

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, 23 January 2025.

PRESENT

Mrs A Itaf (Chair), Miss C Barlow (Headteacher), Mrs G Goalby, Mrs H Rawat, Mrs A Wilby (Deputy Head Teacher) and Miss C Winnett.

In Attendance

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

44. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms R Raja and Ms K Waugh, and consent was granted. Governors queried both the non-attendance, and the incomplete DBS application, of governor designate Mr M Munir. It was agreed to allow him until 6 March 2025 to attend, after which the Head Teacher would need to write to him and thank him for the initial willingness shown.

There were no declarations of interest.

45. ELECTION OF CHAIR

The Head Teacher informed governors that the Chair had been elected on 18 January 2024. Governors agreed to add election of Chair to the agenda. The Clerk asked and it was confirmed that there was only one nomination.

RESOLVED: That Mrs Anisa Itaf be unanimously elected to act as Chair for a period of one year.

46. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

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

47. REPRESENTATION

The following matters of representation were noted:

Appointment
Name**Category****With Effect From**

Mohsin Al Munir
(subject to satisfactory DBS clearance)

Co-opted (designate)

14.11.24

End of Term of Office
Name**Category****With Effect From**

Gayna Goalby

Co-opted (staff)

10.03.25

Cognisant of a move to academy status, governors agreed to focus more on community and parent governors and less on co-opted governors.

48. MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2024

RESOLVED: That the minutes of the meeting held on 14 November 2024 be approved and signed by the Chair as a correct record.

49. MATTERS ARISING

(a) Premises Costs (Minute 28 refers).

The School Business Manager had not yet received any feedback regarding premises costs. This matter was ongoing.

(b) Parent Governor Election (Minute 29 refers).

The School was to conduct a parental election.

(c) Prevent Training (Minute 38 refers)

Appropriate Prevent training came in several tiers; the Head Teacher had trained all staff to Tier 1 level. Some staff had received, or were undergoing Tier 2 training.

(d) Safeguarding Review (Minute 41 (c) refers)

The Head Teacher requested and received governor support for this review. This matter was ongoing.

Governor Clerking Service were requested to include a column on the governor register to include the end of office date for each governor.

50. FINANCIAL MANAGEMENT AND MONITORING

(a) Finance

Governors had received Period 9 data (to the end of December) for the financial year 2024-25. The SBM asked whether there were any questions relating to it. The Chair expressed that there seemed to be a degree of variation in the individual staff cost rows. It was explained that some staff hours had changed, and some cover arrangements had changed. Depending on the following discussion regarding staffing options for September this might further change. However, after Period 10 went through, with the back payments having been made, predicted and actual costs would align much closer.

SFVS

Governors had reviewed and then approved the school's financial value standard document.

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

The document was now ready to be submitted to Kirklees well before the 31 March 2025 deadline.

2025-26 Draft Budget

Governors were informed that numbers on roll were still rising, but that budgets were set, as per the October census date. Last year the census number was 148, this year it was 150. Base budget per child was approximately £4,600 last year. Currently NOR stood at 160 with a further 2 more children definitely joining the school, and further children being indicated. If all allocated children and the first choices take up their Reception places in September there could be a budget increase of around £63k which would be helpful. No information had yet been received regarding next year's budget. The SBM indicated that the current financial year would balance without an overspend which was a significant achievement set against some challenging circumstances. No further work could be done on the 2025-26 draft budget until Kirklees was able to share more information. There would be a budget update for governors at the 6 March meeting.

Head Teacher's staffing proposals

The Head Teacher informed that two staff members wished to resign this year, but had not yet formally done so. Her proposed staffing structure would be based on these resignations actually taking place. KS1 was over the national limit of 30 children per class and these proposals would address that. The backdrop to this situation was 167 children on roll with a further 16 in Nursery becoming 17. Costs for the proposals amounted to £58k or £67k depending on the chosen option. These costs were based on an additional teacher in Reception, one additional teacher in Year 1 and 1.5 teaching assistants in KS1. KS2 would have their teachers plus one teaching assistant. The School was also considering whether it could offer a 4- or 5-day ECT position. The School had booked a meeting with Karen Hatch (Kirklees Finance Officer) to look at the 2025-26 budget. The current mixed age group in KS1 was not ideal, but there were space constraints on any other option.

Q. What are the risks with this proposal?

A. The risks are threefold. Financial if we do not undertake this, staff wellbeing, and pupil outcomes. The learning centre is maxed out space wise and numbers wise at 11-12 pupils. Governors are aware that the School currently breaks the 30-pupil class limit in Year 1 and wish to address this.

The Head Teacher stated that no formal decision was needed at this point, but that it would be helpful for her to know governors' thoughts, and how supportive they were.

Q. When would these changes come into effect?

A. In September.

The Chair summarised governors' feelings and informed the Head Teacher that these were sensible proposals which governors supported. They were dependent upon timely resignations in the first instance.

Mrs B Ottewell was thanked for her presentation and she left the meeting at 4:50pm.

(b) **DELETED – See Minute 63**

51. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had been emailed a written report prior to the meeting.

A total of 17 children had joined the School and 5 had left. A further 9 children had been allocated a place, but were yet to arrive. This year 25 children made Mill Lane their first choice, a first for the School. The School's Good Ofsted rating and strong SEN reputation continued to have a positive impact on perception in the community; the School was now full in Nursery for the first time with all 16 places filled.

Attendance

Attendance was currently at 94.83% with persistent absentees at 11.73%.

Safeguarding

The School currently had no Looked After Children. One child remained on a Child Protection Plan. No child was In Need. One child was categorised as needing early help with a second child identified. All staff had updated their safeguarding training. Two members of staff had begun DDSL training.

SEN

The School had 11 children with an EHCP and 6 who would benefit from assessing for an EHCP.

Pupil Premium Grant

A total of 49 children were registered and the Year 3 PP strategy was currently being updated.

Autumn Data

This was circulated to governors prior to the meeting and it did not raise any questions. Sadly, some of the new arrivals were having a negative impact on teaching, especially the most recent child in Year 6, as they were then well below age related expectation.

Curriculum

Punctuation was improving slowly. The most recent staff meeting reviewed all long-term teaching plans. It re-established the non-negotiables in teaching expectation. Laura had taken on the lead role for English across the School. She would be supported by the Head Teacher in this new role. The meeting had also reviewed all children on the SEN register.

When governors were considering subject specific visits, the Head Teacher informed that there was currently no need to review Geography or History.

Q. Regarding parental engagement, what steps are you undertaking?

A. Parents are now invited to the weekly reward assemblies and we run well-attended parent classes. The School has held Open Afternoons but needed to stop these as working parents could not attend. Our next reach out to parents will concentrate on sleep deprivation and energy drinks.

There would be a further Phonics and a Maths workshop, but it was felt that some parents were embarrassed to attend. There would be more Phonics and Maths workshops. The parents that did come were getting along together which was nice to see. Governors went on to discuss how the School could further support parents.

52. SAFEGUARDING

This had been covered under the Head Teacher's report above.

53. POLICIES FOR REVIEW BY FULL GOVERNING BODY

RESOLVED: That Governors adopt the following policies:

- Governor Allowance & Guidance Policy
- Teacher Appraisal Policy
- Teachers Pay Policy (with removal of performance related pay)

54. SCHOOL IMPROVEMENT PLAN

The Head Teacher reported that this plan had recently been completed. It was planned to be executed over a more realistic two-year period. It would be reviewed and updated at Easter. The plan dovetailed with performance management targets for staff. The Head Teacher stated that January and Easter were good times for governors to undertake their subject specific visits.

55. TEACHER'S PAY AND CONDITIONS PROPOSALS

This had been agreed under Minute 53 above.

56. GOVERNOR TRAINING AND GOVERNOR VISITS

Q. Do we currently undertake too many visits?

A. At the end of each school year we have a formal meeting with staff and governors to review curriculum action plans.

Governors discussed who was best placed to take on reviewing specific curriculum aspects and agreed that all governors would undertake one visit per term. The Head Teacher undertook to email out some appropriate visit date suggestions.

57. SCHOOL SELF-EVALUATION 2024/25

The Head Teacher felt that with the recent progress made, and verified, by Ofsted that there was no need to bring in further Kirklees support. Looking ahead, further evaluation would undoubtedly be undertaken by the Trust in due course once the school became an academy.

58. GOVERNANCE OBJECTIVES

This matter had been covered earlier in the meeting.

59. PREVENT

The Head Teacher informed that there were no relevant issues in School and the matter had been covered above under Minute 49(c).

60. BATLEY AND BIRSTALL HUB

The Head Teacher had attended a meeting of the Hub this morning. The Hub would work with Locala to run a school readiness pilot.

61. ANY OTHER BUSINESS(a) Adult causing concern

The Head Teacher was asked whether the adult, previously reported to authorities, was still causing issues for the school. It was explained that this individual had found a new organisation to complain about, and that his current YouTube videos were not aimed at the School. WY Police are still pursuing the individual on yet another matter.

(b) Academisation

Trust leaders had stated that they planned to formally seek permission to create this new trust in February. Various legal steps thereafter would take up most of a full year.

62. DATES OF FUTURE MEETINGS

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

Thursday, 6 March 2025
Thursday, 1 May 2025
Thursday, 12 June 2025

63. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 50 (b) be excluded from the copy to be made available to the school and staff members, in accordance with the Freedom of Information Act.

The meeting closed at 5.30pm.

ACTION LOG:

Minute	Action	By Whom
49 (a)	<u>Review premises costs</u> Ongoing	SBM
49 (b)	<u>School to conduct parental election</u> Ongoing	School

49 (c)	<u>Prevent</u> Investigate appropriate level and ratio of Prevent training needed.	Head Teacher
49 (d)	<u>Safeguarding</u> To work up a plan in order to achieve the Gold standard for safeguarding. Ongoing.	School
49	(i) GCS to check to see if attendance document includes the governors' term Details. (ii) GCS to forward completed governor RBI log when all outstanding responses are received. Completed.	Clerk
56	<u>Governor Visits</u> Email out appropriate governor visit dates.	Head Teacher

ATTENDANCE AT FULL GOVERNORS' MEETINGS: September 2024 – July 2025

Governors' Meetings		19.9.24	14.11.24	23.1.25				End of Term of Office
Christine	Barlow	✓	✓	✓				Ex-Officio
Gayna	Goalby	✓	✓	✓				10.3.25
Anisa	Ittaf	✓	✓	✓				5.5.25
Rehana	Raja	✓	✓	Consent				23.7.27
Hawa	Rawat	✓	✓	✓				25.6.27
Kirstie	Waugh	Consent	✓	Consent				24.6.28
Alison	Wilby	✓	✓	✓				19.6.28
Cecilia	Winnett	✓	✓	✓				6.2.28