

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

Minutes of the meeting of the Governing Body held at 4:00pm at the school on Thursday, 12 June 2025.

**PRESENT**

Mrs A Iltaf (Chair), Miss C Barlow, Ms R Raja, Mrs H Rawat, Ms K Waugh, Mrs A Wilby.

**In Attendance**

Mr W Schonenberg (Minute Clerk)  
Mrs B Ottewell (School Business Manager)

**81. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence had been received from Miss C Winnett and Ms K Waugh (late arrival), both with consent.

Governors completed their annual declaration of interest forms which were then collected by the School; the forms will now be retained in School.

**82. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

The Head Teacher notified that she had two items to raise.

Governors amended the agenda order.

**83. REPRESENTATION**

Governors noted the following matter of representation:

<u>Re-appointment</u>		
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Anisa Iltaf	Co-opted	6.5.25

Governors were cognisant of the current 2 parent seats and 3 co-opted seats available, but had earlier agreed to hold these in abeyance during the current academisation consultation process. The Head Teacher explained that a parent had shown an interest in joining the governing body and that it was explained to them that they would be notified once the consultation regarding becoming an academy has been completed and the numbers of governors needed is known.

**84. MINUTES OF THE MEETING HELD ON 6 MARCH 2025**

The Chair informed that her previous visit report will be updated and subsequently posted on the governor site.

**RESOLVED:** That the minutes of the meeting held on 6 March 2025 be approved and signed by the Chair as a correct record.

85. MATTERS ARISING(a) Review of Premises Costs (Minute 80 (a) refers)

The SBM confirmed that she had investigated the “high” premises costs in comparison to other schools in the benchmarking exercise. This was due to the age of the school and the comparatively small numbers of pupils in school which made the associated costs appear high. This will be checked again next year.

(b) Safeguarding (Minute 80 (d) refers)

The Head Teacher informed that this matter referred to a 360° online safeguarding review which was available for schools to opt into. The process is very labour intensive and in order to achieve the Gold mark the school would need to create a further committee to oversee the process and meet termly. The process would further entail working with local community groups. Governors discussed whether this labour intensive process would be a good use of the school’s resources at this point of their educational journey. The Head Teacher undertook to investigate the complex process further.

(c) Governor Visits (Minute 80 (e) refers)

Governors agreed that Data, Safeguarding, Attendance, and the SDP would be the focus of their next visits. This matter was ongoing.

86. FINANCIAL MANAGEMENT AND MONITORING

Governors had received a copy of the draft B3 form depicting the breakdown of the 2025-26 budget. Governors were informed that the Head Teacher, Chair, a second governor and the SBM had met recently and worked through the issues and budget lines to affect the current draft. This process was found to be very productive and so it was agreed to continue these budget meetings on a half-term basis.

The SBM informed governors that the school has 4 building related projects, not all of which could be funded immediately. These are:

- Upgrade the KS2 toilets, especially the boys’ toilets which were amongst other things, windowless.
- Redecorate all the classrooms on a rolling programme basis over 2-3 years.
- Undertake some necessary IT upgrades.
- Investigate whether a second learning den would be possible.

The backdrop to these discussions is that the School currently has NOR of 161, only 14 children away from being full. Additionally, there will be a full cohort joining Reception Class in September and the School now has a waiting list. Financially the School is in a healthy budget state with its effective financial oversight. There will be two new TAs joining the school in September. Following Kirklees advice, the School budgeted for a 2.8% increase for teachers and a 3% increase for support staff. Schools have not yet received details of the national pay settlements. The Chair expressed governors’ views that it is a credit to Mill Lane how well the budget is managed. The Head Teacher informed that her staff all go above and beyond their job descriptions and support each other. Skilled staff cover for missing staff negating the need for expensive supply cover and this helps the budget.

The SBM asked whether there were any questions relating to this.

**RESOLVED:** That the Governing Board approve the 2025-26 budget.

**Q. Why is the catering cost so high?**

A. The School uses the Kirklees provision: £17.8k for FSMs, comes back on another budget code partially offsetting these costs. Some local schools have switched to a private contractor, but it had been heard that they are unhappy with the quality of the food provided. £2.85/day is high for some of the School's families. Yet every day 105-110 meals are provided.

Governors went on to discuss the relative high costs of cleaning and considered looking into bringing this service in-house going forwards.

Governors thanked Beverly Ottewell for attending and providing her update. She left the meeting at 4.35 pm.

87. PROGRESS DATA

The Head Teacher reported that there had been no change to performance data since April as there had not been another assessment point; this was due at the end of June. The Head Teacher had met with the assessment co-ordinator and will be arranging a further follow up meeting to discuss progress with the Chair.

88. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had been earlier been emailed a written report. The Head Teacher informed that 24 pupils had arrived, whilst 13 had left. Following last year's redundancies, the increase in pupil numbers had led to the allocation of some Growth Fund monies from Kirklees. This has enabled the School to appoint a KS1 teacher and to split classes back into Reception, Class 1 and Class 2.

Attendance

Attendance (at 93.35%) and persistent absenteeism is poor since Ofsted. This has been affected by an Eid celebration (with another Eid to follow) and a number of extended holidays. Additionally, a number of families have moved out of the area, but their children are still on the Mill Lane register, although they do not attend here, or at a new school. This weakens the cumulative attendance figures. The School discounts serious medical appointments, but does not discount claimed GP visits or dental appointments when calculating attendance for internal rewards purposes. The School contacts families on the first day of absence and lets parents know that their children are missed. The Head Teacher is looking at whether some additional incentives for parents could be effective in improving attendance.

SEN

SEN remains a high priority for the School with over 60 children on a support plan (either an IAPDR or PEP) and 13 with an EHCP.

Staffing

Two HLTAs and a teacher had been appointed, all on 1-year contracts. Next year's funding streams will dictate whether these posts can be kept for a further year.

The Head Teacher was thanked for her report.

89. SAFEGUARDING

The family involved with the previously reported serious child protection case have moved out of area and this child is no longer on roll. Since then two new child protection cases have occurred which are being managed.

90. STAFFING UPDATES/ARRANGEMENTS FOR THE YEAR 2025/2026

The Head Teacher informed that all teachers would remain in their existing classes. One TA will move out of the Learning Den into a class based role.

The Head Teacher is aware of her own future retiring date and her desire to enable effective succession planning for the current school leadership team. Discussion took place around moving some areas of responsibility in order that the AHT can learn and support with the role of SENDCo offering some protection for the future of the school.

In order to manage the new budget effectively the Head asked permission to leave a well-respected HLTA in charge of a class on 4-5 afternoons each week. English and Maths teaching would remain in the hands of a teacher and this takes place every morning. After a short discussion governors agreed to the proposal. It was agreed that this change would require careful and supportive monitoring to maximise its effectiveness.

Kirstie Waugh joined at this point in the meeting (5.05 pm).

91. PE and SPORTS PREMIUM FUNDING

Governors noted the need to upload this report in July. The Head Teacher informed that the School would strive to achieve the School Sports Games Platinum mark this year.

92. SCHOOL DEVELOPMENT PLAN

The Head Teacher explained that she treated the setting and attaining of the SDP objectives as a two-year journey. Progress against the set targets was monitored termly. Yesterday, staff were involved in the review process and once updated, next week, a revised report will be shared with governors. Governors were invited to participate in the review process.

**Q. Do you wish to keep the SDP as a live document?**

A. It is kept on the server enabling all parties to have an insight into its evolution.

**Q. Is Writing still a deferred target?**

A. The English lead has worked through Phonics and changed some of the study texts. Writing itself will be fully evaluated next school year but some changes have already been implemented this year.

**Q. How do you deal with neurodivergent children?**

A. We teach them in the way they learn best and encourage effective communication which is sometimes not as obvious between parents and their children as we would like.

93. GOVERNANCE OBJECTIVES

The Chair had circulated a summary of governors' objectives in April. Since then, the academisation discussions and work have taken over and therefore these objectives had been put on hold.

94. PREMISES UPDATE AND SUMMER WOKS

As noted earlier, under Minute 86 above, the KS2 toilets refurbishment is a high priority, but there are budget constraints. The stairs leading downstairs will be repainted by Kirklees this summer.

95. PREVENT

The Head Teacher informed governors that all staff have undertaken Prevent training within the appropriate timescales.

96. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

RESOLVED: That governors approve and adopt the following policies:

Uniform Policy  
Supporting Children with Medical Conditions Policy

The Head Teacher stated that some children were arriving in School with huge backpacks containing very little and which were then difficult to safely store. In an attempt to unify appearance and improve health and safety, the School will be issuing black draw-string bags to all KS2 children in September.

97. ACADEMISATION AND INDUSTRIOUS EDUCATION TRUST UPDATE

The Head Teacher informed that the due diligence process regarding conversion to academy status was still in progress. This process is complex, totally new to all governors and staff involved, and included many variables, some of which need further clarification, before governors are in a position to reach a decision on what is best for pupils and staff going forwards. The governing board delegated the ongoing process of due diligence to Anisa Itaf, Christine Barlow, and Kirstie Waugh and asked that they conclude the process and determine whether or not Mill Lane Primary School will convert to academy status and join Industrious Education Trust.

98. BIRSTALL AND BATLEY HUB

There were no new matters to report.

99. ANNUAL EVALUATION OF GOVERNING BOARD'S EFFECTIVENESS

This matter has been superseded by the ongoing academisation discussions.

100. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair had participated in the above notified budget review meeting. Kirstie Waugh had participated in an SEN training course. The Head Teacher had attended a course referred to her by the Chair; this covered dyslexia and autism and the Head Teacher had found the training to be most useful. As part of the School Development Plan, the school is

considering and investigating the option of screening all children for dyslexia and offering assessments (cost dependent).

101. GOVERNANCE OBJECTIVES

There was nothing further to report from this meeting.

102. PREVENT

The Head Teacher stated that there were no new relevant issues in School.

103. ANY OTHER BUSINESS

The Chair asked whether governors needed to think of succession planning for the chair of governors role. Governors hoped that the Chair would be willing and able to carry on as chair for a further period.

SLT request

The Head Teacher informed that the SLT would like to revise and update the Vision, Values and Ethos statement. Governors agreed that this would be appropriate.

104. DATES OF FUTURE MEETINGS

**RESOLVED:** That future meetings of the full Governing Board be held at 4.00 pm on the following dates:

18 September 2025  
13 November  
5 March 2026  
11 June 2026

Governors discussed and then agreed that individual governors could attend future meetings remotely.

105. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**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.

The meeting closed at 5.45pm.

**ACTION LOG:**

Minute	Action	By Whom
85 (b)	<u>Safeguarding</u> To work up a plan in order to achieve the Gold standard for safeguarding. Ongoing	School
85 (c)	<u>Governor Visits</u> Safeguarding, Attendance, and the SDP focus of next visits. Ongoing	All

<b>ATTENDANCE AT FULL GOVERNORS' MEETINGS: September 2024 – July 2025</b>								
Governors' Meetings		19.9.24	14.11.24	23.1.25	6.3.25	12.6.25		End of Term of Office
Christine	Barlow	✓	✓	✓	✓	✓		Ex-Officio
Gayna	Goalby	✓	✓	✓	✓	Term of office ended		10.3.25
Anisa	Ittaf	✓	✓	✓	✓	✓		5.5.25
Rehana	Raja	✓	✓	Consent	✓	✓		23.7.27
Hawa	Rawat	✓	✓	✓	✓	✓		25.6.27
Kirstie	Waugh	Consent	✓	Consent	X	✓		24.6.28
Alison	Wilby	✓	✓	✓	✓	✓		19.6.28
Cecilia	Winnett	✓	✓	✓	✓	Consent		6.2.28