

THE GOVERNING BOARD OF MILL LANE PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Board held at 4:00pm at the school on Thursday 19 September 2024.

PRESENT

Mrs A Iltaf (Chair), Miss C Barlow (Headteacher), Mrs G Goalby, Ms R Raja, Mrs H Rawat, Ms K Waugh, Mrs A Wilby (Deputy Head Teacher), and Miss C Winnett.

In Attendance

Mr W Schonenberg (Minute Clerk)
 Mr Mohsin Munir (Governor designate)
 Mr Ian Richardson (Head Teacher, Dalton School)
 Mrs Susan Davis (Head Teacher, Birkby Junior School)
 Mrs B Ottewell (School Business Manager)

The Chair's term off office had not yet expired and her request that the agenda be taken out of order at this point was accepted.

1. ACADEMISATION

Two visitors, Mrs Susan Davis, and Mr Ian Richardson introduced themselves as Kirklees head teachers. Together with a third head teacher, Mrs Helen Pearson from Moldgreen Primary School, they were in the process of setting up the **Industrious Education Trust** in Kirklees.

Susan Davis explained that this group of like-minded head teachers had come together in order to work collegiately with each other and Kirklees for the benefit of Kirklees children. A key aim was for potential joiners to retain their own curriculum, uniform, ethos, but benefit from educational support and practical alignment in financial, HR and data collection matters. The joint heads were currently engaged in worked through schemes of delegation, and finalising legal matters with the DfE. A number of schools had come forward with their expressions of interest. The Trust aimed to share out good practice whilst allowing individual schools a degree of autonomy.

Q. Is there a cut-off point to join?

A. No. In any case there has been a break over the Summer due to the change of government, but the aim is for the Trust to be incorporated by Christmas.

Ian Richardson explained that all schools would receive free help in order to conduct the public consultation that was required. In addition, there may well still be funding to cover the legal costs that academisation would entail. The new Trust was currently processing tenders for Legal support. As a trust it would like to maintain a good working relationship with Kirklees LA which may well entail having a number of Kirklees service level agreements. Some new buy-ins within the new Trust may work out cheaper for schools than the current buy-backs. The three head teachers would jointly take on the role of CEO, each with their own focus.

The Chair explained that the new Trust has a strong primary school focus.

Q. Where would future Trust growth come from?

A. From more primary schools.

Governors noted the website address (www.industriouseducation.org.uk).

The visitors were thanked and they left the meeting at 4.30 pm. Governors felt that the presentation had gone well and that they wished to pursue the consultation process in order to become an academy with a view to joining IET.

2. FINANCIAL MANAGEMENT AND MONITORING

Again, this matter was brought forward in order to release Mrs B Ottewell, the School Business Manager. Governors were presented with Period 5 data (to the end of August). Period 6 (end of September) would soon become available to governors. The School had a projected overspend of £19k for this financial year; the school would be allowed to carry this forward into 2025-26 when it would be paid off.

Q. Has there been any change to the fuel costs discussed last year?

A. The LA authorised schools to reduce energy costs by 20% this year. Mill Lane did not do this so we are in a stronger position.

Q. What is the position with regard to teacher pay awards?

A. These are meant to be fully funded this year so we should be fine.

Turning to numbers on roll, these were driven by the October census. Last October this was 148. This year it would possibly be 147, but a further 8 children were on the admissions waiting list and the school was chasing these up so that they are allocated to the school this month. The SENDCo introduced the new Kirklees arrangements for high needs top-up funding which would replace the previously awarded EHCPs.

Q. What about the support staff budget award?

A. We budgeted for a 6% award so the School should be fine.

A. Last financial year the School lost 2 support staff. This year it will seek to appoint a temporary member of support staff due to the very high needs of one pupil who has not been able to cope in class without support.

Mrs Ottewell was thanked for her presentation and she left the meeting at 4.50 pm.

3. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mrs K Waugh and consent was granted.

The meeting agenda reverted to the agreed order.

4. ELECTION OF CHAIR

No election was necessary as Mrs Anisa Iltaf was elected as Chair on the 18 January 2024.

5. CODE OF CONDUCT, DECLARATIONS OF INTEREST, GIAS

(a) Approve the Governors' Code of Conduct

Governors confirmed they had read the Governors' Code of Conduct 2024 that had been circulated prior to the meeting. It was noted that much of the content remained unchanged.

RESOLVED: That the Governing Board agrees to adopt the NGA'S revised Governors' Code of Conduct and the governors present agree to adhere to the contents.

5.2 Declaration of Business Interest information

Governors were aware that as part of the LA's Financial Audit, all governors and those members of staff involved in the procurement of goods, were required to complete the register of business interests form and to publish governors Declaration of Business information on the school website, in order to be compliant.

Completed forms would be retained and made available for inspection by Kirklees Audit as part of their audit process.

Action: Governors to return their forms to the School by Friday 27 September.

Action: Once the remaining Registers had been received the school would publish the Declaration of Business Interest information on the school website as required by the DfE.

No declarations of business interests in today's meeting items were made.

5.3 Get Information about Schools

Action: The School undertook to update this next week.

RESOLVED: That governors note the requirement to provide all governance information to the DfE and that this be a joint responsibility of the school and the board.

6. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

The following matters would be raised under Any Other Business:

- The Head Teacher had a private matter to raise.

7. REPRESENTATION

The following matters of representation were noted:

Appointments

| <u>Name</u> | <u>Category</u> | <u>With Effect From</u> |
|---------------|-----------------|-------------------------|
| Alison Wilby | Staff | 20.6.2024 |
| Kirstie Waugh | Co-opted | 26.6.2024 |

The School confirmed that there was currently 1 co-opted vacancy and 2 parent vacancies. The staff vacancy having been filed.

8. ELECTION OF VICE CHAIR

This matter was deferred to the next meeting.

9. REVIEW OF COMMITTEES

(a) Membership of Committees

Mill Lane Governing Board worked without the two main sub-committees.

Action: Governors asked that the GCS add Finance to the top of each GB agenda.

(b) Membership of Ad hoc Panels

Staff Discipline, Appeals, Complaints and Pupil Discipline Panels would be selected from the governors in office at the time on an ad hoc basis, as appropriate and based on eligibility, impartiality, and availability.

(c) Terms of Reference of Committees

RESOLVED: That the Kirklees model terms of reference be adopted.

(d) Head Teacher Appraisal Panel

RESOLVED: That the membership of the Head Teacher Appraisal Panel be as follows:

Mrs A Iltaf
Miss C Winnett
Mrs Monika Deb (KLP)

10. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities be agreed:

SEND (Special Educational Needs & Disability) Governor – Mrs Rehana Raja
Governor Training Contact – Mrs Alison Wilby
Governor for Children Looked After – Mrs Rehana Raja
Child Protection Governor - Mrs Hawa Rawat
EYFS (Early Years Foundation Stage) - Miss Cecilia Winnett
Safeguarding Governor - Mrs Hawa Rawat
Attendance Governor – Mr Mohsin Munir
Website Compliance Governor – Miss Cecilia Winnett

11. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

Governors confirmed that they had read the delegation of financial powers documentation prior to the meeting.

RESOLVED: That the Governing Board 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 maintaining a sound system of internal controls.

- (iii) Ensuring that funding from the LA and any 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 Board are such as to enable it to fulfil the obligations specified for it.
- (v) Following LA advice, the Head Teacher's authorisation expenditure limit for day-to-day financial management of the school be as set in the terms of reference for the Resources Committee and agreed at **£5,000**.
- (vi) The virement between budget headings be agreed at **£10,000**.

12. MINUTES OF THE MEETING HELD ON 13 JUNE 2024

RESOLVED: That the minutes of the meeting held on 13 June 2024 be agreed and approved by the Governing Board as a correct record.

13. MATTERS ARISING

There were no matters arising from these minutes.

14. HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNORS' QUESTIONS

Prior to today's meeting governors had received a brief written report. The Head Teacher added the following to her report:

(a) NOR

There were currently 158 children on roll. This was low for Mill Lane and was the cause of a restructure. In addition, there were 8 children on the Authority's admissions waiting list which the School was chasing up. This may then allow the school to reform separate classes.

(b) Attendance

Attendance in schools had received national attention but was improving at Mill Lane Primary School.

(c) SEN

The School had 6 children in need of an EHCP in addition to the 9 who already had an EHCP. There was a new Cluster support scheme being introduced in Kirklees for funding children with High Needs. All schools were currently uncertain how this would affect their budgets. Nine children were currently being taught in the Learning Den; two were highly dysregulated children.

(d) Sports Change

The School had not joined the schools and sports partnership as this would cost £800. The school did not have the budget for this nor the staff needed to run these events.

15. POLICIES FOR REVIEW BY FULL GOVERNING BOARD

Governors were aware of their responsibility for monitoring school policies to ensure that they were fit for purpose in addition to being implemented properly. The board were also aware that policies should be added to the school website where appropriate.

The following model Kirklees policies and reports had been shared with governors with a recommendation for governing boards to adopt:

RESOLVED: That the Governing Board approve and agree to adapt and adopt the following policies and reports:

- Sports Premium Report
- Annual Pupil Premium Report
- End of Year Data 2023-24
- Website Data 2023-24
- Behaviour Principles
- Children with needs who cannot attend school policy
- Grievance (Dispute Resolution) Procedures
- LA Model Child on Child Abuse Policy
- LA Model Parent Code of Conduct
- Capability of Teachers
- Capability of Support Staff
- Disciplinary Procedures for Teachers and Support Staff
- Safeguarding & Child Protection Policy
- Whistleblowing Policy

16. HEAD TEACHER APPRAISAL

The panel had been agreed above under the review of committees. A date for the first meeting would be emailed to the two governors involved by the School.

Action: School to email the meeting date to the two governors.

16. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2024/25

Planning sessions for this work had been agreed as 7 and 14 October 2024 for both staff and governors.

17. GOVERNING BOARD DEVELOPMENT

This matter was currently on hold subject to further exploration on academisation.

18. SAFEGUARDING

This matter had been dealt with in the Head Teacher's report.

19. PREVENT

The Head Teacher would shortly be undertaking a new training course. There was no need for further staff training this year.

20. BATLEY AND BIRSTALL HUB

The Batley & Birstall Hub was still working well and there were no updates at this time.

21. WEBSITE COMPLIANCE REVIEW

Action: C Winnett to undertake a review of the school website during half-term.

22. GOVERNOR TRAINING AND GOVERNOR VISITS

This matter was deferred to the October planning sessions.

23. ANY OTHER BUSINESS

DELETED – See Minute 25

24. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing Board be held at 4.00 pm at the School on:

Thursday, 14 November 2024

Thursday, 23 January 2025

The Chair would check her availability regarding the March, May and June proposed dates.

25. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 23 be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.

The meeting closed at 6.10 pm.

ACTION LOG:

| Number | Action | By Whom |
|--------|--|-----------|
| 1 | Item 5.2 Governors to return their completed business interest forms by Friday 27 September. | All |
| 2 | Item 5.3 To update the Website with revised GIAS information. | School |
| 3 | Governors requested that GCS add Finance to the top of each GB agenda going forwards. | GCS |
| 4 | Send out the date for HT appraisal meeting. | School |
| 5 | Governor to undertake a website compliance review tis half-term. | C Winnett |

| ATTENDANCE AT FULL GOVERNORS' MEETINGS: September 2023 – July 2024 | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Governing Board Meetings | 14.09.2023 | 09/11/2023 | 18/01/2024 | 07/03/2024 | 25/04/2024 | 13/06/2024 | Total |
| Christine Barlow | ✓ | | | | | | /6 |
| Gayna Goalby | ✓ | | | | | | /6 |
| Anisa Iltaf | ✓ | | | | | | /6 |
| Paul Jones | ✓ | | | | | | /6 |
| Linda Kilroy | ✓ | | | | | | /6 |
| Nasrin Mirza | X (no consent) | | | | | | /6 |
| Claire Prendergast | ✓ | | | | | | /6 |
| Rehana Raja | X (no consent) | | | | | | /6 |
| Hawa Rawat | ✓ | | | | | | /6 |
| LA – Vacancy | N/A | | | | | | /6 |
| Parent - Vacancy | N/A | | | | | | /6 |
| Parent - Vacancy | N/A | | | | | | /6 |
| ATTENDANCE AT COMBINED COMMITTEE MEETINGS: September 2023 – July 2024 | | | | | | | |
| Resources and Standards & Effectiveness Combined Committee Meetings | 09/11/2023 | 18/01/2024 | 07/03/2024 | 25/04/2024 | 13/06/2024 | Total | |
| Christine Barlow | ✓ | | | | | /5 | |
| Gayna Goalby | ✓ | | | | | /5 | |
| Paul Jones (Chair) | ✓ | | | | | /5 | |
| Linda Kilroy | ✓ | | | | | /5 | |
| Claire Prendergast | ✓ | | | | | /5 | |