

THE GOVERNING BODY OF MILL LANE SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Thursday, 13 November 2014.

PRESENT

Mrs Z Thackrah (Chair), Miss C Barlow, Mrs N Chowdhury, Miss A Eddings, Mrs H Farooq, Ms R Grewal and Mrs B Ottewell,

In Attendance

Mr M A Johnson (Minute Clerk)

2285. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr R Parkinson and Mrs L Warner, both with consent.

There were no declarations of interest.

2286. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

It was agreed that the following item would be raised under any other business:

- Acting Head Teacher - Special leave of Absence

2287. REPRESENTATION

(a) The following matter of representation was noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Hava Farooq	Co-opted	03.10.14

(b) Appointment of Co-opted Governors

RESOLVED: (i) That Mrs H Farooq be re-appointed as a co-opted governor with immediate effect, and that consideration of the remaining co-opted governor vacancy be deferred.

(ii) That governors note that this leaves two parent governor vacancies, which be duly advertised.

2288. ELECTION OF VICE-CHAIR

RESOLVED: (i) That the term of office be for two years from the date of election.

(ii) That in the event of a tie this be determined by a secret ballot.

Nominations were taken from the meeting and a nomination for Mrs Farooq was proposed and seconded.

RESOLVED: That Mrs H Farooq be elected Vice-Chair of the governing body.
(unanimous)

2289. GOVERNOR CODE OF CONDUCT

RESOLVED: That the governors agree to sign up to the Kirklees Model Code of Conduct.

2290. MINUTES OF THE ANNUAL MEETING HELD ON 18 SEPTEMBER 2014

RESOLVED: That the minutes of the annual meeting held on 18 September 2014 be approved and signed by the Chair as a correct record.

2291. MATTERS ARISING

There were no matters arising.

2292. REPORTS FROM COMMITTEES

(a) Resources Committee: 13 October 2014

Governors noted the minutes of the above meeting which had appointed Mrs Farooq as Chair; reviewed the Committee's terms of reference, including delegation of financial powers to the Acting Head Teacher, including a financial delegated limit of £5,000; agreed the standard delegated powers to the Chair of Governors; received an update on budget monitoring; completed the Schools Financial Value Standard (SFVS); and reviewed and agreed the Statement of Internal Financial Control, and the Best Value Statement.

- RESOLVED: (i) That the minutes be received.
(ii) That the terms of reference of the Committee be confirmed.
(iii) That the SFVS, Statement of Internal Financial Control, and Best Value Statement be approved.

(b) Standards and Effectiveness Committee: 13 October 2014

RESOLVED: That consideration of the minutes of the above Committee meeting be deferred to the next governors' meeting.

2293. ACTING HEADTEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Acting Head Teacher presented her report which contained sections covering school context, achievement of pupils, quality of teaching, behaviour and safety, leadership and management, and overall effectiveness. The following matters were highlighted and questions asked:

(a) Staffing

Governor question: Has the maternity post been advertised yet?

Acting Head Teacher response: It will be advertised in the next two weeks following a delay by the failure to appoint an Early Years Co-ordinator last week.

(b) Behaviour and Safety

It was noted that the attendance strategy was bearing fruit with attendance currently at 96.46%.

Governor question: How did the meeting with parents go?

Acting Head Teacher response: This had to be rescheduled as some parents did not initially keep to their appointment. Persistent absentees are hitting the school's attendance. However, overall for the year, persistent absences are 4.69% which, whilst still high, is an improving picture, and this figure is accounted for in part by migrant families.

Governors noted that attendance was monitored on a weekly basis, as was punctuality, assisted by Mrs Ottewell in her role as Educational Teaching Manager, and the school was taking a much more proactive approach to attendance and offering support, including free use of the breakfast club for pupils who were late or frequently absent, as a means of encouraging them in the school.

Additionally, Miss Eddings reported she had been on a course "Getting Ready for Ofsted" from which she had emerged very confident about many of the intervention strategies already in place at the school.

(c) Incidents and Accusations

The Acting Head Teacher explained that, in the case regarding the behaviour of an external teacher, this had been investigated, as required, by the local authority, following which procedures had been put in place by the school.

(d) Finance – Teachers' Salaries

Governor question: Why are teachers' salaries the most significant area of divergence from the budget?

Acting Head Teacher response: The school budgeted on the basis of a full complement of permanent teaching staff but a number of appointments could not be made and so this has skewed the figures; adjustments will now be made in the presentation of this information.

(e) Special Educational Needs

Miss Eddings clarified that the transition plan to transfer all statements to Education and Health Care Plans would start to with Year 5 and Reception children.

(f) New Curriculum Assessments

Governor question: What methods of assessment are to be applied following the removal of levels?

Acting Head Teacher response: The school is currently working with its own cluster and the local authority to develop an effective way of monitoring pupils, which will be reported on throughout the year. The school has also invested in a tracking programme for early years and has been placed on the Kirklees trial for assessment.

(g) Quality of Teaching

Governor question: How will the quality of teaching be judged now that assessment gradings have been changed by Ofsted?

Acting Head Teacher response: The school will be using children's books and quality of marking and observations on the classroom and learning environment. I have done one observation and I look at the teaching. I talk to the pupils and look at their books and make a recording on a grid with a view, at year end, to making a judgement on the quality of the teaching.

The Acting Head Teacher took note of a governor comment about ensuring that what was recorded on the data sheet was evidenced by what was included in the books.

2294. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY (Minute 2278 refers)

- RESOLVED: (i) That the Kirklees Teacher Pay Policy document, as submitted, be adopted for the school.
- (ii) That approval of the Teacher Appraisal Policy be deferred to the next meeting and that the Head Teacher e-mails this out to the governors ahead of the meeting.

2295. FINANCIAL MANAGEMENT AND BUDGET MONITORING

This matter was dealt with under the minutes of the Resources Committee at minute 2292 (a) above.

2296. SCHOOL IMPROVEMENT PLAN

The Acting Head Teacher reported that she was in the process of updating the school development plan in conjunction with the school's professional partner, for finalisation by January 2015. Beforehand, a draft of the updated plan, which would embody targets for improving outcomes in writing and maths, would be sent to Mr David Page, the school's consultant, for comment and review.

2297. POLICIES

Governors were supplied with the under-mentioned policies which had all been reviewed by the Acting Head Teacher namely:

Collective Worship
 Data Protection and Confidentiality
 ChYPS Health and Safety
 Mill Lane Primary School Health and Safety
 Equality
 Fire Evacuation
 Freedom of Information
 Literacy
 Safeguarding
 Numeracy
 Special Educational Needs

The Safeguarding policy had been updated to include a section relative to preventing violent extremism.

All the policies would be included on the website, including the current Medical Needs policy, which would be updated following revision to the Managing Medical Conditions or Needs and Medication guidance, on which an update was due to be published by the government before the end of the year. Pending that, the local authority had indicated that the current Medical Needs policy was sufficiently robust to continue to be applicable at present.

RESOLVED: That the policies be noted and the revisions be confirmed, subject to the Numeracy policy being redrafted into the same format as the Literacy policy on the basis it is related to teaching and learning.

2298. SCHOOL OFFER FOR SEND (Website Document)

Miss Eddings reported that the school offer for SEND had been included on the website. The idea was to provide a one-stop shop so that a parent could initially view the Kirklees website for the council offer, which included a link to the school's offer. Governors were informed that Miss Eddings had also met with the Chair who is also the SEN governor to discuss the changes to SEN following the new statutory legislation and was to have further meetings to ensure that implementation of the changes was maintained as required.

2299. GOVERNING BODY DECISION PLANNER

It was agreed that consideration of this item be deferred and that, in the meantime, the Chair and Acting Head Teacher would go through the planner in readiness for consideration at the next meeting.

2300. NG A CODE OF CONDUCT

This matter was considered under Minute 2289 above.

2301. GOVERNOR SKILLS AUDIT (Minute 2282(c) refers

It was agreed that governors should send their completed skills audit forms to the Acting Head Teacher who would arrange for the Chair and Deputy Chair to meet and aggregate the results and feed back to the governing body.

2302. GOVERNOR HEALTH CHECK (Minute 2282 (c) refers)

The Chair reported she had met with the Deputy Chair to make a start on an action plan and to go through the health check. The Acting Head Teacher agreed she would provide the Chair and Deputy with the relevant strategic information to assist in completing the health check list.

2303. SAFEGUARDING

The Acting Head Teacher reported that there were currently no significant safeguarding issues in school, and that she had been on a two-day level 3 course on parenting capacity to learn about the impact on children, and that Miss Eddings and Mrs Ottewell would be undertaking this course also. Mrs Ottewell then reported she had undertaken two out of the three safeguarding courses and she highlighted other staff who were to be trained, to ensure the school would have a nucleus of fully trained staff to deal with any safeguarding issues.

With regard to the access issues into the school, the Acting Head Teacher reported on a quote received to erect two fences to make the playground secure, following which more competitive tenders were being sought, especially given that the local authority had indicated it was not prepared to contribute to the cost. The Head Teacher was to inform the local authority of the school's concern as it had no budget for these works.

Following discussions with Kirklees Building Services the Acting Head Teacher then tabled a paper setting out four options for making the entrance to the school secure and explained the merits of each. In light of the expense of each option it was agreed to explore alternatives, including contact with the University to see if any architectural students would be interested in producing other cost options.

2304. ATTENDANCE

The Acting Head Teacher explained to governors a change she was seeking to be made to the Attendance policy, in the interests of the school knowing that children were safe, to allow for the school to seek contact with a parent, in the event of failure to notify the school of their child's absence, and to state that this may result in a referral to the social care authorities.

RESOLVED: That approval be given for the Acting Head Teacher to make the requisite amendment to the Attendance policy and that the revised policy be e-mailed to governors when modified.

2305. BATLEY AND BIRSTALL PARTNERSHIP

Miss Eddings provided feedback on the last meeting of the Partnership in which it had offered to provide training for governors in relation to governance and skills audit, and would advise when this had been arranged. Governors were also informed that two head teachers had been on courses on HMI and learned of examples of good practice which could be included on the school website, such as governor skills, minutes of meetings, evidence of challenge and the rationale for, and outcome of, school visits.

It was agreed that Miss Eddings should review the content currently included on the school website and arrange, in consultation with the governors, updated information about them and their skills, which would help validate what we do as a school and governing body.

Mrs Ottewell then reported on a meeting she had attended at Fieldhead about partnership learning, from which she was pleased to conclude that the school had a really good approach and shared its good practice with other schools.

The Acting Head Teacher took the opportunity to mention, under this item, that David Page, the school's consultant, had suggested the school should formulate a mission statement. However, it was considered that the school's ethos statement should adopt a suggestion which came from the pupils, namely "Learning through hard work, friendship and fun".

RESOLVED: That the ethos statement put forward by the pupils be incorporated on the school logo, banners, etc.

2306. GOVERNOR TRAINING AND GOVERNOR VISITS

The Acting Head Teacher reported under this item that shortlisting would take place next week for the bilingual ETA for Early Years Foundation Stage, for which there were two posts, one of which was a temporary contract.

Interviews were scheduled for 26 November 2014.

It was recognised that governors played an active role in the school, and would now seek to evidence this more effectively in future. It was noted that the Chair was in school on 23 October for the shortlisting for the School Caretaker and EYFS Co-ordinator. On 24 October 2014 the Chair had stayed for lunch and had attended the Harvest Assembly.

2307. ANY OTHER BUSINESS.

Acting Head Teacher - Special Leave of Absence

The Acting Head Teacher explained the circumstances why she was seeking approval for special leave of absence on 26 and 29 June 2015.

RESOLVED: That the request from the Acting Head Teacher be approved.

2308. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body and of the Resources Committee and Standards and Effectiveness Committee takes place in accordance with the schedule of meetings agreed for the year at the annual meeting (Minute 2283 refers).

2309. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minutes 2286 and 2307(a) be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.