

## 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 8 July 2019.

### PRESENT

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

### In Attendance

Ms E Kilner (Minute Clerk)

Item	Minutes	Action
<b>1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b>	<p>Apologies for absence were received from Mr D Greenhalgh with consent.</p> <p>Ms P Harrow has resigned as a governor due to work commitments.</p> <p>There were no declarations of interest.</p> <p><b>ACTION:</b> The Chair to write a letter of thanks to Ms P Harrow.</p> <p><b>ACTION:</b> The Chair to update the advert for governor recruitment to include skills required of SEN, Safeguarding, Disadvantaged Children and Recruitment.</p>	<p><b>Chair</b></p> <p><b>Chair</b></p>
<b>2. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b>	<p>Any Other Business to include a letter received from Mr M Moriarty.</p>	
<b>3. MINUTES OF THE MEETING HELD ON 18 MARCH 2019</b>	<p><b>RESOLVED:</b> That the minutes of the meeting held on 18 March 2019 be agreed as a true record of the meeting and signed by the Chair.</p>	

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4. MINUTES OF THE MEETING HELD ON 7 MAY 2019	<b>RESOLVED:</b> That the minutes of the meeting held on 7 May 2019 be agreed as a true record of the meeting and signed by the Chair.	
5. MATTERS ARISING FROM THE MEETING HELD ON 7 MAY 2019	<p>The minutes of 7 May 2019 were reviewed.</p> <p>(a) <u>Matters Arising from the meeting held on 18 March 2019 – Safeguarding (Minute 5(b) refers)</u></p> <p>A report including a breakdown of safeguarding incident numbers will be presented to the Local Governing Body early in the next academic year.</p> <p>(b) <u>Matters Arising from the meeting held on 18 March 2019 – Progress Since Last Inspection (Minute 5(c) refers)</u></p> <p>The Chair had circulated the report. Comments have been added. The report will be reviewed in more detail in the autumn term.</p> <p>(c) <u>Head Teacher’s Report and Governors Questions (Minute 9(c) refers)</u></p> <p>The Head Teacher updated on pupil admissions from SENACT. A child with an EHCP will join the school in September. Extra funding has been requested. Two other children are not expected to join the school in September, there has been no contact or transition activities.</p>	
6. SAFEGUARDING INCLUDING ANNUAL INCIDENTS REPORT	<p>The Head Teacher updated the meeting.</p> <ul style="list-style-type: none"> <li>• The Annual Incident Report will be presented to the Local Governing Body Meeting in September 2019.</li> <li>• The Head Teacher updated on a number of Safeguarding issues.</li> <li>• Appropriate actions have been taken for each of the incidents.</li> <li>• The school is working with other agencies as required including police and the Community Hub Worker who provides support for families.</li> <li>• A Behaviour support worker is working with children 1 day each week.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• There are two early TAF assessments.</li> <li>• There will be face to face Safeguarding training in September 2019.</li> <li>• The new Assistant Head Teacher will attend face to face Safeguarding training at another school early in September 2019.</li> <li>• The school nurse is working with children on appropriate behaviour.</li> </ul> <p><b>Q. How can all children in the school be educated about issues that have arisen?</b></p> <p>A. The Online Education PC has visited school to work with Year 8. We will request another visit to work with other years. Safer internet use is done every year in school. This is also covered in PHSE and Computing.</p> <p><b>Q. Will there be any prosecutions?</b></p> <p>A. No.</p>	
<p><b>7. PERFORMANCE MANAGEMENT</b></p>	<p>The Head Teacher updated that the appraisal cycle will take place in October 2019. There are no other updates.</p>	
<p><b>8. PUPIL VOICE</b></p>	<p>The Head Teacher provided a verbal update to the meeting.</p> <ul style="list-style-type: none"> <li>• Parents and Pupils have been asked to complete a survey.</li> <li>• Example areas for questions included 'enjoying school life' and 'feeling safe in school'.</li> <li>• Year 7 and 8 negative feedback themes included; <ul style="list-style-type: none"> <li>- Can't play football at every break and lunchtime.</li> <li>- Lunchtime staff. Some training is required with lunchtime staff on building relationships and behaviour management.</li> <li>- Want more freedom at break times. Trials may be done next year.</li> <li>- Phones in school.</li> <li>- One-way system.</li> <li>- Year 8 boys feel unfairly treated vs girls.</li> <li>- Year 8 girls want the same sports opportunities as boys.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Year 7 and 8 positive feedback themes included;               <ul style="list-style-type: none"> <li>- Helpful and caring teachers</li> <li>- Teachers listen to problems.</li> <li>- Lessons are fun and well balanced.</li> </ul> </li> <li>• Year 6 negative feedback themes included;               <ul style="list-style-type: none"> <li>- Want to do more science and art.</li> <li>- Book Club</li> <li>- Less homework and longer breaks.</li> </ul> </li> <li>• Year 6 positive feedback themes included;               <ul style="list-style-type: none"> <li>- Liked Art, PE and Dance.</li> <li>- Lessons are fun and interesting.</li> <li>- Everyone is respectful and kind.</li> </ul> </li> </ul> <p><b>Q. Will feedback be given to pupils on responses?</b>  A. Yes and feedback will be used to inform the School Development Plan.</p>	
<p><b>9. PARENT VOICE</b></p>	<p>The Head Teacher provided a verbal update to the meeting.</p> <ul style="list-style-type: none"> <li>• Parents and Pupils have been asked to complete a survey.</li> <li>• Parent positive feedback themes included;               <ul style="list-style-type: none"> <li>- Close knit and caring community.</li> <li>- Good communications.</li> <li>- Good enrichment activities.</li> <li>- Good community spirit.</li> <li>- A well led school.</li> <li>- Very nurturing school.</li> </ul> </li> <li>• Parent negative feedback themes included;               <ul style="list-style-type: none"> <li>- Concern about consistency of use of class charts.</li> <li>- Not well enough informed about how well children are progressing.</li> <li>- School buses.</li> <li>- Consistency of approach of teachers.</li> </ul> </li> <li>• More CPD may be required with teachers around the positive use of class charts to ensure they are motivating for pupils.</li> </ul>	

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	<p><b>Q. Has different teachers use of class charts been analysed?</b> A. Not yet in detail but they are read daily.</p> <p><b>Q. Were there any surprises in Pupil and Parent voice?</b> A. The Head Teacher is very pleased about the positives but surprised about boys feeling that they are treated unfairly.</p>	
<p><b>10. SCHOOL DEVELOPMENT PLAN UPDATE</b></p>	<p>The Head Teacher presented the School Development Plan on screen and summarised key milestones.</p> <ul style="list-style-type: none"> <li>• Improving Quality of Teaching and Learning – there has been a move away from judgements of lessons. A dialogue approach is now used.</li> <li>• Review and Development of the Curriculum – Changes to the Ofsted framework are now been included in the Curriculum review. These include Intent, Implementation and Impact. There is still some work to do but the school now has a better understanding of what Ofsted expect under the new framework. Ofsted have acknowledged that Curriculum development will be a 2-year programme of development.</li> <li>• We are working towards common assessment across the Trust to allow comparison of Teaching and Learning and a common judgement process.</li> <li>• SATs results will be available on 9 July.</li> </ul> <p><b>Q. Are you reviewing the Curriculum as a school or as a Trust?</b> A. This is being done with the pyramid to ensure alignment of the curriculum.</p> <p><b>Q. What is ‘Intent’?</b> A. Intent covers ‘Why’ as well as ‘What’. What are the skills and knowledge we are trying to develop in children and what are the outcomes we are looking for including the structure of knowledge and skills. Implementation is the delivery in the classroom.</p> <p><b>Q. Have teachers done this before with the curriculum and schemes of learning?</b> A. Yes but this is now more specifically linked to the overall school intent.</p>	

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	<p><b>Q. Are we trying to encourage a love of learning?</b> A. Yes but also structure of knowledge and skills.</p> <p><b>Q. Will curriculum work be completed next year?</b> A. Yes this will continue on in the new School Development Plan.</p> <p><b>Q. Can SATs results be emailed to governors?</b> A. Yes.</p> <p><b>ACTION:</b> The Head Teacher to email governors with SATs results when they are available.</p>	<p><b>Head Teacher</b></p>
<p><b>11. END OF YEAR REVIEW</b></p>	<p>The End of Year Review will be covered in the September Local Governing Body Meeting when data will be available. The draft School Development Plan will also be covered at this meeting.</p>	
<p><b>12. REPORTS FROM COMMITTEES</b></p>	<p>(a) <u>Finance and Resources Committee held on 25 June 2019</u></p> <p>The Head Teacher and Mrs D Sheldon-Wright updated the meeting.</p> <ul style="list-style-type: none"> <li>• The budget position is better than expected due to contributions to staff funding that were not assumed.</li> <li>• The school roll will increase in September due to the school going over PAN by 6 to 173 in years 6 and 7 from September and an additional 5 in year 7 due to appeals.</li> <li>• The Carry forward from 2018/19 is a surplus of £37k.</li> <li>• Small deficits are expected in 2019/20 and 2020/21 of £17,709 and £14,384 respectively but this will be covered by the cumulative surplus position.</li> <li>• Overall the school is in a strong financial position.</li> </ul> <p><b>Q. What was the budget carry forward for 2018/19?</b> A. This was budgeted as a deficit of £14k vs an actual surplus of £37k.</p> <p><b>ACTION:</b> The Head Teacher to circulate budget documents to all governors.</p>	<p><b>Head Teacher</b></p>

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	<p><b>ACTION:</b> Governors to respond with comments and questions by Friday 12 July 2019.</p> <p><b>RESOLVED:</b> That the 2019/20 budget be approved subject to any comments and adjustments resulting from governor feedback.</p> <p>(b) <u>Grounds Committee held on 20 June 2019</u></p> <p>The Chair updated the meeting.</p> <ul style="list-style-type: none"> <li>• The All-Weather pitch fencing has been replaced.</li> <li>• The joint account has a healthy balance of £76k</li> <li>• Fees will remain unchanged and use is at full capacity.</li> <li>• Clubs are happy with the standard of facilities.</li> <li>• Football teams have done exceptionally well.</li> <li>• There may be some resizing of the drawn out pitches over the summer. The requirement is currently being investigated.</li> </ul> <p><b>Q. What is the pitch resizing?</b>  A. This is ensuring that the drawn football pitch is full size, within the allowed tolerance.</p>	<p><b>All Governors</b></p>
<p><b>13. APPROVAL OF POLICIES</b></p>	<p>The Mental Health and Wellbeing policy had been circulated before the meeting.</p> <p><b>Q. Do we need a deputy lead for Health and Wellbeing?</b>  A. This is not a requirement but can be considered when all training is complete.</p> <p><b>Q. Is Ms E Charlesworth being trained?</b>  A. Yes.</p> <p><b>ACTION:</b> The Head Teacher to consider if a deputy lead for Health and Wellbeing is required.</p>	<p><b>Head Teacher</b></p>

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	<p><b>ACTION:</b> Governors to review the Health and Wellbeing Policy and send any comments or questions to the Head Teacher by Friday 12 July 2019.</p> <p><b>RESOLVED:</b> That the Health and Wellbeing Policy be approved and adopted subject to any amendments received by the Head Teacher.</p>	<b>All Governors</b>
<b>14. GOVERNOR TRAINING AND GOVERNOR VISITS</b>	<p>The Chair updated that a visit to school for an update on Health and Wellbeing had taken place.</p> <p>There is a Wellbeing day at school on Wednesday 10 July 2019. All governors are welcome to attend. There will be a range of activities to choose from.</p>	
<b>15. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</b>	<p>The Head Teacher provided a verbal update to the meeting.</p> <p>(a) <u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Attendance to 21 June was 96% with year 6 the best and year 8 the lowest.</li> <li>• There will be a focus on persistent absenteeism (attendance below 90%) which is currently 5.3% of pupils compared to 8.7% nationally.</li> <li>• There is also a focus on disadvantaged pupils (attendance 93.7%) with actions in place to improve attendance.</li> </ul> <p>(b) <u>Standards and Effectiveness</u></p> <ul style="list-style-type: none"> <li>• KS2 writing is expected to be 84%, This has been moderated and 100% of judgement were agreed. It was noted by moderators that the enhanced work was some of the best seen and examples were requested to be used as national exemplars.</li> <li>• SATs results will be available on 9 July and GL tests results are not yet available.</li> </ul> <p>(c) <u>CPD</u></p> <ul style="list-style-type: none"> <li>• Teaching and Learning Communities continue to be used.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• The new Ofsted inspection framework will be the focus for the Autumn term.</li> <li>• Metacognition will be a focus which looks at the understanding of skills as a learner, reflection on learning strategies and how to self-evaluate.</li> </ul> <p>(d) <u>Pupils Issues and Safeguarding</u></p> <ul style="list-style-type: none"> <li>• There are 518 pupils on roll.</li> <li>• There are 4 Children with EHCP's.</li> <li>• There have been two racist incidents since the last meeting. The school has been in touch with parents and they are happy with the outcomes.</li> <li>• There have been a number of Fixed Term Exclusions – 3 pupils have been excluded for a total of 16 days on 6 occasions (2 each).</li> <li>• There has been a Managed Move with one Scissett Middle School Year 8 boy but this has failed.</li> <li>• The school did well in the recent Maths competition at Honley High, with teams coming 1<sup>st</sup> and 3<sup>rd</sup> in both Year 7 and Year 6.</li> <li>• There has been a visit to the Ardeche in France, Chateau Beaumont and Bushcraft.</li> <li>• Young leaders have been a real credit to the school, with the highest participation figures we have ever had.</li> </ul> <p>(e) <u>Premises</u></p> <ul style="list-style-type: none"> <li>• There will be improvements made to the school for fire safety over the summer holidays involving the replacement of around 100 doors. The last week will be for redecoration.</li> <li>• Some work is required to a boiler at an estimated cost of £10k.</li> <li>• The school alarm was faulty resulting in intruders in school but this has now been resolved.</li> </ul> <p><b>Q. Will we test the alarm?</b> A. We do test weekly.</p>	

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	<p>(f) <u>Parents and Community</u></p> <p>A penalty shoot out was held for a cancer charity and this was very successful, the boys raised £410.</p> <p>Report slips returned by parents have been very positive.</p> <p>(g) <u>Pyramid Update</u></p> <p>The Community Hub is working with families to provide support as required.</p> <p>(h) <u>Staffing</u></p> <ul style="list-style-type: none"> <li>• There are three members of staff retiring at the end of term. Adverts are out for replacements.</li> <li>• The New Assistant Head Teacher has already visited school.</li> <li>• The Head Teacher updated that he will retire in December 2019. The process for recruitment of a new Head Teacher has already been started by the Chair and the CEO</li> <li>• The Chair circulated a timetable and process for Head Teacher recruitment.</li> <li>• Supporting documents for Head Teacher recruitment are available from The Key.</li> </ul> <p><b>ACTION:</b> Governors to inform the Chair if they will be available to be part of the recruitment panel by Friday 12 July 2019. The first meeting will be held in the week commencing 15 July 2019.</p> <p><b>ACTION:</b> The Chair to circulate the Recruitment pack to all Governors.</p> <p><b>Q. Would it be sufficient just to have the Chair of the Local Governing Body on the panel together with Trust and LA members?</b></p> <p>A. There may be a lot of work for just one governor.</p>	<p><b>All Governors</b></p> <p><b>Chair</b></p>

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<b>16. STAFFING UPDATE</b>	This was covered in the Head Teacher's Report above.	
<b>17. GOVERNOR ACTION PLAN</b>	<p>The Governor Action plan was circulated. The Chair updated on changes made to the Governor Action Plan.</p> <p><b>ACTION:</b> That criteria for the Governor Mark Award should be reviewed in the next Governor Self Review.</p>	<b>Chair</b>
<b>18. ANY OTHER BUSINESS</b>	<p>Mrs V Barraclough updated the meeting on a letter received from Mr M Moriarty who is the Chair of the Chernobyl Lifeline Charity.</p> <p>The school, staff and Head Teacher were thanked for all their support to the charity.</p> <p>The governors noted that they appreciated and valued the feedback.</p>	
<b>19. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b>	<p><b>RESOLVED:</b> That future meetings of the local governing body are to be held at the school at 7pm on the following dates:</p> <ul style="list-style-type: none"> <li>• Tuesday 10 September 2019</li> <li>• Wednesday 6 November 2019</li> <li>• Thursday 16 January 2020</li> <li>• Monday 16 March 2020</li> <li>• Tuesday 5 May 2020</li> <li>• Wednesday 1 July 2020</li> </ul>	
<b>20. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b>	<p><b>RESOLVED:</b> 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 8.50pm.