

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Thursday 19 March 2015

PRESENT

Miss C Barlow, Mrs N Chowdhury, Mr H Farooq, Ms R Grewal, Mrs B Ottewell, Mr R Parkinson, Mrs Z Thackrah, Mr A Ilyas.

In Attendance

Hazel Wilson (Minute Clerk)

2314. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Miss A Eddings (consent) and Mrs L Warner (consent).

There were no declarations of interest.

2315. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items would be raised under any other business:

School Ethos
Disqualification
Behaviour Policy
Governor e mails
Data
Raise on Line
Meeting Times

2316. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Louise Warner	LA	31.1.15

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Louise Warner	LA	1.2.15
Miss Lesley Roberts	Parent	19.12.14
Mr A Ilyas	Parent	19.12.14
Mrs H Farooq	Co-opted	13.11.14

One more co-opted governor was required. The Acting Head Teacher had advertised the position around school but no one had come forward. She would now approach local businesses.

2317. MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2014

RESOLVED: That the minutes of the meeting held on the 13 November 2014 be approved and signed by the Chair as a correct record.

2318. MATTERS ARISING

There were no matters arising.

2319. MINUTES OF THE SPECIAL MEETING HELD ON 8 JANUARY 2015

RESOLVED: That the minutes of the special meeting held on the 8 January 2015 be approved and signed by the Chair as a correct record.

2320. MATTERS ARISING

The meeting to ratify the appointment of a new Head Teacher was to be held at 6.00 pm on 25 March 2015.

2321. REPORTS FROM COMMITTEES

(a) Standards & Effectiveness Committee 13 October 2014 (Minute 2292 (b) refers)

The minutes from the meeting held on the 13 October had been circulated to governors at the full governors' meeting held on the 19 March 2015.

(b) Standards & Effectiveness Committee 2 February 2015

Written minutes had been circulated to governors prior to the meeting.

(c) Finance Committee 2 February 2015

Written minutes had been circulated to governors prior to the meeting.

2322. ACTING HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Acting Head Teacher, Miss Barlow, had circulated her written report prior to the meeting and invited governors' questions regarding the content of her report.

Question: Did the high level of mobility of children cause the school concern?

Answer: Yes it could have a considerable impact upon the school's results, particular in a small school like ours. It creates challenges that the school strive to meet on a daily basis. One child in Year 6 who came to the school via the Fair Access Panel had only had 35% attendance and was working at a low level 3. There were many problems with this child and a full assessment was to be carried out. Another child was on a 3 day exclusion at the moment. This would affect the school's results.

Question: Had all of the changes which had taken place in Year 4/5 had an adverse effect upon the children?

Answer: Unfortunately, yes. The achievement results had been calculated on a like for like basis because some of the children who had left the school were working at an age related level, whilst children who had come in to school were considerably below their age related levels. One child only had 65/70% attendance despite the school's best efforts to contact the parents. Changes in teaching staff for this group had also had an adverse effect upon the children. It was hoped to give children in this group more stability in teaching staff in future.

Question: What affect had Free School Meals had on the Pupil Premium funding?

Answer: A huge impact had been felt. 5% of the budget had gone, approximately £40,000. It was going to be a tough year budget wise.

Question: What was happening staff wise in Class 1.

Answer: A lot of changes had taken place. Fatima had been appointed to cover maternity leave. Rose was on long term sick so S Bedford had been employed on a casual basis to support this class. Parents had been expressing concern regarding the constant changes in staff. A supply teacher was covering PPA and also teaching. A problem with some agency staff was that they tended to pick and choose the days they worked, despite assurances from the agency that they would work every day. The school was finding that a considerable number of supply teachers did not want a permanent position. In some instances this was because they would have to be performance managed and taking on the additional work and roles of a permanent class teacher. The school was struggling to get supply teachers of a good quality.

The Chair pointed out that governor training was lacking, but this was primarily due to many of the courses taking place in the middle of the day. The Head Teacher said that she could deliver a governor training session in school at a time to suit governors on 'Raise on Line.' It was important that governors fully understood 'Raise on Line' and its implications. It was decided that 5 pm would be an ideal start time for a training which would take place after Easter and last approximately 1 hour.

The Chair informed a new governor about the usefulness of the induction training course for new governors and how to book a place on one of these training sessions.

Question: What is happening regarding ICT?

Answer: The school had recruited a company called Smarter Solutions. They were in school one day a week at the moment, but would eventually come in every other week. They were basically carrying out a health check on all of the computer systems and computers. The laptops were not encrypted, they were looking at the school website, the broadband on offer, cheaper and more efficient photocopying and printing and generally sorting out a lot of little niggles. The school was very pleased with this company.

Question: Had the behaviour issues in Years 3/4 been resolved?

Answer: We have liaised effectively with all parents and used Restorative Practices within school to attempt to resolve issues as they had arisen. As a result the children appear much calmer and happier recently and a marked improvement in behaviour had been noticed in the majority of children.

Question: Safeguarding; what significance does domestic violence in the home have on a child's behaviour in school?

Answer: Domestic Violence had a significant effect on children, either a child would act it out in school or withdraw into themselves. The school had sought advice from the PDVA and Kirklees IDAT. We believe that a considerable number of children experience domestic violence in their homes in one form or another, ranging from minor to serious incidents.

Question: Have the problems with the front entrance and fence been resolved?

Answer: The new fence had been erected, but the finish on the fencing was most unsatisfactory. The builder had sub-contracted this work and when the sub-contractor came to school to inspect the complaint he was quite abusive, as a result the Acting Head Teacher had banned him from school premises. The builder had arranged for the fencing to be re-done at Easter.

The Acting Head Teacher handed Mr Parkinson a copy of the plan for the new front entrance, prior to it being submitted for planning permission. He was concerned about the durability of some areas which would have flat roofs. The estimated cost was around £23,000, but the Acting Head Teacher thought the costs would exceed this estimate, but that the job should come in at under £30,000. The Acting Head Teacher was to contact the builders regarding Mr Parkinson's comments and the Chair would email governors with the builders' reply. Mr Parkinson was to also seek further advice on the plan via some contacts he had.

Question: The quality of teaching rated as good to outstanding was 75%, what about the other 25% of teaching?

Answer: A lot of staff changes have taken place since the last assessment and the school is confident that it can raise the good to outstanding teaching to 87.5%, but will endeavour to aim for 100%. Hopefully the school will retain its good grade at the next Ofsted inspection.

The Acting Head Teacher was thanked for her comprehensive report.

2323. SCHOOL DEVELOPMENT PLAN

The Plan had been circulated prior to the meeting. Some changes to Link governors with responsibility for various aspects of the plan were made:

Zoe and Hava	-	Joined up writing
Naima and Beverley	-	New Curriculum
Richard and Amir	-	Holding Senior Leaders to Account
Beverley and Alison	-	New National Assessment/Internal tracking

Chair & Head Teacher - Assemblies to enable pupils to reflect upon moral and ethical issues

2324. SELF EVALUATION RECORD

This was circulated prior to the meeting. The Acting Head Teacher said that this had been a very difficult exercise. Early Years needed improvement, in particular the strategic management needed looking at. Language was a big problem with many children and this needed to be addressed. This item was to be reviewed 3 times a year in future.

2325. POLICIES

The following policies had been circulated and a Policy Review Schedule for future reviews drawn up. Governors agreed a number of policies.

RESOLVED: That the following Policies be approved for use in school:

- Acceptable Use Policy for School Staff
- Acceptable Use Policy for Primary Pupils in School
- Acceptable Use Policy for Temporary or Supply Staff and Visitors to School.
- Drugs Policy
- Anti-Bullying Policy
- E-Safety Policy
- Teacher Appraisal Policy (e-mailed to governors by Acting Head Teacher Prior to meeting) (Minute 2294 refers)

2326. FINANCIAL MANAGEMENT AND BUDGET MONITORING

Details would be circulated separately to governors.

2327. ANNUAL CONSULTATION REGARDING ADMISSION ARRANGEMENTS INCLUDING SCHOOLS' PUBLISHED ADMISSION NUMBER (PAN) FOR 2016-17

RESOLVED: That the PAN for the year 2016-17 remain the same as the current year.

2328. ATTENDANCE

This item was covered in the Acting Head Teacher's Report. Attendance was just over 95%. Staff responsible for attendance had liaised with the School Attendance Officer and a good system had been put in place.

2329. GOVERNING BODY DECISION PLANNER (Minute 2299 refers)

The Acting Head Teacher had produced a planner which she circulated to governors. Governor agreed that Zoe and the Acting Head Teacher would be responsible for this as nothing had changed from the old to the new plan.

2330. GOVERNING AUDIT SKILLS (Minute 2282 (c) and 2301 refer)

The Acting Head Teacher circulated a skills audit and talked governors through this document. The different colours represented the different grade so that the strengths and weakness were easily recognised.

2331. GOVERNING BODY HEALTH CHECK (November 2014)

This had been circulated to governors prior to the meeting. Aggregate responses indicated that there were no particular worrying aspect regarding the governing body. The Acting Head Teacher was to check with the LA regarding the Finance Policy Review. A small group of governors volunteered to take this responsibility from the Head Teacher in future.

2332. SAFEGUARDING

An allegation against a member of staff had been made and reported to Phil Holmes, (LADO and Safeguarding Improvement Officer) as was the required procedure. Following investigations it had been decided that there was no case to answer.

The Acting Head Teacher told governors that the domestic violence team no longer rang schools to report incidents which may affect pupils in school.

2333. BATLEY AND BIRSTALL PARTNERSHIP

The partnership was going through a period of self-reflection regarding recent changes. The school was still a member and the local cluster of 4 schools had undertaken a successful joint training day, a school council had visited and playground buddies were to visit.

2334. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair had attended a British Values training course and found it very interesting. Social, moral, spiritual and cultural values had been discussed.

2335. ANY OTHER BUSINESS(a) School Ethos

In consultation with the consultant, David Page, it had been decided that the school ethos should be ' Learning through hard work, friendship and fun'.

(b) Disqualification

Governors were reminded of the new Disqualification rules regarding living with someone disqualified from working with children.

(c) Behaviour Policy

This policy was due for review, but with the instigation of Restorative Practices the school would first look at the policy of a school which used this system.

(d) Governor e-mails

The school had been contacted by Kirklees regarding governors using personal e-mails for governor/school business. The school would set governors up with a specific Kirklees e-mail address.

(e) Data

The Acting Head Teacher circulated the termly data report for the entire school and talked governors through the document. She said that the school found that children caught up a lot in Year 6. There were problems in Year 1 with an unstable intake and high absenteeism.

The new achievement grading system in future years would not include levels, but was to be based on a child working below, at, or above their age related achievement expectations.

(f) RaiseonLine

The Acting Head Teacher circulated a summary document which outlined the RaiseonLine for governors to read prior to the RaiseonLine training she was to deliver after Easter. Ms Grewal was to e mail the Acting Head Teacher a colour coded front sheet which she had seen in another school and which she thought effective.

(g) Meeting Times

Some governors had suggested re-arranging the meeting times, but after discussion it was decided that full governing body meetings should not be changed and still commence at 6.00 pm.

2336. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the governing body be held at 6.00 pm at the school on:

25 March 2015 (special meeting)
11 June 2015

2337. 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.

