

**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, 24 November 2015.

**PRESENT**

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

**In Attendance**

Ms T Buxton (Minute Clerk), Mrs L Robinson

**2526. PRESENTATION ON THE NEW ASSESSMENT SYSTEM**

RESOLVED: That this item be deferred to a future meeting.

**2527. ELECTION OF CHAIR**

- RESOLVED: i) That nominations would be accepted from Governors not present at the meeting.
- ii) That the term of office be until the meeting after their first anniversary (January 2017).
- iii) That in the case of a tie a second ballot would be held.

Nominations for Chair were taken from the meeting.

RESOLVED: That Miss V Green be elected.  
(unanimously)

Governors thanked Mr G Smith for his valuable contribution as Chair of the Governing Body over the last 9 years.

**2528. ELECTION OF VICE-CHAIR**

- RESOLVED: i) That nominations would be accepted from Governors not present at the meeting.
- ii) That the term of office be until the meeting after their first anniversary (January 2017).
- iii) That in the case of a tie a second ballot would be held.

Nominations for Vice-Chair were taken from the meeting.

RESOLVED: That Mrs M Morris be re-elected.  
(unanimously)

Dr A Harris joined the meeting at this point.

2529. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr N Gemmell and Mrs H Kaur Ghuman (with consent)

Mrs Janine Adams was welcomed to the meeting following her recent appointment as Parent Governor.

- RESOLVED: i) That consent to governor absence would be granted on an individual basis depending on the circumstances.
- ii) That the NGA Governor Code of Conduct be adopted and signed by all Governors.
- iii) To confirm that Declaration of Business Interest Information would shortly be published on the School's website.

There were no declarations of interest.

2530. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be raised under any other business:

- HCMI's monthly newsletter November 2015.
- Note of thanks
- Annual information items

Mr M Pitchford joined the meeting at this point.

2531. REPRESENTATION

The following matters of representation were noted.

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Janine Adams	Parent (Designate)	Subject to DBS

It was noted that there remained one vacancy for a Parent Governor and that expressions of interest would be sought in the New Year. If no-one came forward, the Governor Service had confirmed that Mrs R Coneron, who was approaching the end of her term of office, could be re-appointed as a Parent Governor without the need for an election.

The resignation of Mr P Pankhurst as Associate Governor was also noted. Mr G Smith had written on behalf of the Governing Body to express their appreciation of Mr Pankhurst's significant contribution to the Governing Body and the School generally.

Appointment of a Co-opted Governor

Governors noted the current vacancy for a Co-opted Governor.

## 2532. REVIEW OF COMMITTEES

### a) Committee Membership

It was noted that Mr N Gemmell and Mrs H Kaur Ghuman were happy to remain on the committees they had served on last year.

RESOLVED: That Committee membership be as follows:

#### Curriculum and Learning Committee

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

#### Resources and Finance Committee

Mr G Smith (Chair)  
Mrs H Kaur Ghuman  
Mr G Johnson  
Mrs L Robinson  
Mrs J Adams

#### Staffing Committee

Mrs R Coneron (Chair)  
Miss E Charlesworth  
Dr A Harris  
Mr G Johnson  
Mrs M Morris

#### Pay Committee

Mrs R Coneron (Chair)  
Dr A Harris  
Mr G Johnson  
Mrs M Morris

#### Health & Safety Committee

Miss E Charlesworth (Chair)  
Mrs J Adams  
Mr G Johnson  
Mrs L Robinson

#### Teacher Appraisal Committee

Mrs M Morris (Chair)  
Mr N Gemmell  
Miss V Green

Mr G Smith  
Complaints Committee

Mrs R Coneron (Chair)  
 Mr N Gemmell  
 Dr A Harris  
 Mr M Pitchford

Grounds Management Committee

Mr G Smith (Chair)  
 Mr G Johnson

Teacher Appraisal Appeals/Staff Dismissal Appeals/Pupil Discipline Appeals

The above Committees would be comprised of 3 Governors from the following list who were not involved in the original complaint.

Mrs J Adams  
 Dr A Harris  
 Mrs M Morris  
 Mrs H Kaur Ghuman  
 Mr N Gemmell  
 Mr G Smith  
 Mrs R Coneron  
 Miss V Green  
 Mr M Pitchford

Next Steps Group

Mrs R Coneron  
 Miss V Green  
 Mr N Gemmell  
 Mr G Johnson  
 Mr M Pitchford

b) Terms of Reference

RESOLVED: The terms of reference would be reviewed for all committees at the next committee meeting.

2533. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be appointed with specific responsibilities as follows:

- ◆ Additional Educational Needs – Miss V Green
- ◆ Child Protection/Safeguarding/Looked After Children – Mrs H Kaur Ghuman
- ◆ Equality, Diversity/Inclusion – Mrs M Morris
- ◆ Governor Training – Mr J Papworth
- ◆ Literacy – Dr A Harris
- ◆ Numeracy – Mr N Gemmell
- ◆ Health and Safety/Premises Management – Miss E Charlesworth
- ◆ Pupil Premium, Catchup 7/Data Analysis – Mr M Pitchford
- ◆ Most Able (including Gifted and Talented) – Mrs R Coneron

- ◆ Appraisal/Performance Management – Mrs M Morris
- ◆ Grounds Management – Mr G Smith
- ◆ Staff Welfare – Mrs J Adam
- ◆ School Development Plan – Mrs M Morris

#### 2534. CHAIR'S DELEGATED POWERS

RESOLVED: That the Governing Body delegates to the Chairman the power to carry out on its behalf the following delegated duties:

- i) Change of date of a scheduled meeting, for good reason.
- ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available to the School.

#### 2535. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- i) Planning and conducting the affairs of the school to remain solvent, subject to a maximum virement value of £5k.
- ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

#### 2536. MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2015

RESOLVED: That the minutes of the meeting held on 30 September 2015 be approved and signed by the Chair as a correct record.

#### 2537. MATTERS ARISING

There were no matters arising.

#### 2538. SCHOOL DEVELOPMENT PLAN (SDP) 2015/16

The Governing Body considered the SDP for 2015/16 which followed last year's format, noting the 4 key objectives:

1. To further strengthen the teaching in school, focusing on 'Areas for Improvement'

from the inspection (flexibility of approach, response to previous learning episodes and providing challenge to all pupils).

2. To develop a completely new assessment system using age-related expectations (AREX) at the end of KS2 and KS3.
3. To improve Mathematics and Writing at KS2 SATs.
4. To develop different ways of working across the Shelley Pyramid/Partnership in order to make all aspects of provision from 3 to 18 sustainable and as effective as possible in the next 2-5 years.

It was noted that milestones were linked to Committees (principally the Curriculum and Learning Committee) and that the Plan outlined the process of evaluation and associated costs of meeting the objectives.

**Q: Would the SDP be RAG rated again this year?**

A: Yes, a RAG rating would be applied for the next meeting.

The Head Teacher thanked Governors for their input, particularly Mrs M Morris and the members of the Curriculum Committee. Governors were pleased to note that the SDP, which had developed from discussions at a previous Governing Body self-review, had been quoted as an example of best practice within the LA.

## 2539. REPORTS FROM COMMITTEES

### Curriculum and Learning Committee, 18 November 2015

The Chair reported on the key elements of the Curriculum and Learning Committee meeting, particularly:

- A detailed review of the Monitoring of Teaching and Learning, Behaviour for Learning and On-Line Safety (including Acceptable Use) Policies.
- Life after levels including a review of completed AREX statements.
- Consideration of the national 2015 SATs results and Governor dashboards.

RESOLVED: i) That the Monitoring of Teaching and Learning, Behaviour for Learning and On-Line Safety Policies be adopted.

ii) That the minutes be received.

### Staffing Committee, 11 November 2015

Mrs R Coneron briefed Governors on the main areas of the meeting including:

- A review of the Kirklees Model Teacher Pay Policy with the recommendation that the policy be tailored to the School, for example, removal of text that related to special schools etc.
- The recommendation that Assistant Head Teacher appraisals be undertaken by the Head Teacher with a trained experience Governor in attendance (who would attend all such appraisals in any one year). Observations from the recent round of Assistant Head Teacher appraisals had identified that, although robust and thorough, the Assistant Head Teacher as appraiser lacked a strategic vision element which only the Head Teacher could provide.
- The recommendation for support for dedicated headship time to be taken as and when needed (on average a half day per week) as recommended by LA guidelines.

**Q: What was dedicated headship time used for?**

A: Time to consider the wider, strategic aspects associated with leadership e.g. School vision, School Development Plan, succession planning etc.

- The positions of Maths/Science Teacher and Second in Department for English would be re-advertised in the Spring term due to a low level response to the initial advert.
- The proposal that the third Assistant Head Teacher post should be deferred and possibly reconsidered in the summer term in light of strategic developments within the Pyramid. It was agreed that the Committee minutes would be amended to reflect that the position would be periodically reviewed by the Governing Body.

- RESOLVED: i) That the SLT Appraisal Policy as outlined above be approved.
- ii) That the proposal to support dedicated headship time be approved, subject to a clearly nominated deputy in the Head Teacher's absence.
- iii) That the minutes be received.

Staff Governors left the meeting at this point.

#### Pay Committee, 11 November 2015

Governors discussed pay progression points awarded to 3 members of staff by the Pay Committee.

**Q: What happened if objectives had not been achieved?**

A: The appraiser would make a recommendation as to whether a pay increase should be made or not and the Head Teacher/Pay Committee would moderate that decision.

**Q: What was the picture across the board?**

A: All teaching staff appraisals had taken place and over 90% of staff had met their objectives.

- RESOLVED: i) That the pay recommendations for all 3 members of staff be ratified.
- ii) That the minutes be received.

Staff Governors re-joined the meeting.

#### Resources and Finance Committee, 12 November 2015

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

- A review of the T5 to period 6 which predicted an end of year carry forward of £70k
- Pupil numbers which were encouraging; the School would become full over the next 18 months based on the current trajectory.
- The Minibus was proving to be an effective resource – a breakdown of usage would be presented to Governing Body at the end of the financial year.
- Premises update – approval was still awaited from the LA regarding the music room roof replacement. It was noted that the intervention room was now complete and had capacity for 15 pupils.
- A review of the Gift and Hospitality Policy which was based on the LA Model Policy.
- The proposal to develop a secure area on the VLE with individual log-ins where papers relating to the Governing Body could be stored. A calendar showing meetings/school events would also be added. Governors agreed this would be particularly useful for Finance Committee documentation.

RESOLVED: i) That the Model Gift and Hospitality Policy be adopted.

ii) That the minutes be received.

#### Grounds Management Committee, 19 November 2015

The minutes of the Grounds Management Committee were noted.

RESOLVED: That the minutes be received.

#### Next Steps Group

The Next Steps Group met with solicitors Schofield Sweeney on 9/11/15 and had many questions answered regarding school conversion to Foundation Trust or Multi-Academy Trust. Governors noted that the Peter Laurence report was still awaited. A joint meeting with Scissett Middle School had been arranged for Monday 30 November but concerns were expressed about pressing ahead with plans before the findings of the commission were known. An extraordinary meeting with Scissett Middle School is to be held on 30/11/15, where questions will be addressed and there will be the opportunity for further, more in-depth discussion.

#### **Q: Had we chased Peter Laurence for the report?**

A: The Chair of Governors at Scissett had been chasing the report and the Head Teacher would also email Peter Laurence.

It was reported that a meeting of the Head Teacher Performance Management Committee would be taking place on 2 December.

#### 2540. HEADTEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors considered the Head Teacher's report which had been circulated prior to the meeting. Key areas included:

- Contextual data – number on roll currently stood at 492 and attendance was positive at 96.4%
- A review of standards – it was noted that the Y6 intake contained a higher than usual proportion of children in need of intensive support and intervention to access the curriculum than in previous years
- A visit by the school's new Kirklees Learning Partner (KLP) Claire Geisler, who had agreed with the School's current self-evaluation that they felt they were 'Good' in all aspects except for 'Behaviour and Safety' which it was agreed was 'Outstanding'
- The software company had delayed the release of FROGProgress. Consequently CPD for staff and implementation of the new reporting and analysis system had been rescheduled to the first half of the Spring term.
- An update on pupil issues and safeguarding including vulnerable children.

The Head Teacher was thanked for his comprehensive report.

#### 2541. SAFEGUARDING AUDIT

Governors considered the Safeguarding Audit 2015, noting that a review of the School's Safeguarding Policy was undertaken annually in January.



2542. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

- RESOLVED: i) That the Teacher Pay Policy be approved (with amendments to the Model Policy) as recommended by the Staffing Committee.
- ii) That the Teacher Appraisal Policy be deferred to the next meeting pending review by the Staffing Committee.

2543. PUPIL PLACEMENT PROTOCOLS

The Governing Body acknowledged receipt of the Pupil Placement Protocols.

RESOLVED: That the School would participate in the operation of the Protocols.

2544. GOVERNOR DEVELOPMENT INCLUDING TRAINING AND GOVERNOR VISITS

Mr J Papworth had circulated a list of LA training sessions but there had been little take up; the list would be re-circulated to all Governors.

It was highlighted that Ofsted would be looking closely at training and development for the Governing Body to ensure that it was fit for purpose and effective. Steps to professionalise the Chair and Vice-Chair roles were also being mooted.

Governors noted that the Chair had attended Teacher Appraisal training and Mrs J Adams had attended an induction session.

**Q: Did the School hold Governor training records?**

A: Yes – the file would be brought to the next meeting.

2545. ANY OTHER BUSINESSa) HCMI's monthly newsletter November 2015

The Head Teacher circulated the November newsletter from Sir Michael Wilshaw and Governors were asked to note the contents, particularly the implications for the various Governing Body sub-committees.

b) Note of thanks

The Head Teacher expressed his personal thanks to Mr G Smith for his dedication to the School over the last 18 years – the past 9 years having served as Chair. Mr Smith had been a champion for the Middle Schools in challenging times and had supported the School and the Head Teacher through a period of significant change and challenge. The Headteacher stated his contribution has been highly significant in moving the school forwards and that at all time Mr Smith had always kept the children at the centre of all his thinking and decision-making.

c) Annual Information Items

Governors noted the annual information items.

RESOLVED: Not to include Safeguarding or Head Teacher wellbeing/ dedicated headship time as standing agenda items (safeguarding matters were already covered by the Head Teacher's report).

2546. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on Thursday, 28 January 2016.

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

Monday 21 March 2016  
Tuesday 10 May 2016  
Wednesday 6 July 2016

Curriculum and Learning Committee dates were also agreed as follows:

Wednesday 19 January 2016, 6.30pm  
Wednesday 9 March 2016, 6.30pm  
Wednesday 4 May 2016, 6.30pm

2547. 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.