

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at 5.00 pm at the School on Thursday, 12 March 2020.

PRESENT

Mrs H Farooq (Chair), Miss C Barlow, Ms J Johnson, Mrs L Kilroy, Mrs B Ottewell, Mrs A Wilby.

In Attendance

Angela Hutchinson (Minute Clerk)

140. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms A Mackie (consent), Mrs C Jones (consent) and Mr A Hussain (consent). There were no declarations of interest.

141. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Two items were notified to be raised under any other business.

142. REPRESENTATION

The following matters of representation were noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr Arshad Hussain	Parent	10.12.19

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Bev Ottewell	Staff	2.5.20

The Head Teacher confirmed that an election would be held for a Staff Governor before Mrs Ottewell's term of office ended.

There was discussion around the appointment of co-opted governors and all agreed to make further efforts to recruit a suitable appointee. It was agreed that the last Skills Audit confirmed that there was a broad spread of skills within the existing Governing Body.

143. MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2019

RESOLVED: That the minutes of the meeting held on 7 November 2019 be approved and signed by the Chair as a correct record.

144. MATTERS ARISING

There were no matters arising.

145. REPORTS FROM COMMITTEES

Minutes of a meeting of the Standards & Effectiveness Committee, held prior to the Governing Body meeting would be circulated in the near future via email.

Minutes of a meeting of the Resources Committee, held prior to the Governing Body meeting would be circulated in the near future via email.

146. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors confirmed that they had received the Head Teacher's report via email from the school.

(a) School Context

Q: What is the impact of changing numbers on school roll?

A: Our funding is based on pupils numbers when the census is taken. Lower numbers lead to a reduction in funding. We are getting higher numbers of SEN children and their level of need is greater with some requiring 1 to 1 help with everything. Some children who are in mainstream school would previously have been in Special Schools.

Q: Have you currently got the highest ever SEN needs?

A: That's difficult because it's a judgement. It used to be Statements or School Action, etc. and paperwork was completed. Now, EHCPs get funding but all other SEN needs are included in the general budget.

The Head Teacher confirmed that every child was provided with what they needed before paperwork was considered. The school expected to have 10 pupils with EHCPs by the end of the year. That meant, say, £60,000 from the budget to support those children in the interim. So the change in SEN was significant.

Governors endorsed the Head Teacher's policy of meeting every child's needs wherever possible.

There was discussion around funding and possible changes.

Pupil mobility was also noted and discussed.

(b) Incidents

An incident involving one pupil and his parents was included in the Report to give Governors an insight into some of the situations faced by the Head Teacher and staff.

The incident was discussed in detail and Governors were pleased to note that an amicable resolution had been found.

(c) Quality of Education

Teaching continued to be Good across school. Additional observations would be undertaken to ensure standards were maintained and improved.

Assessment data had been sent out to Governors via email with the Report and had been discussed in detail by the Standards & Effectiveness Committee.

(d) Pupil Premium

There were no recent changes to the way in which Pupil Premium monies were spent. The money continued to be well spent in school.

The Head Teacher was thanked for her informative Report.

147. DATA SUMMARY AUTUMN 1 2019-2020

The data summary for Autumn 1 had been scrutinised in detail by the Standards & Effectiveness Committee. The Data Summaries would be produced 3 times annually after Pupil Assessments.

148. SAFEGUARDING

The Head Teacher detailed an incident involving a child finding a box of Stanley Knife blades on the way to school and distributing them amongst his friends. There were 7 blades and 9 children involved. Police involvement was detailed. The local PCSO would be coming into school in the near future to talk about blade and knife crime.

Q: Has this been reported to Prevent?

A: No, there were no racial implications and the boys involved thought it was a prank. They now know how wrong and dangerous it was.

A Governor asked if the school had any strategy for dealing with FGM. The Head Teacher advised that there was no history of any pupil being in danger of FGM and there were no pupils from the cultural background which led to FGM. Some of their pupils were at risk of forced marriage as they matured, but not at Primary level.

149. FINANCIAL MANAGEMENT AND MONITORING

The Resources Committee had scrutinised and completed the School's Financial Value Standard (SFVS). They recommended approval by the Governing Body.

RESOLVED: That the SFVS be approved, signed by the Chair and submitted to the LA.

150. SCHOOL DEVELOPMENT PLAN

Governors confirmed that they had received copies of the updated School Development Plan for 2019 – 2021. This had been in place since September 2019. The 3 initial targets were:

- Improve the physical fitness and emotional health of the school community
- Develop a more systematic and robust approach to the application and administration of SEND

- Develop a stronger and consistent understanding of Maths and English learning across school.

Various aspects of the SDP were discussed and the progress made since September 2019 was noted.

Q: With regard to SEN improvements, do you have ETA appraisals?

A: No. We used to do them but they are rather judgemental. We don't have the resources now. However, we do Skill Set Assessments and in-form appraisal is ongoing. We identify training needs, such as Phonics, and put it in place where needed.

It was noted that class observations would include ETAs as well as teachers.

151. BENCHMARKING

The school was benchmarked against similar schools on the DfE website. There were no significant differences in the measures shown between Mill Lane and the other schools.

152. SINGLE CENTRAL RECORD

The Chair confirmed that she would visit school in the near future to check the Single Central Record.

153. POLICIES

Governors confirmed that they had received and read the amended policies sent out from the school via email. The Head Teacher confirmed that the policies were based on the LA model, adapted where necessary to suit the needs of the school.

RESOLVED: That the following reviewed policies by approved:

Health & Safety
Physical Education
English
Maths
Display

154. BBEST: BATLEY BIRSTALL HUB

The Head Teacher confirmed that she had sent the BBEST PowerPoint presentation to all Governors.

There was discussion around the future direction of BBEST. The Head Teacher found it a valuable forum but not in its original form.

155. ATTENDANCE

As detailed in the Head Teacher's Report, attendance remained a challenge with unauthorised absences. These were never authorised and were always penalised.

156. PREVENT

There was nothing to report.

157. GOVERNOR TRAINING AND GOVERNOR VISITS

The Head Teacher agreed to send out a list of suggested visit dates and topics.

It was noted that the Head Teacher's mid-term appraisal was due in May.

158. KIRKLEES FAIR ACCESS PROTOCOL 2020

Governors recognised that the LA had an obligation to produce and implement a Fair Access Protocol.

It was noted that the consultation period on the proposed Kirklees Fair Access Protocol had now closed and the new protocol would be implemented from 20 April 2020. This was discussed and agreed by Governors.

RESOLVED: That the school will adopt the new Kirklees Fair Access Protocol 2020 from 20 April 2020 as agreed by the majority of LA schools.

If the Fair Access Protocol 2020 is not adopted throughout the LA, the school will revert to the Fair Access Protocol 2015.

159. PAPERLESS GOVERNOR CLERKING SERVICE

Governors agreed that wherever possible, all future paperwork for Governors would be transmitted electronically.

160. ANY OTHER BUSINESS

(a) School Crossing Patrol

A Governor asked about the absence of the School Crossing Patrol lady. The Head Teacher advised that she was on sick leave and had not given a return date.

(b) School Budget 2020-21

The Head Teacher wished to discuss this with the whole Governing Body. She advised that the school would receive approximately £900,000 funding for 2020-21. Staffing costs would be marginally over £800,000. This would leave £80-£90k and £97k was required for buy-backs and resources. A deficit of approximately £22,000 was likely.

A meeting was planned with the LA Finance Officer in the near future to discuss this deficit.

There was discussion around the limited options for integrating classes and allowing teachers to go from full-time to part-time working. Staffing costs were discussed. The possible impact on current provision was also discussed.

Various scenarios would be clarified after the Head Teacher's meeting with the LA.

(c) Coronavirus

The Head Teacher confirmed that the school would follow directions from the LA. Basic contingency plans were being discussed around making work available via the internet for home working where necessary.

161. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at the school on Thursday, 11 June 2020 at the following times:

- 4.00pm Resources Committee
- 4.30pm Standards & Effectiveness Committee
- 5.00pm Governing Body meeting

162. 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.