



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

Minutes of the **FULL GOVERNING BODY** Meeting
held on Tuesday 24th November 2020 Remotely via MS Teams.

Present: Mr. J. Glover (JG), Mrs. D. Hartley- (*Headteacher*), 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).

Apologies: Mr. B. Riley (BR).

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

The meeting commenced at 7.03pm

| Item | Discussion | Action |
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| 1. | Welcome and Apologies for Absence <ul style="list-style-type: none"> BR sent apologies for the meeting this absence was approved by the Governing Body. | |
| 2. | To receive notification of any urgent business <ul style="list-style-type: none"> Health & Safety visit report. Clerking arrangements from 2021. Headteacher Performance Management. | |
| 3. | Declaration of Interest <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. | |
| 4. | To approve the minutes of the previous meeting <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. | |
| 5. | Matters arising from the minutes | |
| 5.1 | <u>Sex & Relationships Policy</u> <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 before the end of the 2020 autumn term. | HT |
| 5.2 | <u>Policies on Governor Hub</u> <ul style="list-style-type: none"> The Headteacher will ensure that Governor Hub is incorporated into the schools policies. | HT |
| 5.3 | <u>Parent Governor Election</u> <ul style="list-style-type: none"> The Governing Body currently has one Parent Governor vacancy and the Headteacher confirmed that a Parent Governor election will take place. | HT |
| 5.4 | <u>School Development Plan</u> <ul style="list-style-type: none"> The Headteacher will confirm that the School Development Plan (SDP) is on the school website. | HT |
| 5.5 | <u>Risk Register</u> <ul style="list-style-type: none"> The Chair will produce a risk register ahead of the next Resources Committee meeting. | Chair |
| 5.6 | <u>Funded Pupil Numbers</u> <ul style="list-style-type: none"> NO'N confirmed that the change in pupils numbers will not affect the financial position of the school. There will be a small deficiency, but not | |

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| | <p>as much than what was anticipated. The change in pupils numbers is yet to be confirmed by the Local Authority.</p> <ul style="list-style-type: none"> All other actions were complete or covered in the agenda for this meeting. | |
| 6. | <p>Headteacher Report <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 school are considering their plans for Christmas and a meeting has taken place to discuss how the schools annual events can still take place so that children still get to experience Christmas in school. These activities will still take place within the school but with social distancing measures in place to ensure that staff and pupil safety is protected. The school are considering whether staff should wear face coverings whilst using communal areas in the school. A new risk assessment will be written from the 2nd December 2020. The vast majority of the assessment will remain the same but will include how staff are protected whilst in school and during outreach support. There have been no confirmed cases of Covid-19 in the school. Currently the main challenge for the school is staff absence as staff members have children who are either self-isolating or are in class bubbles that have been closed. <p>Governor Question- I have concerns with outreach support, I do think that it is important to carry out a risk assessment so that staff safety is protected. Could outreach be carried out virtually? Answer- We were still going to schools, but outreach is now taking place remotely and has been for the last 2 weeks.</p> <p>Governor Question- Will you share the revised risk assessment with the Governing Body once it has been written? Answer- Yes.</p> <p>Governor Question- Was the use of staff wearing face coverings issued by the government? Answer- No, this was brought up at this evenings staff meeting. Staff asked if they should wear face coverings whilst using the communal areas of the school.</p> <ul style="list-style-type: none"> The Governing Body congratulated the school on their positive attendance figures, and the Headteacher advised that this does not include children who are absent from school due to Covid-19. | |
| 7. | <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"> The Headteacher advised that the current SDP was updated this month. The Governing Body congratulated the Headteacher on the progress the school have made against the actions within the SDP. | |
| 8. | <p>SEF to include Assessment and Pupil Progress Report</p> <ul style="list-style-type: none"> The assessment and pupil progress report was circulated to Governors prior to the meeting (please refer to supporting papers). The Headteacher welcomed any questions from Governors. <p>Governor Question- Was there something the school did differently in the subjects where improved data can be seen? It might be a good idea to look at best practice to see how this can be applied to other subjects. Answer- The new Ofsted framework has a real drive on reading, and as a</p> | |

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| | <p>school we had a drive on reading. The school now have a different approach to reading and resources have been purchased and training has been attended. There are also staff members in place who solely teach reading on certain days. Three years ago we also introduced whole school phonics where the whole school are timetabled for phonics learning, these are focussed sessions that are reviewed every 6 weeks. As a result of these sessions, we have seen an improvement in reading. We also did not have the M-Scales in place two years ago, and the gaps in some subjects are due to the M-Scales not being in place. When we come to write the M-Scales for the remaining subjects, they will marry up with the M-Scales that are currently in place.</p> <p>Governor Question- Are we moderating between schools on the M-Scales? Answer- Not at the moment due to Covid-19. When we return in the 2021 spring term, we will carry out external remote moderation with other schools. Some internal moderations have been carried out this term.</p> <p>Governor Question- What do you do if you believe a child is in the wrong provision? Answer- We do have some children who are in the wrong provision, and it is very obvious to us when a child is in the wrong setting. More often than not parents have had a negative experience with mainstream schools and can be shocked when we tell them their child is in the wrong provision. We then look at the mainstream schools which could accommodate a child, but more often than not these school places are hard to obtain. However it is illegal for a school to reject a pupil if they have a pupil place available. Each child that is not in the right setting is missing out on what a mainstream school teaches, and children have to catch up when they do eventually join a mainstream school. The problem is that provision panel does not work.</p> <ul style="list-style-type: none"> • The Headteacher will congratulate the staff of the school on improving pupil outcomes on behalf of the Governing Body. • The SEF was shared with Governors prior to the meeting and details the class organisation of the school as well as information about Covid-19 and the curriculum intent, impact, and implementation. • The school's Hertfordshire Improvement Partner reviewed the SEF last term and advised that outstanding needed to be included throughout. Evidence has now been included in the SEF as to why the school are outstanding in specific areas. • The majority of the SEF is the same as the last academic year with some of the same priorities included from the 2019-2020 academic year. | HT |
| 9. | <p>Update on safeguarding matters and Children Looked After</p> <ul style="list-style-type: none"> • The school still has one child on a Child Protection Plan and regular review meetings are taking place for this child. It is expected that this child will be moved into care during this academic year. • There are four children with Child in Need Plans in place. • There are no children in the school who are Looked After Children. • There are two children who the school have some serious concerns about with regards to attendance and safeguarding, and the Mash Team and Hub have been contacted for advice and support. The school have tried to seek advice from the Attendance Team at Hertfordshire County Council who have advised they are not opening any new cases at present due to Covid-19. <p>Governor Question- Are you keeping a log of all the communication with the families and the Attendance Team? Answer- Yes.</p> <p>Governor Question- Should the attendance and safeguarding concerns of the</p> | |

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| | <p>children be reported to the Child Protection Team?</p> <p>Answer- Yes, they have been, and we were advised to visit the house of the child and bring this child to school, which we did. We will keep persevering and will keep a record of all communication with all parties.</p> <ul style="list-style-type: none"> • The Middle School leader, Mrs Cox, has now completed her DSP training. The deputy Headteacher will be the DSP from January 2021 and the Headteacher and Mrs Cox will be the deputy DSP's. • Full Safeguarding Children training will be delivered to staff in the 2021 spring term. | |
| 10. | <p>Committee Reports to include Terms of Reference</p> <p>Resources Committee- 4th November 2020</p> <ul style="list-style-type: none"> • The Resources Committee meeting minutes were shared with Governors prior to the meeting. • NO'N confirmed that there has been no further updates on the school roof, and this is expected in January 2021. • The Resources Committee Terms of Reference were approved by the committee. Risk management has now been included in the Terms of Reference which is the only change that has been made. <p>Governor Question- Are the staff pay increases factored into the school budget for the future?</p> <p>Answer- DH has forecasted the pay increases, and the Headteacher has ensured that staff pay is inline so that there is not such a big impact on the school budget going forward. Pay increases will also be based on staff performance going forward.</p> <p>School Improvement Committee- 17th November 2020</p> <ul style="list-style-type: none"> • The School Improvement Committee approved the committee Terms of Reference without change. • The SDP was reviewed, and the progress made against the plan was discussed by the committee. • The committee were pleased to hear the work the school are carrying out on wellbeing and MT was appointed as the Wellbeing link Governor and will contact the schools Wellbeing Leader to discuss and share ideas. • The Covid-19 recovery plan was reviewed and the Headteacher shared some of the activities that are taking place in order to rebuild the school's sense of community. All Governors were invited to take part in remote school activities and Governors will contact the Headteacher to confirm. • The school have taken part in neighbourhood walks and children have been engaging with the local community. • The remote learning plan was shared with the committee and Governors were encouraged to review the plan once it has been uploaded onto the school website. • The development on the M-Scales was discussed as well as the school's priorities going forward. • The committee agreed that the Chair of Governors will produce a detailed Curriculum link Governor role description. The Headteacher will share a list of staff subject leaders with Governors so that Governors can arrange a meeting with each subject leader to discuss their subject and look at the framework and development issues. This will enable Governors to have a real understanding of their subject. • The committee reviewed and approved the Child Protection and Online Safety policies. | <p>All</p> <p>HT</p> |
| 11. | GDPR 2020 Autumn Term Report | |

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| | <p><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 advised that the circulated report was written by Matt Farmborough, the schools Data Protection Officer. The school received a subject Access Request this term for two siblings. These children have been removed from their family home and this request was made by the mother of these children. Due to the sensitive nature of the family situation, Matt wanted clarification on the school's position and contacted the ICO who provided written confirmation that the school must only provide documents that are in the best interests of the data subjects (the children). With this in mind, it was decided that the school would only provide documents relating to the pupils education and would omit any information relating to social services. These documents were delivered by hand on the 11th November 2020. There have been no further GDPR breaches. The Data Protection Officer delivered GDPR training to staff members in October 2021. <p>Governor Question- Has the change in the GDPR policy which was made as a result of the GDPR breach been raised with staff? Answer- Yes.</p> | |
| 12. | <p>Direct Teaching Payments</p> <ul style="list-style-type: none"> Please refer to confidential part II meeting minutes. | |
| 13. | <p>Governor Visit Reports</p> <ul style="list-style-type: none"> Governors were asked to prepare a visit report based on the assembly Governors attended last week and these reports will be shared with the Chair of Governors. The Headteacher is happy to facilitate remote Governor visits of the school, particularly curriculum link Governor visits, and Governors will confirm visits with the Headteacher. | <p>All</p> <p>All</p> |
| 14. | <p>School website compliance</p> <ul style="list-style-type: none"> The Headteacher advised that new statutory information has been sent to schools which includes Covid-19 information which must be published on the school website. This information will be shared with BR. The school website will be discussed at the next full Governing Body meeting. | HT |
| 15. | <p>Governor Training</p> <ul style="list-style-type: none"> The Governing Body in-house training course will take place on Knowing Your School and Ofsted. NO'N will share a Doodle Poll with Governors in order to agree a date. GJ has recently completed Designated Safeguarding Leader training. MT has completed a Wellbeing for Education Return training course. Governors were reminded to ensure that their Governor training records are up to date. The Chair has taken part in Chair's training. The Headteacher advised that the school will be receiving a Herts for Learning brokerage visit which will focus on Governance where areas of training may be identified. | <p>NO'N</p> <p>All</p> |
| 16. | <p>Any other business</p> <p>Health & Safety Audit</p> <ul style="list-style-type: none"> KM completed the health & safety audit with the school's Site Manager. | |

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| | <p>The only outstanding item is the fire safety inspection which will be taking place imminently.</p> <ul style="list-style-type: none"> • KM confirmed that there were no health & safety concerns to arise during the audit other than the work required of the school roof. <p>Future Clerking from the 2021 Spring Term</p> <ul style="list-style-type: none"> • The Chair advised that Governors must consider the clerking needs of the Governing Body as the Clerk is not able to support the school with remote meetings. The Governing Body agreed that the Chair can write to the Clerk to thank him for the work he has carried out during his time working with the school. • The Governing Body agreed that Kayleigh Kingsland will continue to provide clerking support for the Governing Body permanently. • NO'N will confirm the change in Clerk with Clerking team at Herts for Learning. • The Chair will confirm future meeting dates with the Chairs of the Committees and Governors will be advised once dates have been agreed. • It was also agreed that future meetings will begin at 6.00pm. <p>Headteacher Performance Management</p> <ul style="list-style-type: none"> • Please refer to confidential part III meeting minutes. | <p>Chair</p> <p>N'ON</p> <p>Chair</p> |
| 17. | <p>Future meetings</p> <ul style="list-style-type: none"> • TBC. | |

The meeting closed at 9.11pm