



**MEETING 5 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 14th February 2023 at 6pm
Venue:	Via Teams

Attending (Governors):	
Stephen Webb (SAW) Hailey Kelso (HK) Ali Gibbons (AG) Harry Morris (HM) Anuska Dostalova (AD) Louise Thomas (LT) Jo Shepherd (JS) Apologies Kate Doyle (KD) Jane Beston (JB) James Brown (JBr)	Co-opted Governor - Co-opted Governor/Vice Chair/Finance/H&S governor Staff Governor Staff Governor/Training governor Parent Governor/PPG and LAC governor Parent Governor/SEND governor Parent Governor Principal Co-opted Governor/Safeguarding/DEI governor Co-opted Governor/GDPR/Assessment governor
Also in Attendance:	
Claire Callaghan (CC) Laura Robinson (LR) Debbie Tomkinson (DT)	Business Manager SENDCO Governance Professional

The Meeting Met its Quorum

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW welcomed all to the meeting. The apologies of KD, JBr and JB were accepted. SaW extended a special welcome to JS who has been appointed as a new parent governor.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	SaW declared that LR is his daughter and that LT would chair the SEND Update item. There were no other conflicts of interest in relation to any of the agenda items and no new interests were declared.

AGENDA ITEM 3	HR/FINANCIAL PERFORMANCE
	Business Manager's Report HK chaired this section of the meeting. She informed governors that she had met with CC and KD to discuss, in advance, the finance report presented to governors and had raised a number of questions. It was recognised that the current financial climate is difficult and this means that the scrutiny of the financial position needs to be maintained.

There was some challenge about some of the decisions and HK was satisfied with the responses from CC and KD. The decisions that have been made are sensible and, as much as possible, in line with strategic decisions. Governors had previously made a commitment to building up contingency reserves and HK informed governors that these contingency payments are still being made. There have been some changes to the nursery and kitchen provision but the projection is that there will be a surplus at the end of the year.

HK handed over to CC to highlight the main elements of her report which was circulated in advance of the meeting.

There is a variance of £279 from the budget set in September but there have been some big changes and some of the cost centres have had significant variances.

Main School

There have been a number of longer-term staff absences along with a number of smaller absences which have had an impact on the budget. Staff absence was highlighted as one of the risks to the budget in September. £29k had been included in the budget to cover for absence and the current position, halfway through the year, is that £18k has been spent. CC advised governors that she has taken a cautious approach and assumed that an additional £18k will be spent in the second half of the year.

Other staffing pressure comes from the numbers of children with special educational needs (SEND). Whilst additional funding is received, this does not cover the cost of the additional support the children require. An additional Teaching Assistant (TA) on 20 hours has been added into the structure and that is an additional cost that was not initially forecasted. The school has received some additional funding from the government which has offset additional costs. Spending allocations in areas such as premises have been reduced so that the forecast is now in line with the budget set in September.

Kitchen

The kitchen has performed better than anticipated. There have been some staff absence but these have been covered with minimal cost thanks to the team pulling together and working hard to keep costs down.

Governors recognised the commitment of everyone who worked together to make the kitchen run and thanked everyone for doing a great job.

Miller Club

The Miller Club is in a more positive position than had been anticipated. Whilst the income is better than predicted that has added some additional staffing pressure. There are a small number of nursery children which require different staffing levels. An advertisement has been placed for a new member of staff with a level three qualification. The current prediction is that the club will make a £17k surplus but this may change if additional staffing costs are required.

At the finance link governor meeting there were discussions about the plans for the club. It was noted that some after-school clubs charge higher fees than the Miller Club but the club is not in a position where this needs to be considered at this point.

Nursery

The nursery is the area with the biggest variance as there has been a change to how schools receive the pay and pensions grants. The amount of the grant is based on the census of the previous January. In January 2022, the school did not have a nursery and so was not eligible for the grant. The school will be eligible next year but the impact for this year is that the budget will be reduced by £5k to cover the additional costs.

	<p>The changes to the Admissions Policy have also impacted on the income into the nursery. Previously, children were able to join the nursery as soon as they turned three. Due to the numbers of families wanting to send their children to the nursery, this became difficult to manage as new children were joining every few weeks. The policy has been re-drafted so that there is now a termly intake and that is in line with other nurseries. This has been beneficial for staff and the children already in the nursery but has had an impact on income.</p> <p>HK advised governors that there had been a lot of discussion on this point. HK had challenged CC and KD on their thinking in this area. It is an operational decision for leaders but the decision is in line with the school's vision and priority on the educational experience for children. Under the previous Admissions Policy there was an impact on the education of the children and so the decision to change the policy was the right decision made in the best interests of the children.</p> <p>A further impact on the budget is that there are two children who have been awarded Early Years Inclusion funding. An additional member of staff providing one-to-one support has been appointed and that was not included in the original budget. The funding the school has received does not entirely cover these additional costs.</p> <p>CC informed governors that some areas of the budget have been re-allocated and the current position is in line with the forecast made in September. There has been a cautious approach to the forecast for the remainder of the year. Utility and food costs are increasing and the cost of supply is unknown. In previous years, at this point in the academic year, there would be a review of the finances and reallocations would be made for additional spend around the school but there is no additional money for this year. Money is still being spent against the strategic priorities such as the purchase of extra I-Pads and outdoor work</p> <p>To have a predicted surplus at the end of the year is a position positive to be in given the current financial pressures.</p> <p>At the start of the year, the school knew it would receive £6k for capital projects which have been committed to the nursery outdoor area and IT provision. All schools have received additional capital funding to make school buildings more energy efficient. There is some discretion to spend this income on other capital works. Mill View is to receive £14k. £3k will be spent on fixing the boiler which will make it more energy efficient and the remainder will be used around the school including painting the outside area.</p> <p>Last year, governors approved the use of the contingency reserves on the nursery. There is currently £7k available in contingency reserves and £5k each year will be allocated into contingency reserves in line with governors' decision. Any additional surplus will be allocated to revenue reserves.</p> <p>Governors recognised the challenges of presenting a positive budget in difficult financial circumstances and thanked CC for all of her hard work.</p> <p>Asset Register</p> <p>A report on the asset register will be included on the agenda for the next meeting.</p> <p>To approve expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p>
	<p>ACTIONS</p> <p>Asset Register to be included on the agenda for the next meeting.</p>
<p>AGENDA ITEM 4</p>	<p>PART ONE MINUTES OF MEETING – OCTOBER 2022</p>
<p>Discussion:</p>	<p>The Part One minutes of the meeting of 17th January 2023 were circulated in advance of the meeting and accepted as a true and accurate record.</p>

RESOLVED: That the Part One Minutes – 17th January 2023 be approved as a true and accurate record.
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AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Governors to complete safeguarding training. COMPLETE</p> <p>HM to update training spreadsheet – training will now be logged onto Governor Hub. HM to update at the next meeting. ONGOING</p> <p>SENDCO to be invited to present to governors in summer term. Action not due.</p> <p>Governors invited to attend STEAM week. COMPLETE</p> <p>SENDCO to be invited to present to governors. COMPLETE</p> <p>Attendance be included as a standing agenda item for all meetings. COMPLETE</p> <p>Updated SDP/SEF to be included on the agenda for the next meeting. COMPLETE</p> <p>KD to provide a further update on the fitness for purpose of the playground and the number of falls taken have taken place. ONGOING</p> <p>S175 Safeguarding Audit to be included on the agenda for the next meeting. COMPLETE</p> <p>Governors to complete NGA 16 Questions ONGOING</p> <p>Governors to complete Skills Audit COMPLETE</p> <p>DT to circulate Visit Report template COMPLETE</p> <p>SaW/HK to complete PPG/LAC visit report. COMPLETE</p> <p>LT to complete SEND Visit Report COMPLETE</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>School Session Times</p> <p>School session times to be included on the agenda for the next meeting.</p> <p>SEND Update</p> <p>LT chaired this section of the meeting. She advised governors that she had met with LR following the SEND review and went through all of the key actions and recommendations. The main discussions centred on the introduction and development of the tracking scheme and how to show small steps of progress for children with SEND. LT and LR discussed the vision for SEND going forward and governors’ role in this. It was also recognised that the provision for children with SEND at Mill View is very good and this is shown by the fact that families want to send their children to the school.</p> <p>LR provided governors with a further update.</p> <p>Governors had been provided with the CEO report with the papers for the meeting. The report provided to governors was based on the October census and LR shared the most recent data with governors at the meeting. A governor had noted that the data indicated that the</p>

numbers of children with SEND at Mill View was lower than the national average but the most recent data shows that the figure is now above national. There are a further three children awaiting a decision.

The report contained details of the main areas of SEND need and where Mill View is in relation to the national average.

In the CEO report there were some actions and recommendations. LR advised that the actions are those that are already taking place. The school purchased B Squared at the start of the year. This is a system that is used by special schools and other schools in the trust and provides a way of tracking children more specifically. Whilst it may appear that some children are not making any progress, B Squared looks at other educational outputs. Three children are currently being tracked through the system. There was a professional dialogue between the CEO and LR about ensuring that assessments are robust and that TAs are able to feed this into their intervention work.

LR is in the process of training TAs to be able to use the system so that they are able to make assessments in line with teachers. Some teachers have used B Squared for EHCP applications to show where additional funding may be beneficial but this can be time-consuming. LR has a plan to make the system more user-friendly.

There is a process in place to upskill TAs and LR as their line manager will meet with them weekly and they have received training on SEND paperwork. At the beginning of the year, all teaching staff completed a self-reflection document which fed into their appraisals.

There was a lot of discussion with the CEO about the creation of a written vision for SEND at Mill View. LR and LT discussed this at the link governor meeting. LR has worked on a vision and this is being further developed. It is important that the needs of SEND children are at the heart of everything the school does. Whilst staff can talk anecdotally about this it may be possible for more data to be produced and this will evolve as time goes on.

LR highlighted the recommendations contained within the CEO report.

There were discussions about how the role can become more strategic and how it may be possible to increase the SENDCo time further to allow for a more strategic .

There were discussions about succession planning for the SENDCO. There are lots of robust structures in place and staff are aware and understand the procedures that are in place and these are well embedded and so there are no major concerns in this area.

LR has a yearly action plan, during their meeting, the CEO shared a three-year plan and it was suggested that it may be beneficial for Mill View to have a similar plan.

It was recommended that LR look at how to capture evidence from other senior leaders which can then be fed back to staff. LR advised governors that this does happen but that the process could further evolve.

LR has a good network of support. She has met with staff from a special school who have provided some outreach training and have recommended additional training. This relationship has been very useful and will continue in the future.

There was a discussion between LR and the CEO about staff training. Staff are good at using and setting targets. If new staff joined the school, there are processes in place and staff would be able to advise on the protocol to follow for SEND children.

Q: When will the data from B Squared be available to governors?

A: The B Squared system is currently used for funding applications as it shows clear progression for those children who are significantly below age-related expectations. It is also used to show families how their child is making progress. B squared shows a complete assessment of needs and is different from the Insight tracking system and supports assessment judgements to show

	<p>other elements of their learning. This may mean that it may not be appropriate to compare SEND children against non-SEND children.</p> <p>Governors recognised the vision for SEND is very important and is an integral part of everyone's work and highlights the expectations of all staff. Governors also the culture is important and a three-year strategy will help address challenges and further embed the this.</p> <p>One of the recommendations in the CEO report was about the time given to the SENDCO to complete their role. There is a question for governors to consider in terms of the LGB's role in the strategic funding of leadership. It was agreed that at the next meeting, under the finance agenda item, that there be clarification on the governors' role in this area.</p>
	<p>ACTIONS</p> <p>School session times to be included on the next agenda</p> <p>Governors to consider their role in relation to the strategic funding of leadership.</p>

AGENDA ITEM 7	VISION AND STRATEGY
	<p>SDP/SEF</p> <p>The SDP/SEF is a live document and the updated version was circulated in advance of the meeting and presented to governors who noted the contents.</p>

AGENDA ITEM 8	SCHOOL IMPROVEMENT
	<p>Attendance</p> <p>Attendance from September to now is 95.89% and this half-term is 95.85%. Persistent absenteeism is 9% against a national figure of 18.2%.</p> <p>Authorised absence is 3.5% in comparison with the national average of 5%. Unauthorised absence is 0.4% (1.2% national). Mill View is in the top 10% of schools for attendance and is in the top 25 schools with similar levels of free school meals children.</p> <p>Monitoring of Behaviour and Attitudes Learning Walk</p> <p>KD has completed a behaviour and attitudes learning walk. There was some low level disruption but this was addressed quickly and action taken. Teachers will meet with children to talk about any poor behaviour and parents are notified. There is one class where there is more disruption and staff are very open with the children about the fact that improvement in behaviour is expected and this has had an impact.</p> <p>A governor noted that they had been in school on one day and the impression, as an outsider, was that the school was a very secure, warm and carving environment.</p>

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>Chair's Action</p> <p>The Chair had not taken any urgent actions on behalf of the LGB since the previous meeting.</p> <p>Principal's Action</p> <p>The Principal had not taken any urgent actions on behalf of the LGB since the previous meeting.</p> <p>Safeguarding</p>

	<p>The S175 Audit review was circulated in advance of the meeting. CAT schools have adopted the Local Authority version of the document and AG provided an overview of the main areas.</p> <p>Safeguarding Children in Education (SCIE) updates are given at staff meetings. The Whistleblowing Policy is due to be updated and the Behaviour Policy is being refreshed to include references to Conscious Discipline. The policy was previously a trust-based policy but now it has been agreed that this policy will be determined at school level.</p> <p>An update on the following was included within the S175 audit and this was noted by governors.</p> <p style="padding-left: 40px;">Safeguarding update on curriculum to include: Online Safety Road Safety School Security update</p> <p>Health and Safety Update</p> <p>KD to provide an update on the fitness for purpose of the playground and the number of falls that have taken place at the next meeting.</p> <p>Evaluation of Pupil Survey Results</p> <p>The school took part in a number of activities to mark the launch of children’s mental health week. This was used as an opportunity to obtain pupil voice on what works well at lunchtime. All children from Y1 – Y6 gave written responses about what they liked, disliked and how lunchtimes could be improved. It is important that the children’s views are used to make real change – the main themes were around developing more indoor activities and more opportunities to eat and play with different year groups.</p> <p>Q: What is the vision for children’s mental health across the school? A: It is important that children feel able to talk about any issues. The graded approach to mental health which is published on the website explains what interventions they may be able to access. Mental health is weaved through the curriculum and is not just discussed in PHSE sessions. Staff and children are very open about mental health.</p>
	<p>ACTIONS</p> <p>KD to provide an update on the fitness for purpose of the playground and the number of falls</p>

AGENDA ITEM 10	GOVERNANCE
Discussion	<p>Governor Appointments and Vacancies</p> <p>It was agreed that at the next meeting there would be a discussion on the roles and responsibilities of local governors.</p> <p>LGB Self-evaluation</p> <p>Governors to complete the LGB self-evaluation document</p> <p>Skills Audit</p> <p>It was agreed that governors would focus on completing the self-evaluation of the LGB and upon completion of this, governors would complete the skills audit.</p>

	<p>Governor Visits</p> <p>The Pupil Premium and SEND link governor visit reports were circulated with the papers for the meeting and noted by governors.</p> <p>Governor Training</p> <p>HM has created a new training log with all of the NGA modules and there will be further discussion as to which courses are compulsory for all. HM was thanked for the work he had undertaken on the training log.</p> <p>SaW and HK attended the CWGA Conference on What is Leadership where each of the speakers discussed a different element of leadership. This highlighted that other sources of training could be beneficial for governors and it was agreed that a section on the training log be added to cover additional training.</p> <p>It was noted that a new link trustee has been appointed and SaW and KD will be meeting him.</p>
	<p>ACTIONS</p> <p>Governors to consider link roles and responsibilities</p> <p>Additional training section to be included on training log</p> <p>Governors to complete LGB self-evaluation document</p>

AGENDA ITEM	DATE OF NEXT MEETING
11	
Discussion:	Tuesday 21 st March 2023 at 6pm

Further discussions took place under the Part Two agenda