

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, 16 March 2017.

PRESENT

Mrs H Farooq (Chair), Mrs L Kilroy, Miss A Eddings, Mrs B Ottewell

In Attendance

Mrs R Krishnarao (Minute Clerk)
Mrs Christine Ellis (Observer)

2517. APOLOGIES FOR ABSENCE, CONSENT AND DECLERATIONS OF INTEREST

Apologies for absence were received from Miss C Barlow, Mr A Ilyas, Ms J Johnson and Mrs L Warner.

There were no declarations of interest.

2518. NOTIFICATION OF ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

Three items were notified to be bought up under Any Other Business.

2519. REPRESENTATION

(a) The following matters of representation were noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs N Chowdhury	Co-opted	3.2.17

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs A Eddings (Re-appointed)	Co-opted (staff)	24.1.17

(a) **Appointment of Co-opted Governors (3 vacancies)**

The Governors welcomed Mrs C Ellis to the meeting. Mrs C Ellis is a potential parent governor, who is observing the meeting.

Miss Eddings told the Governors that one other parent had expressed an interest.

2520. MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2016

RESOLVED: That the minutes of the meeting held on the 10 November 2016 be approved and signed by the Chair as a correct record, subject to the following amendments:

Minute 2502 (f): To be removed from the minutes in its entirety.

Minute 2508: should read: "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."

Minute 2513: The following sentence to be removed from the minutes "The minute clerk had attended a recent Governors Conference and would share the material with Governors."

Minute 2514: Action should read: "Governors to devise a simple safeguarding questionnaire for staff."

Minute 2515: Should read:

13 February 2017: 4.00pm resources
5.00pm standards and Effectiveness

15 May 2017: 4.00pm resources
5.00pm standards and Effectiveness

10 July 2017: 4.00pm resources only

2521. MATTERS ARISING

- (a) Published Admission Number (Minutes 2501 (b) and 2484 refer)

Miss Eddings updated the Governors; the matter is still ongoing.

Q. How long does it normally take for them to make a decision?

A. It depends as they have to look at the potential impact on neighbouring schools.

ACTION: Miss Eddings to update the Governors at the next meeting.

- (b) Sensory Garden

With the help of Friends of Mill Lane, it is hoped that part of the playground (former lookout area) will be turned into a sensory garden. This will be funded by money raised by Friends of Mill Lane and a grant.

Q. Have you looked at the different grants that may be available?

A. Miss Eddings told the Governors that she was currently looking for grants and she hoped to have this done by the end of the academic year.

- (c) Learning Partner Visit (Minute 2514 (b) refers)

ACTION: Chair to draft safeguarding questions.

2522. REPORTS FROM COMMITTEES(a) Resources Committee: 13 February 2017

The Chair went through the draft minutes of the Resources Committee meeting held on the 13 February 2017.

(b) Standards and Effectiveness Committee: 13 February 2017

The Chair went through the draft minutes of the Standard and Effectiveness Committee meeting held on the 13 February 2017.

Miss Eddings informed the Governors that she had met with Mrs Barlow on 13 February and reviewed the School Development Plan. The visit was discussed at the committee meeting and she had produced a report of that visit the following day which had been given to Mrs Barlow.

2523. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Miss Eddings went through the Head Teacher's report with the Governors.

Governors were happy for the Current Roll table to be replaced with a more detailed version.

Q. Can you provide more information on the new starters, including EAL and issues with attainment or progress?

A. Miss Eddings provided some more information on the new starters who were all from two families. She told the Governors that all of the new pupils had settled in well and the School would be supporting the pupils and families as much as possible.

Q. What is the impact of 10% mobility on school?

A. The high mobility is not unusual for the school, due to the high amount of rented accommodation in the area. New pupils are buddied up to help them settle in. The high mobility is not an issue.

Q. Do any of the new pupils have Pupil Premium support?

A. No.

Q. Are there any impacts of not having a HLTA in the afternoon for Class 2?

A. No, none of the Teachers have support staff in the afternoon due to the interventions.

The Governors were pleased to note the positive messages about Christmas from parents. There was discussion about displaying parents' comments somewhere.

ACTION: To create a virtual comments board on the new website.

ACTION: Add a facility on the new website for parents to email comments to the School.

Miss Eddings said that they were going to make the next parents' evening more social. There will be samples of food, hot drinks, examples of pupil's work, staff will be mingling with parents and a parent survey.

Q. Would you like any involvement from Governors?

A. Any governors who would like to attend the event would be very welcome. It would be an ideal opportunity to recruit new school governors.

ACTION: To send an invite out to all Governors.

Q. What is the School doing around attendance?

A. The lateness text has been really effective. The text is positive reporting the current attendance level and reiterating the 100% target. Classes also have 100% targets, classes who achieve this are given £5 to spend as they wish. All pupils with 100% attendance will receive a certificate even if their class doesn't achieve 100%, and will also get a treat. There is an attendance board showing current attendance levels.

Miss Eddings informed the Governors that staff had attended a safeguarding briefing.

ACTION: Email to be sent to Governors inviting them to safeguarding update on Wednesday 05/04/17 4.00pm to 5.00pm.

The school had held E-Safety week and E-safety is covered regularly. Kirklees Council safeguarding team and the Police had been notified of a grooming issue via online games and other schools in the area were notified.

Q. What are the issues with the Science and PSHE curriculum, and will they be addressed in the School Development Plan?

A. Miss Eddings outlined the issues to the Governors. It is likely that these issues will

be resolved soon and will not go into the School Development Plan. Science still needs some work but we are now doing topics folders. PSHE was included as circle time and British Values. The updated marking policy has helped.

Q. When is the next assessment week?

A. It is next week.

2524. FINANCIAL MANAGEMENT AND BUDGET MONITORING

This item was deferred to the next meeting.

2525. POLICIES

This item was deferred to the next meeting.

2526. SAFEGUARDING

This item was deferred to the next meeting.

2527. SINGLE CENTRAL RECORD

This item was deferred to the next meeting.

2528. PREVENT

This item was deferred to the next meeting.

2529. ATTENDANCE

This item was deferred to the next meeting.

2530. ADMINISTRATION OF MEDICINES IN SCHOOL (Minute 2507 refers)

This item was deferred to the next meeting.

2531. BATLEY AND BIRSTALL HUB (Minute 2512 refers)

This item was deferred to the next meeting.

2532. GOVERNOR TRAINING AND GOVERNORS VISITS

This item was deferred to the next meeting.

2533. ANY OTHER BUSINESS

New governor

Mrs C Ellis spoke to the Governors and stated why she would like to become a Governor and gave some background about herself.

Mrs C Ellis left the meeting at 5.45pm

The Governors unanimously voted for Mrs C Ellis to become a new Co-opted Governor.

Mrs C Ellis returned to the meeting at 5.55pm

RESOLVED: That Mrs C Ellis be invited to serve as a Co-opted Governor.

(b) Sports Premium

Miss Eddings showed the Governors artificial grass samples for the Multi Use Games Area (MUGA) and explained the benefits of resurfacing the MUGA. The preferred sample was West Yorkshire 4G which would cost £5,446, the price includes installation and marking. It does not require annual maintenance.

(c) Early Closing of School

The Governors held a discussion about closing the School early on certain days.

ACTION: To be discussed at the next full Governors' meeting.

Mrs B Ottewell left the meeting at 6.10pm

2534. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body to be held at 5.00 pm at the School on Thursday, 15 June 2017.

Standards Committee and Resources Committee meetings are to be held on the same day, different time, Standards held at 4.00 pm and Resources at 5.00 pm:

Monday, 15 May 2017

Monday, 10 July 2017 (Resources only)

2535. 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.

The meeting closed at 6.15pm.