

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, 26 April 2018.

PRESENT

Mrs H Farooq (Chair), Miss C Barlow (Head Teacher), Miss A Eddings, Mrs C Ellis, Mrs L Kilroy.

In Attendance

Mrs Krishnarao (Minute Clerk)

2607. APOLOGIES FOR ABSENCE, CONSENT AND DECLERATIONS OF INTEREST

There were apologies for absence with consent from Ms J Johnson, Mr Ilyas and Mrs B Ottewell.

There were no declarations of interest.

2608. NOTIFICATION OF ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

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

- Wellbeing Award
- Curriculum
- Road Safety
- Leadership and Management

2609. REPRESENTATION

There are currently two governor vacancies. The School is advertising the vacancies online but there has been no interest to date.

2610. MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2017

RESOLVED: That the minutes of the meeting held on the 9 November 2017 be approved and signed by the Chair as a correct record.

2611. MATTERS ARISING

There were no matters arising.

2612. REPORTS FROM COMMITTEES

Governors had received the minutes of the last Standards and Effectiveness Committee meeting and the minutes of the Resources Committee in advance of the meeting.

ACTION: CFR 2016/17 data to be bought to the next Resource Committee meeting on the 14 May 2018.

2613. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

Q. What is the reason for the incorrect roll figures?

A. The data was taken from Integris. The School is not sure why the figures are incorrect but are probably wrong due to human error.

Q. Will the incorrect roll figures have an impact on School funding?

A. No. The figures were only incorrect in the Head Teacher's report. The official roll figures are correct.

Q. What are the implications of the increasing School roll?

A. The School has had a capacity audit. The upstairs rooms were ignored as they do not meet current fire regulations. Currently, if the number of children on roll in Key Stage 2 was to increase to 100 (25 children per year group) these children would be split between 3 classes. The capacity audit has shown that legally the School has capacity to do this. The Head Teacher said that larger class sizes could impact on teacher and pupil wellbeing. If the School roll in Key Stage 2 increased to 100 the School could turn the current school library into a classroom and employ additional staff.

Q. Is the School roll likely to increase to 100 (in Key Stage 2) in September 2018?

A. No we are a few years away. The numbers coming into reception this year are also below PAN.

Q. What are the results of the financial audit?

A. The School was outstanding on the financial audit. There were 4 areas for consideration, these were to postcode mark laptops (however this invalidates the warranty), safeguarding report, updating staff pictures and monitoring internet usage.

Q. Have the structural changes to support staff had an impact?

A. The Head Teacher went through the structural changes to support staff. There have been a few teething problems, but the restructure is now working well.

Q. Do you have a new trainee?

A. We have a psychology student doing a placement. There are also two trainee teachers from Bradford College and York St Johns.

Q. Is the attendance figure (95.21%) good compared to previous years?

A. It is about the same. Attendance fluctuates around 95%. Attendance is good and punctuality has improved. Currently children who have 98% attendance are entered into a prize draw and can win £100. The Scheme has been really popular. The scheme will be changed slightly in September 2018, so only children who have 98% attendance and are not late on x number of occasions are included.

Q. Does the School have a defibrillator?

A. No. Governors suggest that a defibrillator could be fundraised for via a community event.

ACTION: Head Teacher to look at potential funding opportunities.

Q. Have the results of the parent survey been sent to parents?

A. Yes, they have. The survey results were very positive.

ACTION: Governors to be sent a copy of all School letters.

Q. Can you explain what the serious incident was?

A. The Head Teacher informed governors about a recent e-safety bullying incident and what had been done to mitigate against further incidents.

Q. There are 21 children on the SEN register is this high?

A. No, it is equivalent to about 10% of the School roll which is not considered high. However, the Head Teacher felt that the School had a higher proportion of children with severe educational special needs than average. Funding has reduced significantly for children with special educational needs, the first £6,000 of funding has to be found by the School.

2614. PUPIL PROGRESS REPORT

This item had been covered in the Head Teacher's Report. There was nothing additional to report.

2615. SAFEGUARDING

This item had been covered in Head Teacher's Report.

ACTION: Governors to be invited to the next safer recruitment training.

2616. FINANCIAL MANAGEMENT AND BUDGET MONITORING

There was nothing to report at present.

2617. ATTENDANCE

This had been covered in Head Teacher's Report. There was nothing additional to report.

2618. PREVENT

ACTION: Head Teacher to send Governors the dates of the next PREVENT training session.

2619. POLICIES FOR REVIEW BY FULL GOVERNING BODY

RESOLVED: That Governors approve the following policies:

Display policy
Health and Safety policy
Homework policy
Maths policy
Medical Needs policy
Physical Education policy

ACTION: Teacher appraisal and Pay policy to be circulated at the next meeting of the full Governing Body.

2620. GDPR

The Head Teacher explained the requirements of GDPR and gave an update on the School's progress against these requirements. Mr Ilyas will become the GDRP link Governor.

Q. Are the changes the School is making to comply with GDPR worth it?

A. Yes. All of the changes are positive and will improve the way the School operates.

Governors suggested staff undertake an e-learning session.

ACTION: Mrs Kilroy to send Head Teacher details of the e-learning session.

2621. SELF-EVALUATION RECORD

There have been no changes to the self-evaluation record. The self-evaluation record will be updated again at the end of the academic year.

2622. SINGLE CENTRAL RECORD

The Head Teacher showed Governors an anonymised extract from the single central record. The Single Central Record is up-to-date and is being regularly reviewed.

Q. Do we still complete the disqualification by association?

A. Yes, it is done annually.

2623. BATLEY AND BIRSTALL HUB

The School did not attend the last Hub meeting. There was a discussion around the future direction of the Hub.

2624. GOVERNOR TRAINING AND GOVERNORS VISITS

Feedback from Governor Visits had been circulated prior to the meeting.

2625. ANY OTHER BUSINESS(a) Leadership and Management

The Head Teacher said that she wanted to support staff to develop professionally, even if this meant that staff leave to gain new jobs.

RESOLVED: That staff be supported by the School to develop professionally.

(b) Curriculum

The Head Teacher would like to move towards a topic-based curriculum. At the centre of the new curriculum would be a focus on health and fitness (both mental and physical). She would like to increase the amount of daily physical activity children do at School. This may require a change of Uniform to ensure it is fit for purpose. Sports Premium money could be used to buy waterproofs and wellies. The School is keen to get parents involved, by offering exercise activities for the family and healthy cooking schemes.

RESOLVED: That Governors agree in principle to the proposed change to the curriculum and uniform.

ACTION: Head Teacher to send further information regarding the curriculum and uniform changes to the Governing Body following the staff meeting on 3 May 2015.

(c) Wellbeing Award

The Head Teacher informed Governors that the School has been approached to take part in a Wellbeing Award. The Head Teacher felt that it would be better to apply next year once the changes to the curriculum have been made. The cost of the award is £1050 and involves carrying out a self-audit.

(d) After School Provision

Q. Can after School provision be increased?

A. The only way that after school provision could be increased would be to ask an external provider to run an afterschool club. However, this would cost parents money and the uptake may not be high enough. Current after school clubs are run by staff who volunteer their time and Staff don't have capacity to run any additional clubs.

(e) Road Safety

Governors raised concerns about road safety. The Head Teacher told governors that the Crossing Patrol Officer was currently on sick leave but would be returning soon.

ACTION: School to confirm with Kirklees Council the Crossing Patrol Officer's return to work date and if needed request a temporary replacement.

ACTION: School to write to the Highways team and police and ask for a School road safety visit.

2626. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: (i) That Resources Committee and Standards and Effectiveness Committee meetings to be held at the School on the following dates:

Monday, 14 May 2018 at 4.00 pm

Monday, 19 June 2018 (Resources only) at 5.00 pm

(ii) That the full Governing Body meeting be held at the School on Thursday, 14 June 2018 at 5.00 pm.

2627. 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 18:45.