

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 5:30 pm Thursday, 10 November 2022.

PRESENT

Mrs L Kilroy (Chair), Miss C Barlow (Head Teacher), Mrs A Iltaf, Mr P Jones, Ms C Prendergast,

In attendance

Mrs L Scully (Clerk)
Alison Wilby (Observer)
Mrs H Rowatt (Observer)

No.	Item	Action
27.	<u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u> Apologies for absence with consent were received from Ms G Goalby. Absent without consent was Mrs N Mirza. There were no declarations of interest. RESOLVED: That the Chair discuss attendance with governors who miss 2 out of 3 meetings (on rolling basis).	
28.	<u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.</u> No items were notified to be brought up under Any Other Business.	
29.	<u>REPRESENTATION</u>	

	<p>Following a visit to school in September, Hawa has formally put herself forward as a co-opted governor. This was approved by the Governing Body.</p> <p>RESOLVED: That this was approved by the Governing Body.</p> <p>Q: What other vacancies for governors are there currently?</p> <p>A: 1 co-opted vacancies, 1 parent governor, following Tasmeen's resignation. These have been advertised, but there has been no interest.</p>	
30.	<p><u>MINUTES OF THE MEETING HELD ON 15 September 2022.</u></p> <p>RESOLVED: That minutes of the meeting held on 15 September 2022 be approved and agreed by the Governing Body as a correct record.</p> <p>Training: (Minute 9 refers) Covered in matters arising. Appraisal dates - agreed. Parent hub – all governors have joined Governors have reviewed all policies by email. SDP – (Minute 12 refers) Linda, Hawa, Anisa attended a meeting on the SDP last week. Christine presented the plan . The KMC section was signed off and will now go on the website. Pay- (Minute 18 refers) - Covered in agenda. Date of future meetings Update service; Awaiting confirmation from GCS.</p>	<p>ACTION: GCS – to confirm which governors are on the DBS update service.</p>
31.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Register of Business Interests</u></p> <p>All Governors to confirm they have done this.</p> <p>(b) <u>Safeguarding Training</u></p> <p>Linda attended the schools safeguarding training session on 25 September 2022. Anisa to confirm dates for future training.</p>	<p>ACTION: Governors to complete register and confirm.</p>

	<p>The Chair had asked all Governors to attend Ofsted training for governors, the next session was on 11 October 2022. Claire attended. Christine to check next dates or ask for a tailored session. A Governor asked if this could be done by Craig Bartley as part of the curriculum redesign work.</p>	<p>ACTION: Governors to attend safeguarding and Ofsted training. To await potential dates for a tailored session.</p>
32.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Committee Reviewed Best Value Statement</u></p> <p>This was signed by the Head Teacher and HofG.</p> <p>(b) <u>SIC</u></p> <p>RESOLVED: That this was approved.</p> <p>(c) <u>School Fund</u></p> <p>This has been audited and signed by the Head Teacher</p> <p>(d) <u>Value Standard</u></p> <p>RESOLVED: That this was approved.</p> <p>(e) <u>Budget Statement</u></p> <p>This was reviewed. Likely to be a £32.6 thousand pound deficit. The Governing Body expressed concerns that this is the case.</p>	
33.	<p><u>HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS</u></p> <p>(a) <u>Challenging behaviour</u></p> <p>There has been an unusually high level of complaints / concerns raised and interactions with Year 1 children and parents.</p>	

There has been a parenting course running, (Family Links) for which attendance has been high / oversubscribed. Additional courses in managing anxiety and depression are also proving popular.

Q: Have there been any changes with reception children?

A: No. They are okay.

Q: What does the level of additional need in year 1 relate too? Is it SEND related or more to do with parental needs?

A: Both. There are parental needs relating to parenting skills.

There are examples of families who do not want to take up additional support through Early Help. This is an issue as it means there is no learning and improvement.

(b) Attendance

This was 93.74, which is a great success (almost comparable to the national picture) and demonstrates that strategies such as ringing families are having an impact. There continues to be impacts from sickness and chest infections, unauthorised holidays, a missing in education case.

(c) Pupil Premium

Report and plan has been circulated and is now on the website.

(d) Safeguarding

Significant external incident currently being supported. CP is a success story.

(e) SEND

An update was given.

(f) H&S

There was nothing to update beyond what is already awaiting attention.

	<p>(g) <u>Staffing</u></p> <p>There was nothing to update.</p> <p>(h) <u>Training</u></p> <p>CPD identified opportunities list be kept updated. Latest CPD programme shared.</p>	
34.	<p><u>SAFEGUARDING</u></p> <p>This was discussed as part of Head Teachers report.</p>	
35.	<p><u>FINANCIAL MANAGEMENT AND BUDGET MONITORING</u></p> <p>Update given from Resources Committee.</p> <p>Governors are concerned about the budget impacts to the rising costs in utilities and staffing, likely to result in a deficit in the region of £32.6 thousand pounds.</p>	
36.	<p><u>SCHOOL DEVELOPMENT PLAN</u></p> <p>The SDP had been circulated to governors.</p> <p>A review meeting took place 1 November. KMC have approved the post Ofsted plan including the SDP. It will shortly be added to the school website.</p>	<p>ACTION: The SDP to be re-circulated to Governors.</p>
37.	<p><u>SELF EVALUATION RECORD</u></p> <p>There was recently a conference on curriculum planning, by Phil Riocgee. Its focus was curriculum and teaching impact. What came out of this conference, is that there is actually no requirement for SEF if there is a rationale on the SDP. That is the SEF.</p>	<p>ACTION: Remove SEF from the agenda after this year.</p>

38.	<u>SINGLE CENTRAL RECORD</u> This has been checked by the head teacher and is up to date.	
39.	<u>TEACHER'S PAY AND CONDITIONS PROPOSAL / ODEL TEACHER PAY POLICY</u> The new policy on teachers' pay has not yet been issued by KMC. When it is, it will be shared with Governors.	ACTION: To share KMC policy on teachers' pay when available.
40.	<u>POLICIES FOR REVIEW BY FULL GOVERNING BODY (IF ANY).</u> RESOLVED: that the following policies were circulated prior to the meeting and have now been approved: <ul style="list-style-type: none"> • Anti-Bullying • Children with Health Needs • Early careers Teacher • Equality and Accessibility • First aid • Online Safety • Uniform • SEN • Model Exclusions 	
41.	<u>ATTENDANCE</u> This was discussed as part of Head Teachers report.	
42.	<u>PREVENT</u> There was nothing to report.	
43.	<u>REVIEW OF THE INSTRUMENT OF GOVERNMENT</u> This has been circulated.	ACTION: To add this to the agenda every November

44.	<p><u>GOVERNORING BODY DEVELOPMENT</u></p> <p>As previously discussed, a document outlining areas for development / training for governors based on the skills audit has been developed.</p> <p>The National Governing Body Association continues to be our main source of training, advice and guidance.</p>	
45.	<p><u>GOVERNOR ALLOWANCES POLICY/GUIDANCE</u></p> <p>RESOLVED: That this has now been approved.</p>	<p>ACTION: To add this to the agenda every November</p>
46.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Training had been done.</p> <p>Paul recently undertook a visit and will share his report on Monday. The visit looked at the PE scheme and long-term planning. Good guidance for staff for whom PE is not their area of expertise has been identified.</p> <p>There was scrutiny on children's voice, e.g. do they know how they developing, can they evidence impact and say how they have improved? E.g., say 'we used to be able to do 8 laps but now we can do 9'.</p> <p>The floor books are good at demonstrating impact. Clear action points have been written that include recording and pupil voice. It was a positive and useful visit, with further growth likely through clear action points.</p> <p>Q: Did this successful visit provide any learning that could be applied to other curriculum areas?</p> <p>A: Yes, definitely. We will see the good practice across other curriculum areas.</p>	<p>ACTION: For the deep dive in PE action plan and supporting info to be shared with Governors as an example of good practice learning.</p>

	<p>Q: Would you welcome further Governor visits or is it bad timing? A: The next deep dive is 21/11, in History. Come and be involved. We welcome your input. There will be another opportunity in January, and we will continue to share deep dive dates.</p> <p>Q: Will we arrange visits for specialist areas, e, g. early years? A: We are under time pressure with Christmas activities, but the Spring will be an opportunity to look at this. We could look at themes such as safeguarding, ETA roles and subjects.</p> <p>Q: Could we look at how spaces are used? To meet needs in the best way? A: It would be great if you want to lead on that? Could it be done independent of a staff member? If so, it can be started asap.</p>	
47.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Perspective Lite Angel Solutions Ltd</u></p> <p>Perspective Lite is a free tool currently used by thousands of Schools and Children's Centres. It contains a number of unique and innovative tools that provide users with up-to-date intelligence on Ofsted Inspections, a personalised newsfeed, and for schools only the ability to create an infographic from your census file along with accessing early live, draft National Data sets to benchmark against.</p> <p>We now have results from KS1 and 2 and we would like to meet in January in an ad hoc way to look at the performance data and to decide how to present it?</p>	<p>ACTION: Date to be circulated to Governors for a January data review meeting.</p>
48.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meetings of the Governing Body be held at the school on the following dates and times:</p> <p>Thursday, 9 March 2023 Thursday, 15 June 2023</p>	

	<p>Resources Committee at 4:00pm Standards and Effectiveness Committee at 4:30pm Full Governing Body at 5:00pm</p> <p>School Development Plan meeting Tuesday 1st November 2022, 4pm to 5pm Data meeting – Date to be confirmed at next full governing body meeting.</p>	
49.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 6:40 pm.