

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, 11 June 2026.

PRESENT

Mrs A Iltaf (Chair), Miss C Barlow (Head Teacher), Mrs H Rawat, Mrs R Raja, Ms K Waugh (online), Mrs A Wilby, Miss C Winnett, Mr B Hellewell, Ms K Laher, Mr M Seedat.

In Attendance

Miss A Bowtell (Clerk)
Mrs B Ottewell (School Business Manager)
Mrs C Jones (Senior Business Support Officer)

The Chair welcomed all governors to the meeting. All governors were reminded that discussions in the meeting were confidential; all papers and devices that contained sensitive information needed to be kept out of public view.

The Chair welcomed the two new governors to the meeting.

71. APOLOGIES FOR ABSENCE CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

The current declaration of interest form would be sent to the two new governors.

From September 2026, declarations of interest would be completed online. A laptop would be available at the first full governing body meeting for governors to complete prior to the start of the meeting.

72. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Three items of any other business were notified:

- Governor Training
- Speech, Language and Communication Needs project (SLCN)
- NPQH qualification

Governors agreed to take the agenda out of order at this point.

73. ANY OTHER BUSINESS (Part A – Governor Training)

Mrs Jones provided an update on the access to training for governors.

A link, containing training courses that was sent on 10 June 2026, was working and accessible to all governors. As part of the e-learning offer there was a 'governor induction' e-learning programme. Safeguarding training was also included.

When a course had been completed, governors were asked to drop the certificate into the drop box Mrs Iltaf had set up or send a copy to the school office. This was essential so that a record of achievement was retained as evidence.

The Safeguarding and Prevent training needed to be refreshed annually. Governors would be able to refresh their training at an session arranged for staff. Governors were advised to read the “Keeping Children Safe in Education (KCSIE)” guidance every year.

Safer recruitment training needed to be renewed every 2-5 years.

Mrs Jones advised that if governors worked in other schools and had completed key training, this would cover their governor role; governors would not have to re-take training that had already been completed. Governors who worked in other schools were asked to provide a named contact who could provide dates of completed training.

Mrs Jones had a working document for each academic year to record all completed training. This would provide an effective system for recording training and provide an easy way to see any gaps.

Q. When is the safeguarding training?

A. The next safeguarding training is September 2028. It will be held in school and after school. Everyone must complete Tier 1 Prevent training. This includes governors and is completed online. Tier 2 Prevent training is completed in school with all staff and is carried out every 1-3 years. This has not been booked as key amendments are being made to the training content.

ACTION: Mrs Jones to include the online link to tier 1 Prevent training as part of the new governor induction programme.

Q. Does the training record split the mandatory and optional training?

A. Yes, they will be shown separately on the document.

Mrs Jones invited governors to contact the school office if there were any problems logging into the training course link.

Mrs Jones left the meeting at this point (4:18pm)

74. REPRESENTATION

(a) Matters of Representation

The following matters of representation were noted:

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Miss Khadijah Laher	Parent	27.2.26
Mr Brian Hellewell	Parent	24.3.26

(b) Appointment of Co-opted Governors (2 vacancies)

Governors were unsure whether there were 2 vacancies for co-opted governors.

ACTION: Miss Barlow to contact the Governor Clerking Service to confirm whether the Governing Body still had 2 co-opted governor vacancies.

ACTION: Miss Barlow to provide, to the next FGB, a list of governors alongside the end of term date.

75. MINUTES OF THE MEETING HELD ON 5 MARCH 2026

RESOLVED: That the minutes of the meeting held on 5 March 2026 be approved by the Governing Board as a correct record.

76. MATTERS ARISING(a) Review/Approval of Policies (*Minute 62 refers*)

The restrictive interventions policy had been drafted and circulated to governors prior to the meeting.

RESOLVED: That Governors adopt the Restrictive Interventions policy.

Q. Are governors able to check that restrictive intervention records are maintained?

A. Yes. Governors are encouraged to check if there have been any restrictive interventions. We have recording documents in place which are held on the server. The link governor for safeguarding will be best placed to carry out this check.

This action was complete.

(b) Governor Training and Governor Visits (*Minute 63 refers*)

Mrs Jones had provided an update regarding training requirements under Minute 73 above.

A schedule of visits for the next academic year will be put together. All governors were advised to make notes of their visit and report back in the full governing body meetings.

This action was complete.

(c) SDP Meeting (*Minute 68(b) refers*)

Miss Barlow had included a message on the hub to clarify the arrangements for the gates.

This action was complete.

77. FINANCIAL MANAGEMENT AND MONITORINGApprove 2026/2027 School Budget

Mrs Ottewell circulated copies of the budget to governors at the meeting.

The budget was looking healthy. There were good numbers of children on roll and good numbers of Free School Meal (FSM) children.

The number of children on roll had slightly dropped since the October 2025 census. The October 2026 census would provide an update on numbers going forward.

14 of the FSM children were in Year 6, therefore the FSM income would decline when the Year 6 children left school in July 2026.

There was a new process for applying for FSM. Every single child, currently on FSM, needed to reapply and applications would be reassessed. There was potential for this to have an impact on the budget. There could be a reduction or increase in numbers. If the families did not agree to be reassessed, the child would be removed from the FSM list.

3-Year Budget

The FSM numbers had been reduced in anticipation of the new reassessment process.

There was a good carry forward figure for 2026/2027 and 2027/2028. In 2028/2029, this figure would drop.

Pupil Numbers

The Year 4 and 5 cohorts were small. There were 19 children in each class and 12 vacant places. On average, each child would attract a £5k funding allocation. Attracting children into these year groups would help the school financially.

The Pupil Admission Number (PAN) was 25. Most classes had approximately 24/25 in each class. If the numbers stayed at 25 the budget would remain healthy. Nationally, 200,000 school places were being deleted as demand was dropping. This was a result of the birth rate dropping nationally. Very locally, the birth rate was increasing and was not an immediate concern.

25 children would enter Reception in September 2026. There was also the option to increase the nursery capacity if demand increased.

RESOLVED: That Governors agree the school budget 2026-2027.

The Head Teacher and Chair signed the budget paperwork for submission to the LA.

Governors requested a repeat of the "Budget Overview" Training.

ACTION: Mrs Iltaf to arrange a 1-hour budget overview training session with Mrs Ottewell.

Mrs Ottewell left the meeting at this point (4:40pm).

78. HEAD TEACHER'S REPORT

The Head Teacher had provided a written report which included the following items:

(a) Staffing

A teacher who had joined in January 2026 was leaving the school in August 2026. Interviews for the new vacancy were planned for 12 June 2026. This was a permanent post and was open to Newly Qualified Teacher (NQTs) and experienced teachers. There had been 28 applicants and 6 had been invited for interview. Governors discussed the interview structure, the content of the lesson delivery task and contingencies should an appointment not be made.

Upon appointment, the staffing team would be looked at and placed across school to ensure there was cultural alignment.

Q. Does the school have capacity to support an ECT?

A. Yes, Mr Olbison would provide this support.

(b) Pupil Performance and Associated Data

There had been good results in Year 1 phonics. There had been 4 children who were not sitting the tests. The results depended on the remaining 20 children (out of 24 children) who would take the test.

The results from the multiplication test were as expected. Delivery plans written for next year had included a focus on the basics in maths.

(c) Attendance

Overall school attendance was 94.6%.

The attendance of Year 1 upwards was 95.12%

The school's overall attendance was in the top 40-50% nationally.

The school's SEN attendance was in the top 20-30% nationally.

The school's FSM attendance was in the top 10-20% nationally.

The school was 73rd out of 144 schools across Kirklees for overall attendance.

The school was 18th out of 144 schools across Kirklees for SEN attendance.

The school was 30th out of 144 schools across Kirklees for FSM attendance.

Overall attendance would be approximately 95% if absences relating to Eid were not included.

(d) Curriculum

A full curriculum review would take place in 2026/2027 when the new national curriculum was released.

Mr Swinthenbank was working on the delivery of a new SEMH programme. Most of the curriculum would be based on PoEd. This was a recognised and respected platform that had been developed by the Police. Content included modules relating to legal topics, emotional topics and Artificial Intelligence (AI) topics.

Governors had a meeting planned with school leaders in July 2026 to look at individual action plans.

(e) Staff CPD

Two support staff members were investigating converting their qualifications into a foundation degree level qualification and/or HLTA status.

Despite a particularly busy period in school, everything was running well and there was a positive and pleasant environment throughout.

Q. What is staff wellbeing like in school?

A. Staff wellbeing appears to be good overall. We manage wellbeing by allowing staff to do what they need to do to support themselves. We encourage working from home when staff need to focus on something specific. We move things around to accommodate pressure. For example, we need to finish the SEN records before the children transition to their next class and we would normally do this in summer term, but we are doing this in early September instead. We are just kind to each other, and we try and be supportive.

Q. What has happened following the SATS?

A. Results are due on 7 July 2026. We used all the systems that were there to support our children through the SATs process. We provided readers, prompts, scribes and out of class support (particularly for children with anxiety). We have given the children every tool to get them through the SATs. We feel the results will be good, although Writing will likely come in low and will bring down the overall results. A couple of children will not pass maths. The reading papers were accessible and enjoyable for the children. We are predicting good outcomes. An end of year assessment will take place in 2 weeks' time. There is no historical data to see progress, but we will be able to see age related comparisons for each child. Indications are that things are looking fine.

(f) Health and Safety Audit

The school had requested a Health & Safety audit in October 2025. The audit raised the issue with the front door access not being a secure entry system. This had also been raised with governors prior to this meeting. A risk assessment had been put in place to minimise the associated risk. The school had also raised the risk with the Local Authority's Estate Management team. A replacement system was costly and could not be sustained by the school's budget.

Other areas that were raised by the audit included:

- A cleaning schedule for the fridge.
- In-house PAT testing for appliances.
- The absence of a fire safety action plan.

Miss Barlow explained that the fire safety action plan had been requested multiple times from Kirklees Council, but it had not been received.

Q. How often have you chased Kirklees Council for the fire safety action plan?

A. The audit was completed in October. We have chased 4 times since then.

(g) Accident Information

The accident report had been circulated to governors prior to the meeting.

One child was accounting for half of all trips and falls in school. There was a 'plaster' culture particularly in Reception. There was also inconsistency in how staff were responding to incidents.

There were no changes in the number of accidents during key school activities e.g. the daily mile, the trim trail.

Q. Is it possible to have a consistent reporting period in the data?

A. Yes, we can do that. The average per week is on there. We can provide a table showing the total numbers every quarter.

79. SAFEGUARDING AND ENCOMPASS

There was no additional update.

The link governor for safeguarding would plan a school visit.

Governors discussed their subject responsibilities. It was agreed that this would be revisited in the full governing body meeting in September.

ACTION: Governor subject responsibility to be reviewed in the full governing body meeting in September 2026.

80. PREVENT

The link to the introductory Prevent training had been shared by Mrs Jones. Mrs Jones would also share the link to the Tier 1 online Prevent training. This had been discussed and recorded in Minute 73 above.

There had been no Prevent related incidents in school. Incidents of this kind would normally relate to parents and not children.

Q. What kind of incident would you expect?

A. It might be something like a Far-Right presence. It would often be something between parents for examples, parents using racist language on site. It could extend to a child on the internet researching ideologies. We would expect to see a change in how children used language in school. The firewall is there too to detect any online activity.

81. ATTAINMENT AND PROGRESS DATA OVER THE YEAR

This had been discussed under Minute 78 above.

82. REVIEW PROGRESS AGAINST SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION FORM (SEF)

The School Development Plan (SDP) was circulated to governors prior to the meeting and was noted as up to date. A review of the SDP along with the Self Evaluation Form (SEF) would take place in September 2026.

Q. Do we have a new vision for EYFS?

A. Colleagues have visited other schools, and we have had a visit from the Local Authority. Ms Cohen, an Early Years specialist, had visited school on 4 June 2026. 2 more visits had been planned but had unfortunately been cancelled. Monitoring will take place in September instead. There is a vision, but this might need to be reviewed. Governors will be shown the work around EYFS and the vision at the meeting on 7 July 2026. The Great Heights English Hub will look at EYFS with a focus on English and language skills. We will approve the EYFS vision and curriculum after governors have seen and contributed to the plans.

83. STAFFING UPDATES/ARRANGEMENTS FOR THE ACADEMIC YEAR 2026/2027

This had been discussed under Minute 78 above.

84. PE & SPORTS PREMIUM – ANNUAL REPORT REVIEW AND SIGN-OFF

Miss Barlow had contacted the DfE to ask when it would be possible to update the PE & Sports premium report and had been advised that it was not yet possible. When it becomes available, it would be sent to all governors for approval, signed and published on the website.

Miss Barlow advised that the Sports Premium funding was ending. An amount had been allocated to the school until December 2026.

Q. What will the impact of losing this funding be?

A: The main impact will be that we cannot fund staff for the after school clubs. This would have to be paid out of the main budget. We would have to ask school staff to deliver after school clubs and sports clubs. To ensure continuity of extra-curricular enrichment we are going to plot after school clubs for the next year. This will offer parents a consistent after school offer.

85. PREMISES UPDATE AND PROGRAMMES OF ANY SUMMER WORK(S)

Harfords were scheduled to replace and update the CCTV system. A new siren and alarm system would also be installed.

Wi-Fi had been replaced across school.

86. REVIEW /APPROVAL OF POLICIES

The Restrictive Interventions Policy had been discussed and approved under Minute 76(a) above.

There were no other policies to review or approve at present.

87. GOVERNOR TRAINING AND GOVERNOR VISITS

Governor training and governor visits had been discussed and recorded under Minute 76(b) and 79 above.

Miss Barlow stressed the importance of governors being able to evidence that they had held the school's leadership team to account. The next Ofsted inspection was due in 2028. Governor training was recognised as an important aspect of governance, contributing to the effectiveness and quality of the Governing Board.

88. BATLEY & BIRSTALL HUB

The Batley & Birstall Hub had been quiet.

There was a Year 6 transition event held at Batley Girls' High School.

The SEN teams and Business Manager teams were still well connected into the network.

89. HEALTH AND SAFETY

Health and Safety had been discussed and recorded under Minute 78(f) and Minute 78(g).

It was noted that the Church Hall at Hanging Heaton was the designated evacuation point. This would be used in a significant emergency. Governors agreed that a closer point was needed to ensure all children, especially those with an EHCP, were able to access the evacuation point without distress. The fenced park, just off Mill Lane was being considered as a more local evacuation point.

Q. Are there any options to use other places?

A. Yes, we have contacted local businesses but have not had much success. We could try and contact the local Kirklees Business Centre to investigate whether their premises would be an option.

90. MARTYN'S LAW

This item was not discussed.

91. ANY OTHER BUSINESS (Part b & c)(b) Speech Language and Communication Needs project (SLCN)

Miss Barlow and Mrs Wilby had been looking at taking part in a project that investigated the diagnosis of very high need SEN children.

The hypothesis to the project was that:

Children in their early years (Reception) were diagnosed by schools as having a speech, language or communication need. However, they were not diagnosed very well, not assessed properly and not referred to professionals properly.

The result was often that:

Children coped in Year 1 as needs were accommodated for. They struggled in Year 3 and displayed signs of not being able to learn. Children were then identified as having a moderate learning difficulty. This would lead to becoming more susceptible to social and mental health issues in the future.

An external company, called Jenny Menny, was running the project. The school would send a dataset to the company containing data relating to the SEN register. The company would analyse the data, with the support of a speech and language specialist, and send the school a set of recommendations based on the identified need. Access to a speech and language specialist would continue throughout the delivery of recommendations. Staff training would also be provided.

The school would be a pilot for the project. The success criteria would focus on whether the children made greater progress in the year of the project compared to not being on the project. If the pilots worked, the intention was for a package to be offered to other schools. The project was being financed through Social Value contributions from large public sector contracts.

Mrs Iltaf explained that she had come across this project within her professional capacity and it was a good opportunity to look in-depth at the SEN data and work out what the needs were. Mrs Iltaf was working with the team developing the methodology. The project was starting to attract national interest from key education figures. There was no pressure for the school to sign up to the project.

Q. Even though there are no direct financial costs for this project. Will it impact on staff time?

A. We need to be careful. The support staff will become more based around earlier intervention and will spend less time in Key Stage 2. The identified children who will need the support will need to be rotated across the specialist Teaching Assistants (TAs). They will include a Maths TA, Reading TA, Phonics TA, Speech & language TA and Emotional Literacy TA.

There was no obligation to continue being part of the project if the school thought it was causing any issues.

Q. Are there any GDPR processes to follow?

A. Yes, this is a big part of it. We need to send a letter to parents. There will be a privacy policy in place and a data protection impact assessment. We are also in contact with the Data Protection Officer. We will need a data processing

agreement which both parties will sign. The scope of work will need to be agreed as part of this.

Governors discussed a government funded SEN transformation fund called “Experts at Hand”. This was a pot of money that was available to work with health care partnerships to deliver services to schools. The Local Authorities had to submit a plan to central government by 19 June 2026. The money would then be allocated once all plans had been considered; 80% of any allocation had to be spent on the child and not administration or other costs.

ACTION: Miss Barlow to investigate the new “Experts at Hand” funding and report back to governors.

RESOLVED: That Governors agree to pursue the SLCN project.

(c) NPQH qualification

Mrs Wilby had registered her interest in the National Professional Qualification for Headship (NPQH). There was an option to complete the qualification through the apprenticeship route. This route would be at nil cost to the school.

Q. How will this impact on your workload?

A. It will mean I will have to allocate more of my own time to complete the qualification. It is good continuous professional development, and the school will benefit from the additional skills.

Governors agreed to investigate the costs for Mrs Wilby to undertake the NPQH qualification.

ACTION: Mrs Ottewell to provide costings for different NPQH training route options for governors to consider.

92. DATES OF FUTURE MEETINGS & POSSIBLE AGENDA ITEMS

Future meetings of the governing board would be held as follows:

Thursday, 17 September 2026
Thursday, 12 November 2026
Thursday, 4 March 2027
Thursday, 10 June 2027

All meetings will be held at the school at 4.00pm. If any governor required remote access, they were requested to raise this with the school in advance.

93. 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
73	<u>Governor Training</u> Mrs Jones to include the online link to tier 1 Prevent training as part of the new governor induction programme.	Mrs Jones
74(b)	<u>Co-opted Governor Vacancies</u> Miss Barlow to contact the Governor Clerking Service to confirm whether the Governing Body still had 2 co-opted governor vacancies.	Miss Barlow
74(b)	<u>End of Term</u> Miss Barlow to provide, to the next FGB, a list of governors alongside the end of term date.	Miss Barlow
77	<u>Budget Refresher Training</u> Mrs Iltaf to arrange a 1-hour budget overview training session with Mrs Ottewell.	Mrs Iltaf
79	<u>Governor Subject Responsibilities</u> Governor subject responsibility to be reviewed in the full governing body meeting in September 2026.	GCS
91(b)	<u>“Experts at Hand” Funding</u> Miss Barlow to investigate the new “Experts at Hand” funding and report back to governors.	Miss Barlow
91(c)	<u>NPQH qualification – Costs</u> Mrs Ottewell to provide costings for different NPQH training route options for governors to consider.	Mrs Ottewell
92	<u>Dates of Future Meetings</u> Miss Barlow to email all governors a set of Governing Body meeting dates for 2026/2027.	Miss Barlow