

**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 Thursday, 10 June 2021.

Present

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

In attendance

Mrs Murza (Observer)  
Mr P Jones (Governor designate)  
Mrs R Krishnarao (Minute Clerk)

78. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

The Chair welcomed Mr Jones, Ms Iltaf and Mrs Murza to the meeting.

There were no apologies for absence or declarations of interest.

**ACTION:** Governors to complete their annual Declaration of Business Interest Forms using the link on the agenda.

**ACTION:** Chair to send the link to complete the Declaration of Business Interest Forms to Mrs Murza.

**ACTION:** School Governor Service to contact the Head Teacher and confirm that all governors have completed the Declaration of Business Interest forms.

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

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

- SEN funding
- By-election
- Governor email addresses
- School Crossing Patrol Officer
- School Traffic
- Governor resignation

80. REPRESENTATION

The following matters of representation were reported:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Hava Farooq	Co-opted	12.03.21



Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Gayna Goalby	Co-opted	11.03.21
Paul Jones	Co-opted (designate)	23.03.21
Anisa Iltaf	Co-opted	06.05.21

**RESOLVED:** That Mrs N Murza be appointed to serve as a Co-opted Governor.

**ACTION:** School Governor Service to contact the Head Teacher confirming the number and type of outstanding governor vacancies.

81. MINUTES OF THE MEETING HELD ON 11 MARCH 2021

**RESOLVED:** That the minutes of the meeting held on the 11 March 2021 be approved by the governing body as an accurate record of the meeting.

82. MATTERS ARISING.

There were no outstanding actions from the minutes of the meeting held on 11 March 2021.

83. REPORTS FROM COMMITTEES

The Resources Committee and the Standards and Effectiveness Committee meetings were held immediately prior to today's full governing body meeting.

**ACTION:** Committee meeting minutes to be circulated to the governing body by the Committee Chairs when they are available.

At today's meeting the Resources Committee have reviewed and approved the following financial documents on behalf of the governing body:

- School Financial Value Statement
- Statement of internal control
- Best Value Statement
- School Budget for 2021/22 (B3)

The School has carried forward £38,000 from last year's budget (2020/21). The budget for this year (2021/22) is balanced.

84. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated in advance of the meeting. The Head Teacher went through the report in detail at the meeting.

**Question:** Why has there been an increase in EHCP applications?

**Answer:** There are currently 33 children with SEN at the School, 8 of these children have an EHCP. The School has/will submit EHCP applications for an additional 4 of the 33 SEN children. The increase in number of EHCP children is not a reflection of changed need but is to ensure these children are able to access the support they need at secondary school.



**Question:** What impact is the EHCP applications having on School resources?

**Answer:** The EHCP applications are lengthy and do take a staff time.

**Question:** How has the increase in children joining the School affected school resources, do any of these children have a SEN?

**Answer:** Pupil mobility is in line with the national average, however because the School is small it feels like there is a lot of change. New starters tend to settle in quickly and don't take up a lot of resources. Some children joining the School will have additional needs and need additional support. Children with SEN do take up resources and funding does not cover the full cost of this.

**Question:** How is funding managed for SEN children who move schools?

**Answer:** When a child leaves their funding moves to the new school with them, this means that any Staff who have been employed to support the child are at risk of redundancy.

**Question:** Do children move to special schools once they have an EHCP?

**Answer:** Most children with an EHCP will stay at the School.

**Question:** Is the pupil mobility caused by children moving to a first choice school?

**Answer:** This does happen in Reception, however it is rarer in the other year groups. Mobility is normally due to families moving home.

**Question:** The Health and Safety audit identified cracked concrete in the playground has this issue been fixed?

**Answer:** The Local Authority are aware of the issue. However, the School has not had a response from them regarding repair. The Head Teacher is following this up.

**Question:** The "Parents' Day" event has been cancelled, do you plan to run anything in its place?

**Answer:** Yes, the class teachers will speak to all parents on the phone. Children will also receive a written end of year report.

**Question:** At the Parents' Day event there would normally be information displays relating to things like healthy packed lunches and e-safety. How will this information be shared with parents?

**Answer:** It will be shared via Parent Hub.

**Question:** Has the pandemic made e-safety issues more prevalent?

**Answer:** Yes, as children have been spending more time online during lockdown.

**ACTION:** Glossary of common abbreviations to be included in the Head Teacher's report.

**ACTION:** Head Teacher to send induction pack to new governors.

**ACTION:** Head Teacher to circulate details of governor training on PREVENT and Safeguarding.

**ACTION:** School Development Plan and School Self Evaluation to be added to the agenda of the next full governing body meeting.

## 85. FINANCIAL MANAGEMENT AND BUDGET MONITORING

This Item was covered under Minute 83 - Reports from Committees.



86. SAFEGUARDING

A Safeguarding update was provided as part of the Head Teacher's Report.

87. SINGLE CENTRAL RECORD

There was a discussion around the single central record. A governor visit to review the Single Central Record found that some information was out of date. This has now been rectified except for a couple of minor issues.

88. SELF-EVALUATION RECORD

This was discussed under Minute 84 - Head Teacher's Report

89. COMMITTEE MEMBERSHIP

**RESOLVED:** That Mr Jones join the Resources Committee and the Standards and Effectiveness Committee.

The Head Teacher invited new governors to attend the Committee meetings.

**ACTION:** Head Teacher to circulate the dates of the next Committee meetings to the governing body.

90. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following policies were circulated in advance of the meeting:

Attendance  
Complaints  
Crossing Roads  
Evacuation  
Safer Recruitment  
Teachers Pay  
Charging  
Serial and Unreasonable Complaints  
Electronic Complaints  
Lockdown  
Smoking  
Teacher's Appraisal

Governors confirmed that they had received and reviewed the policies.

**RESOLVED:** That the above policies be approved and adopted by the governing body.

91. ATTENDANCE

Attendance was discussed under Minute 84 - Head Teacher's report. The attendance rate was currently 95%.

92. PREVENT

There was nothing to report on PREVENT.





93. GOVERNING BODY DEVELOPMENT

Governing Body Development will be reviewed following the Kirklees Learning Partner (KLP) visit in the Autumn Term. Due to changes in governing body membership the Skills Audit completed at the Start of 2021 is now out of date. The Skills Audit will be redone in the Autumn Term as part of the KLP visit.

94. GOVERNOR SUBJECT LINK

Governors with specific responsibilities were agreed as follows:

Special Educational Needs Governors - Ms Prendergast / Mrs Jones  
 Governor Training Contact - Miss Barlow  
 Governor for Looked After Children - Mrs Kilroy  
 Child Protection Governor - Mrs Kilroy  
 Early Years Governor - Ms Wilby / Ms Mackie  
 Safeguarding Governor - Ms Johnson  
 Wellbeing Governors - Miss Barlow, Mrs Farooq, Mrs Kilroy, Ms Mackie

**RESOLVED:** That the Chair of the governing body cover Mrs Johnson's safeguarding responsibilities following her resignation from the governing body until a new safeguarding governor is appointed at the next meeting of the full governing body.

There was a discussion around governor subject links and the format that this may take e.g. governors responsible for a subject or key stage. Due to the change in governing body membership the item is to be deferred to the next meeting.

**ACTION:** Governor Subject Link to be added to the agenda of the next meeting of the full governing body.

**Question:** Is there a document available that defines the responsibilities of the role of the governor with specific responsibilities, what is expected from the role?

**ACTION:** Head Teacher and Chair to formalise a framework to support governors with specific responsibilities to undertake their role.

95. GOVERNOR TRAINING AND GOVERNOR VISITS

The Single Central Record visit was covered under Minute 87.

96. BATLEY AND BIRSTALL HUB

There is nothing to report on the Batley and Birstall Hub at present.

97. ANY OTHER BUSINESS(a) SEN

A high needs SEN child is moving to a specialist school. Governors noted that there will be a reduction in funding within the School budget from September because of this.

(b) Governor email addresses

Governors will be issued with new email addresses.



(c) By-election

Governors noted that there will be a by-election on the 1<sup>st</sup> of July. In the past by-elections have attracted far right groups to the area. Staff will not be engaging with these groups and the School will close if there is any risk to pupil or staff safety.

(d) School Crossing Patrol Officer

Governors asked when the School Crossing Patrol Officer will return to work and if there is a temporary replacement available. The Head Teacher has been in contact with the Local Authority and there is nobody available to temporarily replace the School Crossing Patrol Officer.

(e) School Traffic

Governors have noticed that the number of parents parking on the Zig Zag lines in front of the School gates has increased. The Head Teacher felt that this was due to School gates being closed to prevent parents entering the School grounds.

**ACTION:** School Traffic to be reviewed at the next meeting of the full governing body.

(f) Governor resignation

The governing body thanked Mrs Johnson for her work for the governing body.

98. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**ACTION:** Head Teacher to circulate the dates of the next meetings to the governing body and the Governor Clerking Service.

**RESOLVED:** That the meeting agenda for next year to remain in the same format as this year.

99. 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.

