

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 Monday, 6 June 2016.

PRESENT

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

In Attendance

Angela Hutchinson(Minute Clerk)
Dean Magee-Tingle (Prospective Governor)
Linda Kilroy (Prospective Governor) – part meeting.

Dean Magee-Tingle was welcomed to the meeting and Governors introduced themselves.

2447. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

2448. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

Two items were notified.

2449. REPRESENTATION

The following matter of representation was noted:

Re-Appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs B Ottewell	Staff	3.5.16

The Head Teacher advised that another prospective Governor, Linda Kilroy, would be arriving at 5.45 pm.

2450. ELECTION OF VICE-CHAIR

RESOLVED: That election of Vice-Chair be deferred to the next meeting.

2451. MINUTES OF THE MEETING HELD ON 17 MARCH 2016

RESOLVED: That the minutes of the meeting held on 17 March 2016 be approved and signed by the Chair as a correct record.

2452. MATTERS ARISING

All matters arising were covered on the current agenda.

2453. REPORTS FROM COMMITTEES

Minutes of a meeting of the Standards & Effectiveness Committee, held on 16 May 2016, were noted and there were no matters arising.

Minutes of a meeting of the Resources Committee, also held on 16 May 2016 were noted.

2454. 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) Premises

Q: Why is the Lookout being demolished?

A: It is unsafe. It is made of wood which has rotted, so it is out of bounds.

Q: Are you going to replace it?

A: No, that would be very expensive. The area will be cleared and become part of the playground.

A possible bid for Big Writing funding was being considered for the construction of a proper community room with all facilities and a separate entrance for use by all.

(b) Behaviour

Q: Have the assaults or threats against adults reduced as a result of recent exclusions?

A: No. It is a very small number of children who assault adults. They have underlying issues and it is a defying authority issue rather than a temper tantrum.

The behavioural issues and actions taken were discussed further and examples were given.

Q: What were the responses to your review of the Behaviour Policy?

A: All ETAs responded as they discussed this as a group. 3 teachers, 12 parents and 18 children responded. Their answers are very helpful but not statistically valid. A full report has been written and the Policy will be updated by September 2016.

(c) Health & Safety

Q: Have you fully investigated the accidents on the new Trim Trail?

A: Yes. They were real accidents but we are replacing the monkey bars with ropes as a precaution.

Q: What are the cost implications?

A: It will be done free of charge by the installer.

Q: How are you progressing with rectifying issues identified in the recent Fire Risk Assessment?

A: We are forbidden to use the upstairs room, so space for interventions and meetings has had to be re-organised. We do not have the money to implement all the changes required so we are talking to the LA Asset Management team.

Q: Have these issues been raised before?

A: No. The previous assessment by the West Yorkshire Fire Service found everything in order. This assessment was by a consultant for the LA.

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

2455. FINANCIAL MANAGEMENT AND MONITORING

The written report following a recent Resources Committee meeting had already been noted by Governors. The year-end budget for 2015-16 had been scrutinised in detail together with the audited School Fund Account and the draft budget for 2016-2017. The latest Benchmarking data was also discussed. Copies of the papers seen by the Resources Committee were tabled.

It was confirmed that the carry forward figure was £52,338. Budgeting would need to be carefully managed with contingency funding used to support the running of the school. The school may be in a more difficult financial position by the end of the current financial year.

RESOLVED: That the school budget for 2016-2017 be approved, signed by the Head Teacher and Chair and submitted to the LA.

RESOLVED: That the audited School Fund Account be agreed.

2456. SCHOOLS FUNDING FORMULA

The Minute Clerk gave an outline of the DfE consultation ahead of proposed changes to a National Funding Formula for schools and High Needs funding arrangements. The start date of 2017-18 was noted. The closing date for responses had lapsed.

2457. SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

It was noted that all requirements to support children with medical conditions were met within school. The paper issued by the LA would be reviewed in the regular cycle of policy reviews.

2458. POLICIES

All draft policies had been circulated with the agenda.

RESOLVED: That the following policies be approved:

- Collective Worship
- Drugs
- Freedom of Information
- Homework
- Universal Free School Meals
- Whole School Food

2459. MEMORANDUM OF UNDERSTANDING FOR FULCRUM COMMUNITY HUB

The Memorandum of Understanding had been circulated with the agenda. It set out the framework for collaboration between the schools involved.

The Head Teacher advised that a Governor from each school in the Fulcrum Hub should take a place on the Hub Board. She also confirmed that small collaborative steps were already being taken.

Q: How does this fit in with the local pyramid?

A: All the Hub schools are in the Pyramid but we are a smaller group.

Q: Are there any financial implications?

A: Yes. We may reduce costs by combining some staffing roles. As a group, we have greater purchasing power. 11 schools have already negotiated a phone system at a 40% discount.

After further discussion, Governors agreed that the Memorandum should be signed to confirm their commitment to the Fulcrum Community Hub. Hava Farooq agreed to represent the school on the Hub Board.

RESOLVED: That the Memorandum Of Understanding for Fulcrum Community Hub be approved and signed and that Hava Farooq be nominated to the Hub Board.

2460. HUB WORKING

There was nothing further to report.

2461. SAFEGUARDING

The Head Teacher advised that there were no major incidents. The school remained very vigilant. Paper records were kept in folders with chronology now added as a front sheet.

As advised at the last Governors' meeting, Safeguarding training had been booked for school staff on 5 & 12 October 2016.

2462. PREVENT

Whole school Prevent training had been undertaken. A curriculum review would ensure Prevent issues were included in PHSCE and elsewhere in the curriculum as appropriate. British Values and SMSC would be emphasised.

At this point Linda Kilroy, Prospective Governor, joined the meeting and was welcomed.

The Head Teacher confirmed that there was very little racism in school. She gave examples of pupils not understanding the words they used and how they were explained to the children.

It was confirmed that different faiths and no faith were all discussed, particularly during the recent Inter-Faith Week.

2463. ATTENDANCE

Governors were pleased to note from the Head Teacher's Report that attendance was at 96.42%. The Deputy Head Teacher commented that it would be even higher without children taking unauthorised holidays.

Q: Has the recent court case, when a penalty fine for taking a holiday was overturned, made any difference here?

A: We follow the LA guidelines. We never authorise holidays. If they are taken, the LA will impose penalty fines if the pupil's attendance is below 90%.

2464. SELF-EVALUATION RECORD

The Self Evaluation record was due for review in the Autumn term so that this year's SATs results could be included.

2465. BATLEY & BIRSTALL PARTNERSHIP

The Head Teacher advised that her term as Chair of the BBEST partnership was coming to an end.

Q How many schools are in the Partnership?

A Currently 16 and Batley Grammar may join soon.

An outline was given of agenda items for the next meeting to be held in the near future.

2466. GOVERNOR TRAINING AND GOVERNOR VISITS

The Head Teacher thanked Governors who had made visits. Their visits were now recorded.

Mrs Chowdhury had overseen the process for storing and securing SATs papers prior to the tests being taken and how they were distributed on the day. Next year, it was hoped that a Governor would see the Admin aspects of SATs and their delivery.

Mrs Warner had carried out a Safeguarding visit. Ms Johnson was due to visit in the near future.

It was noted that the Governor for SEN position was vacant since the resignation of Mrs Thackrah. After discussion, Mrs Chowdhury agreed to take on this role.

2467. ANY OTHER BUSINESS(a) Support for Children

A Governor asked about applying for funding to help vulnerable children and the Head Teacher outlined various agencies and their costings. Help available from the LA was also outlined. A discussion followed regarding the lack of emotional resistance of some pupils and the efforts made by the school to help. A review of the PHSCE curriculum was underway.

(b) Information Items

Governors noted the information items appended to their agenda. They particularly noted the additional information required to be published regarding attendance at Governing Body meetings.

2468. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The dates of Committee meetings and full Governing Body meetings were discussed. The Head Teacher tabled some suggested dates and these were agreed. The start time of meetings was also discussed and agreed.

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

15 September 2016
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 May 2017:	4.00 pm Resources
	5.00 pm Standards & Effectiveness
10 July 2017:	4.00 pm Resources only

2469. 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.