

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body held at 5.00 pm at the School on Thursday 15 September 2016.

PRESENT

Christine Barlow, Alison Eddings, Hava Farooq, Amir Ilyas, Jolene Johnson, Beverley Ottewell, Linda Kilroy (designate).

In Attendance

Angela Hutchinson (Minute Clerk)
Roxy Krishnarao (Shadow Minute Clerk)

Governors were welcomed to the first meeting of the academic year. The Minute Clerk introduced Roxy Krishnarao.

2470. ELECTION OF CHAIR

- RESOLVED: (i) That nominations from absent Governors would be allowed.
- (ii) That the Chair be elected until the Annual Meeting 2018..
- (iii) That any tie be decided by secret ballot.
- (iv) That Hava Farooq be elected Chair.

2471. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs N Chowdhury (consent) and Mrs L Warner (consent).

Declarations of Interest were discussed. Any Governor's business interests were on the school website.

Governors agreed that they would continue to decide consent to absence on an individual basis.

Copies of the NGA Code of Conduct for School Governing Boards were tabled. It was agreed that the content remained relevant. Governors were happy to sign a document indicating their agreement to abide by the Code of Conduct.

The Head Teacher would ensure that requirements for information on Edubase would be met.

RESOLVED: That Governors continue to abide by the NGA Code of Conduct for School Governing Boards.

ACTION: Head Teacher to ensure Edubase details were up to date.

2472. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The Head Teacher had 2 items to raise.

2473. REPRESENTATION

The Head Teacher gave reasons for Mr D Magee-Tingle's absence. The final decision on whether he would join the Governing Body was not yet known.

Linda Kilroy was welcomed to the Governing Body. She tabled her DBS certificate which had been issued without delay.

RESOLVED: That Mrs Linda Kilroy be invited to serve as a co-opted governor.

2474. ELECTION OF VICE-CHAIR

The position of Vice-Chair was discussed.

RESOLVED: That this item be deferred to the next meeting.

2475. REVIEW OF COMMITTEES

Membership of Committees was discussed and a copy of last year's Committee structure was tabled.

It was agreed that Committees which met on an ad hoc basis should be formed from a pool of all eligible Governors. The Minute Clerk explained the restrictions on serving on an Appeal Committee with prior involvement in the original decision.

RESOLVED: That the Pay Committee and the Staffing Committee be dissolved and their work integrated into the work of the Resources Committee.

RESOLVED: That membership of committees be as follows:

Standards & Effectiveness Committee

Head Teacher
Chair
Mrs N Chowdhury
Miss A Eddings
Mrs B Ottewell
Mr A Ilyas
Ms J Johnson
Ms L Kilroy

Resources Committee

Head Teacher
Chair
Miss A Eddings
Mrs B Ottewell
Ms L Kilroy
Mrs M Hall (Co-opted) (School Business Manager)

Head Teacher Appraisal Panel

Chair
Mrs L Warner
Ms L Kilroy

Pupil Discipline Committee
Staff Dismissals Committee
Dismissals Appeal Committee
Complaints Committee

Membership to come from a pool of all eligible Governors, should it be required.

RESOLVED: That the LA's model terms of reference continue to be used.

2476. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That Governors have specific areas of responsibility as follows:

Additional Needs	}	Mrs N Chowdhury
Looked After Children	}	Ms J Johnson
Safeguarding	}	Mrs L Warner
Health & Safety	-	Mrs B Ottewell Mr A Ilyas
Early Years	-	Mrs H Farooq
Equality	-	All Governors

2477. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair have the following delegated powers:

- (i) To change the date of a scheduled meeting for good reason
- (ii) To grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors' meeting.
- (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.

2478. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- Planning and conducting the affairs of the school to remain solvent
- Establishing proper financial management arrangements, accounting procedures and maintaining a sound system of internal controls
- Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- Virement to a limit of £5,000 between heads of expenditure.

2479. MINUTES OF THE MEETING HELD ON 6 JUNE 2016

RESOLVED: That the minutes of the meeting held on 6 June 2016 be approved and signed by the chair as a correct record.

2480. MATTERS ARISING

Health & Safety (Minute 2454 (c) refers)

Q: Can you update us on progress in rectifying issues from the latest Fire Risk Assessment?

A: Problems found have now been rectified and assessed as safe by the LA. Our upstairs room is now back in use.

2481. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher gave a verbal report on the beginning of the term.

(a) Year end results

A written KS2 Assessment Analysis confirmed the Head Teacher's view that there was good news and pupils had done very well. The change from an emphasis on floor standards and more towards progress was explained.

The number of pupils achieving Age Related Expectation (ARE) were above national average in Reading, Maths and Spelling, Punctuation & Grammar (SPAG) but there was a dip in Writing, meaning the combined figure was moderately below national average.

It was confirmed that internal assessment needed to be more robust. Re-assessment would be undertaken in Years 4, 5 and 6.

Q: You say you are reassessing. When will you have the results and know who needs interventions?

A: Interventions are already in place. Teachers know which pupils need more support. We focus on pupils who are not at Age Related Expectations. However, we also ensure Gifted & Talented pupils are helped to achieve their full potential.

Further details were given of interventions already in place and those being planned and how those interventions were delivered.

All Governors were invited to attend the next meeting of the Standards & Effectiveness Committee when the year-end outcomes would be discussed in more detail.

(b) Behaviour

Q: Has progress been made with the 2 children whose behaviour was causing concern?

A: Yes. There were 2 pupils who showed violence towards adults. Both have been the subject of 3 hour long EHC planning meetings. They are still in school. One pupil has a part time timetable and is more settled. Thanks to the work of the Educational Psychologist, the child now has a CAMHS referral. The other pupil will be moving to a Special School.

(c) Premises

An update was given on painting, decorating and refurbishment work completed during the summer break.

(d) Staffing

Q: Is the school fully staffed?

A: Yes, we have a full and stable complement of permanent staff.

Q: Why are there 2 teachers in Year 3/4?

A: They job share and do half a week each due to their child care commitments.

There was discussion around the benefits and possible drawbacks of pupils having 2 different teachers with 2 different styles.

2482. FINANCIAL MANAGEMENT AND BUDGET MONITORING

Expenditure remained in line with planned spending levels. There were no areas of concern regarding the budget. The budget would be scrutinised in more detail at the Resources Committee meeting planned for 10 October 2016.

2483. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The Head Teacher would email the amended Teacher Appraisal Policy and the Teacher Pay Policy to all Governors for their comments and approval.

ACTION: Policies to be emailed to all Governors.

2484. ANNUAL CONSULTATION ON ADMISSION ARRANGEMENTS

Q: What is the school's Published Admission Number (PAN)?

A: It is currently 25. The range was 22 – 27 and we operate at 27.

There was discussion around the need to change the PAN, the possible impact of an increase in class sizes and the potential increase in funding.

RESOLVED: That the school apply for the PAN to be increased to 27.

2485. KIRKLEES LEARNING PARTNER: NOTES OF VISIT

The Learning Partner visit had not yet taken place.

2486. SAFEGUARDING

The Head Teacher advised that there were no concerns she wished to raise with regard to safeguarding.

Safeguarding training would be undertaken after school on 5 and 12 October 2016, delivered by Steve Barnes; Governors were invited to attend.

Copies of the revised Safeguarding Policy had been circulated to Governors prior to the meeting. Governors confirmed that they had read the document and no amendments were suggested.

ACTION: Head Teacher to email all Governors with details of Safeguarding training.

RESOLVED: That the revised Safeguarding Policy be approved.

2487. PREVENT

The Head Teacher advised that there were no concerns she wished to raise with regard to Prevent issues. All school staff had received Prevent training in the last year. Two Governors confirmed that they had received Prevent training and other Governors agreed to look at the e-learning Prevent package.

2488. BATLEY & BIRSTALL PARTNERSHIP

Head Teachers in the Batley & Birstall Partnership had already held a meeting.

A number of schools now have 'pupil resilience' as part of their School Development Plan.

There were no major issues to report from the Partnership.

2489. HUB WORKING

No meeting had been held so far this term.

2490. ATTENDANCE

It was too early in the term for any meaningful statistics.

2491. SELF-EVALUATION RECORD

The Self-Evaluation Record was currently under review. It would be sent out to Governors via email prior to publication on the website.

ACTION: Self-Evaluation Record to be emailed to Governors prior to publication.

2492. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Kilroy noted that she would receive details of Induction training from Governor Support.

Governors had already noted the dates of Safeguarding training and on-line Prevent training.

Ms Johnson had visited the school towards the end of the Summer term and had discussed various topics, including Safeguarding.

Mrs Farooq was planning a visit to Early Years.

ACTION: Head Teacher to prepare a Governor Visits schedule form for completion at the next meeting.

2493. ANY OTHER BUSINESS

The Head Teacher's items of AOB had been covered during the meeting.

Sports Premium Spending

Mrs Ottewell outlined concerns regarding the school's Multi Use Games Area (MUGA). The whole area required resurfacing to make it safe and useable for a variety of activities. This would cost a minimum of £10,000. The school would receive £8,000 in Sports Premium funding this year and had some monies left over from last year's grant.

Q: Would resurfacing of the MUGA meet the Sports Premium funding criteria?

A: Yes it would.

Q: What would be the impact on current sport provision if all the funding went to resurfacing?

A: Minimal. The space would be used more and would provide a safe environment for increased activities. The area is currently unsafe and restricts activities. A local sports provider used to use our MUGA out of school hours but is now reluctant to do so due to the poor surface, so we are currently losing income.

It was noted that there were plans for local schools to run inter-school sports events. The school could not fully participate without a useable outdoor sports facility.

RESOLVED: That the use of Sports Premium monies for resurfacing work be approved in principle, subject to receipt of quotations and scrutiny by the Resources Committee.

2494. DATES OF FUTURE MEETINGS

RESOLVED: That meetings of the Governing Body be held at the school at 5.00 pm on the following Thursdays:

10 November 2016
16 March 2017
15 June 2017

RESOLVED: That Committee meetings be held on the following Mondays:

10 October 2016:	4.00 pm Resources
	5.00 pm Standards & Effectiveness
6 February 2017:	4.00 pm Resources
	5.00 pm Standards & Effectiveness
15 March 2017:	4.00 pm Resources
	5.00 pm Standards & Effectiveness
10 July 2017:	4.00 pm Resources only

2495. 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 at the school in accordance with the Freedom of Information Act.