



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

Minutes of the **FULL GOVERNING BODY** Meeting
held on Tuesday 29th September 2020 Remotely via MS Teams.

Present: Mr. J. Glover (JG), Mrs. D. Hartley- (*Headteacher*), Mr. B. Riley (BR), Mrs. C. Ronsley (CR), Mr. M. Dorling (MD), Ms. P. Wallace (PW)- *Chair of Governors*, Ms.M Tilbury (MT), Mrs. G. Jeffrey (GJ), Mrs K. Maisary (KM), Mr W. Schuitemaker (WS) and Mrs. J. Cowell (JC).

In attendance: Mrs. D. Hart- *School Business Manager* (DH), Mrs. K. Kingsland- *Clerk* (KK) and Mrs N.O'Neill (NO'N).

The meeting commenced at 7.10pm

Item	Discussion	Action
1.	<p>Welcome and introduction by the Chair of Governors, including remote meeting protocols</p> <ul style="list-style-type: none"> All Governors were welcomed to the meeting and JC was introduced as the new Co-Opted Governor of the Governing Body. The Chair drew attention to the circulated protocols and advised that all members of the meeting must remain on mute unless they have something specific that they want to say. Governors can also submit any comments and questions they have in the MS Teams chat. 	
2.	<p>Apologies for Absence</p> <ul style="list-style-type: none"> No apologies were received for the meeting. 	
3.	<p>To receive notification of any urgent business</p> <ul style="list-style-type: none"> Funded pupil numbers. 	
4.	<p>Declaration of Interest</p> <ul style="list-style-type: none"> 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. 	
5.	<p>To approve the minutes of the previous meeting</p> <ul style="list-style-type: none"> The minutes were agreed to be a true record of the meeting and will be signed by the Chair of Governors at the next available opportunity. 	
6.	<p>Matters arising from the minutes</p>	
6.1	<p><u>SRE Policy Survey</u></p> <ul style="list-style-type: none"> The Headteacher will send a survey monkey to parents to meet the Government's requirement for engagement with parents on the Sex and Relationships Policy. 	HT
6.2	<p><u>Policies on Governor Hub</u></p> <ul style="list-style-type: none"> The Headteacher will ensure that Governor Hub is incorporated into the schools policies. All other actions were complete or covered in the agenda for this meeting. 	HT
7.	<p>Governors to complete Pecuniary Interest form</p> <ul style="list-style-type: none"> Governors will ensure they complete the pecuniary interest declaration on Governor Hub by Friday 2nd October 2020. 	All
8.	<p>Election of Chair and Vice Chair of Governors</p> <ul style="list-style-type: none"> Pauline Wallace was elected as Chair of Governors and was appointed unopposed. 	

	<ul style="list-style-type: none"> Ben Riley was elected as Vice Chair of Governors and was appointed unopposed. 	
9.	<p>Governor Hub</p> <ul style="list-style-type: none"> Governors were asked to ensure that their details are current and up to date on Governor Hub. 	All
10.	<p>Re-appointment of BR, Term of Office due to expire on 15th November 2020</p> <ul style="list-style-type: none"> BR's appointment as a Co-Opted Governor was approved and ratified by the Governing Body for a further 4 years. There is now one Parent Governor vacancy on the Governing Body and this vacancy will be advertised to the parent community. 	HT
11.	<p>Review of Committee Membership and other Governor Roles <i>The following roles and committee memberships were agreed by the Governing Body:</i></p> <p>Resources Committee Membership Ben Riley Caroline Ronsley Debbie Hartley Gemma Jeffrey John Glover Malcolm Dorling Pauline Wallace *Wouter Schuitemaker</p> <p>School Improvement Committee Membership Ben Riley Caroline Ronsley Debbie Hartley Gemma Jeffrey Julia Cowell Kelly Maisary Melanie Tilbury Pauline Wallace *Wouter Schuitemaker * Will attend both committees as an observer before deciding which to join</p> <p>Head Teacher Performance Management Committee John Glover Ben Riley Gemma Jeffrey</p> <p>Other Governor Roles Safeguarding and Child Protection- Gemma Jeffrey Looked After Children- Pauline Wallace Health & Safety- Kelly Maisary Governor Development- Caroline Ronsley English- Melanie Tilbury Maths- Ben Riley Science & Technology- Kelly Maisary Creative Arts- Malcolm Dorling Humanities- Gemma Jeffrey PHSE- Caroline Ronsley PE- Julia Cowell Offsite Learning- Wouter Schuitemaker</p> <ul style="list-style-type: none"> NO'N will update the Link Governor roles and committee membership on Governor Hub. 	NO'N

	<ul style="list-style-type: none"> The Headteacher will share the names of the staff members who are responsible for each of the Link Governor subjects. 	HT
12.	<p>To receive Headteacher Report <i>Circulated prior to the meeting, the Headteacher updated Governors of the following and welcomed any questions.</i></p> <p>Governor Question- I wondered if the school had considered purchasing Covid-19 tests to support with staff and pupil absences? Answer- All schools have been provided with 10 Covid-19 tests. Two tests have been issued to staff members and two have been issued to two families. The school have placed an order for more tests which will be delivered this week. We are asking staff and pupils to take a test if they present Covid-19 related symptoms, but if they cannot obtain a test themselves, we will offer one of the schools tests. There are some staff who have been absent from work due to other circumstances. Since the Government guidance has changed, pupil and staff attendance has improved.</p> <p>Governor Question- Has anyone in the school tested positive for Covid-19? Answer- No.</p> <p>Governor Question- Were any of your staff furloughed? Answer- No, we did try to furlough some of our support staff, but we were advised that as the school had already received the funding in the budget for these members of staff we were not able to do this, we did however do this ourselves.</p> <ul style="list-style-type: none"> The Headteacher advised that she has received an email from the Transport Team who are considering putting transport bubbles in place in order to protect the bubbles in place within the school and to protect pupil safety once the school moves to departmental bubbles. The school will be receiving Government funding for catch up learning and this will be received over 3 terms. Schools have been advised to produce a plan on how the money will be spent. The school's risk assessment for moving into the second phase is now complete and this assessment will be shared with Governors. The school's Hertfordshire Improvement Partner (HIP) visit was very positive, and no major actions were identified. The school's HIP advised that the Headteachers wellbeing must form part of the Headteacher's Performance Management and suggested that the Headteacher received some coaching, which the school would need to fund themselves. The Headteacher will investigate this further before a final decision is made. The Headteacher confirmed that her Headteacher Performance Management will take place remotely with the schools HIP on Thursday 19th November 2020. The school community have been extremely supportive of the school in ensuring that the school reopened for all pupils safely and positively. 	HT
13.	<p>School Development Plan (SDP) <i>Circulated prior to the meeting the Headteacher updated Governors of the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> Feedback from the school's HIP on the SDP was positive however it was felt that the objectives within the plan needed to be reviewed. A school action plan has also been produced and has been uploaded onto Governor Hub. This plan has been agreed by the Senior Leadership Team and consists of the three main actions from the SDP that the school will be striving to achieve during this academic year. The Governing Body agreed that the third action within the action plan will be changed to Home Learning. 	

	<ul style="list-style-type: none"> The SDP was approved by the Governing Body and will be uploaded onto the school website. 	HT
14.	<p>Update on safeguarding matters and Children Looked After</p> <ul style="list-style-type: none"> Governors were asked to confirm that they have read and will adhere to the Governor section of Keeping Children Safe in Education- September 2020 by Friday 3rd September 2020. The school still have concerns for 2 former Year 6 pupils who left the school at the end of the 2020 summer term and have not joined a secondary school. This has been escalated to the Integrated Services for Learning Area Manager within Children Services. 	All
15.	<p>A report on the Governors' Skills Matrix <i>Circulated prior to the meeting BR updated Governors of the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> BR has collated the results of the completed Governor skills matrix and the report has been uploaded onto Governor Hub for Governors to view. The Governing Body's skills are weaker in procurement and facilities management however there does not appear to be a suitable Governor training course available in these areas. Overall the Governing Body have sufficient Governor experience and are fairly well balanced. The Chair of Governors asked the Governing Body to consider where the gaps in their skills are and attend appropriate training in order to upskills themselves and the Governing Body. It was agreed that the Chair will produce a draft risk register which will be presented for discussion at the Resources Committee on 4th November 2020. The Chair suggested that an assessment of the overall effectiveness of the Governing Body is carried out during this academic year and BR will be responsible for producing this. 	All Chair BR
16.	<p>GDPR update <i>Circulated prior to the meeting the Headteacher updated Governors of the following and welcomed any questions.</i></p> <ul style="list-style-type: none"> The Headteacher reported that there was a confidentiality breach in the school at the beginning of the 2020 autumn term. Further investigations have been carried out by Matt Farmborough, the schools Data Protection Officer, and his report has been uploaded onto Governor Hub and the case has now been closed. Following this breach, the schools procedures have been reviewed and updated and GDPR training will form part of an INSET day for staff. <p>Governor Question- Obviously this was a mistake, has this had a big impact on the member of staff who was responsible? Answer- This was a serious data protection breach and a meeting took place with this member of staff, and it was a genuine mistake that was made. This area of responsibility has now been taken away from the member of staff.</p>	
17.	<p>Policies for approval <i>Circulated prior to the meeting the following policy was approved and ratified by the Governing Body.</i></p> <p>- Equality Policy.</p> <ul style="list-style-type: none"> The Accessibility Policy that was circulated prior to the meeting will be updated in-line with the schools HIP advice and will be uploaded onto Governor Hub. It was agreed that equalities will be included within the Resources 	HT

	<p>Committee terms of reference.</p> <ul style="list-style-type: none"> Equalities will also be an annual agenda item where objectives will be reviewed. 	
18.	<p>Governor Visits</p> <ul style="list-style-type: none"> The Chair carried out a visit of the school on 14th July 2020 to observe the children who were in school following lockdown, to discuss the approach taken by the school to ensure their safety and wellbeing, and to observe the pickup arrangements for children at the end of the school day. The report from this visit has been uploaded onto Governor Hub for Governors to view. Governors were reminded to ensure they have a focus when carrying out their link Governor visits. The Chair will share the Governor Visits template on Governor Hub. The Headteacher advised that there is very limited access to the school at present however Governor visits can be arranged with social distancing measures in place or remotely. The Chair encouraged Governors to arrange their visits with the Headteacher. 	<p>All Chair All</p>
19.	<p>Governor Training</p> <ul style="list-style-type: none"> MT completed a Mental Health briefing for children returning to school post Covid-19 on 17th September 2020. MT will provide the checklist that was referred to during the training with the Governing Body. WS and JC are booked to attend a Governor Induction course on 14th October 2020. JG will be attending a Headteacher Performance Management course on 30th September 2020. BR will be attending a Headteacher Performance Management course on 22nd October 2020. GJ has booked to attend the Link Safeguarding training course and is on the waiting list for a Headteacher Performance Management course. CR and MT attended the school's STEP training. Governors were asked to inform CR and NO'N of any training courses they have completed. Governors were asked to report back to the Governing Body on any training courses they attend. The Chair will share some suggested in-house training courses for Governors to consider. 	<p>MT All All Chair</p>
20.	<p>Any other business</p> <p>Funded Pupil Numbers</p> <ul style="list-style-type: none"> The Headteacher reported that the school are currently funded for 90 children and the Local Authority are trying to reduce the schools funded number of pupils to 84, which equates to around £100,000. The projected data shows that 300 places are predicted to be needed in the SLD sector. Other SLD schools are in a similar position to the school and have waiting lists. The Headteacher has no major concerns at present as she cannot see how this will be able to take place as the school are over-subscribed. The Headteacher will write to the Local Authority and ask for the anomalies to be confirmed. Once the Chair of the SLD schools has received a response to their concerns, the school will carry out some analysis on what the implications for the school will be. This will be discussed further at the Resources Committee. 	<p>HT</p>
21.	<p>Future meetings</p>	

	<ul style="list-style-type: none">- Resources Committee – 4th November 2020 at 7.00pm.- School Improvement Committee – 17th November 2020 at 7.00pm.- Full Governing Body – 24th November 2020 at 7.00pm.	
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The meeting closed at 9.25pm