

## **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, 9 November 2017.

### **PRESENT**

Mrs H Farooq (Chair), Miss A Eddings, Miss C Barlow (Head Teacher), Mrs C Ellis, Mrs Ottewell. In part: Mr Ilyas, Mrs Johnson.

### **In Attendance**

Roxane Krishnarao (Minute Clerk)

### **2585. APOLOGIES FOR ABSENCE, CONSENT AND DECLERATIONS OF INTEREST**

There were apologies for absence, with consent, from Mrs Kilroy.

There were no declarations of interest.

### **2586. NOTIFICATION OF ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS**

There were no items notified to be bought up under Any Other Business.

### **2587. REPRESENTATION**

There was a general discussion around governor vacancies, including barriers which may be preventing people from applying. These were not knowing what the role involved and apprehension around attending meetings alone.

**RESOLVED:** That the School to advertise governor vacancies and the Chair offer an informal chat to anyone interested in applying.

### **2588. MINUTES OF THE ANNUAL MEETING HELD ON 14 SEPTEMBER 2017**

**RESOLVED:** That the minutes of the annual meeting held on the 14 September 2017 be approved and signed by the Chair as a correct record subject to the following amendments:

Minute 2563: the Safeguarding governors are Mrs Johnson and Mrs Farooq.

### **2589. MATTERS ARISING**

#### **(a) Governor Visits (Minute 2567 refers)**

Mrs Johnson has visited the nursery in her role as class governor for Early Years.

**ACTION:** Mrs Johnson to circulate her Early Years report to all Governors.

Mrs Farooq will be attending the KS2 trip.

(b) Declarations of Business Interests (Minute 2558 refers)

**ACTION:** School to check that declarations of business interests have been updated on the website.

(c) PAN (Minute 2570 refers)**Q. Do we still need to apply to increase the PAN to 27?**

**A.** The Head Teacher said that at present she did not want to increase the PAN to 27. This is because when the PAN was increased to 25, it was believed the new PAN would only apply to years 3, 2, 1 and reception but has been applied to all years. If the class sizes do increase to 25 across all year groups the School will need to consider recruiting an additional teacher which has financial implications.

**Q. Was this a mistake? Do you intent to appeal this decision?**

**A.** The LA have said it was done in consultation but the School had no input into this consultation. The School doesn't intend to appeal the decision as long term an increase in PAN is in the best interests of the School. As a result of the PAN increase in the older year groups, the School has taken some children who have complex needs and have had problems at other schools.

**Q. How does a reduced timetable impact persistent absence rates?**

**A.** There was a general discussion around recording absence.

**ACTION:** School to investigate the best way to record a reduced timetable so it does not impact the persistent absence rate.

2590. REPORTS FROM COMMITTEES

The Chair went through the minutes of the Resource Committee meeting held on the 16.10.17 and the Standards and Effectiveness Committee meeting held on the 15.15.17.

There were no matters arising from the committee meetings.

2591. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

**Mr Ilyas arrived at 17:30.**

The Head Teacher went through her report which had been circulated prior to the meeting.

**Q. As a result of the PAN increase has there been an increase in the Pupil Premium numbers this year?**

**A.** Yes, the exact Pupil Premium figures are on the website.

**Q. What is the benefit of larger class sizes?**

**A.** Small class sizes are only beneficial if pupil numbers are below 12 to 15 pupils per class, therefore, the main benefit to the school is financial. Longer-term it means that the School may be able to stop having mixed aged classes.

The School is very inclusive and has built up a good reputation for inclusion. Many of the new pupils are out-of-area and have approached the School following recommendations.

**Q. Can you add to the report an overview of what has been happening in the School.**

**A.** This information can be found in the School newsletters and on the website.

**Q. At the Parent and Pupil meeting, parents asked if Sports day could be more competitive, what have you decided about this?**

**A.** We have asked pupils if they would prefer to compete in teams (everyone gets a turn), or compete as individuals (some might not get a turn), or don't mind. The majority have said compete in teams.

The main concerns raised at the Parent and Pupil meeting were around lack of communication with parents when children move to their next class. Parents felt they were unable to appease their children's anxiety as they were unclear themselves. This is being addressed through letters home; the first letter home is related to reading.

**Q. What impact has the recent mental health training had?**

**A.** It has made staff a lot more aware and better able to support children with mental health issues.

**Q. Interventions are now being run with each Key Stage. When are these being evaluated?**

**A.** These are being evaluated at the end of the intervention. They are assessed at the start and end.

**Q. Are all of the interventions successful?**

**A.** No, as some children have complex needs and not all these needs can be addressed just by the intervention.

The Head Teacher was thanked for her report.

#### 2592. DEVELOPMENT PLAN 2017-2018

Governors felt that the format of the development plan was better than in previous years, being clearer and more concise. Governors felt that although resilience was no longer a development priority in the School, it was well imbedded in the School's culture.

**ACTION:** An amended version of Development Plan to be emailed to Governors.

**Q. How often will actions be reviewed?**

**A.** English/Maths are reviewed throughout the year as part of staff meetings. Mid-term performance management reviews will also be used to review actions.

**Q. Does the plan incorporate Ofsted's recommendations and comments.**

**A.** Yes.

**Q. What is Fisher Family Trust Data?**

**A.** It measures data from Early Years, socio-demographics and characterises and predicts pupils performance. It is difficult with the School's data as numbers in certain groups are small and are therefore not statistically reliable.

**Q. Using the Fisher Family Trust Data are we meeting our predictions?**

**A.** No. However, the School is happy with current attainment as many children have complex needs.

2593. THREE YEAR SCHOOL DEVELOPMENT PLAN 2017-2020

The Head Teacher informed the Governors that the three year school development plan is required as part of the financial audit. However, the school has limited control over its budget which makes planning difficult.

**Q. Due to the increase in the PAN you have said you may need a new teacher. Is this accounted for in the plan?**

**A.** No, as it was produced prior to the PAN increase. We will need to wait and see if the School reaches capacity and what the budget is for next year. The ideal scenario would be to build a new classroom at the top of the playground. The classroom could be used as a before and after school club and a community hub (as well as a classroom). The School could possibly apply for grant funding and/or ask Friends of Mill Lane to raise money.

2594. SELF EVALUATION SUMMARY: SEPTEMBER 2017

The Head Teacher went through the self-evaluation summary. Governors raised concerns about Team Teach.

**ACTION:** School to consider not renewing the Team Teach training when it runs out.

2595. SAFEGUARDING

Three members of staff have had a supervision meeting with an educational psychologist to help support them when dealing with a challenging pupil. Staff felt that the supervision has been a huge help.

There was a safeguarding incident last week, which is still ongoing. It took a toll on the staff involved and professional supervision would have been useful. There was a discussion around help available for staff and the Care First provision offered by Kirklees Council.

**ACTION:** Mrs Johnson, in her role as Safeguarding Governor, to meet with Head Teacher.

2596. FINANCIAL MANAGEMENT AND BUDGET MONITORING

The Head Teacher told Governors that all documentation relating to the last Finance Committee meeting has been sent to the Governing Body and all documents have been listed in the minutes of the Finance Committee.

The Head Teacher shared with the Governing Body the audit of the School Fund which was also presented at the last Finance Committee meeting.

On behalf of the Governing Body, the Chair signed the Statement of Internal Control, the SVSF Assessment and the Best Value Statement.

2597. REPORT ON SCHOOL FUND (Minute 2572 refers)

This item had been covered in Minute 2596 above.

2598. POLICIES

The Head Teacher went through each of the following policies outlining any changes from previous years.

Anti-bullying Policy

No changes had been made.

Behaviour Policy

The Policy has been reviewed previously.

Complaints policy

No changes had been made.

Equality Policy

No changes had been made.

Online Safety Policy

No changes had been made.

Safeguarding Policy

The School use the standard Kirklees Policy which has been amended this year by Kirklees Council, but there have been no significant changes.

Special Educational Needs Policy

The ANP (additional needs plan) stage has been removed.

**Q. At what point do you decide that a child is going on to a My Support Plan?**

**A.** This depends on the individual child.

**Q. Could a child have a My Support Plan throughout their time at the School or would they move on to an Education Health Care (EHC) Plan.**

**A.** Again, this depends on the individual child. If a child had a very deep need or a very complex need and did not make progress despite intervention they would then move on to a EHC plan.

**Mrs Johnson left the meeting at 18:15.**

2599. SINGLE CENTRAL RECORD

**ACTION:** My Ilyas to carry out a governor visit to spot check the Single Central Record.

2600. ATTENDANCE

There was nothing to report at present.

2601. PREVENT

There was nothing to report at present.

2602. BATLEY AND BIRSTALL HUB

The Head Teacher gave an update of the Batley and Birstall Hub. The Structure of the Hub was circulated at the meeting. The Head Teacher felt the additional needs group was particularly beneficial.

The Head Teacher will be meeting with a small number of local Head Teachers regularly. The meetings will cover peer mentoring, strategic decision planning, work moderations and learning walks etc.

2603. GOVERNOR TRAINING AND GOVERNORS VISITS

This item had been covered in Minute 2589 above.

2604. ANY OTHER BUSINESS

(a) Staff Safeguarding Questionnaire Evaluation

A total of 18 staff safeguarding questionnaires were completed. The Chair thanked staff for taking the time to complete the questionnaire. The evaluation showed that all respondents had a good knowledge of the safeguarding procedures in the School.

2605. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meetings of the full Governing Body be held at the School on Thursdays at 17:00 on the following dates:

15 March 2018  
14 June 2018

2606. 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.

The meeting was closed at 18:30.