

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, 17 March 2016.

PRESENT

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

In Attendance

Angela Hutchinson (Minute Clerk)
Beverley Ottewell (representing staff)
Miss A Masserella (Observer – Teacher)

The Head Teacher advised that Miss Masserella had asked if she could sit in at a Governors' meeting to learn more about the process. This was agreed and Miss Masserella was welcomed to the meeting.

2417. ELECTION OF CHAIR

Governors were advised that Zoe Thackrah had recently offered her resignation with immediate effect. It was, therefore, necessary to elect a new Chair. This was discussed. There were no nominations from absent Governors.

- RESOLVED: (i) That the Chair's term of office end on the date of the Annual Meeting 2016
(ii) That a tie be resolved by secret ballot
(iii) That Hava Farooq be elected interim Chair.

2418. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr A Ilyas (consent). There were no declarations of Interest.

2419. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Several items were notified.

2420. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs B Ottewell	Staff	18.12.15

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Z Thackrah	Co-opted	9.2.16

Mrs Ottewell expressed a willingness to serve for a further term as Staff Governor and agreed to put her name forward for re-election by staff. This was welcomed by Governors.

Governors were pleased to note the SGOSS application from Dean Magee-Tingle. The Head Teacher had recently received another enquiry from Karl Vance via email. These would be progressed by the Head Teacher and Chair, referring to the recent Skills Audit for required areas of expertise. The third Governor vacancy was discussed but no suitable candidate was currently available from the local community.

2421. MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2015

RESOLVED: That the minutes of the meeting held on 12 November 2015 be approved and signed by the Chair as a correct record, subject to the following amendment:

School Development Plan (Minute 2398) should read: "The SDP was reviewed throughout the year and would be presented to the Standards & Effectiveness Committee."

2422. MATTERS ARISINGKeeping Children Safe in Education (Minute 2403 refers)

Two Governors had not yet confirmed that they had read the document and then come into school to sign the master copy. The Head Teacher agreed to reissue the document.

2423. MINUTES OF THE MEETING HELD ON 15 JANUARY 2016

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

2424. MATTERS ARISING(a) Complaint (Minute 2415 refers)

The Head Teacher confirmed that the complaint heard by the Complaints Committee had been resolved. She thanked members of the Committee for their attendance.

(b) Pupil Premium (Minute 2397 (f) refers)

Q: You spoke of possible loss of income if parents did not complete applications for free school meals as they received universal free school meals. Do parents get an explanation of the consequences of not completing the form?

A: No because we do not know which parents might be eligible, but we do advise all parents of the benefits of a successful claim.

2425. REPORTS FROM COMMITTEES

Minutes of a meeting of the Standards & Effectiveness Committee, held on 1 February 2016, were noted and there were no matters arising.

Minutes of a meeting of the Resources Committee held on 8 February 2016 were noted.

Q: I looked at the budget print out. I noted spending on school dinners of £48,000 against a budget of £24,000. Could it have been taken twice by the LA?

A: Thank you, we will look into that.

2426. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had received the Head Teacher's Report with the agenda papers and confirmed that they had read the content.

(a) School Roll

The school roll continued to be transient. The number eligible for free school meals seems to be declining. Some are new to the UK and not eligible. Some new arrivals come and go. The figures are very unstable.

Q: What is the impact of mobility on funding, teaching and on the other children?

A: Funding varies, sometimes up, sometimes down. Mobility has a big impact on every class. Children join and the class is re-sized, re-grouped, then they may go and social groupings are disrupted. There is huge impact on assessment and monitoring. We cannot monitor a cohort. There are issues from Reception to Year 6. It is difficult and there are also social difficulties.

Q: Do the newcomers need extra help?

A: Yes, they often need more support in class and emotional support as well.

The Head Teacher confirmed that the instability impacted staff morale as well.

(b) Premises

The Head Teacher advised that building work scheduled for half-term continued at the school.

(c) Staffing

The Head Teacher had given full details of all staff and recent changes in the Report. She commented that staffing was stable at present. A Schools Direct student had left the school since the report was written. Interviews for a Year 4-5 teacher from September would be held shortly.

(c) Inclusion and Vulnerable Groups

Governors noted the increasing number of children receiving interventions, including the need to provide emotional, social, speech and language support as well as learning support.

Q: Why are there so many children receiving support in Year 2?

A: There are a number with emotional difficulties.

These were outlined and discussed.

Q: Will this group continue to impact through the school?

A: Yes. One pupil has gone onto a part-time timetable.

Q: Do you get any extra funding?

A: No. SEN monies are included in the overall budget up to £6,000.

There was further discussion around charitable help and bid writing.

(d) Attendance

Q: Do you have any Persistent Absentees.

A: Yes and we do all we can but currently there are 4 families on extended leave.

Q: Do you fine them?

A: Yes, always, but it has little impact.

The Head Teacher advised that a pupil on long-term sickness absence was receiving her education off-site. Some pupils from Eastern Europe go home to visit family and may not return.

Q: Why is attendance important?

A: If they are not in school, they are not getting an education. It could trigger an Ofsted visit. It is monitored over time and if the whole school is deemed a PA school, the LA can come in.

Governors thanked the Head Teacher for her detailed and informative report.

2427. PUPIL PROGRESS REPORT

A separate Pupil Progress Report had been circulated with the agenda.

The introduction and development of Assessment without Levels was explained in detail.

Comprehensive figures were given for all year groups. Assessment for those leaving Reception was undertaken and would feed into the process going forward.

Governors thanked the Head Teacher for her comprehensive report.

2428. SCHOOL DEVELOPMENT PLAN

It was noted that the current School Development Plan ended in July 2016. It would continue to be monitored and assessed by the Standards & Effectiveness Committee and did not require approval by the Governing Body.

2429. FINANCIAL MANAGEMENT AND MONITORING

Governors confirmed that they had received an up-to-date pack of financial information prior to this meeting.

Detailed scrutiny by the Resources Committee would continue. Spending remained in line with planned expenditure and there were no issues to raise.

2430. POLICIES

Responses from a recent Homework Survey were discussed. 57 people had attended a recent Parents' Evening and some had completed a Parent View questionnaire. Governors agreed that complete consensus was unlikely on what was an appropriate level of homework. The Homework Policy was agreed.

All draft policies had been circulated with the agenda.

RESOLVED: That the following policies be approved:

Data Protection and Confidentiality
Display
English
Homework
Maths
PE

2431. PUPIL PREMIUM REPORT

The Pupil Premium report gave further details regarding last year's Year 6 cohort. Governors agreed that 2 SEN pupils who joined the cohort in Years 5 & 6 had skewed overall results. This group already had a high percentage of disadvantaged pupils. Governors were pleased to note that stable pupils achieved higher than national Average Points Scores in all categories. The work of the school with SEN and disadvantaged pupils was appreciated by Governors and all agreed that last year's Year 6 were an exception rather than a trend.

2432. SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

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

2433. GOVERNING BODY DECISION PLANNER

Completion of the Governing Body Decision Planner had been delegated to the Head Teacher and Chair in December 2015.

The completed document had been sent out with the agenda for Governors' approval.

RESOLVED: That the decision making levels on the Governing Body Decision Planner be approved.

2434. SAFEGUARDING

The Head Teacher confirmed that the school had received their safeguarding report back from the LA and there were no issues raised.

The Head Teacher confirmed that any issues were addressed as they occurred, recorded and followed up. There had been no significant matters recently.

2435. ATTENDANCE

An updated Attendance Policy was tabled. The Head Teacher outlined the need to monitor punctuality more closely. All amendments were highlighted and these were agreed. It was noted that the LA may consider prosecution of parents who had previously been fined for unauthorised absence.

Once approved, the Policy would be sent out to all parents.

RESOLVED: That the revised Attendance Policy be approved.

2436. SELF EVALUATION RECORD

The school's Self Evaluation document had been reviewed by the Head Teacher and staff. It would be brought to the next meeting of the Standards & Effectiveness Committee for discussion with Governors.

2437. SCHOOL UNIFORM

There was a need to review the School Uniform guidelines following a minor issue regarding suitable footwear.

The uniform information sheet was reviewed and some minor amendments were agreed.

The Head Teacher would re-issue the guidance.

2438. PARENTS IN SCHOOL

An issue had arisen regarding a child who had now been taken out of the school.

The Head Teacher asked for Governors' opinions on what the school should do if a parent came into school who was known to be estranged from their family but asked to spend time with that child in school.

This matter was discussed in detail.

It was agreed that parents would not be permitted to spend time with their children during the school day unless such access was pre-determined and agreed.

2439. STAFF & GOVERNORS NETWORKING EVENT

It had been suggested that staff and governors could meet on 9 June 2016. However, this would be at the start of Ramadan. It was, therefore, agreed that staff and governors should meet on 6 June 2016 from 3.30 pm, followed by the Governing Body meeting at 5.00 pm

2440. CHARGING FOR LATE PICK UP OF CHILDREN

Some parents were frequently late in picking up their children at the end of the school day. There was currently no sanction for parents and this was becoming a regular occurrence in some cases.

The problem was discussed and further advice would be taken on the legality of issuing warnings or taking further action.

2441. HUB WORKING: GOVERNANCE AND FINANCE

There were six schools in the local hub and suggested methods of governance and finance had been put forward. It was suggested that schools pay £1 per pupil as a start point, with an increase when more services were provided collaboratively.

A proposed mechanism for governance was put forward by the Head Teacher for governors to consider. This would require the Head Teacher and one other governor being on the over-arching governing body of the hub in its current form and may form the basis of a governing body if the hub changed its status over time. This was agreed in principle and Miss Barlow agreed to feed this back to the hub.

Governors agreed in principle to closer working and approved the £1 per pupil levy.

2442. BATLEY & BIRSTALL PARTNERSHIP

There was nothing to report at present.

2443. GOVERNOR TRAINING AND GOVERNOR VISITS

Safeguarding training had been booked for school staff on 5 & 12 October 2016. All Governors were invited to attend.

3 Governors had not yet completed their Prevent training. This would be progressed.

A blank Schedule of Governor Visits was tabled and Governors were invited to put their name against a week when they would like to visit school and indicate the purpose of their visit. Several Governors added entries to the table.

2444. ANY OTHER BUSINESS(a) Request for leave

An appeal had been lodged against a previous refusal for special leave. The letter was read out. Governors expressed some sympathy with the applicant but agreed that a previous precedent to allow leave during term time had become unsustainable.

There was considerable discussion around the accrual of time by Support Staff and the lack of a formal policy on how and when that accrued time could be taken.

ACTION: Policy to be drafted clarifying how future requests for leave would be assessed. The draft to be sent out to Governors for further discussion.

RESOLVED: That the Governors' decision to refuse permission be upheld.

(b) Fire Safety Policy

Minor amendments had been made to the existing Fire Safety Policy. These were outlined.

RESOLVED: That the updated Fire Safety Policy be approved.

(c) Pentagon Trim Trail

Governors were pleased to note that Pentagon had written a successful bid on behalf of the school for a National Lottery Grant of £9,000. The grant would help to pay for a trim trail in the Early Years playground and was welcomed by Governors.

(d) Complaints Committee

The Head Teacher asked for Governor input into a review of the current Complaints Policy, in the light of new Guidance. Louise Warner offered to help.

(e) Future Human Resources Support

Governors were reminded of the LA's move towards a business model. The school's HR had always been provided by the LA but staffing of HR had now been considerably reduced.

The Head Teacher proposed that the school trial an independent HR provider as well as utilising LA provision at an additional cost of £1,200. Details of the suggested provider and their services were outlined and discussed.

RESOLVED: That an independent HR provider be contracted as advisors on a trial basis for 1 year.

2445. DATES OF FUTURE MEETINGS

Governors were asked to bring their diaries to the next meeting so that dates could be set for meetings in the next Academic Year.

RESOLVED: That the next meeting of the Governing Body be **brought forward** to accommodate Ramadan and be held at the school on **Monday, 6 June 2016** at 5.00 pm

2446. 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.