

## THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at 17:00 at the School on Thursday, 14 September 2017.

### PRESENT

Mrs H Farooq (Chair), Mrs L Kilroy, Miss A Eddings, Miss C Barlow, Mrs C Ellis, Mr A Ilyas.

### In Attendance

Roxane Krishnarao (Minute Clerk)

### 2557. ELECTION OF CHAIR

No election is necessary as Mrs Farooq was elected chair in September 2016 for a two year term.

### 2558. APOLOGIES FOR ABSENCE, CONSENT AND DECLERATIONS OF INTEREST

There were apologies for absence, with consent, from Ms J Johnson and Mrs B Ottewell.

There were no declarations of interest.

(i) Confirm protocols on apologies and consent to governors' absence

**RESOLVED:** That the governing body agreed to grant consent on an individual basis depending on circumstances.

(ii) Approve the Governor's Code of Conduct

**RESOLVED:** That the Governors approve adoption of the NGA Code of Conduct.

(iii) Declaration of business interest

The Chair asked Governors to hand their business Interest forms to the Head Teacher at the end of the meeting.

**Authority note:** *governors are asked to confirm that updated business interest information is published on the school website to ensure compliance.*

### 2559. NOTIFICATION OF ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

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

### 2560. REPRESENTATION

The following matters of representation were reported:

Resignation:

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Louise Warner	LA	15.06.17

Appointment:

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Christine Ellis	Co-opted	28.06.17

Governors then discussed governor vacancies.

**Q. How long will it take to replace the LA Governor?**

**A.** This is done through Kirklees Council so should be straightforward.

**ACTION:** Head Teacher to contact Kirklees Council Governor Clerking Service regarding a replacement LA Governor.

**Q. Do Kirklees Council still have a recruitment website for LA Governors?**

**A.** No, they have replaced it with something else.

2561. ELECTION OF VICE-CHAIR

No election is necessary as Mrs Kilroy was elected in November 2016 for a 2 year term.

2562. REVIEW OF COMMITTEES

Membership of Committees was discussed and a copy of last year's Committee structure was tabled. The Chair informed the Governors that a skills audit needed to be carried out.

**RESOLVED:** That the membership of committees be as followed:

Standards & Effectiveness Committee:

Head Teacher  
Chair  
Miss A Eddings  
Mrs B Ottewell  
Mr A Ilyas  
Ms J Johnson  
Ms L Kilroy  
Mrs C Ellis

Resources Committee:

Head Teacher  
Chair  
Miss A Eddings  
Mrs B Ottewell  
Mrs L Kilroy

Mrs M Hall (Co-opted) (School Business Manager)  
Mrs C Ellis

Head Teacher Appraisal Panel

Chair  
Mrs C Ellis  
Ms L Kilroy

**ACTION:** Head Teacher to check how many Governors are needed for the Head Teacher Appraisal Panel.

**RESOLVED:** That Membership of the following committees come from a pool of all eligible Governors, should they be required:

Pupil Discipline Committee  
Staff Dismissals Committee  
Dismissals Appeal Committee  
Complaints Committee

**RESOLVED:** That the LA's model terms of reference continue to be used.

2563. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

**RESOLVED:** That Governors have specific areas of responsibility as follows:

Health and Safety	Mrs B Ottewell / Mr A Ilyas
Special Educational Needs	Mrs J Johnson / Mrs H Farooq
Governor Training Contact	Head Teacher
Looked After Children	Mrs J Johnson / Mrs H Farooq
Child Protection	Mrs J Johnson / Mrs H Farooq
Early Years	Mrs C Ellis
Safeguarding	Mrs H Farooq / Mrs J Johnson
Equality	All Governors
Premium Link	All Governors

**ACTION:** Governors to be designated a specific school year group as part of the school development plan.

2564. CHAIR'S DELEGATED POWERS

**RESOLVED:** That the Governing Body delegates the following powers to the Chair:

- (i) Change the date of a schedules meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence if 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.

2565. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

**RESOLVED:** That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establish 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) Ensure the 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 to it.

**RESOLVED:** That governors agree to continue with existing financial limits for spending limits and budget virement.

2566. MINUTES OF THE MEETING HELD ON 15 JUNE 2017

**RESOLVED:** That the minutes of the meeting held on the 15 June 2017 be approved and signed by the Chair as a correct record.

2567. MATTERS ARISING

- (a) Governors training and governor visits (Minute 2553 refers)

Governors agreed to use the LA standard template for Governor visits.

**ACTION:** Chair to email Governors a copy of the LA standard template.

**ACTION:** School to produce a schedule of Governor visits. Governors to contact the School with proposed dates/times and themes for visits.

- (b) Safeguarding questionnaire (Minute 2540 refers)

The Chair asked if any Governors were available to help analyse the results of the questionnaire.

**ACTION:** Mrs C Ellis to meet with the Chair at the School at 15:30 on 16 October 2017. Governors invited to attend if they wish to be involved in the analyses.

**Q. Is the Governing Body going to write to staff with the feedback from the questionnaire?**

**A.** Yes, once the results have been analysed.

2568. REPORTS FROM COMMITTEES

There were no reports from committees.

2569. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher gave a verbal update. The staffing at the School is stable and there are no staff vacancies for the first time in several years. There has been staff movement in terms of leadership provisions. Leadership and management development specific to the subject or more general skills for staff is a priority under this year's school development plan.

There have been fewer pupils joining the school from out of area than in previous years.

The Head Teacher has attended the first BBEST Hub meeting. BBEST is now officially amalgamated and the School has paid the joining fee. The Head Teacher is on the Strategic Committee.

There will be a notice board showing the membership of Friends of Mill Lane, and members will be given a t-shirt and a name badge to wear at events.

The School is 2 over PAN in Reception. There are currently 185 on roll which has grown from 161 four years ago, which governors agreed is good news. In the future it is hoped that the KS2 classes can be split into 4 classes rather than 3 classes.

**Q. Are there any capacity issues?**

**A.** Not at the moment as fortunately the classrooms are fairly big and are square shaped.

2570. PAN (Minute 2540 (a) refers)

**RESOLVED:** That the School will apply to increase the PAN from 25 to 27 for 2018/19.

2571. SAFEGUARDING

There was nothing additional to report.

2572. FINANCIAL MANAGEMENT AND BUDGET MONITORING

The Head Teacher gave a brief update on the School Fund Audit.

**ACTION:** The Report on School Fund to be made available at the next Finance Committee meeting and the next full Governing Body meeting.

2573. TEACHERS APPRAISAL AND PAY POLICY

The LA Teacher Appraisal and Teacher Pay Policies have not been released by the LA yet.

**ACTION:** Head Teacher to email Governors the Teacher Appraisal and Teacher Pay Policy for review when they are released.

**ACTION:** Teacher Appraisal and Pay Policies to be added as an agenda item for next full Governing Body meeting.

2574. POLICIES FOR REVIEW BY FULL GOVERNING BODY

**ACTION:** Head Teacher to email Medical Needs Policy and Whistleblowing Policy to Governors for review.

The Head Teacher gave an update on the Medical Needs Policy. There have been a number of volunteers who have agreed to dispense medicine to pupils in line with the policy. Training has also been arranged.

2575. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

There was a brief discussion around the consultation.

2576. SINGLE CENTRAL RECORD

The Head Teacher told the Governors that following the Ofsted inspection the Single Central Record was found to be good. In line with current best practice it will continue to be presented to the Governing Body.

The Head Teacher stated that they are currently reviewing the record to make sure everyone's prohibition check has been updated (if needed), that DBS checks are up to date and are also considering asking staff annually to confirm they are not living with anyone who has been convicted of certain offences.

2577. ATTENDANCE

There was nothing to report at present.

2578. PREVENT

There was nothing to report.

2579. BATLEY AND BIRSTALL HUB

*Continuation from Head Teacher's update (minute 2569 refers).*

**Q. Can you explain the pricing structure for the BBEST Hub as it doesn't seem to be proportionate to the number of pupils. For example, a large secondary school only pays £3,000 whilst our School pays £2,000 and is the smallest.**

**A.** The pricing is based on pupil numbers but instead of £s per pupil, schools are assigned a price band based on number of pupils. The Head Teacher said she did not feel that the School was being over charged and they received a large amount of support through the Hub.

**Q. What exactly does the Hub do?**

**A.** There is less support from the LA due to funding cuts and a move towards academisation. The Hub focuses on special needs, social needs, curriculum subjects and disciplinary meetings.

2580. SELF-EVALUATION RECORD

The Head Teacher is waiting for the official data. The Self Evaluation Record will be simplified, with 3 main actions. It will be completed by the end of Term 1.

2581. GOVERNOR TRAINING AND GOVERNORS VISITS

This item had been covered earlier in the meeting, see Minute 2567.

2582. ANY OTHER BUSINESS

No other items were brought up Any Other Business.

2583. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** (i) That Resource Committee and Standards and Effectiveness Committee meetings be held at the School on Mondays at 16:00 and 17:00 respectively on the following dates:

16 October 2017  
5 February 2018  
14 May 2018  
9 June 2018 (Resources only)

(ii) That full Governing Body meetings be held at the School on Thursdays at 17:00 on the following dates:

9 November 2017  
15 March 2018  
14 June 2018

2584. 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 meeting was closed at 18:15.