

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 5.00 pm at the School on Monday, 9 July 2018.

PRESENT

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

In Attendance

Mrs R Krishnarao (Minute Clerk)

2628. APOLOGIES FOR ABSENCE, CONSENT AND DECLERATIONS OF INTEREST

Apologies for absence, with consent, were received from Mr A Ilyas.

There were no declarations of interest.

2629. NOTIFICATION OF ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

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

- Late Book
- School Development Plan / Information Leaflet for Parents
- Sex and Relationship Education (SRE)
- Charging for second copies of letters

2630. REPRESENTATION

Governors noted that there are currently two co-opted governor vacancies. The School has advertised the vacancies but there hasn't been any interest. Recruitment is ongoing. The Head Teacher asked Governors to contact her if they knew of anyone interested in becoming a Governor.

ACTION: School to produce a leaflet about becoming a School Governor which can be handed out to parents at the School gate by Governors.

2631. MINUTES OF THE MEETING HELD ON 26 APRIL 2018

RESOLVED: That the minutes of the meeting held on the 26 April 2018 be approved and signed by the Chair as a correct record.

2632. MATTERS ARISING

(a) Reports from Committees (Minute 2612 refers)

ACTION: Head Teacher to email Governors a copy of the CFR 2016/17 data before the end of the School Term.

(b) Training (Minute 2615 and 2618 refer)

Training dates for the PREVENT training have been emailed out to all Governors.

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

(c) Defibrillator (Minute 2613 refers)

The School has enough funding to purchase a defibrillator using money from Friends of Mill Lane, The Rugby Players Partners Trust, The LA and some Sports Premium funding.

Friends of Mill Lane would like to raise money to create a sensory garden, they will be coming into School to speak in more details about their plan.

(d) GDPR

ACTION: Mrs L Kilroy to forward the GDPR e-learning module to the Head Teacher.

2633. REPORTS FROM COMMITTEES

(a) Standards & Effectiveness Committee

The Head Teacher updated Governors on the last Standards and Effectiveness Committee meeting. The Head Teacher briefly went through the end of year data, she informed Governors that they would receive a copy of the headline data for this year before the end of term.

Q. What has changed in Reception?

A. The School is doing an honest assessment of ability on entry which has identified that some children coming into School are not 'School Ready' on entry. Parent engagement and expectation is low. The Reception year group has a large number of summer born boys.

(b) Resources Committee

Mrs A Eddings briefly updated Governors following the meeting earlier today of the Resource Committee.

2634. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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

Q. Why has the attendance level dropped?

A. This is due to two vulnerable pupils, one is on roll but not attending and the other is on a reduced timetable. If these pupils are excluded from the data then attendance is ok.

Q. Why has mobility decreased?

A. As the School is nearing capacity there is less opportunity for children from outside to join. Children are also staying longer. The reduced mobility has had a positive impact on the School.

Q. Regarding incidents and accusations has there been any responses from parents following the letter home? Have there been any further issues with language in school?

A. There hasn't been anything raised by parents. Parents seemed shocked about what was happening in School and bad language has calmed down. Governors supported

exclusions but felt it was important to know if the child knew what the words they were saying meant. Rather than just copying things other children have said or they have heard at home/seen online. The Head Teacher reassured Governors that they would always ask children if they knew what they were saying. This is something the School will keep an eye on before deciding punishment. Governors felt that the letter home was the correct thing to do in the situation.

Q. What is the upstairs classroom being used for?

A. It is being used for group sessions, and will be used during exam time for children who need extra support.

Q. How many children can be up there (in the upstairs classroom) at one time?

A. Full classes can go up but not for prolonged periods.

Q. What happened on the 20 May 2018?

A. The Head Teacher has redesigned the School day/timetable and School curriculum to take into account the needs of the children and the School Development Plan, this was presented to staff on the 20 May 2018 and was well received. The new school day will consist of 15 minutes of running following by subjects e.g. ICT/French/Phonics, followed by maths, followed by topic, followed by emotional wellbeing with time set aside for breaks and lunch. There will be a parent running group in the afternoon. Topics will be different lengths but shorter than current topic work. The School is doing an audit of children's fitness. From September there will be a lunchtime intervention for the least fit Year 2 children. The curriculum will be interest led and it is hoped that it will appeal more to children.

Q. When will the parents' questionnaire be carried out?

A. It will be done next year, as its too much to fit in before the end of term.

Governors raised concerns about road safety and felt that the parking enforcement officers sent out by the LA hadn't helped at all. Governors felt that the School has now done as much as it can do and the next step would be a petition from a community or parent group directly to highways.

ACTION: School to check that the banners that say no parking here are being put out every morning.

Mrs Johnson arrived at this point and joined the meeting.

Governors wished to record their thanks to the staff for everything they do to support families with additional needs and vulnerabilities.

2635. SAFEGUARDING

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

2636. FINANCIAL MANAGEMENT AND BUDGET MONITORING

There was nothing additional to report at this time.

2637. APPROVE THE BUDGET

RESOLVED: That the Budget for Period 3 be approved by the Governing Body.

2638. ATTENDANCE

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

2639. PREVENT**Q. Has there been an update to PREVENT training?**

A. No. The training is for people who have not been PREVENT trained or not trained recently. There will be a whole school refresher session later in the year.

2640. POLICIES FOR REVIEW BY FULL GOVERNING BODY

RESOLVED: That the Governors approve the following policies and procedures:

Teachers Appraisal Policy
 Pay Policy
 Behaviour Policy
 Charging and Remissions Policy
 Evacuation procedures
 Crossing Roads Policy
 Smoking Policy
 Collecting Children from School Policy

Q. In relation to the Collecting Children from School Policy you haven't stipulated a time for collection for after school clubs?

A. This is because the clubs finish at different times. Parents will be asked to fill out and sign a collection form when they sign their children up to a specific club.

2641. SINGLE CENTRAL RECORD

There was nothing to report (standing item).

2642. BATLEY AND BIRSTALL HUB

There was nothing to report (standing item).

2643. GOVERNORS' CODE OF CONDUCT

ACTION: To be added to the agenda of the next meeting of the full Governing Body in September.

2644. PURCHASE OF A DEFIBRILLATOR AND FUNDRAISING

This item had been covered under Minute 2632 (Matters arising).

2645. GOVERNOR TRAINING AND GOVERNORS VISITS

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

Mrs Ellis has been into School to visit the School Nursery and Reception. Mrs Ellis gave Governors a brief update following her visit. No areas of concern were identified.

2646. ANY OTHER BUSINESS(a) Late Book

The Head Teacher told Governors that she would like to set up a late book which parents would have to sign when dropping off children after 9am, along with the reason for the late arrival.

APPROVED: Governors approved the late book, which will start from September 2018.

(b) Sex and Relationship Education (SRE)

SRE is currently taught to Year 6 in same sex groups. The Head Teacher would like to teach SRE in mixed sex groups from September 2018. The Head Teacher went through the benefits and disadvantages of this. Parents would still be able to opt their child out of SRE if they wished and changes to the curriculum would be done in consultation with all parents. Governors approved the change in principal but asked to see a final proposal.

ACTION: Head Teacher to bring final proposal to full governing body for approval.

(c) Charging for additional copies of letters home

RESOLVED: That parents be charged 10p for a second copy of a letter sent home (replacing lost letters etc.)

Governors noted that all letters can be accessed via the website and a copy will be held at the School office if any parents wish to view them.

(d) Information leaflet for parents

The Head Teacher has produced an information leaflet which will be circulated to parents outlining the aims of the school development plan and changes to the school curriculum from September 2018. There will be some small changes to school uniform which are detailed in the leaflet. The Head Teacher will be running a drop in session for parents.

Q. What will happen to children who are not physically able to take part in the physical activity?

A. All children will be involved but we will work within their limits. Children will not be forced to take part.

RESOLVED: That Governors approve the information leaflet for parents.

A healthy packed lunch guide/letter will also be sent out to parents along with the information leaflet.

Q. Will you be allowing baked snacks and vegetables crisps?

A. No. These will be banned from school packed lunches along with unhealthy snacks and juice. There was a brief discussion about what constitutes a healthy packed lunch.

2647. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: The next meeting of the full Governing Body will be held at the School on 13 September 2018 at 5.00 pm.

2648. 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 6.30 pm.