do more teaching.</p>	

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

<b>18/67</b>	<b>Safeguarding procedures monitoring</b> DJ had included a safeguarding section in her Headteacher's Report (18/61 above). The School currently has 2 pupils with Child in Need plans and 1 pupil on a Child Protection plan.	
<b>18/68</b>	<b>A report on School Website compliance</b> BR said that he had reviewed the School's website and found it to be mainly good. One notable exception was the absence of the 2018 SATs results. DJ undertook to correct this immediately. BR will send a written, RAG-rated, report to governors.	
<b>18/69</b>	<b>Governor Monitoring Visits</b> CR reported that, in addition to monitoring a swimming session, she had also reported upon the School's Harvest Festival event. DJ reminded governors that the Christmas Focus week (commencing on 10 <sup>th</sup> December) might provide good opportunities for monitoring visits. There will also be Christmas Shows on 17 <sup>th</sup> (p.m.) and 18 <sup>th</sup> (a.m. & p.m.).  Governors are requested to inform the Deputy Head teacher if they wish to arrange a monitoring visit.	
<b>18/70</b>	<b>Governor Training</b> PW and GJ had attended the Herts Governors' Conference and had found it to be very worthwhile. CR had attended a Governors' Induction Course provided by Balance. DJ reported that LC had attended the STEPs training on 9 <sup>th</sup> November.  CR reported that she intends to book a "Safeguarding for Governors" session.  (9.50 p.m. Governors decided to take the last two items under Part Two confidential procedures – see separate minutes. DiH, DeH, JO and DJ left the meeting).	

The meeting closed at 10.05 p.m.

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

#### Autumn Term 2018

**Full Governing Body – Wednesday, 5<sup>th</sup> December 2018 at 5.00pm**  
(Ratify Headteacher appointment)

#### Spring Term 2019

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

#### Summer Term 2019

Resources Committee – Tuesday, 30<sup>th</sup> April 2019 at 7.00pm.  
**Full Governing Body – Thursday, 23<sup>rd</sup> May 2019 at 4.00pm (Gov's day)**  
School Improvement C'ttee – Tuesday, 18<sup>th</sup> June 2019 at 6.00pm.  
Resources Committee – Wednesday, 10<sup>th</sup> July 2019 at 7.00pm.  
**Full Governing Body – Tuesday, 16<sup>th</sup> July 2019 at 6.30pm.**