

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

Minutes of the meeting of the Governing Body held at 5:00 pm remotely via Microsoft Teams.

**PRESENT**

Mrs L Kilroy (Chair), Miss C Barlow (Head Teacher), Mrs G Goalby, Mrs A Iltaf, Mr P Jones, Mrs N Mirza, Ms C Prendergast, Mrs H Rowatt.

**IN ATTENDANCE**

Mrs Zara Poulter (Meeting Clerk)

Miss A Wilby (Deputy Head Teacher, Observer)

Documents circulated prior to the meeting:

- Head Teacher's Report
- Round Table Minutes 9-12-22
- Mill Lane LA Support V8
- FFT Attendance Tracker
- Mill Lane SEN Support Request
- Summary report Meeting 1 (copy of email from Great Heights MAT)

No.	Item	Action
50.	<u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u>  There were no apologies for absence or declarations of interest.	
51.	<u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.</u>  The following items were notified to be discussed under any other business: <ul style="list-style-type: none"> <li>• Chair of S&amp;E</li> <li>• Governor monitoring</li> </ul>	

	<ul style="list-style-type: none"> <li>• Frequency of meetings</li> <li>• Parental engagement</li> <li>• Setting aspirations for pupils and careers programme</li> </ul>	
52.	<p><b><u>REPRESENTATION</u></b></p> <p>The Head Teacher informed governors that Mrs Raja had agreed to become a Co-opted governor. It was explained that Mrs Raja was a parent of children in attendance at the school. Her relationship with school was longstanding and described as very positive. Mrs Raja helps with reading in school on a voluntary basis and has completed the parenting course. All governors had seen Mrs Raja's application and felt she was clearly passionate about becoming a Governor. They commented that she was educated and confident and this would be of benefit to the Governing Body.</p> <p><b>RESOLVED:</b> That the Governing Body agreed unanimously to Co-opt Mrs Raja onto the board.</p> <p>Current Vacancies:</p> <ul style="list-style-type: none"> <li>• 1 LA Governor</li> <li>• 2 x Parent Governors</li> </ul> <p>It was noted that MD will raise that there is an LA Governor vacancy at the next roundtable meeting.</p> <p><b>Q: Did anything come of the other application we received?</b></p> <p><b>A:</b> Yes it was declined due to the process not being followed. A letter was sent to the applicant explaining the reason it was rejected.</p> <p>Governors briefly discussed the possibility of reconstituting the Governing Body to reduce its size and it was decided this would be reviewed later in the year around September/November.</p>	
53.	<p><b><u>MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2022</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 10 November 2022 be approved and agreed by the Governing Body as a correct record.</p>	

(a) Minutes of the meeting held on 15 September 2022 (Minute 30 refers)

**ACTION:** Confirm which Governors are on the DBS update service.

**GCS**

It was confirmed that all governors had completed the Register of Business Interests.

Governors discussed any outstanding training and the Head Teacher emphasised the importance of continued training especially Safeguarding. CB and the Head Teacher were in the process of discussing additional training.

**Head Teacher**

**ACTION:** NI and Mrs Raja to complete Safeguarding training.

The SDP had been re-circulated to Governors.

It was confirmed that the KMC Teacher's Pay Policy had been shared.

Deep dives carried out by CB and MD had been shared with governors.

A data review meeting had been completed.

55.	<p><b><u>REPORTS FROM COMMITTEES</u></b></p> <p>(a) <b><u>Standards and Effectiveness</u></b></p> <p>KL shared a summary of discussions including that there had been a Curriculum update from the Head Teacher. £5,000 had been received from the Foyles Grant Foundation and would be used to purchase reading books to support the 'Investing in Me' Curriculum.</p> <p>Deep dives carried out in RE by CB and History by MD showed significant progress in pupil voice and learning recall.</p> <p>SEN continued to be a constant challenge in school with long delays in the processing of applications and allocation of funds for EHCPs which were national issues. Governors had been informed of an active EHCP application that had reached 50 weeks lead time and was unresolved, the legal LA processing timeframe was 20 weeks.</p> <p>(b) <b><u>Resources</u></b></p> <p>KL shared a summary of discussions including that there had been a predicted budget deficit of £32,600 highlighted at the meeting of 10 November 2022. The Head Teacher, BO and AW had met to assess finances at root and branch level and it was discovered that the deficit, which had been estimated at period 10 to be £50,000, may not be as large as previously thought and a break-even position may just be possible due to the receipt of several substantial grants.</p> <p>S&amp;E Governors would be provided with more a detailed financial report and accompanying commentary after the end of next week by BO.</p> <p>Unfortunately, the planned handover from the outgoing SBM had not panned out as had been hoped leaving some financial loose ends that BO was dealing with.</p> <p>A budget setting meeting was scheduled with the LA for 27<sup>th</sup> March. If the 22/23 financial year resulted in a deficit position the difference would be top sliced from the budget of 23/24.</p> <p><b>Deleted – Minute 70 refers.</b></p>	
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	<p>Governors had discussed the cost of fuel and utilities with the overall net position being that there was a £6,000 overspend for the year. The anticipated outturn for utilities and fuel for the end of year at period 12 was expected to be negative but less than predicted.</p> <p>It was explained that additional routine Governor financial monitoring was planned and that information would be shared more frequently with Governors. The frequency of meetings was to be discussed under AOB.</p> <p>There had been no issues to report concerning premises, staffing or health and safety.</p>	
56.	<p>HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS</p> <p>The Head Teacher had circulated her report prior to the meeting.</p> <p>(a) <u>Executive Summary</u></p> <p>Parental engagement was high and attitudes to attendance and the processes that had been put in place including absence letters were positive. This had resulted in staff having to spend less time chasing parents of absent children. The Head Teacher stated that parental engagement was actually at its highest since she had started in the role. Attendance, however, was still an issue and efforts to tackle the problem continued.</p> <p>The parenting course had been very well attended and received and plans were being made to run a further course on behaviour management.</p> <p>Parents were engaging with reading in school and after school clubs and although this meant there were additional administration and management tasks staff were very pleased to welcome parents into school.</p> <p>The report reiterated the challenge that high levels of SEN especially in increasing numbers of SEN pupils in EYFS and KS1 posed.</p> <p>(b) <u>Admissions</u></p> <p>Pupil numbers on roll were relatively low when compared to previous years, especially in, but not limited to Nursery.</p>	

(c) Safeguarding

There were no significant safeguarding incidents to notify governors of but 2 there were two children in Child Protection (CP). Both children's circumstances were very serious and this was rare. The children were being monitored carefully.

The Head Teacher emphasized that safeguarding was everyone's responsibility and of utmost importance and priority.

(d) Health and Safety

There were no health and safety issues to discuss with governors.

(e) Finance and Premises

There were no premises issues to be discussed and finance had been covered under Reports from Committees (Minute 55 refers).

(f) Continued Professional Development (CPD)

CPD finances were very limited.

Training for support staff from the SEMH outreach team had been free of charge, well received and considered very high quality.

(g) Governors Questions

**Q: Are there any mechanisms in place to help and support staff who deal with extreme cases?**

**A:** We are fortunate to have a very open and supportive staff. There was a serious incident in school today and the welfare of staff was checked on. Time out was provided to allow them to process the incident away from the children. We ask staff to consider their response and we think about any changes to practice that should result. Staff who witnessed the incident will be checked in on over the coming days. There is paid supervision and psychological services for staff but we would provide these if needed. We could use Kirklees employee healthcare referrals and as Head Teacher I can refer if I think it is needed. There is also access to 24 hour telephone counselling and preventative SLT coaching. More formal routes also exist should there be a need to escalate.

**Q: Was the incident today witnessed by pupils?**

**A:** Not the full extent of it they were protected from what followed.

**Q: How would children that had witnessed a distressing incident be supported?**

**A:** There is a child bereavement policy if there was a death or serious accident and it affected a lot of children. Psychological support services would be drafted in.

**Q: Do school staff deliver the parenting courses and if so does this add to their workload and the resulting pressure they face? Do school staff have extra responsibility in supervising and managing parents in school as a result of the course?**

**A:** No, the course is run by the LA by DBS checked staff. I have no concerns with the presence of the parents that do attend courses in school.

Governors reflected that the parenting courses were an excellent resource and were happy to hear how well they had been received and attended.

**Q: It is important, as we know, to take into account the views of parents in creating our vision and strategic planning. When did we last engage with parent views on the school?**

**A:** Parents are surveyed every 2 years and questions follow the Ofsted criteria. Parents are consulted about such things as school trips, sex education, moving into KS2, phonics and starting school. Sessions are often poorly attended by the same group of parents.

The Head Teacher informed Governors that she had invited parents to a meeting to discuss the Ofsted judgement but none had attended. Parents gave verbal feedback at the school doors but again it was usually by the same group of parents. The Head Teacher stated that she was open to suggestions on how to engage more with parents but that she had to take into consideration the already high workload of the staff.

**Q: I think we need to try and understand why parents are not applying to the school and a survey of current parents may help. Could Governors support with collating electronic parent survey responses as an example?**

**A:** There is an oversupply of school places in the area which is the main reason why parents don't apply here. The last survey was electronic through parent hub but I feel it took a lot of effort on behalf of the staff for minimal gain.

	<p>Governors agreed with the Head Teacher that there were clear areas of focus of school improvement including the curriculum following the requires improvement Ofsted grading and that staff morale was of utmost importance.</p> <p>Governors agreed that they would send representatives of the Governing Body to attend parents evenings in order to engage with and gather parent feedback without increasing staff workload. They thought that the gathering of positive parent feedback could be encouraging for staff and that negative parental feedback would help them to understand parent voice better.</p> <p><b>Q: Do you find it's the same group of parents that respond on surveys</b></p> <p><b>A:</b> We often get a good number of parents responding but it's always same parents. I make it clear to parents that I am open to talking about any negative feedback. I would welcome Governors to attend parents evening.</p> <p>PJ would attend the next roundtable meeting with the Head Teacher as the Chair was unable to attend the rescheduled date. Governors thanked PJ and expressed they were committed to engaging with school improvement and his attendance would contribute to this.</p> <p>(h) <u>School Improvement Priorities</u></p> <p>The Head Teacher noted that the frequency of Governing Body meetings and Governor monitoring was essential to school improvement.</p> <p>The Chair thanked the Head Teacher for her report.</p>	
57.	<p><u>SAFEGUARDING</u></p> <p>This item had been discussed in the Head Teacher's Report (Minute 56 refers)</p>	
58.	<p><u>FINANCIAL MANAGEMENT AND BUDGET MONITORING</u></p> <p><b>RESOLVED:</b> That the Schools Financial Values Standard (SFVS) had been completed and signed.</p> <p>The Head Teacher planned to share the outcome of the LA budget meeting, scheduled for 27<sup>th</sup> of March, prior to the next meeting of the Governing Body.</p>	



59.	<p><u>SCHOOL DEVELOPMENT PLAN</u></p> <p>This item had been covered in the Head Teacher's Report (Minute 56 refers)</p>	
60.	<p><u>SELF EVALUATION RECORD</u></p> <p>Governors decided this item should be removed from future agendas as Self-Evaluation would be discussed on an on-going basis as part of the SDP.</p> <p><b>ACTION:</b> Remove Self-Evaluation Record from future agendas.</p>	<b>GCS</b>
61.	<p><u>RECOMMENDED SPRING TERM ITEMS</u></p> <p>(a) <u>Wellbeing and Mental Health</u></p> <p>This item had been discussed under the Head Teacher's Report (Minute 56 refers)</p> <p>(b) <u>Understand your School's Plans for 2023 Exams</u></p> <p><b>Q: Will the extra Bank Holiday for the King's Coronation have any impact on the school?</b>  <b>A:</b> SATs will now be carried out Tuesday to Friday but will still take place the same week.</p> <p>(c) <u>Monitor Your School's Education Recovery Plan</u></p> <p>This item would be discussed under AOB.</p> <p>(d) <u>Monitor the School Improvement Plan</u></p> <p>This item would be discussed under AOB.</p> <p>(e) <u>SIP</u></p> <p>The SIP had been discussed in the Head Teacher's Report (Minute 56 refers)</p>	

62.	<p><b><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY (IF ANY).</u></b></p> <p>The Head Teacher had listed policies for review and any changes since the last review in her Report.</p> <p><b>ACTION:</b> Re-send the Evacuation Policy with the addition of a sentence to state that belongings should be left in an emergency.</p> <p>Governors were informed that the Crossing Roads Policy referred to when children were taken out of school and that it was an LA policy.</p> <p>Governors discussed the Feedback Policy and discovered that due to time constraints on teachers pupils did not receive feedback on homework. It was explained that the majority of feedback, other than for Maths and English, was verbal. Research by the Education Endowment Foundation (EEF) had found verbal feedback to be the most effective way of improving learning. Written feedback was recorded in children's books.</p> <p><b>RESOLVED:</b> That the following policies be approved and adopted by the full Governing Body:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• CCTV Privacy</li> <li>• Crossing Roads</li> <li>• Emergency Closure</li> <li>• Fair Access</li> <li>• Feedback</li> <li>• Health &amp; Safety - school</li> <li>• Health &amp; Safety – Kirklees</li> <li>• Letting</li> <li>• Educating Pupils with Medical Needs</li> <li>• Privacy Notice</li> <li>• RHSE</li> <li>• Safer Recruitment</li> <li>• Smoking &amp; Vaping</li> <li>• Teaching &amp; Learning</li> </ul>	Head Teacher
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	<ul style="list-style-type: none"> <li>Whistleblowing</li> </ul>	
63.	<p><u>ATTENDANCE</u></p> <p>There were no updates under this item.</p>	
64.	<p><u>PREVENT</u></p> <p>Governors agreed to review who was Prevent trained in September.</p> <p><b>ACTION:</b> Forward training records to the Head Teacher to be stored centrally.</p> <p>There were no issues directly related to the prevent agenda to notify Governors of.</p> <p>The St Giles SOS Trust were scheduled to speak to all staff about grooming of children, sexual exploitation, drug running etc.</p> <p>Opportunities to provide year 5 and 6 children with sessions on transitioning to high school and being vulnerable to gang culture were being explored.</p>	<b>All Governors</b>
65.	<p><u>GOVERNORING BODY DEVELOPMENT</u></p> <p>The Head Teacher explained that Governance comes under Leadership and Management and this was an area affected by the Requires Improvement Ofsted grading.</p> <p>3 days of support from the National Governance Association (NGA) had been allocated and MD was awaiting an update on when the support could be expected, this would also be raised at the roundtable meeting.</p>	
66.	<p><u>GOVERNOR ALLOWANCES POLICY/GUIDANCE</u></p> <p>The Governor Allowances Policy had been approved at the meeting of 10 November 2022. The document had been circulated to Governors and the policy was in place to be followed.</p> <p><b>Q: Do claims for expenses go to Kirklees?</b>  <b>A:</b> No Governor expenses would come out the school budget.</p>	

	<b>ACTION:</b> This item should be removed but included on the agenda each November.	<b>GCS</b>
67.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>This item would be discussed under AOB.</p>	
68.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>Chair of S&amp;E</u></p> <p>LK informed Governors that she had mistakenly been given the role of Chair of the S&amp;E Committee. Governors agreed she already had a great deal of responsibility as Chair of Governors and Chair of the Resources Committee.</p> <p><b>ACTION:</b> Consider the available role of Chair of the S&amp;E Committee and contact LK with any nominations or interest before the next meeting if possible.</p> <p>(b) <u>Governor monitoring and frequency of Governor meetings</u></p> <p>Governors agreed with the Head Teacher that, especially considering the Requires Improvement Ofsted grading, 3 Governing Body meetings plus an additional one in September was not enough to create the robust and effective Governance monitoring and accountability that was required to support school improvement.</p> <p>The Head Teacher stated that there had been no evidence of Governor visits linked to the SDP or the Kirklees Ofsted Improvement Plan. She also noted that the current financial position of the school required robust records of monitoring and Governor scrutiny.</p> <p><b>RESOLVED:</b> That the full Governing Body agree to meet every 3<sup>rd</sup> Thursday of every half term between 5:00pm and 6:30pm.</p> <p>The importance of Governor visits and evidence of Governor leadership was discussed and it was agreed that each priority section of the SDP/ Post Ofsted Plan would be assigned to a Governor. Governors decided that visits would be recorded on a standardised proforma linked to an area of the SDP and then submitted to the Head Teacher to be stored centrally in school.</p>	<b>All Governors</b>

	<p><b>ACTION:</b> Organise which parts of the SDP will be allocated to which Governors ahead of the next meeting.</p> <p><b>ACTION:</b> Advise Head Teacher/ Chair about Governors rights to request reasonable time off work to complete Governance duties.</p> <p>(c) <u>Parental engagement</u></p> <p>This item had been discussed under the Head Teacher's Report (minute 56 refers)</p> <p>(d) <u>Setting aspirations for pupils and careers programme</u></p> <p>A DfE Careers Programme for Primary children was raised. Governors understood that school staff were very busy and had key priorities to address but Governors felt raising aspirations and exposing children to different career opportunities would be valuable. Governors talked about how High Schools utilise careers weeks and International Women's Day to highlight women in the workforce who break barriers and challenge stereotypes.</p> <p><b>Q: The adage goes that 'you can only be what you see', do we have visitors come into school to inspire children to aim high?</b></p> <p><b>A:</b> We do challenge gender stereotypes from when the children are very young. I will certainly look into the DfE Careers Programme. We have done things like taking year 6 to visit the Courts in Dewsbury where they acted out a trial.</p> <p><b>Q: I know of a school that are taking year 6 to London to visit Parliament, would that be something to consider?</b></p> <p><b>A:</b> We do struggle with getting parental permissions and engagement with trips. I personally feel taking a group of 11 year olds to London poses serious health and safety implications.</p> <p><b>Q: Could we invite parents into school to talk about their careers?</b></p> <p><b>A:</b> Our timetable is absolutely packed because we are focussing on Ofsted priorities. I think having parents come in to talk is a good idea and if we had the time it could fit in with 'Investing in Me'.</p>	<p><b>Chair/ Head Teacher</b></p> <p><b>GCS</b></p>
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	<p><b>Q: Could we fit careers talk into assembly once a month?</b></p> <p><b>A:</b> Assemblies are structured to fit with the 'Investing in Me' curriculum. I agree in principle with the idea but I need to reflect on a meaningful way to incorporate it into the curriculum. I agree it is important to encourage children to have aspirations and exposure to a range of careers.</p> <p><b>Q: Could we organise a mini careers fair to take place at Parents evenings for example?</b></p> <p><b>A:</b> We are facing serious time constraints and there would be work to be done in arranging the event and contacting parents etc which would fall to me as the Head Teacher.</p> <p>Governors decided to revisit their ideas in November and collate a list of parent volunteers in the meantime whilst considering where careers could naturally fit within the assembly schedule and curriculum.</p>	
69.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at the school on the following dates and times:</p> <ul style="list-style-type: none"> <li>Thursday 27<sup>th</sup> April</li> </ul> <p>Resources Committee at 4:00pm followed immediately by: Standards and Effectiveness Committee at 4:30pm followed immediately by: Full Governing Body at 5:00pm.</p> <ul style="list-style-type: none"> <li>Thursday, 15 June 2023</li> </ul> <p>Resources Committee at 4:00pm followed immediately by: Standards and Effectiveness Committee at 4:30pm followed immediately by: Full Governing Body at 5:00pm.</p> <p><b>ACTION:</b> Clerk required for the meetings of 27<sup>th</sup> April and 15<sup>th</sup> June 2023.</p>	GCS
70.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> That the 5<sup>th</sup> paragraph under Minute 55 (b) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act and excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.</p>	

The Chair closed the meeting at 18:31pm.