

THE GOVERNING BOARD OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Board held at 4:00pm at the school on Thursday 6 March 2025.

PRESENT

Mrs A Iltaf (Chair), Miss C Barlow (Headteacher), Mrs G Goalby, Ms R Raja, 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)

64. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Governors noted the absence of Ms Kirstie Waugh.

There were no declarations of interest.

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

The Head Teacher notified that she had one item to raise.

Governors agreed to take the agenda out of order.

66. FINANCIAL MANAGEMENT AND MONITORING

Governors had received Period 11 data (to the end of January) for the financial year 2024-25. The School Business Manager asked whether there were any questions relating to this.

The SBM informed governors that she had received draft financial data for the new 2025-26 budget, but was currently unable to finalise it as today's discussion would affect next year's budget setting.

Governors were reminded that last year's budget pressure had resulted in class amalgamation in KS1. Fortunately, numbers on roll have increased this year and early indications are that additional finance will become available which means that the class amalgamation can be undone. Currently it is uncertain how the number on roll will further develop going forwards into 2026; the SLT is considering appointing an additional class teacher for 1 year. The new base budget will be in the region of £1.035m with additionally a further £109k SEN funding, plus the small carry forward – it was stated that all numbers are, at this stage approximate. The SBM has started work on the new B1 budget form which will then be shared with governors.

Q. How much is the estimated carry forward?

A. Currently around £10k plus there is another £15k in the growth fund. The trust also holds £25k for the school to offset academisation costs; should we not academize with this trust we would not receive this allocation.

Both staff members left the meeting at this point (4.10 pm).

(a) **DELETED – See Minute 80**

At 4.20 pm the staff governors returned to the meeting.

67. REPRESENTATION

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Anisa Iltaf	Co-opted	05.05.25

Governors noted the coming end of term for Mrs Anisa Iltaf. Mrs Iltaf agreed to serve a further period in office.

RESOLVED: That Mrs Anisa Iltaf be re-appointed as a Co-opted governor for a further term of office.

Governors also noted that the appointment of Mr Mohsin Al Munir, as a co-opted governor, had not progressed.

68. MINUTES OF THE MEETING HELD ON 23 JANUARY 2025

RESOLVED: That the minutes of the meeting held on 23 January 2025 be approved and signed by the Chair as a correct record.

69. MATTERS ARISING(a) Review of Premises Costs (Minute 49 (a) refers)

The higher costs most likely relate to the age of the building. This matter is ongoing.

(b) Parent Governor Election (Minute 49 (b) refers)

The parental election had been conducted. This matter is closed.

(c) Prevent (Minute 49 (c) refers)

Prevent training was undertaken for all staff. This matter is closed.

(d) Safeguarding (Minute 49 (d) refers)

The Head Teacher stated that she would like the school to achieve the Gold standard for safeguarding. A member of staff has volunteered to participate in this project.

Q. Will it be helpful for the safeguarding governor to be involved with this project?

A. Yes, along with some parents and some Year 5 pupils.

This matter remained ongoing.

(e) Governor Visits (Minute 56 refers)

The School will continue to email out appropriate dates for governor visits.

70. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had been emailed the written report which governors confirmed they had read. The Head Teacher asked whether Governors were happy to proceed straight to governor questions.

The School has been approved for both conversion to an academy and to join the Industrious Education Trust.

Q. What sort of additional pressure do the extra pupils make on the staff?

A. Affected areas are extra SEN work and more work regarding looked after children.

The Head Teacher went on to explain that the school often has little say in the allocation of SEN children or those who are looked after, but the smaller class sizes will reduce workload in other areas.

Attendance

Attendance currently stands at 94.53% with persistent absence at 11.98%. Attendance remains a very high priority for the School. The children are very receptive to the rewards in place, but not all parents understand the importance of attendance. The Head Teacher felt that it was wrong to penalise children for attending late when this is largely down to parents not setting off for school on time.

Q. Are children aware of the end of year rewards?

- A. Yes. Those over 95% will receive a treat, whilst those over 98% will be taken out of School on a trip in the Summer. The School excludes genuine medical appointments and religious observances from the attendance figures.

The School is making a big push this year to improve attendance and governors went on to discuss measures already undertaken. Attendance figures are publicised on the parental hub for parents so see. The Head Teacher checks attendance daily and formally reviews all children's figures fortnightly.

Data Session

The Chair fed back from her meeting with the Head Teacher David Swithenbank. This meeting had looked at the Early Year's data from last year and compared it to the Autumn term's data: each child is worth 5-6% of the overall result. The meeting went on to look at Year 1 where there are some concerns, impacted by SEN numbers and the split class system.

Q. Should we invite David Swithenbank to the next data session?

- A. Yes. It would also be good for some other governors to shadow at the next session.

The data session then looked at all other year groups.

Q. How do we know that the children with the most need are the ones receiving extra help?

- A. All teaching is differentiated as is the follow up support. The School tries various ways to also engage and increase parental support for these children.

The Chair would write up her report and upload it to Governor Hub.

The Head Teacher was thanked for her report.

71. SAFEGUARDING

Safeguarding data was included in the Head Teacher's report. Since this report was written two children had approached the Head Teacher and reported an incident which was investigated by Miss Barlow and subsequently reported to the police and social services. The police are now following this up and collecting intelligence. Governors felt that it showed a very positive reflection on the School that the children felt able to report this matter to Miss Barlow, knowing that it would be followed up. Governors thanked the staff for helping to create such a safe ambience.

Governors then entered into a short discussion on CPOMS sub-categories and whether and how they all fed in to the main categories.

72. SCHOOL DEVELOPMENT PLAN

Governors were informed that the School Development Plan would be reviewed at the end of this term. Volunteers to participate in the review would be particularly welcome.

73. POLICIES FOR REVIEW BY FULL GOVERNING BOARD

Governors adopted the Use of Artificial Intelligence Policy

At the point (5.00 pm) Ms Hawa Rawat left the meeting.

Governors queried whether there are any training sessions available on appropriate usage of AI.

74. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair had participated in the data session visit, as noted above.

The Chair asked whether governors have access to the learning link and this was confirmed.

75. GOVERNANCE OBJECTIVES

There was nothing further to report from this meeting.

76. PREVENT

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

77. BATLEY AND BIRSTALL HUB

There was nothing new to report from the Batley and Birstall Hub.

78. ANY OTHER BUSINESS

Governors' Meeting Schedule

The Head Teacher explained that the governing board had previously managed all business with one meeting each term together with an initial September business meeting, clected by the School. Then knowing that Mill Lane Primary School was in the Ofsted window, the governing board had moved to 2 meetings per term. Now that Ofsted was behind the school, the Head Teacher asked how governors felt about reverting back to 1 meeting per term. Governors agreed and subsequently agreed to cancel the scheduled May meeting.

79. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the full Governing Board be held at 4.00 pm at the school on Thursday, 12 June 2025.

The meeting closed at 5.10 pm.

80. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 66 (a) be excluded from the copy to be made available to the school in accordance with the Freedom of Information Act and be excluded as confidential under Regulation 15(3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.

ACTION LOG:

Minute	Action	By Whom
69 (a)	<u>Review premises costs</u> This review is ongoing.	SBM

69 (d)	<u>Safeguarding</u> To work on an action plan in order to achieve the Gold standard for safeguarding.	School
69 (e)	<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	6.3.25			End of Term of Office
Christine	Barlow	✓	✓	✓	✓			Ex-Officio
Gayna	Goalby	✓	✓	✓	✓			10.3.25
Anisa	Iltaf	✓	✓	✓	✓			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	✓	✓	✓	✓			6.2.28