

**THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL**

Minutes of the meeting of the Governing Body held at 7.00 pm at the School on Monday, 21 March 2016.

**PRESENT**

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

**In Attendance**

Ms T Buxton (Minute Clerk), Mrs G Khan (MAT Project Manager), Mrs L Robinson (Associate)

**2563. PRESENTATION AND Q&A SESSION FROM MAT PROJECT MANAGER**

Governors received a detailed presentation from the MAT Project Manager on the consultation process so far, the proposed governance arrangements and the legal implications of the MAT (Multi-academy Trust) proposal.

It was noted that two First Schools would be joining the Middle Schools in forming a MAT; there would be no lead school and all would be equal partners.

Following submission of the MAT application, the DfE had revised the required information needed for the conversion process which had resulted in further work for the Schools. It was noted that the Next Steps Group had split into 3 working groups to distribute the workload more evenly – 'Project, Legal and Governance', 'Education and Communications' and 'Business, Finance and Staffing'.

The initial draft of the vision statement had been produced and would be expanded upon following the consultation process. Governors noted that the Middle School consultation period closed on 24 March 2016 and that the First Schools' consultations would continue after Easter.

It was recognised that, although the aim was still to commence the MAT with effect from 1 September 2016 with the First Schools converting at a later stage on 1 December, the process itself could impact on this timescale. Governors expressed the view that it would be preferable for all 4 schools to convert at the same time, to emphasise the fact that they were equal partners.

The Project Manager outlined the main points to date from the consultation, which included:

- Staff terms and conditions/pensions
- Impact on children (curriculum)
- Uniform
- Transparency on governance proposals
- Capacity and demands on leadership
- Financial implications
- Positive comments on communications and the extensive range of communication channels available.

Governors considered the proposed governance model; the Academy Trust would be comprised of 5 Members and the Academy Board up to 11 members (which had reduced from 13 in line with DfE pressure). It was noted that various legal documents would need to be completed but that the Governing Body would only have to sign off the Commercial Transfer Agreement.

**Q: What was happening with regards to the CEO of the Trust?**

A: The proposed structure of the Board of Trustees allowed for one Middle School and one First School Head Teacher but the DfE had challenged this; discussions were currently taking place with the 4 Head Teachers and one solution would be to rotate the Head Teacher representative every 2 years.

**Q: What was the process for filling posts on the Board of Trustees?**

A: Governors and Head Teachers had been asked to propose names for consideration by the 'project, legal and governance working group' on 12 April. Nominations had also been sought via the consultation process.

**Q: Who is responsible for appointing Academy Trust Members and Trustees?**

A: The governors involved through each schools' 'Next Steps Group' have been determining the skills-sets needed for Members and Trustees. They have put forward experienced candidates for each. Once established it is the role of the Members to appoint Trustees at the application stage.

**Q: What could be done to ensure such appointments were transparent?**

A: The positions could be advertised but as the opportunities had been promoted to all stakeholders involved in the consultation process transparency should not be an issue. It may be useful to keep a 'resource bank' of candidates – the DfE National Ambassadors programme could be useful if the Schools were struggling to fill vacancies, particularly at the Trustee level.

**Q: How would the partners evolve in the process?**

A: No one School had unequal representation across the working groups.

**Q: What about non-negotiables, for example, 2 Head Teacher Trustees?**

A: Discussions at Governing Body level would need to take place but ultimately DfE/Head Teacher Board authorisation was required to grant the academy order and it is they who determine the criteria against which we must operate.

**Q: When would the Governing Body see the results of the working groups' deliberations, for example, the Scheme of Delegation?**

A: A joint Governing Body meeting of the two Middle Schools was pencilled in for 14 June when the legal documentation and draft Scheme of Delegation would be presented (assuming a 1 September deadline). Clarity on the governance arrangements should be available in May.

**Q: What was the maximum number of Schools in a MAT?**

A: There was no maximum.

**Q: How long would the Project Manager be involved post conversion?**

A: Any time from a few weeks up to 12 months depending on capacity within the MAT.

Governors thanked Mrs Khan (who left the meeting at this point) for her excellent presentation.

2564. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Dr A Harris and Mr J Papworth (with consent).

It was noted that Mrs H Kaur Ghuman had not given her apologies to the last 2 Governing Body meetings.

There were no declarations of interest.

2565. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

- PE and Sports Premium

2566. REPRESENTATION

The following matter of representation was noted.

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Ruth Coneron	Designate (Parent) (Pending DBS)	13.02.16

Governor Vacancies

As agreed at the last meeting, no action would be taken to fill the vacancies for a Co-opted and a Parent Governor pending the conversion to MAT status.

2567. MINUTES OF THE MEETING HELD ON 28 JANUARY 2016

RESOLVED: That the minutes of the meeting held on 28 January 2016 be approved and signed by the Chair as a correct record.

2568. MATTERS ARISINGa) Staffing (Minute 2552(a) refers)

The Head Teacher confirmed that an appointment had been made in respect of the Second in Department for English but the School would be re-advertising for the Maths/Science Teacher post.

b) Recommendations from the Peter Lawrence Report (Minute 2552(b) refers)

It was noted that a Pyramid Head working party had drafted new terms of reference for the Pyramid Heads Group and was in the process of putting together a strategic plan for Pyramid development.

c) Governor Training Records (Minute 2552(c) refers)

The Head Teacher would ask Mr J Papworth to circulate the individual Governor Training Records.

d) FROGprogress Reporting (Minute 2555 refers)

It was reported that a refund from FROG was unlikely to be forthcoming but that FROG were working with the school to further develop the FROG progress reporting tool.

e) Guidance for Supporting Pupils at School with Medical Conditions (Minute 2558 refers)

The Head Teacher reported that the above guidance would be considered by the Health and Safety Committee later this week.

2569. MAT Application

This item had been covered in detail earlier in the meeting.

2570. REPORTS FROM COMMITTEES

Curriculum and Learning Committee

Mrs J Adams reported on the key aspects of the recent Curriculum and Learning Committee meeting, particularly:

- A review of KS2 outcomes; changes in assessment methods meant significant additional work for staff, particularly for 'writing' where there were 3 different issues to address with regards to the new assessment regime: AREX, the standardised end of KS2 tests and the changes to moderation in writing.
- A detailed review of the School Development Plan (SDP) milestones and associated progress.
- IRIS which had not been used as extensively by teaching staff as originally hoped; discussions were taking place in school as contract renewal was due shortly.
- FROG – the School would be issuing staff with tablets which were compatible with FROG to facilitate assessments within class and improve the efficiency of 'live' on-line assessment and reporting.

**Q: Were there any issues with capacity? How could the Governors assist?**

A: Other schools were in the same position regarding assessment. It was noted that Mr Simon Swift, a moderator in writing across Kirklees, was visiting the School to advise staff how to put a meaningful report together. Further complications had arisen from the change to KS2 SATs as the exemplification standard had only been received in February for SATs in May.

Governors commended staff on their hard work and noted that from a parent's perspective data on pupil progress was much more informative.

It was agreed that Mr J Papworth would give a presentation at the next meeting on assessment.

Staffing Committee, 24 February 2016

Mrs R Coneron presented the highlights of the above committee meeting including:

- A review of the Committee terms of reference which were adapted from the Kirklees Model terms.
- Adoption of the Kirklees Model Appraisal Policy, subject to some minor amendments.

- A review of the directed time budget and schedule of how teaching staff were directed within the 1265 hours they were expected to fill as part of their conditions of service – the breakdown demonstrated that demands placed on staff were not unreasonable and that some hours were kept as a contingency.

RESOLVED: That the minutes be received.

#### Performance Management

The Head reported that all Teaching Assistants appraisals were complete with two exceptions which had been arranged directly after Easter.

#### Resources and Finance Committee, 21 March 2016

Mr G Smith presented the highlights of the recent committee meeting including:

- The catering contract which would be renewed for a further 12 months; uptake of school meals was excellent and as a result costs should reduce.
- The outline budget had been received from the LA and represented an uplift of 4.1% due to the significant increase in pupil numbers. This would mean an extra £60k in income for 2016/17 and no areas of significant expenditure had been identified thus far.
- Review of the School Financial Value Standard (SFVS) submission which would be circulated to Governors for comment by the end of this week.

RESOLVED: That the minutes of the committee meeting on 28 January 2016 be received.

#### 2571. 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 495.
- Attendance was at 96.14%; Y8 attendance had fallen to 95.49% and the school was taking action to address this.
- Standards, achievement and progress.
- Curriculum and policy.
- Pupil issues and safeguarding – it was reported that 2 pupils had been excluded since the last report, one for verbal abuse to a member of staff and the other for an unprovoked attack on another pupil.
- Staffing.
- Parents and community cohesion.

**Q: Where had the Y5-Y9 continuum idea come from?**

A: It was a key recommendation from the Peter Lawrence review – to focus on the curriculum for Y5-Y9 rather than looking at it as 2 transitions.

Governors thanked the Head Teacher for his comprehensive report.

#### 2572. SCHOOL DEVELOPMENT PLAN (SDP)

This item had been covered as part of the Curriculum and Learning Committee report.

2573. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr G Smith would be attending a session on British Values on 11 April.

The Chair had undertaken health and safety training and had attended the School's Enterprise Day which had been an excellent event.

It was agreed that the Head Teacher would look into Prevent training for Governors.

2574. ANY OTHER BUSINESS

a) PE and Sports Premium

The Chair reported that the School was required to demonstrate compliance with the PE and Sports Premium requirements via the website by 4 April. It was noted that this was in hand and that the Head Teacher would arrange for a presentation on how the School ensured compliance to be given to the Curriculum and Learning Committee.

2575. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on Tuesday, 10 May 2016.

Meeting dates for the rest of the year were as follows:

Wednesday 6 July 2016

Governors were also asked to hold the 14 June in diaries for a possible special joint meeting with Scissett Middle School in relation to the academy conversion process

2576. 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.

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