

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body held at 4.00 pm at the school on Thursday, 18 September 2025.

PRESENT

Mrs A Iltaf (Chair), Miss C Barlow, Mrs R Raja, Mrs H Rawat, Miss C Winnett.

In Attendance

Mr W Schonenberg (Minute Clerk)
Mrs A Wilby (Deputy Head Teacher) (from 4.30 pm onwards)
Mr M Seedat (Observer)
Mrs B Ottewell (School Business Manager)

1. ELECTION OF CHAIR

No election was necessary as Mrs A Iltaf was elected as Chair on the 23 January 2025.

The Chair wished to go on record and express the governors' thanks to all of the school staff for their tremendous efforts over the last school year.

2. APOLOGIES FOR ABSENCE CONSENT AND DECLARATIONS OF INTEREST

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

(a) Approve the Governors' Code of Conduct

Governors confirmed they had read the Governors' Code of Conduct that had been circulated prior to the meeting.

RESOLVED: That the Governing Body adopt the NGA's model Governors' Code of Conduct and the governors present agree to adhere to the contents.

(b) 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.

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

The Head Teacher circulated the summary form now produced and kept at the School and asked governors to again check that their details are up to date.

RESOLVED: That once the remaining Registers have been received, the school publish the Declaration of Business Interest information on the school website as required by the DfE

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

(c) Get Information About Schools

The Head Teacher informed that she will be uploading a revised document in the very near future.

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

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

The Head Teacher informed that she had a number of updates to raise:

- A staff appraisal
- Potential new governor
- Register of Business Information update
- Behaviour Policy link to attendance
- Letter to a parent

4. REPRESENTATION

Governors discussed the 2 co-opted vacancies and the 2 parent vacancies. The Head Teacher agreed to place a further governor advert.

Action: The School to advertise the governor vacancy.

Governors thanked Mr M Seedat for showing an interest in the School and for attending the first half of today's meeting. Mr Seedat briefly explained his professional background and the experience he could bring to the governing body.

5. ELECTION OF VICE CHAIR

No election was necessary as Miss C Winnett was elected as Vice Chair on 14 November 2024 and this matter was subsequently deferred to the 13 November 2025 meeting.

6. REVIEW OF COMMITTEES(a) Membership of Committees

Governors considered last year's successful structure and their modest numbers and agreed to maintain and pursue all governing body business through the main governing body meetings without the need for a Resources or Standards sub-committee.

RESOLVED: That governors solely work through the main governing body.

(b) Membership of Ad hoc Panels

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

(c) Terms of Reference of Committees

RESOLVED: That governors agree to adopt the Kirklees Model Terms of Reference for all committees.

(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, Senior KLP, had notified her availability as being the 17 - 20 November to complete the Head Teacher's appraisal. The two governors will notify the Head Teacher of their date preferences.

ACTION: Chair and Vice Chair to email their availability to the Head Teacher.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Given the challenge faced by the school in relation to pupil attendance, governors decided to appoint to the optional role of Attendance Governor. Attendance had not been an area of concern previously and the school was keen to see figures align with national averages again. Additionally, a governor would also be appointed to the option role of Website Compliance to ensure the school continues to be fully compliant with the requirements of online publishing.

RESOLVED: That the following specific responsibilities be agreed:

- SEND (Special Educational Needs & Disability) Governor - H Rawat
- Governor Training Contact - A Wilby
- Governor for Children Looked After - H Rawat
- Child Protection Governor - R Raja
- EYFS (Early Years Foundation Stage) - C Winnett
- Safeguarding Governor - R Raja
- Wellbeing Governor - C Winnett
- Website Compliance Governor - H Rawat

8. 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 Body 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 Body 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 agreed at £5,000.
- (vi) The virement between budget headings be agreed at £10,000.

9. FINANCIAL MANAGEMENT AND MONITORING

This matter was brought forward on the agenda. Mrs Ottewell spoke to the following points:

Governors had received a breakdown, as at the end of period 5 (August). Period 6 data would soon be available and shared with governors. Period 6 will then include the summer building works expenditure and support staff pay increases. The coming teacher pay increases will be known in Period 7. Whilst the support staff increases have largely been known and funded, there will be a 1.2% shortfall for the teacher budget.

Expenditure is in line at the mid-year point. The SBM has a small number of budget transfers to undertake and some capital expenditure to reclaim. The budget continues to show a carry forward, as well as a contingency, which is pleasing.

The Head Teacher informed governors that the School had received its £90k growth fund enabling it to split the previously contained 3 classes. Going forward the increased staff costs will need to be met but it is currently unknown how much the school will receive next year. The last pupil census showed 150 pupils and current NOR stands at 161. The Head Teacher confirmed that the budget is well maintained and that she is pleased that she now has reliable financial information. The SBM was thanked for attending and she left the meeting at this point (4.30 pm).

10. MINUTES OF THE MEETING HELD ON 12 JUNE 2025

RESOLVED: That the minutes of the meeting held on 12 June 2025 be approved by the Governing Body as a correct record.

11. MATTERS ARISING

(a) Safeguarding (Minute 85 (b) refers)

The notified safeguarding audit will take place tomorrow after which this matter will have been concluded.

(b) Governor Visits (Minute 85 (c) refers)

Governors were reminded to book visits to review progress on safeguarding, attendance and the SDP priorities.

All other actions had been completed.

12. MINUTES OF THE SPECIAL MEETING HELD ON 14 JULY 2025

This had been a very short meeting considering only one matter.

RESOLVED: That the minutes of the meeting held on 14 July 2025 be approved by the Governing Body 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

The Head Teacher provided a verbal report.

(a) Curriculum

The Head Teacher confirmed that the curriculum had been reviewed in 2024/25. This school year its further progress will be closely monitored. A member of staff has completed the writing review ahead of target.

(b) Pupil Performance and associated data

This will be kept under review by the Chair and the Vice Chair. Summer SATs data is currently under review and the revised validated figures will be shared with governors in due course.

The Head Teacher informed the meeting that there has been an increase in SEN pupil numbers creating an increase in SEN needs which need to be appropriately met. The School had addressed the increased need with the creation of a second Learning Den. The Head Teacher will provide further detail in her November report.

15. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2025/26

Governors had been emailed copies of the two-year plan. Governors appreciated the revised information and the new style of the document.

Q. How are you checking and recording the evidence against SDP statements?

A. The Head Teacher offered to produce a copy in A3 on which individual governors can then confirm which elements they have witnessed or confirmed. This was well received and governors agreed to work on the one A3 copy this school year.

Q. How do you measure impact?

A. This was previously covered in the autumn meeting with the KLP. These meetings are no longer provided free by the LA. Measuring impact is not an absolute science. The Head Teacher produces a list which includes every child in school and records their progress. Governors are free to review the development of this list during the school year.

Q. How will you measure progress against the SDP priorities?

This question led to a short discussion, the conclusion of which was that all governors will meet to discuss which elements of the SDP they had reviewed and signed off. The Chair agreed to own the summarisation process this school year and it is expected that all governors will contribute with proof of their segments.

16. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2025/26.

This meeting has not yet taken place. The matter was deferred.

17. SAFEGUARDING

As mentioned earlier in the meeting, the full Kirklees safeguarding audit is scheduled for tomorrow (Friday 17th September) therefore this matter is deferred to the November meeting.

Q. How do you know that the school's software alert system works regarding inappropriate searches?

A. The Head Teacher explained that the school maintained a laptop set up, as if for a child, and that governors were free to test this for themselves at their next visit.

18. SCHOOL TEACHERS' PAY AND CONDITIONS ORDER 2025

Governors had previously agreed to remove the link between performance and pay progression. This was then reconfirmed.

RESOLVED: That the Governing Board agree to remove PRP from pay progression.

19. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following model Kirklees policies had been shared with governors with a recommendation for governing bodies to adopt.

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

- Safeguarding Policy
- Code of Conduct Policy
- Disciplinary Procedures for teaching and support staff Policy
- Dispute Resolution Policy
- Capability of Teacher Policy
- Capability of Support Staff Policy
- Teachers Pay Policy (removing link to ERP) Policy
- Teacher Appraisal Policy
- Maternity Policy
- Paternity Policy
- Adoption Policy
- Flexible Working Policy
- Early Carers Teachers Policy
- SEN Policy
- Written Behaviour Principles Policy
- Supporting Children with Medical Needs Policy
- Complaints Policy

The draft Whistleblowing Policy was deferred for further consultation.

20. GOVERNANCE OBJECTIVES

This matter is linked with and covered under Minute 16 above.

21. BATLEY AND BIRSTALL HUB

There were no updates at this time.

22. GOVERNOR TRAINING AND GOVERNOR VISITS

The Vice Chair informed governors that she had completed Safer Recruitment in Education course.

The Chair and Vice Chair had visited today in order to undertake a deep dive into pupil data.

Ms K Waugh and the Chair had met with the School Business Manager today, the first of 6 scheduled meetings for 2025-26.

23. WEBSITE COMPLIANCE

This item had been covered earlier in the meeting.

24. ANY OTHER BUSINESS(a) Staff Request

The Head Teacher stated that a long serving teacher had requested an uplift to UPS. This was supported by the Head Teacher and agreed by governors.

(b) Potential New Governor Appointment

RESOLVED: That Mr M Seedat be appointed as a Co-opted Governor.

Action: GCS to progress this appointment.

(c) Register of Business Interest Form

The Register of Business Interests form had been circulated and completed during the meeting.

(d) Behaviour Policy link to attendance

Governors discussed the existing reward system for good attendance and the qualifying factors for an end of half term treat. More than 2 absences in one half-term period would normally disqualify a KS2 pupil, but this was subject to individual circumstances. The School does not wish to penalise a willing child who is let down by poor parental behaviour. The Head Teacher agreed to rewrite the policy before sharing it with parents.

(e) Letter to Parent

This matter has been satisfactorily concluded.

(f) Potential additional meeting

The Head Teacher informed that there existed the potential for some teacher changes before the end of the year and that she may need to call a special meeting at short notice.

25. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the full Governing Body be held at 4:00 pm at the school on:

Thursday, 13 November 2025

Thursday, 5 March 2026

Thursday, 11 June 2026

26. 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 to the school, in accordance with the Freedom of Information Act.

The meeting closed at 5:30pm.

ACTION LOG:

Minute	Action	By Whom
4	<u>Representation</u> The School to advertise the governor vacancy.	School
6	<u>Head Teacher Appraisal Panel</u> To email their availability to the Head Teacher.	Chair & Vice Chair
24 (b)	<u>Potential Governor Appointment</u> To progress the co-opted seat appointment (Mr M Seedat). Section 128 and DBS check to be carried out by the School	GCS/School

Attendance at Governors' Meetings 2025/2026:

Governors' Meetings		18.9.25				
Christine	Barlow	Y				
Anisa	Iltaf	Y				
Rehana	Raja	Y				
Hawa	Rawat	Y				
Kirstie	Waugh	Consent				
Alison	Wilby	X				
Cecilia	Winnett	Y				