

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at 5.00 pm at the School on Thursday, 10 November 2016.

PRESENT

Mrs H Farooq (Chair), Miss C Barlow, Mrs N Chowdhury, Miss A Eddings, Mr A Ilyas, Ms J Johnson, Mrs L Kilroy, Mrs L Warner.

In Attendance

Angela Hutchinson (Minute Clerk)

2496. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs B Ottewell (consent). There were no declarations of Interest.

The Head Teacher asked Governors to complete paper copies of their Declaration of Interest to assist in keeping the on-line record up to date.

2497. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Two items were notified to be brought up under any other business.

2498. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Miss A Eddings	Co-opted (Staff)	15.11.16

Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Linda Kilroy	Co-opted	20.9.16

The appointment of Linda Kilroy was welcomed by all.

An election would be held for a Co-opted Staff Governor. It was also noted that an election for a Parent Governor should be held.

ACTION: Elections to be arranged for Staff Governor and Parent Governor.

2499. ELECTION OF VICE-CHAIR

This was discussed and Linda Kilroy expressed a willingness to serve as Vice Chair. This was welcomed and agreed by Governors.

RESOLVED: That Linda Kilroy be elected as Vice Chair until the annual meeting 2018.

2500. MINUTES OF THE ANNUAL MEETING HELD ON 15 SEPTEMBER 2016

RESOLVED: That the minutes of the annual meeting held on 15 September 2016 be approved and signed by the Chair as a correct record.

2501. MATTERS ARISING

(a) Representation (Minute 2473 refers)

The Head Teacher confirmed that Mr D Magee-Tingle would not be joining the Governing Body.

(b) Published Admission Number (Minute 2484 refers)

Q: Did our Resolution to increase the PAN to 27 trigger action by the LA?
A: Not that we are aware of in school. We will follow that up.

ACTION: Head Teacher to confirm whether the change of PAN has been implemented.

(c) Sports Premium Spending (Minute 2493 refers)

Q: Have you progressed the possibility of resurfacing the Multi Use Games Area (MUGA)?
A: We are awaiting quotes and will then decide. We are currently using Sports Premium monies on extra activities, so there will be less available for resurfacing.

2502. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors confirmed that they had read the content of the Head Teacher's Report. Questions were invited.

(a) Mobility

Q: How do the Pastoral Team deal cope with new pupils starting mid-term?
A: Recent starters have been quiet but have settled well and have buddies.

(b) Violent behaviour

Q: Could you clarify the reduction in assaults against staff?

The Head Teacher gave details of actions and support for 2 pupils who are aggressive and violent. Mental Health services were involved and CAMHS had taken on one family. A recent episode was outlined, which could have led to exclusion. EHC plans were going through and 1 set of parents had requested a Special School place. Clare Davies of the Pupil Referral Unit was also offering advice and support.

(c) Premises

Q: Has there been any impact from splitting Nursery and Reception?
A: Yes. It's been very positive. We can plan better for each child.

Q: Will only the Nursery be used as a Polling Station now?

A: The LA advise that there are no elections planned for 2017, so there is time to review the use of the school as a Polling Station.

Q: Do you have plans to replace the Look Out with some kind of facility for Year 6?

A: The cost will be a big factor. The space is all useable and we are currently getting quotes for possible box seating or garden space.

(d) Community Links

Ms Ottewell's plan to set up a Parent Council was noted.

Q: Are there any more plans to have Parents' Groups?

A: We may offer Maths and English again but the take-up is usually poor.

(d) Breakfast Club

Q: Has the increase in price led to a reduction in demand?

A: No, it is as busy as ever. However, we now ask parents to use Parent Pay and this has led to some not paying on time.

Q: Could you offer a free breakfast club?

A: No. We cannot get all our supplies for free and we still have staff costs.

(e) E-Safety

Q: I note your e-safety week coming up. Are you using My First Mobile Phone?

A: Yes. We will use that with Year 3 upwards, then with just Year 3 going forward.

Q: Have you used any of the NSPCC material for e-safety?

A: Yes, we have used that previously and will do so again along with other material.

The Head Teacher was thanked for her report.

2503. REPORTS FROM COMMITTEES

Minutes of a meeting of the Resources Committee held on 10 October 2016 were noted.

Minutes of the Standards & Effectiveness Committee meeting held on 10 October 2016 would be circulated with the next set of agenda papers.

Feedback was given following the Head Teacher's appraisal by the Performance Management Committee. Mrs Barlow had met all her objectives and new targets had been set.

RESOLVED: That the recommendations of the Performance Management Committee regarding the salary of the Head Teacher be approved.

2504. FINANCIAL MANAGEMENT AND BUDGET MONITORING

Following discussions at the last meeting regarding the Head Teacher's delegated financial powers, several documents were tabled:

- A model statement of internal financial control
- A Best Value Statement
- SFVS document

These documents had been scrutinised in detail by the Resources Committee at their recent meeting and approval was recommended.

RESOLVED: That the statement of internal financial control, Best Value Statement and SFVS document be approved.

2505. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The minor changes to the Teacher Appraisal Policy and Teacher Pay Policy were noted. They had been agreed by the LA and trade unions.

RESOLVED: That the Teacher Appraisal Policy and Teacher Pay Policy be approved.

2506. POLICIES

All draft policies for review had been circulated with agenda. The Head Teacher pointed out a minor amendment to the Privacy Policy and this was agreed.

RESOLVED: That the following policies be approved:

- Anti-Bullying
- Acceptable Use – EYFS, KS1, KS2, Staff and Supply Staff & Visitors
- Health & Safety (LA model)
- Health & Safety (School specific)
- Equality
- Online Safety
- Sex & Relationships
- Privacy Notice (School specific)

2507. ADMINISTRATION OF MEDICINES IN SCHOOL

The Head Teacher gave details of an incident involving maladministration of medication at the school which was undergoing investigation. This could lead to a review of the Medical Needs Policy.

The impact of the incident on the child and staff member involved was noted. All staff were concerned about future practice and this was discussed in depth. It was agreed that vital medications such as Epipens and asthma inhalers could continue to be administered by staff who were willing to do so. However, short-term medications given, for example, 4 times per day, should be given by parents and not staff. This should be reviewed again at the next Governors' meeting.

RESOLVED: That staff continue to administer regular medications if they wish but, until the next Governors' meeting, short-term medications should only be administered by parents.

2508. SELF EVALUATION RECORD

The SEF had been updated and was on the school website. RAISEonline data had been received and the results had been analysed and shared by the Standards and Effectiveness Committee in October 2016.

2509. SAFEGUARDING

The maladministration of medication previously discussed had been classed as a safeguarding issue.

An allegation had been made by a pupil and this had been thoroughly investigated and satisfactorily resolved. Details were given.

2510. PREVENT

There was nothing to report.

2511. ATTENDANCE

Governors were pleased to note that the attendance rate for the last academic year was 96.3%, despite absence of Eid and a child absent for 3 months due to illness.

Governors praised the work of Mrs Ottewell in ensuring attendance and punctuality were a priority.

2512. BATLEY & BIRSTALL PARTNERSHIP/HUB WORKING

The 2 Hubs within the Partnership had now amalgamated.

RESOLVED: That 'Batley & Birstall Hub' replace 'Batley & Birstall Partnership' and 'Hub Working' on future agenda.

2513. GOVERNOR TRAINING AND GOVERNOR VISITS

Linda Kilroy had visited the Early Years Unit following the separation of the Nursery and Reception. She had also visited other parts of the school with the Deputy Head.

Louise Warner had undertaken a Safeguarding visit and confirmed that all measures were in place and up to date.

Hava Farooq made frequent visits to school for a variety of reasons.

Amir Ilyas agreed to make a visit before the Christmas break.

Linda Kilroy had already done a Prevent course and an Effective Monitoring course and would undertake Induction training at the next session.

The Head Teacher asked Governors to bring in certificates or other confirmation of their training so that this could be added to the record in school. The use of a simple Governor Visit Record form was discussed.

2514. ANY OTHER BUSINESS

(a) Governing Body Decision Planner

The Head Teacher tabled a copy of the Governing Body Decision Planner which had been reviewed by herself and the Chair. A copy would be sent to all Governors for information.

ACTION: Decision Planner to go to all Governors.

(b) Learning Partner Visit

Monica Deb had conducted her annual formal Learning Partner Visit recently. Details were given by the Head Teacher.

Governors were asked to devise a questionnaire to increase their knowledge of staff. This was discussed and several questions were suggested and agreed.

ACTION: Governors to devise a simple safeguarding questionnaire for staff.

2515. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

16 March 2017
15 June 2017

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

13 February 2017: 4.00 pm Resources
5.00 pm Standards & Effectiveness
15 May 2017: 4.00 pm Resources
5.00 pm Standards & Effectiveness
10 July 2017: 4.00 pm Resources only

2516. 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.