

**THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL**

Minutes of the meeting of the Governing Body held at 7.00 pm at the School on Wednesday, 29 June 2016.

**PRESENT**

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

**In Attendance**

Ms T Buxton (Minute Clerk), Ms J Hughes (Sports Co-ordinator)

**2777. PE AND SPORTS PREMIUM PRESENTATION**

Ms J Hughes was welcomed to the meeting to deliver a presentation on PE and Sports Premium Legacy Funding, key aspects of which included:

- The availability of Sports Premium Legacy funding from Y1-Y6, the aims of which were to improve the quality and breadth of PE and sport provision within schools. Funding was £5 per pupil which amounted to £8,840k at Kirkburton Middle School.
- Sports premium funding as an area of focus for Ofsted in terms of expenditure and impact and the requirement to publish both expenditure and impact on school websites
- The lack of a specific expenditure model for middle schools and the aim to be as global as possible with the application of the funding.
- The 4 key elements: high quality PE, breadth of provision and increased participation, collaborative partnerships with other schools and providers and to promote further opportunities for competitive sports.
- A breakdown of 2014/15 expenditure under the above four headings – expenditure at the end of March amounted to £8,821.
- The outstanding provision of PE and sport at Kirkburton Middle School. All pupils were encouraged to enjoy and engage in sport and exercise for life to develop healthy lifestyles and reach optimum performance levels any feedback from pupils was very positive.

**Q: Would the funding be applied similarly in 2015/16?**

A: Yes, subject to an impact review. Funding would be received in October 2016.

The Head Teacher outlined the Sports Co-ordinator provision across the Pyramid which amounted to a total of 4 days between 3 Sports Co-ordinators. Governors noted the success of the young leader/ambassador programme led by Ms Hughes, and that the participants had been asked for the first time to work for West Yorkshire in this capacity. The Head Teacher reported a real improvement in skill levels and attitudes to PE and an increased number of schools taking part in competitions across the Pyramid.

**Q: Did the legacy funding fully fund the Sports Co-ordinator?**

A: Yes, although this would obviously be an issue if the funding was discontinued.

**Q: How was a balance between competition and participation achieved?**

A: Through the ethos of 'sport for everyone' from a young age. The funding had enabled new clubs and activities to be introduced including some which were perhaps more attractive to those children who were less competitive.

The Chair thanked the Sports Co-ordinator for the excellent work she was doing in this area.

2778. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs L Robinson (with consent).

There were no declarations of interest.

2779. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be raised under any other business and it was agreed to discuss the item at this point in the meeting.

Governor Resignation

It was noted that Mrs Maxine Morris had resigned from the Governing Body with immediate effect but would be happy to assist in a professional capacity in future where possible. Governors agreed that Mrs Morris would be hard to replace given her skills and valuable contribution to the Governing Body. The Chair would write a formal note of thanks.

Members discussed the skill set of the Governing Body following the resignations of Mrs H Ghuman Kaur and Mrs Morris and noted that expertise in HR, legal, finance and safeguarding would be beneficial. Mrs Morris had also been Vice-Chair and heavily involved in the School Development Plan (SDP). The Chair reported that she would be attending next week's parents evening to promote school governance and the current vacancies on the Governing Body. Governors were asked to put forward any candidates they felt were equipped with any of the above skills.

It was mooted that it may be appropriate for the size of the Governing Body to be reduced given the plans for the MAT and the key questions were "what was the fundamental role of the Governing Body?" and "how were Governors best utilised?". It was agreed that the Head Teacher and Chair would develop some proposals for consideration at a future meeting.

2780. MINUTES OF THE MEETING HELD ON 10 MAY 2016

RESOLVED: That the minutes of the meeting held on 10 May 2016 be approved and signed by the Chair as a correct record.

2781. MATTERS ARISINGPrevent Training (Minute 2762(a) refers)

In light of the current workload involved in setting up the Multi-Academy Trust (MAT), it was agreed that 'Prevent' training for Governors would be deferred to later in the 2016/17 academic year.

2782. MAT UPDATE

The Head Teacher updated Governors on progress with the MAT conversion as follows and Governors acknowledged receipt of the Project Manager's Academy Consultation Report.

- The academy order had been granted by the Regional Schools Commissioner (RSC) and legal matters could now be progressed.
- The MAT was to be called The Mast Academy Trust; a graphic designer had been employed to create a logo.
- A review of the MAT governance model and pen portraits of the Trustees. It was noted that there were 5 member posts, 4 of which had been filled and 11 Trustees, of which 3 vacancies remained. As recommended by the DfE, the Group had approached the Academy Ambassadors Programme to source Trustees with skills in HR, legal and the environment.
- A joint meeting of Members and Trustees was taking place at Scissett Middle School for the first time on 6 July at 7pm.
- Discussions were ongoing with the Diocese around the possibility of church schools joining the MAT in future and a governance structure to support this.
- Discussions were taking place with the LA around TUPE and pensions.
- Alignment of financial accounting systems; the Head Teachers and Business Managers were currently tendering for a new financial management system and independent auditor, and recruitment was underway for a lead Financial Director.
- Lloyds bank had been selected due to their expertise with academies.
- A visions and values session had been held with the 4 Head Teachers within the MAT which identified a common thread for all schools
- The development of a communications strategy was also underway.

**Q: How had the name been chosen?**

A: Via consultation with staff, parents and pupils.

**Q: How did the SDP fit into the MAT framework?**

A: Each school would have its own local plan and the MAT would have a higher level, strategic plan across the partner schools.

Governors reviewed the Scheme of Delegation in detail, noting that the document had to be signed off by all Governing Bodies by 15 September 2016.

The Head Teacher reported that input from the Staffing Committee and the Chair of the Resources and Finance Committee had fed into the finance and staffing elements of the Scheme of Delegation and that, particularly in respect of the financial aspects, there were a number of statutory responsibilities that the Trustees were prohibited from delegating. Governors were asked to forward any queries or comments to the Head Teacher by the end of term.

**Q: Is the MAT a registered charity?**

A: Yes.

**Q: Noting that it was the responsibility of the Trustees to review and agree the Scheme of Delegation on an annual basis, what was the role of the Governing Body going forward?**

A: Input from the Governing Body would be fed through the Executive Heads' Group to the CEO and ultimately to the Trust Board.

**Q: Could the Trust Board change the Scheme of Delegation in future without consulting with the Governing Bodies?**

A: Yes. It was agreed that the Head Teacher would liaise with the Project Manager to enquire whether the Governing Body could also have responsibility for the review and approval of the Scheme of Delegation in conjunction with the Trust Board.

**Q: Who had responsibility for appointment of the Head Teacher?**

A: The local Governing Body would have responsibility for recruiting the Head Teacher and dismissal/disciplinary action would likely be undertaken by a Staff Dismissal Committee across the 4 Governing Bodies.

Concerns were expressed about the responsibility of the Trust Board to appoint and remove Governors and the need for some safeguarding mechanism to ensure that the appointment of Governors reflected the needs of the School. The Head Teacher confirmed that Parent Governor elections would take place as usual but that all Governors appointments had to be ratified by the Trust Board. It was noted that Members were responsible for the appointment/removal of Trustees and any issue with Members would be resolved by the RSC.

An open discussion forum would be held in the autumn term for the Members and Trustees of the MAT together with the 4 Governing Bodies and a discussion on the structure of the Governing Body would take place at the October meeting.

2783. PYRAMID DEVELOPMENT UPDATE

The Head Teacher reported on the key outcome from the Pyramid Heads Conference; a detailed plan for development in writing across the Pyramid from reception to Year 7 to define standards and raise achievement. The initiative would involve 2 LA moderators who work within the pyramid, as well as an external moderator. Governors also noted that a sub-group of Pyramid Heads was looking at healthcare and ways to increase the effectiveness of 'wrap-around services' for families.

2784. REPORTS FROM COMMITTEES

Curriculum and Learning Committee – 9 May 2016

It was noted that Mrs J Adams had verbally reported the key aspects of the Committee's business at the last meeting.

Staffing Committee - 21 June 2016

Governors were briefed by Mrs R Coneron on the main areas of discussion at the meeting:

- Review of the MAT Scheme of Delegation and the drafting of new terms of reference for the committee to align with the Scheme.
- SEND provision and the use of ETAs.
- A review of PPA time which for most staff was currently over and above statutory 10% entitlement – from September 2016 any time over the statutory entitlement would be used to cover staff absences to reduce expenditure on supply cover. This would be managed carefully to ensure it was equitable for all staff.
- Initial teacher training provision 2016/17 – the School would be receiving 2 PE students and 1 Maths student from Leeds University over the year.
- The outcome of the staff questionnaire which would be reviewed in detail at the next meeting.

**Q: How did staff feel about the MAT?**

A: There were no major areas of concern; the majority of staff viewed the MAT as a way to control the School's own destiny.

Health & Safety Committee – 8 June 2016

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

- Health and safety would be a standing item at staff meetings in future.
- Risk assessments for new trips only would be submitted to the Health and Safety Committee.
- Training was available for staff planning trips to Europe or major cities in view of the need to include terror events in risk assessments.
- ETAs would receive Team Teach training on 12 July. It was noted that all Senior Leadership and the extended Leadership team had been trained in handling violent children. The Head Teacher would advise staff of the procedures in case of an incident at the staff meeting in September.
- The Site inspection had identified no major concerns.
- An update on the recent pupil accident on the all-weather pitch and actions taken to avoid this happening again.
- The use of the school grounds by youths during school hours. Staff and Governors were asked to inform the Head Teacher if the youths were seen entering the grounds.

Resources and Finance Committee, 5 May 2016

Mr G Smith updated Governors following his verbal report at the last meeting. It was noted that the Month 3 budget monitoring report would be circulated over the summer and that there was no material premises work over the summer. Mrs J Adams was thanked for her contribution to the Committee.

Grounds Committee, 10 May 2016

Governors were updated on the remedial work to the all-weather pitch which would be taking place during the second week in August, but on a smaller scale than that reported at the last meeting.

RESOLVED: That the minutes of all the above committee meetings be received.

2785. 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 96.3%. There had been an unprecedented number of pupils leaving the School at the end of Y6 – 10 children, over half of whom had gone to Holmfirth High School. All had stated they were happy with the work of KMS and this was not a criticism of the education their children had received in any way. The Head Teacher would raise this as the next Pyramid Head's meeting.
- Standards, achievement and progress – KS2 SATs results were due to be released on 5 July.
- Staffing – Mrs Brooke-Benn and Mr Jackson would be leaving at the end of the academic year after having filled posts on a long-term basis to provide stability and

the Head Teacher acknowledged the way they had embraced the ethos of the School.

- Due to strike action, the School would be open for Y5 transition pupils only since this was not timetabled activity.

Governors thanked the Head Teacher for his comprehensive report.

#### 2786. SCHOOL DEVELOPMENT PLAN (SDP)

Governors considered the three priorities for next year's SDP as follows:

- Improving Writing
- On-line reporting and working co-ordinated through FROG, Class Charts (a behavioural monitoring framework) and CPOMS (an online child protection management system).
- MAT development

The Head Teacher reported that the 2015/16 SDP had been reviewed and no actions were due at this time – an update would be provided in the autumn term.

#### 2787. GOVERNOR TRAINING AND GOVERNOR VISITS

Dr A Harris had attended the UK Literacy Association Conference and the Chair would be attending SEN training next week.

Mr M Pitchford had reviewed training materials on the Ofsted Single Framework.

The Head Teacher would email a proforma for Governors to complete over the summer with any relevant training to inform training records.

Governors noted the report from Mrs R Coneron's meeting with the Assistant Head for pastoral matters including staff training, two new software programmes – CPOMS and Class Charts – and the positive results from the vertical tutoring system.

#### 2788. ANY OTHER BUSINESS

The Chair noted that this was Mrs J Adams and the Minute Clerk's last meeting and thanked them both for their contribution to work of the Governing Body.

#### 2789. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on Tuesday, 4 October 2016 (to include the Election of Vice-Chair as an agenda item).

Meeting dates for the next academic year were agreed as follows:

Tuesday, 22 November 2016  
 Thursday, 26 January 2017  
 Monday, 20 March 2017  
 Tuesday, 9 May 2017  
 Wednesday, 5 July 2017

2790. 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.