

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, 8th November 2018.

PRESENT

Mrs H Farooq (Chair), Miss C Barlow (Head Teacher), Mrs C Ellis, Mr Ilyas, Ms J Johnson, Mrs L Kilroy, Mrs B Ottewell.

In Attendance

Mrs R Krishnarao (Clerk)
Mrs Catherine James (Designate Governor)

Governors welcomed Mrs James to the meeting.

27. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence with consent were received from Mrs Eddings.

There were no declarations of interest.

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

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

- Crossing Patrol Officer
- Governing Body delegation planner
- Committee to review long-term absence

29. REPRESENTATION

The following matters of representation were reported:

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Hava Farooq (re-appointed)	Co-opted	13.11.18

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr Amir Ilyas	Parent	18.12.18

LA Governor Vacancy

Ms Alexandra Mackie was not in attendance.

ACTION: To consider the appointment of Ms Mackie at the next meeting of the full Governing Body.

30. MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2018

RESOLVED: That the minutes of the meeting held on the 13 September 2018 be approved and signed by the Chair as a correct record.

31. MATTERS ARISING

PREVENT (Minute 22 refers)

ACTION: Head Teacher to contact the PREVENT lead at Kirklees Council and ask if they will deliver training to Year 6.

32. DRAFT MINUTES OF THE STANDARDS AND EFFECTIVENESS COMMITTEE HELD ON 15 OCTOBER 2018

RESOLVED: That the minutes of the meeting held on the 15 October 2018 be approved as a correct record.

There were no matters arising.

33. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated prior to the meeting.

Q. There has been a drop in attendance, do you think that the change in curriculum has caused this?

A. No. There were a couple of children who were late to School because they didn't want to take part in the morning run/walk. However, these children were asked to complete the activity at breaktime if they were late which has stopped this from happening.

Q. Why has there been a drop in the number of children on roll compared to last year?

A. There are 8 or 9 fewer children in nursery this year. There are few less children in some of the other year groups, due to house moves.

Q. What is the impact on funding due to the drop in the number on the School roll?

A. It will be a drop of between £9,000 and £10,000. The School has identified some additional pupil premium children which had not previously been known. This will offset some of this loss of funding (additional £7,000 approximately). The Head Teacher said the drop in funding was a concern but not an issue at the moment.

Q. Has Mrs Lee completed her training on mindfulness?

A. Yes, she will be feeding back to Staff in a few weeks.

Q. Has the defibrillator arrived?

A. It has been ordered. When it is delivered the company will provide training. The two or three members of staff who are first aid and first responder trained have already received training.

Q. Where will the defibrillator be kept?

A. It's going to be kept in the School office. As part of the funding, Kirklees Council asked that it be made available to the wider community. However, it is not possible to keep it in the playground due to vandalism and the School would only be insured for

use on School property. It is hoped that some members of the Friends of Mill Lane attend the training so it can be used by them if needed at events, and can be used for visitors, parents, staff, pupils etc.

Q. How is the new curriculum going?

A. It is disappointing that more children don't run for the whole time. They don't seem to have the skills necessary to pace themselves. This is something that the School will work on. The School itself seems calmer. The topic based curriculum is going really well. Children are more interested, and this is reflected in their writing. There is going to be a review of the 'reflect on me' sessions, with a crackdown on pupils who use this session to play in the playground.

Q. You are using some of the sports premium money to pay external professionals to deliver some specific activities, will these activities include a before and after fitness/skills assessment to see if there has been any improvements?

A. All of the children's fitness levels and skills have been assessed and will be re-tested in February and then at the end of the School year. Children with low initial fitness have been targeted for extra activities at lunchtime, several of these pupils' friends have also joined in. It is seen as a positive and the children don't know they have been singled out for these activities. There has been obvious physical changes in a number of pupils. The external professional is an ex-professional football player and it is hoped he will become a positive role model for the children.

ACTION: Governors asked that parents be made aware of their child's improved fitness level at the end of the year.

34. SAFEGUARDING

Safeguarding was covered in the Head Teacher's report (Minute 33 above).

35. FINANCIAL MANAGEMENT AND BUDGET MONITORING

Financial management and budget monitoring was carried out at the last Finance and Resources Committee meeting. The minutes of the committee meeting have been circulated to all Governors.

SFVS

The School Financial Value Statement and the best value statement were agreed by the Governing Body and signed by the Chair at the meeting.

School Fund Audit Report

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

36. HEAD TEACHER'S APPRAISAL POLICY AND TEACHER PAY POLICY

RESOLVED: That the Head Teacher's Appraisal Policy and the Teacher Pay Policy be approved and adopted by the Governing Body.

37. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

The following policies were circulated to Governors prior to the meeting for review:

Anti-Bullying Policy
Emergency Closure Policy
Equality Policy
Online Safety Policy
SEN policy / SEN information report – school officer

RESOLVED: That the above policies be approved and adopted by the Governing Body.

Relationships, Health and Sex Education (RHSE) policy

The Head Teacher gave an update on the RHSE policy; this is to be reviewed by the School Council. The Head Teacher will feed back at the next meeting of the full Governing Body.

38. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/2021

Governors noted the consultation on admission arrangements for 2020/2021.

RESOLVED: That the PAN remain at 27.

39. SCHOOL DEVELOPMENT PLAN 2018-19

The School Development Plan was circulated at the meeting.

The Head Teacher said that there will only be one significant trip per year and these trips will all focus on physical activity. The trips will be significantly subsidised to around £10.

Q. What was the response at parents' evening about making packed lunches healthier?

A. It was all very positive. It has been noticed that a lot more children are bringing fruit in. There is an issue with School puddings as not everyone gets the same choice but this will hopefully be resolved soon.

There was a discussion around changing the School uniform next year. The Head Teacher informed Governors that she will bring this back to the Governing Body at a later date.

40. SELF-EVALUATION SEPTEMBER 2018

The Self Evaluation was circulated at the meeting. There was a discussion around Friends of Mill Lane.

Q. Have parents showed any more interest in running?

A. No. In the spring the School is going to try a daily walk. It would just be for adults and lead by parents.

41. SINGLE CENTRAL RECORD

The single central record is up to date; there are no issues.

42. BATLEY AND BIRSTAL HUB

The Hub is looking to move towards a more formalised structure so they can apply for wider funding opportunities. There have been discussions about developing more

School support within the Hub. There is a paid part-time co-ordinator and the Chair is a head teacher within the hub (this rotates annually).

43. ATTENDANCE

This item had been covered under item 33 Head Teacher's Report and Governors' Questions.

44. PREVENT

PREVENT is a standing item, and there were no updates at present.

45. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Kilroy and Mrs Farooq have been into School.

The Head Teacher will send out a timetable of events and trips to Governors so they can attend if they wish.

46. ANY OTHER BUSINESS

(a) Crossing Patrol Officer

The crossing patrol officer has not yet returned to work.

ACTION: Ms Johnson to follow up with Kirklees Council to see if there is a return date for the crossing patrol officer.

(b) Governing Body Delegation Planner

ACTION: Head Teacher to circulate the Governing Body Delegation Planner to all Governors

(c) Committee to review long-term absence

The Head Teacher asked Governors to set up a committee to look at a long-term absence plan for a member of staff currently on sick leave.

RESOLVED: That Committee membership to include Mrs Ottewell, Mrs Farooq and Mrs Kilroy.

ACTION: Governors asked the Head Teacher to provide HR framework and guidance to support the committee's decision.

(d) Appointment of a Co-opted Governor

RESOLVED: That Mrs Catherine James be invited to serve as a Co-opted Governor.

47. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the full Governing Body be held at the School on the following dates and times:

Thursday, 14 March 2019 at 5.00 pm
Thursday, 13 June 2019 at 5.00 pm

48. 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 6.00 pm.