

**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 Wednesday, 5 July 2017.

**PRESENT**

Miss V Green (Chair), Mrs V Barraclough, Ms E Charlesworth, Dr A Harris, Mr G Johnson (Head Teacher), Mr J Papworth, Mr M Pitchford, Ms D Sheldon-Wright, Mr Graham Smith

**In attendance**

Mrs C Woodcock (Minute Clerk)  
Mr D Greenhalgh (Governor Designate)

<b>Minute</b>	<b>Action</b>
<p><b>2875. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies for absence were received from Mr N Gemmell and Mrs L Robinson, both with consent.</p> <p>There were no declarations of interest.</p>	
<p><b>2876. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b></p> <p>No items were notified to be brought up under Any Other Business.</p> <p>The following item was notified for inclusion on the Agenda:</p> <p style="padding-left: 40px;">a) Budget Approval – to be taken after Agenda Item 2880</p>	
<p><b>2877. REPRESENTATION</b></p>	

	<p>Governors noted the following matters of representation:</p> <p>a) <u>Resignations</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mr Graham Smith</td> <td>Co-opted</td> <td>12 July 2017</td> </tr> <tr> <td>Mr Michael Pitchford</td> <td>Co-opted</td> <td>6 July 2017</td> </tr> <tr> <td>Mrs Lynn Robinson</td> <td>Associate Member</td> <td>TBC</td> </tr> </tbody> </table> <p>The Chair made a presentation to Mr Smith and Mr Pitchford and governors placed on record their deep appreciation for the contributions made by both governors to the development of the School.</p> <p>Mr Smith stated that there had been a two-way dialogue, where his opinions had been valued, and that he remained committed to the three-tier system of schools. There had been challenges along the way, but the School and Governing Body had “stuck together with what we believe in”.</p> <p>Mr Pitchford thanked governors for the opportunity to serve on the Governing Body and paid tribute to the excellent leadership of the School.</p> <p>a) <u>Appointment of Mr David Greenhalgh as Trust Appointed Governor</u></p> <p>The Chair welcomed Mr Greenhalgh to the Governing Body.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr Graham Smith	Co-opted	12 July 2017	Mr Michael Pitchford	Co-opted	6 July 2017	Mrs Lynn Robinson	Associate Member	TBC	
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2878.	<p><b>MATHS MASTERY PRESENTATION</b></p> <p>Mr Papworth and Ms Charlesworh provided a presentation on Maths Mastery, which will be inaugurated in Years 5 and 6 in September 2017.</p> <p>The features of Maths Mastery are:</p> <ul style="list-style-type: none"> <li>• Deep and sustainable learning</li> <li>• The ability to reason about a concept and make connections</li> <li>• The ability to build on something that has already been mastered</li> </ul>													

- Conceptual and procedural fluency

There are three aims to the concept; namely: fluency, reasoning and problem solving. The forms of knowledge promoted by the programme are factual, procedural and conceptual.

The programme will have an impact on teaching, as smaller steps will be utilised to ingrain understanding; this will require more rehearsal to engender a deeper understanding and the setting of challenges to evidence this.

The programme will be taught to mixed ability groups, as the expectation is that the majority of pupils will move through the programme at broadly the same pace. However, decisions about when to progress will always be based on the security of pupils' understanding and their readiness to progress to the next stage.

The implications for assessment are that Mastery does not accelerate, instead it deepens; therefore, progress can be seen through 'Mastery'.

The tasks that are used in the programme are designed to support pupils in making the connection between the 'real world' and Maths, through the development of both procedural fluency and conceptual understanding.

In terms of the teaching of Maths Mastery, there are five main elements:

- (i) Coherence
- (ii) Representation and structure
- (iii) Mathematical thinking
- (iv) Fluency
- (v) Variation

The Maths Hub has produced all the resources required for the Autumn Term and six members of staff will undergo training in the Programme during 2017-18.

**Q. Do all Maths Teachers 'buy in' to this concept?**

A. Those who have completed the training, yes. However, there is some misunderstanding regarding the terminology.

	<p><b>Q. Without in any way detracting from the approach, aren't the comparative statistics of the UK and China/Singapore slightly spurious, due to the difference in sociocultural environments?</b></p> <p>A. Yes, the outcomes are very much linked to how pupils behave and perform, and sociocultural differences need to be factored in.</p> <p>The Head Teacher advised that an email had been received from Mr Gemmell regarding Maths Mastery and that he had replied to this. The Head Teacher confirmed that he would circulate the email trail to governors for information.</p> <p>In concluding, the Head Teacher drew attention to the phenomenal amount and quality of work undertaken by Ms Charlesworth in preparing the programme for implementation in September 2017.</p> <p>Governors thanked Mr Papworth and Ms Charlesworth for their presentation.</p>	
2879.	<p><b>MINUTES OF THE MEETING HELD ON 9 MAY 2017</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 9 May 2017 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p>a) <u>Safeguarding – Minute 2864 refers</u></p> <p><b>ACTION:</b> A policy in respect of Emergency Planning and Lockdown Procedures to be devised and sent to the Health and Safety Committee for approval in June 2017.</p> <p>To be amended to:</p> <p><b>ACTION:</b> The policy in respect of Emergency Planning and Lockdown Procedures to be revised and sent to the Health and Safety Committee for approval in June 2017.</p> <p>b) <u>Head Teacher's Report and Governors' Questions – Minute 2865 refers</u></p> <p><u>Complaint</u></p>	

	<p><b>ACTION:</b> Chair to send a letter to the complainant and to contact Ofsted to advise them of the actions taken in respect of the concerns raised by the complainant.</p> <p>To be amended to:</p> <p><b>ACTION:</b> Chair to send a letter to the complainant and to contact Kirklees Governor Clerking Service (GCS) to advise them of the actions taken in respect of the concerns raised by the complainant.</p>	
2880.	<p><b>MATTERS ARISING</b></p> <p>a) <u>Governor Resignation – Minute 2829 refers</u></p> <p><b>ACTION:</b> Head Teacher to invite the prospective governor to attend the next meeting of the Governing Body, on 5 July 2017.</p> <p>Mr Greenhalgh was in attendance.</p> <p>b) <u>Safeguarding – Minute 2864 refers</u></p> <p><b>ACTION:</b> The policy in respect of Emergency Planning and Lockdown Procedures to be revised and sent to the Health and Safety Committee for approval in June 2017.</p> <p>The Head Teacher confirmed that the Emergency Planning Policy, including Lockdown Procedures, will be reviewed by the Health and Safety Committee during the Autumn Term.</p> <p>c) <u>Head Teacher’s Report and Governors’ Questions – Minute 2865 refers</u></p> <p><u>Complaint</u></p> <p><b>ACTION:</b> Chair to send a letter to the complainant and to contact Kirklees GCS to advise them of the actions taken in respect of the concerns raised by the complainant.</p> <p>The Chair confirmed that a letter had been sent to the complainant and email follow-up had been provided to Kirklees GCS.</p>	

	<p>d) <u>Pyramid Development Update – Minute 2867 refers</u></p> <p><u>Community Hub</u></p> <p><b>ACTION:</b> Chair to review and sign the Memo of Understanding in relation to the development of a Community Hub.</p> <p>The Head Teacher advised that the recording of governors’ support for the formation of a Community Hub was sufficient and that the Memo of Understanding did not require signing by the Chair.</p> <p>e) <u>MAT Report – Minute 2868 refers</u></p> <p><u>Meeting of Chairs and Vice-Chairs</u></p> <p><b>ACTION:</b> Ms Charlesworth to highlight to staff, that the Chair can be approached by them, in confidence, regarding any issues of concern.</p> <p>Ms Charlesworth had highlighted this issue to staff. The Head Teacher confirmed that the Chair’s email address would be placed on the staff notice board, next to the Whistleblowing Policy.</p> <p>All other actions from the previous meeting were complete.</p>	
2881.	<p><b>BUDGET APPROVAL</b></p> <p>Mr Smith updated governors regarding the Outline Budget for 2017-18.</p> <p>Mr Smith advised that the Resources and Finance Committee had agreed that an ‘as-is’ budget will be taken forward into next year, but that strategic planning is required for future years. The budget at the School will need to be tightly controlled, but not unreasonably so. Staff are nervous, because they know that budgets are tight nationally, but the Head Teacher had reassured them that the budget situation at the School is better than most and that it is strongly intended that any savings and adjustments will be made through natural staff movements. There is flexibility for the School to make changes, as there are a number of retirements within the teaching team over the next three years.</p>	

It is anticipated that the School's carry forward at 31 August 2017 will be approximately £126,000. Going forward, the annual carry forwards on an 'as-is' basis are currently £170,000 (August 2018), £168,000 (August 2019), £98,000 (August 2020) and £41,000 deficit (August 2021).

Mr Smith highlighted that the figures had been prepared using the worst case assumptions, including implementation of the National Funding Formula (NFF), as proposed by the previous government.

Mr Smith drew attention to a number of areas where spending had increased; for example: Pupil Premium (up £10,000 a year), school dinners (up £9,000 a year) and electricity (up £4,000 a year). This amounts to a total of £92,000 over a four year period. To offset this, the School will have eight extra pupils in Year 6 from September 2017 (175 pupils rather than 167) and this equates to a budget increase of £84,000 over three years.

In concluding, Mr Smith reiterated that the onus is on the School to be prudent and deliver the best education possible for pupils.

**Q. What does 'prudence' mean in this context? There was mention of increasing the Senior Leadership Team (SLT) a while ago; does it mean that we abandon these plans?**

A. Yes. If money was available, it would be used to increase the SLT and to re-structure the English Department to free up the SENCO, but it is not available.

**Q. What is the financial position of the Trust as a whole?**

The Trust currently has 6.5 to 7 million and follows a similar pattern to the School in terms of income and expenditure.

**Q. Is the School safer being part of the MAT?**

A. Material financial savings are already coming through and, overall, the School is financially safer. The MAT has a dedicated Finance Director, excellent financial systems in place, better financial control and more flexibility in staffing and ways of working smarter.

**Q. Do we have many volunteers in School?**

A. No. Primary Schools are a very different world to our School. By the age of our pupils, parents have a tendency to go back to work. Although perhaps this is something we can consider and look to develop in the next academic year.

	<p><b>ACTION:</b> Consideration to be given to the recruitment of volunteers during the academic year 2017-18.</p> <p>Governors thanked Mr Smith and agreed that an ‘as-is’ budget will be taken forward into next year, but that strategic planning is required for future years.</p> <p><b>RESOLVED:</b> That the Outline Budget for 2017-18 be approved by the Governing Body.</p>	<b>HT</b>
2882.	<p><b>SAFEGUARDING</b></p> <p>a) <u>Safeguarding Training</u></p> <p>Ms Sheldon-Wright had undertaken refresher training with the lunchtime supervisors and reported that the supervisors had demonstrated a good knowledge and understanding of the issues pertaining to safeguarding.</p> <p>Ms Sheldon-Wright confirmed that the Children and Social Work Act (2017) had been provided to Cath Jackson, together with guidance on child exploitation.</p> <p>b) <u>Referral to Prevent</u></p> <p>The Head Teacher advised that a referral had been made to Prevent and that this was linked to the recent events in Crosland Moor. The family of the pupil concerned are extremely supportive of the actions taken by the School and the referral elicited an immediate response from Prevent. The Police were informed, but their involvement was not required. The process is now being dealt with by Channel, using a multi-agency approach.</p>	
2883.	<p><b>HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS</b></p> <p>The Head Teacher’s report had been provided to governors prior to the meeting and copies were also tabled.</p> <p>The following items were highlighted and discussed:</p>	



a) Number of pupils on the roll

The Head Teacher highlighted that the number of disadvantaged pupils in School is 99 (20%), which equates to one in five pupils.

b) KS2 SATs

Provisional KS2 SATs data was circulated to the Governing Body. The results show improved scores in all subjects. All results were in-line with, or above, National figures with the exception of Maths, which was at 68% as opposed to 75% nationally. The progress scores from KS1 to KS2, against which the school is judged, are yet to be determined.

The first batch of GL Assessment data for Year 6 and 7 has just been received and demonstrates high attainment and strong progress.

c) School-to-School Review

On 22 June 2017, the Head Teacher, CEO of the Trust, Head of Birdsedge First School and Dr A Williams spent a day at Scissett Middle School quality assuring the judgements made by the School in its Self-Evaluation Plan (SEF). This was an extremely useful professional activity which looked at the strengths of existing practice and areas that might be improved.

Colleagues will be visiting Kirkburton Middle School on 1 November 2017 to carry out the same quality assurance activity.

d) Health and Safety

Business Managers and office staff have received training on health and safety systems and policies, in order to ensure the School is compliant and as safe a place to work as possible.

e) Exclusions

A Year 7 girl was excluded for one day for an assault on another pupil.

	<p>A Year 7 boy was excluded for four days for attempting to abscond from School and attempting to assault a member of staff who stood in his way.</p> <p>f) <u>School Business Manager</u></p> <p>There has been a good response to the advert for the position of School Business Manager.</p> <p>Interviews for the post will take place on 12 July 2017.</p> <p>g) <u>Parents and Community Cohesion</u></p> <p>The final results of the Parent/Carer Questionnaire are extremely encouraging. Communication regarding pupil progress came out as an area for development and good progress has been made in this area using FROG.</p> <p>The School is currently developing a new Reporting to Parents schedule for next year, which will make more detailed information available to parents on a regular basis.</p>	
2884.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>The School Development Plan (SDP) had been circulated to governors via email and will be reviewed by the Standards and Effectiveness Committee on 13 July 2017.</p>	
2885.	<p><b>PYRAMID DEVELOPMENT UPDATE</b></p> <p>a) <u>Pyramid Heads' Conference</u></p> <p>The Head Teacher had attended a Pyramid Heads' Conference and it had been a very useful meeting. Work towards the formation of a Community Hub – to be called 'the Bridge' - is ongoing and Joseph Norton Academy, which is part of the Pyramid, is providing expertise in this area.</p> <p>b) <u>Pupil Placement Planning</u></p> <p>Jo-Anne Sanders from the Local Authority (LA) had attended the meeting to discuss pupil placement planning.</p>	

	Using maps to outline designated housing developments it had been explained that, for every 100 houses built, the impact on nearby schools would be an increase of three children in each year group. It was noted that the majority of the development would be within the Scissett boundary area; however, Lepton was also identified as an area for significant development.	
<b>2886.</b>	<p><b>MAT REPORT</b></p> <p>The Chair highlighted the following items which were discussed at the recent meeting of the Chairs and Vice-Chairs of the MAT:</p> <ul style="list-style-type: none"> <li>• Scheme of Delegation</li> <li>• MAT Training Day</li> <li>• Governors' page on the MAST Academy Trust website – to include pen portraits of all governors and governors' record of attendance</li> <li>• Staffing Committee</li> </ul>	
<b>2887.</b>	<p><b>SCHEME OF DELEGATION</b></p> <p>The Scheme of Delegation will be reviewed by the Committees and Governing Body during the Autumn Term, to ensure there is a local governing body focus on the individual schools.</p>	
<b>2888.</b>	<p><b>REPORTS FROM COMMITTEES</b></p> <p>a) <u>Standards and Effectiveness Committee</u></p> <p>A meeting of the Standards and Effectiveness Committee was held on 25 May 2017, where the following items were discussed:</p> <p>(i) Work Sampling</p> <p>A feedback paper summarising the strengths and areas for improvement arising from the work sampling was circulated to governors for information. The Head Teacher confirmed that all areas for improvement would be used to inform the SDP and Continuing Professional Development (CPD) for staff during 2017-18.</p>	

(ii) **Additional Maths Lessons**

It has been decided to continue to provide extra Maths and English teaching in Year 6. In order to factor in the additional lessons, a decision has been made to halve the History, Geography, RE and PSHCE provision. Classes will be run in parallel, with pupils swapping to each subject area at a designated point in their timetable. This will allow flexibility and the use of specialist teaching staff. This model of timetabling will enable Year 6 pupils to benefit from 7 hours of English tuition and 6 hours of Maths teaching per week.

b) **Staffing and Pay Committee**

The Staffing and Pay Committee has not met.

c) **Health and Safety Committee**

A meeting of the Health and Safety Committee will take place in the Autumn Term.

d) **Performance Management**

There is currently no requirement for a meeting of the Performance Management Committee.

Staff appraisal observations will take place during the penultimate week of the academic year.

e) **Resources and Finance Committee**

A meeting of the Resources and Finance Committee had taken place on 25 May 2017 and was attended by Jason Field, Finance Director. The focus of the meeting was the outline budget for 2017-18.

Minutes of the Meeting were circulated to governors for information.

f) **Grounds Management Committee**

A meeting of the Grounds Management Committee was held on 4 May 2017.

2889.	<p><b>GOVERNOR TRAINING AND GOVERNOR VISITS</b></p> <p>a) <u>Governor Training</u></p> <p>Mr Papworth advised that he will undertake a re-audit of governor skills and training requirements, in order that any gaps are identified.</p> <p>b) <u>Governor Visits</u></p> <p>Dr Harris had attended a National Association for the Teaching of English conference.</p> <p>The Chair had attended Growth Mindset training, which was delivered by the Head Teacher.</p>	
2890.	<p><b>ANY OTHER BUSINESS</b></p> <p>The following items of any other business were discussed.</p> <p>a) <u>Mrs L Robinson</u></p> <p>The Governing Body requested that their appreciation be placed on record to Mrs Robinson for her positive contribution to the running of the School.</p> <p>b) <u>PSHCE Charter Mark</u></p> <p>The Head Teacher confirmed that Safina Abbas, Head of PSHCE, had been awarded a Charter Mark for PSHCE and that the School is now a Charter School for the teaching of PSHCE. The Governing Body extended their congratulations to Ms Abbas.</p>	
2891.	<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, 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>(i) Tuesday, 26 September 2017  (ii) Wednesday, 22 November 2017 – Annual General Meeting (AGM)  (iii) Thursday, 25 January 2018  (iv) Monday, 19 March 2018  (v) Tuesday, 8 May 2018  (vi) Wednesday, 4 July 2018</p>	
2892.	<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 9:10 pm.