

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 4.00 pm at the school on Thursday 15 June 2023.

PRESENT

Mrs L Kilroy (Chair), Miss C Barlow (Head Teacher), Mrs G Goalby, Ms C Prendergast, Mrs H Rawat.

IN ATTENDANCE

Mrs Zara Poulter (Meeting Clerk)

No.	Item	Action
74.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mrs R Raja (consent) and Mrs A Iltaf (consent).</p> <p>Mr P Jones and Mrs N Mirza did not attend the meeting and had not sent apologies.</p> <p>ACTION: To update Mrs H Rawat's designate status as she is part of the DBS update service and employed by Kirklees.</p>	GCS
75.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following items were notified to be discussed under any other business:</p> <p>(a) Sub-committee membership (b) Commitment and attendance of the Governors (c) Predicted year end results</p>	
76.	<p><u>MINUTES OF THE MEETING HELD ON 27 APRIL 2023</u></p> <p>RESOLVED: That the minutes of the meeting held on 27 April 2023 be approved and agreed by the Governing Body as a correct record subject to the following amendments:</p>	

	<p>Minute 71(a): amend the misspelling of Mrs Mirza's surname.</p> <p>Minute 72: add that in addition to the full Governing meetings the Resources and S&E Committee will also take place at 4pm and 4:30pm respectively.</p>	
77.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Minute Versions (Minutes Passim refer)</u></p> <p>The Chair noted that the version of Minutes she had received were different to other Governors; numbering of items was different to other copies. Governors were concerned that the School Copy may accidentally be based on a different version of minutes to those approved by the Board.</p> <p>ACTION: To check that Governors receive the same version of Minutes and that these match the School Copy.</p> <p>(b) <u>Matters Arising (Minute 54 refers)</u></p> <p>The Head Teacher had not received any training records from Governors.</p> <p>ACTION: To forward training records to the Head Teacher.</p> <p>(c) <u>Attendance (Minute 56 (a) refers)</u></p> <p>FFT data would be shared periodically and in future parents could be included in the circulation. Governors were encouraged by the improving picture shown in the data in Years 5 and 6, however, Year 2 continued to be a concern.</p> <p>(d) <u>Curriculum (Minute 56 (d) refers)</u></p> <p>Work completed on the Curriculum would conclude within the next 2 to 3 weeks after which the school website would be updated.</p> <p>(e) <u>Monitor SIP and review Goals (Minute 61 refers)</u></p> <p>ACTION: Add School Development Plan and School Support Plan as a standing agenda item.</p>	<p>GCS</p> <p>All Governors</p> <p>GCS</p>

78.	<p><u>REPORTS FROM SUB-COMMITTEES</u></p> <p>(a) <u>Standards and Effectiveness Committee:15 June 2023</u></p> <p>The Chair provided the following summary of the meeting:</p> <p>The Committee had received a thorough curriculum update from the Head Teacher.</p> <p>Pupil Performance would be discussed in relation to year-end data in September 2023.</p> <p>There had been a detailed discussion in Resources relating to the challenging SEN position and continuing absence of response from Kirklees regarding the additional resource provision. The school continued to develop a model for implementation in September, however, many pupils would be at a disadvantage due to the additional resource required by the provision.</p> <p>(b) <u>Resources Committee:15 June 2023</u></p> <p>The Chair provided the following summary of the meeting:</p> <p>Benchmarking would be completed in November.</p> <p>Budget monitoring including the B3 had been discussed and the Committee recommended that the Chair of Governors approve and sign the 2023-2024 School Budget after which it would be submitted to the LA.</p> <p>The Committee had agreed to defer the signing off of P2 as it had not been approved by the LA as yet and the SBM was unable to present the figures. P2 would instead be circulated to the Committee in 2 weeks' time. It had also been agreed that the SBM would prepare the P3 report around 15 July to be circulated to all Governors for approval via email.</p> <p>The Chair reported that the shelter roof had been removed for safety reasons; insurance would be claimed for the replacement roof planned to be completed by the start of the autumn term.</p>	
79.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher had circulated her June 2023 Report prior to the meeting.</p>	

(a) Attendance

Governors reported that they were receiving monthly FFT attendance data and that they had observed an improvement. Attendance, however, continued to be an issue not only for the school but for schools nationally. The Head Teacher planned to remain focussed on attendance ahead of the new academic year.

Q: Has there been any positive impact where you take action to address children that fall below attendance expectations?

A: In some instances. For some children, parents, and families poor attendance has become ingrained, there are plans to tackle this. It is a national problem; some schools have shared different practices. From September we will request medical evidence where children have a third bout of illness. Where parents have no respect for the education system there is little to no positive impact.

The Head Teacher informed Governors that she challenges parents about poor attendance and it is referred to on school reports where necessary. Governors were informed that attendance was always better in summer.

(b) Admissions

The Head Teacher informed Governors that as there were spaces within cohorts, this left the school open to admissions from new pupils which had happened last term. Generally, these children were not at age related expectations, often had SEN and Safeguarding issues. The Head Teacher remarked that in-year admissions remained a consistent problem and had a negative impact across all areas including that the attention of staff was detracted from other pupils.

(c) Safeguarding

The Head Teacher explained that Safeguarding and the volume of issues was becoming an increasing problem and that this was increasingly taking more time during her workday to manage. The Head Teacher was concerned that some cases may need to be escalated to serious case reviews and this was especially distressing for staff where children had since left the school.

Q: Is there any support for dealing with these cases that staff can access?

A: There is Supervision which is a paid for service. Staff are offered support.

Q: Is there anything else we as Governors can do?

A: I don't think so, as a school we do everything in our power; we record everything and communicate with each other.

The Head Teacher added that there was a significant amount of constant, low-level Safeguarding issues where social work service were involved. She felt that school staff worked well together and provided support to one another. The Chair raised the growing importance of considering wellbeing not only for pupils but for staff including the Head Teacher.

(d) SEN

The Head Teacher explained that the school continued to face the challenges created by the high level of SEN in school. Kirklees had still not responded to the bid for additional SEN funding submitted in January 2023. The school had forged ahead with the creation of the internal Additionally Resourced Provision (ARP) and the library was in the process of being relocated to accommodate this. Although the ARP would be a valuable resource the remainder of the school would be at a disadvantage due to the allocation of support staff in the ARP.

Q: In reference to the pupil exclusions, how long were they and what was the gap between them?

A: It was the same pupil who had assaulted a staff member. The exclusions are usually a day, the last was a ½ day. The pupil has no SEN diagnosis which means no funding, despite needing a 1:1 member of support staff. They will receive additional transition for moving up to next year as there will be no support available in their new class. It is always a last resort to exclude but we cannot allow deliberate assaults.

The Chair had attended a presentation for Governors focussed on SEN provision. The LA had shared their new ARP for SEN in a variety of schools across Kirklees.

Q: Have you considered other ARPs across Kirklees to relieve pressure on Mill Lane and possibly better meet the needs of some pupils?

A: Yes, we have, and we have been rejected. Pupils must have an EHCP to be considered.

Team Teach training would help the school to manage the needs of SEN pupils. The approach was focused on de-escalation and the safe manoeuvre of children from one location to another.

Q: Is the training an LA dictate?

A: No, it is a school initiative.

Governors expressed significant concerns about how the school were expected to manage in such difficult circumstances where even children who needed to be in specialist schools could not access places or funding.

Q: We are concerned about the risk to pupils and staff in school, what other routes are there available for us to explore as a Governing Board?

A: To remonstrate with Kirklees and continue to consider wellbeing and outcomes.

The Head Teacher informed Governors that out of 6 EHCPs 5 were now out of the set timetable for processing. The SENDCO had been invited to outline the real impact of SEN in school to Peter Gray.

(e) Behaviour

Behaviour was described as good across school apart from that of a small minority of pupils. Governors attributed good behaviour to the level of highly experienced staff within school. This meant, however, that experienced staff required larger salaries but it was felt that reducing salary costs would have no impact on improving outcomes for the children.

(f) Pupil Premium

The full PP report was published on the school website. The Chair felt in the interest of completeness it would be prudent to include the PP summary spend. The impact of PP spending would be reviewed in detail in September.

(g) Assessment

Spring assessment data analysis had been completed and the following end of year predications were provided to Governors:

It was felt that the KS2 SATs papers had been difficult. The Head Teacher was pleased to report that the school's writing judgement had been confirmed through moderation.

(i) KS2

Reading: 78%

Writing: 83%

Maths: 89%

SPAG: 78%

	<p>(ii) <u>KS1</u></p> <p>Reading: 56% Writing: 44% (The same as Reception and considered low, writing would be a focus of the SDP) Maths: 68% SPAG: 56% Reception GLD: 60% (A good result for the school and close to the national average) Year 1 Phonics – 75% or 72% depending upon whether or not a child who had just left was included</p> <p>Governors shared the Head Teacher’s satisfaction with the results and were encouraged that children demonstrated a love of reading, writing and maths. The Year 6 cohort were described as pleasant and the school were pleased with how they had developed.</p> <p>(h) <u>Performance Management</u></p> <p>The Head Teacher planned to send the same letter to staff regarding arrangements for performance management reviews next year. The SDP would be considered and staff would receive 3 targets, 2 of which were professional and the third personal. The Head Teacher planned to develop a robust and realistic wellbeing custom and practice.</p> <p>Key SDP strands next year would include writing, subject leadership and SEND.</p> <p>Q: Will Oracy be included in the SDP priorities? A: Yes, within writing. Oracy best practise is modelled in all classrooms.</p> <p>The Chair thanked the Head Teacher for her report.</p>	
80.	<p><u>SAFEGUARDING</u></p> <p>This item had been discussed within the Head Teacher’s Report (Minute 76 refers).</p>	

81.	<p><u>FINANCIAL MANAGEMENT AND BUDGET MONITORING</u></p> <p><u>Approve the 2023/24 budget</u></p> <p>The B3 had been discussed by the full Governing Board in April. The Resources Committee had reviewed the budget again today and it was noted in the Committee report (Minute 75 (b) refers) that the carry forward of approximately £5,000 had been built into the budget provision within learning resources. This meant the school would move into the 2023-2024 financial year with no separate contingency to that of the main budget provision.</p> <p>RESOLVED: That the 2023-2024 School Budget be approved by the Governing Board and signed by the Chair.</p>	
82.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>RESOLVED: That the following policies be approved by the Governing Body:</p> <ul style="list-style-type: none"> Complaints Policy Serial & Nuisance Complaints Policy Uniform Policy Intimate Care Policy Home School Agreement Homework Policy Feedback Policy PE Policy Teaching & Learning Policy Collective Worship Policy Drugs Policy Collecting Children from School Policy Universal Free School Meals Policy Whole School Food Policy 	
83.	<p><u>ATTENDANCE</u></p> <p>This item had been discussed within the Head Teacher's Report (Minute 76 refers).</p>	

84.	<p><u>PREVENT</u></p> <p>There were no updates for discussion.</p>	
85.	<p><u>SINGLE CENTRAL RECORD</u></p> <p>Staff Governors volunteered to complete a check of the SCR and feedback annually to the Governing Board in the final term of each year.</p> <p>Following a scrutiny of the SCR, the Chair had provided school with recommendations within her report to improve the robustness of the record. This had led to a more formalised annual review process being implemented. The Chair suggested that the SBM being new to post had impacted on such things as the removal of people no longer providing services and the timeframe to keep records etc. The SBM and BSO continued to access training and development.</p>	
86.	<p><u>MONITOR RECOVERY PREMIUM FUNDING (Minute 58 refers)</u></p> <p>The Head Teacher confirmed that all Recovery Premium monies would be clawed back by the Government as the school had not spent the funding.</p>	
87.	<p><u>GOVERNING BODY DEVELOPMENT</u></p> <p>This item would be addressed under any other business.</p>	
88.	<p><u>EVALUATION OF THE GOVERNING BODY'S EFFECTIVENESS (Minute 60 refers)</u></p> <p>This item would be addressed under any other business.</p>	
89.	<p><u>BATLEY & BIRSTALL HUB</u></p> <p>There were no updates to be discussed at pres.</p>	
90.	<p><u>GOVERNOR ALLOWANCES POLICY/GUIDANCE (Minute 69 refers).</u></p> <p>ACTION: To remove this item and only include on the agenda of the AGM.</p>	GCS

91.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Governors had undertaken the following training:</p> <ul style="list-style-type: none"> • The Chair, Mrs Iltaf and Mrs Raja had attended an Ofsted inspection meeting led by Craig Batley on 8 June. It was noted that tickets had been purchased by the school and unfortunately a Governor had not attended. • Ms Prendergast had completed SEND training on 18 May. • The Chair had attended the LA strategy briefing for maintained schools on 14 June. <p>Governors had undertaken the following visits:</p> <p>Governors had completed 5 visits and 3 subject leader visits.</p> <p><u>Subject Monitoring</u></p> <p>The Head Teacher raised that Governor subject monitoring had taken place, she hoped, however, that Governors would be able to conduct visits and submit reports on a more independent basis next time. She appreciated that some Governors were new to monitoring visits, however, her workload had been significantly added to in assisting Governors.</p> <p>The Head Teacher highlighted that it was not appropriate to leave school staff to write up a Governor monitoring visit. It was felt this could be perceived as presumptuous and create bias. Governors must complete their own written visit reports.</p> <p>School had been found to have made sufficient progress with respect to meeting the first 3 objectives and outcomes of the Kirklees Recovery Plan. The Chair planned to attend the Roundtable meeting scheduled to take place on 17 July.</p> <p>ACTION: To group Governing Body items together on future agendas of the full Governing Board.</p>	GCS
92.	<p><u>REGISTER OF BUSINESS INTEREST</u></p> <p>ACTION: To request that all Governors complete the Register of Business Interest form.</p>	Head Teacher

93.

ANY OTHER BUSINESS(a) Sub-committee Membership

The Chair remarked that she felt it was not good practice for one Governor to Chair both the full Governing Board and both Committees. She was concerned about the lack of Committee subscription from Governors other than those who were also school staff. She had hoped that Mr Jones would follow through with his offer to complete shadowing before assuming the role of Chair of the S&E Committee. She asked Governors present and those reading the minutes to consider becoming a member of a Committee if they felt they had the time and relevant skills to commit.

(b) Commitment and Attendance of Governors

The Chair wished to highlight to Governors present and those reading the minutes that attendance at meetings was essential. She reflected on the importance of the role of the Governing Board and that the individual commitment of Governors was paramount in ensuring the 3 core functions of the Board were carried out effectively. She and the Head Teacher understood that Governors were volunteers with other responsibilities and commitments. They urged Governors to honestly evaluate their ability to commit the necessary time to the role to support the school. Any Governors who felt they would not be able to commit to the Board in September should not be concerned about speaking up and were encouraged to get in touch with the Chair as soon as possible.

The Chair had considered the possibility of conducting every other meeting remotely to allow Governors who could not attend to listen in however, she felt that this defeated the objective of being fully engaged, providing challenge and actively contributing to the Board.

She wished to remind Governors that the Board were subject to the scrutiny of Ofsted and that it was unacceptable to not send apologies or prepare for meetings by reading the agenda as a minimum.

The Chair had previously expressed her wishes to step down from her role on the Governing Board and as a result the Board needed to consider succession planning

(c) Predicted Year End Results

This had been discussed under the Head Teacher's Report (Minute 76 refers).

94.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meetings of the Governing Body and Committees be held at the school as follows:</p> <p style="padding-left: 40px;">Full Governing Body at 5.00 pm on Thursday, 14 September 2023</p> <p style="padding-left: 40px;">Full Governing Body at 5.00 pm preceded by the Resources Committee at 4.00 pm and the Standards & Effectiveness Committee at 4:30 pm:</p> <ul style="list-style-type: none"> • Thursday, 9 November 2023 • Thursday, 18 January 2023 • Thursday, 7 March 2024 • Thursday, 25 April 2024 • Thursday, 13 June 2024 <p>The Chair thanked everyone for attending.</p>	
95.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>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.</p>	

The Chair closed the meeting at 6:13 pm.