

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 Thursday 24 January 2019

PRESENT

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

In Attendance

Ms Christine Lodge (Minute Clerk)

Item	Minutes	Action
1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence had been received from Dr A Harris (consent) and Ms P Harrow (consent)	
2. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	Governors were reminded to complete the Business Interest forms which were to be left in school.	
3. MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2018	RESOLVED: That the minutes of the meeting held on 21 November 2018 be approved and signed by the Chair, at the next meeting, as a correct record.	Governor service to provide minutes of 21 November 2018 meeting for signing off.

Item	Minutes	Action
4. MATTERS ARISING	<p>(i) <u>Representation (min 1 refers)</u> Governor Clerking Service had updated records to show Ms Charlesworth's re-appointment.</p> <p>(ii) <u>Register of Business Interest Forms (min 3 above refers)</u> had been completed at the start of this evening's meeting.</p> <p>(iii) <u>(Page 8) SSIF</u> questions would be looked at in the April meeting.</p> <p>Dr Harris has visited the English Department since the last minute and SSIF can be looked at in more detail in the April S&E meeting</p> <p>(iv) <u>Update from the extraordinary meeting:</u></p> <ul style="list-style-type: none"> • Skills Audit had been circulated • Chair's Review had been circulated but only two responses received so far. Others to be completed by half term. • Strategic Plan - Governor Action Plan – a draft had been put together and governors were invited to look though this and comment on actions and success criteria and anything that should be included • The school calendar had been shared at the last meeting 	<p>SSIF to be added to S&E April Agenda</p> <p>Governors to address by February half term</p>
5 SAFEGUARDING	<p>The Head reported there were no issues. There had been a visit from PC Sally Baines, as part of the Youth Intervention Team, to Year 8 on 'County Lines' about drug dealing. There was a 17 minute video clip but sadly it was felt to be stereotypical of Scousers. There is a new Child Protection Policy and Safeguarding Policy which we are looking at to see if we are in line with them. Ms Sheldon-Wright is to come into school to look at this and has agreed to look at trends (over time and across groups of pupils) regarding absences, racist/homophobic/bullying incidents.</p> <p>Ms Sheldon-Wright has undertaken Safer Recruitment training and she had attended the recent e.safety meeting. Governors noted that there is no electronic entry system to the school.</p>	<p>Ms Sheldon-Wright to visit and write Reports</p>

Item	Minutes	Action
6 PERFORMANCE MANAGEMENT	The Head's Appraisal had taken place on 13 December 2018. All objectives had been met last year. 2018/2019 objectives had been set. Peer reviews and external reviews were in line with the SDP. Outstanding from the last half term were the appraisals for the Caretaker and the School Business Manager.	Outstanding appraisals to be undertaken by the Head
7 PUPIL PLACEMENT	<p>Head Teachers had met with the local Councillor. The number of First School places outnumbers those available at Shelley College. Our PAN had been increased this year. This had been raised with the LA early and the response was that the number of places broadly matches (but we are oversubscribed). There are more in the First Schools than we have on PAN and this mainly affects Scisset Middle School. On 2020/2021 NHS data, Year 6 will peak in this current year, yet no building has begun yet, which will have an impact. The peak will be next year at 1126 (which is 40 above our PAN of 1080) between the two Middle Schools. The problem has been recognised but there are no solutions.</p> <p>Q: Can we go back to our evidence? A: We have done. We will keep an eye on it over the next 3 – 5 years.</p> <p>Q: What is Shelley College doing about it? A: Initially they cannot take any more. They may be able to take 30 children per year by re-arranging staffing and the timetable but only in the short term.</p> <p>Q: Is the difference here noticeable? A: Yes we are packed and it is difficult for the children to move around the school. We have raised this with the Appeals System too as there does not appear to be any consistency in their decisions. There are 162 first choices for 167 places. There will definitely be more later.</p> <p>Q: What happens if there is an Appeal for a Year 7 child? A: We have no places and we are 8 over PAN so the outcome of an Appeal is unknown really.</p>	

Item	Minutes	Action
<p>8 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</p>	<p>The Head Teacher had emailed this out prior to the meeting. The following points were highlighted;</p> <p>Attendance is good</p> <p>Q: What are the changes to low levels of disruption? A: We only comment on it now and do not take points away. This has had good feedback from parents. It is now motivational and not negative or demoralising. In fact we need to stop using the term 'low level of disruption' and in the SDP this has been replaced with 'improving concentration and focus'.</p> <p>Q: How does this compare with other schools? A: For us this is anything off task that needs addressing. Feedback from Supply staff who have worked in other schools is favourable.</p> <p>Q: Focus Group non WBRI, what are the interventions in Year 7 and are they used in Year 8? A: Some may have had reading support, but not particularly because of the focus group. The special focus group were way off on GL testing.</p> <p>Q: What has been done differently to close the gap? A: Staff planning, how to squeeze more out of the pupils and disadvantaged peer review.</p> <p>Q: Where are we with the Information to Parents and assessment sheets? A: Year 8 have gone out, Year 6 go out on Monday and then Year 7 will go out.</p> <p>Racist Incident – there has been one incident with a Kirklees staff member which has been dealt with satisfactorily.</p> <p>The Head Teacher was thanked for his update.</p>	

Item	Minutes	Action
9 MULTI ACADEMY TRUST UPDATE	Mr Johnson reported there was a new CEO of the MAST. Mr Simmons had left Birdsedge and the school was being supported. The MAST Head Teacher's meeting is next Thursday.	
10 PROGRESS SINCE THE LAST INSPECTION	<p>A paper had been circulated prior to the meeting. The following points were highlighted;</p> <ul style="list-style-type: none"> • We are working hard with boys' writing, progress is inconsistent when we looked at AREX and Lexonic is a new intervention • There is more effective assessment and marking, green pen marking has been introduced • Far more external reviews of school effectiveness taking place, eg working with Year 8 at Honley High • Pyramid working and development is as strong as it has ever been • Greater emphasis on extended writing across the curriculum • We are improving girls' attainment in maths whilst maintaining progress for boys 	
11 B11 Note of Visit	<p>The external review was undertaken on 10 January 2019. Governors were invited to read the Report and email comments. Appreciating that in one day, Jim McGrath, Advisor cannot look at everything, the following points were highlighted;</p> <ul style="list-style-type: none"> • Strong focus on quality of teaching by leaders but middle leaders not sharp in identifying strengths in teaching practices • Accelerating the progress of pupils in Year 6 is already in the SDP • SEF needs to be more evaluative and this has now been amended • After the MAT peer review there was a quick response • Year 8 dip in English but Shelley College known to administer test differently 	Governors to read B11 Report and email comments or questions

Item	Minutes	Action
	<p>It had been a very positive day, the recommendations offering some very positive things, giving us extra confidence to shore up our judgements.</p> <p>Q: Is there a timeframe for the recommendations? A: Some have already been completed. Staff have not had full feedback yet but everything will be put in place before Easter.</p>	<p>Staff to implement recommendations before Easter</p>
<p>12 REPORTS FROM COMMITTEES</p>	<p>(a) <u>Resources and Finance Committee held on 19 November 2018</u></p> <ul style="list-style-type: none"> • Mr Greenhalgh spoke to the draft minutes highlighting:- • Surplus of £50k likely • School Bursar was going through the nominals • Pupil numbers will not be dropping • The budget for the next couple of years looking alright • Careful monitoring will continue • The Head had spoken to Jason regarding the £143k 'staff costs' in the Trust Accounts and a breakdown had been requested • Two Policies – Charging and Remissions Policy and the Governors' Expenses Policy were recommended for approval <p>RESOLVED: That both these Policies be approved.</p> <p><i>Mrs Barraclough left the meeting at this point.</i></p> <p>(b) <u>Standards and Effectiveness Committee held on 28 November 2018</u></p> <p>The following points had been discussed at the above meeting:</p> <ul style="list-style-type: none"> • SSIF mid point data • Pupil Progress following maths and English progress meetings • Presentation from Head of Maths • CPD – looking at reducing teacher workload 	<p>Head to email policies out to governors</p>

Item	Minutes	Action
	<ul style="list-style-type: none"> • Pupil progress tracking • Peer review for higher, middle and lower attainers • Looking at AREX and other data • All necessary statements are on the school website <p>A lot of questions had been raised so, as the next meeting of this Committee is in two weeks time, and the minutes will be distributed by then, they will be reviewed at that meeting.</p> <p>(c) <u>Grounds Committee</u></p> <p>This Committee only meets twice a year. The Grounds Committee and the school had bought an all weather pitch. Kirkburton Football Club put money in each year too for maintenance and the bank balance is looking healthy. Rounded rather than angular posts have been erected. Quotes for new netting were sourced and the most reliable company has been selected and the work will be done in February half term. The Junior Team is going from strength to strength. The Kirkburton Junior Football Club Party was a great success and we are looking to do this again.</p>	
<p>13 GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>Miss Fothergill had attended Ofsted training for governors and the notes including key points, tips and possible questions from the Ofsted Inspectors to governors were available. Following this she had met with the Chair to consider where governors look for evidence. Governors were encouraged to look at the document and send queries to the Chair.</p> <p>Miss Fothergill had also undertaken a maths visit. She wished to gain a greater understanding of the strengths and weaknesses of the school in maths and to monitor progress of the school in relation to Objective 3A of the SDP. She had submitted questions prior to her visit which the Head of maths was able to answer. She had time to spend with staff and the children and she had found it to be a very positive experience. Her Report was available for governors.</p>	<p>Governors to look at this with the Governor Action Plan and let Chair have comments and questions before February half term</p>

Item	Minutes	Action
	<p>The Chair had met with the Assistant Head, Cath Jackson regarding the Mental Health Award. The competency document had been received. A meeting had been held with the Assessor who felt that the school had a positive strength already and was happy with the Action plan that could be implemented by 22/1/20.</p> <p>Initially the school was going to go for the Bronze award and the Assessor felt that we should go for the Gold Award. However, we will definitely go for the Silver Award as the Gold Award does come with the some added responsibility and our aim in applying for this Award is to see what else we can do for our pupils and staff.</p> <p>There are two new roles – Social, Behaviour and Inclusion and Nurture. A baseline questionnaire for pupils, parents and staff will show the current situation before anything additional is implemented. There will be a Mental Health and Wellbeing Policy with an Action Plan for the school.</p> <p>There are two website links available; stating the importance of mental health and wellbeing, and the Chair will share these with governors. Sixteen staff members have already signed up to the voluntary course work.</p> <p>Mrs Sheldon-Wright had attended the e.safety event. Twenty four parents had attended when gaming awareness had been discussed.</p>	<p>Chair to send link to websites</p>
<p>14 ANY OTHER BUSINESS</p>	<p>There were no items raised under Any Other Business.</p>	
<p>15 DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p>	<p>RESOLVED: That future meetings of the governing body are held at the school at 7:00pm on the following dates:</p> <p>Monday, 18 March 2019 Tuesday, 7 May 2019 Wednesday, 3 July 2019</p>	

Item	Minutes	Action
16 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.	