

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, 12 September 2019.

PRESENT

Mrs Farooq (Chair), Miss Barlow (Head Teacher), Mrs Wilby, Mrs Jones, Ms Johnson, Mrs Kilroy, Ms Mackie, Mrs Ottewell.

In Attendance

Mr Arshad Hussaur (observer)
Mrs Krishnarao (Clerk)

91. ELECTION OF CHAIR

An election of chair is not necessary as Mrs Farooq was elected Chair for a 2 year term in September 2018.

92. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence with consent were received from Mrs Thackrah.

There were no declarations of interest.

(i) Protocols on apologies for absence

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

(ii) 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.

(iii) Declarations of Business Interest

The Declaration of Business Interest Forms were completed at the last meeting of the full Governing Body. The documents have been uploaded on to the School website.

(iv) Get Information about Schools

ACTION: Head Teacher to check that all information on the Get Information about Schools website is up-to-date.

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

The following items were notified to be bought up under Any Other Business:

- Kirklees Business Solution Accounts
- Staffing

- School Development Plan and School Financial Value Statement
- Homework policy

94. REPRESENTATION

The following matters of representation were reported:

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Zoe Thackrah (subject to satisfactory DBS clearance)	Designate (co-opted)	19.06.19

Appointment of a Co-opted Governor

RESOLVED: That Mrs Johnson to be re-appointed for a further 4 year term.

Mr Hussain is interested in becoming a parent governor and is observing the meeting today.

95. ELECTION OF VICE-CHAIR

An election of vice-chair is not necessary as Mrs Kilroy was elected Vice Chair for a 2 year term in September 2018.

96. REVIEW OF COMMITTEE MEMBERSHIP

RESOLVED: That committee membership for 2019/20 be as follows:

Standards and Effectiveness Committee

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

Resources Committee

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

Head Teacher Appraisal Panel

Mrs Farooq
Mrs Johnson
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.

Ms Mackie arrived at 17:10.

97. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

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

Special Educational Needs Governors - Mrs Ottewell / Mrs Jones
Governor Training Contact - Miss Barlow
Governor for Looked After Children - Mrs Kilroy
Child Protection Governor - Mrs Kilroy
Early Years Governor - Ms Wilby
Safeguarding Governor - Ms Johnson
Wellbeing Governors - Miss Barlow, Mrs Farooq, Mrs Kilroy, Ms Mackie

Q: Will Governors be given support/guidance to allow them to carry out these additional responsibilities?

A. The Head Teacher told governors that in her role as the Governor Training Contact she will make sure Governors are aware of any training courses/learning opportunities that become available. The Governing Body will also complete a Governor Skills Audit which should identify any training needs.

98. CHAIR'S DELEGATED POWERS

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

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) 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.
- (iii) To determine in advance of the meeting whether any items of the agenda should be deleted from the copy made available at the School.

99. 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.

100. MINUTES OF THE MEETING HELD ON 13 JUNE 2019

RESOLVED: That the minutes of the meeting held on the 13 June 2019 be approved and signed by the Chair as a correct record.

101. MATTERS ARISING

There were no matters arising from the minutes of the last meeting.

102. SAFEGUARDING

There were no safeguarding matters to report.

103. FINANCIAL MANAGEMENT AND BUDGET MONITORING

The latest School financial data had been circulated prior to the meeting. The Head Teacher asked Governors to email her with any queries/questions.

ACTION: School Fund Audit Report to be deferred to the next meeting of the full Governing Body.

104. DATA

The School's end of year performance data for 2018/19 had been circulated prior to the meeting. The Head Teacher asked Governors to email her with any queries/questions.

105. SINGLE CENTRAL RECORD

The Head Teacher told Governors that there had been a change in guidance relating to the 2006 disqualification by association act. The change means that now only certain staff are required to provide the relevant information to the School. Information which has previously been collected by the School, and is no longer required will be destroyed/deleted from the single central record.

106. ATTENDANCE

There was nothing to report regarding attendance.

107. PREVENT

There was nothing to report regarding Prevent.

108. TEACHERS APPRAISAL POLICY AND TEACHERS PAY POLICY

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

109. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/2022

Governors noted that the Local Authority will be shortly holding a consultation on admission arrangements for 2021/22 (for all Kirklees Schools).

The School/governing body does not intend to make any changes to its PAN in 2021/2022.

110. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

The CCTV policy was approved at the last meeting of the full Governing Body.

ACTION: Whistleblowing Policy to be deferred to the next meeting of the full Governing Body.

111. CONSULTATION ON FAIR ACCESS PROTOCOLS

Governors noted the Local Authority's ongoing consultation on the Fair Access Protocols. There was a general discussion around the content of the Fair Access Protocol.

112. BATLEY AND BIRSTAL HUB

The Head Teacher told Governors that the Hub has produced a powerpoint presentation around its aims/objectives.

ACTION: Hub Presentation to be added to the agenda of the next meeting of the full Governing Body.

The Head Teacher told Governors that she will continue to attend the Hub meetings this year, however, she is unable to attend all of the dates due to other commitments.

113. 360° REVIEW OF CHAIR OF GOVERNORS

The Head Teacher suggested that the 360° review of the chair be completed at the same time as the Governors Skills Audit.

ACTION: Working Party to be created to carry out 360° review of the chair, Governor Skills Audit and review responsibilities of link governors.

114. GOVERNOR TRAINING AND GOVERNOR VISITS

There have been no visits since the last meeting.

115. ANY OTHER BUSINESS

(a) Kirklees Business Solutions Account

The Head Teacher reminded Governors how to log on to their business solutions account.

(b) Staffing

The Head Teacher updated Governors around staffing. There are no current staffing issues.

(c) School Development Plan and School Financial Value Statement.

ACTION: School Development Plan and School Financial Value Statement to be added to the agenda of the next meeting of the full Governing Body meeting.

(d) Homework Policy

Governors reviewed the revised Homework Policy.

RESOLVED: That the revised Homework Policy be approved by the Governing Body.

116. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

Thursday, 7 November 2019
4:00pm Resources Committee
4:30pm Standards and Effectiveness Committee
5:00pm Full Governing Body meeting

Thursday, 12 March 2020
4:00pm Resources Committee
4:30pm Standards and Effectiveness Committee
5:00pm Full Governing Body meeting

Thursday, 11 June 2020
4:00pm Resources Committee
4:30pm Standards and Effectiveness Committee
5:00pm Full Governing Body meeting

117 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.