

**THE LOCAL 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 Thursday, 26 January 2017.

**PRESENT**

Miss V Green (Chair), Mrs V Barraclough, Mr N Gemmell, Mr G Johnson, Mr J Papworth, Ms D Sheldon-Wright, Mr Graham Smith

**In attendance**

Ms Debra Knowles, CEO  
Mrs C Woodcock (Minute Clerk)

Minute	Action
<p><b>2828. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Ms E Charlesworth, Dr Ann Harris, Mr M Pitchford and Mrs L Robinson, all with consent.</p> <p>There were no declarations of interest.</p>	
<p><b>2829. a) INTRODUCTION TO DEBRA KNOWLES, CEO OF THE MAST ACADEMY TRUST</b></p> <p>Mrs Knowles introduced herself to the Governing Body. Mrs Knowles advised that she had attended the meeting in order that Governors could get to know her and to build on the information already disseminated by Martyn Jones, Chair of the Board of Trustees. Mrs Knowles emphasised the value of local governing bodies and confirmed that the excellent governance arrangements already in place in the four schools had not changed on 1 December 2016, when the MAST Academy Trust was formed. There had been no takeovers and everything had been carried out in a collaborative way. Policies were being ratified, but these had been put forward by individual schools and would be evaluated at the point of impact. The Board of Trustees had</p>	

found the volume of work to be significant; including big and small decisions. All Trustees and members of the Academy Board are passionate about schools and want to improve educational outcomes and make them more sustainable. Over time, lines of communication would grow and develop. Currently, the Head Teacher of each school is responsible for communicating with the Board of Trustees; however, meetings of the Chairs of local Governing Bodies are under development. Also under consideration, is the idea of producing a termly newsletter for staff, parents and children. This will be used to communicate what we do; e.g. successes and information regarding staff. The MAST Academy Trust website is ready to go and a meeting is being held on 9 February 2017 to ensure everyone is happy with it. Sally Booth, Scissett Middle School, is now the designated point of contact for the MAT and this information will be sent out, together with Mrs Knowles's email address. The intention of the Board of Trustees is to work closely with Governors, so that no-one feels as though things have changed. That is the way the MAT has chosen to work and many avenues of communication are being explored. Whilst a consultative way of working between groups of schools can take a little longer in terms of decision-making, it is the model we have adopted with our local governing bodies and it is the correct model. Mrs Knowles explained that she would be the CEO of the MAT for an initial period of two years and that evaluation would take place after this time. In keeping things small, and local, there was a chance for everyone to get to know each other. It was anticipated that, by becoming a shared community, the learning journeys would be better for our children.

**Q. Do you like the idea of a MAST Academy Trust newsletter?**

A. I wonder if this would be confusing for parents. There would need to be clarity regarding whether the newsletter was from the School or from the MAT. Additionally, most of the key messages would already have gone into the local newsletters.

Mrs Knowles clarified that a MAT newsletter would refer to corporate issues about the MAST Academy Trust. It would also be a vehicle to share triumphs and celebrate working together across the four schools, including the Pyramid. It would be about selling the good news stories, together with the strategic plan of the MAT. It had already been noted that parents are curious and are asking questions about what has changed since the inception of the MAT.

The Chair thanked Mrs Knowles for attending the meeting.

**b) GROUP WORK**

Chairs of local governing bodies are to meet to discuss their responsibilities and to identify any issues and

themes. The meetings will be used to inform their dialogue with the Board of Trustees. Governors were asked to discuss, identify and feedback on any issues, or concerns, that might be relevant. The following areas were identified and discussed:

- Financial aspects – how is being part of the MAT benefiting all schools?
- Identifying best practice in teaching and learning - sharing this across the MAT to raise standards.
- Teachers' work/life balance – can being part of the MAT be a driver for reducing the workload of teachers?
- Acting as a 'beacon of excellence', can we use this to drive changes in the rest of the Pyramid? For example, the standardisation of testing from Year 3 onwards. Kirkburton Middle School uses GL assessments, as does Shelley College and Scissett Middle School; perhaps this could be standardised across the MAT?

#### **c) QUORUM FOR MEETINGS**

The Chair highlighted that the quorum for a meeting of the Governing Body had changed and that this was due to the Articles of Association. It was agreed that the Governing Body would continue to aim for an attendance level of 50 per cent.

#### **d) GOVERNOR RESIGNATION**

The Chair confirmed that Mrs Ruth Coneron had tendered her resignation as a Parent Governor. The Local Authority (LA) would be advised of this and Mrs Coneron would receive a letter of appreciation on behalf of the Governing Body.

Mrs Coneron's resignation leaves a vacancy of one Parent Governor on the Governing Body. It was noted that it can be difficult to recruit to the role of Parent Governor and that this may be due to parents being put off at the thought of having to do a presentation, or details regarding their background being circulated to everyone in the School. It was necessary to clarify whether the vacancy needs to be filled by a parent, or if a suitable applicant could be co-opted, under the Scheme of Delegation. This would enable the School to send out a letter requesting applications from parents with a particular skill set and co-opting a suitable applicant onto the Governing Body.

	<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><b>HT</b></p>
<p><b>2830.</b></p>	<p><b>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b></p> <p>The following items were notified to be raised under Any Other Business:</p> <p>a) Residential visit.</p>	
<p><b>2831.</b></p>	<p><b>MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2016</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 22 November 2016 be approved and signed by the Chair as a correct record.</p>	
<p><b>2832.</b></p>	<p><b>MATTERS ARISING</b></p> <p>a) <u>Review of Committees – Minute 2812 (a) refers</u></p> <p>The Head Teacher suggested the appointment of a Link Governor, in respect of the Trust wide meetings of the Standards and Effectiveness Committee. This Governor would be responsible for linking with Trustees and for feeding back at a local level following the meetings. It was agreed that this was an excellent suggestion.</p> <p>b) <u>Staffing and Pay Committee – Minute 2812 (b) refers</u></p> <p><u>Membership:</u></p> <p>Ms E Charlesworth          Dr A Harris          Ms D Sheldon-Wright</p> <p>It was suggested that Mr Pitchford be invited to join the Staffing and Pay Committee; alternatively, Miss Green agreed to attend the meetings.</p> <p>c) <u>School Development Plan (SDP) – Minute 2818 refers</u></p>	

	<p>(i) The Head Teacher confirmed that additional information had been included in the minutes in respect of the SDP, as a number of questions had been received via email from Mr Pitchford. These had been responded to in full and all questions and responses included in the minutes.</p> <p>(ii) Mr Gemmell requested that his concerns regarding falling standards in Mathematics on entry to the school be placed on record.</p> <p>d) <u>Reports from Committees – Minute 2821 refers</u></p> <p><u>Health and Safety</u></p> <p>The Head Teacher confirmed that the dates for PREVENT training would be emailed to Governors.</p> <p><b>ACTION:</b> The Head Teacher to email the dates for PREVENT training to Governors.</p> <p>e) <u>Head Teacher’s Report – Minute 2822 refers</u></p> <p>The Head Teacher updated Governors regarding a pupil who had been accepted on a ‘managed transfer’ from King James’s School, for an initial probationary period of 6 weeks. The Head Teacher advised that he had extended the probationary period to twelve weeks, to allow for the disruption of the Christmas period; however, it had been necessary to exclude the pupil for two days prior to Christmas and on a further two occasions since then. As a result, the transfer had been stopped and the pupil had now returned to King James’s School.</p> <p>All other actions from the previous meeting were complete.</p>	<p><b>HT</b></p>
<p><b>2833.</b></p>	<p><b>HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS</b></p> <p>Discussion took place regarding the frequency of the Head Teacher’s report and it was noted that other Head Teachers within the MAST were providing their report on a termly basis.</p> <p>The Head Teacher proposed that the Governing Body consider receiving a Head Teacher’s Report at the commencement of the academic year (September), the start of Term 2 (January) and at some point towards the end of the academic year. The Head Teacher confirmed that certain items are required to be included in</p>	

	<p>the report; such as racism, bullying and exclusions, and that these areas would continue to be reported on.</p> <p><b>RESOLVED:</b> It was agreed that the Head Teacher’s Report would be provided on a termly basis and that the exact timing of the report would be determined.</p>	
<p><b>2834.</b></p>	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>The following objectives contained within the SDP were discussed:</p> <p>a) <u>Objective 1 – Developing and Embedding Growth Mindsets</u></p> <p>The Head Teacher outlined that this objective is being addressed by the Pyramid as a whole. A speaker has been engaged to present this concept to all teachers on 4 September 2017. This will be a joint INSET day and, following the session, Continuing Professional Development (CPD) regarding this objective will be developed, in conjunction with Scissett Middle School.</p> <p>b) <u>Objective 2 - Writing</u></p> <p>The Head Teacher reported that moderation meetings in respect of this objective are ongoing and that the criteria to be used for assessment had been agreed for Years 5 and 6.</p> <p>c) <u>Objective 2 – Mathematics</u></p> <p>The Head Teacher reported that the number of lessons taking place in Year 6 had increased and that the School was currently considering the effectiveness of setting. It was envisaged that this would enable the top end of the set to be pushed, whilst ensuring that the lower end was also brought up to a higher standard. The Head Teacher confirmed that this target area would be reflected in teachers’ CPD.</p> <p>d) <u>FROG</u></p> <p>It was confirmed that parents now have access to the Class Charts and assessment data on FROG. Parents had provided positive feedback at Parents’ Evening regarding this. Going forward, the FROG online booking system will be used for Parents’ Evenings.</p>	

	<p><b>ACTION:</b> Head Teacher to RAG rate the SDP for the next meeting of the Governing Body on 20 March 2017.</p>	<p><b>HT</b></p>
<p><b>2835.</b></p>	<p><b>MAT REPORT</b></p> <p>The MAT Executive Head Teachers are to meet for a planning day. One item for discussion will be the performance management of the Financial Director.</p> <p>The Executive Head Teachers had agreed the following areas of individual responsibility across the MAT:</p> <p>Natasha Greenough – Assessments  Gary Johnson – Data  Debra Knowles – Teaching and Learning  John Simmons – Transition</p> <p><b>Q. Does this mean that data will be shared across the MAT?</b>  A. No. The data that we review as a Governing Body will relate to this school and will remain at a local level.</p> <p>There is now a service agreement across the MAT for IT and John Simmons had been instrumental in moving this forward. Initially, the School will employ two technicians from Scissett Middle School.</p> <p>The MAT Risk Register requires updating and there are still a number of policies to align. However, insurances are now in place, including Chancel Repair liability. The School continues to use EVOLVE, to check the robustness of our risk assessments. Nevertheless, the economies of scale are vast, in relation to the opportunities for shared services, and it is apparent that tangible savings will be made as a result of becoming a MAT.</p> <p><b>Q. Would it be helpful to request a report from the Board of Trustees identifying potential areas where savings could be made?</b>  A. That would be an excellent idea.</p> <p><b>ACTION:</b> Report to be requested from the Board of Trustees identifying potential areas where savings could be made.</p>	<p><b>HT</b></p>

<b>2836.</b>	<b>PYRAMID DEVELOPMENT UPDATE</b>  a) <u>Mathematics Project</u>  The Head Teacher advised that money had been allocated to the School with the specific aim of improving KS2 outcomes in Mathematics. A number of schools had signed up to take part in the initiative. As a result, the Schools would need to re-write and re-plan the Year 5 and Year 6 Mathematics curriculum.  b) <u>Writing Moderation</u>  Writing moderation meetings are ongoing. It was noted that Kirkburton First School had recently been inspected by OFSTED and that there had been a sharp focus on progress towards KS2.  The Head Teacher confirmed that networks within the Pyramid were being maintained and strengthened.  c) <u>Science</u>  Mr Papworth outlined that joint investigatory work is ongoing and this will lead to moderation and standard setting.	
<b>2837.</b>	<b>REPORTS FROM COMMITTEES</b>  a) <u>Curriculum and Learning Committee</u>  The next meeting of the Curriculum and Learning Committee will take place on Tuesday, 28 February 2017 at 7:00 pm.  b) <u>Staffing and Pay Committee</u>  The next meeting of the Staffing and Pay Committee will take place on Tuesday, 28 February 2017 at 6:30 pm.  c) <u>Health and Safety Committee</u>  The next meeting of the Health and Safety Committee will take place prior to Easter.	



	<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>A meeting of the Resources and Finance Committee was convened on 17 November 2016. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Budget monitoring</li> <li>• Grounds management</li> <li>• Energy</li> <li>• Contingency</li> <li>• Review of staffing costs/development</li> <li>• Pupil numbers</li> <li>• Devolved Formula Capital</li> <li>• Audit</li> <li>• Premises and grounds review</li> <li>• Academy update</li> </ul> <p>The next meeting of the Resources and Finance Committee will take place before or after the half term holiday and will be attended by Jason Field, Finance Director.</p>	
<p><b>2838.</b></p>	<p><b>SAFEGUARDING</b></p> <p>The Head Teacher confirmed that all teaching staff have either completed their PREVENT training, or are in the process of completing it. The training module will then be rolled out to support staff.</p>	
<p><b>2839.</b></p>	<p><b>GOVERNOR TRAINING AND GOVERNOR VISITS</b></p> <p>Miss Green had attended training in Special Educational Needs (SEN).</p>	

	<p>Miss Green and Mr Pitchford are awaiting confirmation of dates for Safeguarding training.</p> <p>It was agreed that Mr Papworth would circulate a programme of training to all Governors.</p> <p><b>ACTION:</b> Mr Papworth to provide Governors with a programme of training via email.</p>	<p><b>JP</b></p>
<p><b>2840.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>a) <u>Hadrian's Wall Trip</u></p> <p>The Head Teacher advised that the School would be undertaking a trip to Hadrian's Wall. The School had undertaken this trip for a number of years, but it had not taken place recently due to the Youth Hostel being knocked down. The Hostel had now been re-built and it had been decided that the School would undertake the four day trip once again. The focus of the trip would be for the pupils to walk on Hadrian's Wall. Governors were informed that the appropriate risk assessments had taken place and that these could be made available via email.</p> <p>b) <u>Staff Welfare</u></p> <p>The Head Teacher was asked to comment on staff welfare. The Head Teacher confirmed that all staff were working hard and that absence levels and illness rates were continually being monitored. It was further highlighted that when staff are working hard, illness rates often rise.</p>	
<p><b>2841.</b></p>	<p><b>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b></p> <p><b>RESOLVED:</b> That the next meetings of the Curriculum and Learning Committee be held at 7.00 pm at the School on:</p> <p>(i) Tuesday, 28 February 2017  (ii) Thursday, 25 May 2017  (iii) Thursday, 13 July 2017</p>	

	<b>RESOLVED:</b> That the next meetings of the Governing Body be held at 7.00 pm at the School on:  (iv) Monday, 20 March 2017 (v) Tuesday, 9 May 2017 (vi) Wednesday, 5 July 2017	
2842.	<b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b>  <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.	

The meeting closed at 9:05 pm.