

**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 November 2015.

**PRESENT**

Mrs Z Thackrah (Chair), Miss C Barlow, Miss A Eddings, Mrs H Farooq, Mr A Ilyas, Ms J Johnson, Mrs L Warner.

**In Attendance**

Angela Hutchinson (Minute Clerk)

Jolene Johnson was welcomed to her first meeting as Co-opted Governor.

**2390. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mrs N Chowdhury (consent), Mrs B Ottewell (consent) and Mr R Parkinson (consent). There were no declarations of Interest.

**2391. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

Several items were notified.

**2392. REPRESENTATION**

The following matters of representation were noted:

**End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr R Parkinson	Co-opted	28.11.15
Mrs B Ottewell	Staff	18.12.15

**Appointment**

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Ms J Johnson	Co-opted	8.10.15

**2393. RECRUITMENT & SELECTION PROCESS FOR APPOINTMENT OF A NEW DEPUTY HEAD TEACHER**

At this point Alison Eddings, Acting Deputy Head Teacher, withdrew from the meeting.

The recruitment process was discussed.

**RESOLVED:**

- (i) That the needs and vision for the school remain unchanged since the appointment of the Head Teacher.

- (ii) That the Selection Panel decide the wording of the advert, the job description, personnel specification and further information.
- (iii) That the Individual School Range remain unchanged.
- (iv) That the Selection Panel be Zoe Thackrah, Louise Warner, Amir Ilyas and Hava Farooq.
- (v) That standard LA terms of reference be used by the Selection Panel.
- (iv) That the timescale be as follows:

Date to be agreed	Meeting of Selection Panel to discuss details
11 December 2015	Advert in LA Bulletin
24 December 2015	Closing date for applications
8 January 2016	Shortlisting
15 January 2016	Interviews & Governing Body ratification meeting.

Alison Eddings returned to the meeting.

#### 2394. MINUTES OF THE ANNUAL MEETING HELD ON 17 SEPTEMBER 2015

RESOLVED: That the minutes of the annual meeting held on 17 September 2015 be approved and signed by the Chair as a correct record.

#### 2395. MATTERS ARISING

There were no matters arising.

#### 2396. REPORTS FROM COMMITTEES

Minutes of a meeting of the Standards & Effectiveness Committee, held on 12 October 2015, were noted and there were no matters arising.

A meeting of the Resources Committee had been held prior to the Governing Body meeting.

It was noted that the Minute Clerk had been asked to clerk future meetings but was not available due to prior commitments.

#### 2397. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had received the Head Teacher's Report with the agenda papers and confirmed that they had read the content.

##### (a) School Roll

It was noted that 3 children had recently joined the school – 1 in Nursery, 1 in Year 5 and 1 in Year 6. 6 more pupils were expected after the Christmas break.

Q: Does the high level of mobility give rise to particular problems?

A: We had 12 leavers and 10 starters during the last school year, equivalent to 14% of the school population. With some class sizes of 22 that can be a significant disruption. The profile of the cohort changes and tracking becomes more difficult. Patterns and trends are more difficult to spot. There is a negative impact on behaviour. It also impacts on attendance figures when pupils leave without notice and remain on our roll while Missing In Education.

- Q: Are the standards of teaching and learning impacted by high mobility?  
 A: Learning as measured by the performance of cohorts can be impacted massively. We measure the cohort but also monitor matched pupils who have been here since entering Reception or KS1.

(b) Staffing

- Q: Have staff changes reduced?  
 A: Yes. Our staffing is now stable.  
 Q: You still have a supply teacher for Year 4/5. Why, and does this effect costs?  
 A: We hope she will be here for the full academic year as she is a good teacher. She will be contracted from January 2016.

(c) Standards of teaching and learning

The Head Teacher said that monitoring of teaching & learning has been very heart-warming. The marking policy was now used consistently. The new curriculum was well embedded. Standards of presentation had improved (as seen on the walls around you). Recently all those observed were Good or Outstanding.

- Q: What about behaviour?  
 A: There is a calm and consistent atmosphere for the vast majority. The Restorative Practice approach is now embedded and still works well. Very few pupils have behaviour issues. We have afternoon interventions with nurture and social interaction groups. Ms Ottewell's presence is missed and we hope she will return in January.

Governors asked the Head Teacher to pass on their best wishes to Ms Ottewell.

- Q: How do you decided who goes to the intervention groups?  
 A: Staff refer children based on their needs.

Governors were pleased to note that attainment in Early Years was improving and was expected to be sustained. Governors were invited to come into school to see the work done for themselves.

(d) Assessment

- Q: How is the new assessment system working?  
 A: We stopped using levels last September as directed by the DfE, so we now have new data to compare with the first data collected. We understand our own pupils and work with BBEST, having set up an Assessment Network. We will produce an age-related ladder. The process is now working well and we will have summative assessment to inform teacher assessment, ie: tests at age related expectations level.

We have now completed tracking from Nursery to EYFS. Assessment starts right from the beginning to enable progress to be shown. We are working with Lydgate Junior & Infant School on outcomes for pupils.

(e) Attendance

- Q: What is the attendance target this year?

- A: 96%. Attendance is currently being scrutinised by Miss Eddings.  
 Q: How do you try and reduce potential Persistent Absentees?  
 A: They all get a letter and appropriate support is given.  
 Q: How did Eid affect attendance?  
 A: All were given 1 day and most returned next day for the Fun Day.  
 Q: What do you do about sickness absence which has increased?  
 A: Nothing if they are ill. We do get the School Nurse involved if there are several absences.

(f) Pupil Premium

- Q: Has the provision of universal free school meals effected applications for free school meals?  
 A: Yes it has, although we do everything we can to encourage new parents to sign up. We may lose £13-£14,000 funding.

2398. SCHOOL DEVELOPMENT PLAN

The School Development Plan was reviewed throughout the year and would be presented to the Standards & Effectiveness Committee.

2399. FINANCIAL MANAGEMENT AND MONITORING

The Resources Committee had held a meeting prior to the Governing Body meeting and scrutinised the school's finances. Recent budget figures were not available from the LA SAP system due to technical difficulties but would be sent out to all Governors when available.

The school's Best Value Statement and a model Statement of Financial Control had both been discussed and agreed. Their approval was recommended to Governors.

The annual review of the School's Financial Value Statement (SFVS) had been scrutinised. Governors were pleased to note that all benchmarks had been met.

RESOLVED: That the Best Value Statement and Statement of Financial Control be approved.

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

2400. SELF EVALUATION (SEF)

Copies of the revised Self Evaluation Form had been circulated with agendas. Governors were asked to submit their questions to the Head Teacher within a week to enable the final document to be published.

- Q With regard to Parents' views, is there another system to question them more frequently than once a year?  
 A We use the standard Parental Questionnaire bi-annually and hold a Parent Forum termly.

Alternative ways of gathering parents' views were discussed.

#### 2401. GOVERNING BODY DECISION PLANNER

After discussion, it was agreed that progress on the Governing Body Decision Planner would be delegated to the Head Teacher and Chair and a draft brought to the next meeting for discussion.

RESOLVED: That Governing Body Decision Planner be an item on the next agenda.

#### 2402. POLICIES

Governors confirmed that they had read the 4 policies circulated with agendas.

RESOLVED: That the following policies be approved and adopted:

Anti-Bullying  
Equality  
Online Safety  
Sex & Relationship Education

#### 2403. KEEPING CHILDREN SAFE IN EDUCATION: PART 1 FOR STAFF

Copies of Keeping Children Safe in Education were tabled. Governors were asked to read the document in detail and then come into school and sign the Master Copy to confirm that they had read and agreed with the content.

Q Have you arrange any Prevent training?

A It is part of the SMSC curriculum along with British Values but some specific Prevent training is planned and Governors will be invited to join staff.

#### 2404. PUPIL PLACEMENT PROTOCOLS

The Head Teacher tabled a full copy of the new Pupil Placement Protocols, together with a letter from the LA, outlining the provisions of the new Protocol. These were discussed.

It was noted that the Governing Body had resolved to accept the new Pupil Placement Protocols at their last meeting.

#### 2405. SAFEGUARDING

Governors were pleased to learn that there were no areas of concern.

Q: I see from your Report that children are referred to Nortonthorpe Hall for emotional support. Can you elaborate?

A: 4 were referred, 3 were accepted – one of whom has now left the school. Nortonthorpe Hall offer specialist provision and their Outreach Counsellors have a huge waiting list.

The increase of children with social and emotional needs was discussed.

#### 2406. ATTENDANCE

This had been discussed in the Head Teacher's Report.

2407. BATLEY & BIRSTALL PARTNERSHIP

The Batley & Birstall Partnership had now formed 2 community hubs with the school joining with 5 other local Primaries. The collaboration was at an early stage and processes were being developed. One meeting had been organised to identified skills and skill gaps within the hub and then decide on next moves.

2408. GOVERNOR TRAINING AND GOVERNOR VISITS

Jolene Johnson would arrange induction training when possible, but most of the sessions were held whilst she was working.

Governor visits into school were discussed and would be arranged outside the meeting.

2409. ANY OTHER BUSINESS

(a) **Deletion – See Minute 2411.**

(b) Pen Portraits

Governors who had not yet completed their pen portraits were asked to submit them as soon as possible. Ms Johnson was asked for a similar pen portrait.

(c) Events

Two Governors had attended the Fireworks Display and were thanked from coming along. A Governor advised that she had not been aware of the event and would appreciate notification where possible. After discussion, it was agreed that Governors would receive a copy of the School Newsletter and would receive emails about events where appropriate.

The next event was the Winter Fayre planned for 26 November 2015.

(d) Inhalers

Following the DfE Directive on use of generic inhalers in an emergency, 2 inhalers had been purchased. Protocols for their use and a register of consents were in place.

Q: Do we have a defibrillator in school?

A: No. We were offered CPR training by a commercial company recently and we are considering that. The Chair offered her expertise as a Royal Life Saving Society Assessor.

(e) Obsolete equipment

The disposal of items of obsolete equipment, including a refrigerator, was discussed and the Head Teacher's actions were approved.

2410. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That future meetings of the Governing Body be held at the school as follows:

Friday, 15 January 2016 at 3.00 pm  
Thursday, 17 March 2016 at 5.00 pm  
Thursday, 9 June 2016 at 5.00 pm

2411. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2409 (a) be excluded from the copy to be made available at the school. All other parts of the minutes to be available, in accordance with the Freedom of Information Act.