

THE GOVERNING BOARD OF MILL LANE PRIMARY SCHOOL

Minutes of the meeting of the Governing Board held at 4:00pm at the school on Thursday, 14 November 2025.

The meeting started at 4:00 pm

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 (Clerk)
Mrs B Ottewell (School Business Manager)

26. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

All members were present. It was questioned whether the prospective governor, Mr M Munir had received notification of today's meeting.

There were no declarations of interest.

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

The Head Teacher had a number of items to raise.

28. FINANCIAL MANAGEMENT AND MONITORING

Governors were presented with Period 7 data (to the end of October) for the financial year 2024-25. The School was predicting an underspend of £25k at the financial year end. The School was also hopeful that the previously notified and planned for overspend of £19k would be paid off by the financial year end.

Looking to this year's budget and the agreed teacher and support staff pay awards, the school had budgeted for 6% increase to both rates, so should not be adversely affected once these had been fully applied.

Q. Will this cover the extra support staff costs?

A. Yes.

Q. What about the recent increase in pupil numbers?

A. We will not receive any extra funding this year. If next year's numbers are greater at the time of census than they were this year, then there will be an increase in funding in the following Spring.

The School had capacity in some of its classes so attracted international arrivals. Governors went on to discuss the effects of in-year departures and arrivals on class stability. Mill Lane would benefit from moving closer to PAN at the time of the annual census as this informed the budget for the following financial year. Looking at the nursery,

the recent leaflet mail shot has produced a good number of parental enquiries which was hopeful.

Benchmarking

The SBM introduced the annual benchmarking form which was available for all governors to review. It was a lengthy document and this year's report was based on 2023-24 costs. Governors noted the report and asked the SBM to review premises costs.

Action: School Business Manager to review premises costs.

Mrs B Ottewell was thanked for her presentation and she left the meeting at 4.20 pm.

29. REPRESENTATION

Co-option of Governors (2 vacancies)

RESOLVED: That Mr Mohsin Al Munir be appointed as a co-opted governor.

The Head Teacher asked whether she should advertise the current parental vacancy in light of the decision to academise. This was agreed.

Action: School to conduct parent governor election.

30. ELECTION OF VICE CHAIR

This matter had been carried over from the AGM.

RESOLVED: That Miss C Winnett be unanimously elected Vice Chair for a period of 1 year.

31. MINUTES OF THE ANNUAL MEETING HELD ON 19 SEPTEMBER 2024

RESOLVED: That the minutes of the annual meeting held on 19 September 2024 be agreed and approved as a correct record.

32. MATTERS ARISING

(a) Representation (Minute 7 refers)

One co-opted vacancy was noted as 2.

(b) Code of Conduct, Declarations of Interest & GIAS (Minute 5 refers)

The Head Teacher confirmed that the following matters had been completed:

Code of Conduct adoption by all Governors
Declarations of Business Interest
GIAS information

33. POLICIES FOR REVIEW BY FULL GOVERNING BOARD

Two policies were to be discussed and approved today. The Head Teacher informed that the new Government had changed the attendance requirements expected of schools during the summer. Subsequently, Kirklees Council had revised its guidance which the School had adapted to meet its needs. The Head Teacher reported that this policy was now

compliant and had already been posted onto the website.

RESOLVED: That Governors agreed and adopt the Attendance Policy.

The Governor Allowances policy was deferred until the next meeting.

34. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had received a written report via email. The School NOR had seen a slight increase due in part to international arrivals being placed at the school. Additionally, the recent leaflet drop had raised a good deal of interest amongst parents of Reception aged children.

The School's Good Ofsted rating and strong SEN reputation was having a positive impact on perception in the community. The School was now full in the nursery for the first time with all 16 places taken.

Q. When will we know how many 1st choice applications we have?

A. The current list shows 11 in November but we hope that this will grow.

Governors went on to discuss the desire amongst local Gujarati residents to place their children in a dominant single ethnic school and therefore they preferred neighbouring schools. The local community was very diverse without a strong common factor holding it together.

Q. How do you ensure that the other children do not suffer from such high SEN numbers?

A: We have a small number of ETAs who work in the Learning Den with our high needs children; most of these children re-integrate into their own peers groups on some afternoons. This means that high needs children are not detracting from the learning of their peers in class. In the Learning Den we have 11 children with 3 adults. We are currently investigating how to operate a second den.

Governors went on to discuss the factors which were believed to be behind the rapid growth in SEN numbers. Some parents appreciated achieving a diagnostic label for a child whilst others still felt it was a stigma.

Q. How are staff settling into their new roles?

A. The Head Teacher gave a number of examples of named staff and how positively they all saw the switch in their roles.

The Head Teacher was proactively looking ahead and planning for staff development in the medium term. In this context, Miss Barlow had sat down with all staff 1:1 and asked where did they see themselves in 5 years? The Head Teacher was able to discuss career paths with staff and explain missing experiences and responsibilities that staff might wish to consider. Staff had in return asked for additional duties and in some cases opted for training schemes.

(a) Attendance

Attendance was currently running at around 95%. Holidays in term time were still the main negative factor.

(b) Safeguarding

A situation was discussed which had been identified at the last meeting and, although not resolved, this was now in the hands of external agencies.

Four pupils were subject to child protection procedures. Three children were Looked After.

Three teachers had volunteered to undergo training in order to reach Deputy Designated Safeguarding Lead level.

(c) Behavioural report

One child had been given a fixed term exclusion.

Q. Why was the child excluded?

A: For fighting.

(d) Health & Safety

The Head Teacher informed that a number of minor repairs had been undertaken. In addition, a hidden corner in the playground had been blocked off further improving safety.

Q. A teacher is undertaking NPQH - how much is this costing?

A. Fortunately this is covered by the apprentice levy so costs the school nothing.

(e) Performance Management

All teachers had successfully completed their performance management cycle for 2023-24.

(f) SDP

This was currently being rewritten to reflect 2024-2025 and 2025-2026 priorities. Once completed it would be shared with governors.

35. SAFEGUARDING

This had been covered under the Head Teacher's report above.

36. SCHOOL DEVELOPMENT PLAN/SCHOOL SUPPORT PLAN

The Head Teacher informed governors that this plan had recently been completed. The main areas of focus were discussed and the SDP would be circulated in order that governors could plan their visits accordingly.

37. GOVERNOR OBJECTIVES

The Chair asked governors for, and received permission to call, a further informal planning meeting in January 2025. This would ascertain that subject specific visits were on-track, that governor visit reports were being completed, and that all reports were being collated by the School.

Miss Winnett volunteered to undertake the safer recruitment training and other governors

were made aware of the next training date.

Governors confirmed that they had updated their training logs.

38. PREVENT

The Head Teacher reported that there were no relevant issues in School. There could be up to three levels of training for staff in education and the Head Teacher would investigate what was appropriate for Mill Lane Primary School.

Action: Head Teacher to investigate appropriate level and ratio of training needed.

39. BATLEY AND BIRSTALL HUB

Miss Barlow had been unable to attend the most recent meeting of this hub. She confirmed that the School was still very much part of the hub.

40. GOVERNOR TRAINING AND GOVERNOR VISITS

Miss Winnett had undertaken a visit recently to EYFS which was very positive and expressed the desire to schedule termly visits.

41. ANY OTHER BUSINESS

(a) Virtual Meetings

The Head Teacher sought and obtained agreement to hold an additional, un-clerked, virtual meeting on 20 November. Governors confirmed that they had received the invite link.

The Head Teacher sought and obtained agreement to hold a second additional, un-clerked meeting on 6 December.

(b) SENDCo

The Head Teacher explained the considerable pressure that the SENDCo was under to complete all of her SEND work in 1.5 days each week. An option existed to increase a part-time member's hours by a further day, thus releasing the SENDCo, for an extra day. This would be a temporary arrangement for the period January to end of March at a cost of £3.5k. If this then becomes effective, and was subsequently affordable, the change could be incorporated into the 2025-26 budget.

RESOLVED: That the Governors agree the School's budget proposal.

(c) 360° Safeguarding review

Governors held a short discussion on a safeguarding report. They felt that one aspect, that of having an online safety group, was missing. The Head Teacher undertook to use her next dedicated headship time to investigate the matter further.

Action: School to draw up a plan in order to achieve the Gold standard for safeguarding.

42. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Governing Board be held at 5:00 pm, preceded by the Combined Resources and Standards & Effectiveness Committee at 4:00 pm, at the school on the following dates:

Thursday, 23 January 2025

Thursday, 6 March 2025

Thursday, 1 May 2025

Thursday, 12 June 2025

The Chair advised that she would be unable to attend the meeting on 13 June 2024.

43. 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 5.50pm.

ACTION LOG:

Minute	Action	By Whom
28	<u>Financial Management and Monitoring</u> Review premises costs.	SBM
29	<u>Representation</u> School to conduct parental election.	School
38	<u>Prevent</u> Investigate appropriate level and ratio of Prevent training needed.	Head Teacher
41 (c)	<u>Safeguarding Review</u> To work up a plan in order to achieve the Gold standard for safeguarding.	School
	(i) GCS to check to see if attendance document includes the governors' term details. (ii) GCS to forward completed governor RBI log when all outstanding responses are received.	Clerk / Governor Clerking Service

ATTENDANCE AT FULL GOVERNORS' MEETINGS: September 2024 – July 2025

Governors' Meetings		19.9.24	14.11.24				
Christine	Barlow	✓	✓				
Gayna	Goalby	✓	✓				
Anisa	Iltaf	✓	✓				
Rehana	Raja	✓	✓				
Hawa	Rawat	✓	✓				
Kirstie	Waugh	Consent	✓				
Alison	Wilby	✓	✓				
Cecilia	Winnett	✓	✓				