

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, 5 March 2026.

PRESENT

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

In Attendance

Mrs J Giles (Clerk)
Mrs B Ottewell (School Business Manager)

53. APOLOGIES FOR ABSENCE CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

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

Three items of any other business were notified:

- Online Safety Committee
- School Gates
- SEND Numbers

55. REPRESENTATION**Update on 2 parent governor vacancies**

The Head Teacher advised that two parents had applied for the two parent governor vacancies. Both had been accepted and were now awaiting their DBS clearance.

56. MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2025

RESOLVED: That the minutes of the meeting held on 13 November 2025 be approved by the Governing Board as a correct record.

57. MATTERS ARISING**(a) Representation (Minute 30 refers)**

This action was complete.

(b) Front Door Access (Minute 34 refers)

This action was complete.

(c) SDP Meeting (Minute 37 refers)

A date had been identified for the SDP meeting, and this action was therefore complete.

- (d) Agenda Item (Minute 44 refers)

This action was complete.

58. FINANCIAL MANAGEMENT AND MONITORING

- (a) SFVS

RESOLVED: That the SFVS be approved and signed by the Chair.

- (b) Finalise Next Year's Budget

The budget for next year had been received and there was now work to do. The school's financial position overall was reported as good and there would be a healthy carry forward.

Q: Will a 3-year plan be produced?

A: Yes – there were 163 pupils in the October census which means that the budget is healthier, but this has now reduced to 157 which will affect the budget for the next academic year. The deficit is in the current Y3 and Y4 classes.

Q: Are there any local schools that do not go beyond to Y2?

A: Yes - Shaw Cross Infant & Nursery School and Earlsheaton Infant School. A few children have come from these schools.

At 4.12 pm Ms Ottewell (School Business Manager) left the meeting.

59. HEAD TEACHER'S REPORT

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

- (a) Attendance

- It was anticipated that the upcoming Eid festival would negatively impact attendance although, using the new MIS, the school would be able to produce reports that factor this out – this would be useful when Ofsted visited.
- For the whole school, including the Nursery, the attendance level stood at 95% which was the highest it had been in a long time.
- For children of statutory school age, the attendance level was 95.6%.
- Punctuality rates had improved and the number of late arrivals recorded had dropped 25% since this time last year.

Q: Are absences in any particular group?

A: No. The attendance level for disadvantaged children is better than the national level for disadvantaged children but is not as high as the level for non-disadvantaged pupils.

- (b) SEND and FSM

Tracking was undertaken for children who had SEND and those on FSM. For SEND and FSM levels the school was 55th out of 144 schools in Kirklees.

(c) Health and Safety

Following the audit, it had been advised that the school report any injuries to the Governing Board and pick up any patterns. It was noted that most injuries occurred in the playground. The Head Teacher agreed to monitor teachers' responses to ensure a consistent approach.

The work to address the actions identified was ongoing. All the amber actions had now been resolved, and the school was working through the yellow actions, of which 90% were complete.

The pupil Health and Safety Committee had identified some helpful areas to be addressed.

Q: How many staff are First Aid trained?

A: The school ensures that as many staff as possible are first aid trained. Mostly, the TAs had received the training. Early Years always was required to have a paediatric first aider.

(d) Curriculum Update

There were no updates at this time.

(e) Pupil Performance and Associated Data

The assessment period be during the week of 9th March 2026. The EY audit had been undertaken, and the school was putting together an action plan.

60. MONITOR THE SCHOOL DEVELOPMENT PLAN

The School Development Plan (SDP) had been updated and circulated. A meeting to finalise the SDP would take place with the date agreed as 7th July at 4pm when the end of year data would be available. The Head Teacher stated that, going forwards, the SDP would be updated as a live document.

61. SAFEGUARDING AND ENCOMPASS

The Head Teacher advised that there were no overarching issues for safeguarding or encompass.

The Chair asked about a safeguarding incident that had taken place last year and the action that had been ongoing. The Head Teacher advised that this had now been resolved.

62. REVIEW /APPROVAL OF POLICIES

There were no policies to review/approve at present.

Receipt of the new DfE guidance on restrictive interventions including the use of reasonable force in schools was noted. This came into effect from 1st April 2025, and the school was required to have a policy in place for this.

ACTION: The Head Teacher to draft a policy on restrictive interventions including the reasonable use of force in schools.

63. GOVERNOR TRAINING AND GOVERNOR VISITS

The training links had been re-shared. The Chair reminded governors that they could access any of the online training. Mandatory training included Prevent and Safeguarding. The Head Teacher reported that, according to the school records, for most governors their Prevent and Safeguarding training was now out of date. The Chair advised that the document for updating training was on the shared drive and was accessible to all.

ACTION: All governors to ensure their mandatory training was up to date and to upload certificates, as necessary.

Since the last meeting, governors had met to take part in two action planning meetings and two finance meetings had also been held with the School Business Manager, the Chair of Governors and Ms K Waugh. The Chair advised that she and the Head Teacher met every couple of weeks.

Q: Will curriculum visits be helpful?

A: Ofsted are due to visit the school in 2028, and these visits will be helpful in the next academic year when the new curriculum becomes available.

64. PREVENT

There were no updates at this time. Governors were reminded to ensure that their Prevent training was up to date.

65. HEALTH AND SAFETY

This had been covered earlier in the Head Teacher's report

66. MARTYN'S LAW

The school advised that they were working through the administration of Martyn's Law.

67. BATLEY AND BIRSTALL HUB

There were no updates at this time.

68. ANY OTHER BUSINESS(a) Online Safety Committee

The Head Teacher requested governors to be part of the Online Safety Committee; Mrs Iltaf and Miss Winnett agreed to join the committee.

(b) School Gates

Governors discussed the school gates and considered whether these could be opened at the start and end of the school day. It was agreed that the large gate could be open at these times and the small gate would remain shut.

ACTION: The Head Teacher to put a message on hub to clarify the arrangements for the gates.

(c) SEND numbers

A report was circulated showing the numbers of children in different categories. The I-APDR numbers were also shared.

69. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the full Governing Body be held at 4:00 pm on Thursday, 11 June 2026.

70. 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 4.42 pm.

ACTION LOG:

Minute	Action	By Whom
62	<u>Review/Approval of Policies</u> To draft a policy on restrictive interventions including the reasonable use of force in schools.	Head Teacher
63	<u>Governor Training and Governor Visits</u> All governors to ensure their mandatory training is up to date and to upload certificates as necessary.	All governors
68 (b)	<u>SDP Meeting</u> The Head Teacher to put a message on hub to clarify the arrangements for the gates.	Head Teacher