

Kirklees Directorate for Children and Young People

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body held at 17:00 at the School on Thursday, 13 September 2018.

PRESENT:

Mrs Farooq (Chair), Miss Barlow (Head Teacher), Mrs Ellis, Mr Ilyas, Ms Johnson, Mrs Kilroy, Mrs Ottewell.

In Attendance:

Ms Alexandra Mackie
Mrs Krishnarao (Clerk)

1. **ELECTION OF CHAIR**

RESOLVED: That Mrs Farooq to continue in her role as Chair of the Governing Body for the next two years.

2. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence with consent were received from Mrs Eddings.

(a) **Protocols on apologies for absence**

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

(b) **NGA Code of Conduct**

RESOLVED: That the NGA Code of Conduct be adopted by the Governing Body.

Governors signed the NGA Code of Conduct register at the meeting.

(c) **Declarations of Business Interest**

The Declaration of Business Interest Forms were circulated to Governors prior to the meeting. The Head Teacher asked Governors to return the completed forms to her as soon as possible.

ACTION: School to upload the Declaration of Business Interest Information on to the School's website.

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

There were no items notified to be bought up under Any Other Business.

Mrs Johnson arrived at 17:05.

4. REPRESENTATION

RESOLVED: That Mrs Farooq be invited to serve as a Co-opted governor for a further term of office.

The Head Teacher told Governors that Ms Alexandra Mackie was observing the meeting as she has expressed an interest in becoming an LA Governor.

Governors noted that there were still vacancies. There was a brief discussion around the best way to recruit new parent governors.

5. ELECTION OF VICE CHAIR

RESOLVED: That Mrs Kilroy to continue in her role as Vice Chair of the Governing Body for the next two years.

6. REVIEW OF COMMITTEE MEMBERSHIP

RESOLVED: That Committee membership to remain the same as last year.

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

7. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Mr Ilyas arrived at 17:10

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

Special Educational Needs Governor (Mr Ilyas and Mrs Ottewell)
Governor Training Contact (Head Teacher)
Governor for Looked After Children (Mrs Kilroy)
Child Protection Governor (Mrs Kilroy)
Early Years Governor (Mrs Ellis)
Safeguarding Governor (Ms Johnson and Mrs Farooq)

8. CHAIR'S DELEGATED POWERS

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

- (a) Change of date of a scheduled meeting, for good reason.
- (b) Chair's power to grant retrospective consent to absence in the event that a governor would become disqualified if the matter had to wait for the next governors' meeting.
- (c) To determine in advance of the meeting whether any items of the agenda should be deleted from the copy 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:

- (d) Planning and conducting the affairs of the School to remain solvent.
- (e) 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.
- (f) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (g) 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 9 JULY 2018

RESOLVED: That the minutes of the meeting held on the 9 July 2018 be approved and signed by the Chair as a correct record.

11. MATTERS ARISING

GDPR (Minute 2632d refers)

The Head Teacher gave a brief update on GDPR.

Mrs Kilroy told Governors that the GDPR e-learning module was unavailable and that she had been signposted to the GDPR section on the Department for Education's website.

12. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

- (a) School Development Plan

The Head Teacher briefly went through the School Development Plan priorities for this year and gave some headline results from the most recent SATs tests. The School Development Plan will be discussed in detail at the next Standards and Effectiveness Committee.

(b) Policies and Procedures

The Head Teacher circulated the following documents, and asked for any comments by the end of next week.

- Safeguarding Policy
- Child Protection Policy

(c) Staffing

The Head Teacher gave a brief update on staffing changes.

(d) Attendance

The Head Teacher told Governors that attendance for last year was 94.76% and explained the reasons for this.

(e) Running

The Head Teacher reported that the running programme introduced last year was going really well, and that it would be opened up to parents from next week.

Ms Alexandra Mackie arrived at 17:15. Governors introduced themselves.

13. SEX AND RELATIONSHIP EDUCATION (SRE)

RESOLVED: That all children will be taught Sex and Relationship Education (SRE) in mixed sex groups.

ACTION: Mrs Farooq and Mr Ilyas to lead on the development of a new SRE plan.

14. SAFEGUARDING

The Head Teacher told Governors that the Police were no longer carrying out welfare checks. This contradicts the LAs safeguarding policy. The School has a few children that have not come back to School this year, it is possible that these children are abroad but the School cannot confirm this, which presents a safeguarding issue. The School has sought advice from the LA but the issue is still ongoing.

15. FINANCIAL MANAGEMENT AND BUDGET MONITORING

Item deferred to the next meeting of the full Governing Body.

16. TEACHER APPRAISAL POLICY AND TEACHERS PAY POLICY

Item deferred to the next meeting of the full Governing Body.

17. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Item deferred to the next meeting of the full Governing Body.

18. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/2021

Item deferred to the next meeting of the full Governing Body.

19. SINGLE CENTRAL RECORD

The Head Teacher gave a verbal update on the Single Central Record, there have been no changes to the record which is currently up to date.

20. BATLEY AND BIRSTALL HUB

The Head Teacher told Governors that there was nothing to report as the Batley and Birstall Hub have not yet met. The first meeting of the year will be in a few weeks.

21. ATTENDANCE

See item 12 (d).

22. PREVENT

Mrs Ellis fed back verbally following her recent PREVENT training.

ACTION: Mrs Ellis to speak to year 6 following her recent PREVENT training.

23. GOVERNOR TRAINING AND GOVERNOR VISITS

RESOLVED: Governors to give a verbal feedback following training or a visit rather than completing a feedback form.

24. ANY OTHER BUSINESS

There were no items to be discussed under Any Other Business.

25. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: The time of the Resources Committee to be changed to 16:45 and the Standards Committee to start at 17:15.

ACTION: Head Teacher to circulate the dates of the next meetings

26. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of this agenda, minutes 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 17:40