



THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6:30pm	Wednesday 1 st July 2020

DFE	4054
-----	------

Start of meeting	18:38
Close of meeting	20.22

Attendance	88%
------------	-----

Present		In attendance	
Name	Role	Name	Role
Mrs Victoria Green	Co-opted Governor (Chair)	Mrs M Humphreys	Clerk
Mr John Papworth	Staff Governor	Mrs E Godman	Trustee
Mr Chris Taylor	Headteacher		
Mrs Anneliese Fothergill	Co-opted Governor		
Prof. Ann Harris	Co-opted governor		
Mrs Donna Sheldon-Wright	Parent Governor		
Mr Ian Parker	Staff Governor		

Absent with consent		Absent without consent	
Name	Role	Name	Role
Miss Emma Charlesworth	Staff Governor	Mrs Viv Barraclough	Parent Governor
Miss R Potter	Chair of Governors Scissett Middle School		

Item	Minutes
<p>86 Apologies for absences, consent and declarations of interest</p>	<p>RESOLVED: Apologies, with consent have been received from:</p> <ul style="list-style-type: none"> • Miss Potter <p>Mrs Barraclough was absent with no apologies received, absent without consent.</p> <p>RESOLVED: There were no declarations of interest.</p>
<p>87 Representation</p>	<p>Mrs Green advised governors that a member of the community had recently expressed interest in becoming a governor for Kirkburton Middle School. Mrs Green had discussed the vacancies with Mr Jolly and proposes that the governors appoint Mr Jolly as a community governor.</p> <p>A discussion took place in the appointment of the proposed governor.</p> <p>RESOLVED: Arrange something for the start of September for Mr Jolly to visit the schools and some of the governors before formal appointment.</p> <p>Q. How does that fit with the new structure? A. It would take us up to our limit with the community governors.</p> <p>Mrs Green advised the governors that Mrs Sheldon-Wright had given resignation to her post as parent governor with effect from 20th July 2020.</p> <p>Mrs Green thanked Mrs Sheldon-Wright her contribution and support that she had provided during her term. RESOLVED: Mrs Sheldon Wright is noted as resigned from the governing body of Kirkburton Middle School with effect from 20th July 2020.</p> <p>It was noted that a parent governor vacancy was now on the governing body, with Mrs Barraclough (parent governor) term also finishing in the Autumn term. The governing will need to conduct parent governor elections in the Autumn term for 2 governors.</p> <p>Mrs Green advised the governors that Mr Papworth is retiring at the end of term and will resign from his post as staff governor with effect from 20th July 2020.</p> <p>Mr Green thanked Mr Papworth for his contribution and support that he had provided during his time at Kirkburton Middle School RESOLVED: Mrs Papworth is noted as resigned from the governing body of Kirkburton Middle School with effect from 20th July 2020.</p>
<p>88 Notification of items to be brought up</p>	<p>RESOLVED: There were no items to be brought up under Any Other Business.</p>

Item	Minutes
------	---------

under Any Other Business																					
89 Minutes of the meeting held 5 th May 2020	<p>RESOLVED: That the minutes of the meeting held on 5th May 2020 be agreed as a true record of the meeting and agreed by those in attendance for the 16th May 2020. An approval signature will be obtained at the next governing body meeting.</p> <p style="background-color: #fff9c4;">ACTION: Approval signature for the minutes of 5th May 2020 required at the next governing body that is held in school.</p>																				
90 Matters arising (actions from last meeting)	<p>It was noted that due to the current closure of schools those matters arising not marked as resolved will be deferred to the next governors meeting or subcommittee meetings within the school once re-opened – refer to item 98 for future dates and summary of actions.</p> <p>Summary of Actions 5th May 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 20%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>050520_M75</td> <td>Approval signature for the minutes of 16th March 2020 required at the next governing body that is held in school.</td> </tr> <tr> <td>050520_M79</td> <td>‘Enriched curriculum & after school equalities report’ to be added as an agenda point at the next governing body meeting held on site.</td> </tr> </tbody> </table> <p>Full Governing Body 16th March 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 20%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>160320_M55</td> <td>Governors to provide photos for the website.</td> </tr> <tr> <td></td> <td>Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.</td> </tr> <tr> <td></td> <td>Mr Papworth to upload examples of risk assessments to teams. FURTHER ACTION: H&S governor link to review the risk assessments</td> </tr> <tr> <td></td> <td>Agenda point for Tuesday 5th May 2020: equalities on trips and at clubs – access for all, including the paid trips.</td> </tr> <tr> <td></td> <td>Now premium plans are in place: Mrs Godman to visit school to review premiums.</td> </tr> <tr> <td></td> <td>Q. Is there any word about what will be done with the money this year that has not been spent? A. Pupil premium money won’t carry, but would hope that it would have been spent on distance learning/follow ups. It was noted that this will be accounted for when finalising the spend and impact for the premiums this year..</td> </tr> </tbody> </table>	Minute Reference	Action	050520_M75	Approval signature for the minutes of 16 th March 2020 required at the next governing body that is held in school.	050520_M79	‘Enriched curriculum & after school equalities report’ to be added as an agenda point at the next governing body meeting held on site.	Minute Reference	Action	160320_M55	Governors to provide photos for the website.		Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.		Mr Papworth to upload examples of risk assessments to teams. FURTHER ACTION: H&S governor link to review the risk assessments		Agenda point for Tuesday 5 th May 2020: equalities on trips and at clubs – access for all, including the paid trips.		Now premium plans are in place: Mrs Godman to visit school to review premiums.		Q. Is there any word about what will be done with the money this year that has not been spent? A. Pupil premium money won’t carry, but would hope that it would have been spent on distance learning/follow ups. It was noted that this will be accounted for when finalising the spend and impact for the premiums this year..
Minute Reference	Action																				
050520_M75	Approval signature for the minutes of 16 th March 2020 required at the next governing body that is held in school.																				
050520_M79	‘Enriched curriculum & after school equalities report’ to be added as an agenda point at the next governing body meeting held on site.																				
Minute Reference	Action																				
160320_M55	Governors to provide photos for the website.																				
	Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.																				
	Mr Papworth to upload examples of risk assessments to teams. FURTHER ACTION: H&S governor link to review the risk assessments																				
	Agenda point for Tuesday 5 th May 2020: equalities on trips and at clubs – access for all, including the paid trips.																				
	Now premium plans are in place: Mrs Godman to visit school to review premiums.																				
	Q. Is there any word about what will be done with the money this year that has not been spent? A. Pupil premium money won’t carry, but would hope that it would have been spent on distance learning/follow ups. It was noted that this will be accounted for when finalising the spend and impact for the premiums this year..																				

Item	Minutes
------	---------

160320_M61	School to advise of future parent forum dates in advance. <i>RESOLVED: Will be completed in the next academic year and advised.</i>
160320_M62	Governor skills audit to be completed online by Tuesday 5th May 2020. Mrs Humphreys to provide a link to the skills audit on teams. <i>RESOLVED: Data is available for analysis. Outcome will be discussed at the AGM</i>
160320_M64	Governors to be notified when the PP is loaded onto website/teams. Governors to review and ask questions at the next meeting on Tuesday 5th May. <i>RESOLVED: Discussed at the meeting on 5th May 2020</i> <i>ACTION: Final expenditure to be provided to governors once available</i>
	The evidence impact document to be added to teams for PP and SP spend. Q. Have you done the impact statement from last year? A. Yes it is in the statement.
160320_M65	Mrs Humphreys to add agenda item 'Enriched curriculum & after school equalities report' to Tuesday 5th May 2020. <i>RESOLVED: Refer to action M79 on 5th May 2020</i>
160320_M67	Visit reports to be agenda item for next Standards and Effectiveness Committee on Monday 27th April. <i>RESOLVED: Complete – reports available on teams.</i>
	Mrs Green to consider a programme of governor visits for the next academic year. <i>RESOLVED: this will be part of AGM agenda.</i>
Standards and Effectiveness 2nd March 2020	
Minute Reference	Action
02032020_M25	Governors to take away Behaviour policy and review. Approval and ratification will be sought on Monday 16 th March. <i>RESOLVED: This has been approved by the governors.</i>
02032020_M31	Mr Taylor to provide documents from the curriculum planning meeting on teams. <i>RESOLVED: Available on teams</i>
	Subject leader update to be added to meeting agendas. Mr Taylor to invite the Science leader

Item	Minutes
------	---------

	<p>to the next standards and effectiveness meeting on Monday 27th April 2020. <i>RESOLVED: No further meeting planned for this academic year. Presentation by subject leads can be planned as part of the programme of events for 20/21.</i></p> <p>Agenda item on Science update from curriculum leader to be added to agenda for Monday 27th April 2020. <i>RESOLVED: No further meeting planned for this academic year. Presentation by subject leads can be planned as part of the programme of events for 20/21.</i></p>
	<p>02032020_M34 Staff Governor cover for Mrs Charlesworth by Mr Parker to be approved at the next governing body meeting. <i>RESOLVED: Mr Parker was approved on 16th March 2020</i></p>
	<p>RESOLVED: Minutes for the Standard and Effectiveness Committee on the 2nd March 2020 to be approved by email from all those attending will be approved via email.</p> <p>ACTION: Mr J Papworth, Mrs A Fothergill (Chair), Mrs V Green, Mrs V Barraclough, Mr C Taylor to email approval for minutes of the Standards and effectiveness on the 2nd March 2020.</p>
91 COVID-19 reporting	<p>Mr Taylor provided 'KMS HT Report to Governors July 2020' report on teams prior to the meeting for governor consideration. From this report Mr Taylor reviewed the following points as part of COVID19 update:</p> <ul style="list-style-type: none"> • Vulnerable Pupils • Attendance • Safeguarding • Pupil well-being • Staff-wellbeing • Home Learning curriculum • CPD • Support for parents <p>The following points were noted in addition to the content of the report:</p> <ul style="list-style-type: none"> • The school are happy that the majority of vulnerable children back on site provision • Attendance has grown in the onsite provision from the 8th June to the end of the school year. • There has not been a significant rise in safeguarding incidents – there are reports of students misusing social media which the school are taking steps to address. • Well-being is a huge focus with pupils • Y8s are visiting the school for a leaving assembly; conducted in groups over two Friday's. • Y7 have been invited to a pastoral morning

Item	Minutes
------	---------

	<p>Q. Have the parents been told about Y7 pastoral morning? A. Letters are being sent tomorrow.</p> <p>Q. The safeguarding policy is this different to the last one? A. Yes it is relating to the wider opening on schools.</p> <ul style="list-style-type: none"> • Staff wellbeing is just as much as a concern as pupil wellbeing • Trying to keep 'off-site' workers part of the team, working at solutions. • Hoping to bring all staff back on the last year for a meal. • Continuing the blended learning approach. • Staff have completed a lot of online learning early in lockdown. <p>It was noted that the key announcement from the government is expected imminently on the next academic year.</p> <p>It was noted from Mrs Godman that on behalf of the Trust thank you to Mr Taylor, the staff and the pupils of Kirkburton Middle School for their continued focus in this time. It was further noted that the trust particularly have welcomed the mental health and wellbeing aspects.</p> <p>Mr Taylor recognised the Trust working together in this time has been very supportive.</p> <p>Q. What support do you need from us, how will you keep us informed before the start of the academic year? A. The chair will be kept up to date on the progression of items, the chair will then provide and update to governors.</p> <p>RESOLVED: Mr Taylor to keep Mrs Green updated and for this to be cascaded to governors. It was noted that if plans change immediately prior to opening a video call may be arranged with governors.</p>
92 Head Teacher update	<p>Mr Taylor provided 'KMS HT Report to Governors July 2020' report on teams prior to the meeting for governor consideration. From this report Mr Taylor reviewed the following points as part of general school matters:</p> <ul style="list-style-type: none"> • Pupil Numbers • Attendance • Behaviour • Exclusions • Classroom • Extra-Curricular • Environment <p>The following point were noted in addition to the content of the report:</p> <ul style="list-style-type: none"> • The curriculum areas are RAG for September to identify the focus for September and onwards <p>Q. Has there been any issues with behaviours in school since return? A. The behaviour has been very good, there has been challenging behaviour for two EHCP children; this has been managed. A firm but friendly hand in September for all students.</p>

Item	Minutes
------	---------

	<p>From this report Mr Taylor reviewed the following points as part of other:</p> <ul style="list-style-type: none"> • New appointments • NLE support • Transition • Ofsted response <p>The following point were noted in addition to the content of the report:</p> <ul style="list-style-type: none"> • Still feel that SEN and safeguarding in the school needs support and this will be provided from the Trust with the new wellbeing strategic team. <p>Q. Did you have other people applying for the strategic lead roles? A. No.</p> <p>Q. The recovery curriculum, is this an entire year curriculum? A. We are looking to make up the time lost during this period before they move up to the following year for Y8, for the remaining years it will focus over 2 to 3 years.</p>
<p>93 Statement of action and plans for 2020_21</p>	<p>Mr Taylor provided 'Updated and Reviewed Statement of Action June 2020' reports on teams prior to the meeting for governor consideration.</p> <p>Mr Taylor provided an overview using a presentation that covered an update of the statement of action progress on the following areas :</p> <ul style="list-style-type: none"> • Safeguarding • Governance • Subject leader development • Careers • Reporting to parents • Behaviour management • School development priorities for Spring 2020 <p>Q. Before the school closed all the subjects had a deep dive, actions plans and governors visits. Feedback from those was that the actions hadn't moved on, have they now moved on as expected? A. The bulk of the work was to work through the curriculum plans, these are being reviewed before the end of term to ensure they are where they need to be. There are no concerns at the moment.</p> <p>Q. The items that couldn't be completed because of COVID19, is there a timeline to complete these? A. These will feed into the new school development plan for the academic year 20/21.</p> <p>Q. Are we in a position for the return Ofsted visit? A. Yes, other than the curriculum. There are items as a school we wish to develop but that will take time.</p>

Item	Minutes
	<p>Q. Do we know when Ofsted will be expected? A. Nothing is confirmed.</p> <p>Mr Taylor also provided 'KMS SDP Spring 2020' 'reports on teams prior to the meeting for governor consideration.</p>
94 Committee meetings	The finance committee was completed immediately prior to this meeting. The meeting focused on the accounts until the end of May and budget recommendation for the Trust Board.
95 Governor training and Governor visits	<p>It was noted no training or visits had been completed by governors since school lockdown on 23rd March 2020.</p> <p>Mrs Green reminded everyone to complete the safeguarding training as directed by the Trust. Prof Harris, Mrs Fothergill and Mrs Green have completed this training.</p> <p>Smartlog training courses have been allocated by the site manager</p> <p>ACTION: Mr Taylor to follow up with the site manager on course for Mrs Fothergill.</p>
96 Policies	It was noted that some policies have addendums in relation to COVID19.
97 Any other business	<p>RESOLVED: There were no items brought up under Any other business.</p> <p>Mr Taylor wished to thank governors for their support in the last two term, thank you to Mrs Sheldon Wright and Mr Papworth for their support as governors and additional thanks to Mr Papworth for his long running and dedicated service to Kirkburton Middle School.</p> <p>The thanks to Mrs Sheldon-Wright and Mr Papworth were echoed by the governors.</p>
98 Dates of future meetings and possible agenda items	<p>RESOLVED: The following meetings were noted:</p> <p>Monday 28th September 2020 at 6.00pm</p> <p>Monday 9th November 2020 at 6.00pm</p> <p>Monday 1st February 2021 at 6.00pm</p> <p>Monday 10th May 2021 at 6.00pm</p>
99 Agenda, minutes and related papers	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.

Summary of Actions

Minute Reference	Action
01072020_89	Approval signature for the minutes of 5 th May 2020 required at the next governing body that is held in school.
01072020_90	Mr J Papworth, Mrs A Fothergill (Chair), Mrs V Green, Mrs V Barraclough, Mr C Taylor to email approval for minutes of the Standards and effectiveness on the 2 nd March 2020.
01072020_95	Mr Taylor to follow up with the site manager on course for Mrs Fothergill.

Deferred actions Full Governing Body 5th May 2020

Minute Reference	Action
050520_M75	Approval signature for the minutes of 16 th March 2020 required at the next governing body that is held in school.
050520_M79	'Enriched curriculum & after school equalities report' to be added as an agenda point at the next governing body meeting held on site.

Deferred actions Full Governing Body 16th March 2020

Minute Reference	Action
160320_M55	Governors to provide photos for the website.
	Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.
	Mr Papworth to upload examples of risk assessments to teams. FURTHER ACTION: H&S governor link to review the risk assessments
	Agenda point for Tuesday 5 th May 2020: equalities on trips and at clubs – access for all, including the paid trips.
	Now premium plans are in place: Mrs Godman to visit school to review premiums.
160320_M64	Governors to be notified when the PP is loaded onto website/teams. Governors to review and ask questions at the next meeting on Tuesday 5 th May. FURTHER ACTION: Final expenditure to be provided to governors once available
	The evidence impact document to be added to teams for PP and SP spend.

