

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body held at 5.00 pm at the School on Thursday, 10 September 2020.

Present

Mrs H Farooq (Chair), Miss C Barlow (Head Teacher), Ms J Johnson, Mrs C Jones, Mrs L Kilroy, Ms A Mackie, Ms C Prendergast, Mrs A Wilby.

In Attendance

Mrs R Krishnarao (Minute Clerk)

1. ELECTION OF CHAIR

Mrs Farooq informed governors that she will be stepping down as Chair of the Governing Body at the end of today's meeting. She would like to continue as a governor until her child leaves Mill Lane Primary School at the end of this academic year.

Mrs Farooq agreed to continue as a co-opted governor until the end of July 2021.

There was one nomination for Chair.

RESOLVED: That Mrs L Kilroy be elected as Chair of the Governing Body for a two-year term.

Mrs Kilroy is currently Vice-Chair of the Governing Body. There was a discussion around the Vice-Chair vacancy. There was one nomination for Vice Chair.

RESOLVED: That Mrs Catherine Jones be elected as Vice-Chair of the Governing Body for a two-year term.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

Protocols on apologies and consent

RESOLVED: That the Governors will decide on whether to grant consent on an individual basis depending on the circumstances.

Governor Code of Conduct

ACTION: Head Teacher to email governors a copy of the NGA code of conduct. Governors to email the Head Teacher to confirm they have read the code of conduct and agree to it being adopted.

ACTION: Head Teacher to confirm all governors have agreed to adopt the NGA Code of Conduct at the next meeting of the governing body, so it can be formally recorded in the minutes of the meeting.

Declaration of Business Interest

ACTION: Governors who have not yet completed the declaration of business interest form, should do so as soon as possible and return to the Governor Clerking Service via email.

Get information about schools

ACTION: Chair to check if the School's Get Information about Schools (GIAS) record is up-to-date.

Protocols for remote working

RESOLVED: That Governors agree that where possible governing body meetings will be held at the School. If it is not possible to hold the meeting at the School, meetings will be held virtually.

3. NOTIFICATION OF ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

One item was notified to be bought up under Any Other Business:

- Behaviour Policy

4. REPRESENTATION

The following matters of representation were noted by the Governing Body.

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr A Hussain	Parent Governor	04.09.20

Re-appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs L Kilroy	Co-opted	20.09.20

Governors noted that there were four governor vacancies at present (2 co-opted seats and 2 parent seats).

5. ELECTION OF VICE CHAIR

This item had been dealt with earlier in the meeting (see Minute 1).

6. REVIEW OF COMMITTEES

RESOLVED: That committee membership for 2020/21 be as follows:

Standards and Effectiveness Committee

Miss Barlow
Mrs Farooq
Miss Wilby
Ms Kilroy
Mrs Jones
Ms Mackie
Ms Prendergast

Resources Committee

Miss Barlow
Mrs Farooq
Miss Wilby
Miss Kilroy
Mrs Jones
Mrs M Hall - School Business Manager (Observer)

Head Teacher Appraisal Panel

Mrs Johnson
Ms Prendergast
Ms Kilroy

RESOLVED: That membership of the following committees be drawn from a pool of all eligible governors, should they be required:

Pupil Discipline Committee
Staff Dismissal Committee
Dismissal Appeal Committee
Complaints Committee

ACTION: Committee Terms of Reference to be reviewed at the next committee meetings.

ACTION: Governor clerking service to send current committee terms of reference to committee chairs in advance of the next committee meeting.

7. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors take on the following specific roles:

Special Educational Needs Governors - Ms Prendergast / Mrs Jones
Governor Training Contact - Miss Barlow
Governor for Looked After Children - Mrs Kilroy

Child Protection Governor - Mrs Kilroy
 Early Years Governor - Ms Wilby / Ms Mackie
 Safeguarding Governor - Ms Johnson
 Wellbeing Governors - Miss Barlow, Mrs Farooq, Mrs Kilroy, Ms Mackie

Question. What are governors with specific responsibilities required to do?

Answer. The Head Teacher gave examples for each role type. Governors are expected to develop a good understanding of their specific responsibility through visits and training. Governors should ask questions and provide challenge at a strategic level, they may also help write policies and procedures. However, responsibility for the specific area lies with the member of Staff. It is a supportive role. Governors should maintain a record of their visits and any training undertaken.

Question. Will governors be able to visit the school?

Answer. Visitors are allowed into school, but the rules are very strict to ensure the school remains Covid secure. Governors agreed that governors should decide if they want to visit school, there should be no pressure to do this.

ACTION: Head Teacher and Chair to draft a procedure for governor visits.

8. CHAIR'S DELEGATED POWERS

RESOLVED: That the following powers to be delegated to the Chair:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the following powers be delegated to the Head Teacher:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

RESOLVED: That governors agree to continue with existing financial limits for spending limits of £5000, and budget virement of £5000.

10. MINUTES OF THE MEETING HELD ON 11 JUNE 2020

RESOLVED: That the minutes of the meeting held on 11 June 2020 are accurate and approved by the Governing Body.

11. MATTERS ARISING

There were no matters arising from the meeting of the governing body held on 11 June 2020.

12. MINUTES OF THE MEETING HELD ON 2 JULY 2020

RESOLVED: That the minutes of the meeting held on 2 July 2020 are accurate and approved by the Governing Body.

13. MATTERS ARISING

Question: Where you able to claim for any Covid-19 related expenses?

Answer: Yes, we have claimed for everything we possibly can.

Question: Has the School been given any funding for laptops?

Answer: No funding has been made available. The Head Teacher is planning on carrying out a survey to understand potential demand. The survey will also ask about access to Wi-Fi, printers etc.

14. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher gave a verbal update for governors.

Question: How has the return to School gone?

Answer: It has gone really well, much better than expected. There is some crowding at the front of the school but it is hoped this will get better. All children (except 1 child) are back at school and all staff are back. The School took advice from the LA educational psychologist on how best to support staff. The Head Teacher went through the Covid-19 related changes to school.

There was a discussion around the changes to school meals and the lunchbox policy. The Head Teacher will be writing to parents tomorrow, within the letter there will be guidance around lunchboxes.

Question: Is the school prepared for home learning if the school has to close?

Answer: Yes, all teachers have prepared a discrete two-week block of learning which will be taught if the school closes. Children will be expected to learn for 3 to 4 hours a day whilst at home. Children have been split into ability groups and will be required to log-on at certain times to receive virtual lessons/teacher input. Teachers will be marking work and providing feedback. Teachers will be able to work from home or can come into the school.

There was a general discussion around a viral suicide video on Tok-tok. The Head Teacher will contact parents via text and the school's Facebook page advising parents that the platform is for people aged 16 and over.

Question: Due to the changes at the school parents are no longer able to speak directly to teachers/staff when dropping off/collecting children. How is communication going to be managed?

Answer: Parents can still contact the school via email, letter (in a sealed envelope) Facebook group or by phone. Staff members are available at the school gate and can pass messages on.

The Head Teacher informed governors that the school would still be sending out physical letters and children with school reading books from last year should return these to the school. The Head Teacher is still deliberating about the best way for homework to be delivered.

Question: Will the School be providing any guidance for Year 6 parents who are choosing secondary schools at the moment?

Answer: The School does not normally do this as it is parental choice. However, the Head Teacher will look at producing a list of useful websites for parents.

15. SAFEGUARDING

The Head Teacher informed governors that there are currently no safeguarding concerns.

16. FINANCIAL MANAGEMENT AND BUDGET MONITORING

The Head Teacher informed governors that the number of children in nursery has dropped significantly and the nursery is no longer financially viable. It is hoped that numbers in nursery will increase once the Covid-19 situation eases.

17. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

Governors noted the update on the teacher appraisal policy and teacher pay policy.

18. POLICIES FOR REVIEW BY FULL GOVERNING BODY

ACTION: Head Teacher to circulate the Whistleblowing Policy to governors. Governors to email the Chair to confirm they have read the policy and agree to it being adopted.

19. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23

There was a discussion around the School's Pupil Admission Number (PAN). It was felt that the School currently does not have the capacity or resources to increase its PAN.

RESOLVED: That the PAN remain the same for 2022/23.

20. SELF-EVALUATION RECORD

This item was deferred to the next meeting of the full governing body in November 2020.

21. SINGLE CENTRAL RECORD

The Head Teacher informed governors that there were currently no issues with the single central record and it was up-to-date.

22. ATTENDANCE

The Head Teacher told governors that attendance has been good so far, with all children (except 1 child) returning. There was a discussion around how Covid-19 illness would affect the attendance statistics. The School is still required to ensure good attendance, although non-attendance for Covid-19 will be disregarded. There is a separate monitoring code for Covid-19 so it will be possible to separate the attendance data.

23. PREVENT

The PREVENT training has been moved to January 2021.

24. BATLEY AND BIRSTALL HUB

The Head Teacher told governors that she is unable to attend the hub meetings on a regular basis due to a clash with another meeting. She will continue to report any updates to the governing body.

25. GOVERNOR TRAINING AND GOVERNOR VISITS

This item was deferred to the next meeting of the full governing body in November 2020.

26. ANY OTHER BUSINESS

Behaviour Policy

The Head Teacher has amended the Behaviour Policy to ensure the school remains Covid secure. Governors went through the amended policy at the meeting.

RESOLVED: That the amended Behaviour Policy be approved and adopted by the governing body.

27. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the governing body will be held at the School on the following dates and times:

- Thursday 5 November 2020:
- 4:00 pm Finance Committee
 - 4:30 pm Standards and Effectiveness Committee
 - 5:00 pm Full Governing Body meeting

Thursday 11 March 2021:

- 4:00 pm Finance Committee
- 4:30 pm Standards and Effectiveness Committee
- 5:00 pm Full Governing Body meeting

Thursday 10 June 2021:

- 4:00 pm Finance Committee
- 4:30 pm Standards and Effectiveness Committee
- 5:00 pm Full Governing Body meeting

28. 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 in accordance with the Freedom of Information Act.

The Chair closed the meeting at 18:15.