

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 Tuesday, 26 September 2017.

PRESENT

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

In Attendance

Mrs R Hoogland (Minute Clerk)

Minute	Action
<p>2893. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies for absence were received from Ms E Charlesworth and Mr N Gemmell, both with consent.</p> <p>There were no declarations of interest.</p>	
<p>2894. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>RESOLVED: That the following matter be raised under Any Other Business:</p> <p>a) School Visit</p> <p>The following item was notified for inclusion on the Agenda:</p> <p>a) Data Presentation – to be taken after Agenda Item 2896 and in replace of the Growth Mindset Part 2 presentation by Mr Johnson.</p> <p>ACTION: Growth Mindset Presentation to be added to the January agenda.</p>	<p>Governor Clerking Service</p>

2895.	<p>REPRESENTATION</p> <p>a) RESOLVED: That the following matters of representation be noted:</p> <p><u>Appointment</u></p> <table> <tr> <th><u>Name</u></th><th><u>Category</u></th><th><u>With Effect From</u></th></tr> <tr> <td>Mr David Greenhalgh</td><td>Trust Appointed</td><td>07.09.2017</td></tr> </table> <p>b) <u>Skills Audit and Co-optees</u></p> <p>Miss Green thanked those Governors who had returned their Skills Audit.</p> <p>There are a number of Co-optee vacancies, and the school could invite parents or someone that is already known by a currently serving Governor.</p> <p>ACTION: The Head and the Chair will meet to look at the Skills Audit forms and list gaps in skills. They will then feedback to the November FGB meeting.</p> <p>Q: Shall we bring a list of skills required to the next meeting or put a request out to parents? A: November is not far away in terms of school weeks, therefore it was agreed to bring the list to the full Governing Body meeting. It was felt that someone within the Governing Body may know someone with the skills required.</p> <p>Miss Green wrote a letter of thanks to Mr Smith, Mr Pitchford and Mrs Robinson. She asked if the Governors would like to see the letter before it is sent. All were in agreement for her to send it.</p> <p>ACTION: The Chair is to send a copy of the thank you letter to the Head Teacher for information.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr David Greenhalgh	Trust Appointed	07.09.2017	<p>HT and Chair</p> <p>Chair</p> <p>Chair</p>
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Mr David Greenhalgh	Trust Appointed	07.09.2017						

2896.	<p>ELECTION OF VICE CHAIR</p> <p>RESOLVED: i) That nominations would be accepted from Governors not present at the meeting.</p> <p>RESOLVED: ii) That the Chair be elected until the 31 January 2019.</p> <p>RESOLVED: iii) That in the case of a tie a coin would be tossed.</p> <p>There were no nominations taken at the meeting.</p> <p>The Head and Chair explained to Governors what the role of Vice-Chair involved.</p> <p>RESOLVED: To defer the election of Vice-Chair to the meeting on 22 November 2017.</p>	Governor Clerking Service
2897.	<p>DATA PRESENTATION</p> <p>Mr Papworth and Mr Johnson felt it was important for Governors to understand the progress and attainment of pupils.</p> <p>Mr Johnson provided Governors, for their information, with a full End of Year assessment and Progress Data for the Year 2016-17. The Data included external national comparable data, which is robust in terms of Ofsted. The teacher assessment data provided was internal data.</p> <p>He then presented the data to the Governors, along with additional handouts, highlighting the following:</p> <p>a) <u>Year 6 Data 2016-17, KS2 SATS</u></p> <p>Attainment has improved in all aspects from 2015-16. All subject attainment is in line with, or better than attainment at National and LA level, except for Maths.</p> <p>Q: Was the result anticipated i.e. a good cohort or similar to last year?</p> <p>A: Maths was slightly weaker than the previous year, however Reading was good. The School were aware that the cohort was more able -in English from the information that was received from the First Schools. Likewise, the School were aware that the cohort were not so strong in Maths.</p>	

Progress KS1 to KS2 in Maths is above LA but below National. Progress in Writing is below LA and National. Despite an Attainment score of 79% in Writing, the Progress score from KS1 to KS2 was not in line with National Expectations. The School is evaluating why this is the case i.e. is it to do with harder marking taking place or other factors such as high KS1 Teacher Assessments?

It is highly likely that the school will meet the 'coasting' definition in Writing and Maths, primarily because of the lack of progress of the higher attainers identified at KS1. 17.1% of pupils Nationally had a combined score of 20 points plus+ at KS1 compared with 30.2% of pupils taking the test at KMS. These children only made the same progress between KS1 and KS2 as the average of the cohort, whereas they would have been expected to make accelerated progress when they are identified as so able at KS1.

KMS is above the Floor Standard for KS2 due to progress scores being above the national benchmarks.

Girls achieved better than boys in all areas in both attainment and progress.

Q: Did the cohort have a substantially higher score than last year?

A: Yes

Q: Is this with regards just to English?

A: It is across the board.

Q: Could the difference be connected to the change in curriculum?

A: Yes, however the curriculum has changed for everyone.

The Head Teacher is to meet with the Heads of the First Schools to discuss their data. Everyone wants to support the children's learning journey throughout their education, and throughout the pyramid.

Disadvantaged pupils achieved higher attainment and progress scores than the previous cohort but the difference between the disadvantaged pupils and the non-disadvantaged pupils was much greater. This was reflected in the children's GL score on entry. The school is working to close the gap.

b) GL Assessment Data on Entry – 3-year Trend

The average attainment on entry has improved since September 2015, with an increasing percentage of higher attainers.

In English, boys have matched the attainment of girls for the first time.

The average attainment of disadvantaged pupils on entry has improved, but the gap between disadvantaged pupils and non-disadvantaged pupils has remained the same for the last two years.

The attainment of higher attainers has increased when compared to 2016-17.

In Maths, the average attainment score for girls is significantly below that of the boys. The percentage of more able girls in Maths is significantly lower than the boys.

The average attainment of disadvantaged pupils on entry has improved. The gap between disadvantaged pupils and non-disadvantaged pupils has decreased slightly on entry.

The attainment of higher attainers has increased when compared to 2016-17.

There is a focus throughout the Pyramid on Maths.

It was noted that children within the 3-year trend data have experienced different curriculums to one another.

c) GL Assessment Cohort 2016-17: Year 6 Attainment and Progress

The data provided to the Governors used the Average Age-Standardised Scores.

In English, the cohort average increased by 4.6 point to 109.5. 112 points is a higher than average marker in GL.

Disadvantaged pupils and girls made the best progress within the year group of 5.3 points.

SEND pupils made good progress given their starting points. They didn't meet the cohort progress but given their needs did well.

Non-white British made the slowest progress, but still have an average of 104.7, which is above the national sample average. The school is identifying the children individually to see what their barriers to learning may be.

In Maths the cohort average increased by 3.6 points to 103.1. Girls made the best progress.

Disadvantaged pupils narrowed the gap, exceeding the cohort progress by 0.6 points.

SEND pupils made good progress, narrowing the gap to the cohort by 0.4 points. They made better progress than the cohort.

Non-white British pupils narrowed the gap to the cohort average by 1.0 point.

White British and high attainers made the slowest progress, but still have an average of 103.9, which is above the national sample average. The school is aware that it needs to identify what the circumstances may be for this.

The school informed the Governors that as high attainers get closer to the top of the points system, it becomes harder to add on the extra points.

d) GL Assessment Data – Entry Year 6 to Exit Year 7

In English the cohort SAS has improved by 12.8 points, moving from an average score of 97.8 to above average at 110.6.

Males made the best progress, closing the gap on females by 0.6 points.

Disadvantaged pupils and Non-White British pupils made slower progress than the cohort average of 9.8 and 8.1 points respectively. However, both groups have moved from slightly below the national average to well above the national average, now performing above their peers nationally.

	<p>In Maths the cohort has improved by 7.5 points, moving from an average of 100.9 to above average of 108.4 points.</p> <p>Females started with a slightly better average than males and made better progress than males by 3.9 points.</p> <p>Disadvantaged pupils made good progress by 6.9 points from just above the 100 national average of 103.8 points to well above 110.7 points. This puts this group well ahead of their peers nationally.</p> <p>Non-White British pupils made the slowest progress, moving from below the national average to meeting the national average.</p> <p>The Chair felt that the data was very positive. The Head Teacher is happy that such comprehensive data is now available, and that he can identify which groups of children may need interventions to help with their progress.</p> <p>Q: Are the teachers finding the data useful? A: Yes – they are finding the headlining figures useful, particularly Heads of Year Groups. For individual teachers data is available for children regarding individual subjects and skills so that teachers can see what interventions can be implemented to support each individual child. Data can also be prepared and made available for parents, although not as detailed, it still informs parents of their child’s progress.</p> <p>Q: What is the cost of the system on an annual basis? A: The cost is approximately £5,000. It is about £5 per test, per child.</p> <p>This year the decision has been made to test the children in Science on entry as well as English and Maths so that a comparison of how they are progressing across the board can be seen.</p> <p>Q: Are Scissett Middle School doing the Science test? A: Not on entry.</p> <p>The Head Teacher is waiting for GL test data from Shelley College and will report to the Governors once it is received. Data is shared between Scissett and Shelley.</p>	<p>HT</p>
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2898.	<p>MINUTES OF THE MEETING HELD ON 5 JULY 2017</p> <p>RESOLVED: That the minutes of the meeting held on 5 July 2017 be approved and signed by the Chair as a correct record.</p>	
2899.	<p>MATTERS ARISING</p> <p>a) <u>Maths Mastery (Minute 2878 refers)</u></p> <p>The Head Teacher has circulated the email trail from Mr Gemmell to all the Governors regarding Maths Mastery.</p> <p>b) <u>Emergency Planning and Lockdown Procedure (Minute 2879 refers)</u></p> <p>The Health and Safety Committee have not met since the last full Governing Body meeting. A meeting is to take place on 27 September 2017 and the Emergency Planning and Lockdown Procedure will be discussed.</p> <p>c) <u>Complaint (Minute 2880 refers)</u></p> <p>The Head Teacher informed Governors that the child is not currently in school, but that they are working with the family for the child to return to education.</p> <p>d) <u>Recruitment of Volunteers (Minute 2881 refers)</u></p> <p>The Head Teacher has not had the opportunity to give consideration to the recruitment of volunteers during the current academic year due to other work commitments.</p> <p>e) <u>School Business Manager (Minute 2883 refers)</u></p> <p>A School Business Manager has now been appointed.</p>	HT

2900.	<p>REPORTS FROM COMMITTEES</p> <p>a) <u>Standards and Effectiveness Committee</u></p> <p>The Standards and Effectiveness Committee has not met.</p> <p>b) <u>Staffing Committee</u></p> <p>The Staffing Committee has not met.</p> <p>The Trust have asked that a joint committee be formed to agree the Pay and Appraisal Policy. They would like to have two Governors from each school at a meeting to be held at Birdsedge First School on Thursday, 9 November 2017 at 7.00pm.</p> <p>The joint committee will agree policies and recommendations for pay awards based on performances, and therefore felt that a full MAT meeting would be appropriate to ensure consistency. The committee may meet up to two times a year.</p> <p>RESOLVED: Ms Sheldon-Wright will attend. Mr Johnson will also be attending.</p> <p>c) <u>Health and Safety Committee</u></p> <p>The Health and Safety Committee has not met.</p> <p>d) <u>Performance Management Committee</u></p> <p>All Appraisal observations of staff have been completed. Appraisal interviews will be carried out on Thursday, 12 October 2017.</p> <p>The head Teacher felt that there was not a need for a separate Performance Management Committee as the matters can be discussed with the Staffing Committee.</p> <p>e) <u>Resources and Finance Committee</u></p> <p>The Resources and Finance Committee has not met.</p>	
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2901.	<p>HEAD TEACHER'S REPORTS AND GOVERNOR QUESTIONS</p> <p>Mr Johnson provided a verbal report.</p> <p>a) <u>Standards</u></p> <p>Spotlight Days are been carried out between schools within the Pyramid. These sessions aim to evaluate the accuracy for each school's Self-Evaluation (SEF) and offer support and give the opportunity for schools to share data and information.</p> <p>A Spotlight Day is taking place at KMS on Wednesday, 1 November 2017. Books, data, lessons and safeguarding procedures will be looked at. Pupils will also have opportunity to speak to one of the Heads or Trustees involved.</p> <p>An Attainment and Progress meeting is taking place on Wednesday, 11 October 2017 with Debbie Knowles and Helen Jones. Helen is a Trustee and a Head Teacher of a 'through' school in Halifax. The focus of the meeting is to look at GL data and progress across the school.</p> <p>b) <u>Teaching and Learning Standards</u></p> <p>Mr Johnson is monitoring teaching and learning, with a focus on planning in the Autumn Term. He wishes to check that systems are effective.</p> <p>c) <u>Setting Arrangements</u></p> <p>The school has moved away from 'Sets', whereby children are split depending on ability, to mixed groups to enable peer tutoring to take place.</p> <p>This supports the schools developments in terms of 'Growth Mindset' development and is backed up with evidence from the Education Endowment Foundation. There will be a blend of groups for the highest and least able, with mixed ability groups in between. This will be reviewed throughout the year. There were some concerns from two families, who subsequently removed their children. These places have now been filled.</p>	
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d) CPD

There was a joint training session held with other schools in the pyramid focussing on Growth Mindset. It was a positive morning.

e) Pupils issues / Safeguarding

The school are supporting two pupils on a managed transfer. However, the law has recently changed and one pupil may return to KMS as he was originally permanently excluded, the LA asked that it be moved to a Fixed Term exclusion, but guaranteed he would not return. However, with a change to the law in September, fixed term exclusions can no longer become permanent.

f) Year 6

The Year 6 pupils have settled in well. The children are well behaved and there is generally a more positive feel around the school, with a much better ethos for learning.

g) Pupil Numbers

Each year group is full with a waiting list.

Q: When is the school due to take extra children?

A: September 2018

There was one issue of bullying which has been dealt with.

h) Staffing

Lynn Robinson retired and Carole Cane has now been appointed and has made a positive start.

Nigel Barry, an experienced cover teacher is currently in the school covering a vacant Maths position until January 2018.

Tracey Waterhouse has accepted the position that was vacant when Jane Cozens left. She will start in January 2018.

	<p>The school timetable may change when Tracey comes into post. Jonathan Cavell is currently covering Maths and Science, rather than employ a Maths supply teacher. However, Tracey specialises in Maths, therefore the timetable could be changed to accommodate Tracey’s skills and allow Jonathan to return to science full-time.</p> <p>Don Thewlis has been the caretaker at KMS for 27 years and is due to retire. Ashley Carver has been appointed, he is currently the caretaker at Netherthong.</p> <p>i) <u>Premises</u></p> <p>The bungalow has now been developed into a more effective learning space.</p> <p>Two study areas have been created in school in the James Area.</p> <p>The school is currently looking at a Condition Improvement Fund bid with the Financial Director for the next academic year.</p> <p>LED lighting was fitted throughout the school during the summer and has had a very positive impact.</p> <p>Some IT equipment has been upgraded, although this has not been happening as quickly as was hoped.</p> <p>j) <u>Parents and Community Cohesion</u></p> <p>27 children and 3 adults are to go on the Hadrian’s Walls trip the week before October half-term. Mr Johnson would like to send out the Risk Assessment to all Governors for checking.</p> <p>ACTION: Governors are to read the risk assessment and report back to Mr Johnson by Friday 6th October.</p> <p>Church visits have been arranged. Mr Johnson is involved in the Re-ordering Committee at All Hallows Church, who are bidding to create teaching and community spaces within the Church. If successful these spaces would be available to all the schools.</p>	<p>All</p>
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2902.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The Head Teacher presented the School Development Plan – Draft 1, to the Governors.</p> <p>The Plan has been sent to the Heads of subjects for them to look at and feedback on.</p> <p>The four objectives were highlighted:</p> <ul style="list-style-type: none"> a) To develop and embed a ‘Growth Mindset’ approach to learning and teaching across all aspects of school life. b) To accelerate the progress of ‘focus’ groups: <ul style="list-style-type: none"> • FG1 - Narrow the Year 6 gender gap in Maths • FG2 - Improve the percentage of pupils achieving ‘Working at Greater Depth’ at KS2 Writing from 2017 • FG3 - Accelerate the progress of Year 7 non-WBRI in English • FG4 - Accelerate the progress of Year 8 non-WBRI in Maths and English c) To improve SATs results in Mathematics at the end of KS2 to 80% Meeting Expectations or better. d) To improve communication of assessment and progress data to parents. 	
2903.	<p>MAT UPDATE</p> <p>Spotlight Days and a Joint Staffing Committee are to take place, as discussed under Minute 2901.</p> <p>A MAT Heads meeting took place, which has generated a lot for discussion at the Health and Safety Committee. There will be joint Health and Safety action plan based on the individual needs of the schools.</p> <p>Policies throughout the Trust need to be looked at jointly, such as Managing Stress at Work, Near Miss Forms etc.</p> <p>The Data Protection Law is changing and the MAT will meet to discuss the implications of this for the schools.</p> <p>There is a joint newsletter.</p>	

	<p>Funding will be sought for schools throughout the MAT.</p> <p>A Governor Chairs' Meeting is to take place. Trust wide Governor training will be discussed at the next Chairs meeting.</p> <p>ACTION: If any Governors have suggestions as to what the Chairs could be looking at with regards training are to email Miss Green.</p> <p>The Chair is meeting with the Chair of the Trust.</p> <p>ACTION: If any Governors would like Miss Green to raise any matters they are to email her.</p> <p><i>Ms Sheldon-Wright left the meeting at 8.25pm.</i></p>	<p>All</p> <p>All</p>
2904.	<p>PYRAMID DEVELOPMENT UPDATE</p> <p>The Community Bridge Hub is moving forward.</p> <p>Moderation meetings in Maths and English are to continue to support schools in agreeing standards.</p> <p>School placed planning is taking place to discuss how the increase in children applying for schools once the new homes are built will be managed.</p> <p>Funding is to be pulled from all schools to support disadvantaged pupils and their families.</p> <p>Maths Mastery is continuing.</p> <p>Networks for Maths, English and Science are continuing.</p> <p>There is a strong focus on the Pyramid at the moment, which is very positive.</p>	

2905.	<p>SCHEME OF DELEGATION</p> <p>The scheme of delegation is been looked at in individual committees.</p> <p>ACTION: The Head Teacher and the Chair will meet to discuss staffing and will feedback at the AGM.</p>	HT and Chair
2906.	<p>SAFEGUARDING</p> <p>The Safeguarding Policy has been updated in line with the Local Authority Policy.</p> <p>All staff have signed to say that they have read the ‘Keeping Children Safe in Education’ Policy, ‘Whistleblowing’ Policy, ‘E-Communications’ Policy and ‘Acceptable Use of IT’ Policy. They have also attended Channel training.</p> <p>Staff are up to date with Safer Recruitment training and Team Teach training.</p>	
2907.	<p>GOVERNOR TRAINING AND GOVERNOR VISITS</p> <p>Mr GreenHalgh is due to attend the Induction training.</p> <p>Dr Harris has completed the following training:</p> <ul style="list-style-type: none"> - Prevent - Diversity in the Workplace - Diversity in Teaching and Learning - Unconscious Bias <p>Miss Green has attended Growth Mindset training.</p> <p>E-Safety training for parents is being held at Scissett Middle School on Tuesday, 7 November 2017.</p>	
2908.	<p>ANY OTHER BUSINESS</p> <p>a) <u>School Visit</u></p> <p>This matter was discussed under Minute 2901.</p>	

2909.	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That the next meetings of the Governing Body be held at 7.00 pm at the School on:</p> <ul style="list-style-type: none"> (i) Wednesday, 22 November 2017 – Annual General Meeting (AGM) (ii) Thursday, 25 January 2018 (iii) Monday, 19 March 2018 (iv) Tuesday, 8 May 2018 (v) Wednesday, 4 July 2018 	
2910.	<p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: 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 8:30 pm.