



## THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Kirkburton Middle School	7pm	Tuesday 10 <sup>th</sup> September 2019

DFE	4054
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Start of meeting	18.59
Close of meeting	21.05

Present		In attendance	
Name	Role	Name	Role
Mrs Victoria Green	Co-opted Governor (Chair)	Melanie Humphreys	Clerk
Prof. Ann Harris	Co-opted Governor		
Mr John Papworth	Staff Governor		
Mrs Viv Barraclough	Parent Governor		
Mrs Donna Sheldon-Wright	Parent Governor		
Mr Gary Johnson	Headteacher		
Miss Emma Charlesworth	Staff Governor		
Mr David Greenhalgh	Parent Governor		
Anneliese Fothergill	Co-opted Governor		

Item	Minutes
1 Apologies for absence, consent and declarations of interest.	All Governors present. No declarations of interest.
2 Notification of items to be brought up under Any Other Business.	No items raised for inclusion in AOB
3 Minutes of the meeting held on 8 <sup>th</sup> July 2019.	<b>RESOLVED:</b> That the minutes of the meeting held on 8 <sup>th</sup> July 2019 be agreed as a true record of the meeting and signed by the Chair.
4 Matters arising.	<p>The actions from meeting held on 8<sup>th</sup> July 2019 were reviewed.</p> <p>Minute 1:</p> <ul style="list-style-type: none"> <li>The Chair to write a letter of thanks to Ms P Harrow. <i>Letter sent to Mrs P Harrow by Chair</i></li> <li>The Chair to update the advert for Governor Recruitment to include skills required of SEN, Safeguarding, Disadvantaged Children and Recruitment. <i>The Chair has updated the advert and advertised for 2 new Governors. The adverts have been placed on 'Governors for schools' and 'Kirklees Governing service'.</i> <i>Q. Do we require a further parent Governor?</i> <i>A. To be discussed at AGM on 6<sup>th</sup> November.</i></li> </ul> <p>Minute 5:</p> <ul style="list-style-type: none"> <li>Safeguarding - A report including a breakdown of safeguarding incident numbers will be presented to the Local Governing Body early in the next academic year. <i>Headteacher in process of completing, requested that this item be adjourned and placed on agenda for review at the next Local Governing board meeting on 6<sup>th</sup> November.</i></li> </ul> <p><b>ACTION:</b> The report including a breakdown of safeguarding incident numbers will be presented at the Local Governing Body meeting on Wednesday 6<sup>th</sup> November.</p> <ul style="list-style-type: none"> <li>Progress since last inspection - The Chair had circulated the report. Comments have been added. The report will be reviewed in more detail in the autumn term. <i>Included as part of discussion in Agenda item 5.</i></li> </ul> <p>Minute 10:</p> <ul style="list-style-type: none"> <li>The Headteacher to email Governors with SATs results when they are available. <i>The SATS results have been circulated to all Governors by the Headteacher.</i></li> </ul>

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	<p>Minute 12:</p> <ul style="list-style-type: none"> <li>• The Head Teacher to circulate budget documents to all Governors. <i>The budget documents have been circulated to all Governors by the Headteacher</i></li> <li>• Governors to respond with comments and questions by Friday 12 July 2019. <i>The Headteacher received no comments.</i></li> </ul> <p>Minute 13:</p> <ul style="list-style-type: none"> <li>• The Head Teacher to consider if a deputy lead for Health and Wellbeing is required. <i>Headteacher spoken to Health and Wellbeing lead and concluded this was not necessary.</i></li> <li>• Governors to review the Health and Wellbeing Policy and send any comments or questions to the Headteacher by Friday 12 July 2019. <i>Comments received from one Governor.</i></li> </ul> <p><b>ACTION:</b> Headteacher to update Health and Wellbeing policy following comments.</p> <p>Minute 15:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Chair to circulate the Recruitment pack to all Governors.</li> </ul> <p><i>Recruitment pack for new Headteacher was reviewed on screen with Governors within the meeting.</i></p> <p><i>Items discussed:</i></p> <ul style="list-style-type: none"> <li>- <i>Confirmation that advertisement had been published 10<sup>th</sup> September for 3 weeks ending 30<sup>th</sup> September 2019.</i></li> <li>- <i>Comprehensive pack reviewed by a number of Governors prior to publication, comments had been made and pack adjusted. Includes personal specification of requirements in the candidates and alongside an information recruitment pack about the role and Kirkburton Middle School.</i></li> <li>- <i>Chair advised main points of comments including the key requirements that relate specifically to Kirkburton Middle School.</i></li> </ul> <p><b>ACTION:</b> Headteacher to forward a copy of the final recruitment pack to all Governors.</p> <p>Q. Staff Governor – Are we able to share with the Kirkburton Middle School staff?  A. Headteacher asked for staff input as part of the process and advised it would be worth sharing with all staff following publication. Governor commented on that staff may know suitable candidates. Final version can be shared with staff.</p> <p>Q. Is there likely to be anyone internally that will apply?</p>

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	<p>A. Headteacher felt there may be no-one ready within current staff to apply.</p> <p><b>ACTION:</b> Headteacher to share Recruitment pack with staff as appropriate.</p> <p>Chair informed Governors of the interview schedule, requesting for volunteers from the Governors to support across all stages;  Longlisting – from 7<sup>th</sup> October to 10<sup>th</sup> October.  Shortlisting stage 1 – 23<sup>rd</sup> October  Shortlisting stage 2 – 24<sup>th</sup> October</p> <p>Longlisting will be for 9 to 10 candidates and will be short interviews to verify applications against requirements. Most suitable forwarded to shortlisting.  Shortlisting stage 1 will be for 5 to 6 candidates and will be activity led throughout a day. 2-3 candidates are expected to be selected and progressed to shortlisting stage 2.  Shortlisting stage 2 will be final interview with the recruitment panel.</p> <p><b>ACTION:</b> Governors to advise Chair of their availability to support on the recruitment days.</p> <p>Minute 17:</p> <ul style="list-style-type: none"> <li>That criteria for the Governor Mark Award should be reviewed in the next Governor Self Review. –Chair  <i>Item to be discussed at a separate meeting in more detail, alongside New Ofsted Framework and Governing body self-review.</i>  <b>RESOLVED:</b> Date agreed Wednesday 27<sup>th</sup> November 2019 at 7pm in the caretaker bungalow at Kirkburton Middle School.</li> </ul>
5 Ofsted readiness (including Governor and events calendars)	<p>A pack was issued to all Governors at the meeting that they should keep for reference.  Contents includes documents:</p> <ol style="list-style-type: none"> <li>Questions and Considerations following previous Governor training – Potential Ofsted questions and comments</li> <li>Actions following 2018 Governing body self-review</li> <li>Governor Action Plan January 2019 – December 2021</li> <li>Progress since last inspection</li> <li>B11 form</li> <li>School Peer review</li> </ol> <p>Contents that will be added once available:</p> <ol style="list-style-type: none"> <li>School Development Plan</li> <li>School Evaluation Form</li> <li>Calendar and schedule for Governor visits over the academic year</li> </ol> <p><b>ACTION:</b> Further Ofsted readiness documents to be provided to Governors once available</p> <p><b>Review of document 1 considerations (Potential Ofsted questions and comments).</b></p>

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	<p><u>Question 2.</u> Curriculum currently under review.</p> <p>Spotlight meeting similar to those currently being run at Scissett Middle School to be adopted in Kirkburton Middle School. Kirkburton Leadership teams are observing 2 sessions next week (wc 16<sup>th</sup> Sept) on Science and English. Plus a series of curriculum leaders meetings to discuss progress and planning.</p> <p>Q. Are we also looking at Lesson Planning? A. Yes tying curriculum into lesson planning, how they fit together to measure progress through Curriculum which will be provided to Governors. Also measuring how well curriculum is sequenced so students can commit to memory. Pathways will need to be completed appropriately.</p> <p>There is a transition period for Governors to understand how they should challenge appropriately and to get the information on the Curriculum.</p> <p><u>Question 7.</u> Gaining parent feedback and views.</p> <p>Consideration 2. Template of questions that could be used with parents and events to be included within the pack, including feedback form to capture information.</p> <p><b>ACTION: Governor question template for school visits to be considered.</b></p> <p>Consideration 1. Q. Do we have a lists events that Governors can attend? A. Calendar is currently being completed and will be circulated once finalised. Dates that are confirmed:</p> <ul style="list-style-type: none"> <li>- KS2 SATs evening 13<sup>th</sup> November</li> <li>- Open Evening 3<sup>rd</sup> October</li> <li>- Carol Concert 11<sup>th</sup> December</li> <li>- Pantomime 10<sup>th</sup> December</li> <li>- Parent evening – Headteacher advised that this may not be a suitable event for Governors to attend.</li> </ul> <p><b>ACTION: Headteacher to circulate events calendar for Governors once complete</b></p> <p>Q. Do we have a Governor’s board at parents evening? A. Other schools have pictures of Governors on noticeboards continually, putting a face to the Governing body. This could be adopted in Kirkburton Middle School.</p> <p><b>ACTION: Governors to provide photos for Governor board. Board to be placed where parents can review.</b></p>
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	<p>Q. Do we have dates for Maths review?  A. Still to be confirmed, Headteacher will advise  <b>ACTION: Headteacher to advise of Maths review dates</b></p> <p>Q. Parent Questionnaire – Can this be more interactive rather than a simple list of questions. For example a board that they use to place their opinions within school.  A. Yes, we can consider  <b>ACTION: Headteacher to consider interactive parent feedback board</b></p> <p>Q. Do we ask parents questions about the Governing Body?  A. Not currently, to consider  <b>ACTION: Headteacher and Chair to consider parent questions about Governing Body</b></p> <p>Q. Do we have questions that we have asked previously as part of the parent review?  A. Yes can provided. Headteacher advised that Ofsted also have parent view which they recently changed. Chair referred to point 3.4 in the Governor’s Action Plan to include student and staff questions also  <b>ACTION: Headteacher to provide question list and answers from last parent view, Ofsted parent view, student view and staff view for Governors to review.</b></p> <p><b>ACTION: Governors to provide feedback on anything missing from the questions that they feel needs to be included to inform planning.</b></p> <p><u>Question 10.</u>  Q. What do Governors feel on publishing minutes on the website for all sub group committees?  A. Too much information for parents, they are referenced in the full Governing body that it has been discussed and any outcomes.</p> <p><u>Question 13.</u>  Pupil premium spending is published and reviewed yearly, will be on agenda at a Full Governing body meeting and Standards and effectiveness committee.  <b>ACTION: Pupil Premium on agendas for future Governing body meetings and Standards and Effectiveness.</b></p> <p><u>Question 14.</u>  Governing body feel aware of staff morale. Workload Survey has been completed by The Mast last term.</p> <p><u>Question 15.</u></p>
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	<p>Discussed earlier as part Governors Mark award (Matters Arising; refer to minute 17 topic). To be discussed further at meeting Wednesday 27<sup>th</sup> November.</p> <p><u>Question 16</u> Annual report to be provided at next Governing body meeting.</p> <p><b>ACTION:</b> Headteacher to provide update on pupil attendance rates of groups and next Governing Body meeting.</p> <p><u>Other aspects</u></p> <p><u>Consideration 1</u> Timetables for updates on other subjects than Maths and English to be included in Standard and Effectiveness committees once planning for curriculum review outcomes completed. Governors can attend Kirkburton Spotlights once in place.</p> <p><b>ACTION:</b> Headteacher to advise Curriculum Spotlight events to Governors once in place</p> <p><u>Consideration 2</u> Governors need to understand targets and outcomes.</p> <p><b>ACTION:</b> Headteacher to provide awareness of targets and outcomes prior to Governors visits to schools on appropriate subjects</p> <p><u>Consideration 3</u> Strengths, weaknesses and challenges faced by school across all subjects should be reviewed.</p> <p><b>ACTION:</b> Timetable for subject updates of strengths, weaknesses and challenges in Standards and Effectiveness reviews –Standards and Effectiveness Committee</p> <p><u>Consideration 4</u> Analyse attendance and progress/attainment data correlation if the ability to track is available.</p> <p><b>ACTION:</b> Attendance and progress/attainment data correlation to be discuss at future meetings</p> <p><u>Consideration 5</u> Sports funding and spending is published on website and has full details.</p>
6	<p>School Development Plan Update</p> <p>A review of the structure to this document was completed by the Headteacher.</p> <p>The format of the document has been updated to a similar document used by Scissett Middle School.</p> <p>There are 3 targets on the Development for 2019/20, these are found on the front cover of the document.</p>

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	<p>Under each target there are actions to be completed by the end of each term.</p> <p>Those actions are split into 3 parts:</p> <ol style="list-style-type: none"> <li>1. How the actions are managed</li> <li>2. Impact assessments</li> <li>3. Notes on effectiveness (the outcome)</li> </ol> <p>For Target 2 Metacognition awareness is being completed, staff have had their introduction to Metacognition today (Tuesday 10<sup>th</sup> September).</p> <p><b>ACTION: Governors to review and advise Headteacher if they feel any action is missing.</b></p> <p>Q. Is the Impact evidence actually measuring impact? A. The comment on outcomes and effectiveness will be the evaluation of the impact.</p> <p>Q. In past School Development plans it had included specific move from X to Y, why is this not the case in the for this version? A. Inspections are much different now and look at how the data has informed what we are doing. The data will be used as evidence of outcome but not in relation to a target.</p>
7	<p>School Evaluation update</p> <p>This update is still being complete and being changed into the new framework. This is hoped to be complete by the end of this week.</p> <p><b>ACTION: Headteacher to email School Evaluation Update to Governors once complete</b></p>
8	<p>Headteacher report</p> <p>Additional inclusions:</p> <ul style="list-style-type: none"> <li>- SATs results</li> <li>- GL assessments</li> <li>- GDPR audit outcomes</li> </ul> <p>Headteacher reviewed the report.</p> <p>Attendance for 2019/20 a little early to review. 2018/19 was 96.1% Persistent absenteeism lower than national average at 5.3%. Focus is on improving disadvantaged pupil's attendance, currently at 93.7%.</p> <p>Numbers on roll for this year are slightly up, due to appeals.</p> <p>SEN numbers are still being reviewed as a number of children are being evaluated.</p> <p>Disadvantaged and Ethnic minority groups are similar to previous years.</p> <p><b>Standards Report to Governors</b></p> <p><u>SATs</u></p> <p>Green areas are where Kirkburton Middle school are exceeding 'expected standard' and above. Writing, Maths, SPAG and Combined are all exceeding national average and Kirklees.</p>



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	<p>The next challenge and focus is to make further improvement on 'reaching higher standard'.</p> <p>Scaled score whilst still negative are healthier than last year.</p> <p>Q. Is this the progress for KS1? A. Yes</p> <p>Q. Is there any thoughts as to the outcomes in 'higher standard' A. Time plays a part as gaps in knowledge of year 6 when they join from the First Schools. When measured over the 3 years progress is much more evident.</p> <p>Q. Governor - Should conversation be had with the First schools? A. Those conversation are being held. Some First schools find it difficult when they have joint year groups in classes. The challenge in the past years is getting cohort to the standard, only recently have we been able to introduce higher sets earlier.</p> <p>Q. Is there plans for English similar to the Maths Mastery? A. Not a present. The Maths Mastery focused on upskilling, which English is much stronger. First schools are addressing areas in English.</p> <p><u>GL Assessment</u></p> <p>ENGLISH</p> <p>Year 7 - Disadvantaged pupils made better progress than Cohort, as did SEN. (+3.4 v. +1.0). With a SAS 89+ average of 93%, SAS 112+ 41%.</p> <p>Year 8 – sheet missing from the pack</p> <p>Year 9 - Cohort group GL measuring similar KS2 to KS3. Disadvantaged students made good progress +7.9. SEN are a weak group but scoring about national average.</p> <p>MATHS</p> <p>Year 7 - Changes very small from Year 6</p> <p>Year 8 - Fantastic progress with Disadvantaged meeting the ability of pupils nationally (100.6), 27% increase. 98% if pupils are made 'expected progress' or better across year 7.</p> <p>Year 9 - Cohort is 115.6 and disadvantage at 108.9, both making equal exceptional progress. SEN moved from 80.4 to 91.5.</p> <p>Solid evidence that Maths makes fantastic progress through KS3.</p> <p><u>Synopsis of disadvantage pupils</u></p> <p>Red areas are what is being focused on.</p> <p><u>Shelley College GCSE results</u></p> <p>Trying to get the data spilt so comparisons can be completed with Kirkburton and Scissett Middle Schools.</p> <p>Maths Grad 5+ and %5 ebacc is something to consider as ranking 4<sup>th</sup> by Kirklees.</p> <p>Headteacher is waiting to speak to Shelley college about these results in more detail.</p>
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Item	Minutes
	<p><b>Standard and Effectiveness</b></p> <p><u>Two week timetable</u> MFL reduced by 1 hour, going to review ASAP.</p> <p><u>School Self-evaluation (initial thoughts)</u> Good but not outstanding just yet:</p> <ul style="list-style-type: none"> <li>- Behaviours and attitudes, break and lunchtime behaviours to focus on.</li> <li>- Careers program needs development</li> <li>- Leadership and Management, there are some areas that could be stronger.</li> </ul> <p><u>Safeguarding Training</u> Year 3 scheduled for 20<sup>th</sup> November</p> <p><u>Numbers have dropped in 'vulnerable' pupils.</u></p> <p><u>Exclusions</u> 1 child excluded – discussed scenario</p> <p><u>Staff</u> New appointments reviewed</p> <p><u>Premises</u> Snagging issues still to complete on Fire Doors.</p> <p><u>MAST training</u> Governors' conference on 17<sup>th</sup> September, confirmation of who will be attending from the Governors (6 in total).</p> <p>Chair also mentioned Microsoft team adoption. Clerk went through initial process but will confirm. <b>ACTION: Clerk to advise Microsoft teams training once confirmed.</b></p> <p>Chair advised Governors of a working party across the Mast with teachers to share leadership and explore new ideas. <b>ACTION: Governors to advise Chair if interested in being part of the working party.</b></p> <p><u>GDPR update</u> No update was recorded for GDPR Audit.</p>
9	Safeguarding update 2 members of staff are beginning to complete an online training package.
10	Performance Management Update Performance Management appraisal meetings will take place on 17 <sup>th</sup> October.
11	Committee reports Standards and Effectiveness Committee meeting scheduled for last week was postponed to Monday 21 <sup>st</sup> October 7pm.

Item	Minutes
- Standards and Effectiveness	<p>Finance Committee and Health and Safety Committee requiring meetings.</p> <p><b>RESOLVED:</b> Finance – Wednesday 6<sup>th</sup> November 6pm Health and Safety – Monday 23<sup>rd</sup> September 3.10pm.</p>
12 Governor Training and Governor Visits (Sharing learning outcomes and key points)	<p>Chair attended Health and Wellbeing day last term and reported it was a good event.</p>
13 Policies for Review (ratified by the Trust and to be adopted)	<p>The following policies have been ratified by the Mast Trust board and require adoption. All policies can be found on the Mast website.</p> <ul style="list-style-type: none"> <li>• Staff Capability</li> <li>• Staff attendance</li> <li>• Staff code of conduct</li> <li>• Staff Grievance</li> <li>• Staff leave of absence</li> <li>• Emergency Plan</li> <li>• Complaints policy and procedures</li> <li>• Educational Visits and trips</li> <li>• Equality Statement</li> <li>• Equality Policy</li> </ul> <p><b>ACTION:</b> Governors to review and advise Clerk by Friday 13<sup>th</sup> September any issues with policies before adoption.</p>
14 Any other business	<p>None advised.</p>
15 Dates for future meetings	<p><b>RESOLVED:</b> The next full Governing body meeting will be on Wednesday 6<sup>th</sup> November 2019 7pm.</p> <p>With the following dates for information:</p> <p>LGB – Thursday 16<sup>th</sup> January 2020 7pm LGB – Monday 16<sup>th</sup> March 2020 7pm LGB – Tuesday 5<sup>th</sup> May 2020 7pm LGB – Wednesday 1<sup>st</sup> July 2020 7pm</p>
16 Agenda, minutes and related papers – school copy	<p>That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p>

## Summary of Actions

Minute Reference	Action
100919_M4	The report including a breakdown of safeguarding incident numbers will be presented at the Local Governing Body meeting on Wednesday 6 <sup>th</sup> November.
100919_M4	Headteacher to update Health and Safety policy following comments.
100919_M4	Headteacher to forward a copy of the final recruitment pack to all Governors.
100919_M4	Headteacher to share Recruitment pack with staff as appropriate.
	Governors to advise Chair of their availability to support on the recruitment days.
100919_M5	Further Ofsted readiness documents to be provided to Governors once available
	Governor question template for school visits to be considered
	Headteacher to circulate events calendar for Governors once complete
	Governors to provide photos for Governor board. Board to be placed where parents can review.
	Headteacher to advise of Maths review dates
	Headteacher to consider interactive parent feedback board
	Headteacher and Chair to consider parent questions about Governing Body
	Headteacher to provide question list and answers from last parent view, Ofsted parent view, student view and staff view for Governors to review.
	Governors to provide feedback on anything missing from the questions that they feel needs to be included to inform planning.
	Pupil Premium on agendas for future Governing body meetings and Standards and Effectiveness.
	Headteacher to provide update on pupil attendance rates of groups and next Governing Body meeting.
	Headteacher to advise Curriculum Spotlight events to Governors once in place
	Headteacher to provide awareness of targets and outcomes prior to Governors visits to schools on appropriate subjects
	Timetable for subject updates of strengths, weaknesses and challenges in Standards and Effectiveness reviews – Standards and Effectiveness Committee
Attendance and progress/attainment data correlation to be discuss at future meetings	
100919_M6	Governors to review and advise Headteacher if they feel any action is missing.
100919_M7	Headteacher to email School Evaluation Update to Governors once complete
100919_M8	Clerk to advise Microsoft teams training once confirmed.
	Governors to advise Chair if interested in being part of the working party.
100919_M13	Governors to review and advise Clerk by Friday 13 <sup>th</sup> September any issues with policies before adoption.