

Kirklees Directorate for Children & Young People**THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held at 4.00 pm at the school on Thursday, 13 June 2024.

PRESENT

Mrs A Iltaf (Chair), Miss C Barlow (Head Teacher), Mrs G Goalby, Mrs R Raja, Miss C Winnett.

In Attendance

Mrs Z Poulter – Minute Clerk  
 Mr N Fawcett – Shadow Minute Clerk  
 Mrs B Ottewell – School Business Manager  
 Ms K Waugh – Designate Governor  
 Mrs A Wilby – Deputy Head Teacher  
 Mr Ian Richardson, Observer, Industrious Education Trust  
 Ms Helen Pearson, Observer, Industrious Education Trust

*The meeting opened at 4:06 pm.*

120. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mrs Rawat (consent). Ms Waugh noted that she was a governor at Littleton Junior, Infant and Nursery School. There were no further declarations of interest.

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

There were no items notified to be raised under any other business.

122. REPRESENTATION

Governors noted the following matters of representation:

(a) Co-opted and Parent Governor Vacancies

Governors acknowledged the 2 Co-opted and 2 parent governor vacancies. The board discussed plans for filling the vacancies. The board continued to work towards increased stability following the recent governance review and movement within the board including the addition of new governors and a new Chair of Governors. The board was aware of best practice around the number of parent governors and it was suggested that current Co-opted governors who were also parents may wish to put themselves forward in the future parent election.

Governors agreed it was logical to consider holding the parent election in the new academic year once the incoming new cohort of parents had settled.

(b) Staff Governor

Mrs Prendergast's term of office had now ended. Mrs Wilby had been elected as Staff Governor and the notification of election results form would be provided to the clerk for the appointment to be formalised.

123. FINANCE AND BENCHMARKING(a) School Budget 2024/25 – B3

The School Business Manager explained that the finalised School Budget for 2024/25, B3, required approval from the full governing board and signing by the Chair of Governors and Head Teacher. All staff costings had been included in addition to any SLAs. She explained that all amendments had been completed including staffing changes which included the following:

- A member of staff had been granted a request to move to fulltime, this would ensure consistency and the staff member was considered highly experienced.
- A full time equivalent (FTE) teacher had been lost and with a voluntary redundancy and a resignation this had exceeded FTE.

The Senior Leadership Team (SLT) would meet next week and discuss the structure of school in the next academic year. This would include consideration of where children with the most challenging needs would be best placed. The Learning Den alternative resource provision (ARP) had been hugely successful; however, it was now full beyond capacity. Governors noted the uncertainty this caused in financial implications for next year. The changes to SEND funding moving forward were a significant consideration.

The final budget amount was £1,020,000 with a carry forward of £32,679. The SBM confirmed that, including all changes, the budget balanced. The governing board had previously reviewed the draft budget.

**Q: Is there any contingency?**

A: A small amount.

**Q: Do you expect to pay the full budget, contingency and carry forward?**

A: Yes.

**RESOLVED:** That the Governing Board approve the B3 and this be signed by the Head Teacher and the Chair of Governors.

(b) Finance Review and Next Steps

Governors were scheduled to meet with the SBM on 28 June.

The SBM would next work in more detail on the 3-year budget forecast.

Mrs Ottewell and a very experienced fellow local SBM had worked together to complete a finance review. The Head Teacher shared Mrs Ottewell's appreciation for the support provided. The budget had been reviewed in detail following work by Mrs Ottewell and the Head Teacher. Ms Waugh was welcome to complete a review also. Mrs Ottewell and Head Teacher agreed the report provided by the fellow SBM was very well written and of a high quality. Thanks had been passed from Mill Lane to the fellow SBM's Head Teacher. The support for example, had helped Mrs Ottewell to review and calculate actual percentages of budget funding increases.

Period end reports from period 3 would continue to be circulated to governors as a matter of routine. Period 1 and 2 were not a good reflection of finances throughout the rest of the financial year as many annual costs had been paid in advance such as insurances deducted from period 2. Any financial terminology that governors were

unsure of would be discussed at the scheduled meeting on 28 June. A reference document would be added to the shared teams group.

The Minute Clerk advised that governors could also access guidance resources related to finance through the KBS portal.

Governors were asked to circulate any questions on finance prior to meetings.

It was noted here that governor declarations of business interest would be completed at the September meeting and collated into the log to be published on the school website. The log would also include governor meeting attendance for the 2023/24 academic year. A running attendance log would continue to be appended to each set of minutes. This was also the case for a running log of governor training. The board were keen to showcase the commitment and investment in time governors gave to continued training and development.

(d) Benchmarking

The SBM reported that there were no updates to Benchmarking at this time. The available figures still pertained to the 2021/22 year.

Benchmarking would continue to be reviewed periodically and included as a standing item on the November meeting agenda and discussed as required throughout the year.

124. MINUTES OF THE MEETING HELD ON 25 APRIL 2024

**RESOLVED:** That the minutes of the meeting held on 25 April 2024 be approved as a correct record subject to the following amendments:

Minute 97: The attendance figure at the end of paragraph 4 to read 94.5%

Minute 97, paragraph 10 to start “The school had 10 EHCPs and a further application had been rejected”

Minute 97: The answer to the question “Could we have open afternoons and/or reward assemblies?” to state ‘non-working parents’

Minute 98: The answer to the question “Is the application of this the same in all subjects?” to read “...we do not need to do anything with Religious Education yet as we are using agreed syllabus, and it is changing.”

Minute 101: The answer to the question “When does the school begin SATs tests?” to read 13 May rather than June.

125. MATTERS ARISING

(a) Agenda running order and content (Minute 92 refers)

Arrangements for the agenda moving forward had been recorded by the Clerk.

(b) Governor Visits (Minute 95 (g) refers)

This action would be carried forward and a meeting scheduled in the remainder of the summer term.

(c) External Review of Governance (Minute 95 (g) refers)

An extraordinary meeting of the full governing board had been carried out on 30 April to address the Forrest Governance Report and review and address the recommendations within. The board had created a governance action plan which would be reviewed regularly and recorded at every meeting. Most actions had been completed.

The Minute Clerk was provided access to the shared teams group in which the governance action plan could be accessed. A working party had been implemented and a draft annual planner for governance business developed in addition to governor training plans for the year. Strategic governance objectives had been agreed and signed off at the extraordinary meeting.

(d) Instagram Page (Minute 97 refers)

A school Instagram page had been established and which connected with Facebook. All posts were anonymised and ensured that no children's faces were shown. The Head Teacher had control over the only device in school that had access to the page. She checked all posts that staff wished to publish. The page currently had 47 followers which as some were staff felt like a low number. The school would aim to post 2 to 3 times per week.

**Q: Has there been any feedback or comments from the parents that have followed the school?**

A: Nothing to date.

**Q: Has the link been shared?**

A: Yes, more than once and included different ways to access the page with a QR code for example and on a flyer for an upcoming event. The Facebook page also only has 11 friends.

Governors agreed it would be sensible to publicise the social media platforms whenever possible. Social media could have a positive effect on parental engagement. Governors suggested that parents could be invited to their child's Star of the Week assembly. This would take place once a year for each child. The logistical challenges of this were discussed however the Head Teacher agreed it could be a positive way to try and engage parents. The SLT would discuss the plan for events at their meeting next week. Events would include the popular chocolate and chat, drop ins open until 6.00 pm to meet children's new class teachers, 2 parents' evenings, courses and more than likely another open afternoon. The SLT were keen to explore further options also. Governors shared ideas that they had seen take place in other schools.

Governors acknowledged that attending school hours events such as the star of the week assembly could be challenging for working parents whose employers were not flexible. They felt, however, that parents may feel less pressure to attend all assemblies if they were specifically invited to their child's star of the week assembly.

(e) Governor Training (Minute 108 refers)

Ms Waugh had completed Safer Recruitment Training.

Miss Winnett had completed Cyber Security Training.

*The agenda was taken out of order at this point.*

## 126. INDUSTRIOUS EDUCATION TRUST

*Mr Ian Richardson and Mrs Helen Pearson of the Industrious Education Trust joined the meeting at 4:50 pm.*

Following the RI Ofsted judgment Mill Lane had worked previously with the Greater Heights Trust and had been asked if they wished to join the MAT. Governors considered that understanding Mill Lane's options around academisation and being aware of the local landscape would be prudent. This was especially true considering the school's small status and being mindful of potential future financial implications from such areas as increased SEND pressures.

Governors had agreed that the Industrious Education Trust (IET) be invited to give a presentation on the MAT.

A copy of the presentation slides were tabled.

Mr Richardson explained he and Ms Pearson were experienced Head Teachers and Kirklees Learning Partners as was CEO Ms Susan Davis. Their respective schools, Dalton, Birkby Junior and Moldgreen, all primaries, had committed to the establishment of the trust.

Mr Richardson outlined that Kirklees schools faced pressures caused by the council's financial position. This had a significant impact on school improvement especially considering the lack of opportunities available for training and limited networking. Wellbeing support had also dwindled drastically. All these factors contributed to a negative impact on the longevity of education staff.

Mr Richardson had worked with the Head Teacher recently on the Mill Lane curriculum.

The political landscape and possible upcoming changes to this due to the general election were highlighted in that schools' academy conversion by 2030 was still high on the government agenda.

The IET had formed their own trust with people they knew and respected who shared the same set of values and were completely focussed on children and families. The IET were not focussed on CEO dominance or 'empire building'. Ms Davis (CEO) had considerable experience and strength in turning around challenging schools. The Trust were concerned with providing everyone the opportunity to succeed.

Mr Richardson continued to state that many Primary MATs were led by CEOs with Secondary experience. Secondary and Primary were very different, and the Trust were committed to being Primary led focussed, on being 'engaging, exciting and innovative'.

Mr Richardson reported that there had been numerous expressions of interest from schools including secondary partners which extended to the largest FE college in Kirklees.

The 3 schools already committed were engaged in consultation with stakeholders including parents and the wider community. Parents had provided interesting feedback on IET proposal and wished to know such practical things as if the school uniform or school name would. The answer to both was only if this is what individual schools wished. Staff had been keen to know about pay and conditions. There would be no

changes here and staff would continue to follow the same progression route and appraisal process.

Mr Richardson noted that the key change in joining IET would be that the trust were children and people focussed with a network of schools who would support each other, share CPD and strategic planning. Counselling services for example were highlighted as being lacking in the LA and there were an increasing number of children with SEMH difficulties. The IET proposed wellbeing and counselling for staff and children.

Mr Richardson stated that the cog symbol selected for the IET logo represented the metaphorical support that schools in the trust would share.

The trust had spoken with senior figures in the LA at each step of the process thus far who had been very supportive. Permission for the trust to appoint an LA trustee had been granted.

Mrs Pearson informed governors that the decision on the trust had been delayed by the period of heightened sensitivity prior to the election and a decision was now expected in October.

Mrs Pearson and Mr Richardson talked governors through the content of the presentation which covered the trust vision, values, and what they believed children needed locally which included:

- Inclusion
- Serving communities, considering deprivation and helping families
- Being aspirational in supporting wellbeing and progression for all

The IET continued to work with a professional consultant and £50k of initial application funding from the DfE had been secured. The application, which had been submitted on 24 May, was expected to be approved.

The IET aimed to form a partnership of likeminded schools that exemplified a collaborative approach and mindset of 'not doing to but with'. The trust believed that mutual benefits were to be gained from shared understanding and that there was not a 'one size fits all' model.

The IET planned to work forwards in tranches of 3 as there was funding available for this. An interim CFO would be in place shortly and work would take place with other valued trusts.

The benefits of the negotiating power and bulk purchasing of MATs was raised especially in relation to procurement and contracts including potential savings in HR and Payroll services that Mill Lane could perhaps benefit from as a small school.

Further benefits of joining the IET were outlined as development opportunities and Increased staff retention, in house expertise and guidance and working with external inspectors. A former His Majesty's Inspector would be on the trust board.

**Q: How long will the process take?**

A: Possibly completed by September 2025 and consultation may take place from September/October this year.

Mr Richardson explained DfE Development Statements and that the Yorkshire and the

Humber Trust had set out parameters for desired trust formation. These included a trust Primary and focussed on issues around SEND, that promoted good attendance, closed gaps, and supported rural schools.

Mr Richardson stated that Kirklees top sliced by 13% and that the trust considered an initial top slice offer of 5%. Schools in deficit may not pay a top slice in the trust. Schools that joined the IET could benefit from access to a central pot of funding which may help with such things as releasing staff.

Change within schools that joined the IET would be negotiated, not forced and focussed on staff autonomy and accountability.

The Governance structure of the new trust was outlined, and trustees already appointed included educational specialists, a financial professional from a well-known bank HSBC and a barrister. Trustees would meet twice per term.

Members would meet twice per year and have an oversight of the trust that was in-line with values, mission, and fair process.

The trust continued to recruit governors and invited Mill Lane governors to apply.

The trust growth plan was in development, and this included the joining of 10 schools in the first 12 months. 13 primary schools had registered interest and an IET working party, had been engaged. The working party was involved in the completion of due diligence and this was done in great detail as part of the joining process. Schools expressing interest were not committed or obliged to the join the trust.

A project plan and risk register were to come. Mr Richardson felt joining the trust near to the inception of IET offered an exciting prospect for schools. Due to the mix of primary, secondary and FE provision within the MAT there was the potential to provide education from the ages of 2 to 19 and IET were excited to take children on a learning journey across the various stages.

A bid for £250k in Trust Capacity Funding (TCaF) would help with setup costs and staff training if this was received. The trust were reviewing MIS systems and legal packages. Academies did not follow the April to March financial year and Mr Richardson felt this along with a change in other administrative aspects was the most significant area of change that schools would see in academisation.

Mrs Richardson invited questions or comments.

**Q: What are the future plans for the CEO, will this remain a role for someone with Primary expertise?**

A: We will write that the trust is to be primary led into articles of association. In terms of succession planning, we hope that the shared set of trust values will be so embedded that the trustee Board would make the right choice for any future CEO appointment.

**Q: Do you think that acquiring 13 schools would be too many in terms of rapid growth?**

A: We do not want to grow too quickly.

It was highlighted that if Mill Lane was to be graded by Ofsted as RI again the school would receive an academy order. Mr Richardson expressed that the IET were keen for Mill Lane to join the trust and that if they planned to consider this they would need to start consultation quickly.

Mr Richardson, as former Head Teacher of Batley Parish CE (VA) JI&N School, reflected that he understood the challenges of the community and loved Batley.

**Q: Where are the 3 schools committed based?**

A: Central Huddersfield.

Governors thanked Mr Richardson and Ms Pearson for the presentation.

*Mr Richardson and Ms Pearson left the meeting at this point.*

Governors decided to discuss the presentation and academisation options in general at this point as they were mindful that this was currently the last scheduled full governing board meeting of this academic year. Governors would convene a further board meeting if necessary.

Governors agreed that they would rather the school had a choice in which trust they joined than to be given an academy order. The consultation and due diligence periods would be tight if they wished to join the IET at this initial stage. They considered the government agenda of academisation.

The primary led focus of IET was important to the Mill Lane governing board and it was felt that the school was a good fit for the MAT in the ways outlined during the presentation. The board liked that the 3 IET schools were led by Kirklees Head Teachers and that they shared similar values to Mill Lane. Governors agreed that joining IET at the outset of the formation of the trust was an exciting opportunity to shape the way forward. The board was keen that Mill Lane should keep its individual character.

Governors considered the pros and cons of a MAT and the additional risk of joining the IET when it was essentially a startup business

**Q: What impact would there be on the school if the academy trust failed?**

A: We would join another academy trust of our choice in all likelihood.

Governors felt it was clear that IET were passionate and highly knowledgeable, however they were concerned that the business aspect was very new and wondered if it was established enough. They acknowledged that IET were being supported by a consultant.

**Q: Are there other primary led MATs in the area?**

A: There is Learning Accord and Batley MAT

Governors agreed that there was no immediate need to academise, however, there appeared no merit in delay either.

**RESOLVED:** That the Head Teacher, on behalf of the board, invite Learning Accord and Batley MAT to present to governors prior at the end of the summer term.

It was noted that parents must be consulted should an expression of interest be made.

The agenda reverted to the original order.

127. MATTERS ARISING - Continued

(e) Governor Training Record (Minute 108 refers)

The governor training log would be tabled at each meeting and the teams area would be used to store the records.



128. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 30 APRIL 2024

**RESOLVED:** That the minutes of the extraordinary meeting held on 30 April 2024 be approved as a correct record.

129. MATTERS ARISING

(a) Objective Setting (Minute 116 refers)

Governance objectives had been set and would be shared on the school website.

(b) School Vision (Minute 116 refers)

The School Vision would continue to be added to each meeting agenda.

(c) Governor Action Plan (Minute 116 refers)

The Governor Action Plan had been set and completed. A running record would be included on each set of minutes moving forward.

(d) Annual Planner (Minute 116 refers)

The annual planner would be referred to under the standing item of Governor Review at each meeting.

(e) Chair and Head Teacher meeting (Minute 116 refers)

Meetings would take place every 2 weeks.

(f) Succession Planning (Minute 116 refers)

This would be discussed at the September AGM.

130. REVIEW OF POLICIES

There were no policies to be reviewed.

131. DfE WITHDRAWAL OF STATUTORY POLICIES

The DfE had withdrawn the statutory list of policies on 7 March and instead schools had been provided with areas under which policy was required under the new governance guides for maintained schools.

The Key had requested DfE clarification on details of the statutory policies set out in the new governance guides.

The current policy review schedule would be updated.

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

The report had been circulated in advance of the meeting. Governors were invited to ask questions.

**Q: The report explains that the curriculum has been completely revised again, can you elaborate on why this is?**

A: We worked with Ian Richardson and Phil Riozzi and were advised that the curriculum was not granular or explicit enough and disciplinary knowledge was not obvious enough.

The Head Teacher explained that following this feedback the curriculum had been revised to ensure it was granular with evident and clear disciplinary knowledge. Mr Swithenbank and the Head Teacher continued to work through 'Investing in Me' progression grids as there were a significant number required. There would be a new RE syllabus provided by the LA.

**Q: What has been the impact on the wellbeing of staff considering the additional work?**

A: Staff continue to be supportive of each other as ever to work together and make it happen. The SLT have also been supportive, and staff have been released to complete the work as there was no expectation for this to be completed at home.

**Q: Have the curriculum documents on the website been updated?**

A: Yes.

**Q: In relation to attendance is the drop attributable to absence for Eid celebrations?**

A: We tracked at over 95% all year which is above national. During Eid attendance for over 50% of the school community was affected and reduced to 94.3%. Attendance has since fluctuated and we are working hard with individual parents at the moment. Today attendance was 94.5%. Eid-al-Adha will take place next week and we expect attendance to be affected.

**Q: In the previous Head Teacher's Report you mentioned action on pupil numbers and advertising school places, are there any updates on this?**

A: We hope that following the expected Ofsted visit that we will be able to advertise places under a good grading. January is when parents will make primary school choices.

**Q: In terms of pupil structure changes for next year, what plan is in place?**

A: Children are split by date of birth and then SEMH development and more able children are considered for those that would be in Year 2. Class 2, will be a Year 1/2 mix and we will run the Year 2 Curriculum as none of the children in the class have received this. Next year a new curriculum would need to be devised. Year 1 children that will stay in the Reception class may still be working within the Early Years framework and there are children likely to remain at the pre-key stage level at the end of KS1.

Year 1 registered children who remained in Reception would have subject specific books for their work to be recorded in. Key stage targets would be evident throughout these including the progression grids and minimum learning.

The Head Teacher stated that mixed classes posed a challenge. The school followed usual practice for all schools that had mixed classes. It was hoped that lower pupil numbers and the need to have mixed classes would be a temporary issue. There would be 52 children across 3 classes next year and numbers needed to be around 65.

**Q: Thinking about the Safeguarding issue you have reported, is conducting assemblies for Year 5 and Year 6 children sufficient?**

A: The assemblies were in direct response to the issue. The Police have been involved and the families of the children affected and identified have been communicated with. Children have been spoken to about the possible dangers of social media and

the importance of security settings for privacy. Everything has been recorded in logs.

**Q: Do we offer any guidance and support for parents on online safety?**

A: Yes, we have changed the long-term plan for Investing In Me to reflect current issues. In reference to Pol Ed I feel many of the high school resources should be available for primary schools. We will review our ICT support for parents.

**Q: RSE is topical and in the media at the moment, is there anything to note?**

A: As a school we have a robust programme in place that teaches children from Nursery to Year 6 about healthy relationships. Reproduction is covered in Year 6 and the children revisit puberty.

The Head Teacher explained that she had recently reviewed the video content that the schools showed to children and that this was still relevant. RSE was out for consultation at a governmental level and the school awaited the findings of this.

**Q: Are there Parents withdrawing children from the lessons?**

A: Not a significant amount.

The Head Teacher believed that the RSE curriculum was concerned about teaching children to ensure their safety and that this came from having knowledge. Resources and RSE would continue to be monitored and reviewed periodically. The Head Teacher considered providing parents with a book in advance of teaching which they could read if they wished either with or without their child. This would provide some advance insight for parents into what children would be taught and allow them to prepare for any questions.

The Head Teacher added that the children were curious, wanted the knowledge and teaching was factual.

**Q: I note that there were 41 SEN pupils in the previous report, and this has now dropped to 39, can you explain the context?**

A: 2 children have left to go to another school. SEN continues to increase.

**Q: Are there any extra transition plans for children with additional needs?**

A: Some Year 6 children will have an additional transition session at their High School. As a school we have a good understanding of our children and additional support needed. Any child who is anxious will have pre-visits to their next class and spend time with their new teacher.

It had been hoped that some Learning Den children would spend more time in their peer Classes and the plan for their transition would have been for them to spend a longer period of time in class with their supporting adult and then without as appropriate. This was a challenge for the school and 1:1 staff providing support. Cluster meetings would take place next week.

The school had real concerns moving forward related to the drop in pupil numbers and subsequent financial impact. This was heightened by the lack of clarity around funding under the cluster model. An EHCP had ended and therefore funding stopped which had fulfilled a support worker's contract. There was a lack of funding in addition to the limitation of available physical space in the Learning Den. It was unknown if the funding for children with current EHCPs would continue in the same way.

133. CURRICULUM UPDATE

This item had been discussed under the Head Teacher's Report.

**ACTION:** Clerk to include Curriculum Update, Pupil Performance and Associated Data and SEN under the Head Teacher's Report on future agendas.

134. PUPIL PERFORMANCE AND ASSOCIATED DATA

This would be discussed following the release of SATs data.

135. SEN

This item had been discussed under the Head Teacher's Report.

136. SCHOOL DEVELOPMENT PLAN/ SCHOOL SUPPORT PLAN

The SDP would be updated at the end of the term and added to the website where it would remain as an historical record of the school's journey.

Mrs Raja would visit with Mrs Wilby on 19 June to discuss the SDP with one meeting per term scheduled thereafter.

137. REVIEW OF GOVERNANCE OBJECTIVES

This item had been covered under Matters Arising.

138. GOVERNING BODY DEVELOPMENT

It was reiterated that the annual governance calendar was available in teams in addition to the set governance objectives.

All governor monitoring visits for the next academic year would be diarised.

Governor Finance training was scheduled to take place on 28 June.

The shared calendar would enable governors to check required actions and that visits had been completed on a monthly basis.

139. REPORTS ON LINK/ GOVERNOR VISITS

Miss Winnett's report on her visit to school had been circulated to governors prior to the meeting.

Mrs Raja had completed a report on her school visit, and this would be added to the governors team area.

All future reports would also be added to the teams area with the following file naming format:

Term – Name of Visit – Date of Report

Autumn 1 24/25 – SDP Visit – 13.06.24

140. ANY OTHER BUSINESS

There were no items of any other business for discussion.

141. DATES OF FUTURE MEETINGS AND AGENDA ITEMS

**RESOLVED:** That the Governing Board's Annual General Meeting be held at the school, at 4.00 pm on Monday, 19 September 2024.

The following dates of meetings for the 2024/25 had been shared and added to the Governors teams calendar:

19 September 2024  
 14 November 2024  
 16 January 2025  
 6 March 2025  
 1 May 2025  
 12 June 2025

142. 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.

The Chair and Head Teacher thanked everyone for attending.

*The meeting concluded at 6:52 pm.*

<b>Action Log</b>			
<b>Minute no.</b>	<b>Action</b>	<b>Action by</b>	<b>Status</b>
133	To include Curriculum Update, Pupil Performance and Associated Data and SEN under the Head Teacher's Report on future agendas.	GCS	New

GOVERNOR ATTENDANCE: September 2023 – July 2024								
Governing Body Meetings	14.09.2023	09/11/2023	18/01/2024	14/03/2024	25/04/2024	30/04/2024	13/06/2024	Total
Christine Barlow	✓	✓	✓	✓	✓	✓	✓	17
Gayna Goalby	✓	✓	✓	✓	✓	✓	✓	17
Anisa Itaf	✓	✓	✓	✓	X (consent)	✓	✓	17
Rehana Raja	X (no consent)	✓	✓	✓	✓	✓	✓	17
Hawa Rawat	✓	✓	✓	✓	✓	X (consent)	X (consent)	17
Cecilia Winnett	N/A	N/A	✓	✓	✓		✓	17
Kirstie Waugh (Designate Governor)	N/A	N/A	N/A	✓	✓	✓	✓	14
Co-opted Vacancy	N/A	N/A	N/A	N/A	N/A			
Co-opted Vacancy	N/A	N/A	N/A	N/A	N/A			
Parent - Vacancy	N/A	N/A	N/A	N/A	N/A			
Parent - Vacancy	N/A	N/A	N/A	N/A	N/A			
Former Governors								
Nasrin Mirza	X (no consent)	X (no consent)	X (no consent)	N/A	N/A	N/A	N/A	0/3
Paul Jones	✓	X (consent)	X (consent)	N/A	N/A	N/A	N/A	1/3
Linda Kilroy	✓	✓	N/A	N/A	N/A	N/A	N/A	2/2
Claire Prendergast	✓	✓	✓	✓	✓	✓	ETO	5/6

Governor Training Log									
Training Course Details	Mandatory?	AM	AW	GP	CW	HR	RR	KW	GG
PREVENT	Mandatory for all	31/01/24	31/01/24	<del>31/01/24</del>		31/01/24	31/01/24		
Cyber Security Training	Recommended for at least 1 Gov Mandatory for staff			-	✓				
Governors & Ofsted (Craig Batley)		07/02/23		<del>07/02/23</del>					
Essential safeguarding awareness for Governors		08/02/23		-					
Safer Recruitment Training	Mandatory for at least 1 Governor			-				✓	
Induction Training				-					

Governance Action Plan							
#	Status	Task	Reference (External Review Action Plan)	Who	Update	Next Steps	Target Date
1	In progress	Governing body to determine 3-5 strategic objectives to realise the school vision	1. Strategic Leadership	All	<p><b>Discussed as part of the extraordinary meeting of the FGB on 30/04/24:</b></p> <p>Agreed to set the following objectives:</p> <ul style="list-style-type: none"> <li>- Improving educational outcomes</li> <li>- Holding leaders to account</li> <li>- Ensuring the Wellbeing and Safety of pupils, staff, and visitors</li> <li>- Ensuring the governing body is effective in fulfilling its roles and responsibilities</li> </ul> <p><b>Discussed on 13/05/24:</b></p> <p>GB agreed on the objectives and the document should expand on how we will achieve these objectives.</p> <p>To be reviewed at the next meeting w/c 03/06/24</p> <p><b>Discussed on 06/06/24:</b></p> <p>Document has been drafted. All Governors to review and sign off. Consider if we should make this available to parents via the website?</p>	All Governors to review and sign off.	13/06/2024
2	Complete	Monitoring & Evaluation aspects of the SDP should be linked to Governor visits and minuted in meetings	1. Strategic Leadership	All	<p><b>Discussed on 13/05/24:</b></p> <p>All agreed and this links to the annual agenda which needs to plan the visits, but also link back to the SDP</p> <p><b>Discussed on 06/06/24:</b></p> <p>Incorporated into the annual planner.</p>		
3	In progress	Compile an Agenda Planner for the year (Incorporating Governor Visits, policy reviews etc)	2. Holding the headteacher to account	AM	<p><b>Discussed on 13/05/24:</b></p> <p>All agreed that we need an annual agenda which links to the SDP, strategic objectives and mandatory tasks for the GB</p> <p><b>Discussed on 06/06/24</b></p> <p>Planner is in the process of being finalised.</p>	All Governors to review and sign off.	6/13/2024
4	In progress	Governors to consider what reports are needed from the school throughout the year	2. Holding the headteacher to account	All	<p><b>Discussed on 13/05/24:</b></p> <p>All agreed that this needs to link to the yearly agenda</p> <p><b>Discussed on 06/06/24</b></p> <p>Incorporated into the development of the planner</p>	CB to advise what data/reports will be produced and by when	6/13/2024
5	In progress	Governors to consider what data is needed for future meetings	2. Holding the headteacher to account	All	<p><b>Discussed on 13/05/24:</b></p> <p>All agreed that this needs to link to the yearly agenda &amp; Strategic Objectives</p> <p><b>Discussed on 06/06/24</b></p> <p>Incorporated into the development of the planner</p>	CB to advise what data/reports will be produced and by when	6/13/2024

6	Complete	Ensure that requests for specific information on impact have follow up questions	2. Holding the headteacher to account	All	<b>Discussed on 13/05/24:</b> No specific immediate actions but we need to ensure that this is covered as part of the FGB meetings. Governors are aware of this requirement.		N/A
7	Complete	Agree a protocol for Governor visits	2. Holding the headteacher to account	All	<b>Discussed as part of the extraordinary meeting of the FGB on 30/04/24:</b>  Proformas have been created for visits. Visits are underway, but need to be scheduled as part of the annual agenda.  <b>Discussed on 13/05/24:</b> All agreed that report visits should be completed and circulated within a week of the visit. The Governor responsible needs to circulate to the HT and GB. Reports need to be reviewed in advance of the FGB meeting so that questions can be raised.	All Governors to share visit reports	N/A
8	Complete	Provide role descriptors for governors with specific responsibilities	2. Holding the headteacher to account	AM	<b>Discussed on 13/05/24</b> <b>Zara was looking into this, to see if we can access role descriptors. Ideally we need role descriptors for:</b> - Safeguarding - SEN - Curriculum - Attendance - SDP monitoring  <b>Discussed on 06/06/24</b> <b>Guidance provided by Zara. AI will circulate</b>	AM to enquire with Zara if we have role descriptions we can access	5/24/2024
9	Complete	Allocate curriculum areas to individual Governors	2. Holding the headteacher to account	All	<b>Discussed as part of the extraordinary meeting of the FGB on 30/04/24:</b>  CB suggested we may want to consider areas we could put forwards for Ofsted  <b>Discussed on 13/05/24</b> Governors will each link to a subject group. - Maths/Science - AM - Art/DT/Geography/History - CW - RE/PHSE - HR  RR will retain responsibility for SEN KW to retain responsibility for finances		
10	Complete	Consider the recruitment of a Financial expert to the Governing Board	3. Financial Probity	.	<b>Discussed as part of the extraordinary meeting of the FGB on 30/04/24:</b>  Confirmed as completed - KW appointed  <b>Discussed 13/05/24</b> Governors agreed that finance skills should be developed by other Governors. HR and AM to shadow KW if possible	AM/HR to shadow KW visits	N/A
11	In progress	Allocation of responsibility for attending meetings with the School Business Manager and the LA Finance advisor	3. Financial Probity	KW	<b>Discussed 13/05/24</b> <b>KW arranging to visit SBM. RR and AM to shadow if possible</b>	AI to confirm arrangements with KW	
12	Complete	In-House finance training for all Governors	3. Financial Probity	AW	<b>Discussed 13/05/24</b> AW to discuss with Bev, when would be an ideal time to arrange a 1-2 hour training/learning session for Governors	Arranged for 28th June 2024	



13	Complete	Consider using the ICFP management process	3. Financial Probity				
14	Complete	Identify those policies which must be reviewed by the GB	4. Compliance		Discussed as part of the extraordinary meeting of the FGB on 30/04/24:  Confirmed as completed		N/A
15	Complete	Carry out a skills audit	5. People		Discussed as part of the extraordinary meeting of the FGB on 30/04/24:  Confirmed as completed		N/A
16	Complete	Fill current vacancies with those who have the skills needed by the board	5. People		Discussed as part of the extraordinary meeting of the FGB on 30/04/24:  Confirmed as completed - KW recruited to meet finance skills gap		N/A
17	In progress	Recruit more external governors	5. People		Discussed as part of the extraordinary meeting of the FGB on 30/04/24:  In progress and awaiting meeting with potential new external Governor	AI/CB to meet potential new Governor 12/06/24	Tbc
18	Complete	Given consideration to succession planning for the roles of chair, VC and Committee Chair	5. People		Discussed as part of the extraordinary meeting of the FGB on 30/04/24:  Agreed to review this in September for the next year.	To be covered with action 3 (yearly agenda)	N/A
19	In progress	Governor Development Plan	5. People	GG	Discussed 13/05/24 GG has started to compile a record of Governor training. This needs to be correlated with the skills audit to ensure that we are planning for training to meet skills gaps.  Discussed 06/06/24 AW to oversee the management of the Training Register	All Governors to provide details of training courses. To be populated each time Governors meet.	13/06/2024