

THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL

Minutes of the meeting of the Governing Body Kirkburton Middle School held at 7.00 pm at the School on Thursday, 25 January 2018.

PRESENT

Miss V Green (Chair), Mrs V Barraclough, Ms E Charlesworth, Mr D Greenhalgh, Dr A Harris, Mr G Johnson, Mr J Papworth, Mrs D Sheldon-Wright

In Attendance

Ms Lynn Rattigan (Minute Clerk)

Item	Minutes	Action
<u>2935. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u>	<p>Apologies for absence were received from Mr N Gemmell (consent).</p> <p>The Chair confirmed she had contacted Mr Gemmell regarding his capacity to attend meetings and was awaiting further communication.</p> <p>There were no declarations of interest.</p>	
<u>2936. PRESENTATION ON PROVISION FOR DISADVANTAGED PUPILS</u>	<p>Mr Johnson and Mr Papworth presented an overview of the provision for disadvantaged pupils. Highlights included:</p> <p>The definition of disadvantaged is strict and covers children who have ever received Free Schools Meals (FSM) in the last 6 years, Looked After Children and those whose family are in the Armed Forces. The group is characterised by lower achievement, especially in Early Years (EY), a smaller percentage go on to further or higher education and higher unemployment in later life.</p> <p>The children have a range of abilities and their environment has the most impact on future attainment.</p>	

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	<p>School had received funding of £85k in 2017/18 for provision for 77 disadvantaged children.</p> <p>Q. Is that number low or high? A. It is lower than other schools but is the highest our school has experienced. Many of the children are in KS3.</p> <p>Funding is used to lower the attainment gap, build self-esteem, raise aspirations and for general teaching and learning strategies. The funding is not child specific, but school tends to use it in this way.</p> <p>School uses research to target those interventions that are proven to accelerate progress, for example, feedback. Detailed information can be found on the school website.</p> <p>Q. Why is parental involvement not used as a strategy when the research indicates it is a successful tactic? A. School does encourage parental involvement, but it is not specifically targeted at disadvantaged children.</p> <p>The outcomes of the interventions are carefully monitored and adjusted according to impact. Not all the interventions work with every cohort.</p> <p>Q. How do you measure the effectiveness of interventions? A. As we use a range of interventions, it is difficult to quantify which have the most impact on the group. Teachers keep accurate progress records for individual interventions. This data is then supported by soft data, such as feedback from parents and behaviour in school.</p> <p>Mr Johnson and Mr Papworth were thanked for their presentation.</p> <p>Governors to submit any further questions to the Head Teacher.</p>	<p>All Governors</p>
<p><u>2937. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER</u></p>	<p>There were no items identified to be raised under Any Other Business:</p>	

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<u>ANY OTHER BUSINESS</u>											
2938. <u>REPRESENTATION</u>	<p>The following matter of representation was noted:</p> <table> <tr> <td><u>End of Term of Office</u></td><td><u>Category</u></td><td><u>With Effect From</u></td></tr> <tr> <td>The following governor would shortly be coming to their end of term of office</td><td></td><td></td></tr> <tr> <td>Dr Ann Harris</td><td>Co-opted</td><td>23 February 2018</td></tr> </table> <p>Dr Harris was invited to extend her term of office and accepted.</p> <p>The Chair advised that following the skills audit she had enrolled on the Ambassadors Programme, to attract suitably skilled governors The Chair circulated pen portraits of candidates who had expressed an interest.</p> <p>RESOLVED: That the Chair meet with potential governors and invite appropriate candidates to become a member of the Governing Body.</p>	<u>End of Term of Office</u>	<u>Category</u>	<u>With Effect From</u>	The following governor would shortly be coming to their end of term of office			Dr Ann Harris	Co-opted	23 February 2018	<i>Chair to meet candidates.</i>
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Dr Ann Harris	Co-opted	23 February 2018									
2939. <u>MINUTES OF THE MEETING HELD ON DATE</u>	<p>RESOLVED: That the minutes of the meeting held 22 November 2017 be approved and signed by the Chairman as a correct record, subject to the following amendment.</p> <p><u>Minute 2923 (ii) Health and Safety Committee</u></p> <p>The Head Teacher did not attend IOSH training</p>	GCS									
2940. <u>MATTERS ARISING</u>	<p>(a) <u>Approval of Code of Conduct (Minute 2912 (ii) refers)</u> Mr Gemmell to sign to confirm his consent.</p> <p>(b) <u>Governors' Conference (Minute 2926 (ii) refers)</u> The Head Teacher to email a list of topics for the Governor's Conference to the LGB</p>	<p><i>Mr Gemmell/Chair</i></p> <p><i>Head Teacher</i></p>									

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	<p>(c) <u>Governor Training and Visits (Minute 2931 refers)</u> Chair to provide feedback from Effective Governors Visits training to next LGB</p>	Chair
2941. <u>SAFEGUARDING</u>	<p>The Single Central Record had been reviewed as part of the Spotlight day and it was confirmed as complete. 4 members of staff were not required to have DBS because of their length of service. Although not a requirement, school had chosen to DBS check these staff.</p> <p>The Local Authority designated officer for safeguarding has changed. Steve Barnes, the safeguarding trainer is leaving and will be replaced.</p>	
2942. <u>REPORTS FROM COMMITTEES</u>	<p><u>Standards and Effectiveness Committee</u></p> <p>This committee had been postponed due to poor weather conditions. The meeting is rescheduled for 6 February 2018.</p> <p><u>Grounds Committee</u></p> <p>A report from this Committee will be presented at the next LGB on 19 March 2018.</p> <p><u>Health and Safety Committee</u></p> <p>This Committee had not met.</p> <p><u>Performance Management</u></p> <p>The Chair confirmed that she and an external representative had met with the Head Teacher for his appraisal. Staff members left the meeting while the Head Teacher's appraisal was discussed. The Head Teacher had presented lots of evidence to demonstrate how he had met his objectives. The Chair and external representative agreed that all objectives had been met. The recommendation to move the Head Teacher up one point on the leadership pay scale had been agreed by the MAT Pay Committee. The Chair stated that Teaching and</p>	Chair of Committee

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	<p>Learning objectives had been a strength and this was reflected in the SEF judgements. More accessible data was now available to demonstrate progress on Growth Mindset Objectives. All Performance Management in school was complete and all those eligible for pay progression had a successful appraisal.</p> <p>The Chair advised that only 2 Governors had Head Teacher appraisal training. Mrs Sheldon-Wright volunteered for training.</p> <p>RESOLVED: That Performance Management be a standing item on future agendas.</p> <p>It was unclear how frequently Head Teacher Appraisal training should be refreshed.</p> <p><u>Resources and Finance Committee</u></p> <p>This Committee will meet on 27 February 2018.</p>	<p><i>Chair to circulate Head Teacher's objectives to LGB.</i></p> <p><i>Mr Papworth and Mrs Sheldon-Wright to agree a date for training.</i></p> <p><i>Chair/GCS</i></p> <p><i>GCS to advise Chair on refresh requirements.</i></p>
<p><u>2943. SCHOOL DEVELOPMENT PLAN</u></p>	<p>The Head Teacher presented the updated School Development Plan (SDP) on screen. The SDP had been RAG rated to show progress. Highlights included:</p> <p>To embed Growth Mindset, Year 6 maths would have a top set to accelerate progress and attainment. Mixed ability groups remained for those not in the top set.</p> <p>The Head Teacher was in the process of conducting pupil interviews about teaching and learning.</p> <p>6% more Year 6 pupils are already at the end of year standard compared to last year and a large number are nearly there.</p> <p>To increase communication about data, parents have access to Frog Progress, although some parents had not yet accessed the system.</p> <p>The Assessment Data held in Frog Progress is slightly behind schedule and will be available February 2018.</p>	

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<u>2944. MAT UPDATE</u>	<p>Following discussions about a parents group for fundraising for a sports hall, school had analysed applications for grants to the Condition Improvement Fund. Of 1435 successful bids last year, none had been for new builds. Therefore, it had been decided that this was not worth pursuing.</p> <p>The MAT growth strategy had been discussed with the Executive team and it was decided that at the moment, only good or outstanding schools would be accepted as there was a current lack of capacity to support schools requiring improvement.</p> <p>Both the CEO and FD did not have sufficient time and the possibility of increasing central funding to provide administrative support to the CEO and FD and release them for more strategic activity was being debated by the Trustees.</p> <p>The MAT continues to focus on Health and Safety and staff training is in place.</p> <p>The FD will lead a MAT wide impact assessment for the introduction of GDPR.</p> <p>Outsourced HR support had been secured and a contract awarded to Craig McKenna Ltd. This includes unlimited phone and email support and 3 days of face to face support.</p>	
<u>2945. PYRAMID DEVELOPMENT UPDATE</u>	<p>Maths Mastery is being driven forward across the Pyramid and has had a positive response. 3 schools have withdrawn as they had concerns that the initiative was not meeting the needs of the lowest achievers and that staff did not have enough time to commit.</p> <p>Scisset Middle School is leading on an initiative to predict the growth in pupil numbers in line with planning applications, as this is a more sensitive measure than the birth rate. The prediction is for an increase of 8-10 children for each of the next 4 years. Although primary schools have capacity middle schools and Shelly College will face challenges.</p>	
<u>2946. RISK REGISTER</u>	The document was noted.	
<u>2947. GDPR</u>	A MAT wide approach was being adopted. This item had been discussed under MAT Update, Minute 2944 refers.	

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<u>2948. GOVERNOR TRAINING AND GOVERNOR VISITS</u>	Mr Papworth advised that more courses were to be published. Dr Harris had attended a Department Meeting.	<i>Governors to advise Mr Papworth of courses they wish to attend.</i>
<u>2949. ANY OTHER BUSINESS</u>	3 Risk Assessment were tabled relating to repeat school trips. A skiing trip with Scisset Middle School to Switzerland during Easter 2019 had been proposed and a full risk assessment would be presented to Governors.	<i>Governors to review risk assessments and provide feedback to Head Teacher by 2 February</i>
<u>2950. DATE OF NEXT MEETING AND POSSIBLE AGENDA ITEMS.</u>	RESOLVED: That the next meeting of the Governing Body be held at the School on Monday 19 March 2018 at 7.00pm.	
<u>2951. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>	RESOLVED: No part of the minutes be excluded from the copy to be made available at the School.	

The meeting closed at 8.30 pm