

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, 17 September 2015.

PRESENT

Zoe Thackrah (Chair), Christine Barlow, Mrs N Chowdhury, Amir Ilyas, Beverley Ottewell, Louise Warner.

In Attendance

Angela Hutchinson (Minute Clerk)

2366. ELECTION OF CHAIR

- RESOLVED: (i) That nominations from absent Governors be accepted.
- (ii) That the Chair be elected until the Annual Meeting 2017.
- (iii) That any tie be decided by secret ballot.
- (iv) That Zoe Thackrah be elected Chair.

2367. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Alison Eddings (consent), Richard Parkinson (consent) and Hava Farooq (consent).

Declarations of Interest forms were completed by Governors and given to the Head Teacher for safekeeping.

Governors agreed that they would continue to decide consent to absence on an individual basis.

Copies of the NGA Code of Conduct for School Governing Bodies were tabled. It was agreed that the content remained relevant.

RESOLVED: That Governors continue to abide by the NGA Code of Conduct for School Governing Bodies.

RESOLVED: That any business interests declared on Declaration of Interest forms be included in the Governors' section of the school website.

2368. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The Head Teacher advised that she had a number of items to raise.

2369. REPRESENTATION

The following matter of representation was noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Ravinder Grewal	Co-opted	11.9.15

It was confirmed that Ravinder Grewal was not seeking re-election for a further term. Governors expressed their appreciation of Ravinder's contribution to the work of the Governing Body and all signed a card of thanks.

The Head Teacher confirmed that Miss L Roberts, who had been elected as Parent Governor in the Summer term would not be taking up the role. A letter was read out from a third candidate, Jolene Johnson, expressing an interest in becoming a Governor. This was welcomed by all.

RESOLVED: That Jolene Johnson be invited to serve as a Co-opted Governor.

A parent governor election would be run shortly to fill the vacancy for a parent governor and a further co-opted governor would also be sought.

2370. ELECTION OF VICE CHAIR

It was noted that an election for Vice-Chair was not necessary as Hava Farooq had been elected as Vice-Chair for 2 years in November 2014.

2371. REVIEW OF COMMITTEES

Membership of Committees was discussed and a copy of last year's Committee structure was tabled.

RESOLVED: That membership of committees be as follows:

Standards & Effectiveness Committee

Head Teacher
Chair
Vice Chair
Mrs N Chowdhury
Miss A Eddings
Mrs B Ottewell
Mr A Ilyas
Mr R Parkinson

Resources Committee

Head Teacher
Chair
Vice Chair
Miss A Eddings
Mrs B Ottewell
Mrs M Hall (Co-opted) (School Business Manager)

Pupil Discipline Committee

Chair
Vice Chair
Mrs L Warner

Staff Dismissals Committee

Chair
Mrs N Chowdhury
Mrs L Warner

Dismissals Appeal Committee

Vice Chair
Mr R Parkinson
Parent Governor: TBC

Head Teacher Appraisal Panel

Chair
Vice Chair
Mrs L Warner

Authority Note: *The Teacher Appraisal Panel and the Staff Dismissal Appeals Committee cannot have the same membership. The Governing Body is asked to amend the membership accordingly. (See Committee Matters document*

Complaints Committee

Membership to come from a pool of all eligible Governors, should it be required.

Staffing Committee

Head Teacher
Chair
Mr R Parkinson
Mrs L Warner

Pay Committee

Head Teacher
Chair
Mrs L Warner

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

2372. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

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

Additional Needs	Mrs Z Thackrah
Looked After Children	Mrs N Chowdhury
Governor Training Contacts	Mrs H Farooq
	Mrs Z Thackrah
Safeguarding	Mrs L Warner
Health & Safety	Mrs B Ottewell
	Mr A Ilyas

Early Years
Equality

Mrs H Farooq
Mr R Parkinson
Mrs Z Thackrah

2373. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair have the following delegated powers:

- (i) To change the date of a scheduled meeting for good reason
- (ii) 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.

2374. 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:

- Planning and conducting the affairs of the school to remain solvent
- Establishing proper financial management arrangements, accounting procedures and maintaining a sound system of internal controls
- Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- 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.
- A virement limit of £5,000 between heads of expenditure.

2375. MINUTES OF THE MEETING HELD ON 11 JUNE 2015

RESOLVED: That the minutes of the meeting held on 11 June 2015 be approved and signed by the chair as a correct record.

2376 MATTERS ARISING

There were no matters arising.

2377 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher gave a verbal report on the beginning of the term.

(a) Staffing

The Head Teacher was pleased to report that the school was fully staffed at present with a Supply Teacher in Year 4/5 who may go on to a contract.

(b) Behaviour

A whole school Team Teach training session had been held at the beginning of term. This would help staff to be pro-active with the challenging behaviour of a small number of pupils by enabling support to be balanced with positive handling where necessary.

One pupil had been excluded for 1 day this term.

2378. SCHOOL IMPROVEMENT PLAN

RESOLVED: That this item be deferred to the next meeting.

2379. SAFEGUARDING

The Head Teacher advised that 1 confidential issue had been dealt with by HR.

The school Safeguarding Policy had been reviewed. Copies were tabled and the changes were highlighted and noted.

The Head Teacher advised that the LA annual Safeguarding Audit had been completed recently and everything was in place.

The publication "Keeping Children Safe in Education" outlined good practice regarding the monitoring of everyone who came into school. The procedures outlined were all in place and had been scrutinised by the Safeguarding Governor. A chronological log would be placed at the front of every safeguarding file to provide an easily accessible record. Governors agreed that the Head Teacher would complete an on-line survey on safeguarding.

RESOLVED: That the revised Safeguarding Policy be approved.

2380. FINANCIAL MANAGEMENT AND MONITORING

No issues were raised regarding financial management. Spending remained broadly in line with predictions.

The Resources Committee would discuss the school budget in detail at their first meeting of the term.

2381. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

Copies of the revised Teacher Appraisal Policy were tabled. Minor changes were noted and agreed.

RESOLVED: (i) That the revised Teacher Appraisal Policy be approved.

(ii) That the revised Teacher Pay Policy be approved.

2382. PUPIL PLACEMENT PROTOCOLS

Governors confirmed that they had discussed the draft Protocols in the Summer term and had agreed the content.

RESOLVED: That Pupil Placement Protocols be approved.

2383. ATTENDANCE

The Head Teacher gave 2 figures for attendance in the academic year 2014-2015. The school's figure was 95.56% attendance. The LA's figure was 94.91%. The figures were currently under analysis. The slight decline was probably due to an increase in authorised sickness absence as a few pupils had significant health problems.

2384. BATLEY & BIRSTALL PARTNERSHIP

Governors congratulated the Head Teacher on her appointment as Chair of the Batley & Birstall Partnership.

The school was continuing to work in a community hub partnership with Carlinghow, Windmill, St Peter's, Lydgate and Park Road Schools.

It was noted that 3 local Children's Centres may join the hub, giving a total of 9.

2385. SELF EVALUATION RECORD

The Head Teacher would complete the draft Self Evaluation Record in the near future and would sent this out to Governors via email for their perusal and comments.

2286. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair had received details of the training available and would email Governors with suggested training dates and subjects.

Governors were reminded that Dughall McCormick would lead an OFSTED training session at the school on 15 October 2015 from 5.30 – 7.30 pm.

The Head Teacher outlined the new OFSTED framework and emphasised the importance of Governors having the necessary knowledge and information to fulfil their role.

2387. ANY OTHER BUSINESS(a) Staffing matters

The Head Teacher requested a salary increase of 1 point for 2 teachers. The reasons were outlined and the increases were agreed.

It was agreed that Sue Muscroft would advise the Head Teacher's Appraisal Panel. Members of the Panel would liaise regarding a suitable meeting date.

The recruitment of a Deputy Head Teacher was agreed and would be progressed by the Staffing Committee.

(b) Sports Premium Spending

The Head Teacher outlined a suggested conversion of an unused corner of the outdoor space into a Trim Trail. The cost was £9,195 and would benefit both KS1 and KS2 pupils over a number of years. The area would have soft flooring.

RESOLVED: That the expenditure of £9,195 on a Trim Trail be approved.

(c) Asthma inhalers

The change to legislation allowing the emergency use of a generic inhaler for a child having an asthma attack was discussed.

Two emergency inhalers would be acquired. It was agreed that keeping them in the emergency cabinet would be too far away from the top playground during lunchtime. This would be discussed further with lunchtime staff.

2388. DATES OF FUTURE MEETINGS

Future meeting dates were discussed. A list would be sent out by the Head Teacher.

RESOLVED: That the following meetings be agreed:

Resources Committee	Monday 12 October 2015 at 4.00 pm
S & E Committee	Monday 12 October 2015 at 5.00 pm
OFSTED training (no clerk)	Thursday 15 October 2015 at 5.30 pm
Governing Body	Thursday 12 November 2015 at 5.00 pm

2389. 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.