



THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Kirkburton Middle School	6.30pm	Monday 16 th March 2020

DFE	4054
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Start of meeting	18:32
Close of meeting	21:48

Attendance	62.5%
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Present		In attendance	
Name	Role	Name	Role
Mrs Victoria Green	Co-opted Governor (Chair)	Mrs MHumphreys	Clerk
Mr John Papworth	Staff Governor	Miss R Potter	Chair of Governors Scissett Middle School
Mrs Viv Barraclough	Parent Governor	Mrs E Godman	Trustee
Mr Chris Taylor	Headteacher	Mrs G Senior	Safeguarding and SENCo lead for the Trust
Mrs Anneliese Fothergill	Co-opted Governor	Mr I Parker	Staff observer

Absent with consent	
Name	Role
Miss Emma Charlesworth	Staff Governor
Prof. Ann Harris	Co-opted Governor
Mrs Donna Sheldon-Wright	Parent Governor

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<p>54 Governor Training provided by Liz Godman</p>	<p>Mrs Godman provided the governors with training on Pupil Premium.</p> <p>Topics included:</p> <ul style="list-style-type: none"> • Eligibility • Ofsted Inspection • EEF – tiered approach • Implementation process • Myths dispelled <p>Q. Do barriers need to be looked at on an individual basis? A. Yes, this will be established by individual analysis</p> <ul style="list-style-type: none"> • What is a three tiered approach? • Flexible, not prescriptive, therefore should: • What is working elsewhere? • online statement should include: • Three year strategy <p>Q. Can we the funding carry forward money? A. No the school needs to spend it, it relates to the pupils in that year</p> <p>Q. For pupils on managed moves, is money received for them? A. No</p> <p>RESOLVED: The content of the presentation will be placed on 'teams' for future reference.</p>
<p>55 Approach to Careers – Mrs Greenleaf</p>	<p>Ms Burkinshaw and Mrs Greenleaf attended the meeting at 7pm to complete a presentation on 'Delivering Careers, education, advice, information and guidance'</p> <p>The following was included in the presentation:</p> <ul style="list-style-type: none"> • What is the Combined Authority? • Leeds City Region Employment and Skills Plan • The CEC & Gatsby Benchmarks • Kirkburton Middle School - context • Statutory Guidance and OFSTED • Future Goals • Further Information and Support <p>It was noted that that the school require a link governors for careers.</p> <p>Q. How do measure the impact of the careers programme? A. By measuring the benchmarks and evidence behind the benchmarks.</p>

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	<p>Q. What is the duration of the programme to embed the careers across the curriculum?</p> <p>A. It has already started a Kirkburton, it is seeping through and will keep ongoing.</p> <p>Q. Have the staff noticed a difference?</p> <p>A. Yes it is definitely being noticed, and positively.</p> <p>It was noted that careers CPD will be planned for teachers.</p> <p>RESOLVED: The content of the presentation will be placed on 'teams' for future reference.</p> <p><i>Ms Burkinshaw and Mrs Greenleaf left the meeting following their presentation.</i></p>				
56	<p>Apologies for absence, consent and declarations of interest</p> <p>RESOLVED: Apologies have been received from:</p> <ul style="list-style-type: none"> • Mrs E Charlesworth – with consent (maternity leave) • Mrs Sheldon-Wright with consent • Prof. Harris with consent <p>RESOLVED: There were no declarations of interest.</p>				
57	<p>Notification of items to be brought up under Any Other Business</p> <p>The following item was raised under any other business:</p> <ul style="list-style-type: none"> • Coronavirus update 				
	<p><i>The safeguarding update was provided at this time. Defer to item. 60</i></p> <p><i>Mrs Senior left the meeting at 19:58.</i></p>				
58	<p>Minutes of the meeting held on 16th January 2020</p> <p>RESOLVED: That the minutes of the meeting held on 16th January 2020 be agreed as a true record of the meeting and signed by the Chair.</p>				
59	<p>Matters arising (actions from last meeting)</p> <p>The following actions from 16th January 2020 were reviewed and updated.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 30%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>160120_M37</td> <td>Mrs Green to advise training topics required for next meeting to Mrs Humphreys. RESOLVED: Defer to item 54.</td> </tr> </tbody> </table>	Minute Reference	Action	160120_M37	Mrs Green to advise training topics required for next meeting to Mrs Humphreys. RESOLVED: Defer to item 54.
Minute Reference	Action				
160120_M37	Mrs Green to advise training topics required for next meeting to Mrs Humphreys. RESOLVED: Defer to item 54.				

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	160120_M38	<p>Mr Taylor to consider and advise if he wishes to fill in the temporary staff governor position.</p> <p>RESOLVED: Mr Taylor identified that Mr I Parker has been identified as wishing to fulfil the temporary position. Governors were asked to consider and vote for filling this temporary position.</p> <p>RESOLVED: Governors have agreed for Mr Parker to be a temporary staff governor whilst Mrs Charlesworth is on maternity. Mr Parker will not have a vote.</p>
	160120_M41	<p>Governor's photos to be added to new website once set up. Governors to provide photos. School will look to add to the board.</p> <p>ACTION: Governors to provide photos for the website.</p>
	160120_M41	<p>Headteacher to provide an update on external surveys for parents and pupils.</p> <p>RESOLVED: Mr Taylor advised that they had received an external quote, this was for £3000. The school are still considering this or whether to complete a survey sent by the school.</p>
		<p>Mr Papworth to review Trust Committees terms of reference and align to governing body committees.</p> <p>RESOLVED: Due to the discussions to change of governance on the Mast development day this item will be marked as no longer required.</p>
		<p>Governors to liaise with Mr Papworth to arrange visits with relevant SLT member and subject lead.</p> <p>RESOLVED: Complete</p>
		<p>Mr Papworth upload the Curriculum audit onto teams.</p> <p>RESOLVED: The audit is available on teams.</p>
<p>Outcomes of wellbeing survey to be provided to Governors.</p> <p>RESOLVED: This item was an agenda point at the Standards and effectiveness on Monday 2nd March 2020. The wellbeing survey results can be found in on teams.</p>		

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		<p>Mrs Fothergill and Mrs Barraclough to complete the NSPCC safer recruitment training</p> <p>ACTION: Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.</p>
	160120_M42	<p>Mr Papworth to provide governors with a sample of risk assessment.</p> <p>ACTION: Mr Papworth to upload examples of risk assessments to teams.</p>
		<p>Prevent training in school on 21st April, 4-5pm. Mrs Sheldon Wright and Prof. Harris to attend.</p> <p>RESOLVED: Scheduled calendar invite on teams.</p>
	160120_M44	<p>School to report in full on equalities on trips and at clubs – access for all, including the paid trips.</p> <p>ACTION: Agenda point for Tuesday 5th May 2020: equalities on trips and at clubs – access for all, including the paid trips.</p>
		<p>Mr Taylor will investigate SEND EHCP persistent absence reasons.</p> <p>RESOLVED: Mr Taylor demonstrated on screen a tool for tracking absence.</p> <p>Feedback to the Trust to provide comparisons against national average secondary rather than primary.</p> <p>RESOLVED: Primary schools national attendance is a better to measure for middle school.</p> <p>Mr Taylor to provide detail what the peer on peer incidents are</p> <p>RESOLVED: The peer on peer incident relate to a sexting and online safety. This has been dealt with in school and the Police attended to speak to the related children.</p> <p>Q. Where the children given support after?</p>

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		<p>A. Yes, and counselling was put in place for all related children.</p> <p>Q. Were any there any wider discussion with all the pupils around those incidents?</p> <p>A. Yes, we have had safer internet day and the subject was discussed in assembly.</p> <p>Mr Taylor to upload pastoral data onto teams.</p> <p>RESOLVED: The data has been uploaded.</p>
	160120_M45	<p>Governors to review and advise any questions on the statement of action.</p> <p>RESOLVED: No questions were provided.</p>
	160120_M47	<p>Mrs Godman to visit school to review premiums.</p> <p>ACTION: Now premium plans are in place: Mrs Godman to visit school to review premiums.</p>
	160120_M48	<p>Governors to consider link governor for careers.</p> <p>RESOLVED: Mrs Green to be careers link governor.</p>
	160120_M49	<p>email link for safeguarding training to be provided on teams</p> <p>RESOLVED: This is has been provided with guidance to complete by Easter.</p>
	160120_M50	<p>Mrs Fothergill to review behaviour policy and advise the school of approval.</p> <p>RESOLVED: The behaviour policy is approved.</p> <p>Mrs Green to review Careers & Access Provider policy and advise the school of approval.</p> <p>RESOLVED: The Careers & Access Provider policy is approved.</p> <p>Mr MacIntyre to give a pastoral update at the next GB meeting. Add point to the meeting agenda.</p> <p>RESOLVED: Mr MacIntyre attended the Standards and Effectiveness meeting on Monday 2nd March to provide an update.</p>
	160120_M51	<p>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>

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	<table border="1"> <tr> <td data-bbox="534 181 758 235"></td> <td data-bbox="758 181 1396 235">RESOLVED: Complete</td> </tr> </table>		RESOLVED: Complete
	RESOLVED: Complete		
60 Safeguarding Update including safeguarding action plan	<p>Mrs Senior (Safeguarding and SENCo lead for the Trust) provided an update on the progress of the safeguarding actions taken in school and on current safeguarding aspects.</p> <p>The following point were noted:</p> <ul style="list-style-type: none"> • The Safeguarding action plan is fully green. • The action plan was shared with LA, their suggestions were incorporated, they are happy with the steps taken. • Steps to take anonymous feedback from the children are in place, with their concerns being addressed • Staff training has been completed, the DSL team has increased. All will have completed their statutory courses by May 2020. • Mr Senior will continue to support once return to Scissett Middle School. • All staff have received training with LA and the DSL, this includes lunchtime and kitchen staff. • Keeping children safe in education 2020 will be available from September 2020. • Prevent training is available. • A termly quiz is being completed within school to receive constant feedback. • Safeguarding training is available on teams for Governors to register. (It was further noted that the training provides useful resources). • The school commissioning group are triangulating evidence. They are confident what the school is evidencing is in place. • 175 audit is complete with 100% compliance • Trustees have completed their review. Their findings and visit report 'Kirkburton MS Jan 2020 SG review Liz G and Andy W' can be found in the teams folder for this meeting <p>Q. Is the link governor visit enough?</p> <p>A. There is no harm that safeguarding in the school is shared more widely across the governing body. Mrs Godman recommend that their link visits in school also contain aspects relating to safeguarding and how this is reflected in the curriculum.</p>		

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	<ul style="list-style-type: none"> • 1 open child protection case • 2 case on team around the family, this is at the early help intervention stage. • A spike in reporting concerns in CPOMs has been seen (68 as of 14th February). This is to be expected as training and focus on reporting has been completed. This is a positive indicator of staff awareness. • Planning is in place for vulnerable children in relation to Covid19 and how they are monitored during any school closure. <p>It was noted that Mrs Senior is confident the school are complaint and would be deemed to be effective. The experience and confidence will build in the DSL team. Further training will be built around the school and the local context.</p>
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<p>61 Head Teacher's Report and pastoral data report</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 and invited questions.</p> <ul style="list-style-type: none"> • Pupil Numbers – appeal today was successful one more child on role. • Attendance • Behaviour • Exclusions • Classroom • Curriculum enrichment • Trips and visits • Environment • Changes to the school day – also shown on screen • New appointments • Parent forum • Staff wellbeing • Parent newsletter and bulletin • Ofsted response • Monitoring and evaluation of teaching approach <p>Q. Have you found an alternative to the one way system? A. The system is disbanded at the moment, the school found that with the one way system the pupils were missing learning</p>
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time. They can now also carry their bags which the pupils are finding positive.

It was noted that twilight CPD training is in place for Tuesday 17th March 2020 throughout the Trust. Kirkburton teachers are going to Shelley First school for phonics teaching.

It was noted the school are advertising for a further AHT, Mr Papworth is retiring at the end of the academic year. This advertisement is internal as Mr Taylor is looking for someone with knowledge of the school. The post will be temporary.

Q. Is it worthwhile a governor being on the parent forum?

A. Yes

RESOLVED: Attendance at the parent forum to be rotated between governors

ACTION: School to advise of future parent forum dates in advance.

Q. How is staff morale in relation to the changes within the curriculum?

A. It may have dipped a little as we've started our formal monitoring. Staff absence has gone up a little. The SLT hope to see this stabilise once staff realise it is a supportive process.

Q. How are we using the action plan?

A. The heads of department are looking at these fortnightly.

Q. Are you confident that the balance is there against rapid improvement versus implementing?

A. Yes, staff have had time given to complete their actions where available.

Q. So is the dip in moral just related to the formal process?

A. Yes, until it is rolled out completely staff don't see the full process.

Mr Parker provided a view point that the change can take a while to adapt. Mr Parker thought teachers may question who is observing in lessons – does the person who is observing know what they are looking for and skills of giving the feedback? If staff are clear on the type of observation they feel more comfortable with the process.

Q. Do all staff have a chance to shadow the observations?

A. This is something we are working to.

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	<p>Q. When is the next staff wellbeing survey? A. This may be the summer/autumn term. The staff change group are working on outcomes in the meantime.</p> <p>It was noted that staff have put a lot of time into the school trips which have been unfortunately been cancelled due to COVID-19. Governors express their thanks to staff who have managed this.</p> <p>It was further noted the change to the school day has been a positive move for staff and pupils.</p>
<p>62 Update on rapid improvement plan Governors, Careers, Parents</p>	<p>Mr Taylor provided the 'Updated and Reviewed Statement of Action Feb 2020 ' in advance of the meeting and reviewed the following points from the report, inviting any questions.</p> <p><i>Governors</i></p> <p>Objective: to ensure that all governors are clear on their core responsibilities, including those duties laid down in law.</p> <p>ACTION: Governor skills audit to be completed online by Tuesday 5th May 2020. Mrs Humphreys to provide a link to the skills audit on teams.</p> <p><i>Careers</i></p> <p>Objective: To improve careers provision to ensure compliance with Gatsby Benchmarks by July 2020.</p> <p>Defer to item 55.</p> <p><i>Parents</i></p> <p>Objective: Parents are clear on what pupils are learning each term and how well they are learning it due to high quality information from school.</p> <p>Q. Do you think we're on track for completing the objectives in the statement of action? A. On the whole, the curriculum is where we need to focus.</p>

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<p>63 Curriculum reform & Monitoring and Evaluation updates</p>	<p>Mr Taylor provided an update on screen on the following points:</p> <ul style="list-style-type: none"> • Curriculum timings 20.21 - adjustment to number of hours allocated to the curriculum subjects. • The curriculum audit is available on teams for governors to review in depth. The report is RAG to identify areas for focus required • The monitoring and evaluation process was included as an appendix to the headteachers report • The monitoring cycle, including: learning walks, work scrutiny, lesson observations, SLT drop ins, subject spotlights days, and pupil, parent, staff voice • The monitoring and evaluation plan for the year. <p>Q. Is anyone on a support plan at the moment? A. Yes we have 3 members of staff.</p>
<p>64 Pupil premium and sports premium update</p>	<p>Mr Papworth advised the pupil premium spending from the previous year is now available on the website alongside the impact statements. The proposed pupil premium spending for this year will be added.</p> <p>Q. Will the outcomes be measurable for this year planned spending? A. Yes where they can be measured and the data is available to measure.</p> <p>Q. Who is responsible for this going forward? A. This will be one of the AHT.</p> <p>ACTION: Governors to be notified when the PP is loaded onto website/teams. Governors to review and ask questions at the next meeting on Tuesday 5th May 2020.</p> <p>ACTION: The evidence impact document to be added to teams for PP and SP spend.</p> <p>The document '2018/19 sport premium (£17,680 legacy funding' was distributed to governors.</p>
<p>65 Enriched curriculum & after</p>	<p>This item is deferred to Tuesday 5th May 2020</p>

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school equalities report	<p>ACTION: Mrs Humphreys to add agenda item 'Enriched curriculum & after school equalities report' to Tuesday 5th May 2020.</p>
66 Committee reports	<p>An update was provided by Mrs Fothergill on the Standards and Effectiveness Committee held on Monday 2nd March 2020.</p> <p>Agenda points included:</p> <ul style="list-style-type: none"> • Mr MacIntrye presentation on behaviour and pastoral • Statement of action: Curriculum and Behaviour • School development plan • Subject development plan • Curriculum & Pupil progress updates • Continual Professional Development
67 Governor Training and Governor Visits	<p><u>Governor Visits</u></p> <p>It was noted that visit had been completed for:</p> <ul style="list-style-type: none"> • Art – report to completed • History – report with HoD to check • English – report to completed • SEND – report on Teams <p>ACTION: Visit reports to be agenda item for next Standards and Effectiveness Committee on Monday 27th April.</p> <p>It was further noted the following visits are outstanding:</p> <ul style="list-style-type: none"> • Geography • Music • French • Maths <p>Mrs Green provided an update on the recent SEND visit. It was noted that she identified an concern in the resource levels for SEND at the moment, with one member of staff absent, which is impacting on the provisions for EHCP pupils. In addition to the administration requirements needed.</p> <p>It was further noted that there has been some disruption within the classroom. Mr Taylor advised this is a number of Y8 boys who are displaying more challenging behaviour, he feels this does not relate to SEN.</p> <p>Q. Is the lack of administration resource something that is being addressed? A. The school are appointing an apprentice to look at the administration.</p>

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	<p>Q. The person in role - are they coping? A. The person is new in role and embedding new ways of working. Mrs Senior is providing support.</p> <p>It was noted that the SENDCo staff member contract is up at the end of July as this was a temporary contact. It a little uncertain what is happening from July and the school are finalising the ongoing structure. It was further noted that the school need to get the teaching right, then there will balance with the interventions.</p> <p>ACTION: Mrs Green to consider a programme of governor visits for the next academic year.</p> <p><u>Governor Training</u> Mrs Green has completed Safeguarding and prevent level 2. Mrs Green is also progressing with the NGA Leading Governance for Chair training.</p> <p>It was noted that Governors should have received a Smartlog H&S notification.</p>
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<p>68 Policies for Review</p>	<p>The following polices are in development within school:</p> <ul style="list-style-type: none"> • 2019-20 LAC-Policy KMS • RE POLICY 2019-20 final • Critical incidents policy 2019 • 2019- 20 School-Visitor-Policy • 2019-20 Bus <p>RESOLVED: All above policies approved and ratified.</p> <p>Q. Are the British values embedded within the curriculum intent? A. Yes they are included.</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"> • The Mast Academy Disciplinary Policy • The Mast Academy Supporting Pupils with Medical Needs • The Mast Academy Trust Charging and Remissions Policy
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	<ul style="list-style-type: none"> • The Mast Academy Trust Pay Policy • The Mast Academy Admissions Policy • The Mast Academy trust NQT Policy • The Mast Academy Trust statement of allegations of abuse against staff • The Mast Academy Trust Personal relationships at work policy <p>RESOLVED: All above trust policies have been adopted.</p> <p>It was noted by Miss Potter that the governors are pushed for time and not being available to complete aspects of governance required. Relating this to the proposal from the Mast Development Day, the proposal for reducing the number of governors and meetings may also add pressure on this. It was noted that this is being considered within the consultation.</p>
69 Any other business	<p>The following items were noted under Any Other Business:</p> <p><u>Coronavirus.</u></p> <p>Mr Taylor provided an update on the current situation in the school:</p> <ul style="list-style-type: none"> • A letter will be sent to home to parents. • Staffing levels are being monitored on a day to day basis. • In the event of school closure a structure will be in place for staff to work at home <p>Q. Any plans for home learning? A. The Heads of department are pulling this together for pupils.</p> <p>Q. Have you any members of staff that may need to isolate? A. Yes, there is some underlying health conditions.</p> <p>Q. Is there a reassurance message being put in place for the children? A. A Newsround video is being used by some teachers to answer questions.</p> <p>RESOLVED: This is to be recommended to those teachers not currently showing this in tutor groups.</p>
70 Dates of future meetings and possible agenda items	<p>RESOLVED: The following meetings were noted:</p> <p>Full Governing Body</p> <p>LGB – Tuesday 5th May 2020 7pm</p>

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	<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 27th April 2020 6pm</p>
<p>71 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>

Summary of Actions

Minute Reference	Action
160320_M55	Governors to provide photos for the website.
	Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.
	Mr Papworth to upload examples of risk assessments to teams.
	Agenda point for Tuesday 5th May 2020: equalities on trips and at clubs – access for all, including the paid trips.
	Now premium plans are in place: Mrs Godman to visit school to review premiums.
160320_M61	School to advise of future parent forum dates in advance.
160320_M62	Governor skills audit to be completed online by Tuesday 5th May 2020. Mrs Humphreys to provide a link to the skills audit on teams.
160320_M64	Governors to be notified when the PP is loaded onto website/teams. Governors to review and ask questions at the next meeting on Tuesday 5 th May
	The evidence impact document to be added to teams for PP and SP spend.
160320_M65	Mrs Humphreys to add agenda item 'Enriched curriculum & after school equalities report' to Tuesday 5 th May 2020.
160320_M67	Visit reports to be agenda item for next Standards and Effectiveness Committee on Monday 27th April.
	Mrs Green to consider a programme of governor visits for the next academic year.