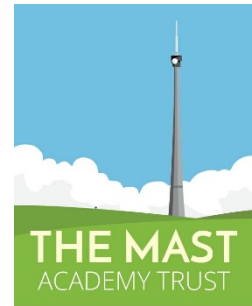




THE GOVERNING BODY OF KIRKBURTON MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body	Virtual on Teams	4:00pm	Tuesday 5 th May 2020

DFE	4054
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Start of meeting	16:03
Close of meeting	17:39

Attendance	100%
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Present		In attendance	
Name	Role	Name	Role
Mrs Victoria Green	Co-opted Governor (Chair)	Mrs M Humphreys	Clerk
Mr John Papworth	Staff Governor	Mrs Stacey Parton	Apprentice
Mrs Viv Barraclough	Parent Governor	Mrs Carol Cane	School Business Manager
Mr Chris Taylor	Headteacher	Mrs E Godman	Trustee
Mrs Anneliese Fothergill	Co-opted Governor		
Prof. Ann Harris	Co-opted governor		
Mrs Donna Sheldon-Wright	Parent Governor		
Mr Ian Parker	Staff Governor		

Absent with consent	
Name	Role
Miss Emma Charlesworth	Staff Governor
Miss R Potter	Chair of Governors Scissett Middle School

People ×

Invite someone 🔗

Currently in this meeting (12) Mute all

- Melanie Humphreys
Organizer
- A Harris
- Anneliese Fothergill
Outside your organization
- C Cane
- C Taylor
- D Sheldon-Wright
- Ian Parker
- J Papworth
- L Godman
- S Parton
- V Barraclough
- V Green

Others invited (2)

- A Fothergill
Accepted
- R Potter
No response

Item	Minutes
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72 Finance update overview provided by Mrs C Cane	<p>Mrs Cane's report 'Kirkburton Middle School Finance Update for Governors April 2020' was provided to all governors on teams prior to the meeting for governors to review.</p> <p>The contents included:</p> <ul style="list-style-type: none"> • Overall Financial Position • Revenue deficit for the period • Capital Expenditure • Bank Balance / Cash flow • Covid 19 <p>'Kirkburton account period 7 201920' was viewed on screen.</p> <p>Q. Why is there a significant underspend on educational supplies and services? A. This relates adjustments being made for cancellation of trips.</p> <p>Q. Are we expecting the Trust percentage change to continue to next year or will this go back to 4%? A. it is expected to return when once the school is removed from the inadequate rating and no longer needs the additional support from the Trust.</p> <p>Q. What will the end of year deficit be? A. We are projected to make £85k but are expecting it won't be as high as that.</p> <p>Q. What did we plan that be initially? A. Approximately £50K. 12 months ago we did set a deficit budget as we were planning investments in the school. We still have reserves.</p> <p>Q. Did we get some money back from an insurance claim? A. Yes. Another insurance claim is still being resolved.</p> <p>The governors gave thanks to Mrs Cane for her Finance report. It was further noted that Mr Taylor and the Governors expressed their thanks to Mrs Cane for her support during COVID-19.</p> <p>Mrs Cane left the meeting at 16:21</p>
73 Apologies for absences, consent and declarations of interest	<p>RESOLVED: Apologies, with consent have been received from:</p> <ul style="list-style-type: none"> • Miss Potter <p>RESOLVED: There were no declarations of interest.</p>
74 Notification of items to be brought up under Any Other Business	<p>RESOLVED: There were no items to be brought up under Any Other Business.</p>
75 Minutes of the meeting held 16 th March 2020	<p>RESOLVED: That the minutes of the meeting held on 16th March 2020 be agreed as a true record of the meeting and agreed by those in attendance for the 16th March 2020.</p>

	<p>An approval signature will be obtained at the next governing body meeting.</p> <p>ACTION: Approval signature for the minutes of 16th March 2020 required at the next governing body that is held in school.</p>																								
76 Matters arising (actions from last meeting)	<p>It was noted that due to the current closure of schools those matters arising not marked as resolved will be deferred to the next governors meeting or subcommittee meetings within the school once re-opened – refer to item 84 for future dates and summary of actions.</p> <p>Finance Committee 6th November 2019</p> <table border="1"> <thead> <tr> <th>Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>061119_M4</td> <td>School Business Manager to follow up on breakdown of costs in financial report with Mr Field</td> </tr> <tr> <td>061119_M5</td> <td>Mr Papworth to investigate using Integris to monitor after school attendance at after school clubs.</td> </tr> <tr> <td>061119_M6</td> <td>Mrs Greenough will follow up the S106 money with Kirklees</td> </tr> </tbody> </table> <p>Standards and Effectiveness 2nd March 2020</p> <table border="1"> <thead> <tr> <th>Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>02032020_M25</td> <td>Governors to take away Behaviour policy and review. Approval and ratification will be sought on Monday 16th March.</td> </tr> <tr> <td rowspan="3">02032020_M31</td> <td>Mr Taylor to provide documents from the curriculum planning meeting on teams.</td> </tr> <tr> <td>Subject leader updated to be added to meeting agendas. Mr Taylor to invite the Science leader to the next standards and effectiveness meeting on Monday 27th April 2020.</td> </tr> <tr> <td>Agenda item on Science update from curriculum leader to be added to agenda for Monday 27th April 2020.</td> </tr> <tr> <td>02032020_M34</td> <td>Staff Governor cover for Mrs Charlesworth by Mr Parker to be approved at the next governing body meeting.</td> </tr> </tbody> </table> <p>Full Governing Body 16th March 2020</p> <table border="1"> <thead> <tr> <th>Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>160320 M55</td> <td>Governors to provide photos for the website.</td> </tr> <tr> <td></td> <td>Mr Papworth to provide the link for the NSPCC safer recruitment training for Mrs Fothergill and Mrs Barraclough.</td> </tr> </tbody> </table>	Minute Reference	Action	061119_M4	School Business Manager to follow up on breakdown of costs in financial report with Mr Field	061119_M5	Mr Papworth to investigate using Integris to monitor after school attendance at after school clubs.	061119_M6	Mrs Greenough will follow up the S106 money with Kirklees	Minute Reference	Action	02032020_M25	Governors to take away Behaviour policy and review. Approval and ratification will be sought on Monday 16 th March.	02032020_M31	Mr Taylor to provide documents from the curriculum planning meeting on teams.	Subject leader updated to be added to meeting agendas. Mr Taylor to invite the Science leader to the next standards and effectiveness meeting on Monday 27 th April 2020.	Agenda item on Science update from curriculum leader to be added to agenda for Monday 27 th April 2020.	02032020_M34	Staff Governor cover for Mrs Charlesworth by Mr Parker to be approved at the next governing body meeting.	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.
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Item	Minutes
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		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 advice 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.	
77	Feedback from SLT	<p>Several reports/documents had been provided to the governors on teams including:</p> <ul style="list-style-type: none"> • Remote learning expectations Summer 2020 – parents • Team Kirkburton assembly 19.03.20 • Staff CPD and communications • COVID-19 school closure arrangements for Safeguarding and Child Protection at The Mast Academy Trust <p>Mr Taylor provided a verbal update to governors on the latest current provisions for pupils and staff during lockdown using the presentation on teams '5.05.20 FGB update'. The presentation contains updates on COVID19 response:</p> <ul style="list-style-type: none"> • Safeguarding • On-site provision for vulnerable pupils, those with an EHCP or the children of key workers • Supporting vulnerable pupils off-site • Pupils - Remote learning & Well-being • Staff - Remote working & Well-being <p>The following questions and points where noted during the presentation:</p> <p>Q. Has there been an increase in safeguarding concerns?</p>

Item	Minutes
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	<p>A. No. The concerns at the moment are in relation to domestic violence – schools will receive calls on Monday if any incidents are reported - we've had none received. The school have tried to put measures in place to be proactive.</p> <p>It was noted that the school are completing risk assessments for children on EHCP. The school currently have 8 children with ECHP, most are having their needs met at home, 1 child is in school.</p> <p>Q. Have any staff been furloughed? A. We have not furloughed any staff. One member of staff furloughed but wasn't through school it was through supply agency.</p> <p>Q. What about children who don't have access to laptops? A. We sent home work packs and colleagues went out into community to deliver these. Parents who were struggling to print they have been provided with these too.</p> <p>Q. What support is there for reluctant learners? A. We use class charts and this allows us to monitor and help support these children.</p> <p>It was noted that all staff have got to grips with the complexity of remote working and with the technology. It was further noted that the Trust are not satisfied that Zoom is a secure platform.</p> <p>It was noted that Mr Taylor was proud of all staff and parents and how they have responded during this time.</p> <p>Q. Have there been any reports around staff wellbeing? A. Only illness but no major concerns.</p> <p>Q. Is there anybody who you may suspect might be struggling or have any concerns? A. Nothing has been raised with us. Weekly bulletins are sent out and the leaders share helpline numbers. Staff are supporting each other beyond the school support and SLT.</p> <p>Q. Isn't Zoom is password protected? A. The Trust ICT manager is not confident it is a safe platform.</p> <p>The governors gave thanks and appreciation to all staff for their tremendous efforts.</p>
78 Head Teacher update	<p>Mr Taylor provided the Governors with a verbal update: It was noted:</p> <ul style="list-style-type: none"> • The curriculum remains huge priority to school, work is being completed so curriculum is right and appropriate when we return. • Anticipated numbers for September were 165 however there was two late applications which will make it PAN at

Item	Minutes
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	<p>167. Five students leaving Y7 but there is a waiting list so these places should fill easily.</p> <ul style="list-style-type: none"> • Shelley College have written home to parents last week. The school are working with first schools and Shelley college to make transition as smooth as possible. • A further Assistant Headteacher has been appointed from September. This has been filled internally. This will be a one year post. • An advert has been posted for a new SENDCo. The Trust SENDCo will still provide support but we will be appointing specifically for KMS. Governors invited to interview potentially held next week. • Following a retirement in summer the middle schools in the Trust will move to a strategic leadership approach for English. A strategic lead has been identified with support from a lead practitioner in school <p>Q. Will the posts be back filled? A. Yes will be back filled temporary then filled at a later date.</p> <p>Q. Do the Trust not have strategic leadership and heads of department in the larger areas of the curriculum? A. Both schools have heads of departments at each school, however, we want to bring the schools together more and therefore this position of a strategic leader will help this.</p> <p>It was noted a concern was raised regarding the new shared Strategic Leadership post for English. The benefit could be understood for other subjects but caution was urged with adopting this approach for such a core and crucial subject. It was agreed that this would be closely monitored going forward</p> <ul style="list-style-type: none"> • A decision was made to cancel all trips moving forward including day trips. • A final proposal for SIMS is being collated, we believe it will improve work in school. • Potentially Y6 will be first to return to school, planning what we can but until we get clarity we can't go in to detail in planning. <p>Q. If they go ahead with Y6, because of our transition would we look at Y5 and Y8? A. We have put this question to the unions, the transition might be different this year.</p>
79 Enriched curriculum & after school equalities report	<p>RESOLVED: This item is deferred, as a non-urgent items, to the next 'in person' governing body meeting.</p> <p>ACTION: 'Enriched curriculum & after school equalities report' to be added as an agenda point at the next governing body meeting held on site.</p>

Item	Minutes
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<p>80 Delegation of approval during COVID-19 including contingency plans</p>	<p>Mrs Green chaired a discussion on decision making in an emergency situation.</p> <p>It was noted that decisions should be made as advised by the Trust scheme of delegation, the Trust Board are meeting Wednesday 13th May on which emergency delegation is being discussed.</p> <p>RESOLVED: If in agreement from the Trust, the following emergency delegation of approvals as in place for Kirkburton Middle School. Decisions will be delegated to Mrs Green, Mrs Fothergill and Mrs Barraclough.</p>
<p>81 Governor training and Governor visits</p>	<p>It was noted an email had been sent to governors from Mr Papworth about training. Mrs A Fothergill would be interested in this training.</p> <p>It was further noted that Mrs Fothergill has completed the safeguarding training.</p> <p>RESOLVED: Mrs Humphreys reminded all governors to continue with the safeguarding training as identified by the Trust and that they all need to register.</p> <p>Mr Taylor gave thanks to governors for visits and training.</p>
<p>82 Policies for review</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 Trust Freedom of Information Policy • The Mast Academy Trust Data Protection Policy <p>It was noted that the school will update the policies where need specific to the schools.</p> <p>Q. Should it make reference to commercially sensitive information being redacted? A. Yes</p> <p>Q. Is there an internal policy to follow regarding FOI requests? EG who collates the information, who checks it before it is made publicly available? A. Yes we have a data protection officer so we correspond with him.</p> <p>Q. How many FOI requests have we had? Is there a pattern of the information that is asked? A. There hasn't been any since Mr Taylor started.</p> <p>Q - How many data breaches have we had and was there any lessons learnt from these? A- We have had one data breach in last 10 weeks. We didn't need to inform ICO.</p>

Item	Minutes
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	<p>Q. When are you intending to implement biometric fingerprinting? A. This is already in place as we use this for school meals.</p> <p>Q. Page 10 of the letter to parents – the last paragraph in the body of the letter makes reference to Scissett Middle School. This needs updating if it is a MAST policy. A. This will be amended before published</p> <p>Q .Section 8 – Additional Information. I would have expected that some of the documents referred to would have applied across the Trust e.g. online safety guidance, data retention periods etc. A. These are trust wide but Mr Taylor will confirm with the CFO.</p> <p>RESOLVED: All above Trust policies have been adopted by the governors present and will be amended specific to the school where required.</p>
83 Any other business	RESOLVED: There were no items brought up under Any other business.
84 Dates of future meetings and possible agenda items	<p>RESOLVED: The following meetings were noted:</p> <p>Full Governing Body LGB – Wednesday 1st July 2020 7pm.</p> <p>Committees Finance Committee – Tuesday 9th Jun 2020 7pm.</p> <p>It was noted that if social distancing restrictions remain in place these meetings will be held virtually and at an earlier proposed time of 4pm.</p>
85 Agenda, minutes and related papers – school copy	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.

Summary of Actions

Minute Reference	Action
050520_M75	Approval signature for the minutes of 16 th March 2020 required at the next governing body that is held in school.
050520_M79	'Enriched curriculum & after school equalities report' to be added as an agenda point at the next governing body meeting held on site.

Finance Committee 6th November 2019

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Standards and Effectiveness 2nd March 2020

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Full Governing Body 16th March 2020

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