

**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, 15 September 2022.

**PRESENT**

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

**In attendance**

Mrs R Krishnarao (Clerk)  
Hawa (Observer)

Governors welcomed Hawa to the meeting. Hawa was observing this meeting as she was interested in becoming a school governor.

| No. | Item   | Action  |
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| 1.  | <b><u>ELECTION OF CHAIR</u></b><br><br>Governors noted the LA recommended to hold Chair and Vice-Chair elections annually.<br><br>Mrs Kilroy and Mr Jones expressed an interest in continuing as Chair and Vice-Chair. There were no other nominations.<br><br><b>RESOLVED:</b> That Mrs Kilroy continue as Chair for a 1-year term.<br><br><b>RESOLVED:</b> That Mr Jones continue as Vice Chair for a 1-year term. |   |
| 2.  | <b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b><br><br>Apologies for absence with consent were received from Ms G Goalby and Mrs N Mirza.<br><br>There were no declarations of interest.   | <b>ACTION:</b> Governors who did not complete their annual register of business interest form at the meeting, to complete it online via |

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|    | The annual register of business interest was completed by those present at the meeting.   | <a href="http://my.kirklees.gov.uk/service/Governor%20or%20clerking%20service/Registers/Registers%20of%20business%20interests">http://my.kirklees.gov.uk/service/Governor or clerking service Register of business interests</a> |
| 3. | <p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.</u></p> <p>No items were notified to be brought up under Any Other Business.</p>   |  |
| 4. | <p><u>REPRESENTATION</u></p> <p>Governors noted that there were 2 co-opted governor vacancies.</p> <p>The Head Teacher informed the Governing Body that Hawa was attending this meeting as she was interested in becoming a governor.</p>   |  |
| 5. | <p><u>REVIEW OF COMMITTEES AND TERMS OF REFERENCE</u></p> <p><b>RESOLVED:</b> That committee membership for 2022/23 be as follows:</p> <p><u>Resources Committee</u></p> <p>Miss Barlow<br/>Miss Kilroy<br/>Mr P Jones<br/>Mrs G Goalby<br/>School Business Manager (Observer)</p> <p><u>Standards and Effectiveness Committee</u></p> <p>Miss Barlow<br/>Ms Kilroy<br/>Ms Prendergast<br/>Mr P Jones<br/>Mrs A Iltaf</p> |  |

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|    | <p>Vacancy</p> <p><u>Head Teacher Appraisal Panel</u></p> <p>Mrs L Kilroy<br/>Mr P Jones<br/>Vacancy</p> <p><b>RESOLVED:</b> That membership of the following committees be drawn from a pool of all eligible governors, should they be required:</p> <p>Pupil Discipline Committee<br/>Staff Dismissal Committee<br/>Dismissal Appeal Committee<br/>Complaints Committee</p>  |  |
| 6. | <p><u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></p> <p><b>RESOLVED:</b> That Governors take on the following specific roles:</p> <p>Special Educational Needs - Ms Prendergast<br/>Governor Training Contact – Mrs N Mirza<br/>Early Years Governor – Ms A Iltaf<br/>Looked After Children / Child Protection / Safeguarding / Wellbeing Governors – Mr P Jones and Mrs L Kilroy</p> <p>It was agreed that the following Governors would support the following Subjects:</p> <p>IT - Mrs N Mirza<br/>Sport - Mr P Jones<br/>Maths - Ms A Iltaf</p> |  |

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| 7. | <p><b><u>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</u></b></p> <p><b>RESOLVED:</b> That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> <li>(a) Planning and conducting the affairs of the school to remain solvent.</li> <li>(b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.</li> <li>(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</li> <li>(d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</li> </ul> <p><b>RESOLVED:</b> That governors agree to continue with existing financial limits for spending limits of £5000, and budget virement of £5000.</p> <p><b>ACTION:</b> Budget statement for spends over the year that are greater than £5000 but paid in instalments to be clearly identified within budget monitoring reports.</p> |   |
| 8. | <p><b><u>MINUTES OF THE MEETING HELD ON 16 JUNE 2022</u></b></p> <p><b>RESOLVED:</b> That minutes of the meeting held on 16 June 2022 be approved and agreed by the Governing Body as a correct record.</p>  |   |
| 9. | <p><b><u>MATTERS ARISING</u></b></p> <p><b><u>Governor training</u></b></p> <p>Governors to attend the School's safeguarding training session on 25 September 2022.</p>  | <p><b>ACTION:</b> Governors to attend safeguarding and Ofsted training.</p> <p><b>ACTION:</b> GCS – Outstanding item regarding circulation of appraisal training dates.</p> |

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|     | <p>The Chair asked all Governors to attend Ofsted training for governors, the next session would be held on 11 October 2022.</p> <p><u>Attendance</u></p> <p>There was a discussion around governor attendance. Governors felt that it was important that governors regularly attend meetings.</p> <p><b>RESOLVED:</b> That the Chair discuss attendance with governors who miss 2 out of 3 meetings (on rolling basis).</p>   |   |
| 10. | <p><u>HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher asked all governors to register for the parent hub. This will allow governors to stay up to date with school news.</p> <p>The Head Teacher reported to the governing body that the School had a new attendance policy. The new policy was already having an impact on improving attendance levels, particularly lateness.</p> <p><b>Question:</b> Does offering a reward for whole class attendance causes any resentment towards children who are absent?</p> <p><b>Answer:</b> It has been effective and hasn't created any issues so far. It is not designed to penalise or punish children who don't attend. Some children are excluded from the calculation for example those with a health condition.</p> <p><b>Question:</b> How is mental wellbeing amongst staff?</p> <p><b>Answer:</b> It is a difficult time for Staff, the School is doing everything it can to support staff.</p> <p><u>Staff performance review</u></p> <p>There was a discussion around pay progression for members of Staff who had reached the top of their pay scale.</p> <p><b>RESOLVED:</b> That pay progression be approved.</p> | <p><b>ACTION:</b> All governors to register for the parent hub.</p> <p><b>ACTION:</b> All governors to review policies and email HT to confirm this / any queries before 29 September 2022.</p> |

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|     | <p><u>Policies</u></p> <p>The Head Teacher asked governors to review the following policies before 29 September 2022:</p> <ul style="list-style-type: none"> <li>- Keeping Children Safe in Education (N.B. needs to be signed)</li> <li>- Child on Child abuse policy</li> <li>- Parent code of conduct policy</li> <li>- Swimming policy</li> <li>- PE policy (N.B. wording around ear piercings has changed)</li> </ul>   |   |
| 11. | <p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>The P3 budget report had been circulated and agreed at the last meeting. There will be a full financial management and monitoring report at the next meeting.</p>   |   |
| 12. | <p><u>SCHOOL DEVELOPMENT PLAN PRIORITIES 2022/23</u></p> <p>The Head Teacher asked governors to review the SEF and skeleton SDP. The LA's post Ofsted plan for the School would be shared and discussed at next meeting. This plan will feed into the SEF and SDP.</p>   | <p><b>ACTION:</b> Governors to review School Development Plan priorities for 2022/23.</p> <p><b>ACTION:</b> SDP to be added to the agenda of the next full meeting of the governing body.</p> |
| 13. | <p><u>GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2022/23</u></p> <p>The chair reported that the main priorities for governors were as follows:</p> <ul style="list-style-type: none"> <li>• To attend training including the Safeguarding and Ofsted training.</li> <li>• To gain experience chairing meetings. The chair of the committees will be rotated.</li> <li>• To develop a better understanding of financial planning and budget monitoring, there will be a training session for governors on this.</li> </ul> <p>The Governors' Action Plan will be part of the School Development Plan.</p> |   |

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|     | <p><b>Question:</b> What can we do more?</p> <p><b>Answer:</b> Challenge as much as possible, ask questions on areas you don't know about, reply timely to emails and other communication, attend meetings.</p>  |  |
| 14. | <p><u><b>SAFEGUARDING</b></u></p> <p>Governors thanked Mr Jones for updating the safeguarding section on the School website.</p> <p>The Head Teacher reminded governors that they are required to read the Keeping Children Safe in Education guidance, and sign to say they have read it by 29 September 2022.</p>  |  |
| 15. | <p><u><b>SINGLE CENTRAL RECORD</b></u></p> <p>There has been a delay in receiving references for 2 new starters.</p> <p><b>Question:</b> Is the delay raising any red flags?</p> <p><b>Answer:</b> The individuals are already known to School, however, the delay in references is a concern.</p>   |  |
| 16. | <p><u><b>BATLEY AND BIRSTALL HUB</b></u></p> <p>The Head Teacher told governors that she had attended the most recent Hub meeting. The meeting had been very supportive, a number of schools are experiencing similar challenges to the School.</p> <p>Community support was discussed at the meeting. This included warm spaces, food banks, warm clothing, cooking from scratch and beds for children.</p> |  |
| 17. | <p><u><b>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25</b></u></p> <p>Governors noted the consultation on admission arrangements for 2024/25. There were no plans to change the School's PAN.</p> <p>It was likely that the School nursery will close due to low number on roll.</p>  |  |

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| 18. | <u>TEACHERS' PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2022</u><br><br>This item was deferred to the next meeting.   | <b>ACTION:</b> Item to be added to the agenda of the next full governing body meeting. |
| 19. | <u>ATTENDANCE</u><br><br>This item had been covered under Minute 107.   |  |
| 20. | <u>PREVENT</u><br><br>The school had identified a child who was at risk of radicalisation.  |  |
| 21. | <u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u><br><br>This item was covered under Minute 107.  |  |
| 22. | <u>DATA PROTECTION ACT (DPA) GENERAL DATA PROTECTION REGULATION (GDPR) AND INFORMATION SECURITY – GOVERNORS USE OF PERSONAL EMAIL ACCOUNTS.</u><br><br>Governors were reminded to use their school email addresses for Governor business. |  |
| 23. | <u>GOVERNOR TRAINING AND GOVERNOR VISITS</u><br><br>The Chair was creating a document outlining areas for development / training for governors based on the skills audit.   |  |
| 24. | <u>ANY OTHER BUSINESS</u><br><br>There were no items of Any Other Business.   |  |
| 25. | <u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u><br><br><b>RESOLVED:</b> That the next meetings of the Governing Body be held at the school on the following dates and times:  | <b>ACTION:</b> GCS to confirm if governors are on the DBS update service.              |



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|     | <p>Thursday, 10 November 2022<br/> Thursday, 9 March 2023<br/> Thursday, 15 June 2023</p> <p>Resources Committee at 4:00pm<br/> Standards and Effectiveness Committee at 4:30pm<br/> Full Governing Body at 5:00pm</p> <p>School Development Plan meeting Tuesday 1<sup>st</sup> November 2022, 4pm to 5pm<br/> Data meeting – Data to be confirmed at next full governing body meeting.</p> |  |
| 26. | <p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> 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 6:30 pm.