

**THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held virtually at 17:00 on Thursday, 11 March 2021.

Present

Mrs L Kilroy (Chair), Miss C Barlow (Head Teacher), Ms J Johnson, Mrs C Jones, Ms C Prendergast.

In attendance

Ms G Goalby (Staff)  
Mrs R Krishnarao (Minute Clerk)

54. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

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

Two items were notified to be brought up under any other business:

- o Sub-committee membership
- o Closure of the Nursery

56. REPRESENTATION

The following matters of representation were reported:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Alison Wilby	Co-opted (staff)	23.1.21

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Alexandra Mackie	LA	7.12.20

The Head Teacher welcomed Gayna Goalby to the meeting. Ms Goalby has been elected by school staff to replace Ms Wilby as a co-opted (staff) governor.

**RESOLVED:** That Ms G Goalby be appointed as Co-opted (staff) governor.

There was a discussion around governor vacancies. Following an advert in the school newsletter four parents have expressed an interest in joining the governing body. The interested parents have been asked to complete a pen portrait outlining their skills and experience. The Chair went through two of the pen portraits at the meeting. It was felt that the parents had a good mix of skills and would be an asset to the governing body.

**RESOLVED:** That the four parents become governors, two to put their names forward as parent governors and the remaining two to be invited to serve as co-opted governors

57. MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2020

**RESOLVED:** That the minutes of the meeting held on the 5 November 2020 be approved by the governing body as an accurate record of the meeting.

58. MATTERS ARISING.

There were no matters arising from the minutes of the meeting held on 5 November 2020.

59. MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020

**RESOLVED:** That the minutes of the meeting held on the 26 November 2020 be approved by the governing body as an accurate record of the meeting.

60. MATTERS ARISING

There were no matters arising from the minutes of the meeting held on 26 November 2020.

61. REPORTS FROM COMMITTEES

The Standards Committee and the Finance and Effectiveness Committee meetings have been moved to next week.

**ACTION:** Committee meeting minutes to be circulated to the governing body following the meetings next week.

62. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated in advance of the meeting.

There was a discussion around the mobility indicator. The Head Teacher informed governors that school mobility has always felt high but actually the school is in line with the national average. This term there will be 8 new children joining the school, spread across all year groups. This would be a lot of change for a small school with mixed age groups.

**Question:** Can you provide an update on the water leak?

**Answer:** The leak has now been resolved.

**Question:** What were the actions following the health and safety audit?

**Answer:** The Head Teacher told the governing body that the children had spotted a number of health and safety issues. Everything has been resolved except for the playground which is cracked and the issue with the artificial grass in the shelter. The School has contacted the LA to see if they will carry out the playground repair work. The artificial grass in the shelter will be nailed down and taped over.

**Question:** Has attendance been lower than normal due to Covid-19 related concerns?

**Answer:** Yes, it was lower at the beginning of the Autumn Term.

**Question:** Can you give an update on the Nursery? Are we still on target for September, have there been any implications due to the changes?

**Answer:** The process is straight forward and the school is on track to meet the September deadline, there are no issues at present. The Head Teacher went through the changes to the staffing structure. There will be no redundancies due to the changes within nursery.

**Question:** Effectiveness of leadership and management?

**Answer:** Following the Kirklees Learning Partner's visit, the school will develop the leadership of subject leaders. Every 3<sup>rd</sup> staff meeting will now be dedicated to subject leadership. A document and action plan covering intention, implementation and impact will be created for each subject. Evidence will be collected to measure impact and help demonstrate success.

**ACTION:** At the next full governing body meeting, Governors will choose which subject area they would like to take on responsibility for.

### 63. FINANCIAL MANAGEMENT AND BUDGET MONITORING

The Finance Committee is due to meet next week. Following the meeting the minutes will be circulated to the governing body.

### 64. SAFEGUARDING

The Head Teacher informed governors that a safeguarding audit has been carried out. The results of the audit are scored Red, Amber and Green; the majority of the audit is green but there are one or two amber scores which relate to administration.

The School has purchased CPOMs which will allow safeguarding issues to be recorded electronically.

Yesterday (10 March 2021) staff attended basic safeguarding training. The Designated Safeguarding Lead (DSL) is booked on to the DSL safeguarding update training.

There will be a routine local authority led safeguarding review visit next week.

**ACTION:** Mrs Johnson, in her role as safeguarding governor, to review the safeguarding review report.

**ACTION:** Head Teacher to share with Mrs Johnson some safeguarding case studies to show working practice within School.

### 65. KLP AUTUMN TERM VISIT

The report from the KLP visit in the autumn term had been circulated to governors. The Head Teacher briefly went through the outcomes of the meeting.

### 66. SINGLE CENTRAL RECORD

There was a discussion around the single central record.

**ACTION:** Mrs Kilroy to visit the school after Easter and review the single central record.

67. SELF-EVALUATION RECORD

The School is working on the self-evaluation record which will look at intent, implementation and impact and link to the school development priorities. The School is using a model self-evaluation template form from The Key. The Head Teacher will share the document with the governing body when it is ready.

**Question** - What do you think the end of year result will be like this year?

**Answer:** I expect most children to achieve their age-related expectations. Every child will be assessed so any gaps in learning can be identified. At the end of the year teachers will provide a formal written assessment for each child.

**Question:** What are your thoughts on offering summer schools?

**Answer:** The summer schools are not going to be long enough for children to catch up. Children need a sustained catch-up programme which will need to run over a longer period of time.

69. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Governors asked if the Attendance Policy could be updated to show the temporary staggered start times due to Covid 19.

**ACTION:** Head Teacher to update the attendance policy.

70. ATTENDANCE

Attendance had been discussed in the Head Teacher's report.

71. PREVENT

The School is hoping to run some whole school training on Prevent. The previous training sessions have been cancelled due to Covid-19.

72. GOVERNING BODY DEVELOPMENT

The Chair stated that she has completed the NGA skills audit for the governing body using the information governors submitted in November 2020. There have been changes to the governing body membership since November, so she has only included information relating to current governors. The governing body scored well overall and the results of the audit will be used to develop a governing body action plan. The governing body action plan will be done in the Autumn Term as the Chair would like to update the skills audit to reflect the skills of the new governors once they are in post.

There was a discussion around the governor induction handbook. Governors agreed that the handbook was difficult to navigate electronically and should be issued to new governors as a paper document. Printed versions of the handbook are available from the school office.

Following the Kirklees Learning Partner (KLP) autumn term review, the Head Teacher has asked the KLP to support the school in developing the effectiveness of the governing body at Mill Lane Primary School. This will be done in the Autumn Term.

73. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair fed back to the governing body following her Govern Ed training.

• 74. BATLEY AND BIRSTALL HUB

Batley and Birstall Hub is a standing item. There is no update at present as the Hub has not met.

75. ANY OTHER BUSINESS

(a) Committees

**ACTION:** Committee membership to be added to the agenda of the next full governing body meeting.

(b) Nursery Closure

There was a discussion around closing the School Nursery on the Friday (7 May 2021) after polling day (Thursday 6 May 2021), to reduce the transmission of Covid-19. Nursery children will be invited into Reception on that day.

**RESOLVED:** That the Nursery close on Friday 7 May 2021.

**Question:** What provision has been prepared for bubble closures?

**Answer:** A 5-day pack has been prepared. The first day will be offline. Teachers will prepare an additional 2-3 day pack if needed to cover the 10 day closure.

76. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meeting of the governing body be held at 17:00 on Thursday, 10 June 2021.

77. 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.

