



## THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL

Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6.30pm	1 <sup>st</sup> February 2021

DFE	4054
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Start of meeting	18:03
Close of meeting	20:30

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Chris Taylor	Head teacher	Sorrel Hellewell	Clerk
Victoria Green	Co-opted Governor (Chair)	Anthony Mugan	NGA consultant
Anneliese Fothergill	Co-opted Governor (Vice chair)	Samantha Kerr	Assistant Head
John Jolly	Co-opted Governor		
Viv Barraclough	Parent Governor	Absent with Consent	
Ann Harris	Co-opted Governor	Name	Role
Liz Godman	Trust Appointed Governor		
Emma Charlesworth	Staff Governor		
		Absent without Consent	
		Name	Role

Item	Minutes						
42 Apologies for absence and consent	<p>RESOLVED: All governors present.</p> <p>Mrs Samantha Kerr was present throughout the meeting as a serving member of the senior leadership team.</p>						
43 Declarations of interest	<p>RESOLVED: There are no declarations of interest.</p>						
44 Confidentiality reminder	<p>Governors were reminded by Chair that you are a critical friend to the whole school and community and a governor for the school and not a particular person, and a governor role is confidential</p>						
45 Representation	<p>It was noted that Mrs Emma Charlesworth wishes to resign but will carry on with her duties as staff governor until Easter.</p> <p>RESOLVED: Mrs Emma Charlesworth has resigned from the governing body on 1<sup>st</sup> February 2021</p> <p><b>ACTION: Parent election process to start in March / April 2021, date dependent on the circumstances relating to Covid and school closures.</b></p> <p><b>ACTION: Staff election process to start in March / April 2021, date dependent on the circumstances relating to Covid and school closures.</b></p> <p>The governors expressed their thanks and gratitude to Mrs Emma Charlesworth, for all her involvement and commitment throughout her time as Staff Governor.</p>						
46 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There were no other items brought up from any other business.</p>						
47 Minutes for the meeting on 9 <sup>th</sup> November 2020	<p>RESOLVED: All agreed the minutes of the meeting held on 9<sup>th</sup> November 2020 are approved as a true record of the meeting.</p>						
48 Matters arising	<table border="1"> <thead> <tr> <th data-bbox="533 1760 783 1832">Minute Reference</th> <th data-bbox="783 1760 1386 1832">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1832 783 1957">09112020_M25</td> <td data-bbox="783 1832 1386 1957"> <p>Mrs Barraclough to provide photo as soon as possible.</p> <p>RESOLVED: Complete</p> </td> </tr> <tr> <td data-bbox="533 1957 783 2033"></td> <td data-bbox="783 1957 1386 2033"> <p>Self-review progress to be added as an agenda item at the next meeting on Monday</p> </td> </tr> </tbody> </table>	Minute Reference	Action	09112020_M25	<p>Mrs Barraclough to provide photo as soon as possible.</p> <p>RESOLVED: Complete</p>		<p>Self-review progress to be added as an agenda item at the next meeting on Monday</p>
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09112020_M25	<p>Mrs Barraclough to provide photo as soon as possible.</p> <p>RESOLVED: Complete</p>						
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Item	Minutes
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		<p>1<sup>st</sup> February 2021. RESOLVED: Complete. Refer to item 49.</p>
		<p>Mrs Barraclough to review First Aid Policy and provide feedback to Mr Taylor by 30<sup>th</sup> November 2020. RESOLVED: Complete</p>
		<p>Mr Taylor to email KMS designated teacher for looked after and previously looked after pupil's policy to Mrs Godman and Mrs Godman to review the policies and provide feedback to Mr Taylor by 30<sup>th</sup> November 2020. RESOLVED: Complete</p>
	09112020_M26	<p>School to commence another election out for one parent governor. RESOLVED: This has been actioned in item 45.</p>
		<p>Mrs Green to provide information of the impact governor role. RESOLVED: Complete</p>
	09112020_M27	<p>Clerk to ensure that Pupil Premium is a standard agenda item throughout all the meeting. RESOLVED: Complete</p>
	09112020_M30	<p>Agenda point 'RSE Curriculum' to the meeting in the spring term, to be provided by the lead in this area. ACTION: For two governors to email Mrs Green and let her know if they would like to attend a meeting with the lead for RSE to discuss the curriculum.</p>
	09112020_M35	<p>Monitoring visits timetable to be produced by Mrs Green and Mr Taylor. RESOLVED: Complete</p>
09112020_M37	<p>Mrs Green to resend the registration email to those who missed it. RESOLVED: Complete</p> <p>Mrs Green to email Mrs Hellewell all the training that each Governor has taken, the configuration document to be updated accordingly. RESOLVED: Complete</p>	

49 School Update

Mr Taylor provided 'Headteacher report Spring 2020', 'Kirkburton Middle School SEF 2020 – 21 final', 'KMS pastoral data form autumn 2020', 'KMS SPD 2020 – 2023 final' 'Y8 20.21 DATA COLLECTION 1 monitoring doc' and 'Y8 22.23 Year 6 spring term outcomes basics for governors 1.2.21' documents on Teams prior to the meeting for governors to review.

Governors were invited to ask questions.

### **Finance**

Q: What is the current impact of COVID19 in 2021?

A: It is difficult to say as an ever-changing picture and we have been able to recover some costs. Staffing costs have increased with overtime, supply costs and extra cleaning. We have increased our level of staff absence insurance cover as a response.

Q: What are the minor areas for improvement revealed by the financial audit?

A: These were to do with procedures due to lockdown, were virtual signatures were required (rather than physical signatures).

### **Quality of Education and Leadership**

Q: With regards to subject leaders driving improvement. Is this delayed due to Covid or is the original training not having the desired impact?

A: It is due to Covid, we have had to pause formal training until after half term. There has still been a lot of work in this area however.

Q: Do Y6 already use accelerated reader?

A: Yes they do.

Q: Do you know the impact the accelerated reader has had yet?

A: it is too soon to say.

Q: What impact has the Y7 boys' reading initiative had?

A: This has only recently commenced. First impressions are that it is looking positive.

### **HR Standards**

Q: Is staff absence stabilised since spike in November?

A: Two teachers are long-term absence, one is currently on a phased return, one ETA is on long-term absence; most staff have recovered from Covid, for some the recovery has been longer.

Q: What well-being issues were raised in the staff survey and how are these being addressed?

A: Well-being is not covered in working from home survey other than if people would prefer to be in school. The Trust wide well-being survey will be sent soon.

**H&S and GDPR and SG**

Q: Is there a timeframe in relation to the health and safety actions?

A: They are mainly risk assessments and routine checks. The premises team is now fully staffed and will action these.

Q: What were the minor action points for GDPR and have these been implemented?

A: The privacy notices have been updated by the Trust. A couple of items on the data audit map, Mr Taylor is happy to discuss this further with a governor.

**Behaviour & Pastoral data**

Q: Persistent absenteeism (PA) for disadvantage children has increased to 18%, is this due to Covid worries?

A: Yes, two pupils failed to return in September. They are now back in school.

Q: Are there any safeguarding concerns regarding PA pupils?

A: Yes, there was, but we have now managed to get this child in to school since Christmas.

Q: What were the reasons for the permanent exclusion?

A: One off serious breach of school behaviour policy.

Q: Exclusions are already higher than whole of previous year – is this due to specific behaviour problems or due to new policy and behaviour focus?

A: Two were serious incidents, which resulted in two pupils each receiving 5-day exclusions. These were one off incidents which the school could not have predicted.

Q: What are the incidents of racism and is there any lessons learned?

A: It was inappropriate use of language. There were three separate incidents and these incidents were isolated. We have had an assembly regarding using correct language and will ensure this is covered in the relevant areas of the curriculum.

Q: Bullying in summer term were those pupils on site or online bullying?

A: Both, the pupils were onsite but the bullying took place mainly online.

Q: Have school as a whole had lessons on how to behave online?

A: Yes. An example is we had a campaign for 10 days to promote kindness and how you should act online. We are having a student

voice survey so we will ask the question on their whether they have seen unkind behaviour online.

Q: What were the peer on peer abuse and is there any reasons for the sharp rise in number and what is being done to address this?

A: No major causes for concern, these were isolated incidents. A variety of approaches are used when following up on such incidents. These include; restorative work, education either via the curriculum or through group work, liaison with parents, school based sanctions.

### **Provision during Lockdown**

Q: When pupils in school are being taught using a laptop, how are those struggling to engage supported in the classroom?

A: We are being strict to make sure that the children who are in school are not at any advantage to those out of school. Some interventions have been put in place. We have invited some additional SEND children back in to school to learn. We also have one alternative curriculum group in place in school for those pupils who struggle to access the online lessons.

Q: Is there any plans in place for children who are struggling with maths?

A: Yes. We have brought in some cover supervisors to cover so some of our HLTA leaders can help with the interventions sessions.

Q: Will these math interventions continue through to next year?

A: Yes.

Q: Are there any barriers to learning for any pupils in lockdown and if so, how are these been addressed?

A: The key barrier is devices. Another survey has been completed and now we have managed to get tablets out those children who needed them. We have been very pleased with the attendance at live lessons. Where pupils are failing to attend, we have systems in place to follow this up and put in the support required to enable them to attend.

Q: How is the school communicating with parents in the current lockdown?

A: We sent a parent survey out just before Christmas, I am currently analysing this. The results were generally positive. We have a KMS resource bus going out to each village where we are handing out stationary / exercise books to the children who need some. We also send out a fortnightly parent bulletin, lots of emails and use our school Facebook page and Twitter feed.

Q: What are the plans to assess pupil learning and progress in 2021?

A: Regular assessments have taken place in autumn term; we have collected the data and will analyse this. All pupils will also sit externally standardised tests at the end of the year.

**Early indications data**

Mr Taylor gave a brief explanation on the 'Year 6 Spring term outcomes basics for governors 1.2.21' document and the following points were noted:

- Year 6 outcomes – the forecast is for English reading, writing, and maths.
- Figures show the data from 2019, as there were no assessments done in 2020.
- The data shows the outcomes for this academic year are forecast to be similar to 2019.
- No SATS will take place this academic year.

**SEF report**

It was noted that the SEF report is a live document.

Q: The report is comprehensive. Are there any actions still outstanding?

A: We have identified areas for improvement from the school development plan.

Q: In relation to the online teaching being carried out, is this in mixed ability or are pupils grouped by prior attainment and what is the reasons behind this?

A: All subjects are teaching with mixed ability groups except Maths where they are teaching groups, which are broadly banded based on prior attainment, which is the normal way we used to teach prior to Covid. Once all students are back in school, we will review this again to see which method is best and safest way to teach.

**School Development plan.**

**ACTION:** Mrs Green to email governors dates to arrange an single item agenda meeting, to discuss the School Development plan, look at the actions and for Mr Taylor to answer any questions.

**Term Activities**

Mr Taylor briefly talked through the term activities:

- The applications for the next academic Y6 are 157 1<sup>st</sup> choices and 115 2<sup>nd</sup> choices to date.
- All our support staff are all on site, they are supervising children who are in school.
- A virtual parents evening is planned for next Thursday.
- We are having a careers drop down day.
- We are looking at a potential screen free day.

Item	Minutes
<p>50 Premiums Update</p>	<p>Mr Taylor provided 'KMS Covid catch up premium plan' and 'KMS pupil premium statement 20.21 reviewed Jan 21' documents on Teams prior to the meeting for governors to review.</p> <p>Governors were invited to ask questions.</p> <p><b><u>Catch up premium</u></b></p> <p>Q: Which of the actions have been completed successfully and what progress has been made?  A: This has not been RAG rated but will be. Certain actions have now been completed. It was noted:</p> <ul style="list-style-type: none"> <li>• The catch up plan does need revisiting.</li> <li>• GL assessments and reading assessments have taken place.</li> <li>• Tablets have been purchased and sent out to students.</li> <li>• The Rosenshine Principles of instruction is our key teaching and learning focus for this year.</li> </ul> <p>Q: How is the small groups of intervention work, happening during lockdown?  A: We have cover supervisors to help supervise children and the HLTAs are freed up to deliver support sessions.</p> <p>Q: How is the learning that has been missed in relation to school trips and extra curriculum activities been addressed?  A: We have British science week coming up which activities are planned for. Careers have some sessions prepared for children virtually.</p> <p><b><u>Pupil Premium</u></b></p> <p>Q: What has the latest GL tests and data revealed against the targets?  A: The GL assessments results are on Teams for governors. We are aware of who needs additional support and this will happen.</p> <p>Q: How do you know reading lessons are having a true impact?  A: We will see this in there English assessments and in their accelerated reader tests.</p> <p>Mr Taylor gave a brief update on the GL assessment results.</p>
<p>51 Accessibility Plan and Disability Equality Scheme</p>	<p>Mr Taylor provided 'KMS accessibility plan 21.24' document on Teams prior to the meeting for governors to review.</p> <p>Governors were invited to ask questions.</p> <p>Q: What arrangements are in place to hear the voices of disabled pupils during lockdown?</p>



Item	Minutes
	<p>A: This is a new document, we have student voice activities and have live tutor times. We have no formal structures yet but we are wanting to relaunch our student leadership approaches in school.</p> <p>Q: How does the action plan linked to the strategic priorities? A: It is not link to the plan, but will be considered.</p> <p>Q: When the target refers to ongoing monitoring, how often will this take place? A: This is still to be finalised.</p> <p>Q: Do we have any staff who consider themselves to have a disability? A: We do not have this information currently.</p> <p>Q: How is the accessibility plan implemented with staff and pupils? A: This is still to be considered.</p> <p><b>ACTION:</b> Accessibility Plan and Disability Equality Scheme to be included as an agenda item at the meeting on Monday 10<sup>th</sup> May 2021 on the questions that require further response.</p>
52 Governor activity and self-review	<p>Mrs Green noted the following regarding governor activity and self-review:</p> <ul style="list-style-type: none"> <li>• The configuration document should be checked to ensure that all our training is up to date.</li> <li>• There are further training sessions planned for this academic year.</li> <li>• There have been the following school visits: Safeguarding; SEND; well-being; English; Maths; Data and performance management visit. English, Maths and Data visits reports to be added when available.</li> <li>• Mrs Green has updated the self-review document and all actions have been completed or are under way.</li> </ul> <p><u>Governor Virtual visits</u></p> <ul style="list-style-type: none"> <li>• Mrs Fothergill gave a brief explanation about her virtual visit.</li> <li>• Mrs Harris gave a brief explanation about her virtual visit.</li> </ul> <p>Q: The SEND visit identified some areas for development and priority. Is there a plan to address these after lockdown and could anything be moved on before lockdown has ended? A: Yes, there is a SEND improvement plan and things are being addressed.</p>

Item	Minutes
	<p>Q: There were concerns that the school were not meeting section F of the EHCPs. What does this relate to and what is being done to address this?</p> <p>A: This is the section where the provision to meet needs is specified. Mrs Donkersley has been working closely with Kirklees SENDACT to raise and address the school's concerns.</p> <p>Q: The safeguarding visit highlighted that the Trust policy should be aligned to the Kirklees policy. Is there a time frame for when this will be done?</p> <p>A: This is in relation to the code of conduct policy and not safeguarding. Mrs Godman and Mrs Senior are going to look through Kirklees policy to see if there is anything that can be added to the Trust policy.</p>
53 Capital Plans	<p>Mr Taylor provided 'KMS Capital planning tool Jan 2021' document on Teams prior to the meeting for governors to review.</p> <p>Governors were invited to ask questions.</p> <p>Mr Taylor gave a summary, the following points were noted:</p> <ul style="list-style-type: none"> <li>• We have put in two CIF bids this year <ol style="list-style-type: none"> <li>1. The replacement of doors and some windows. This is around £200,000 which we will contribute £12,000 towards this.</li> <li>2. The sports hall, which is around £500,000. We are looking at doing some fund raising events for this project post Covid. This would be a three-year project.</li> </ol> </li> <li>• We are hoping to install new lockers around the end of the year.</li> <li>• The IT infrastructure includes projectors and screens which need replacing.</li> </ul>
54 Emerging Risks	<p>RESOLVED: The emerging risks identified are listed below:</p> <ul style="list-style-type: none"> <li>• Covid linked risks</li> <li>• Pupil numbers</li> </ul>
55 Policies	<p>Mrs Green and Mrs Fothergill recommend that the following policies to be adopted as a governing body.</p> <ul style="list-style-type: none"> <li>• RE policy</li> <li>• Remote learning policy</li> <li>• Online safety policy</li> </ul> <p>There are questions and answers in a pre-meeting question document, which is on Teams that governors can read.</p>

Item	Minutes
	RESOLVED: All governors ratify the three policies listed above.
56 Any other business	<p>RESOLVED: The following items were brought up in any other business:</p> <ul style="list-style-type: none"> <li>• The first pupil Covid case in school today since lockdown.</li> <li>• A cleaner tested positive for Covid 3 weeks ago.</li> <li>• Perimeter fencing – Councillors have raised concerns with educational leaders within the local authority. HT, Chair and CFO met with councillors who questioned SG need for fence due to no specific mention in the recent Ofsted report. H&amp;S risk of inadequate borders and daytime usage by residents, dogs and teenagers was shared in return. Councillors also expressed the desire for further consultation. Leaders have in turn met the CEO and CFO of the Trust and they are supportive. Work is due to start at the end of month. Details of a number of concerns raised by residents, via email were shared with Governors, who agreed a fence was required in order for pupils to be able to make use of playing fields. .</li> </ul>
57 Future date for meetings of the possible agenda items	<p>RESOLVED: That future meetings of the governing body:</p> <p><i>Monday 10<sup>th</sup> May 2021 at 6pm</i>  <i>Monday 28<sup>th</sup> June 2021 at 6pm</i></p> <p>The meetings are hoped to be held in the school, this will be determined nearer the time based on the current guidance for COVID-19.</p>
58 Agenda, minutes, and related papers to be excluded from published version.	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
01022021_M45	Parent election process to start in March / April 2021, date dependent on the circumstances relating to Covid and school closures.
	Staff election process to start in March / April 2021, date dependent on the circumstances relating to Covid and school closures.
01022021_M48	For two governors to email Mrs Green and let her know if they would like to attend a meeting with the lead for RSE to discuss the curriculum.
01022021_M49	Mrs Green to email governors dates to arrange an single item agenda meeting, to discuss the School Development plan, look at the actions and for Mr Taylor to answer any questions.
01022021_M51	Accessibility Plan and Disability Equality Scheme to be included as an agenda item at the meeting on Monday 10 <sup>th</sup> May 2021 on the questions that require further response.

