

## 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 Monday 18 March 2019.

### PRESENT

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

### In Attendance

Ms Heather Grange (Minute Clerk)

Item	Minutes	Action
<b>1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b>	Apologies for absence were received from Ms E Charlesworth, Ms P Harrow and Mrs D Sheldon-Wright with consent.  There were no declarations of interest.	
<b>2. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b>	The following item was notified to be discussed under Any Other Business: <ul style="list-style-type: none"> <li>• Catering Steering Group Update</li> </ul>	
<b>3. MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2018 AND MINUTES OF THE MEETING HELD ON 24 JANUARY 2019</b>	RESOLVED: That the minutes of the meeting held on 24 January 2019 are agreed as a true record, subject to minute 9 MAT update being amended to say that Mr Johnson should say Mr Johnson (not Mr Greenhalgh) reported that there was a new CEO of the MAST.  RESOLVED: That the minutes of the meeting held on 21 November 2018 are agreed as a true record.	
<b>4. MATTERS ARISING FROM THE MEETING HELD ON 24 JANUARY 2019</b>	The Head Teacher reported that he is not receiving papers through the post for Governing Body and Committee meetings.	<b>Governor Clerking Service</b>

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	<p>(a) <u>Governor Action Plan (minute 4 iv refers)</u></p> <p>The Chair confirmed that she has received governors' comments and will update the Governor Action Plan and add items to the governing body meeting agendas as necessary.</p> <p>(b) <u>Safeguarding (minute 5 refers)</u></p> <p>The Head Teacher confirmed that Mrs Sheldon-Wright has been into school to look at; attendance, behaviour and the Single Central Record.</p> <p>(c) <u>Performance Management (minute 6 refers)</u></p> <p>The Head Teacher reported that he has two remaining staff appraisals to complete.</p> <p>(d) <u>Progress Since the Last Inspection (minute 10 refers)</u></p> <p>The Chair confirmed she had received governors' responses and these will be incorporated into the document to be shared at the next meeting.</p> <p>(e) <u>B11 Note of Visit (minute 11 refers)</u></p> <p>The Head Teacher noted that the external review report was sent out to governors and the recommendations from the review will be implemented by Easter. The Head Teacher reported that he and Mr Papworth had undertaken some CPD with Natasha Greenough and following this, the Head Teacher is putting together some CPD for staff around effective questioning and assessment for learning strategies and this programme will run for the rest of the academic year.</p> <p>(f) <u>Reports from Committees (minute 12 refers)</u></p> <p>Governors confirmed that the Charging and Remissions Policy and the Governor Expenses Policy had been sent out to governors.</p>	<p><b>The Chair</b></p> <p><b>Mrs Sheldon-Wright to circulate her visit report and provide an update at the next meeting.</b></p> <p><b>The Chair to update and share the paper at the next meeting.</b></p>

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	<p>(g) <u>Governor Training and Governor Visits (minute 13 refers)</u></p> <p>The Chair confirmed that governors were sent the links to the mental health and wellbeing websites.</p>	
<p><b>5. STAFFING UPDATE</b></p>	<p>The Head Teacher advised that there have been a number of staffing changes and some of these will be discussed in detail later in the meeting. The following updates were noted by the Head Teacher:</p> <ul style="list-style-type: none"> <li>• Mrs Sheridan has decided to retire at the end of this year so will leave in July.</li> <li>• Mrs Tedder is retiring at end of May.</li> <li>• Mrs Law in the office is retiring at the end of the academic year. This role will be replaced but changed to a more secretarial/PA to the Head teacher type role than it is currently.</li> <li>• A Business Support Officer has been appointed on 25hrs per week, this was to replace a BSO that left at Christmas. The new BSO will take on responsibilities for ParentPay and trips – which Mrs Law currently has responsibility for.</li> <li>• An NQT has been appointed to teach History and English and will start in June on a casual contract which will then change to an NQT contract from September.</li> <li>• A new curriculum lead has been appointed internally for PHSCE from the start of April.</li> <li>• The Head of MFL post will not be replaced like for like and this will be discussed later in the meeting under 'Reports from Committees'.</li> <li>•</li> </ul>	
<p><b>6. SAFEGUARDING</b></p>	<p>The Head Teacher reported the following updates in relation to Safeguarding: Mrs Sheldon-Wright has undertaken a Safeguarding visit to school and will write a report to governors (minute 4 b refers). Staff have received training from the Virtual College for mental health training and Mrs Jackson is working on a Mental Health Policy which should be ready shortly.</p> <p><b>Q. Is this training all complete now?</b></p> <p>A. All staff have started the training but not all have completed it yet, they get a certain amount of time to do the training.</p>	<p><b>Mrs Sheldon-Wright to write and share a report about her Safeguarding visit.</b></p>

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	<p><b>Q. Is it generic mental health or specific for staff/pupils?</b>  A. It is not for staffs own wellbeing it's in regards to pupils mental health.</p>	
<p><b>7. REPORTS FROM COMMITTEES</b></p>	<p>(a) <u>Standards and Effectiveness Committee Meeting 7 February 2019</u></p> <p>The Chair provided a summary of the meeting which had included; a presentation from Ms Crowther and Mr O'Brien about English - the Chair noted thanks to them for this. Consideration of progress data to date, the School Development Plan including rag-rating, the Online Safety Policy and Assessment for Learning Policy were adopted.</p> <p>The Chair noted that the actions and success criteria milestones are included in the committee meeting minutes, there are some outstanding items still to do because of more pressing priorities.</p> <p>(b) <u>Finance and Resources Committee Meeting 26 February 2019</u></p> <p>Mr Greenhalgh provided a summary of the meeting as follows:</p> <p>A slight financial deficit is forecasted for this year this is not an issue at present as there is a £193K carry forward from last year but is something to monitor going forward. The deficit has reduced slightly since the committee meeting and is approximately £17K.</p> <p>The Head Teacher noted that pupil numbers for year 7 are confirmed and year 6 numbers will be available on 16<sup>th</sup> April. The Head Teacher talked through proposals to staffing changes and roles and responsibilities:</p> <p>(i) <u>SENCO Role</u></p> <p>The SENCO role may be shared across Scissett Middle and Kirkburton Middle schools when Mrs Tedder leaves in May.</p> <p>(ii) <u>MFL</u></p> <p>Mrs Hallas has been asked to take on the role of Head of MFL and this was planned as part of succession planning. Mrs Hallas would increase her working days to 5 days per week and a cover staff member will work 1 day per week to</p>	<p><b>The Head Teacher to send; English notes, Maths notes and the Arex report to governors.</b></p>

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	<p>cover PPA time.</p> <p>(iii) <u>Assistant Head Teacher</u></p> <p>The Head Teacher explained that savings made from the shared cost of the SENCO role, MFL, English and Maths and NQT staffing changes has provided the opportunity to expand the Senior Leadership Team to 4 members of staff. The school has managed with 3 members in recent times due to budget constraints but the CEO of the MAST has strongly recommended an appointment is made for an additional SLT member to take responsibility for teaching and learning, pedagogy, CPD and external qualifications to address issues highlighted in the external review.</p> <p>The Head Teacher advised that the proposals had been considered at the Resources and Finance Committee and in particular the cost impact. The costs have been considered further by the School Business Manager and the Head Teacher and detailed information was provided in governors' information packs. Governors considered the costings. Mr Greenhalgh confirmed that the Finance committee decided to recommend the proposals to the Governing Body for approval and the Chair invited questions.</p> <p><b>Q. Would it be a full time SLT post?</b> A. Yes on a permanent contract.</p> <p>The Chair noted that she felt expanding the Senior Leadership Team was necessary and Dr Harris emphasised the importance of monitoring the impact of changing the SENCO role to ensure that the children are not adversely affected and continue to be well cared for. The Head Teacher noted that the SLT do have some concerns in this regard and therefore any changes will be kept under review.</p> <p>Governors discussed how the SENCO role and distribution would work in practice.</p> <p><b>RESOLVED:</b> That governors agree to the proposed staffing changes.</p>	

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	<p>(iv) <u>Pupil Places</u></p> <p>The Head Teacher talked about an anticipated budget deficit of £50K per year and that such an amount can only be addressed by cutting staff or increasing pupil numbers. The Head Teacher explained that Scissett Middle School is already oversubscribed because of an increase in house building locally and this is likely to increase so there will be lots of pupils looking for an alternative school.</p> <p>The Head Teacher added that parents have already contacted the school to ask about places and reiterated that there is a great pressure for school places which the Local Authority (LA) needs to address. Therefore, the Head Teacher has spoken to the LA about increasing the current PAN at Kirkburton Middle and the advice was that because the school is an academy trust school, governors can decide to admit over the PAN and review this annually but there is no need to have a formal consultation.</p> <p>The Head Teacher proposed that the Governing Body agrees to admit 1 additional pupil per class which would generate approximately £50K of income to offset the predicted budget deficit. The Head Teacher noted that if income can be increased through increasing pupil numbers then the carry forward would not be needed to offset any deficits and could be used in other areas the school needs to develop.</p> <p><b>Q. Last time you had concerns about the building and pupils moving around safely?</b></p> <p>A. Children now move around the outside of school, this is working really well and we don't have a crush or corridors overcrowded. Some children aren't always on time if they are loitering but this is something we can address.</p> <p><b>Q. You are assuming the number of applications are going to be above our PAN. If we set a limit do you think we can stick to this number or would we be expected to take more pupils? Could you not wait until you know what the numbers are?</b></p> <p>A. Admissions are allocating places now so they're keen to let families know. If we can avoid the disruption for families I would prefer this. We have a</p>	

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	<p>waiting list for 17 pupils so would definitely fill the places. It eases the budget and going forward I want to give priority for children who live in this area.</p> <p>The Head Teacher talked about changing the current admissions criteria so that children attending the pyramid first schools have a higher priority.</p> <p><b>Q. Where do the children who applied for Scissett go if they don't get a place?</b></p> <p>A. The LA often offer them Thornhill and Dewsbury area schools because as the crow flies, it's closer.</p> <p><b>Q. How many pupils are we talking about in Scissett that don't get a place?</b></p> <p>A. They are heavily over-subscribed and getting worse because of all the building. There'll also be a knock on effect for Shelley College.</p> <p><b>Q. Would this put us at odds with other admission policies within the pyramid?</b></p> <p>A. I think we would look at having an admission policy across the pyramid schools that is consistent.</p> <p><b>Q. If you're looking at that, can you also add for children that go to our feeder schools but don't necessarily live in the catchment area?</b></p> <p>A. Yes we'd look at this.</p> <p>RESOLVED: That governors agreed in principal the proposals for admissions 2021 and the Head Teacher will report back to governors after further research.</p> <p>RESOLVED: That the Governing Body agrees to admit 6 places over the Pupil Admission Number (PAN).</p>	

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	<p>(c) <u>Health and Safety Committee meeting 25 February 2019</u></p> <p>The minutes of the meeting were included in governors' information packs.</p> <p>A health and safety walk around had been undertaken by Ms Charlesworth and the school caretaker and an action plan has been formulated which is being worked through. The Head Teacher advised that there are a large number of risk assessments for governors to approve and these were made available at the meeting for governors to look at.</p> <p><b>Q. Has the Caretaker undertaken the Fire Safety audit and addressed the actions from this?</b></p> <p>The Head Teacher advised that the Caretaker has undertaken a fire safety audit and there was a list of actions arising from the audit, including replacement doors which there should be a response about within the next few weeks.</p> <p>The committee recommended the MAST Educational Visits Policy be adopted by the governing body and noted that the policy is on the school website.</p> <p>RESOLVED: That the Governing Body adopts the MAST Educational Visits Policy.</p>	
<p><b>8. MAST SEN AUDIT</b></p>	<p>The Head Teacher reported that the MAST SEN Audit has been undertaken by Liz Godman one of the trustees who had worked for Kirklees for many years and was a leader for SEN. Liz has audited each of the trust school's SEN provision and Liz also conducted the Head Teacher's appraisal.</p> <p>The Head Teacher noted that information about the audit was included in governors' information packs and the summary from Liz which was; that although the SENCO does not have Qualified Teacher Status, Cath Jackson is the official SENCO, there is much evidence of straight in practice in relation to SEN which could provide very useful to support other schools within and beyond the trust including; nurturing approach, meeting SEMH needs, guidance for staff, Growth Mindset, transition, identification, assessment and interventions.</p>	



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	<p><b>Q. Were there any actions from the audit?</b></p> <p>A. No but Liz would have certainly told us if there was anything to address.</p> <p>Governors acknowledged what a loss Mrs Tedder will be for the school when she leaves.</p>	
<p><b>9. MAST UPDATE</b></p>	<p>The Head Teacher reported that the MAST CEO Natasha Greenough has produced a document title 'Centralised Services within MAST' and this was included in governors' information packs. The Head Teacher explained that the document outlines the different roles which are central to the MAST and noted that the previous CEO Debbie Knowles, who is now the Director of School Improvement is fulfilling this role on an unpaid basis.</p> <p>Governors considered two further documents also produced by the CEO; the current MAST governance structure and a different MAST Governance model. The Head Teacher explained that the current model is not workable if the MAST was to expand the number of schools within the Trust and noted the key differences between the current and proposed structure.</p> <p>The Chair reported that the Trust chairs met last week with Mrs Greenough for an informal discussion about; Trust policies which need to be reviewed, training and governors' responsibility in ensuring that the schools within the Trust are fulfilling their obligations in regards to the equality statement and policy in that children have equal access to learning i.e. boys and girls and SEN children. The Chair asked governors to be mindful of equality when they are visiting and to question staff about this.</p> <p>The Chair also reported that the trust is putting together a communication strategy and will be introducing Office 365, this will include governors being provided with new email addresses and an app to receive minutes and comment or ask questions more easily. The Chair explained that the date for introducing Office 365 is expected to be September 2020 but there may be an alternative app that can be used in the interim to provide this function. The Chair added the new Ofsted Framework was also discussed at the meeting and a discussion followed about the proposed changes to inspections and the Chair informed governors that they can comment on these as part of the consultation taking place at the moment.</p>	<p><b>All Governors</b></p>

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	<p>The Chair reported that upcoming training for staff on Action Research Training provided through the West Yorkshire Teaching Alliance, was also discussed. The Head Teacher explained Action Research Training and noted that a staff member at Kirkburton is undertaking some CPD on high achieving pupils.</p> <p>The Chair reported that the proposed date for the MAST Governor Conference is 12 June 2019, to be confirmed. The conference will focus on; new communication tools and the Ofsted Framework. The Chair advised that the chairs had discussed governing body peer-reviews at their last meeting as all governors had said they'd like to get the know the schools within the trust, the Chair asked the Head Teacher if he would be agreeable to the other chairs within the trust visiting the school and the Head Teacher confirmed this would be fine.</p>	
<p><b>10. HEAD TEACHERS REPORT AND GOVERORS QUESTIONS</b></p>	<p>(a) <u>SATs Predictions</u></p> <p>Mr Papworth talked through the SATs predictions for this year and the following points were noted:</p> <ul style="list-style-type: none"> <li>• 80% at the expected standard for Reading, this is above last year (71%).</li> <li>• 76% at the expected standard for SPAG, slightly lower than last year (77%).</li> <li>• There has been an increase in the number of children achieving above (24%).</li> </ul> <p><b>Q. Was there a dip last year?</b> A. Yes but we should be more in line with the year before last this year.</p> <ul style="list-style-type: none"> <li>• 90% predicted to achieve the expected standard for Writing.</li> <li>• 56% have achieved the expected standard for Maths, this is predicted to increase to 59% for SATs. A maths test will be taken the first week of April.</li> </ul> <p><b>Q. What percentage are working above the expected standard?</b> A. 10% at the moment. National is 20%.</p> <ul style="list-style-type: none"> <li>• Combined Reading, Writing and Maths is 49%, last year was 52%, national is 60% or above.</li> </ul>	

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	<p>Mr Papworth summarised that at present the predictions are that; results will be above last years results but maths and RWM combined will be short of national standards.</p> <p>(b) <u>SIF Project</u></p> <p>Mr Papworth provided an update on the SIF project as follows:</p> <ul style="list-style-type: none"> <li>• Children undertook the final of the 3 tests which showed that they have improved despite some backtracking following the second test.</li> <li>• The whole cohort standardised score increased and more improvement was shown among disadvantaged groups that were receiving interventions.</li> <li>• There was a drop in children achieving below average by 4% and children achieving above average increased by 5%.</li> <li>• Disadvantaged pupils showed no change for those in the higher achieving groups and lower achieving groups went down by 11%.</li> <li>• Whole cohort; 88% children had achieved expected 30% above expected, pupils in intervention groups 80% are making above or expected progress. 25% of the group made higher or much higher progress. All children made progress over the 6 months.</li> </ul> <p>Mr Papworth noted that once further data is gathered from the project it will be clearer to see whether it has been effective. Dr Harris suggested monitoring the impact of the project.</p> <p>Dr Harris provided a verbal report about her English visit to school noting that; children seemed interested and engaged and were proactively engaging with the materials which were of a good standard. There is an element of competition amongst the children and they receive lots of support. Dr Harris explained the Reading Recovery Project being delivered in New Zealand. Dr Harris added that she observed a group session of five children who were very focussed and felt that having any numbers higher than this would be difficult to monitor their learning. Mr Papworth talked about the Lexonik programme.</p>	

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	<p>(c) <u>Quality of Teaching and Learning</u></p> <p>The Head Teacher reported that he had undertaken some CPD with the CEO Natasha Greenough around classroom observations and monitoring in relation to the new Ofsted Framework which is about looking at the learning taking place as opposed to the structure of lessons and technique being used.</p> <p>The Head Teacher reported that he has been visiting Holmfirth High School to look at their maths and English teaching and that Holmfirth have also visited Kirkburton and the styles used are very different. The Head Teacher added that Holmfirth are visiting again this week to look at English and workbooks before doing some work sampling. The Head Teacher noted that this is very useful for both schools.</p> <p>The Head Teacher explained that there is a CPD programme for staff assessment of learning and questioning and that Mr Parker is undertaking a National Professional Qualification for Middle Leaders, 2 HLTA's are going through assessment and Mrs Greenough is working with staff about the Ofsted Framework.</p> <p>(d) <u>Behaviour</u></p> <p>The Head Teacher reported that there has been one racist incident, there have been no bullying or homophobic incidents or exclusions. There is one student on a part-time timetable which is working well.</p> <p>The Head Teacher noted that Mr Lawler an Inclusion Worker who works one day per week and is a trained social worker, is excellent at working with the schools hard to reach boys.</p> <p>(e) <u>Science Fair</u></p> <p>The Head Teacher said that the school's Science Fair was a fantastic event with over 200 people attending this.</p>	
<b>11. PERFORMANCE MANAGEMENT</b>	The Head Teacher reported that lesson observations are taking place at the moment and everything is on track. It was intended to have a Teaching and Learning presentation at today's governing body meeting but because of changes to the agenda	<b>Agenda item for next meeting.</b>

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	this has been deferred to the next governing body meeting.	
<b>12. APPROVAL OF POLICIES</b>	<p>Governors considered the following policies:</p> <ul style="list-style-type: none"> <li>• Supporting Pupils with Medical Needs</li> <li>• The MAST Academy Trust Disciplinary Policy.</li> </ul> <p>RESOLVED: That the Governing Body adopts the policies.</p> <p>The MAST Educational Visits Policy was adopted earlier in the meeting (minute 7c refers).</p>	
<b>13. GOVERNOR TRAINING AND GOVERNOR VISITS</b>	<p>Mrs Barraclough reported that she had attended Parent Governor Training and has sent the slides from this to the Chair. The Chair agreed to send these to other governors.</p> <p>A discussion followed about coordination of training for governors, the Head Teacher noted that when the training programme has been received he will look at what is required.</p> <p>Dr Harris had visited to look at the SIF Project in January and a verbal report about this was provided earlier in the meeting (minute 10 refers).</p>	<p><b>The Chair to send slides of Parent Governor Training to governors.</b></p> <p><b>Head Teacher</b></p>
<b>14. ANY OTHER BUSINESS</b>	<p>(a) <u>Catering Steering Group Update</u></p> <p>Miss Fothergill reported that she had attended the Catering Steering Group meeting which is looking at alternative catering options for the trust. Miss Fothergill advised that a needs analysis is being undertaken by each of the trust schools at the moment and the next meeting is on Wednesday to look at the recommendations.</p> <p>Thanks were noted to Miss Fothergill for her participation.</p>	
<b>15. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b>	<p>RESOLVED: That future meetings of the governing body are held at the school at 7:00pm on the following dates:</p>	

Item	Minutes	Action
	7 May 2019 (Dr Harris gave her apologies for this meeting.) 3 July 2019	
<b>16. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b>	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.	

The meeting closed at 9:00pm.