



THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL

| Meeting | Venue | Time | Date |
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| Full Governing Body | Virtual on Teams | 6pm | Monday 9 th November 2020 |

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| DFE | 4054 |
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| Start of meeting | 6.00pm |
| Close of meeting | 9.01pm |

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| Attendance | 100% |
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| Present | | In attendance | |
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| Name | Role | Name | Role |
| Chris Taylor | Headteacher | Melanie Humphreys | Clerk support |
| Victoria Green | Co-opted Governor (Chair) | Sorrel Hellewell | Clerk |
| Anneliese Fothergill | Co-opted Governor (Vice Chair) | Vicky Joyce | Premiums Lead |
| John Jolly | Trust appointed Governor | | |
| Viv Barraclough | Parent Governor | Absent with Consent | |
| Ann Harris | Co-opted Governor | Name | Role |
| Liz Godman | Trust appointed Governor | | |
| Ian Parker | Staff Governor | | |
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| | | Absent without Consent | |
| | | Name | Role |
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| 22 | Apologies for absence, consent and declarations of interest. | <p>Resolved: All governors present.</p> <p>Vicky Joyce was present for Item 27 & 28 to present a short presentation.</p> <p>RESOLVED: There are no declaration of interest.</p> | | | | | | | | | | | |
|------------------|---|---|------------------|--------|-------------|---|---|--|--|-------------|--|-------------|---|
| 23 | 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> | | | | | | | | | | | |
| 24 | Approval of the minutes of the meeting held on 12 th October 2020. | <p>RESOLVED: All agreed the minutes of the meeting held on 12th October 2020 are approved as a true record of the meeting.</p> | | | | | | | | | | | |
| 25 | Matters Arising | <p>Actions from 28th September 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #444; color: white;"> <th style="width: 20%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="background-color: #ccc;">28092020_M5</td> <td>Mr Taylor to follow up “Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown costs” <i>RESOLVED: Complete</i></td> </tr> <tr> <td>Add enriched curriculum and after school equalities to Monday 9th November 2020 meeting agenda. <i>RESOLVED: Agenda point 28</i></td> </tr> <tr> <td>Governors to provide photos for the website if they haven't already done so. ACTION: Mrs Barraclough to provide photo as soon as possible.</td> </tr> <tr> <td>Remote meeting to be arranged with Mrs Godman to review premiums. <i>RESOLVED: Complete</i></td> </tr> <tr> <td style="background-color: #ccc;">28092020_M6</td> <td>Clerk to process appointment letters and contact the school to progress DBS check for Mr Jolly. <i>RESOLVED: Complete</i></td> </tr> <tr> <td style="background-color: #ccc;">28092020_M8</td> <td>All governors required to have declarations of interest, code of conduct and contact details completed by Monday 5th October 2020. <i>RESOLVED: Complete</i></td> </tr> </tbody> </table> | Minute Reference | Action | 28092020_M5 | Mr Taylor to follow up “Mrs Cane 18/19 budget staffing costs to speak to Mr Field breakdown costs” <i>RESOLVED: Complete</i> | Add enriched curriculum and after school equalities to Monday 9 th November 2020 meeting agenda. <i>RESOLVED: Agenda point 28</i> | Governors to provide photos for the website if they haven't already done so. ACTION: Mrs Barraclough to provide photo as soon as possible. | Remote meeting to be arranged with Mrs Godman to review premiums. <i>RESOLVED: Complete</i> | 28092020_M6 | Clerk to process appointment letters and contact the school to progress DBS check for Mr Jolly. <i>RESOLVED: Complete</i> | 28092020_M8 | All governors required to have declarations of interest, code of conduct and contact details completed by Monday 5 th October 2020. <i>RESOLVED: Complete</i> |
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| 28092020_M8 | All governors required to have declarations of interest, code of conduct and contact details completed by Monday 5 th October 2020. <i>RESOLVED: Complete</i> | | | | | | | | | | | | |

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| | 28092020_M10 | Skills Audit outcome to be discussed a chairs of board meeting to identify areas of training that can be provided. <i>RESOLVED: Complete</i> |
| | 28092020_M12 | Mr Taylor to provide website compliance check to governors once complete. <i>RESOLVED: Complete</i> |
| | | GIAS to be updated accordingly and advise Mrs Green once complete. <i>RESOLVED: Complete</i> |
| | | Mr Taylor to provide an update to governors at the meeting on Monday 9 th November 2020 on the outcome of the vision and values discussion <i>RESOLVED: Agenda point 36</i> |
| | 28092020_M13 | Governors to complete the self-evaluation document prior by Friday 23 rd October in preparation for a self-review meeting on Monday 2 nd November 2020 at 6pm. <i>RESOLVED: Complete</i> Self -review meeting went ahead on 2 nd November and final document completed in Teams. ACTION: Action to be added to next agenda as matters arising. |
| | 28092020_M14 | Clerk to ensure training is a standing item on each agenda for the meeting. <i>RESOLVED: Agenda item 37</i> |
| | 28092020_M17 | Mrs Green to review the Exclusion policy and provide feedback to Mr Taylor by Friday 2 nd October 2020. <i>RESOLVED: Complete</i> |
| Mrs Barraclough to review the First Aid policy and provide feedback to Mr Taylor by Friday 2 nd October 2020. ACTION: Mrs Barraclough to review First Aid Policy and provide feedback to Mr Taylor by 30th November 2020. | | |
| 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 nd October 2020. ACTION: Mr Taylor to email KMS designated teacher for looked after and previously looked | | |

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| | | <p>after pupil's policy to Mrs Godman and Mrs Godman to review the policy and provide feedback to Mr Taylor by 30th November 2020</p> <p>Mrs Barraclough to review the Risk Assessments supplied and provide feedback to Mr Taylor by Friday 2nd October 2020. <i>RESOLVED: Complete</i></p> |
| 26 Representation | <p>It was noted that a parent governor election had commenced and closed for nominations on Friday 6th November 2020. There was no nomination received.</p> <p>A discussion was held between the Governors and as Mrs Barraclough time as parent governor has ended, Mrs Barraclough nominated herself to be parent governor for another term of 4 years. All governors agreed this.</p> <p>RESOLVED: Mrs Barraclough appointed as parent governor effective from 4th November 2020 for a period of 4 years.</p> <p>ACTION: School to commence another election out for one parent governor.</p> <p>ACTION: Mrs Green to provide information on the impact of the governor role.</p> | |
| 27 Premiums update: report and spending plan | <p>Vicky Joyce (Head of PE and is Pupil Premium lead) provided an update on Pupil premium, enriched curriculum and equalities</p> <p>This included:</p> <ul style="list-style-type: none"> • Identifying pupil premium – providing resources and any equipment that pupils may need. Distributed items of uniform that pupils may need. • Quality first teaching – Sam and Vicky are working on a pupil premium placemat for all members of staff which will be launched in a couple of weeks. Vicky will provide a short presentation on quality first teaching. • Having pupil premium as an item on every agenda. • Try and encourage all students to enjoy coming to school and make sure everyone has equal opportunities. <p>Q: Are we recording pupil premium for children who are receiving these benefits who are classed as advantaged children.</p> <p>A: Yes, they are on SIMs</p> <p>Q. Are we able to monitor PP who are attending visits and enrichment activities?</p> <p>A. We can identify individual pupils on SIMs so can monitor this.</p> | |

Q. Are we able to do the same for Send pupils?

A. It's a larger number of pupils but yes. Send pupils take part in a lot of the sporting activities we do so it will be good to evidence this.

Q: How will you be monitoring the impact the enrichment activities measures are having?

A: This would be quite difficult but we could create feedback sheets or maybe observations.

It was noted by the link governor for premiums that strong progress has been made on pupil premium planning, she particularly like the focus on quality first teaching and impact on activities that are happening

Q: Was there any further progress on the GL Assessments?

A: The tests came in over half term, so we have a meeting planned for tomorrow with the Head of English, Maths and safeguarding. With year 7 & 8 there is low progress and some big gaps but we are looking at moving forward what we can do to help these children. A workshop is taking for year 8, 26 places are pupil premium children and 4 places for other children. This workshop is to help raising aspirations.

Q: What extra provision are you doing for student who are learning at home due to COVID-19?

A: We are recording what equipment students have at home, and see what each student needs. One student who has no access to online learning we are doing all their work paper copy, so a teacher hand delivers to the pupil's house. Funding has been used to buy tablets for those with long term absence, and laptops have been allocated via the DfE support.

Q: Would you consider funding a music lesson at Shelley College this costs around £40 per term.

A: We are already supporting certain pupils who are having music lessons but we haven't put a package together for other pupils. It is a really good idea and we will definitely look in to it.

Mr Taylor provided 'pupil premium impact review 2019_20' on Teams prior to the meeting for governors and did apologise as he had updated the document slightly and re-loaded just prior to the meeting so all governors might not have had chance to read the latest version.

Mr Taylor covered the mains point including:

- Education Endowment

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| | <ul style="list-style-type: none"> • HLTA Provision <p>Mr Taylor provided 'KMS pupil premium statement 20_21' on Teams prior to the meeting for governors and covered the main points, including:</p> <ul style="list-style-type: none"> • School overview • Strategy aims for disadvantaged children • Teaching priorities for current academic year • Targeted academic support for current academic year • Wider strategies for current academic year <p>The link governor stated how clear the document is, how much information is in the document and it will be reference point for the end of the year review.</p> <p>Q: What is Rosenshine's Principles of Instruction? A: This is a set of principles for high quality direct teacher instruction, there are 17 of them. It will have a really good input for the disadvantage pupils.</p> <p>Q: Are the ETA's being used as you had planned to use them? A: Things have slightly changed at school. HLTAs are now helping with Maths and English, they are receiving help from the head of Maths and the head of English.</p> <p>Mr Taylor also provided 'Catch up 7 premiums statement 20-21' report for governors which included.</p> <ul style="list-style-type: none"> • Objectives • Summary of spending • How we will improve the attainment of those remaining below their target grade <p>Q: Are you using the catch up in the same way? A: GL Assessments have been used on every year group this year which we don't normally do Y7 as we usually have the SAT results. We normally complete GL assessments 6, start and end, and then in year 8 so we can see how far each pupil have come over the 3 years.</p> <p>ACTION: Clerk to ensure that Pupil premium is a standard agenda item throughout all of the meetings.</p> |
| 28 Enriched curriculum and school equalities | RESOLVED: Covered in Item 27 |
| 29 Headteacher report including equalities | <p>Mr Taylor provided Headteacher report Autumn 2020 on Teams prior to the meeting for governors to read. The main points that were reviewed included:</p> <ul style="list-style-type: none"> • Financial • Outcomes |

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| | <ul style="list-style-type: none"> • Quality of education • Leadership • KPI • Pastoral standards • HR Standards • Health and safety • GDPR. • Safeguarding • Community update <p>Q. Were any changes as a result of the breach? A. Extra training was completed.</p> <p>Q: Is the parents who child is not in school worried about COVID-19? A: The parents are worried about COVID-19 and we have contacted the local authority as there is a safeguarding issue so it's now with the local authority.</p> <p>School Fencing We have been advised by the local authority that a 2m perimeter fence will not require full planning permission therefore we have decided to withdraw are planning application for the 2.4m fence.</p> <p>Q: Will the shorter fence stop the complaints about the views? A: Their view might be lost but the safeguarding and safety of the students is the school's main priority.</p> <p>We have agreed with the owner of the scout hut that 2 gates can be put there to support with their summer beer festival. They have agreed to fund one of the gates.</p> <p>Q: When are we informing the residents of the updated plans? A: Once we hear back from the council I will then write and update all the local residents.</p> <p>RESOLVED: The governors all approve the 2m fence which Mr Taylor has suggested.</p> <p>Q: What are planning for the conditional improvement funding? A: We are bidding for a new sports hall and new windows and external fire doors for the classrooms.</p> <p>RESOLVED: Governors are happy with these proposals.</p> |
| 30 Ofsted key points from previous visit – progress against actions | <p>Mr Taylor provided an updated and reviewed statement of action Oct 2020 on Teams prior to the meeting for governors to read. The main points were noted</p> <ul style="list-style-type: none"> • Mr Taylor talked through each action on the document and marked area's green where a governor has approved them |

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| | <ul style="list-style-type: none"> Mrs Green had a conversation with Mrs Greenleaf who is the careers officer. The Gatsby bench marks, we are nearly meeting them all. Some trips have had to be put on hold due to COVID-19 but a lot of places have done virtual tours for students who aren't able to visit. <p>It was noted on behalf of all governors their thanks to Mrs Greenleaf for all of her help.</p> <p>Q: How is the progression to the new changes with the curriculum of RSE? A: We will start this within the summer term, as a middle school we are already covering some of the content. We need to get in contact with all parents before this can go ahead.</p> <p>ACTION: Agenda point 'RSE Curriculum' to the meeting in the spring term, to be provided by the lead in this area.</p> |
| <p>31 Review the school evaluation plan, improvement plan (action plan), capital plan proposals, grant funding plan.</p> | <p>Mr Taylor provided 'Kirkburton Middle School SEF 2020-21 v4' and 'SEF summary KMS Oct 2020 'on Teams prior to the meeting for governors. Mr Taylor used the summary to provided and update on:</p> <ul style="list-style-type: none"> Trust Wide Improvements 2020-21 Goals carried forward from 2019-20 Rising/High Risks for the school School identified priorities from Self Evaluation <p>It was further noted that one child has tested positive for COVID-19 while in the half term so there was no need for any other child to isolate.</p> <p>There have been extra costs due to a cleaner on site all day, washing sinks outside, extra paper towels, additional cleaning resources, all relating to COVID-19 costs.</p> <p>Q: Can governors join in on the Long SLT meeting which is taking place on 16/11/2020? A: Yes, this can happen, this will be virtual. The schedule of discussions has been added to Teams.</p> <p>Mr Taylor shared the 'Kirkburton Middle School Development Priorities September 2020' with governors in teams prior to the meeting.</p> <p>Mr Taylor advised that the school would like to spend capital expenditure on lockers and to upgrades to ICT.</p> <p>RESOLVED: All governors agreed they are happy with the capital expenditure suggestions.</p> |
| <p>32 Safeguarding Audit Report</p> | <p>Mr Taylor provided KMS safeguarding review and Trust letter on Safeguarding Audit on Teams prior to the meeting for governors.</p> |

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| | <ul style="list-style-type: none"> • There is a safeguarding review from Kirklees Council which is taking place on 23rd November 2020. • There is safeguarding training for governors which is taking place on Thursday 19th November 2020. All Governors have been invited to attend this. <p>Mr Taylor would like to say thank you to Mrs Godman for all of her help and input with the safeguarding review document.</p> <p>It was noted that Mrs Green and Mrs Fothergill have been invited to LADO training.</p> |
| 33 Summary standard outcomes and pastoral data | <p>Mr Taylor provided 'KMS Pastoral Data form Oct 2020 doc' on teams prior to the meeting for governors. Mr Taylor reviewed the document; the following points were noted:</p> <ul style="list-style-type: none"> • Attendance was 95.7% - similar to where we were last year • Attendance for today is 96.9% which makes the total 95.9% • Students who are isolating are not marked differently so they are not included in absent figures. • 1 student has not yet returned to school as of yet, but school is working close with the family. • Further work is being completed relating to reporting incidents, both for staff and pupils <p>Q: Would it be possible maybe once a year to check against the national average exclusion numbers and compare it to the school's exclusion numbers?</p> <p>A: Yes, this would be possible.</p> |
| 34 Identify emerging risks | <p>Mr Taylor has put any emerging risks at the front of the SEF summary document which is on Teams in the dated folder.</p> <p>RESOLVED: Mr Taylor will share emerging risks with Mrs Greenough who is CEO of the Mast Trust.</p> |
| 35 Governor Visits | <p>RESOLVED: Visits complete by Mrs Green and Mrs Godman have been documented and shared on Teams.</p> <p>ACTION: Monitoring visits timetable to be produced by Mrs Green and Mr Taylor.</p> |
| 36 Vision and values update | <p>The outcome of the vision and values reviewed was shared with governors on teams: 'Vision and values Oct 2020'</p> <p>RESOLVED: All Governors are happy with the updated Vision and Values.</p> |
| 37 Governor Training | |

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| | <p>RESOLVED: Mrs Humphreys has sent the training registration email to everyone and requested governors to register if they had not already done so.</p> <p>ACTION: Mrs Green to resend the registration email for those who missed it.</p> <p>ACTION: Mrs Green to email Mrs Hellewell all the training that each Governor has taken, the configuration document to be updated accordingly.</p> |
| <p>38 Policies for review</p> | <p>Mr Taylor provided the below policies on teams for governor's approval.</p> <ul style="list-style-type: none"> • Careers policy • Access provider policy <p>Mrs Green and Mrs Greenleaf found 3 errors, these will be changed and put on the website.</p> <p>RESOLVED: Governors ratify the careers policy and access provider policy.</p> |
| <p>39 Any other business.</p> | <p>RESOLVED: There were no any other business items were identified</p> |
| <p>40 Dates of future meetings and possible agenda items.</p> | <p>RESOLVED: That future meetings of the governing body:</p> <p><i>Monday 1st February 2021 at 6pm</i></p> <p><i>Monday 10th May 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> |
| <p>41 Agenda, minutes and related papers</p> | <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p> |

Summary of Actions

| Minute Reference | Action |
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| 09112020_M25 | Mrs Barraclough to provide photo as soon as possible. |
| | Action to be added to next agenda as matters arising. |
| | Mrs Barraclough to review First Aid Policy and provide feedback to Mr Taylor by 30 th November 2020. |
| | 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 th November 2020. |
| 09112020_M26 | School to commence another election out for one parent governor. |
| | Mrs Green to provide information of the impact governor role. |
| 09112020_M27 | Clerk to ensure that Pupil Premium is a standard agenda item throughout all of the meeting. |
| 09112020_M30 | Agenda point 'RSE Curriculum' to the meeting in the spring term, to be provided by the lead in this area. |
| 09112020_M35 | Monitoring visits timetable to be produced by Mrs Green and Mr Taylor. |
| 09112020_M37 | Mrs Green to resend the registration email to those who missed it. |
| | Mrs Green to email Mrs Hellewell all the training that each Governor has taken, the configuration document to be updated accordingly. |

