

THE GOVERNING BODY OF MILL LANE SCHOOL

Minutes of the annual meeting of the Governing Body held at 5.00 pm at the School on Thursday, 18 September 2014.

PRESENT

Mrs Z Thackrah (Chair), Miss C Barlow, Mrs N Chowdhury, Mrs H Farooq, Ms R Grewal, Mrs B Ottewell, Mr R Parkinson and Mrs L Warner.

In Attendance

Mrs A Houlker (Minute Clerk)

2260. ELECTION OF CHAIRMAN

No election was necessary because Mrs Z Thackrah was elected Chair until 21 July 2015 at the meeting held in June 2014.

2261. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Miss A Eddings (consent).

There were no declarations of interest.

- (i) Governors considered their protocols on apologies and consent to governor absence.

RESOLVED: That consent to absence be granted on an individual basis depending on the circumstances.

- (ii) Adopting a Governor Code of Conduct was discussed. Miss Barlow agreed to circulate the Kirklees model policy. Governors agreed to read this prior to the next meeting at which it would be approved.

2262. NOTIFICATON OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

RESOLVED: That the following items would be raised under any other business.

- Marking Policy
- HT Appraisal
- Governor Self Evaluation
- Governor Contact Details
- Chocolate Advent Calendars

2263. REPRESENTATION

The following matters of representation were noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Z Thackrah	Parent	12.6.14

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Z Thackrah	Co-opted	13.6.14

Appointment of Co-opted Governors

Vacancies for Co-opted Governors were discussed. The end of term of office of Mrs H Farooq and the process for the election of parent Governors were noted. Mrs Farooq expressed an interest of serving a further term of office and indicated she would re-apply to be a Parent Governor in any future election. In the event of there not being a parent vacancy it was suggested she could be Co-opted onto the Governing Body.

2264. ELECTION OF VICE CHAIR

- RESOLVED: (i) That nominations for the position of Vice-Chair be accepted from Governors not present at the meeting.
- (ii) That the term of office of the Vice-Chair be 2 years from the date of election.
- (iii) That a tie be resolved by a show of hands.

Nominations for the position of Vice-Chair were taken from the meeting.

RESOLVED: That Mrs H Farooq be elected as Vice-Chair.

2265. REVIEW OF COMMITTEES(a) Membership

RESOLVED: That the membership of committees be as follows:

Standards & Effectiveness Committee

Miss C Barlow
 Mrs N Chowdhury
 Miss A Eddings
 Mrs H Farooq
 Ms R Grewal
 Mrs B Ottewell
 Mr R Parkinson
 Mrs Z Thackrah

Resources Committee

Miss C Barlow
 Miss A Eddings
 Mrs H Farooq
 Mrs B Ottewell
 Mrs Z Thackrah
 Mrs M Hall – School Business Manager (Associate Member)

Pupil Discipline Committee

Mrs H Farooq
Mrs Z Thackrah
Mrs L Warner

Staff Dismissals Committee

Ms R Grewal
Mrs Z Thackrah
Mrs L Warner

Appeals Committee

Mrs N Chowdhury
Mrs H Farooq
Mr R Parkinson

Head Teacher Appraisal Panel

Ms R Grewal
Mrs Z Thackrah
Mrs L Warner

Staffing Committee

Miss C Barlow
Mr R Parkinson
Mrs Z Thackrah
Mrs L Warner

Pay Committee

Miss C Barlow
Ms R Grewal
Mrs Z Thackrah
Mrs L Warner

(b) Terms of Reference

RESOLVED: That the LA model terms of reference be adopted for all committees.

2266. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That Governors be appointed with Specific Responsibilities as follows:

Additional Needs Governor	-	Mrs Z Thackrah
Governor for Looked After Children	-	Mrs N Chowdhury
Governor Training Contacts	-	Mrs H Farooq Mrs Z Thackrah
Safeguarding Governor	-	Mrs L Warner
Health & Safety Governors	-	Mrs B Ottwell Ms R Grewal

Early Years Governors	-	Ms R Grewal Mrs H Farooq
Equality Governors	-	Mr R Parkinson Mrs Z Thackrah

2267. CHAIRMAN'S DELEGATED POWERS

RESOLVED: That the Chairman be granted the following delegated powers:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) The power 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 made available at the school.

2268. 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:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintain a sound system of internal controls.
- (iii) Ensuring that funding from the LA and other sources is used only in accordance with the conditions attached to that funding.
- (iv) 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.
- (v) That the maximum amount of virement between budget headings be £5,000.
- (vi) That the financial limit delegated to the Head Teacher be £5,000.

2269. MINUTES OF THE MEETING HELD ON 12 JUNE 2014

RESOLVED: That the minutes of the meeting held on 12 June 2014 be approved and signed by the Chair as a correct record.

2270. MATTERS ARISING(a) Pupil Questionnaire (Minute 2257 (a) Refers)

Governors asked about the results of the Pupil Questionnaire. Miss Barlow reported that the results had generally been good with the exception of current Year 4 and 5 children who stated they were not happy and did not feel safe in School. As the result the School had introduced a number of strategies to address this. Restorative practices had been introduced along with peer mentoring. More interaction with children was taking place at lunchtime and Mrs Ottewell was supporting the emotional needs of children as part of her role. Governors noted the diverse mix of children at the School and acknowledged how small classes sometimes heightened personality clashes between children. Miss Barlow agreed to forward a summary of the results to Governors.

(b) Free School Meals for Years R/1/2 (Minute 2255 refers)

Governors asked how the Free School Meals for Reception, Year 1 and Year 2 children were going. Miss Barlow advised it was going very well. Some of the children were slow eaters and meals were now being served on three sittings to accommodate this.

2271. REPORTS FROM COMMITTEES

The minutes of the Finance Committee meeting held on 7 July 2014 had been circulated prior to the meeting.

RESOLVED: That the minutes of the Finance Committee meeting held on 7 July 2014 be approved and accepted as a correct record.

2272. HEADTEACHERS REPORT AND GOVERNORS' QUESTIONS

The Headteacher gave a verbal report and made the following points:

- The term had started well with good attendance from both staff and pupils. The NQT and Mrs Ottewell (Educational Teaching Manager) had settled in well. There was one full time supply teacher in post (Year 1). Two teachers would begin maternity leave in February 2015.
- Intervention spaces had been refurbished
- End of year results had been very good.
- A full Safeguarding Audit had taken place. The School was now fully compliant.
- A Health & Safety Audit had taken place. The School was now fully compliant.
- Fire Safety training had taken place and staff were now more confident in procedures.
- An audit of Early Years had taken place. A number of issues had been identified and an Action Plan was now in place.

Governors asked Mrs Ottewell about her role in School and how things were progressing. Mrs Ottewell explained how she was supporting children with emotional needs and helping children who found it difficult to behave. Mrs Ottewell was also working to improve links with the local community. Whilst it was early days, all was going well. Staff were very responsive and keen to support her. The School recognised the need to measure the impact of her work and so records and case

studies would be made. Whilst her role was funded by Pupil Premium other children would not be excluded from her support if it was needed. Records would however differentiate between Pupil Premium children and non Pupil Premium children.

Miss Barlow was thanked for her report.

2273. FINANCIAL MANAGEMENT AND BUDGET MONITORING

It was agreed this would be discussed at the next Resources Committee meeting.

2274. SCHOOL IMPROVEMENT PLAN

The School Improvement Plan had been set initially in April. A driver for this had been Raiseonline and the priority had been to improve attainment in Maths and English. Miss Barlow explained how this was a working document and as the School made progress towards its initial targets new areas of focus emerged and the document was amended accordingly. Miss Barlow had considered the best way to summarise these achievements and changes on the document and had decided to make brief notes (in a different colour) on it. Governors were happy to accept the document in whatever format the School preferred.

2275. SAFEGUARDING

A number of concerns had been raised about access into School. Both the external gates and the main School entrance compromised the safety and security of pupils. Governors discussed the implications of this and possible solutions. Discussions had taken place with the School's Asset Management Officer, Ann Seed, and plans were awaited. Indications were the cost of addressing the issues would be significant. Whilst the LA would contribute towards the cost, the School would still need to fund the bulk of the costs. Governors felt improvements to the Nursery fencing should be a priority. The Chair agreed to email Ann Seed to discuss this further.

Mr Parkinson left the meeting at this point.

2276. ATTENDANCE

Attendance continued to be monitored weekly. Figures and attendance levels would be reported later in the academic year.

2277. RECONSTITUTION OF GOVERNING BODIES

This item was not discussed as the Governing Body had already reconstituted under the 2012 Regulations.

2278. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

Miss Barlow advised that the updated LA model policies were now available. These would be circulated to Governors for approval at the next meeting.

2279. OFF-SITE VISITS APPROVALS – EVOLVE

Governors noted the briefing paper circulated to the Chair. Miss Barlow advised that the School was using the system and found it to be efficient and easy to use. The cost for 2014/15 was noted.

RESOLVED: That the School continue to use the EVOLVE system for off-site visits Approvals in 2014/15.

2280. BATLEY AND BIRSTALL PARTNERSHIP

Miss Barlow advised that the School remained in the same cluster and continued to be involved in the partnership.

2281. GOVERNOR TRAINING AND GOVERNOR VISITS

This item was deferred until the next meeting.

2282. ANY OTHER BUSINESS.

(a) Marking Policy

The Marking Policy had been circulated prior to the meeting. Governors noted the content.

RESOLVED: That the Marking Policy be approved.

(b) Headteacher Appraisal

Governors considered external support for the appraisal of the Headteacher.

RESOLVED: That Monica Deb be appointed as the external advisor in the appraisal of the Headteacher for 2014/15.

(c) Governor Self Evaluation

Governors were asked to complete a Governor Skills audit prior to the next meeting. Mrs Thackrah and Mrs Farooq agreed to complete the Governor Health Check. Both would be discussed at the next meeting.

(d) Governor Contact Details

Governors were asked to leave their contact details and up to date email addresses so that information could be circulated to them in a timely manner. Miss Barlow requested that Governors respond or at the least acknowledge receipt of any information sent.

(e) Chocolate Advent Calendars

A parent had requested permission to give every child in School a chocolate advent calendar on which the story of Christ was told. Governors considered the request carefully but felt the School could not be seen to be endorsing or promoting any religion and therefore the request should be declined.

2283. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 6.00pm at the School on:

Thursday, 13 November 2014
Thursday, 19 March 2015
Thursday, 11 June 2015

RESOLVED: That the next meeting of the Resources Committee be held at 4.00pm at the School on:

Monday, 13 October 2014
Monday, 2 February 2015
Monday, 11, May 2015
Monday, 6 July 2015

RESOLVED: That the next meeting of the Standards and Effectiveness Committee be held at 5.00pm at the School on:

Monday, 13 October 2014
Monday, 2 February 2015
Monday, 11 May 2015

2284. 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.