

THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL

Minutes of the meeting of the Governing Body held at 7.00 pm at the School on Tuesday, 10 May 2016.

PRESENT

Miss V Green (Chair), Mrs J Adams, Miss E Charlesworth, Mrs R Coneron, Mr N Gemmell, Dr A Harris, Mr G Johnson, Mrs M Morris, Mr M Pitchford, Mr G Smith

In Attendance

Ms T Buxton (Minute Clerk), Ms L Clarke (Observer)

2757. FORMS OF ASSESSEMENT PRESENTATION

As Mr Papworth had given his apologies to the meeting the Head Teacher circulated a document summarising the 3 types of assessment currently used: Age Related Expectations (AREX), entry to exit data and KS2 SATs written by Mr Papworth. Mr Johnson spoke to the document.

AREX – government determined age related standards for the end of KS1, KS2 and KS3. Pupils were assessed against KPIs for each subject in terms of the following categories – “not been assessed”, “working towards” “meeting” or “has enhanced understanding”. The assessments would be recorded using FROGprogress which would be made available to parents around October time and would allow them to see which parts of the curriculum their child was meeting and any aspects they may need help with.

Q: Were the KPIs set by the School?

A: Yes.

Entry to exit data – “value added” progress. An externally validated assessment (GL Assessment) given on entry in Y6 in the form of 2 one hour tests in English and Maths; pupils were assessed according to standardised scores relating ability to their age where 100 was the expected score for their age. Children were assessed again at the end of Y6 and the end of Y7. Shelley College also carried out GL assessments with Y8 children during the 2 week transition period at the end of the summer term. The First Schools were still using NFER tests but there was a commitment to move to GL next year. It was noted that the Head Teacher had provided a copy of the KS2 SATs instructions to the First Schools to assist with consistency of administering the NFER tests and that there was a move towards standardisation across the Pyramid, particularly since the Peter Lawrence review.

Q: Was the information from GL assessment used to populate pupils’ reports?

A: No, AREX was used for reporting to parents. The data generated could be confusing for parents and is used for internal professional assessments only.

End of KS2 SATs – SATs produced a scaled score with 100 being the expected score at the end of KS2. The SAT results will also be accompanied by a teacher assessment. All children, regardless of their age, were given the same benchmark of 100 as the expected score at the end of KS2.

Reading, Maths and Science were judged either as “working at” or “not working at”, however, Writing was assessed as “working towards”, “working at” or “working at greater depth” plus 3 additional judgements for lower ability children. Departments have been asked to moderate pupils’ work with reference to the standards and published material supported by further moderation in English and Maths between the 2 Middle Schools and LA moderation in early June.

Governors noted that the DfE would use the assessment data to judge the School’s achievement and progress relating KS2 data to pupils’ KS1 performance, but it had not yet published how this measure would be derived.

Q: On inspection, would the low SATs score be compensated for by the GL assessment outcomes?

A: No, further research would be required into low SATs scores.

2758. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr J Papworth and Mrs L Robinson (with consent).

There were no declarations of interest.

2759. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be raised under any other business:

- Date of the next meeting

2760. REPRESENTATION

The following matter of representation was noted and it was agreed that the Chair would send a thank you letter to Mrs Kaur Ghuman.

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs H Kaur Ghuman	LA	13.04.16

2761. MINUTES OF THE MEETING HELD ON 21 MARCH 2016

RESOLVED: That the minutes of the meeting held on 21 March 2016 be approved and signed by the Chair as a correct record.

2762. MATTERS ARISING

a) Prevent Training (Minute 2573 refers)

It was reported that Prevent training for Governors would be organised for the Autumn term.

b) PE And Sports Premium (Minute 2574 refers)

It was agreed that a presentation on PE and Sports Premium requirements would be given to the full Governing Body rather than Curriculum and Learning Committee members.

2763. MAT APPLICATION

The Head Teacher reported that the academy order had been granted and should be received in the next few days. The DfE had set criteria around the number of Trustees and skills required in order to mitigate any concerns over accountability given the flat structure proposed. It was noted that the Primary Chain Grant was being reconsidered in view of the balance of KS2 and KS3 children in the partner schools and that the Scheme of Delegation had been drafted. The Head of Shelley First School would be appointed as the CEO initially and a formal appointment process would take place once all vacancies on the Board of Trustees had been filled.

It was noted that, in addition to the consultation, a stakeholder meeting would be held next Wednesday to select a shortlist of names for the MAT; Mrs Adams volunteered to represent the Governing Body at the meeting. A separate meeting would be held thereafter to vote on the name.

The dates of future working group meetings were noted as follows:

- Education, communications and consultation group – Wednesday 25 May, 6pm at Kirkburton Middle School.
- Project Group – 15 June, 6pm at Scissett Middle School

Governors were informed that the joint meeting previously pencilled in on 14 June was no longer taking place.

2764. PYRAMID DEVELOPMENT UPDATE

Governors were briefed on the work of the Shelley Pyramid Head Teacher Network. A sub-committee had drafted a paper on the aims and goals of the Network, together with Terms of Reference. The previous exercise of analysing the recommendations from the Peter Lawrence review in terms of impact and feasibility would be further considered at the Pyramid planning day in June.

2765. SAFEGUARDING GOVERNOR

Following on from the resignation of Mrs Kaur Ghuman, Mrs Coneron offered to take on the role of Safeguarding Governor until the end of her term.

RESOLVED: That Mrs R Coneron be appointed as Safeguarding Governor.

Mr M Pritchard left the meeting at this point.

2766. REPORTS FROM COMMITTEES

Curriculum and Learning Committee – 9 May 2016

Governors were briefed by Mrs J Adams on the key aspects of the recent Curriculum and Learning Committee meeting, particularly:

- A review of assessment methods.
- The decision not to renew IRIS in view of its limited use.
- The new style reporting to parents (pending the development of FROG reporting) based on KPIs supported by a class teacher statement.
- National guidance for Head Teachers on 'Data Management' and workload, 'Marking' and 'Planning and Resources', the second of which had led to a review of marking policies.

- SDP milestones, the majority of which were RAG-rated green.

Health & Safety Committee – 23 March 2016

Miss E Charlesworth presented the highlights of the recent committee meeting including:

- Amendments to the LA model Terms of Reference for the Committee.
- The recommendation that oversight of the Building Development Plan be transferred to the Resources and Finance Committee.
- Improvements to the arrangements for pupils leaving at the end of the school day which were working well.
- A review of the new guidance for the Children with Medical Conditions Policy; the guidance stated that medicines brought in by pupils were to be logged and locked away and that a record of when medicines were administered should also be kept. Committee members had agreed that paracetamol and Calpol could be administered by school staff with parental consent and the consent form would be uploaded to the website.
- Staff specific responsibilities had been updated in the Fire Safety Policy.
- The need to draft a Lone Working policy and look into zoning of the alarm system.
- The intention at the next meeting to review the Health and Safety Policy and the procedures for, and production of, risk assessments for external coaches following an accident on the rugby field at an after school club.

Performance Management

It was reported that all appraisals were now complete and staff development needs identified; the Head Teacher reported that the process had been a positive one.

Resources and Finance Committee, 5 May 2016

Mr G Smith reported on the key points of the committee meeting including:

- Approval of the interim spend for the MAT.
- Positive pupil numbers for September 2016.
- An informative presentation by Mrs L Robinson on the 2015/16 financial results.
- The addition of Building Development Plan to the Committee's remit.
- The renewal of the catering agreement for a further 12 months.
- The 2016/17 budget which was discussed in further detail under Minute 2767.

Grounds Committee, 10 May 2016

Governors noted that the Committee had agreed to carry out improvement works to the all-weather pitch. The availability of Monday evening slots was discussed and it was suggested that the School advertise in the Shelley Magazine and Kirkburton Bulletin.

RESOLVED: That the minutes of the committee meeting on 21 March 2016 be received.

Governors agreed to take the following item out of order.

2767. TO APPROVE THE BUDGET

Mr G Smith presented the budget for 2016/17 (details had been circulated in advance of the meeting to all Governors).

Governors were pleased to note that pupil numbers had increased to just below 500 which meant a 4% increase in funding. However pupil numbers were now at peak levels which had implications for future budgets. The 2015/16 carry forward figure was £51k compared to £93k at the end of the 2014/15 financial year. If the same pattern continued, the carry forward would reduce to £41k by the end of 2016/17. Staffing costs would need to be reviewed over the period to mitigate the situation with effect from 2017/18 onwards and the Resources and Finance Committee had concluded that a third Assistant Head was not financially viable at the present time.

Governors asked that their thanks be conveyed to Mrs L Robinson for her excellent work on the budget.

Q: The Governing Body had previously identified that a third Assistant Head was required to focus on teaching and learning – why was this not affordable?

A: Expanding the current Senior Leadership Team (SLT) was currently untenable. Given the current climate, national guidance recommended that schools look first to the structure of their SLTs and PPA time for staff to see where cuts could be made.

Governors suggested that this should be flagged as an issue to the MAT in terms of a potential shared teaching and learning resource/post which would work well across schools. The Head Teacher outlined a collaborative pilot ‘Eyes on Learning’ to develop the four schools in the MAT – the initiative would develop a teaching and learning development programme based on snapshots of teaching and learning in each school.

Q: Was there any indication that other schools were interested in a shared resource?

A: Yes, discussions were currently taking place.

RESOLVED: To approve the budget for 2016/17 as recommended by the Resources and Finance Committee.

2768. KMS GOVERNANCE

The current vacancies for a Parent and a Co-opted Governor were noted. In addition to Mrs H Kaur Ghuman’s resignation, Mrs J Adams would be resigning at the end of this academic year. Mrs R Coneron and Mr G Smith would also be leaving once the MAT was established. Members discussed whether some of these vacancies should be filled now as opposed to the earlier decision to wait for the MAT conversion.

Q: Once the MAT was created, would it be possible to merge some of the Committees?

A: The Scheme of Delegation would be agreed first and potential overlap could be considered thereafter.

Some Governors expressed the opinion that the school should keep its committees separate to those of other schools within the MAT, in order to preserve the existing ethos and values.

RESOLVED: To seek elections for Parent Governors in September following consideration of the skill set required at the July meeting (Mrs M Morris would review the last skills audit in advance). It was agreed that the Chair would raise this at the new parents meeting on 12 July.

2769. REPORT ON YEAR END ATTAINMENT

This item was taken together with the Head Teacher's Report item.

2770. HEADTEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher spoke to his report which had been circulated prior to the meeting and questions were invited. Key areas included:

- The number on roll currently stood at 496 and attendance was at 96.18%
- Standards, achievement and progress – the difficulties in an accurate prediction of the standards in comparison with national figures for KS2 SATs were noted. The Head Teacher did point out that the ability of this year's cohort is in line with last year's. If the expected standard at the end of KS2 is in line with a previous Level 4B then we would be just above the floor standard of 65%. However, indications of testing and moderation carried out so far suggest that Writing may slip below 65% using the exemplary material issued by the DfE. Work is continuing with Simon Swift, LA moderator, to see what areas need to be addressed prior to the submission of final TAs to the DfE on June 20th.
- Results of the pupil questionnaire with the biggest issues being around pupil behaviour in lessons and break time.
- Staffing – NQT, Mr Jonathan Covell, had been appointed to the Maths/Science post, Mrs Corrine Hudson to the part-time Design Technology post and Mr Ian Parker to the part-time Geography post. The Head Teacher thanked those Governors who had assisted with the appointments.

Governors thanked the Head Teacher for his comprehensive report.

2771. SCHOOLS FUNDING FORMULA

It was noted that the DfE had launched two consultations on 7 March – one about the introduction of a National Funding Formula for schools and a second about High Needs funding arrangements; further consideration was delegated to the Resources and Finance Committee.

2772. SCHOOL DEVELOPMENT PLAN (SDP)

Governors noted the outstanding milestones – IRIS and FROG parent reporting.

The Head Teacher reported that the SLT was looking at priorities for next year's SDP and these would be brought to the July meeting.

2773. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr J Papworth had compiled a summary of staff and Governor training with effect from September 2015 which was considered at the meeting. It was agreed that a record of Governor visits would be provided at the next meeting.

Q: Were Governor training records available over the last few years?

A: Yes, a summary of training over the last few years would be provided (and emailed to Mrs M Morris to facilitate the skills analysis).

Mr G Smith reported on the recent British Values session he had attended.

It was noted that Miss V Green had made an SEN visit.

2774. ANY OTHER BUSINESS

a) Date of the next meeting

Governors agreed to change the date of the next meeting from 6 July to 29 June 2016.

2775. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on 29 June 2016.

2776. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the School.