

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 21 November 2018.

PRESENT

Miss V Green (Chair), Mrs V Barraclough, Ms E Charlesworth, Miss A Fothergill, Dr A Harris, Ms P Harrow, Mr G Johnson (Head Teacher), Mr J Papworth

In Attendance

Mrs Moyra Tolputt (Minute Clerk)

Item	Minutes	Action									
1. REPRESENTATION	<p>The following matters of representation were reported:</p> <p><u>End of Term</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Category</u></th> <th style="text-align: left;"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Miss Victoria Green</td> <td>Co-opted</td> <td>7 December 2018</td> </tr> </tbody> </table> <p><u>Appointment</u></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Miss Victoria Green</td> <td>Co-opted</td> <td>8 December 2018</td> </tr> </tbody> </table> <p>Ms E Charlesworth noted that she had been re-appointed as staff governor on 23 September 2018 but this had been missed off from representation in the minutes and also that she hadn't received the previous minutes.</p> <p>ACTION: To update the representation to show that Ms E Charlesworth was re-appointed as staff governor on 23 September 2018.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Miss Victoria Green	Co-opted	7 December 2018	Miss Victoria Green	Co-opted	8 December 2018	Governor Clerking
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Miss Victoria Green	Co-opted	7 December 2018									
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2. ELECTION OF CHAIR	<p>(a) No nominations had been received from an absent governor.</p> <p>(b) The Term of Office will be until the end of January 2020.</p> <p>(c) One nomination was proposed by Dr A Harris, seconded by Mr J Papworth for Miss V Green to be re-elected as Chair of Governors.</p> <p>RESOLVED: That Miss V Green be re-elected as Chair of Governors for a period of one year (unanimous).</p>	
3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies had been received from Mr D Greenhalgh (with consent).</p> <p>There were no declarations of interest.</p> <p>(i) <u>Confirm protocols on apologies and consent to governor absence.</u></p> <p>RESOLVED: That consent for absence would be granted to all apologies received (blanket consent).</p> <p>(ii) <u>Approve the Governors' Code of Conduct.</u></p> <p>A copy of the NGA Code of Practice had been circulated to all Governors. A register was provided for governors to sign in acknowledgement of their agreement.</p> <p>RESOLVED: That the NGA Governors' Code of Conduct be adopted.</p> <p>(iii) <u>Annual Review of Governance Information</u></p> <p>Mr G Johnson informed the Governors that all details of governance arrangements had been updated on the school website and the Get Information site.</p>	

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	<p>ACTION: That the Governors and Staff will complete the Register of Business and Pecuniary Interest form at the next LGB meeting which will be retained by the Head Teacher for inspection.</p>	<p>Head Teacher</p>
<p>4. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.</p>	<p>One item was notified to be bought up under Any Other Business:</p> <p>Enrichment Activities.</p>	
<p>5. ELECTION OF VICE-CHAIR</p>	<p>(a) No nominations had been received from an absent governor. (b) The Term of Office will be until the end of January 2020. (c) One nomination was proposed by Miss V Green, seconded by Mrs P Harrow for Mr D Greenhalgh to be re-elected as Vice-Chair of Governors.</p> <p>RESOLVED: That Mr D Greenhalgh be re-elected as Vice-Chair of Governors for a period of one year (unanimous).</p>	
<p>6. REVIEW OF COMMITTEES</p>	<p>(a) <u>Membership</u> A review of the previous membership of each committee was undertaken by the Governors.</p> <p>RESOLVED: That the membership of the following committees be adopted:</p> <p><u>Standards & Effectiveness Committee</u> Mrs V Barraclough Miss A Fothergill Miss V Green Dr A Harris Ms P Harrow Mr G Johnson Mr J Papworth</p>	

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	<p><u>Resources & Finance Committee</u></p> <p>Mr D Greenhalgh (Chair) Mr G Johnson Mrs D Sheldon-Wright</p> <p><u>Health & Safety</u></p> <p>Mrs V Barraclough Miss E Charlesworth Mr G Johnson</p> <p><u>Grounds Management</u></p> <p>Ms V Green Mr G Johnson</p> <p>ACTION: That the Chair of each committee will be elected at the first meeting of each committee.</p> <p>(b) <u>Terms of Reference</u></p> <p>RESOLVED: That the MAST terms of reference be adopted for the LGB.</p>	Committees
7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>RESOLVED: That the following Governors be appointed with specific responsibility for:</p> <ul style="list-style-type: none"> • Child Protection Governor - Mrs D Sheldon-Wright • Safeguarding Governor - Mrs D Sheldon-Wright • Governor for Looked After Children - Mrs D Sheldon-Wright • Additional Needs Governor - Ms P Harrow • Pupil Premium Advocate - Ms P Harrow 	

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	<ul style="list-style-type: none"> • Staff Welfare Governor - Ms E Charlesworth • Literacy Governor - Dr A Harris • Numeracy Governor – Miss A Fothergill • Governor Training Contact & Governor Visits - Mr J Papworth • Health & Safety Governor - Mrs V Barraclough • Data Governor - Mr D Greenhalgh • Pupil Welfare & Equality - Mrs D Sheldon-Wright • Learning & Curriculum – Miss V Green 	
<p>8. CHAIR'S DELEGATED POWERS.</p>	<p>The Governing Body was asked to review the Chair 's delegated powers:</p> <p>RESOLVED: That the Chair be granted the following powers:</p> <ul style="list-style-type: none"> (i) Change of date of a scheduled meeting, for good reason. (ii) To grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting. (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School. 	
<p>9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER.</p>	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> (i) Planning and conducting the affairs of the school to remain solvent. (ii) Ensuring good financial management and effective internal controls. 	

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	<p>(iii) Ensuring that funding is used only in accordance with the conditions attached to that funding.</p> <p>(iv) Ensure compliance with the funding agreement and the academy financial handbook.</p>	
10. MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2018	RESOLVED: That the minutes of the meeting held on 25 September 2018 be approved and signed by the Chair as a correct record.	
11. MATTERS ARISING	<p>(a) <u>Academy Finance and School Budget (Previous Minute 2989 refers)</u></p> <p>RESOLVED: That the Head Teacher noted that the receipt of Comparative Service Charges for MAST had been actioned in the Resources and Finance Committee held on 19th November 2018.</p> <p>(b) <u>Representation (Previous Minute 2994 refers)</u></p> <p>RESOLVED: That the Governor Clerking Service had responded with the date 22 September 2021 as Mr J Papworth's end of term office.</p>	
12. SAFEGUARDING	<p>Q. Did we have the Peer Review for the SCR?</p> <p>A. Yes. The review came out very favourably with one exception of a small detail that needed clarifying with regards to one newly appointed teacher a teacher.</p> <p>The Head Teacher reported that all staff attended PREVENT training on 23 October 2018 alongside Highburton School and other local schools.</p> <p>Mrs C Jackson has attended the Community Hub ('The Bridge') meetings. The Head Teacher explained that the Hub meetings have now been divided into two</p>	

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	<p>types: Universal meetings (for training and information) and Targeted meetings (for the discussion of individual concerns in the style of ANP – Additional Needs Partnership meetings). At the Targeted meetings instead of Ed Psych and SENDCo professionals visiting individual schools, representatives from schools would visit the Hub to meet with these professionals. The Hub meets once every half-term at Flockton Church.</p> <p>Q. This seems like a progression? A. Yes and no. Unfortunately the wide area covered by the Hub is extensive as resources are stretched and finances are limited. We have been allocated a school nurse in conjunction with Holmfirth schools and she is therefore limited in her effectiveness despite being very proactive.</p>	
<p>13. PERFORMANCE MANAGEMENT</p>	<p>The Head Teacher reported that the Perspective system is being used to collate all staff appraisals and for monitoring. He highlighted the positive uses of the system especially the ability to pre-populate staff targets and the ease of collecting data.</p> <p>Q. Has this been installed in all schools across the Trust? A. No. The LA had previously offered the free use of Perspective Light to all schools in Kirklees which we trialled and then paid into the complete package which has proved invaluable.</p> <p>The Head Teacher provided an overview in relation to general performance management issues in school. Staff appraisals were held on 18 October 2018 for all teachings staff (except for one absence). The support staff will be appraised in the Spring term and the Caretaker and Business Manager are scheduled for before Christmas.</p>	
<p>14. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS</p>	<p>The Head Teacher gave a verbal report to governors at the meeting.</p> <p>The following points were noted:</p>	

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	<ul style="list-style-type: none"> • Following the Peer Review with staff in the MAST the Head Teacher and Mr J Papworth will be attending a Pupil Progress Review meetings in Maths and Literacy. <p>Q. Is this just for English and Maths? A. Yes. This is specifically for English and Maths with a focus on Y6.</p> <ul style="list-style-type: none"> • The first part of the data from the SSIF Project (Strategic School Improvement Funding) had arrived. Dr A Harris was concerned that she would have been unable to answer some of the specific questions regarding pupil progress and the impact of SSIF in great detail if requested at this point. The Head Teacher explained that because of the level of funding the DfE hold schools to account in regard to the impact of progress made. It was agreed that the questions would be examined and discussed in the next Standards and Effectiveness meeting to inform governors on how to answer these questions. <p>ACTION: To examine the SSIF questions in the next Standards and Effectiveness meeting to inform governors on how to answer these questions.</p> <ul style="list-style-type: none"> • In CPD the focus is on staff workload and a review of marking across the school. Staff are also working on a whole curriculum review with all areas of the curriculum under development. • The Head Teacher explained that there had been two exclusions. One y6 pupil for one day (bullying) and one y7 pupil for two days (theft). One pupil who had a number of fixed-term exclusions is attending the Reach Academy with a view to starting back to school full-time in January. The pupil has stated they would prefer to stay at Reach Academy but this would not be possible. 	<p>SE Committee</p>

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	<p>Q. Why could the pupil not stay at Reach Academy?</p> <p>A. It is run by Westfield and meant to be a temporary measure to integrate pupils back into school. We have found another effective measure is to allow pupils at risk of exclusion to visit an inclusion unit in another school which has been helpful.</p> <ul style="list-style-type: none"> • The Head Teacher highlighted the staffing needs. There is a vacancy for a SENDCo, a vacancy for a lunchtime supervisor and the Caretaker is line-managing cleaning staff at Birdsedge School. • The premise bids had been submitted for roof repairs and fire safety improvements. • Pupils had been involved in the WW1 Celebrations which had been a great success. Over 350 clay poppies were created to decorate the War memorial in Kirkburton. Many other community groups also contributed. • Two schools are in negotiations to join the MAT with a possibility of another two schools joining the MAT as well. • The Head Teacher and other Pyramid Head Teachers (Scissett and Shelley) attended a meeting with a Kirklees Placement Officer regarding the pressure for local school places due to the expansive building developments in the area. The outcome of the meeting is that the Pyramid Head Teachers are now in communication with the Appeals Process as it is. The issue of appeals being upheld when the schools are already full that is putting a strain on pupil numbers and the schools' ability to manage such numbers. 	

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	<p>Q: When will the numbers start growing? A: All the schools across the Pyramid are already full however we may receive some funding from Section 106. This does not fund much in terms of capital build.</p> <p>Q. Are we looking at another class per year? A. We have been informed that for every 100 houses being built it will generate 3 children per year group.</p> <p>Q. That seems a very reserved number as the housing developments attract families with young children? A. I agree, they do attract young families and it seems a very reserved number.</p> <p>The Head Teacher was thanked for his report.</p>	
<p>15. REPORTS FROM COMMITTEES</p>	<p>(a) <u>Resources and Finance Committee 19 November 2018</u></p> <p>The Head Teacher explained that as the meeting had only taken place two days previously the minutes had not yet been produced. Minutes of the meeting will be provided to governors and discussed at the next meeting.</p> <p>ACTION: Minutes of the meeting will be provided to governors and discussed at the next meeting.</p> <p>(b) <u>Extraordinary LGB Meeting Update</u></p> <p>Minutes of the meeting were provided to governors at the meeting. Miss V Green raised the following actions which were agreed at meeting:</p> <ul style="list-style-type: none"> • Skills audit to be sent to Miss A Fothergill and Ms P Harrow (Mrs V Barraclough). 	<p>Governor Clerking</p>

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	<ul style="list-style-type: none"> • A full GB skills audit to be circulated to all Governors (Miss V Green). • Information about conferences to be circulated to GB when available (Miss V Green). • GB Peer Review to be noted at Chair of Governors meeting (Miss V Green). • Thought to be given to Chair Review and GB Strategic Plan (Mr G Johnson/ Miss V Green) • GB Monitoring Plan to tie in with school calendar (Mr G Johnson/ Miss V Green) • An <u>Overview of Progress</u> made so far since the last Ofsted inspection to be added as an item to the next LGB meeting agenda 	<p>Governor Clerking</p>
<p>16. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>Miss V Green shared the Link Governor Monitoring Report form which was highly praised by Ms P Harrow. The Protocol for Governor Visits information was also discussed and commended.</p> <p>Q. Can we share this information across the MAT? A. Yes although the Link Governor Monitoring Report form already comes from Scissett Middle School.</p> <p>Miss V Green asked Governors to send to her any dates when Governors would like to visit the School.</p> <p>ACTION: For Governors to send the Chair preferred dates of any future visits to the School.</p>	<p>Governors</p>

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	Dr A Harris is attending SIF training and Miss A Fothergill is attending Governor Induction training. Ms E Charlesworth is attending the Pyramid Maths Mastery with a focus on Y5 Maths.	
17. ANY OTHER BUSINESS	<p>RESOLVED: There was one item of Any Other Business: Enrichment Activities.</p> <p>Ms P Harrow had been approached by a parent concerned that some of the enrichment activities offered were single-sex activities. The Head Teacher explained this by saying that all KS2 activities are open to children of either sex although some activities may be preferred by a certain gender. There are some single-sex activities in KS3 such as football in line with national guidelines. Mrs P Harrow wanted to inform Governors that the same parent thought that the visiting activity leaders were outstanding.</p> <p>Q. Is there a list of activities available?</p> <p>A. Yes, in the newsletter. We are also using Twitter and Instagram to inform parents.</p>	
18. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That future meetings of the governing body are held at the school at 7:00pm on the following dates:</p> <p style="text-align: center;">24 January 2019 18 March 2019 7 May 2019 3 July 2019</p>	
19. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p>	

The meeting closed at 8:20pm.