



THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Kirkburton Middle School	6.30pm	Thursday 16 th January 2020

DFE	4054
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Start of meeting	18:33
Close of meeting	21:42

Attendance	88%
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Present		In attendance	
Name	Role	Name	Role
Mrs Victoria Green	Co-opted Governor (Chair)	Melanie Humphreys	Clerk
Prof. Ann Harris	Co-opted Governor	Ruth Potter	Chair of Governors Scissett Middle School
Mr John Papworth	Staff Governor	Liz Godman	Trustee
Mrs Viv Barraclough	Parent Governor	Natasha Greenough	Trust CEO
Mrs Donna Sheldon-Wright	Parent Governor		
Mr Chris Taylor	Headteacher		
Mrs Anneliese Fothergill	Co-opted Governor		

Absent with consent	
Name	Role
Miss Emma Charlesworth	Staff Governor

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<p>37 Governor Training provided by Natasha Greenough</p>	<p>Mrs Greenough provided the governors with training on the Quality of Education. Handouts were provided to the governors.</p> <p>Mrs Sheldon-Wright was absent for the training.</p> <p>Q. When visiting schools on subjects governors are unfamiliar with, how do we challenge this and know what they are saying is correct? A. The school have planned deep dives where reports will be produced that will come to governors, governors can use these reports as reference documents when they do the visit.</p> <p>Q. Is book scrutiny to be included in visits? A. Work with leaders and ask them to talk through the work within the books. Don't look at marking, ask leaders about feedback, which can be verbal and/or classroom feedback.</p> <p>Q. What questions would you recommend asking the children? A. Be careful not to be operational, but ask questions that ask about what they have learnt.</p> <p>It was noted that governors should challenge leaders around curriculum to ensure improvements are rapid. There is a proforma for Governors to use when conducting subject visits which will enable them to ensure appropriate challenge and ensure focus is around school priorities.</p> <p>ACTION: Mrs Green to advise training topics required for next meeting to Mrs Humphreys.</p>
<p>38 Apologies for absence, consent and declarations of interest</p>	<p>Mrs Sheldon-Wright joined the meeting at 19:01.</p> <p>Mrs Green introduced Mr Taylor (Headteacher, Miss Potter (Chair of Scissett Middle School), and Mrs Godman (Trustee).</p> <p>RESOLVED: Apologies have been received from:</p> <ul style="list-style-type: none"> • Mrs E Charlesworth <p>It was noted that Mrs Charlesworth will shortly go on maternity. Q. Are we inviting a temporary staff member in her absence? A. This has been discussed, Mr Taylor will consider further.</p> <p>ACTION: Mr Taylor to consider and advise if he wishes to fill the temporary staff governor position.</p>

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	RESOLVED: There were no declarations of interest.														
39 Notification of items to be brought up under Any Other Business	<p>The following item was raised under any other business:</p> <ul style="list-style-type: none"> • Kirklees Fair Access Protocol 														
40 Minutes of the meeting held on 6 th November	<p>RESOLVED: That the minutes of the meeting held on 6th November 2019 be agreed as a true record of the meeting and signed by the Chair subject to the following amends:</p> <ul style="list-style-type: none"> • Mr G Johnson to be removed from attendance • Mrs N Greenough to be added attended to attendance 														
41 Matters arising (actions from last meeting)	<p>The following actions from 10th September 2019 were reviewed and updated.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;">100919_M5</td> <td>Further Ofsted readiness documents to be provided to Governors once available <i>RESOLVED: this is no longer applicable</i></td> </tr> <tr> <td></td> <td>Governor question template for school visits to be considered. <i>RESOLVED: Complete.</i></td> </tr> <tr> <td></td> <td>Headteacher to circulate events calendar for Governors once complete <i>RESOLVED: Mr Papworth is adding the events to the calendar on teams.</i></td> </tr> <tr> <td></td> <td>Governors to provide photos for Governor board. Board to be placed where parents can review. <i>ACTION: Governors photos to be added to new website once set up. Governors to provide photos. School will look to add to the board.</i></td> </tr> <tr> <td></td> <td>Headteacher to advise of Maths review dates <i>RESOLVED: These have been arranged. English is also arranged.</i></td> </tr> <tr> <td></td> <td>Headteacher to consider interactive parent feedback board <i>RESOLVED: Mr Taylor will consider at events moving forward, evaluation forms may be an alternative.</i></td> </tr> <tr> <td></td> <td>Headteacher and Chair to consider parent questions about Governing Body <i>RESOLVED: Mr Taylor is identifying an external company to provide external surveys and analysis for parent and student.</i></td> </tr> </table>	100919_M5	Further Ofsted readiness documents to be provided to Governors once available <i>RESOLVED: this is no longer applicable</i>		Governor question template for school visits to be considered. <i>RESOLVED: Complete.</i>		Headteacher to circulate events calendar for Governors once complete <i>RESOLVED: Mr Papworth is adding the events to the calendar on teams.</i>		Governors to provide photos for Governor board. Board to be placed where parents can review. <i>ACTION: Governors photos to be added to new website once set up. Governors to provide photos. School will look to add to the board.</i>		Headteacher to advise of Maths review dates <i>RESOLVED: These have been arranged. English is also arranged.</i>		Headteacher to consider interactive parent feedback board <i>RESOLVED: Mr Taylor will consider at events moving forward, evaluation forms may be an alternative.</i>		Headteacher and Chair to consider parent questions about Governing Body <i>RESOLVED: Mr Taylor is identifying an external company to provide external surveys and analysis for parent and student.</i>
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	<p>Governors hare happy to address adhoc discussions with parents. ACTION: Headteacher to provide an update on external surveys for parents and pupils.</p>
	<p>Headteacher to provide question list and answers from last parent view, Ofsted parent view, student view and staff view for Governors to review. RESOLVED: Complete. Refer to previous action update.</p>
	<p>Governors to provide feedback on anything missing from the questions that they feel needs to be included to inform planning. RESOLVED: this is no longer applicable</p>
	<p>Pupil Premium on agendas for futuree Governing body meetings and Standards and Effectiveness. RESOLVED: an update is being provided as part of agenda point 47</p>
	<p>Headteacher to provide update on pupil attendance rates of groups and next Governing Body meeting. RESOLVED: an update is being provided as part of agenda point 44</p>
	<p>Headteacher to advise Curriculum Spotlight events to Governors once in place RESOLVED: this will be advised on the team calendar</p>
	<p>Headteacher to provide awareness of targets and outcomes prior to Governors visits to schools on appropriate subjects RESOLVED: The focus of visits by governors will be on curriculum audit outcomes Q. Will the curriculum intent be available prior to meeting? A. Mr Papworth will provide a RAG rating of curriculum audit outcomes.</p>
	<p>Timetable for subject updates of strengths, weaknesses and challenges in Standards and Effectiveness reviews – Standards and Effectiveness Committee RESOLVED: The dates are in the rapid improvement plan</p>
	<p>Attendance and progress/attainment data correlation to be discuss at future meetings RESOLVED: an update is being provided as part of agenda point 44</p>

	<p>The following actions from 6th November 2019 were reviewed and updated.</p>
061119_M17	<p>The clerk to email code of conduct to all governors for review, and provide signature document for governors to sign acceptance at the next governing body meeting on 27th November 2019. <i>RESOLVED: Complete. The register has been signed by all except Mrs Charlesworth (absent)</i></p>
061119_M19	<p>The clerk to liaise with Mr C Tyson to progress governing page updates to website. <i>RESOLVED: Complete</i> Mr Taylor and Mrs Humphreys provided a short update on progress to new website. The move will take approx. one month once content and structure advised by Mr Taylor.</p>
061119_M20	<p>Mr Papworth to draft a letter to parents on the parent governor election and provide to the chair for approval. <i>RESOLVED: Requirement is for two parent governors so school are meeting the requirement. The governing body will re-evaluate when appropriate</i></p>
061119_M22	<p>The clerk to investigate position for Mr Carver to attend H&S Committee and advise the chair. <i>RESOLVED: Mr Carver can attend and advise but cannot be a governors with due election.</i></p>
061119_M22	<p>The clerk to provide terms of reference once available <i>RESOLVED: The terms of reference is available for the governing body on teams.</i> ACTION: Mr Papworth to review Trust Committees terms of reference and align to governing body committees. Q. The terms of reference relates to funding, as a governing body how are we aware of this? A. This is discussed in the finance committee. Q. The terms of reference relates to scheme of delegation, as a governing body how are we aware of this? A. This is available on teams and the Trust website.</p>

	061119_M23	<p>Timetable of school visits to be discussed and allocated to governors' in the next meeting on 16th January 2020.</p> <p><i>RESOLVED: Mr Taylor reviewed the link governors previously agreed.</i></p> <p>ACTION: Governors to liaise with Mr Papworth to arrange visits with relevant SLT member and subject lead.</p> <p><i>RESOLVED:</i> the SEND link governor has changed to Mrs Green.</p> <p><i>RESOLVED:</i> the following subject link visits were agreed:</p> <ul style="list-style-type: none"> • Prof. Harris - English • Mrs Fothergill – Numeracy • Mrs Green – History • Mrs Sheldon-Wright – Music • Mrs Godman to support with Mrs Green - SEND • Mrs Barraclough & Mrs Potter – Geography • Mrs Potter and Mrs Green - French • Mrs Fothergill - Art <p>Q. What is the agenda? A. Using the guidance provided within the training by Mrs Greenough earlier.</p> <p>Q. How are the visits structured? A. The governor should speak to the SLT and the subject leader, using guidance provided.</p> <p>Q. Have we got a pupil premium and sport premium link governor? A. No. We need to address this as a large area of work to focus on. Mrs Pickerel is an expert on this and the school as speaking to her about support.</p> <p><i>RESOLVED: The following trustee/governors will link to the premiums:</i> Mrs Barraclough - Sport premium. Mrs Godman - Pupil premium.</p> <p>ACTION: Mr Papworth upload the Curriculum audit onto teams.</p>
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	<p>061119_M23 Mrs Greenough to provide governors with outcomes of workload and wellbeing surveys. <i>RESOLVED: The workload survey was received. The Wellbeing survey is available, the aspects for each school are to be analysed.</i> ACTION: Outcomes of wellbeing survey to be provided to Governors. Mr Taylor provided an update for the workload survey outcome, it had been discussed at SLT and they school are incorporating that into their action and development plans.</p>
	<p>061119_M27 Mrs Greenough to share with report that has been provided to the school that includes detail of the breakdown in safeguarding incident numbers. <i>RESOLVED: Completed</i></p>
	<p>061119_M27 All actions under 10919_M5 are to be deferred to Extraordinary meeting scheduled for 27th November 2019. <i>RESOLVED: Completed</i></p>
	<p>061119_M27 Mr Papworth to make amends to polices and send to Mrs Green for approval. <i>RESOLVED: this is no longer applicable</i></p>
	<p>061119_M27 Mrs Greenough, Mrs Green and Mrs Humphreys to plan a year calendar for governors on updates for the year. <i>RESOLVED: This item is being deferred following the Mast Development day on 4th February.</i></p>
	<p>061119_M31 The provisional date for Ofsted parent meeting to be circulated. <i>RESOLVED: This was a positive meeting, the concerns raised we not related to Ofsted outcome.</i></p>
	<p>061119_M32 Mr Papworth to obtain licence/registration for governors on NSPCC – Safer recruitment training <i>RESOLVED: Obtained six licences. Mr Papworth, Mr MacIntyre, Mrs Senior and Mrs Green have completed the training.</i> ACTION: Mrs Fothergill and Mrs Barraclough to complete the NSPCC safer recruitment training</p>

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	<table border="1"> <tr> <td data-bbox="534 181 758 347">061119_M34</td> <td data-bbox="758 181 1396 347"> The Mast ICT Manager to progress to move KMS to the Mast supported website. <i>RESOLVED: refer to previous action code 061119_M19.</i> </td> </tr> </table>	061119_M34	The Mast ICT Manager to progress to move KMS to the Mast supported website. <i>RESOLVED: refer to previous action code 061119_M19.</i>
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<p>42 Safeguarding Update including safeguarding action plan</p>	<p>Mr Taylor provided an update.</p> <p><u>Key areas in the inspection</u></p> <ul style="list-style-type: none"> • Currently the Trust SENCo is safeguarding lead to ensure issues have been addressed • Two trust reviews have been completed along with external reviews. • The school advises they are compliant at this time <p><u>Safeguarding Overview</u> Mr Taylor distributed the ‘Safeguarding overview’ document and provided a summary review.</p> <p>Team</p> <ul style="list-style-type: none"> • Mrs Senior has completed training the DSL team and other training • Mr MacIntyre will become the safeguarding lead. <p>SSCR</p> <ul style="list-style-type: none"> • Everything and more is in place <p>Policy</p> <ul style="list-style-type: none"> • The Trust safeguarding policy has been reviewed and updated. Refer to minute 50. <p>It was noted that the difference now is the culture in the school. Safeguarding assemblies have been completed with the pupils. It is recognised this safeguarding is everyone’s responsibility. Mr Taylor expressed thanks to Mrs Senior for a fantastic job.</p> <p>Mrs Godman provided her feedback following visits to school.</p> <ul style="list-style-type: none"> • All actions have moved on considerably and have had an impact on safeguarding awareness. • The staff are advising that it is a shared responsibility across the school has increased. • The safeguarding leaders are committed, enthusiastic, knowledgeable, and advised an increased numbers of pupils are coming to them. 		

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	<ul style="list-style-type: none"> • There is evidence that more staff are entering concerns into CPOMS, suggesting an increase in vigilance. • A group of pupils for each year groups, Year 6, 7 and 8, have met with a Trustee. They were very thoughtful and demonstrated a perspective beyond what you may expect. Year 6 are very clear of the impact and the awareness of items being covering in PHSE curriculum. • There is still work to do in embedding the culture into the curriculum. <p>It was noted the next steps for Mrs Godman and Mrs Sheldon-Wright is to raise the awareness across governing body.</p> <p>Mrs Godman advised due credit to Mrs Senior, and the commitment and engagement of the Kirkburton staff. The commitment and engagement needs to continue when Mrs Senior returns to her post at Scissett Middle School. Long term, the governors should keep awareness of the commitment and engagement and at the forefront of Governor checklist completed by Mrs Sheldon-Wright.</p> <p>It was noted that governors safeguarding checklist and visit reports can be found in the dated folder for today's meeting on teams.</p> <p>It was further noted that follows up should take place:</p> <ul style="list-style-type: none"> • SSCR is checked • Training logs checked to see if in date • Induction process of new staff is in place and followed • Governors should be speaking to new starters to ensure they are aware of safeguarding processes • Risk assessments for trips <p>ACTION: Mr Papworth to provide governors with a sample of risk assessment</p> <p>ACTION: Prevent training in school on 21st April, 4- 5pm. Mrs Sheldon Wright and Prof. Harris to attend.</p> <p>Q. The investigation has this been concluded? A. No, this is next week.</p>
43 Performance Management Update	<p>Mr Papworth provided an update.</p> <p>It was noted that all reviews have been completed with the exception of the support staff and cleaning staff. The support staff will be completed once the Headteacher's PA is appointed. The cleaners will be completed by Mr Carver.</p>

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	<p>Q. Is the non-teaching staff moving in line with the teaching staff for review later this year?</p> <p>A. Yes, in October.</p>
<p>44 Head Teacher's Report and pastoral data report</p>	<p><u>Headteacher Introduction</u> Mr Taylor provide a presentation on 'Who is Mr Taylor?, why Headteacher, change is coming'</p> <p>It was noted that Mr Taylor has set up a staff 'change' workgroup' in school. It was further noted that Mr Taylor will be setting up a parent forum for input from parents on key strategies in the school.</p> <p><u>Key School Priorites</u> Mr Taylor shared the document 'Key school priorities spring 2020'.</p> <p>This document covered his initial strategies on:</p> <ul style="list-style-type: none"> • Attendance • Behaviour • Classroom • Extra-Curricular • Environment • Other including safeguarding <p>.</p> <p>It was noted that the sponsored walk that was discussed at the 'meet the Headteacher' is a good idea, Mr Taylor is looking for other 'all school' opportunities.</p> <p><u>Headteacher's report</u> The Headteacher's report had been provided prior to governors by email and on teams. Mr Taylor reviewed the main points as below.</p> <ul style="list-style-type: none"> • Two new pupils that are starting. Bringing the role to 518. The pupils came through appeal, they haven't been in education for some time as they had difficulty getting into a school in the area. <p>Q. The appeal outstanding for year 7, are they likely to get in even though we're full?</p> <p>A. Mr Taylor can't say at this time.</p> <p>There have been 267 applications to join us next year, 163 are first choices. This suggests the school is likely to be full next academic year.</p>

- Attendance was disappointing last term , the sickness bug had a significant impact last term
- A lot of work is being completed by Mr Macintyre on behaviour.
- Mr MacIntyre will make a will make a superb pastoral lead
- There were four exclusions in total. Two persistent disruptive behaviour, one threatening towards an adult, one toward threatening towards another pupil.
- One pupil is undertaking a managed move to Scissett Middle School.
- Strong progress in Curriculum enrichment (intent) – full detail can be found in the report
- Increased aspects for careers – lots of trips are planned for February and March, which Governors are welcome to join. Mrs Greenleaf has been supporting from Scissett Middle School.
- Extra-curricular activities are strong with an number planned
- Mr Carver is working on a strategy improving school facilities
- Mr Taylor to meet with the Trust CFO
- Mrs J Sharples has been appointed as PAL year 6, Mrs Schofield has been appointed SENCo.

Q. What support has been given to the unsuccessful candidates (Pastoral lead)?

A. Mr Taylor is looking at further career opportunities within the school that can develop staff members.

Q. Are you making sure/monitoring that the SEND and disadvantaged pupils are accessing trips?

A. Y8 the trip to New College and Huddersfield University – every child has access. Y7 STEM to Magna – every child has access.

Q. What about Leeds university?

A. This is a mixture of pupil premium and higher ability.

Q. Are you monitoring this for clubs also?

A. Yes we are.

Q. What about trips to France?

A. The paid trips are harder to provide access to all, those on pupil premium can apply for some of the cost to be paid for.

ACTION: School to report in full on equalities on trips and at clubs – access for all, including the paid trips. Add as a point to next meeting agenda.

Q. Do you offer instalments options?

A. Yes.

It was noted that when Y6 pupils join, all parents will be informed of trips over the 3 years that are in school so they can organise and budget.

- A 'Meet the Headteacher' was held on Tuesday 14th January 2020. 65 parents from Y6 attended, 75 parents from Y7 & Y8.
- The school reported to the Trust Standards and effectiveness their progress on the Ofsted response.
- A safeguarding audit is being completed by two trustees
- Mrs Pickerill (school improvement) will support the Ofsted response in developing the quality of education

It was noted that Mr Taylor experience of the MAT so far is very supportive.

It was noted that the governors would like to express thanks to Mr Taylor for the detailed report.

Pastoral data

Mr Taylor distributed the 'pastoral data' document. This document relates to the autumn term 19/20.

Attendance

Mr Taylor has set a target of 97% attendance. There is a gap for DA and SEND EHCP against Non DA, the gap is larger than last year. It was noted the school is reviewing this weekly.

Persistent absence

This have increased against last year. The high % of SEND EHCP relates to one child.

Q. Is the SEND EHCP child's absence because of sickness or their particular needs?

A. Mr Taylor is not aware at the moment but will check

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	<p>ACTION: Mr Taylor will investigate SEND EHCP persistent absence reasons.</p> <p>ACTION: Feedback to the Trust to provide comparisons against national average secondary rather than primary.</p> <p>Exclusions Four Pupils were excluded - two are disadvantaged. one is looked after, one is on the SEND register</p> <p>Racism There were no incidents reported.</p> <p>Homophobia There were no incidents reported.</p> <p>Bullying Two incidents were reported in Y7.</p> <p>Peer on peer abuse One incident in Y7 and one incident in Y8 were reported.</p> <p>Q. What is the difference between bullying and peer on peer abuse? A. Bullying is an extended period. Peer on peer is a singular event.</p> <p>Q. What are those two peer on peer incidents? A. Mr Taylor will need to investigate.</p> <p>ACTION: Mr Taylor to provide detail what the peer on peer incidents are.</p> <p>ACTION: Mr Taylor to upload pastoral data onto teams.</p>
45 Update on rapid improvement plan	<p>Mr Taylor advised the school has a statement of action and rapid improvement plan.</p> <p>Mr Taylor reviewed priorities of the 'statement of action' on screen.</p> <p>It was noted that a meeting was held with the Trust Standard and Effectiveness Committee last week to provide an update on progress. The committee seemed happy with the progress made and this will be reviewed again before Easter.</p>

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	<p>It was further noted that the governors are happy with the update provided and will review the document individually.</p> <p>ACTION: Governors to review and advise any questions on the statement of action.</p>
<p>46 Curriculum reform & curriculum audit update</p>	<p>Mr Papworth provided an update on the Curriculum reform and audit update.</p> <ul style="list-style-type: none"> • The curriculum audit was provided to Standards and Effectiveness committee on Monday 16th December 2019. • The leads are setting up meetings with curriculum groups fortnightly to see the progress of the audits and actions. • Deep dives are progressing from next week. • Mrs Pickerell will identify other opportunities and insights in the curriculum as part of her school improvement. • Curriculum leaders meet on Tuesdays, the aim is to have a shared vision of work to move forward. <p>Q. Who is responsible for carrying out the action plans? A. SLT and the curriculum lead. On visits Governors should meet SLT and then the curriculum lead.</p> <p>Q. What are the timescales for implementing those actions? A. The key pieces of work - long term - the knowledge and skills progress across the 3 years is embedded. The medium plans are in place. The documents of intent are planned to be available by Easter, deep dives will follow.</p> <p>Mrs Sheldon-Wright and Mrs Barraclough left the meeting at 21:07.</p>
<p>47 Pupil Premium</p>	<p>Mr Taylor provided the Pupil Premium 2018/19 document to governors.</p> <p>It was noted this provides an outline spend the money and a review of what has been achieved.</p> <p>It was further noted that the bulk of the spending is for staffing to work on programs relating to numeracy and literacy.</p> <p>Q. How have we done against estimated cost?</p>

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	<p>A. Mr Taylor is looking into this.</p> <p>It was noted that the document is still in development and requires further structure.</p> <p>Q. Who is responsible for 19/20 document? A. Mr Taylor will work on this.</p> <p>Q. Will you keep ownership? A. Once complete it will go to the Pupil premium lead, in short term the ownership will remain with Mr Taylor.</p> <p>Q. What are the timescales for updating the 2018/19 report? A. Before half term</p> <p>Q. Toward the end of the year we'll have to measure the impact of that plan, what is the success criteria? A. The success criteria will be built into the measure when planned.</p> <p>It was noted the school must be more strategic in the approach for pupil premium planning.</p> <p>Q. Where can governors find this document? A. It will be available on the website and will be uploaded to teams.</p> <p>Q. Can you provide an update on sports premium? A. This detail is currently available on the website, Mr Taylor will make sure this is current.</p> <p>It was noted that premium planning is normally completed in September, and the key personnel who has done this in the past have been absent. Learnings from this is the school are not to rely on one person to do this kind of work.</p> <p>It was further noted that Mrs Godman will visit to look at the pupil premium plan. ACTION: Mrs Godman to visit school to review premiums.</p>
48 Committee reports	<p>An update was provided by Mrs Fothergill on the Standards and Effectiveness Committee held on Monday 16th January 2020.</p> <p>Mrs Fothergill informed that many of the items had been discussed in previous agenda items at this meeting:</p> <ul style="list-style-type: none"> • Rapid improvement plan • Careers

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	<p>Q. Who is the careers link governor? A. There is none currently.</p> <p>ACTION: Governors to consider link governor for careers.</p> <ul style="list-style-type: none"> • New behaviour management being introduced in the school • Pupil progress meetings for Maths and English – outcomes are similar to last year. • Pupil premium & sports premium • Policy updates – needed the approval of Mr Taylor when in post. Policies to be allocated to individual for review and recommendation for approval. Refer to minute 50. • CPD <p>Mrs Green provide and update on the Grounds Committee</p> <ul style="list-style-type: none"> • Business as usual • Report from football association indicted a positive result • Pitch improvement program is in planning development • The school have been In touch with council about 106 money, the school needs to put plans in place of how they can use this money and submit to the council.
<p>49 Governor Training and Governor Visits</p>	<p>Mr Papworth advised the following training has been sent to governors for allocation:</p> <ul style="list-style-type: none"> • SEND • PREVENT • Safeguarding • Roles and responsibilities <p>The PHSE visit report has been provided to governors on teams, alongside the PHSE curriculum audit.</p> <p>Prof. Harris advised she had completed training on digital accessibility. Further to this she had attended Australian research for education on sustainability and climate awareness. Prof Harris had also completed learning on Language, literacy and engagement in the development of reading and writing.</p> <p>Mrs Barraclough and Mrs Green have completed the Safeguarding training.</p>

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	<p>Mrs Green was provided with a link to email training on safeguarding, Mrs Green's feedback is this was quick and easy to digest.</p> <p>ACTION: email link for safeguarding training to be provided on teams</p> <p>Mrs Green advised the NGA training had been applied for all the governing body.</p> <p>Mrs Fothergill had completed training on Smartlog.</p>
<p>50 Policies for Review</p>	<p>The following polices are in development within school:</p> <ul style="list-style-type: none"> Behaviour Policy: This was made available on 'teams' for review. <p>RESOLVED: Behaviour Policy has delegated approval to Mrs Fothergill.</p> <p>ACTION: Mrs Fothergill to review behaviour policy and advise the school of approval.</p> <ul style="list-style-type: none"> Careers & Access Provider Policy: his was made available on 'teams' for review. <p>RESOLVED: Careers & Access Provider Policy has delegated approval to Mrs Green.</p> <p>ACTION: Mrs Green to review Careers & Access Provider policy and advise the school of approval.</p> <p>ACTION: Mr MacIntyre to give a pastoral update at the next GB meeting. Add point to the meeting agenda.</p> <p>The following trust policies were made available on 'teams', have been ratified by the board and require adoption:</p> <ul style="list-style-type: none"> Safeguarding Policy SEND Policy Health and Safety Policy Whistleblowing Policy <p>RESOLVED: All above trust policies have been adopted.</p>

Item	Minutes
51 Any other business	<p>The following items were noted under Any Other Business:</p> <ul style="list-style-type: none"> • Kirklees Fair Access Protocol <p>Mrs Humphreys advised that this had been provided on teams. This was sent by Kirklees asking school governing body to review and advise if they are happy to adopt and confirm to Kirklees by Monday 9 March 2020.</p> <p>ACTION: Mr Taylor and Mrs Green to review the Kirklees Fair Access protocol and advise approval of adoption to Kirklees by Monday 9 March 2020.</p>
52 Dates of future meetings and possible agenda items	<p>RESOLVED: The following meetings were noted:</p> <p>Full Governing Body</p> <p>LGB – Monday 16th March 2020 7pm</p> <p>LGB – Tuesday 5th May 2020 7pm</p> <p>LGB – Wednesday 1st July 2020 7pm</p> <p>Committees</p> <p>Finance Committee – Wednesday 1st April 2020 7pm</p> <p>Finance Committee – Tuesday 9th Jun 2020 7pm</p> <p>Standards and Effectiveness Committee – Monday 2nd March 2020 7pm</p>
53 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>

Summary of Actions

Minute Reference	Action
160120_M37	Mrs Green to advise training topics required for next meeting to Mrs Humphreys.
160120_M38	Mr Taylor to consider and advise if he wishes to fill in the temporary staff governor position.
160120_M41	Governor's photos to be added to new website once set up. Governors to provide photos. School will look to add to the board.
160120_M41	Headteacher to provide an update on external surveys for parents and pupils
	Mr Papworth to review Trust Committees terms of reference and align to governing body committees.
	Governors to liaise with Mr Papworth to arrange visits with relevant SLT member and subject lead..
	Mr Papworth upload the Curriculum audit onto teams.
	Outcomes of wellbeing survey to be provided to Governors.
	Mrs Fothergill and Mrs Barraclough to complete the NSPCC safer recruitment training
160120_M42	Mr Papworth to provide governors with a sample of risk assessment
	Prevent training in school on 21 st April, 4- 5pm. Mrs Sheldon Wright and Prof. Harris to attend.
160120_M44	School to report in full on equalities on trips and at clubs – access for all, including the paid trips. Add as a point to next meeting agenda.
	Mr Taylor will investigate SEND EHCP persistent absence reasons.
	Feedback to the Trust to provide comparisons against national average secondary rather than primary.
	Mr Taylor to provide detail what the peer on peer incidents are
	Mr Taylor to upload pastoral data onto teams.
160120_M45	Governors to review and advise any questions on the statement of action.
160120_M47	Mrs Godman to visit school to review premiums.
160120_M48	Governors to consider link governor for careers.
160120_M49	email link for safeguarding training to be provided on teams
160120_M50	Mrs Fothergill to review behaviour policy and advise the school of approval.
	Mrs Green to review Careers & Access Provider policy and advise the school of approval.
	Mr MacIntyre to give a pastoral update at the next GB meeting. Add point to the meeting agenda
160120_M51	Mr Taylor and Mrs Green to review the Kirklees Fair Access protocol and advise approval of adoption to Kirklees by Monday 9 March 2020.