

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, 13 June 2019.

PRESENT

Mrs H Farooq (Chair), Miss C Barlow (Head Teacher), Mrs L Kilroy, Ms A Mackie, Mrs B Ottewell.

In Attendance

Mrs R Krishnarao (Minute Clerk)

68. APOLOGIES FOR ABSENCE, CONSENT AND DECLERATIONS OF INTEREST

Apologies for absence with consent were received from Mrs Eddings, Mrs James and Ms Johnson.

Ms Mackie made a deceleration of interest and completed the necessary form.

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

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

70. REPRESENTATION

The following matters of representation were reported:

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Ms Alexandra Mackie (subject to DBS clearance)	Designate (LA)	18.03.19

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Christine Ellis	Co-opted	10.04.19

There was a discussion around governor vacancies. There is one interested parent Mrs Zoe Thackrah who had been a governor at the School in the past.

RESOLVED: That Mrs Zoe Thackrah be invited to serve as a Co-opted Governor (subject to satisfactory DBS clearance).

The Head Teacher informed Governors that she had written to parents via the school newsletter regarding school governor vacancies and had not received any interest. Governors suggested trying to recruit new Reception and Nursery parents in September.

71. MINUTES OF THE MEETING HELD ON 14 MARCH 2019

RESOLVED: That the minutes of the meeting held on the 14 March 2019 be approved and signed by the Chair as a correct record.

72. MATTERS ARISING(a) School Crossing Patrol Officer (Minute 53 refers)

The School now has a crossing patrol officer.

(b) RSHE update (Minute 65 refers)

The Head Teacher informed Governors that there is now a requirement to consult with parents regarding the process of RSHE teaching in school. The Head Teacher will be consulting with parents on Monday next week before and after school.

Q: What are children taught during RSHE?

A. Children are taught about changes to their body, taught about reproduction in animals (parents can withdraw from human reproduction) and respect for all people regardless of their sexuality. We do not explicitly teach about same sex relationships as has been portrayed in the media.

73. REPORTS FROM COMMITTEES

The Standards and Effectiveness committee had met immediately prior to this meeting. The Head Teacher gave a verbal update to governors.

The Year 6 predicted SATs results are likely to be higher this year than in previous years, across reading, writing and maths. KS1 SAT results are likely to be in line with last year. Early Years results will be higher than last year, as last year's cohort was a weaker cohort. Year 1 phonics will be lower than last year (due to the weaker cohort moving into Year 1 from Reception). However, this year group has made good progress. The topic based curriculum teaching is working well, but next year the weaker cohort currently in Year 1 may have some discrete skills based teaching to boost reading, writing and maths skills.

The School will have a phonics audit, SEN audit, writing audit, maths audit, PE audit and Early Years Provision audit before the end of the School Year. The information from these audits will feed into the School Development Plan for next year. The audits so far have received positive results but there are some areas for development.

74. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teachers report had been circulated prior to the meeting. Governors raised questions in advance of the meeting. Governors then went through the report.

Q. Why has there been such a large jump in the number of pupils who have claimed schools meals in the last 6 years (ever 6) compared to March 2019?

A. The Head Teacher was unsure but some of the increase has been seen in Reception.

Governors asked if the increase was due to better recording, or if more children have become eligible.

Q. How are you managing Mrs Eddings' return to work?

A. She has returned to work full time but is working from home as and when she needs in order to maintain her health and fitness.

Q. How are her working hours determined?

A. Her hours are at my (Head Teacher's) discretion so at the moment they are based around how well she is feeling and vary by day, and by week.

75. FINANCIAL MANAGEMENT AND BUDGET MONITORING

Financial management and budget monitoring had been discussed at a separate meeting. No issues or concerns were raised at the full governing body meeting.

76. APPROVAL OF THE BUDGET 2019-20

The budget had been reviewed at a separate meeting.

RESOLVED: That the budget for 2019-20 be approved by the Governing Body.

77. SCHOOL DEVELOPMENT PLAN

The objectives in this year's School Development Plan have all been met and exceeded in some areas.

Q. How many children take part in the park run?

A. 92.

The Head Teacher reported that some of the priorities for next year will be to increase parental involvement in healthy eating and activity, and for further Staff training.

Q. How do you intend to increase parental involvement?

A. Ideally we would like parents to join a School running group, however parents are not keen on this. Governors suggested an exercise class which could be held at 15:15. There will be parental classes run around healthy eating.

Governors asked if the School could showcase its achievements this year in the local community. Governors suggested that this could be done through a local paper.

78. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

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

Collective worship policy
Drugs policy
Homework policy
Marking and feedback policy
Swimming policy
Surveillance policy
Universal Free School Meals Policy
Whole school food policy
Data asset retention and destruction schedule
CCTV privacy notice

The policies were then discussed at the meeting.

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

79. SAFEGUARDING

This Item was covered in detail within the Head Teacher's report and Governors' Questions.

The Head Teacher told Governors that one of the children at the School was part of a serious safeguarding incident (family related not school related). The School was supporting this pupil and helping with the investigation.

80. GOVERNING BODY DELEGATION PLANNER

The Governing Board Delegation Planner had been circulated prior to the meeting. There was a general discussion around the planner.

81. SINGLE CENTRAL RECORD

There was discussion around recording dates when staff references were received within the single central record. This would need to be done for all members of staff currently employed. References are held by the LA so details about references and dates should be available for all staff regardless of length of service.

The Chair told Governors that she is aware of an electronic system which can be used to manage the single central record more effectively.

ACTION: Head Teacher to check that Safer Recruitment training is up to date.

82. ATTENDANCE

Attendance was covered in the Head Teacher's report and Governors' Questions. Overall attendance was ok and there were no new issues to report.

83. PREVENT

PREVENT is a standing item; there were no updates.

ACTION: Head Teacher to invite Governors to the next PREVENT training session.

ACTION: A copy of DfE Keeping Children Safe in Education to be circulated to all governors.

84. BATLEY AND BIRSTAL HUB

The Head Teacher fed back following the last meeting of the hub; she felt that the School is different to the other Schools within the hub as they have a different focus and ethos.

The Head Teacher is meeting with two other Schools from the hub to carry out a learning walk, book scrutinies etc. TAs from the School will also meet with other TAs from hub schools to share best practice.

85. EVALUATION AND IMPACT

ACTION: Chair/Head Teacher to review information on Onehub and feedback to Governors at the next meeting.

86. SUCCESSION PLANNING

ACTION: 360° review of Chair of Governors to be added to the agenda of the next meeting of the full governing body in September.

87. GOVERNOR TRAINING AND GOVERNOR VISITS

ACTION: Governor training and governor visits to be reviewed at the next meeting of the full governing body meeting in September.

88. ANY OTHER BUSINESS

(a) Section 128 Checks

ACTION: Section 128 checks to be carried out on School Governors. Chair to send guidelines to the Head Teacher for review.

(b) Celebration

RESOLVED: That the School to host a 'celebrate life party' on the last day of the School Term.

89. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

ACTION: Chair/Head Teacher to circulate the date of the next meeting to governors and Governor Clerking Service.

RESOLVED: That Committee meetings to be held before the full governing body meetings next year.

90. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the 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 18:00.