

## THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Thursday, 11 June 2015.

### PRESENT

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

### In Attendance

Heather Grange (Minute Clerk)

### 2342. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr R Parkinson (consent) and Mr A Ilyas (consent). There were no declarations of interest.

### 2343. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item would be raised under any other business:

- Front Entrance

### 2344. REPRESENTATION

The following matters of representation were noted:

- (i) Governors noted the important changes to the Governor Appointment Process.

- (ii) End of Term of Office

The following governor will shortly end her term of office:

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms R Grewal	Co-opted	11.9.15

- (iii) It was noted that the Co-opted Governor vacancy could be advertised by BBEST.

**ACTION:** That Ms R Grewal will consider whether she wishes to continue as Governor and that the appointment of Co-opted Governors is deferred and listed as an agenda item for the next governors meeting.

### 2345. MINUTES OF THE MEETING HELD 19 MARCH 2015

**RESOLVED:** That the minutes of the meeting held on the 19 March 2015 be approved and signed by the Chair as a correct record.

2346. MATTERS ARISINGRepresentation (Minute 2316 refers)

It was reported that Miss Lesley Roberts, Parent Governor has now resigned.

2347. MINUTES OF THE SPECIAL MEETING HELD 25 MARCH 2015

RESOLVED: That the minutes of the special meeting held on 25 March 2015 be approved and signed by the Chair as a correct record.

2348. MATTERS ARISING

There were no matters arising.

2349. REPORTS FROM COMMITTEESStandards and Effectiveness Committee 11 June 2015

It was reported that there were no minutes available from the Standards and Effectiveness Committee meeting due to the meeting being postponed until 11 June 2015.

Miss Barlow provided a verbal report to governors about the committee meeting and the following points were highlighted:

(a) Laptops

The committee discussed the provision of laptops and the options of whether to lease or purchase laptops. The benefits of leasing the laptops are that; the expenditure is distributed more evenly, faulty equipment would be replaced and the laptops provided would always be less than 3 years old. Governors' preferred option is to lease the laptops rather than purchase them.

**Q. How many laptops are needed?**

**A.** I'm not sure, it would be £3000 per year for 20. School will investigate the need and related cost.

(b) Policies Amendment

Miss Barlow asked if, in the cases of minor amendments to policies, the amendments could be circulated via email and the policies amended immediately rather than bringing the policy back to the governing body – this would save time and keep policies up to date. This was agreed.

(c) Pupil Behaviour Policy

Miss Barlow reported that the Pupil Behaviour Policy will now include pupils' behaviour and conduct when away from school such as instances in the community when pupils are representing the school, for example wearing the school uniform.

(d) Recruiting New Governors

Miss Barlow reported that it was agreed that the BBEST partnership would be used to try and recruit new governors.

Finance Committee 18 May 2015

Minutes from the meeting were distributed to governors.

2350. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Miss Barlow highlighted the following points from the Head Teacher's Report which had been circulated with the agenda:

(a) Staffing

Miss Barlow reported that the employed teachers for next year will be as follows:

Miss Abbey Newton	Class 6
Mr Lusk	Class 4/5
Mr David Swithenbank	Class 3/4
Miss Lavelle	Class 2
Mr Ian Crane	Class 1
Ms Josie Cromack	Reception
Miss Alison Eddings	Nursery
Miss Massarella	PPA Cover

(b) Training

A discussion took place about governor training. The Chair highlighted that not all governor training is up to date and suggested further areas of training to be undertaken by governors.

Miss Barlow reported that she had asked Dughall McCormick to visit however it was noted that staff governors, of which there is a high proportion in the school, have already undertaken appropriate training.

The training has been scheduled for 15<sup>th</sup> October at 5.30pm in school and will focus on preparing for Ofsted.

(c) Behaviour and Safety

Miss Barlow reported that the school will be having the last hour of the first day in September open to parents in order to develop relationships and raise expectations, primarily for attendance and punctuality.

**Q. Are governors able to attend this?**

**A.** No it is for parents only.

**Q. What about parents with more than one child in school?**

**A.** Then they would have to choose which class/child to visit.

(d) Buildings

A Magna lock has been suggested for use on the first set of Blue internal doors in school at the front entrance.

**Q. How will this work when the children come up at lunch time?**

**A.** There may be the option of having a timed lock.

(e) Sports Premium Funding

Miss Barlow reported that the Sports Premium Funding was not fully spent last year as the school wanted to spend the funding on something worthwhile for the school, however it should be managed more effectively this year.

There are plans to invest in a 'Trim Trail' at the top of the playground subject to funding and an inspection and quote for the work. Miss Barlow advised that further information would be provided in the future and presented at a full governors' meeting.

(f) Health and Safety

Miss Barlow reported that a new health and safety monitoring system is in place and being managed by the school's caretaker, Sally Haigh.

A suggestion was made that the governor for Health and Safety looks at the new system. It was noted that Ms Haigh is very good in terms of Health and Safety, in her caretaking role.

Mrs L Warner left the meeting at this point.

(g) Exclusions

A discussion took place about the information in the Head Teacher's Report about exclusions.

Miss Barlow invited further questions on the Report.

**Q. There are some parents smoking in close proximity to the school which is not pleasant for non-smoking parents to have to put up with, can we add this to the Smoking Policy?**

**A.** I don't think so but we could possibly apply a distance ban, this is on my list to do.

Mrs H Farooq arrived at the meeting at this point.

2351. FUTURE OF CLUSTER WORKING

Miss Barlow reported that there are changes coming to the way schools work together. This may mean that smaller schools, such as Mill Lane, may be vulnerable if they were not part of a secure group.

Miss Barlow emphasised the need for Mill Lane to have support from other schools and discussed the advantages of the BBEST partnership, which consists of 17 schools.

Miss Barlow explained that Mill Lane was currently exploring the options of working with a group of local schools as a move towards more structured, joint working.

Miss Barlow advised that Batley Girls' High School will be auditing local schools' areas of strength and need and collaborative working with the schools has already begun, Miss Barlow added that groups of schools would have different options open to them in terms of how they structured; federations, co-operative trusts; informal partnerships and multi academy trusts were mentioned. Different levels of financial commitments would be associated with the different structures.

Miss Barlow advised that the first meeting with Lydgate J & I School would be held on Tuesday 16 June 2015 and two staff from Windmill CE Primary School are also to attend. This is part of joint working to improve emotional wellbeing for staff.

Mrs Thackrah reported that the Brigshaw Trust had visited to provide a talk about their organisation which was very interesting.

**Q. Do we have to be linked to a high school?**

**A.** No. The partnership may also be able to employ counsellors, for example.

**Q. Would that be from combined funding from all the schools in the partnership?**

**A.** It is believed that the funding would be proportionate to the schools' budgets.

A discussion took place about the potential risk to staff if resources and staff were pooled together in the partnership.

Miss Barlow advised it is ultimately a governors' decision to make, in the best interests of the school. Miss Barlow assured governors she would keep them informed of any progress updates.

#### 2352. FINANCIAL MANAGEMENT AND MONITORING / TO APPROVE THE BUDGET 2015/2016

The following points were noted:

- The front entrance to the school is no longer being built.
- There is £28K in the school's contingency budget.

RESOLVED: That the B3 be approved and signed by the Chair.

#### 2353. DRAFT SUPPLEMENTARY EYFS PLAN APRIL 2015 - JULY 2016

Miss Barlow reported that a meeting had taken place today to discuss the priorities for September and actions for the plan, including having a key-worker system. Miss Barlow reported that the STAR progress Tracker was not working and that training for a new base-tracking assessment system will be undertaken.

#### 2354. DRAFT 3 YEAR SCHOOL DEVELOPMENT PLAN 2014-2017

Miss Barlow reported that working with other schools needs to be incorporated into the current plan and advised that the plan tended to be more long-term strategically focussed now.

2355. SCHOOL DEVELOPMENT PLAN - STAFF WELLBEING

Miss Barlow reported that the staff training day had been a success and triggered actions for many members of staff. A staff meeting will be held with Alistair Whitelaw in attendance, to discuss staff interaction and further develop positive working relationships to support a healthy workforce.

2356. POLICIES (DRAFT)

The following policies were tabled:

- Access Plan
- Behaviour Policy
- Charging Policy
- Crossing Road Policy
- Gifted and Talented Policy
- Sex & Relationships Policy
- Smoking Policy

RESOLVED: That the Policies considered at the meeting as listed above, be approved by the Governors.

2357. THE LIVING WAGE

RESOLVED: That The Living Wage be endorsed by Governors.

2358. PUPIL PLACEMENT PROTOCOLS

This item was noted and discussed by Governors.

2359. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors noted the following in relation to governor training and visits:

- Involvement with recruitment of the Class 1 Teacher post.
- Working with school on Attendance Data.
- Supporting school with SMSC development and British Values.
- RAISEonline Training; Governors reported that they enjoyed this training.

2360. BATLEY AND BIRSTALL PARTNERSHIP

This item had been discussed under item 'Future of Cluster Working' (Minute 2351 refers).

2361. SAFEGUARDING

There was nothing to report at present.

2362. ATTENDANCE

Miss Barlow reported that attendance was over 95% currently. Attendance was improving.

Mrs Ottewell reported that the persistent absence targets are changing to 90% although there are not many pupils attending below 90%. A letter is going to parents in the Summer about persistent absentees.

A discussion took place about applying fines, Miss Barlow added that this was not an issue at the school although there have been some pupils taking extended periods of leave due to bereavement and surgery.

2363. ANY OTHER BUSINESS

Front Entrance

This item had been discussed under the items 'Head Teacher's Report', Minute 2350, (d) and 'Buildings', Minute 2352 refer.

2364. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the governing body to be held at the school at 6:00pm on 17 September 2015

Agenda item: Appointment of Co-opted Governor.

2365. 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.