



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

Minutes of the **FULL GOVERNING BODY** Meeting
held on Tuesday 1st October 2019 at 7.00pm at the School

Present: Mr. J. Glover Mrs. D. Hartley Mr. R. Hawkins
Mrs. G. Jeffrey (*Chair*) Mr. B. Riley Mrs. C. Ronsley
Mrs. P. Wallace

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

The meeting commenced at 7.00 p.m.

Item	Discussion and Action	Who/when
19/33	Apologies for absence Mrs. L. Crisp and Miss J. Otley were absent. No apologies had been received. It was reported that Miss Otley was contemplating resignation as a governor. The Clerk agreed to check this with her.	ACTION: Clerk
19/34	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.	
19/35	Notification of any other business. DeH advised that she would like to add three items of other business: - one concerning the Student Tracking and Assessment Reporting system, and two staff-related issues. It was agreed to take these three items at the end of the meeting.	
19/36	Minutes of the meeting held on 16th July 2019 The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
19/37	Matters arising from the minutes <u>Feedback on School Website (19/19.1)</u> Governors had taken the opportunity to comment upon the draft of the School's revised website. DeH reported that development of the website is on-going and should be complete by 16 th October.	
19/38	Election of Vice-Chair The Vice-Chair's term of office was determined to be 1 year. GJ nominated BR, seconded by PW. No further nominations were made. BR elected as Vice-Chair unopposed.	
19/39	Update of Governor Details Governors confirmed that their details on the GB membership list were up-to-date.	
19/40	Governing Body vacancies DeH confirmed that she will put an item in the school's newsletter inviting parents to fill the two Parent Governor vacancies. She will also send letters to parents outlining the nomination process. The Clerk will send DeH a copy of the HfL governor election guidance. CR had mentioned the vacancies at a parents' coffee morning but had	ACTION: DeH ACTION: Clerk

	<p>received no expressions of interest.</p> <p>CR would also like to bring the Co-opted Governor vacancy to the attention of the H.R. department of the Bank of England, as some of the Bank's staff resides in the vicinity of East Herts. GJ offered to provide CR with a brief governor's "job description".</p> <p>RH will make a similar enquiry to GSK's H.R. department.</p>	ACTION: CR & GJ																
19/41	<p>Review of the Committee Membership</p> <p>Governors had taken the opportunity to review the committee membership at the previous meeting (see minute 19/21).</p> <p>The current membership of the committees is as follows: -</p> <table border="0"> <tr> <td><u>School Improvement</u></td> <td><u>Resources</u></td> </tr> <tr> <td>Mrs. L. Crisp</td> <td>Mr. J. Glover</td> </tr> <tr> <td>Mr. R. Hawkins</td> <td>Mrs. G. Jeffrey</td> </tr> <tr> <td>Mrs. G. Jeffrey</td> <td>Mrs. D. Jolly</td> </tr> <tr> <td>Mrs. D. Jolly</td> <td>Mr. B. Riley</td> </tr> <tr> <td>Mrs. J. Otley</td> <td>Mrs. C. Ronsley</td> </tr> <tr> <td>Mr. B. Riley</td> <td>Ms. P. Wallace</td> </tr> <tr> <td>Mrs. C. Ronsley</td> <td>(Mrs. D. Hart in attendance)</td> </tr> </table> <p>JG, BR and PW continue as members of the H/T's Performance Management Group.</p>	<u>School Improvement</u>	<u>Resources</u>	Mrs. L. Crisp	Mr. J. Glover	Mr. R. Hawkins	Mrs. G. Jeffrey	Mrs. G. Jeffrey	Mrs. D. Jolly	Mrs. D. Jolly	Mr. B. Riley	Mrs. J. Otley	Mrs. C. Ronsley	Mr. B. Riley	Ms. P. Wallace	Mrs. C. Ronsley	(Mrs. D. Hart in attendance)	
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19/42	<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																
19/43	<p>Governor Appointments</p> <p>It was confirmed that LC had been appointed as Safeguarding/Child Protection governor at the previous meeting. PW volunteered to take on the role of governor responsible for reporting on Children Looked After. CR volunteered to take on the role of overseeing Governor Training.</p> <p>Appointments agreed as follows: -</p> <ul style="list-style-type: none"> • Safeguarding – Linda Crisp • Children Looked After – Pauline Wallace • Governor Training – Caroline Ronsley 																	
19/44	<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>19/44.1 <u>Governor Expenses</u></p> <p>Governors agreed that "From 1st September 2014" can be removed from the beginning of the second paragraph.</p> <p>RH suggested that payments could be made either by cheque or by bank transfer. DiH confirmed that this is possible. Agreed.</p> <p>19/44.2 <u>Governor Visits Policy</u></p> <p>Governors approved the policy with no amendments deemed necessary.</p> <p>19/44.3 <u>Governors' Code of Conduct</u></p> <p>It was agreed to implement RH's suggestion to add a brief summary of the Nolan principles. PW suggested that the Code of Conduct might be a suitable document to give to prospective governors. Following up on this, RH suggested that it might be useful to add that new governors will be allocated a mentor for their first year.</p> <p>DeH will make the amendments to the Expenses Policy and update the review dates on the Expenses and the Visits policies. The Clerk and RH will update the Governors' Code of Conduct.</p> <p>It was agreed to put all three documents on to GovernorHub.</p>	<p>GC</p> <p>GC</p> <p>GC</p> <p>GC</p> <p>GC</p> <p>ACTIONS: DeH. Clerk & RH</p> <p>Clerk</p>																

	<p>It was further agreed that, in future, the agenda and all documents relating to governing body meetings (including committees) will be up-loaded to the GovernorHub. The Clerk will send a notice of the meeting to all governors by email, advising them that the documents are available.</p>	ACTION: Clerk
19/45	<p>Approval of the School Prospectus including the Collective Worship Statement</p> <p>Copies of a draft School Prospectus (previously known as the Parent/Carer Handbook) were tabled at the meeting. DeH took governors through the revisions. Additions to the wording were shown in red; deletions were printed in blue.</p> <p>The governors specifically approved the <u>Collective Worship statement</u>, noting that religious education is of a broadly Christian nature and is taught on a weekly basis by a nominated member of staff.</p> <p>Governors were very pleased with the revisions and agreed that they properly reflected the aims and ethos of the school. Governors also approved the document's change of name to "School Prospectus".</p> <p>During the discussion of the Attendance section of the Prospectus, governors raised a concern over <u>the school's policy on recording term-time absences</u>. It was agreed that this warranted an informed discussion at the next (November) FGB meeting. DeH was asked to obtain such guidance on the issue as is available in advance of the meeting.</p>	GC ACTION: DeH
19/46	<p>A report on the use of Restrictive Physical Intervention (RPI)</p> <p>DH's report had been sent to governors in advance of the meeting.</p> <p>Governors noted that there had been a spike in the number of applications of RPIs during Autumn Term 2018. DeH advised that Autumn Term can be a time of change that causes anxiety for some pupils. Another contributory factor is that new, less experienced, staff members may have some initial difficulties. During the Autumn Term, the school delivered some staff training, reviewing the use of RPI and highlighting the need to explore all behaviour management strategies. The number of RPI incidents reduced considerably during the remainder of the academic year.</p> <p>In reply to PW's question, DeH confirmed that the school had revised its RPI training for NQTs. GJ asked how often the occurrence of RPIs is monitored. DeH confirmed that each and every incident triggers a review process of pattern-seeking, etc.</p> <p>DeH was thanked for her report.</p>	GC GQ GQ
19/47	<p>A update on the new Ofsted Framework</p> <p>DeH gave governors a verbal update on the Ofsted Framework.</p> <p>The Framework had undergone a radical reform and was now overwhelmingly about the school's curriculum, asking if it meets the needs of the pupils. The focus will be on the "3 Is": - Intention, Implementation and Impact.</p> <p>There will be an emphasis on Reading and - it currently seems - there will be no major exemptions for Special Schools. DeH reported that she would be attending a meeting about the provisions in the new Framework for inspecting Special Schools next week. She also hopes to receive some feedback from a recently-inspected Special School.</p> <p>The judgment criteria have changed with the effect that schools that were outstanding under the old regime will be less likely to continue to meet the outstanding benchmarks.</p> <p>Governors were aware that there will be far fewer outstanding schools once the new Framework takes effect. Governors will work to understand the new requirements and will make a particular effort to gain a clear vision of the effectiveness of Middleton's curriculum. It was suggested that a few</p>	GC GA

	governors should join the SLT when the SEF is compiled later this term. It was also agreed to hold a <u>full Governing Body workshop on the curriculum on Tuesday, 14th January 2020 at 7.00pm.</u>	
19/48	<p>Change to the School Day DeH explained that attending after-school training sessions can be difficult for the majority of TAs, many of whom have domestic commitments or second jobs that interfere with their ability to stay later than their contracted hours. This means that their training is often rushed or truncated.</p> <p>DeH proposes that a subtle change of the school day's end time from 3.10p.m to 3.15p.m, will allow the school to accumulate enough time to end the school day at 1.15p.m on two days per term; thus providing opportunities for full-length whole-school training sessions.</p> <p>Governors approved the idea in principle, subject to consultation with parents. The School will offer a consultation evening. The consultation will include seeking parents' preference for the twice-termly short days, i.e. Thursdays or Fridays.</p>	GC ACTION: DeH
19/49	<p>A report on the School's website compliance Given that development of the website is on-going and should be complete by 16th October (see 19/37 above), BR will advise on the statutory content of the draft website and report at the next Governing Body meeting.</p>	ACTION: BR
19/50	<p>Safeguarding update DeH reported that the new Deputy Head teacher will attend DSP training and Safer Recruitment training as soon as possible.</p> <p><i>(9.00p.m. RH left the meeting)</i></p>	
19/51	<p>A report on the Governors' Skills Matrix BR advised that he had been unable to collate the data to date. He intends to present a report at the next FGB meeting.</p>	ACTION: BR
19/52	<p>A review of Governing Body effectiveness It was agreed to postpone this item until the report on the Governors Skills matrix is available (<i>see item 19/51 above</i>).</p>	ACTION: Clerk (agenda item)
19/53	<p>Governor Monitoring Visits DeH reminded everyone that the School's next Focus Week is w/c 21st October. The focus is the School's 25th anniversary. Governors were advised that the Thursday and Friday might be particularly good days to make a visit.</p> <p>Governors were also advised that the School is focussing upon the effective use of communications, i.e. teachers to pupils. Governors may also wish to make this the subject of a monitoring visit.</p> <p>Governors asked to be put on the mailing list of the School's newsletters.</p> <p>Governors are requested to inform DeH if they wish to arrange a monitoring visit.</p>	ACTION: DeH
19/54	<p>Governor Training Governors agreed to hold an in-house workshop on the curriculum on Tuesday, 14th January 2020 at 7.00pm. (<i>see item 19/47 above</i>).</p> <p>DeH reminded governors that they are welcome to attend the Safeguarding session due to be held during the January INSET day (N.B. Tuesday, 7th January 2020). DeH will look into the possibility of this session including a "Prevent" element.</p>	GA

	<p>Governors noted that LC is intending to attend the Balance Safeguarding training due to take place at Bishops Stortford on 16th October.</p> <p>PW reported that she had recently completed Prevent training and Safeguarding training. She recommended the Prevent training in particular. DiH asked if there were any training sessions on SEF compilation available.</p>	ACTION: CR or GJ
19/55	<p>Dates of Governing Body meetings 2019/20</p> <p>The governors confirmed the dates of governing Body meetings in Autumn Term 2019 as follows: -</p> <p>Resources Committee – Wednesday, 6th November 2019 at 7.00 p.m. School Improvement C'ttee - Tuesday, 19th November 2019 at 6.00 p.m. H/T Performance Management Group – Wednesday, 27th Nov 2019 at 1.30. Full Governing Body – Wednesday, 27th Nov 2019 at 6.00 p.m.</p> <p>Dates for the remainder of the year were agreed as follows: -</p> <p><u>Spring Term 2020</u> FGB Curriculum workshop - Tuesday, 14th January 2020 at 7.00pm. Resources Committee – Tuesday, 28th January 2020 at 7.00pm. School Improvement C'ttee – Wednesday, 11th March 2020 at 6.00pm.</p> <p><u>Summer Term 2020</u> Resources Committee – Tuesday, 28th April 2020 at 7.00pm. Full Governing Body – Thursday, 21st May 2020 at 4.00pm (Gov's day) School Improvement C'ttee – Tuesday, 16th June 2020 at 6.00pm. Resources Committee – Wednesday, 1st July 2020 at 7.00pm. Full Governing Body – Tuesday, 14th July 2020 at 6.30pm.</p>	
19/56 19/56.1	<p>Other Business</p> <p><u>Student Tracking and Assessment Report (STAR) system</u></p> <p>DeH advised that the designer of the STAR system is retiring from his software development business. He has said that he is willing to train the School's IT consultant on the maintenance and operation of the system. The alternative would be to buy an "off-the-peg" system, but none of these can provide the same bespoke quality of reports.</p> <p>BR informed governors that he knew the basis of the STAR system and that it would be well worth keeping STAR.</p> <p>Governors felt that it would be advisable to formally acquire the right to continue using the STAR system.</p> <p><i>9.35p.m. Governors resolved that the next items of other business must be discussed under Part Two (confidential) procedures - see separate Part Two minutes. DiH and CR left the meeting.</i></p>	GC

This part of the meeting closed at 9.35 p.m.