

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 Wednesday 4 July 2018.

PRESENT

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

In Attendance

Ms Lynn Rattigan (Minute Clerk)

Mr Jason Field (Academy Finance Director)

Item	Minutes	Action
2989. ACADEMY FINANCE AND SCHOOL BUDGET	<p>The Chair had altered the presentation topic from the original agenda. Mr Field had been invited to update the Local Governing Body (LGB) about Academy finances and the school budget.</p> <p>It was agreed to take the agenda out of turn as it was logical to discuss the Report from the Resources and Finance Committee at the end of Mr Field's presentation.</p> <p>Mr Field stated that he would speak of the Services offered by the Trust and why the central charge had been changed from 2.5% of GAG to 4%, the school's budget and the national education funding context.</p> <p>Mrs Sheldon-Wright joined the meeting.</p> <p>When the Academy was established it was acknowledged that a 2.5 % charge would not fund the services required so the Trust cost centre was in deficit. The original Service Level Agreement (SLA) between the Trust and its schools had been reviewed by the Trust Board and Executive Leadership Team (ELT) and Chairs. The following services had been agreed; Finance Director CEO (2.5 days per week), clerking service, legal and HR service, central accounting and budgeting system and processes, health and safety systems and statutory audits.</p>	

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	<p>Independent Reviews of each school had highlighted that more resource was needed for school improvement. To address this, the CEO would spend an additional half day dedicated to Trust activities, effective immediately, and additional school improvement resource would be made available to schools from September 2018. Further improvements would be made to health and safety. The additional charge is to cover these necessary services and focus on school improvement. This will remove the Trust deficit of £27k and create a small surplus.</p> <p>The Trust creates additional value by creating the conditions for good governance, submitting funding bids, peer reviews, Trust-wide projects and improving procurement.</p> <p>Q. Are the Trust accounts available? ACTION: An overview of central budgets to be shared with the school.</p> <p>Mrs Barraclough joined the meeting.</p> <p>Q. How does the 4% of GAG funding service charge compare to previous charges under the Local Authority (LA). A. Overall, the charges made by the Trust are less than the LA. In some cases, for example, the provision of HR and Legal advice, the levels of service has improved, and the cost is 25% less.</p> <p>Governors commented that although they understood that direct comparisons were difficult because of variances in the quality of provision they would welcome comparative information between charges made by the LA and the Trust.</p> <p>ACTION: Comparative service charges to be shared at the next ELT meeting and with members of the school's Finance Committee.</p> <p>Q. Will salary costs be shared? A. This is already part of the transparency process. Bandings can be shared, but sensitive personal data cannot be revealed.</p> <p>Mr Field acknowledged there is tension between school budgets and ensuring the Trust is strong centrally.</p>	<p>FD</p> <p>FD</p>

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	<p>The Kirkburton Middle School Budget dashboard was tabled.</p> <p>Mr Field explained that across the Trust there was a decrease in funding equating to £21 per pupil, primarily due to a reduction in non-GAG funding. Kirkburton had lost £16k through the reduction in non-GAG funding. Although school numbers had increased, and income was neutral, £39k of high needs funding had been lost as pupils exited.</p> <p>The nationally agreed pay award for support staff was up to 2%, depending on grade and the budget assumed teachers pay would be the same. This would be an additional cost to the Trust of £200k and £60k for Kirkburton. The pay award costs had to be absorbed as no further funding was available to support the increases.</p> <p>The provisional school budget for 2018/19 is a deficit of £41, 704 and is likely to alter as it is dependent on so many variables. Despite the predicted deficit, school is in a strong financial position.</p> <p>Q. Is there a contingency plan? A. Budgets are reviewed and regularly monitored, especially staff costs as this accounts for 50% of expenditure.</p> <p>Q. Are there any savings initiatives being considered? A. the Trust is assessing where common services can be delivered more effectively across the Trust.</p> <p>Mr Field was thanked for his presentation and left the meeting.</p>	
<p>2990. REPORT FROM THE RESOURCES AND FINANCE COMMITTEE</p>	<p>The Minutes of the Committee of 20 June 2018 were tabled. The committee had assessed 4 different budget scenarios and had discussed the assumptions and scenarios in detail with the School Business Manager (SBM).</p> <p>The Committee recommended a deficit budget of £41,704 for 2018/19, as discussed at minute 2889. This was a realistic budget taking into consideration central fees, PAN, staff pay awards and known reductions in non-GAG funding.</p> <p>Q. Does the Trust review contracts to ensure they are fit for purpose and offer</p>	

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	<p>value? A. Yes, this is done centrally with the SBM.</p> <p>RESOLVED: That the 2018/19 budget be recommended to the Board of Trustees.</p>							
2991. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence were received from Dr A Harris, with consent.</p> <p>There were no declarations of interest.</p>							
2992. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	(1) Governing Body Review.							
2993. BUSINESS INTEREST FORMS	ACTION: Email Business Interests forms to Ms Harrow and Miss Fothergill.	Chair						
2994. REPRESENTATION	<p>The following matters of representation were noted:</p> <p>End of Term</p> <table border="0"> <tr> <td><u>Name</u></td><td><u>Category</u></td><td><u>With Effect From</u></td></tr> <tr> <td>Ms Emma Charlesworth</td><td>Staff Trust</td><td>03.10.2018</td></tr> </table> <p>Ms Charlesworth was thanked for her contribution and asked if she would like to stand for election for a further Term of Office, which she agreed.</p> <p>ACTION: Seek expressions of interest from staff and hold an election.</p> <p>Governors sought clarification of Mr Papworth's designation and when his current Term of Office ends.</p> <p>ACTION: Governor Clerking Service to inform the Chair.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms Emma Charlesworth	Staff Trust	03.10.2018	<p>Head Teacher</p> <p>GCS</p>
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Ms Emma Charlesworth	Staff Trust	03.10.2018						
2995.MINUTES OF THE MEETING HELD 8 MAY 2018	RESOLVED: That the minutes of the meeting held 8 May 2018 be approved and signed by the Chairman as a correct record.							

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2996.MATTERS ARISING	<p>All Matters Arising were confirmed as complete with the exceptions of:</p> <p>(a) Matters Arising (Minute 2975 refers)</p> <p>ACTION: Chair to circulate the revised Governors' Responsibility Spreadsheet</p> <p>(b) Matters Arising (Minute 2975 refers). The Appeals process had concluded, and 2 appeals had been accepted.</p> <p>Q. Does this mean the PAN is now 30 per class? A. Year 6 is at 30, and the other 5 classes are at 29.</p>	Chair
2997. SAFEGUARDING	<p>Mrs Sheldon-Wright confirmed that a visit to inspect the Single central Record was scheduled.</p> <p>Ms Harrow advised that Keeping Children Safe in Education Part 1 had been heavily revised. She had prepared a presentation in her working capacity and offered to share this and a summary with Governors and staff. She emphasised that all staff must be trained by 3 September. The LGB thanked Ms Harrow and gladly accepted her offer. Ms Harrow offered to train staff and governors on safeguarding.</p> <p>ACTION: Ms Harrow to circulate training on Keeping Children Safe in Education and discuss training needs for staff with the Head Teacher.</p>	Ms Harrow/ Head Teacher
2998.REPORTS FROM COMMITTEES	<p><u>Standards and Effectiveness Committee</u></p> <p>Minutes were not available, and the Chair gave a verbal update. The Committee had received an update on Reading and British Values and had assessed the School Development Plan.</p> <p>The Teaching and Learning and High Achieving Pupils Policies has been reviewed and was recommended to the LGB.</p> <p>ACTION: The policies to be circulated to the LGB.</p>	Chair

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	<p><u>Health and Safety Committee</u></p> <p>The Committee had not met since the previous LGB, with the next meeting scheduled for 12 July 2018</p> <p><u>Grounds Committee of 15 May 2018</u></p> <p>The Minutes were tabled.</p> <p>It was agreed to keep the charges for letting the same.</p> <p>Full accounts were available and have been scrutinised. The frequency of billing has been amended to twice yearly.</p>	
<p>2999. HEAD TEACHER'S REPORT</p>	<p>The Head Teacher's Report had been circulated before the meeting and covered: Attendance, KS2 Teacher Assessments, CPD, Safeguarding, Staffing, Premises and Community Cohesion. The Head Teacher highlighted:</p> <p>Although attendance is acceptable at 96.1%, there are 3 children with long-term absence relating to ill health and 1 child refusing to attend. School is working with parents and other agencies to support the children and resolve the issues.</p> <p>KS2 Teacher Assessments showed substantial improvements in reading and writing while maths had stayed the same and science had deteriorated. All assessments had been moderated.</p> <p>Q. If the SATs results reflect the assessments, will this move school from the coasting category?</p> <p>A. We won't know until the progress scores are available. It is not clear whether the coasting category is still recognised.</p> <p>The Sports Coordinator, Mrs Jenny Hughes is to reduce her workload and provision will be amended accordingly. Governors acknowledged Mrs Hughes' work and dedication.</p> <p>The children had raised substantial sponsorship for the Forget Me Not Trust.</p>	

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3000. PERFORMANCE MANAGEMENT.	From September 2018, Perspective would be used to integrate the approach to School Improvement, CPD, Appraisal and Teacher Standards.	
3001. SCHOOL DEVELOPMENT PLAN AND END OF YEAR REVIEW	<p>These items had been listed separately on the agenda, but it was decided to amalgamate the discussion.</p> <p>The Head Teacher gave an update on the SDP indicating progress and RAG ratings. Work on measuring the impact of objectives was continuing, and much more evidence will be available at the end of term, including SATs results.</p> <p>The Chair had conducted a questionnaire and pupil voice meetings with representatives from Years 6, 7 and 8. The discussion focused on pupils' engagement with Growth Mindset and teaching techniques. The Chair commented that the feedback was excellent, and she found the children enthusiastic, confident and willing to engage. In particular, they were encouraged to try new and challenging things and were very supportive of each other. Further work would be undertaken with disadvantaged children and high achievers, and governors were encouraged to participate.</p> <p>ACTION: The questionnaire and summary of feedback to be circulated to the LGB.</p> <p>RESOLVED: That a full end of year review is an agenda item for the September 2018 meeting.</p>	<p>Chair</p> <p>GCS</p>
3002. MAT UPDATE	<p>Cleaning services had been moved in-house across the Trust and staff had been TUPE'd across. This had delivered at £10k saving on the management fee at school level.</p> <p>An ELT planning meeting was scheduled for 5 July.</p>	
3003. PYRAMID DEVELOPMENT UPDATE	<p>School had hosted a Community Hub Healthy Lifestyle Roadshow. Between 70-80 families had attended and feedback on the presentations and activities was positive.</p> <p>The future of the Community Hub is uncertain as funding is an issue.</p> <p>Q. Did the Roadshow engage with families of Disadvantaged Children? A. Yes.</p>	

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3004. RISK REGISTER	There were no changes	
3005. SCHEME OF DELEGATION	There were no changes.	
3006.GOVERNOR TRAINING AND VISITS	<p>The Chair had visited and undertaken Pupil Voice Work, and this had been discussed under School Development Plan (minute 3001 refers). She had also supported the HLTA interviews.</p> <p>Ms Harrow had attended 2 governor training sessions and was scheduled to visit school on 9 July.</p>	
3007.ANY OTHER BUSINESS	<p>(1) Governing Body Review</p> <p>A special meeting to review the LGB including the Visits Policy, Linked Governors and questions for Ofsted was agreed for w/c 8 October 2018.</p> <p>ACTION: Head Teacher to email governors and coordinate a date.</p>	Head Teacher
3008.DATE OF NEXT MEETING AND POSSIBLE AGENDA ITEMS.	<p>RESOLVED: That the next meetings of the Governing Body be held at the School at</p> <p>7pm on</p> <p>25 September 2018</p> <p>21 November 2018- AGM</p> <p>24 January 2019</p> <p>18 March 2019</p> <p>7 May 2019</p> <p>3 July 2019</p> <p>That the next meetings of the Resources and Finance Committee be held at the school on</p> <p>19 November 2018 at 7pm</p> <p>26 February 2019 at 2pm</p> <p>19 June 2019 at 7pm</p> <p>That the next meeting of the Standards and Effectiveness Committee</p>	

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	be held at the school on 19 September 2018 at 7pm	
3009.AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: No part of the minutes be excluded from the copy to be made available at the School.	

The meeting closed at 8.45 pm