

**THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL**

Minutes of the meeting of the Governing Body held at 7.00 pm at the School on Thursday, 28 January 2016.

PRESENT

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

In Attendance

Ms T Buxton (Minute Clerk)

2548. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs R Coneron, Mr N Gemmell, Mrs M Morris and Mrs L Robinson (with consent).

There were no declarations of interest.

2549. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

- Cashless Council Update

2550. REPRESENTATION

The following matter of representation was noted.

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Ruth Coneron	Parent	12.02.16

Appointment of a Parent Governor following a failed election

RESOLVED: That Mrs R Coneron be re-appointed as a Parent Governor following a failed election process, as advised by the School Governor Service and in line with discussions at the last meeting.

Appointment of a Co-opted Governor

Governors noted the vacancies for one Parent and one Co-opted Governor and agreed that no action should be taken to fill these vacancies for the time-being pending the conversion to Multi-Academy Trust status.

2551. MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2015

RESOLVED: That the minutes of the meeting held on 24 November 2015 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 2539, Page 874: Finance and Premises Committee to be amended to Resources and Finance Committee.

Minute 2532(a): Mrs J Adams to be added as a member of the Resources and Finance Committee.

## 2552. MATTERS ARISING

### a) Staffing (Minute 2539 refers)

The Headteacher confirmed that the closing date for applications for the Maths/Science Teacher and Second in Department for English was the 26 February and that interviews would take place week commencing 14 March.

### b) Peter Laurence Report (Minute 2539 refers)

Governors noted that the recommendations from the Peter Laurence Report had been reviewed by the Pyramid Heads Group in terms of impact and feasibility levels. A Working Party had been formed to undertake further work in this area which would include a review of the key priorities across Schools, opportunities for schools to join evolving Multi-Academy Trusts (MATs) and peer challenge reviews with the ultimate aim of developing a Pyramid Development Plan.

**Q: Had the outcome of the Commission been reported in the press?**

A: No, it had not been covered in the media.

It was noted that, in general, the report had been received well by Pyramid Heads although some had expressed concerns about possible time/resource constraints in taking the recommendations forward.

**Q: How did the report relate to the MAT proposal? Given the potential work involved, to what extent was it a priority and did it carry any risk?**

A: The recommendations from the Peter Laurence Report were a high priority for the Pyramid irrespective of any changes in governance structure; it was important to put things in place to strengthen the Pyramid. Associated risk was mainly about the Schools' capacity to carry out the work required and it was suggested that those Headteachers who were not involved in the MAT should take the lead to spread the workload.

The Headteacher felt that the commission had been a positive exercise which had acted as a catalyst for change within the Pyramid as well as facilitated discussions on academisation/federation.

Mr J Papworth reported that he had recently attended a meeting at Shelley College about how the College could assist the First and Middle Schools and possible structures to enable the Pyramid to work together for the benefit of the children.

**Q: Can each school strategically place Governors and staff where they can be most effective in implementing the recommendations?**

A: Any strategic leadership role would need to be balanced against other work commitments but it is important that KMS is represented as strongly as possible in all future plans and developments for the Pyramid.

c) Governor Training Records (Minute 2554 refers)

It was agreed that Mr J Papworth would circulate the Governor Training Records individually by email.

2553. MINUTES OF THE JOINT MEETING HELD WITH SCISSETT MIDDLE SCHOOL ON 30 NOVEMBER 2015

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

2554. MATTERS ARISING

There were no matters arising.

2555. REPORTS FROM COMMITTEES

Next Steps Group

Governors were briefed on progress with the MAT proposal; the Project Manager and Schofield Sweeny had delivered a presentation at Kirkburton Middle School on 7 January at which 14 other schools were represented. The presentation had been well received by those attending.

**Q: Were any of the First Schools interested in joining the MAT?**

A: Out of the 7 eligible First Schools, a number of them had expressed an interest in the proposal.

It was reported that the Next Steps Group had met with the Project Manager on 21 January to run through the project plan and timescales. The governance structures of a MAT had also been discussed. Governors noted that there were several layers of governance – Members with ultimate responsibility for the Trust achieving its objectives and authority to sign off the Articles and the Board of Trustees as the strategic decision-making body. It was recommended that Members number no more than 5 and that the Board of Trustees had a maximum of 13 Trustees. In addition, each School would also retain its own Local Governing Body (LGB).

It was noted that not all vacancies need to be filled immediately which was helpful for those schools who may wish to join the MAT at a later stage. The Schools would need to consider potential candidates for the Board of Trustees with skills such as an independent education background, Finance, HR etc prior to the Next Steps Group meeting on 10 February. Governors were asked to pass on details of any potential candidates to the Headteacher or Chair.

The DfE requirement for the CEO of the MAT to be a senior leadership post was noted and capacity issues around this role were discussed in detail.

A Working Group to take matters forward would be established at the meeting on 10 February and it was recommended that this be comprised of at least 3 people from each of the Schools involved. It was agreed that other Governors would be notified of meeting dates and would be able to attend on an ad hoc basis.

**Q: What was driving the September timescale and was it realistic?**

A: The initial proposal recommended this timeframe; a clearer picture on the feasibility of achieving the September deadline would be available in February.

**Q: Did the recommended timescales allow for sufficient discussion at Governing Body meetings?**

A: The Governing Body would need to delegate sufficient authority to the Working Group to make key decisions. There would be a consultation with the Governing Body in any event in addition to regular reporting to Governors with minutes being circulated following each Working Group meeting. The Headteacher agreed to map the key meetings of the Working Group against the Governing Body meetings to facilitate the decision-making process.

Governors were briefed on the following key milestones:

- 3 March - staff consultation led by the Chair and Project Manager.
- 7 March - pupil consultation by way of an assembly and questionnaire.
- 8 March - parent/key stakeholder consultation
- 10 March – meeting for all to discuss the MAT proposal
- 21 March – Governing Body consultation; the Project Manager would give a 10-15 minute presentation to the Governing Body meeting which would then be followed by a Q&A session.

RESOLVED: That the 'MAT Application' should be a standing item on all committee and full Governing Body agendas, and Next Steps Group to be removed from agenda item 'Reports from committees'

Curriculum and Learning Committee, 19 January 2016

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

- A demonstration of the Accelerated Reader programme and associated data.
- A review of the subject section of the FROG VLE.
- Updates to the School Behaviour Policy.
- A detailed review of the School Development Plan (SDP) milestones. It was noted that Milestone 16 around Schemes of Learning for Maths and English had been split into two in order to separate out the planning process (which was complete) from the development of Schemes of Learning. Governors were pleased to note that the School had come a long way in the development of the style and focus of the SDP over the past two to three years.
- Y5 NFER assessments and Y6 baseline data comparisons – discrepancies with some schools were noted and work was ongoing with the First Schools to understand and resolve this.

**Q: What was causing the delay in FROG progress reporting and could the School claim any recompense?**

A: The system was not quite as developed in terms of data reporting to parents as originally anticipated. The School would aim to secure a refund or some form of added value.

**Q: Was the School confident that FROG was the right system?**

A: Yes, the company was keen to assist with development and interact with schools to produce an effective reporting and data analysis tool.

RESOLVED: That the minutes be received.

It was noted that the next meeting of the Staffing Committee (it was agreed to remove the word 'Structure' from the title of the Committee) would be taking place on 24 February and that the Health and Safety Committee meeting would be rescheduled.

The Headteacher left the meeting at this point.

### Performance Management

The Chair reported that she, together with Mrs M Morris and the Kirklees Learning Partner (KLP), had met with the Headteacher to review his previous objectives and set targets for the coming year. It was noted that the KLP had been impressed with the process which had been challenging and robust.

RESOLVED: That the Headteacher receive an incremental increase in salary as recommended by the Performance Management Committee.

The Headteacher rejoined the meeting.

The Headteacher clarified some of the aspects of his objectives for the benefit of those Governors not present at his appraisal meeting.

### Resources and Finance Committee, 28 January 2016

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

- A review of the T5 which predicted an end of year carry forward of £68k-70k.
- The new national funding formula for 2017/18 which was unlikely to have a significant impact on the School.
- Pupil numbers from 2015 to 2020 which were looking very positive.
- Repair works to the Music Room roof.

### 2556. HEADTEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

- Contextual data – number on roll currently stood at 498 (3 pupils under PAN) and attendance was positive at 96.3%
- Standards, achievement and progress.
- Curriculum and policy.
- Pupil issues and safeguarding.
- Staffing.

**Q: How were staff?**

A: Staff were spending a lot of time working on FROG but once this was up and running the workload should diminish. They did not appear to be unduly concerned about the Peter Lawrence review or the MAT proposals.

Governors thanked the Headteacher for his informative report.

### 2557. SCHOOL DEVELOPMENT PLAN (SDP) 2015/16

The Governing Body reviewed the SDP, noting that it was now RAG rated and that progress with the various objectives had been presented via the Curriculum and Learning Committee report.

2558. SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS – NEW GUIDANCE DECEMBER 2015

The new guidance and responsibilities for the Governing Body were acknowledged and it would be reviewed at the next Health and Safety Committee meeting to ensure compliance.

2559. GOVERNOR DEVELOPMENT INCLUDING TRAINING AND GOVERNOR VISITS

Miss E Charlesworth and Mrs J Adams had recently attended the health and safety training and it was noted that the Chair would be attending this tomorrow.

The Chair reported on discussions at the Head and Chairs meeting, particularly the recommendation to produce an annual cycle of business for the Governing Body.

Dr A Harris had received recruitment and selection and strategic management training.

Link Governors for Maths and English were encouraged to arrange a visit around the new curriculum and KS2 SATs. It was noted that the Assistant Head of Birkby Junior School was working with the English department as part of his NPQH development on the new standards (particularly KS2 SATs and the moderation process).

2560. ANY OTHER BUSINESS

Cashless Council Update

Governors noted that from 31 March 2016 the Council would no longer operate a counting centre or cash collection service. The Headteacher confirmed that the School had processes in place for income collection and banking.

2561. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on Monday, 21 March 2016.

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

Tuesday 10 May 2016

Wednesday 6 July 2016

2562. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That the Performance Management section of Minutes 2555 be excluded from the copy to be made available to the School.