

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at 5.00 at the School on Thursday, 15 June 2017.

PRESENT

Mrs H Farooq (Chair), Mrs L Kilroy, Miss A Eddings, Mrs B Ottewell, Miss C Barlow, Mrs L Warner, Mr A Ilyas and Ms J Johnson.

In Attendance

Mrs Roxane Krishnarao (Minute Clerk)
Mrs Christine Ellis (Co-opted Governor designate)

2536. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

2537. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Four items were notified to be brought up under Any Other Business:

- Ofsted
- Early Closure
- Staff time-off
- Sports Premium funding

2538. REPRESENTATION

The Head Teacher informed the governors that Mrs L Warner had resigned as the LA Governor.

2539. MINUTES OF THE MEETING HELD ON 16 MARCH 2017

RESOLVED: That the minutes of the meeting held on the 16 March 2017 be approved and signed by the Chair as a correct record.

2540. MATTERS ARISING

- (a) Published Admission Number (Minutes 2521 (a), 2501 (b) and 2484 refer)

The Head Teacher told the governors that the proposed PAN increase from 25 to 27 had been refused.

Q. Was a reason given for this?

A. Although there is a waiting list in some year groups, it was refused due to the potential impact on neighbouring schools.

ACTION: Governors to discuss re-applying to increase the PAN at the next full governors' meeting in September 2017.

Ms J Johnson arrived at 17.05.

(b) Safeguarding Questionnaire

The Chair had produced a safeguarding questionnaire; Ms Johnson expressed an interest in being involved with the safeguarding questionnaire.

ACTION: Chair to email governors a copy of the questionnaire. Governors to send feedback to the Chair.

ACTION: Review results of the questionnaire and implement any recommendations before September 2017.

2541. REPORTS FROM COMMITTEES(a) Resources Committee: 15 May 2017

The Head Teacher went through the minutes of the Resources Committee meeting held on the 15 May 2017.

(b) Standards and Effectiveness Committee: 15 May 2017

The Head Teacher went through the minutes of the Standard and Effectiveness Committee meeting held on the 15 May 2017.

The Head Teacher informed the Governors that one of the recommendations from the Ofsted inspection was that data needed to be more accessible to governors. Data should have a focus on cohorts of pupils rather than individual pupils. Going forward, data will be presented differently at the meetings to reflect the Ofsted recommendations.

Action: Governors to attend RAISEonline training

Action: Governors to send any thoughts about the way the data is presented to the Head Teacher

2542. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher told the Governors that her reintegration back to work had been well managed and had made her return to work much easier. The Head Teacher stated that she planned to review the return to work protocol to make sure all staff returning to work would be fully supported.

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

Q. What will be the end of year attendance rate?

A. Currently, it is 96.12%, which is above the 96% target. There is no significant difference in the attendance rate for pupil premium pupils.

Q. Do you think this is due to the rewards?

A. Yes, the high attendance rate is due to the reward based interventions the School has introduced, along with the work the school has done with individual families to prevent persistent absence. Punctuality and attendance is now also added to school reports.

Q. What factors might affect the attendance rate?

A. Muslim pupils are allowed to take up to 3 days a year for Eid. There may also be some children who are taken out of school for holidays, although this is not a massive issue at the School.

Q. What is the impact of 10% mobility on school?

A. The Head Teacher told the Governors that following their question at the last meeting she had investigated this further and 10% appears to be around the national average, although she needs to double check the methodology for year groups. The Head Teacher reiterated that pupil mobility was well managed at the school and there were no issues.

Q. Are there any behavioural issues?

A. Historically there have been more behavioural issues in the older year groups. Since the changes to the Behaviour Policy, coupled with strong leadership and a consistent approach these have reduced. Interventions such as restorative justice have been very successful.

The Head Teacher was thanked for her report.

2543. FINANCIAL MANAGEMENT AND BUDGET MONITORING

The Head Teacher handed out information on the School Fund to those governors who did not attend the Resources Committee meeting on the 15 May 2017.

2544. APPROVE THE BUDGET

There was a brief discussion about the budget. The budget was recommended for approval by the Resources Committee on 15 May 2017.

RESOLVED: That the Governing Body approve the budget for 2017-2018.

2545. DEALING WITH CONCERNS AND COMPLAINTS ABOUT SCHOOLS – A PRACTICAL TOOLKIT FOR HEAD TEACHERS AND GOVERNORS

RESOLVED: That the Governing Body adopt the Kirklees model Schools Complaint Policy.

ACTION:

- (i) To name one person to attend the training.
- (ii) To add the policy to the website.
- (iii) To agree a policy review date.

2546. POLICIES

The following policies had been circulated prior to the meeting:

Home Working Protocol	Attendance Policy
Lettings Policy	Teaching and Learning Policy
Medical Needs Policy	Marking and Feedback Policy
Rarely Cover Policy	Behaviour Policy
SEN Policy	Admissions Policy

The Head Teacher briefly went through each of the policies.

The Head Teacher told the Governors that she would be asking staff to volunteer to administer medications as part of the Medical Needs policy. If no or very few staff volunteer then she will consult a lawyer to discuss the implications of this.

RESOLVED: That Governors approve the following policies:

Home Working Protocol
 Lettings Policy
 Medical Needs Policy
 Rarely Cover Policy
 SEN Policy
 Attendance Policy
 Teaching And Learning Policy
 Marking And Feedback Policy
 Behaviour Policy
 Admissions Policy

ACTION: Head Teacher to update the Governors on the Medical Needs Policy at the next full governors meeting in September 2017.

2547. SAFEGUARDING

This item had been covered under Minute 2542, Head Teacher's report.

2548. SINGLE CENTRAL RECORD

Mrs Eddings gave a brief talk on the single central record. Governors were shown an anonymised print out of the single central record.

There was a brief discussion around childcare disqualification by association.

ACTION: Childcare disqualification by association to be reviewed annually starting in September 2017.

2549. PREVENT

Q. Have there been any issues with pupil cohesion following the recent terror attacks in London and Manchester?

A. The Head Teacher told the governors that there had been no issues at the School and that for both attacks the School had held a minute's silence.

Mr A Ilyas arrived at 17:35.

2550. ATTENDANCE

This item had been covered under Minute 2542, Head Teacher's report.

2551. ADMINISTRATION OF MEDICINES IN SCHOOL (Minute 2507 refers)

This item had been covered under Minute 2546, Policies.

2552. BATLEY AND BIRSTALL HUB (Minute 2512 refers)

The Head Teacher told the Governors that the BBEST Hub now contained 21 schools including Mill Lane. The School will be attending a march at the end of the June along with other Schools in the hub.

2553. GOVERNOR TRAINING AND GOVERNORS VISITS

Mrs L Kilroy shared with the governors her report following her recent visit.

There was a discussion around how best to record governor visits.

- ACTION:**
- (i) A template for governor visits to be circulated at the next full Governors' meeting.
 - (ii) A Schedule of visits to be produced.

2554. ANY OTHER BUSINESS(a) Early Closing of School

The Governors had a discussion about closing the School early on certain days.

RESOLVED: That Pupils will be allowed to leave School from 14:30 up to 6 times per year following parent assemblies/events. However, the School will remain open until 15:30 on these days.

(b) Staff Absence

The Head Teacher had received a request for 5 days' leave during term time from a staff member. The Head Teacher can only approve up to 2 consecutive days. There was a discussion amongst the governors. It was agreed that because other members of staff had previously not been allowed to take more than 2 consecutive days' leave during term time, they would not approve this request.

ACTION: Chair to contact the staff member.

(c) Ofsted

The Chair thanked staff and governors for their hard work during the recent Ofsted inspection.

The Head Teacher said that following the Ofsted inspection there would be changes to the staffing structure. Transition day will be 4 July 2017.

(d) Sports Premium

Miss Eddings told the governors that they had been mis-quoted the cost of artificial grass. The revised quote was much higher and unfortunately the School were not able to go forward with the original plan. The sports premium money would now be used to buy new sports equipment.

The School will be no longer subscribing to the sports partnership and instead will use this money to pay for professional coaches to come in and teach pupils and staff specific sports such as tennis.

2555. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

Following closure of this meeting, governors agreed that the next meeting of the governing body would be held at 5.00 pm at the school on Thursday, 14 September 2017 (annual meeting).

2556. 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 closed at 18:15.