

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 25 September 2018.

PRESENT

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

In Attendance

Ms Heather Grange (Minute Clerk)

Item	Minutes	Action						
1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence or declarations of interest.							
2. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items of Any Other Business.							
3. REPRESENTATION	<p>The following matter of representation was noted:</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>Ms Emma Charlesworth</td> <td>Staff</td> <td>3 October 2018</td> </tr> </tbody> </table> <p>Q. We have four governors now who are either parents or relatives, is that an issue?</p> <p>A. No I don't think it is an issue, it is a strength.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms Emma Charlesworth	Staff	3 October 2018	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Ms Emma Charlesworth	Staff	3 October 2018						

Item	Minutes	Action
4. MINUTES OF THE MEETING HELD ON 4 JULY 2018	RESOLVED: That the minutes of the meeting held on 4 July 2018, should contain apologies from Dr A Harris and consent.	
5. MATTERS ARISING	<p>(a) <u>Academy Finance and School Budget (Minute 2989 refers)</u></p> <p>Q. Did Jason send an overview of the central budget? He said he'd share one and bring the comparative service charges to the finance committee, have you met since then?</p> <p>A. No we haven't. The Resources and Finance committee is 19th November so shall we look at that then?</p> <p>ACTION: That the Head Teacher adds 'Comparative Service Charges' to the agenda of the next Resources and Finance Committee to be held on 19th November 2018.</p> <p>(b) <u>Business Interest Forms (Minute 2993 refers)</u></p> <p>RESOLVED: The forms were completed by governors at the last governing body meeting held on 4 July 2018.</p> <p>(c) <u>Representation (Minute 2994 refers)</u></p> <p>The Head Teacher reported that an election was held and that no update in regards to Mr Papworth's designation and end of his current term of office, had been received from the Governor Clerking Service.</p> <p>ACTION: That the Governor Clerking Service responds to the Head Teacher with the information requested.</p> <p>(d) <u>Matters Arising (Minute 2996 refers)</u></p> <p>ACTION: That the Chair circulates the revised Governors' Responsibility spreadsheet.</p>	<p>Head Teacher</p> <p>Governor Clerking Service</p>

Item	Minutes	Action
	<p>(e) <u>Standards and Effectiveness Committee (Minute 2998 refers)</u></p> <p>Q. Polly did you circulate the NSPCC and DfE information? A. The Head Teacher sent these to Cath.</p> <p>RESOLVED: That the Teaching and Learning and High Achieving Pupils policies are now on the website.</p> <p>(f) <u>School Development Plan and End of Year Review (Minute 3001 refers)</u></p> <p>RESOLVED: The Chair circulated the growth mind-set 'pupil voice' responses</p> <p>RESOLVED: The End of Year Review is an agenda item for today's meeting.</p> <p>(g) <u>Any Other Business (Minute 3007 refers)</u></p> <p>RESOLVED: That a Special Meeting of the Governing Body to undertake a governing body self-review has been arranged for 9th October 2018.</p>	
<p>6. SCHOOL DEVELOPMENT PLAN 17/18 FINAL REVIEW</p>	<p>The Head Teacher gave a presentation to governors to review the 2017/18 School Development Plan and the following points were noted:</p> <ul style="list-style-type: none"> • Outstanding areas to be reported were around standards and progress data as not all data had been received by the school prior to the meeting. • All objectives for objective 2 'To accelerate the progress of 'focus' groups' had been achieved. • None of the success criteria for objective 3 'To improve SATs results in Mathematics at the end of KS2 to 80% Meeting Expectations or better' had not been achieved. • Maths dipped by 9% despite tracking data that the team had done leading up to SATs and what GL assessments were indicating being in line with the previous year's performance. • Lots of interventions and activity has taken place but it has not had the intended impact. • Objective 4 success criteria 'parental satisfaction on parent questionnaire 2019 rises above 95% for the question 'I receive valuable information from school 	

Item	Minutes	Action
	<p>about my child's progress' has not been met. The Head Teacher noted that he had received an updated number of responses (43) from parents regarding progress on this issue but the response had been similar. However, it will not be an objective on the next School Development Plan.</p> <p>The Head Teacher invited questions, to which there were none.</p>	
<p>7. SCHOOL DEVELOPMENT PLAN 18/19 DRAFT OBJECTIVES</p>	<p>The Head Teacher circulated the draft School Development Plan to governors and this was considered. The Head Teacher talked about some of the objectives in more detail as follows:</p> <p>(a) <u>Objective 1 Improve the Quality of Learning and Teaching in the Classroom</u></p> <p>The school is using a programme called Perspective which is an online system used to record the monitoring of standards in teaching and learning, as well as recording Teacher Appraisal meetings and outcomes. The Head Teacher explained key aspects of the system and the grading system.</p> <p>(b) <u>Objective 2 Review and Develop the Curriculum</u></p> <p>The Head Teacher explained that a new inspection framework is coming out next year which will be focussed on a broader and balanced curriculum, shifting away from being data driven which is a positive for pupils at the middle school. An INSET day has been arranged in November to focus solely on this objective. The Head Teacher noted that the success criteria for this objective needs further work.</p> <p>(c) <u>Objective 3a To improve SATs results in Maths at the end of KS2 t meet Kirklees' Average or better</u></p> <p>This objective was noted.</p> <p>(d) <u>Objective 3b To improve SATs Results in Reading and SPAG at the end of KS2 to meet Kirklees averages or better</u></p> <p>Reading, Writing and Maths combined was 54% which the Head Teacher noted is unacceptable. The Head Teacher explained that he has tried to be realistic with the</p>	

Item	Minutes	Action
	<p>success criteria for this objective and because FFT20 predictions are not realistic, the school is using FFT50 predictions instead, which are inline. It was noted that the Standards and Effectiveness had questioned this decision with regards to ensuring that SLT are maintaining the highest of expectations.</p> <p>The Head Teacher suggested that governors consider the SDP document further and provide any suggestions/feedback. The Head Teacher explained that he has, at times, defaulted to having an action-driven approach previously but is trying to move away from this and having a more strategic approach going forward, with actions which underpin each strategy.</p> <p>The Head Teacher invited questions.</p> <p>Q. FFT50 predictions when are they available? A. We had data from last year's year 6 but I'm not sure whether we have this year's year 6, KS1 data is usually available around October.</p> <p>Q. Do we have a digital strategy because this would underpin a lot of this wouldn't it? A. No.</p> <p>Q. It might be something worth thinking about as some of the gaps and issues here we're reporting, a digital strategy might be good to address these? A. There might be lots of digital activity but it's how we capture this.</p> <p>A governor raised concerns about finding a balance about being realistic whilst not lowering expectations. The Head Teacher explained difficulties nationally with middle schools not achieving as well as primary schools and that Ofsted have now recognised this and adjusted the framework to reflect that middle schools should not be judged on their KS2 SATs results, it should be on entry to exit. The Head Teacher acknowledged the concern about lowering expectations and noted that he is also trying to motivate staff to work towards things that are achievable and FFT20 is unobtainable for the school.</p> <p>Mr Papworth explained the differences between FFT20 and FFT50 and how a maths project in school has benefited each cohort so far. Mr Papworth also noted</p>	

Item	Minutes	Action
	<p>that changes have been made in English which should help to address some issues, especially with SPAG.</p> <p>The Head Teacher noted that another local middle school has had a dip in maths also but that he has contacted that National Middle Schools Forum and there doesn't seem to be an issue nationally (although the vast majority of middle schools have Years 5 and 6 prior to SATs).</p> <p>The Head Teacher noted that all staff have helped to compile the strategies and actions in the SDP and that Mr Papworth is looking at the curriculum objective.</p> <p>Q. So we have compelling data about distance travelled from start to finish? A. Yes we'll look at this later in the meeting.</p> <p>Thanks were noted to the Head Teacher.</p>	
8. SEF	<p>The Head Teacher explained that work on the SEF was still to be undertaken; the year 8 GL data from Shelley College has just been received. Judgements will still be Good but in light of last year's SATs results this may make the school more vulnerable. Once the School Development Plan has been completed, the Head Teacher, staff and the Chair of Governors will begin work on the SEF and present this to governors at a later date.</p>	
9. SAFEGUARDING	<p>The Head Teacher reported that the Safeguarding Policy and Child Protection Policy have both been updated and are available online. All staff have signed to say they have read both policies.</p> <p>All staff have completed a Child Abuse and Neglect awareness course online and face to face training is also planned for the latter on 23/10/18 – the Head Teacher invited governors to this training.</p> <p>Mr Papworth noted that staff are also required to sign to state that they have read the policy documents and also the Whistleblowing Policy.</p>	

Item	Minutes	Action
10. PERFORMANCE MANAGEMENT	<p>The Head Teacher reported that the Perspective system is being used to collate all staff appraisals and for monitoring. Staff appraisals are scheduled for 18th October 2018.</p> <p>The Head Teacher provided an overview in relation to general performance management issues in school.</p>	
11. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS	<p>The Head Teacher's report was provided to governors at the meeting along with a data report. The Head Teacher informed governors that in future, any MAT and Pyramid updates will be included within the Head Teacher's report now that the school is no longer converting.</p> <p>(a) <u>Data Report</u></p> <p>Governors considered the data report about KS2 SATs results and the Head Teacher suggested that governors should take this away and consider in more detail after the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • Comparisons with; performance last year, with national and with Kirklees are not very positive. • Writing teacher assessment is positive and the Head Teacher is confident these are accurate as they have been moderated by Dionne Heaven and within first schools and Scissett Middle School. Because of the discrepancy the LA will be likely to undertake moderation next year. • Dr Harris noted a dip in Greater Depth Reading and the Head Teacher advised he is working with Scissett Middle School to better understand this and that a question level analysis the school has purchased should offer more insight into how children are answering or not answering particular questions (DAISI Report). • This question level analysis document arrived yesterday, it is 84 pages so will take some time to consider and understand but should inform the direction for Year 7 going forward SPAG has tended to be taught in isolation and exercise form so more challenging high quality texts are going to be used going forward. • Meaning of words in context, making comparisons within the text, explaining inferences – the children did not perform well in these areas but functions of sentences were better than national. 	

Item	Minutes	Action
	<ul style="list-style-type: none"> • The Head Teacher noted areas for improvement and continuation of the maths project and working on joint planning for year 6, with the impact of last year's planning and teaching for Year 5 filtering down to Years 1-4. <p>Q. Have you noticed a difference? A. We haven't got GL data yet.</p> <p>Q. Do first schools get these results? A. They have their overall results and individual school results and they agreed they would look at where they are compared with all the other schools. We've given them feedback but it's only of real use to us to see if it is our curriculum and to move forward for our year 7s.</p> <ul style="list-style-type: none"> • Governors considered the comparison analysis for; boys and girls, disadvantaged and non-disadvantaged, SEN, higher-attainers and ethnic minority children. <p>The Head Teacher explained that English GL assessments is where the school has their internal data and that GL assessments are trialled nationally and standardised. The Head Teacher explained the colour representation of the data and what these mean and noted that for year 6 pupils in GL data in English last year; gender remained constant and disadvantaged pupils made better progress than the cohort. 81% of pupils made expected progress or better, 73% would be doing better than national. Quarter of the year group made better than expected progress. SATs 109.2 standardised age score, nationally its 100 so Kirkburton children are more able nationally. Mr Papworth noted that relates to pure cohort data (for children who have been with the school from the very start, not children joining the school after entry).</p> <ul style="list-style-type: none"> • Year 7 English – 90% made expected progress, 26% made better progress. • Large gender gap of more able pupils in English; 64% female, 46% male. • Disadvantaged made better progress than the cohort in Years 6 and 7. • Non-White British the gap narrowed slightly in Years 6 and 7. • English year 8 the gap widened for SEN and non-White British pupils. • Disadvantaged didn't make better progress than the cohort in Year 8. 	

Item	Minutes	Action
	<p>The Head Teacher explained the differences between how tests are taken at Shelley College and with Kirkburton Middle School. The school feels that this may artificially depress results at the end of Year 8, particularly in English. The school are intending to undertake tests in-house next year and compare outcomes.</p> <ul style="list-style-type: none"> • GCSE predictions; English 84% standard pass and 68% a strong pass, maths 86% and strong pass 72% so forecast is strong. • Shelley College results have been good this year and last year – special reports in FFT Aspire show KMS pupils had a Progress 8 score of 0.4 in 2017, which is above the NA of 0 and represents Good progress. • Maths year 6 standardised score was 102 only a slight increase – there is disparity between some schools in that children are scored high in some of the first schools so progress appears not as significant because of high starting points. <p>A discussion followed about formal testing.</p> <ul style="list-style-type: none"> • Maths year 7 average of 110.7 which is a significant improvement, 98% of pupils made expected progress, three quarters made better than expected progress. • Maths year 8 their average is 110. Results for maths in GL are good. Three year trend 9 points. • Disadvantaged pupils had an average standardised age score of 96.3 and left at 108.3 and disadvantaged scored higher than the average for all pupils nationally. <p>Q. Has anyone spoken to Shelley College about their testing arrangements?</p> <p>A. We will have a discussion at our Heads and deputies meeting and I have spoken to the principal already.</p> <p>A discussion followed about Maths Ninja, increasing pupils' ability to work at a faster pace and homework being timed.</p> <p>Q. I noticed in the suggestions and actions to improve its focussed on what the teachers are going to do but are we confident that the maths and English teachers are confident and have the skills they need to deliver this because there's nothing about developing the staff - if that is needed?</p> <p>A. This is in the SDP. We're reviewing our monitoring procedures and feedback so this</p>	

Item	Minutes	Action
	<p>is all part of that.</p> <p>Governors thanked the Head Teacher for a very thorough report and the Chair suggested taking time away from the meeting to read through and come back to the Head Teacher with any further comments/questions.</p> <p>(b) <u>Head Teacher's Report</u></p> <p>Q. When will the setting arrangements be in place? A. They are in place for year 7 and year 8 but year 6 will be October half term.</p> <p>Q. Why can't you do it on entry? A. We could try, the data we get from the schools are not directly comparable. We could give them a SAT test but we do the GL tests, it gives time for staff to get to know them and time to settle in.</p> <p>Q. Do you do restorative practice here? A. Yes.</p> <p>The Head Teacher reported that peer reviews within the pyramid will be taking place to look at the accuracy of the school's SEF with a focus on disadvantaged pupils and the Community Hubs are going from strength to Strength. The MAT is looking to appoint a bid writer and two schools are seriously considering joining the trust.</p> <p>Q. Are they in the pyramid? A. No they are both primaries outside of the pyramid.</p> <p>The Head Teacher noted that catering contracts are under consideration and the financial director of the trust is working for the Wesley Trust two days per week so income is being generated from this.</p> <p>The Head Teacher reported that a full budget report would be presented to governors following the Resource and Finance Committee meeting on 19th November.</p>	

Item	Minutes	Action
<p>12. REPORTS FROM COMMITTEES</p>	<p>(a) <u>Standards and Effectiveness Committee 19 September 2018</u></p> <p>Minutes of the meeting were provided to governors at the meeting. The Head Teacher noted that a lot of the discussion which took place earlier in this meeting had also been discussed at the committee.</p> <p>Other topics discussed at the meeting related to; Careers Fair, Effective use of ETAs and consideration of school policies. RSHE Policy was adopted and MAST Staff Capability Policy and MAST Staff Disciplinary Policy and Procedures were noted. A maths presentation (by a staff member) has been arranged for the next meeting on 14 November 2018.</p> <p>(b) <u>Health and Safety Committee 12 July 2018</u></p> <p>Minutes of the meeting were provided to governors at the meeting.</p> <p>The following items were raised at the last committee meeting:</p> <ul style="list-style-type: none"> • Consideration of, and some additions to the MAST Health and Safety Policy. • Discussion about managing stress at work. • Consideration of the Positive Handling Policy. • Consideration of the Intimate Care Policy. • 81% of Fire Safety and Health and Safety training courses have been completed. • Some doors are being replaced due to not being fire safe. • A visit is expected from the DfE, for them to undertake a CDC survey – the outcomes from this will be reported back to governors. • Two staff members are looking at having grab bags to be used in the event of an emergency evacuation. • A new Fire Policy is in place. <p>Q. Have you done a fire test yet? A. We scheduled one for last week but there was torrential rain, we will reschedule this.</p>	

Item	Minutes	Action
	<p>(c) <u>Other Committee Meetings</u></p> <p>The Head Teacher noted that the following committees have not yet met since returning to school in September:</p> <p>Resources and Finance Committee – next meeting 19 November 2018 Grounds Committee – next meeting 29 November 2018.</p>	
<p>13. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>It was noted that a list of possible training courses was circulated to governors at the end of last year.</p> <p>Dr Harris reported that she had attended a conference and Professor Debra Myhill Pro-Vice-Chancellor and Executive Dean, was in attendance. Dr Harris noted that the conference highlighted the importance of grammar in context.</p>	
<p>14. ANY OTHER BUSINESS</p>	<p>RESOLVED: There were no items of 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>9 October 2018 (Extraordinary) 21 November 2018 24 January 2019 18 March 2019 7 May 2019 3 July 2019 (Ms P Harrow gave her apologies for this meeting).</p>	
<p>16. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<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 8:36pm.