

**THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL**

Minutes of the meeting of the Local Governing Body of Kirkburton Middle School held at 7.00 pm at the School on Monday, 20 March 2017.

**PRESENT**

Miss V Green (Chair), Mrs V Barraclough, Mr N Gemmell, Dr A Harris, Mr G Johnson, Mr J Papworth, Mr M Pitchford, Mrs L Robinson, Ms D Sheldon-Wright, Mr Graham Smith

**In attendance**

Mrs C Woodcock (Minute Clerk)

Minute	Action
<p><b>2843. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Ms E Charlseworth, with consent.</p> <p>There were no declarations of interest.</p>	
<p><b>2844. COASTING SCHOOLS</b></p> <p>On 15 March 2017, a letter was received from the Regional Schools Commissioner (RSC) regarding the School's coasting school designation. The letter confirmed that the School had been redesignated a Category 1 school. This means that the School does not require support, is addressing any areas of under-performance and that pupils are making good progress.</p> <p>Prior to receiving the letter, the Head Teacher had attended a coasting school follow-up meeting with the Local Authority (LA), on 13 March 2017. During the meeting, the LA had informed the Head Teacher that the School had been redesignated a Category 1 school.</p>	

	<p>The following day (14 March 2017), the School received a letter from the RSC; however, this letter erroneously informed the School that it required ongoing support. On querying the matter with the RSC, it was apparent that an administrative error had been made and that the School had been redesignated a Category 1 school, as advised by the LA.</p> <p>A number of issues regarding the communication difficulties experienced by the School in respect of the RSC's office were discussed; not least, that the RSC's response to the information provided by the School was two weeks late and that the LA was informed about the outcome of the investigation before the School.</p> <p><b>Q. Will we meet the criteria for a coasting school designation again?</b> A. Yes, possibly in Maths.</p> <p><b>Q. Can we provide feedback or make a formal complaint regarding the communication errors?</b> A. No, I don't think that would be helpful and I would prefer to put the matter behind us.</p>	
<p><b>2845.</b></p>	<p><b>PRESENTATION ON GROWTH MINDSET</b></p> <p>Mr Papworth provided a presentation to governors on the concept of a Growth Mindset.</p> <p>Mr Papworth explained that the concept was discovered by Carol Dwek, following research on achievement and success in the USA. In essence, a 'fixed mindset' assumes that our character, intelligence, and creative ability are givens which we can't change in any meaningful way. Therefore, striving for success and avoiding failure, at all costs, become a way of maintaining the sense of being intelligent or skilled. A 'growth mindset', on the other hand, thrives on challenge and sees failure not as evidence of unintelligence, but as a springboard for growth and for stretching our existing abilities.</p> <p>The concept will be launched across the whole School in September and there will be an emphasis on the following areas:</p> <ul style="list-style-type: none"> <li>• A focus on the process (praising the effort and strategies deployed, rather than the outcome)</li> <li>• The power of 'yet' ie. You have not learnt to do something 'yet' but with further effort and using different strategies you can get there</li> <li>• The power of believing you can improve</li> </ul>	

Work will be undertaken with staff to reinforce these principles and positive role models will be used to promote the values of a growth mindset. Training will also take place with the first schools.

Mr Papworth highlighted that the MAST Mindset is as follows:

- **Meet challenges**
- **Acquire resilience**
- **Show independence**
- **Take responsibility**

A questionnaire was circulated for governors to complete. The questionnaire had been undertaken by staff and children and gives a score on the Growth Mindset spectrum.

**Q. The education system doesn't generate risk-taking. This is about giving staff the ability to fail, but it is not easy. It will also be difficult to instil the concept in children in terms of SATS results etc. How can this be achieved?**

A. It was noted that, last year, when the questions set for the SATs were too difficult nationally, children were afraid to attempt them, or have a go, for fear of getting them wrong. This has to be a general school culture, to bring about the change required with both staff and children.

**Q. It is a brilliant idea to aim for, but there appears to be little understanding of the mechanics or the physics behind it. How does this concept enable people's natural tendencies to shine through? Some things cannot be taught, for example 'resilience'?**

A. It is about stripping back the barriers to achievement with staff; getting rid of the 'gremlins' (re: 'The Inner Chimp' Dr Steve Peters). Having the right culture, environment, use of language and making it okay for children to fail. In the Pyramid, children come into reception with these qualities, but where does it go? That is why we emphasised the quality of resilience, so that children can learn to take the setbacks.

**Q. How do we get the conditions right with staff?**

A. The only way to effect change is by getting people to 'buy in' to the concept. Releasing staff from the fear of failure. There is no simplified answer; it is about a whole school culture.

Mr Papworth was thanked for his presentation.

<p><b>2846.</b></p>	<p><b>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b></p> <p>No items were notified to be raised under Any Other Business:</p>	
<p><b>2847.</b></p>	<p><b>MINUTES OF THE MEETING HELD ON 26 JANUARY 2017</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 26 January 2017 be approved and signed by the Chair as a correct record.</p>	
<p><b>2848.</b></p>	<p><b>MATTERS ARISING</b></p> <p>a) <u>Governor Resignation – Minute 2829 refers</u></p> <p><b>ACTION:</b> The Head Teacher to clarify the status of the Parent Governor vacancy, and all future vacancies on the Governing Body, prior to initiating the electoral process.</p> <p>The Head Teacher confirmed that a letter can be sent to parents requesting expressions of interest from those with financial skills. We are able to Co-opt suitable candidates rather than initiate the electoral process.</p> <p>b) <u>Reports from Committees – Minute 2821 refers</u></p> <p><b>ACTION:</b> The Head Teacher to email the dates for Prevent training to Governors.</p> <p>The Head Teacher confirmed that Prevent training would take place at the School on 27 April 2017 at 19:00 hours. Governors across the Pyramid have been invited to attend and governors are requested to confirm their attendance, via email, by Friday, 4 April 2017.</p> <p>c) <u>School Development Plan – Minute 2834 refers</u></p> <p><b>ACTION:</b> The Head Teacher to RAG-rate the SDP for the next meeting of the Governing Body on 20 March 2017.</p> <p>The Head Teacher confirmed that the SDP had been RAG rated and reviewed at the meeting of the Standards and Effectiveness Committee, held on 28 February 2017.</p>	

	<p>d) <u>MAT Report – Minute 2835 refers</u></p> <p><b>ACTION:</b> Report to be requested from the Board of Trustees identifying potential areas where savings could be made.</p> <p>The Head Teacher advised that a meeting will take place with the MAT Head Teachers and Jason Field, Finance Director, on 6 April 2017. An area for discussion will be the potential areas where savings could be made across the MAT.</p> <p>e) <u>Governor Training and Governor Visits – Minute 2839 refers</u></p> <p><b>ACTION:</b> Mr Papworth to provide Governors with a programme of training via email.</p> <p>Mr Papworth confirmed that the new financial year’s programme of governor training would be circulated as soon as it is available.</p> <p>All other actions from the previous meeting were complete.</p>	
<p><b>2849.</b></p>	<p><b>HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS</b></p> <p>a) <u>Admissions September 2017</u></p> <p>There are 260 applications for places in Year 6, with a 176 places being first choice. It is anticipated that approximately 10 children who attend schools in the Pyramid may not be offered a place because they live outside the Planned Admission Area (PAA).</p> <p>The School is expecting 5 children with Educational Healthcare Plans (EHCPs) and 3 Looked After Children (LAC); these children take priority regardless of where they live.</p> <p><b>Q. In the report, 18% of children are categorised as disadvantaged. Is this a reflection of the national picture?</b></p> <p>A. The number of disadvantaged children in School has risen over the years. Out of area children have contributed to this situation and we will have 6 Looked After Children from September.</p>	

	<p>This generates an incredible amount of work, in terms of the number of meeting the needs of these pupils, attendance at and preparation for meetings and associated paper work. We are already looking at different ways of meeting the one-to-one statements of need set out in the children’s EHCPs, as there will be 14 EHCPs in place in September.</p> <p><b>Q. Is this something the School can do anything about?</b></p> <p>A. If we had remained a maintained school, then perhaps. However, as a MAT, we no longer have the opportunity to generate the extra income required. This is something that can be discussed with the Finance Director on 6 April 2017.</p> <p>b) <u>Curriculum and Policy</u></p> <p>The amount of Maths and English teaching in Year 6 has increased by one lesson per week in each subject. All Maths and English lessons are being undertaken as a class and not in sets. The School is currently exploring the use of a two week timetable in 2017/18 to sustain this increase by reducing some of the time spent in foundation subjects. The impact of mixed ability teaching in Maths and English will be assessed and considered for Years 7 and 8 in future years.</p> <p><b>Q. If we are providing increasing amounts of Maths and English tuition in Year 6, are we looking at employing more teachers in the long term?</b></p> <p>A. Employing an additional Maths or English teacher would not make a significant impact. Currently, we are using non-specialist teaching staff to cover the additional sessions being provided each week. By employing a specialist Maths teacher, for example, would provide a lot of teaching capacity in Maths that couldn’t be used. As things stand, it is more about being creative with the timetable.</p> <p>Governors were reminded that the School’s Spring Fair would take place on Saturday, 25 March 2017.</p>	
<p><b>2850.</b></p>	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>The SDP had been RAG rated and reviewed at the meeting of the Standards and Effectiveness Committee, held on 28 February 2017.</p>	

<b>2851.</b>	<b>MAT REPORT</b>  a) The Head Teacher advised that a Risk Register had been developed by the MAT Head Teachers and that he had assumed responsibility for Safeguarding issues across the MAT, including compliance with the Single Central Record (SCR).  b) A visit will be undertaken by Debra Knowles, CEO, and John Simmons, Head Teacher Birdsedge First School, to look at achievement and progress in School.  c) A new Trustee has been appointed to the MAT. The Trustee is a barrister.  d) A MAT Development Plan is currently being formulated by the Head Teachers.  e) The Staff Code of Conduct has been circulated to all parties and is now out for consultation. In addition, the Leave of Absence Policy and Absence Management Policy have been circulated and are also out for consultation. The policies have been reviewed by the MAST Academy Trust HR Trustee and governors' comments on the policies are invited.  f) The MAT website will be launched shortly and is currently being reviewed for compliance.  g) All schools across the MAT are currently updating their Emergency Plans.  h) Mr Smith advised that a meeting of the Board of Trustees had taken place on 8 February 2017, where the following items were discussed: <ul style="list-style-type: none"><li>• Coasting Schools</li><li>• Financial considerations. Financial projections were reviewed and various options considered, subject to the outcome of the Government funding consultation.</li><li>• MAT expansion. There is currently no desire to expand the MAT and this will only be considered when the right school comes along.</li></ul> <b>Q. Are the MAT Board Meetings interesting and worthwhile?</b> A. The most recent meetings have been very useful. Discussion is no longer just about the process and is now	
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	<p>focusing on educational standards and outcomes.</p> <p><b>Q. Do local governing bodies receive the minutes of the Board of Trustees?</b>  A. The minutes are approved at the following meeting and only four meetings are held per year. There is no reason why, following approval, they should not be circulated immediately to all governors. They will also be available on the MAT website, following approval.</p> <p><b>ACTION:</b> That a mechanism for cascading the minutes of the meetings of the Board of Trustees to Local Governing Bodies be established.</p> <p><b>Q. Do governors want a MAST email address?</b>  A. Only if the emails can be diverted to our private, or work, email addresses.</p> <p><b>ACTION:</b> The Head Teacher to feedback governors' preferences regarding MAST email addresses.</p>	<p><b>CW/Governor Clerking Service</b></p> <p><b>HT</b></p>
<p><b>2852.</b></p>	<p><b>SCHEME OF DELEGATION</b></p> <p>It was agreed that this item be deferred until later in the academic year.</p>	
<p><b>2853.</b></p>	<p><b>REPORTS FROM COMMITTEES</b></p> <p>a) <u>Standards and Effectiveness Committee</u></p> <p>The Relationships and Sexual Health Education (RSHE) Policy was approved by the Committee, on behalf of the Governing Body.</p> <p>The SDP was RAG rated and the following objectives were discussed:</p> <p>(i) <u>Objective 1 – Developing and Embedding Growth Mindsets</u></p> <p>The Pyramid is to push on this objective with both staff and children. A Pyramid training day will take place on 4 September 2017 and the Head Teacher and Mr Papworth are part of a Working Party, with Scissett Middle School.</p>	



	<p>(ii) <u>Objective 2 – Writing</u></p> <p>Moderation meetings from Year 1 to Year 6 are working well and should show fruition this year.</p> <p>(iii) <u>Objective 2 – Mathematics</u></p> <p>The Middle Schools’ Maths Project is ongoing and funding is in place for two teachers to be employed for Years 5 and 6. The scheme of learning will be developed by the Pyramid Head Teachers.</p> <p>(iv) <u>FROG</u></p> <p>A new update was released on 12 March 2017. This is the last of the Dickens versions and a number of errors have now been resolved by the batch updates.</p> <p>It was noted that the SDP should have been tabled, as it is a standing agenda item, and that the minutes of the Standards and Effectiveness Committee meeting held on 28 February 2017 were in draft format. Therefore, it was suggested that, going forward, the overhead projector be used to display the SDP.</p> <p><b>ACTION:</b> Updated SDP to be provided to governors via the overhead projector at each meeting of the Governing Body.</p> <p>b) <u>Staffing and Pay Committee</u></p> <p>(i) Lynn Robinson’s pay grade had been reviewed and pay point 11, Business Manager, had been agreed by the Committee. Mrs Robinson had tendered her resignation to the Head Teacher and would leave her post on 9 September 2017. In the interim, the Head Teacher would review the role in terms of the specific requirements of the School.</p> <p>(ii) Discussion had taken place with the Finance Director regarding transition. The MAT is no longer using the LA financial system and is now using MARS. The new budget will commence in August and, on 25 May 2017, there will be a further meeting regarding capital expenditure; in particular, around ICT and the safeguarding issue in respect of doors.</p>	<p>HT</p>
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	<p>(iii) The Fair Funding Formula consultation process ends on Friday, 24 March 2017. The Head Teacher requested governors to respond to the consultation prior to the deadline and agreed to email a guide to governors to assist them in this process.</p> <p><b>ACTION:</b> The Head Teacher to email a guide to governors to assist them in responding to the Fair Funding Formula consultation process.</p> <p>c) <u>Health and Safety Committee</u></p> <p>The next meeting of the Health and Safety Committee will take place on 3 April 2017.</p> <p>d) <u>Performance Management</u></p> <p>There is currently no requirement for a meeting of the Performance Management Committee.</p> <p>e) <u>Resources and Finance Committee</u></p> <p>The next meeting of the Resources and Finance Committee will take place on 27 April 2017 and will be attended by the Finance Director.</p>	<p><b>HT</b></p>
<p><b>2854.</b></p>	<p><b>SAFEGUARDING</b></p> <p>The Head Teacher confirmed that Ms Sheldon-Wright will undertake Safeguarding refresher training with the lunchtime supervisors.</p>	
<p><b>2855.</b></p>	<p><b>SCHOOL VISITS</b></p> <p>The Head Teacher tabled an EV1 risk assessment in respect of the forthcoming School visit to the Bushcraft Company, Cholmondeley Castle, Cheshire.</p> <p>The Head Teacher confirmed that risk assessments (EV1s) are in place for all School trips and are available for review by governors.</p>	

2856.	<p><b>GOVERNOR TRAINING AND GOVERNOR VISITS</b></p> <p>The Chair had completed Safeguarding training.</p> <p>Mr Pitchford had completed Safer Recruitment Training.</p>	
2857.	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no items of any other business.</p>	
2858.	<p><b>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b></p> <p><b>RESOLVED:</b> That the next meetings of the Standards and Effectiveness Committee be held at 7.00 pm at the School on:</p> <p>(i) Thursday, 25 May 2017  (ii) Thursday, 13 July 2017</p> <p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at 7.00 pm at the School on:</p> <p>(iii) Tuesday, 9 May 2017  (iv) Wednesday, 5 July 2017</p>	
2859.	<p><b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b></p> <p><b>RESOLVED:</b> That no part of these minutes be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 8:55 pm.