



## THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	6pm	Monday 28 <sup>th</sup> September 2020

DFE	4054
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Start of meeting	6.04pm
Close of meeting	8.32pm

Attendance	87%
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Present		In attendance	
Name	Role	Name	Role
Chris Taylor	Headteacher	Melanie Humphrey	Clerk
Victoria Green	Co-opted Governor (Chair)	Sorrel Hellewell	Clerk Apprentice
Anneliese Fothergill	Co-opted Governor (Vice Chair)		
John Jolly	Trust Appointed Governor		
Viv Barraclough	Parent Governor	Absent with Consent	
Ian Parker	Staff Governor	Name	Role
Liz Godman	Trust Appointed Governor	Ann Harris	Co-opted Governor
		Miss Emma Charlesworth	Staff Governor
		Absent without Consent	
		Name	Role

Item	Minutes										
1 Apologies for absence, consent and declarations of interest.	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> <li>• Prof. A. Harris – Co-opted Governor</li> </ul> <p>RESOLVED: No declarations of interest were declared.</p>										
2 Confidentiality reminder	Governors were reminded of the confidentiality of the all items if relation to the trust and the school. Governors have a duty to maintain confidentiality in their role as a governor.										
3 Notification of items to be brought up under Any Other Business.	<p>RESOLVED: The following items were notified to be brought up under any other business:</p> <ul style="list-style-type: none"> <li>• Verbal update by Mr Taylor after item 16</li> </ul>										
4 Minutes of the meeting held on 1 <sup>st</sup> July 2020	RESOLVED: All agreed the minutes of the meeting held on 1 <sup>st</sup> July 2020 are approved as a true record of the meeting.										
5 Matters arising	<p><b>Actions from 1st July 2020</b></p> <table border="1" data-bbox="523 902 1386 1581"> <thead> <tr> <th data-bbox="523 902 774 972">Minute Reference</th> <th data-bbox="774 902 1386 972">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 972 774 1176">01072020_89</td> <td data-bbox="774 972 1386 1176"> <p>Approval signature for the minutes of 5<sup>th</sup> May 2020 required at the next governing body that is held in school.</p> <p>RESOLVED: An electronic signature has been provided</p> </td> </tr> <tr> <td data-bbox="523 1176 774 1440">01072020_90</td> <td data-bbox="774 1176 1386 1440"> <p>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<sup>nd</sup> March 2020.</p> <p>RESOLVED: The meeting held on 2<sup>nd</sup> March 2020 are approved as a true record of the meeting.</p> </td> </tr> <tr> <td data-bbox="523 1440 774 1581">01072020_95</td> <td data-bbox="774 1440 1386 1581"> <p>Mr Taylor to follow up with the site manager on course for Mrs Fothergill.</p> <p>RESOLVED: Completed</p> </td> </tr> </tbody> </table> <p><b>Finance Committee 1<sup>st</sup> July 2020</b></p> <table border="1" data-bbox="523 1648 1386 1888"> <tbody> <tr> <td data-bbox="523 1648 762 1888">01072020_M12</td> <td data-bbox="762 1648 1386 1888"> <p>Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown of costs.</p> <p><b>ACTION: Mr Taylor to follow up “Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown of costs”</b></p> </td> </tr> </tbody> </table> <p><b>Deferred actions Full Governing Body 5<sup>th</sup> May 2020</b></p>	Minute Reference	Action	01072020_89	<p>Approval signature for the minutes of 5<sup>th</sup> May 2020 required at the next governing body that is held in school.</p> <p>RESOLVED: An electronic signature has been provided</p>	01072020_90	<p>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<sup>nd</sup> March 2020.</p> <p>RESOLVED: The meeting held on 2<sup>nd</sup> March 2020 are approved as a true record of the meeting.</p>	01072020_95	<p>Mr Taylor to follow up with the site manager on course for Mrs Fothergill.</p> <p>RESOLVED: Completed</p>	01072020_M12	<p>Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown of costs.</p> <p><b>ACTION: Mr Taylor to follow up “Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown of costs”</b></p>
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Item	Minutes
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	050520_M75	Approval signature for the minutes of 16 <sup>th</sup> March 2020 required at the next governing body that is held in school.  RESOLVED: An electronic signature has been provided
	050520_M79	'Enriched curriculum & after school equalities report' to be added as an agenda point at the next governing body meeting held on site.  ACTION: Add enriched curriculum and after school equalities to Monday 9 <sup>th</sup> November 2020 meeting agenda.
	<b>Deferred actions Full Governing Body 16<sup>th</sup> March 2020</b>	
	160320_M55	Governors to provide photos for the website. ACTION: Governors to provide photos for the website if they haven't already done so.
		Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough. RESOLVED: Complete
		Mr Papworth to upload examples of risk assessments to teams. FURTHER ACTION: H&S governor link to review the risk assessments ACTION: Mrs Barraclough to review the risk assessments.
		Agenda point for Tuesday 5 <sup>th</sup> May 2020: equalities on trips and at clubs – access for all, including the paid trips. RESOLVED: Item will be covered in November meeting (refer to action for 050520_M79 in matter arising)
		Now premium plans are in place: Mrs Godman to visit school to review premiums.  ACTION: Remote meeting to be arranged with Mrs Godman 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 <sup>th</sup> May. FURTHER ACTION: Final expenditure to be provided to governors once available RESOLVED: Complete: information is available on the website
		The evidence impact document to be added to teams for PP and SP spend. RESOLVED: Complete: information is available on the website

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6 Representation	<p>It was noted that two governors have expressed an interest in joining the governing body.</p> <p>RESOLVED: Mrs L Godman appointed as Trust appointed governor effective from 28<sup>th</sup> September 2020 for a period of 4 years.</p> <p>RESOLVED: Mr J Jolly appointed as community/co-opted governor effective from 28<sup>th</sup> September 2020 for a period of 4 years.</p> <p>The governor all welcomed the new governors to the team.</p> <p><b>ACTION: Clerk to progress appointment letters and contact the school to progress DBS check for Mr Jolly.</b></p> <p>It was noted that the parent governor election process started on Friday 25<sup>th</sup> September for two vacancies.</p>
7 Elections	<p><u>Chair / Vice Chair</u></p> <p>Mrs Humphreys reported that an email had been sent to all Governors requesting nominations for Chair and Vice-Chair. A nomination had been received for Mrs Green to continue as chair in the academic year 20_21, and Mrs Fothergill to be elected a vice chair for a further year.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting; the Term of Office is one year from the date of election and in the event of a tie a name would be drawn.</p> <p>RESOLVED: Mrs Green will be chair of the governing body for Kirkburton Middle School Governing Body will be until 27<sup>th</sup> September 2021.</p> <p>RESOLVED: Mrs Fothergill will be chair of the governing body for Kirkburton Middle School Governing Body will be until 27<sup>th</sup> September 2021.</p> <p>RESOLVED: In the event of the chair not completing full term the vice-chair will sit in as chair until election.</p> <p><u>Succession planning</u></p> <p>A discussion was held on succession planning, Mrs Fothergill had expressed an interest previously on the NGA chairs training.</p> <p>ACTION: Governors to confirm if they are interested in any chairs training that can be provided.</p>
8 Confirmation of statutory completion requirements	<p>Mrs Humphreys advised a number of governors has completed the listed requirement, but some were still outstanding:</p> <ul style="list-style-type: none"> <li>• Declarations of Interest</li> <li>• Code of Conduct</li> <li>• Contact details</li> </ul>

Item	Minutes
	ACTION: All governors required to have declarations of interest, code of conduct and contact details completed by Monday 5 <sup>th</sup> October 2020.
9 Terms of reference, scheme of delegation and service level agreement	Available in the Trustee / Governor Training and guidance group on teams, available be following this <a href="#">link</a> .  RESOLVED: All have been made available to view and all governors have viewed them.
10 Skills Audit Review	The skills audit review was provided on teams prior to the meeting for governor's consideration.  It was noted there are a few areas for consideration. In particular on safeguarding and HR. Mrs Godman will now fill the skills gap for safeguarding.  ACTION: Skills Audit outcome to be discussed a chair of boards meeting to identify areas of training that can be provided
11 Roles and responsibilities	Mrs Humphreys provided a governor configuration document for a governing body which was reviewed during the meeting to identify: <ul style="list-style-type: none"> <li>• Link governors' responsibilities</li> <li>• Governors attending trust development groups</li> </ul> The configuration document was completed at the meeting and will be provided as an ongoing document for the governing body. Q. Can we complete visits in school? A. The DfE guidance does not state these cannot happen but governors should contact Mr Taylor prior so a risk assessment can take place.  It was noted that visits should be arranged at least one per term by governors.  It was further noted that Mr Jolly is the CPD governor for the governing body and should be contacted is governors wish to request training other than what has been issued by the Trust.
12 Governance review	Mrs Humphreys advised the governing body to ensure they were happy the content of the school website complies with the statutory requirements and that get information about schools is correct.  Mr Taylor shared the compliance rating at May 2020. Q. Is a further compliance review completed? A. The school are completing this and will provide and update.  ACTION: Mr Taylor to provide website compliance check to governors once complete  ACTION: GIAS to be updated accordingly and advise Mrs Green once complete.

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	<p>It was noted that there is a school development meeting tomorrow to which governors are invited to participate, this includes vision and values. This activity is being completed to review the visions and values, along with the 3year development. The 3year development plan will be presented at the November 2020 governing body meeting.</p> <p>Mr Taylor provided 'KMS Vision and values 29.09.20' discussion document on teams for governors to review and advise any feedback.</p> <p><b>ACTION:</b> Mr Taylor to provide an update to governors at the meeting on Monday 9<sup>th</sup> November 2020 on the outcome of the vision and values discussion.</p> <p><b>RESOLVED:</b> Governors aware of the business continuity contacts.</p>
<p>13 Governing body self-review including objective setting</p>	<p>Mr Taylor provided an update on the training that is being provided by the NGA.</p> <p>Mrs Humphreys recommended the governing body complete a self-evaluation. Mrs Humphreys advised a Trust self-review document is available for governing body use.</p> <p><b>ACTION:</b> Governors to complete the self-evaluation document prior by Friday 23<sup>rd</sup> October 2020 in preparation for a self-review meeting on Monday 2<sup>nd</sup> November 2020 at 6pm.</p>
<p>14 Governor training schedule and requirements</p>	<p>Refer to item 10 for detail of training identified for the whole governing body.</p> <p>Mrs Humphreys advised that for individual training needs guidance can be found in the training and guidance group on Teams and recommended the NGA Elearning.</p> <p>It was noted that training completed by the governors will be recorded in the governor configuration document.</p> <p><b>ACTION:</b> Clerk to ensure training is a standing item on each agenda for the meetings.</p>
<p>15 Program of visits and events</p>	<p>Mr Taylor advised that in current environment (COVID- 19 Pandemic) school events are difficult to plan.</p>
<p>16 School action plan and School Evaluation including identification of risks</p>	<p>Mr Taylor provided an update on the school section and evaluation plans. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The school action plan had been provided to governors in the least academic term, due to closure many items are being carried into this academic year. Once the action plan for this academic year is available this will be shared.</li> <li>• A catch-up plan is in place at the moment with a meeting with teachers and curriculum leads to assure their curriculum plans</li> <li>• The leadership team have a particular focus on wellbeing; the start of a new academic year is stressful but particularly now when the other considerations of COVID-19.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The school evaluation is almost complete and will be shared. This includes curriculum reconnect.</li> <li>• The strategic leaders have been recruited for English, Science, Careers and Music, they will work across both middle schools in the Trust.</li> <li>• The new leadership team structure is now in place.</li> </ul> <p><b>ACTION: School action planed and self-evaluation to be provided on teams in advance of Monday 9<sup>th</sup> November 2020 by Mr Taylor.</b></p>
17 Headteacher verbal update	<p>It is noted that an additional agenda item was requested as any other business.</p> <p>Mr Taylor provided a verbal update on the current position in school and has provided documents relating to COVID-19 planning with governors on teams. The following points were noted:</p> <p><u>COVID-19</u></p> <ul style="list-style-type: none"> <li>• 3 key areas in the school relating to year groups. Children stay in their classrooms for the majority of lessons with some grouping based on ability and attainment, The staff move around to teach the children, enabling the children stay seated as much as possible</li> <li>• Changing to routines have been made to address further risk areas identified after opening.</li> <li>• Catering provision was poor at the start but this has now been addressed.</li> <li>• The buses are running as usual. The pupils wait on the all-weather pitch in their bubbles.</li> </ul> <p><u>General Update</u></p> <ul style="list-style-type: none"> <li>• Attendance is 95.1%, there are 514 on role (year 6 is full). 24 children and ill and 25 children are self-isolating today.</li> </ul> <p>Q. Have you got any pupils who have not attended school since the start of the academic year?</p> <p>A. Two children. They are being provided work at home and have been referred to the appropriate authorities.</p> <ul style="list-style-type: none"> <li>• The behaviour policy has been updated</li> <li>• After school detentions have been reintroduced</li> <li>• Curriculum focused on the reconnect curriculum and the wellbeing of the children.</li> <li>• Extra-curricular activities have been re-started. This is not a full complement of activities at this stage.</li> <li>• Re-roofing is taking place</li> </ul>

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	<ul style="list-style-type: none"> <li>• Funding secured to install perimeter fencing around the full site. Mr Taylor is speaking to concerned residents regarding the fence.</li> <li>• Ofsted are visiting this autumn term. This will not be an inspection, but a day visit to review plans in place following re-opening.</li> </ul> <p>Q. Has anything been put in place for dealing with bereavement?</p> <p>A. A survey was completed over the summer, included a question on bereavement. We are aware of the students who have experienced bereavement.</p> <p>Q. Is there anything specific measure in place for vulnerable pupils and the disadvantaged?</p> <p>A. The pupil premium champion is looking a wellbeing of the disadvantaged students.</p> <p>Mr Jolly left the meeting at 20.01pm.</p> <p>It was noted that a colleague and a pupil (separate incidents) have tested positive for COVID-19 in the last 24 hours. The school followed full procedure and followed advice by Public Health England.</p> <p>Q. How many teaches need to be off at any time before you need to close?</p> <p>A. If teachers are ill and can't work the HLTAs will provide cover. If they are self-isolating and well they will 'teams' teach from home.</p> <p>Q. What is staff morale like at the moment?</p> <p>A. Start of years are always challenging; it is good for the circumstances. Moving classrooms places does more demands on you as a teacher. Staff are concerned about the virus.</p>
18 School Policies	<p>Mr Taylor provided the below policies on teams for governor's approval.</p> <ul style="list-style-type: none"> <li>• Exclusions policy</li> <li>• First aid policy</li> <li>• KMS designated teacher for looked after and previously looked after pupil's policy</li> <li>• Risk assessment policy – Viv Barraclough</li> </ul> <p><b>ACTION:</b> Mrs Green to review the Exclusion policy and provide feedback to Mr Taylor by Friday 2<sup>nd</sup> October 2020</p> <p><b>ACTION:</b> Mrs Barraclough to review the First Aid Policy and provide feedback to Mr Taylor by Friday 2<sup>nd</sup> October 2020</p>



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	<p>ACTION: Mrs Godman to review the KMS designated teacher for looked after and previously looked after pupil's policy and provide feedback to Mr Taylor by Friday 2<sup>nd</sup> October 2020</p> <p>ACTION: Mrs Barraclough to review the Risk Assessment Policy and provide feedback to Mr Taylor by Friday 2<sup>nd</sup> October 2020</p>
19 Any other business	RESOLVED: There were no any other business items were identified.
20 Dates of future meetings and possible agenda items	<p>RESOLVED: That future meetings of the governing body:</p> <p>Monday 9<sup>th</sup> November 2020 at 6pm</p> <p>Monday 1<sup>st</sup> February 2021 at 6pm</p> <p>Monday 10<sup>th</sup> May 2021 at 6pm</p> <p>Monday 2<sup>nd</sup> November 2020 at 6pm Self-review meeting</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>
21 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
28092020_M5	Mr Taylor to follow up "Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown costs"
	Add enriched curriculum and after school equalities to Monday 9 <sup>th</sup> November 2020 meeting agenda.
	Governors to provide photos for the website if they haven't already done so.
	Mrs Barraclough to review the risk assessments.
	Remote meeting to be arranged with Mrs Godman to review premiums.
28092020_M6	Clerk to process appointment letters and contact the school to progress DBS check for Mr Jolly.
28092020_M8	All governors required to have declarations of interest, code of conduct and contact details completed by Monday 5 <sup>th</sup> October 2020.
28092020_M10	Skills Audit outcome to be discussed a chairs of board meeting to identify areas of training that can be provided.
28092020_M12	Mr Taylor to provide website compliance check to governors once complete.
	GIAS to be updated accordingly and advise Mrs Green once complete.
	Mr Taylor to provide an update to governors at the meeting on Monday 9 <sup>th</sup> November 2020 on the outcome of the vision and values discussion.
28092020_M13	Governors to complete the self-evaluation document prior by Friday 23 <sup>rd</sup> October in preparation for a self-review meeting on Monday 2 <sup>nd</sup> November 2020 at 6pm.
28092020_M14	Clerk to ensure training is a standing item on each agenda for the meeting.
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