

**THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held virtually at 17:00 on Thursday, 5 November 2020.

Present

Mrs L Kilroy (Chair), Miss C Barlow (Head Teacher), Mrs C Jones, Ms C Prendergast, Mrs A Wilby.

In attendance

Mrs R Krishnarao (Minute Clerk)

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

There were apologies for absence with consent from Mrs Farooq, Ms J Johnson, Ms A Mackie.

There were no declarations of interest.

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

Two items were notified to be brought up under any other business:

- Nursery
- Teacher pay awards

**31. REPRESENTATION.**

There was a discussion around the two governor seat vacancies. The Head Teacher has been trying to recruit governors, but no progress has been made.

**ACTION:** Mrs C Jones in her role as parent governor to speak to parents about the vacancy.

**ACTION:** Governor Clerking Service to confirm Ms A Wilby's end of term date.

**32. MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2020.**

**RESOLVED:** That the minutes of the meeting held on the 10 September 2020 be approved by the governing body as an accurate record of the meeting.

**33. MATTERS ARISING.**

There were no matters arising from the minutes of the meeting held on 10 September 2020.

34. REPORTS FROM COMMITTEES.(a) Finance Committee meeting held 5 November 2020

The Finance Committee reviewed the budget for period 6. The SVFS has not yet been completed as the School is waiting for additional budget information. The meeting minutes will be circulated to the full governing body.

(b) Standards and Effectiveness Committee meeting held 5 November 2020

The Committee had reviewed the changes to the curriculum due to Covid-19, looked at how the additional government funding would be used to close gaps and discussed the January assessment data. The meeting minutes will be circulated to the full governing body.

35. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS.

The Head Teacher's report was circulated in advance of the meeting.

The number of pupils on roll has decreased compared to last year, which has resulted in a drop in funding. The decrease is due to fewer children entering the school nursery this year compared to last year. The matter was discussed in detail at the finance committee meeting on 5 November 2020.

**Question:** A high percentage of children at the school have an EHCP, what is the impact on teaching and learning?

**Answer:** The School is an inclusive school and the teachers are very good at supporting children with additional needs. The School does not receive the full amount of money needed to cover the cost of additional support for these children, which has an impact on the school budget and resources. There is an impact on teaching and learning but this is well managed and should not be to the detriment of other children in the class.

**Question:** Do children with EHCP move into alternative provision?

**Answer:** It depends on the circumstances, some children with EHCP stay in mainstream schools and some do move into alternative provision particularly when they get to secondary school.

There was a discussion around section 8 (policies and documents) of the Head Teacher's report. Governors had reviewed all of the policies and documents in this section of the report.

**RESOLVED:** That the following policies be approved and adopted by the governing body:

- Anti-bullying policy
- RHSE policy
- Emergency closure policy
- Disability/Equality and Access Plan
- Online safety policy
- Child protection and safeguarding policy

36. SAFEGUARDING.

This is a standing item. There were no safeguarding issues to report.

37. FINANCIAL MANAGEMENT AND BUDGET MONITORING.

The Finance Committee had met and reviewed the budget. The budget is balanced, but Covid-19 is making the management more complex due to unexpected costs and changes to funding. The budget is being reviewed regularly.

38. SELF-EVALUATION RECORD.

There was a discussion around the self-evaluation record.

**RESOLVED:** That no further action is required.

39. SINGLE CENTRAL RECORD.

This item is a standing item. The single central record is up-to-date. There were no other matters to report.

40. GOVERNOR CODE OF CONDUCT.

The Governors' Code of conduct has been circulated to all governors.

**ACTION:** Governors to reply to the email to confirm they have read the code of conduct and are happy for it to be approved by the governing body.

41. POLICIES FOR REVIEW BY FULL GOVERNING BODY.

This item had been covered under Head Teacher's Report and Governors' Questions.

42. ATTENDANCE.

The current attendance rate is 94.6%. Covid-19 related absences do not impact on the overall attendance figures.

**Question:** Now that we have entered a second lockdown do you think some parents will be hesitant in sending their child to school?

**Answer:** Yes. It is likely that some parents will have anxiety about sending their child to school. The School will work with these families to make sure children are learning at home.

The Head Teacher will not be issuing fines for non-attendance during the lockdown period.

43. BATLEY AND BIRSTALL HUB.

Following the last meeting of the hub, a list of local grants which schools can apply for has been circulated. The School has applied for some funding to create an outdoor gym.

44. PREVENT.

Prevent is a standing item, there was nothing to report.

45. GOVERNING BODY DEVELOPMENT.

There was a discussion around the best way to support governor development. Governors identified a number of useful documents which could be put into a pack for governors. Governors who have any development needs should contact the Chair, who will offer support and/or signpost them to resources/training.

**ACTION:** Governors to complete the NGA skills audit before the next meeting of the governing body.

**ACTION:** Chair/Head Teacher to post a governor training pack/handbook to all governors.

**RESOLVED:** That governors reply within a week to any emails/communication sent out.

46. GOVERNOR TRAINING AND GOVERNOR VISITS.

The Chair has started a governor ed training course, she will feed back at the next meeting. If any other governors are interested in completing the course, please let the Chair know.

There have not been any governor visits due to Covid-19.

47. ANY OTHER BUSINESS.(a) Nursery

There was a discussion around the viability of the School's nursery due to a drop in admissions.

**ACTION:** Nursery to be added to the agenda of the next meeting of the full governing body meeting.

(b) Teachers' pay awards

There was a discussion around this year's teachers' pay award and performance management.

**RESOLVED:** That staff who are on currently on top of their pay scale can progress on to the next pay band.

48. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.

**RESOLVED:** That the next meetings of the governing body be held at 17:00 on the following dates:

Thursday, 11 March 2021

Thursday, 15 June 2021

**ACTION:** Governing Body Development to be made a standing agenda item.

49. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.

**RESOLVED:** That no part of the 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.