



**MEETING 7 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 9th May 2023 at 6pm
Venue:	Classroom

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

The Meeting Met its Quorum

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW sent apologies in advance of the meeting and HK chaired the meeting in his absence. The apologies of AG were also received and accepted by governors.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no declarations of interest in relation to any of the agenda items. No new interests were declared.

AGENDA ITEM 3	EDUCATIONAL PERFORMANCE
Discussion	<p>Curriculum Update</p> <p>HM proved governors with an update on computing and online safety.</p> <p>Online Safety</p> <p>There are KS1 and KS2 acceptable use statements which will be displayed in classrooms. All children will be expected to follow the provisions of the statements. If children do not use the technology in accordance with the statements it may be necessary for teachers to intervene.</p>

Teachers will refer to the statement in any work involving technology. The KS2 statement is more detailed and teachers have been asked to discuss with their classes how children can use technology safely and responsibly. The introduction of the statements is important as the expectations of the children are very clear.

Q: Given that KS2 children did not have a statement in KS1 is there any value in repeating the KS1 statement with the older children.

A: Yes, it will be important to talk about this before introducing the KS2 statement,

An online safety audit was undertaken during staff training with some positive results. Where responses indicated that staff may not be confident in particular areas this has been followed up with the relevant member of staff.

All staff felt confident and understood the importance of online safety.

Online safety is part of the curriculum. Historically, online safety lessons were taught in a block but in order to increase the prominence of online there is now a lesson in each half-term and this ensures the information is fresh in children's minds.

The school has purchased the Kapow scheme of work which provides all of the resources and activities for computing and online safety is threaded through the terms.

HM shared the progression maps from Y1 to Y6. The objectives get progressively harder. Younger children need basic online safety information but the older children have access to a wider range of technology and so need additional information. The end points are very clear in relation to what children need to know.

All online safety resources are uploaded onto Seesaw so that conversations can continue at home and this helps broaden discussions.

There have been a number of activities to raise the profile of online safety including participation in Safer Internet Day. Posters and other resources are uploaded onto Seesaw and this enables parents/carers to have conversations with their children at home.

Computing Curriculum

The computing curriculum is a progressive curriculum with end points so that teachers are able to assess the children's skills and knowledge and the end of each unit. The curriculum gets progressively harder and builds on prior knowledge. Staff voice on the curriculum has been positive and the Kapow scheme of work includes lesson plans and other resources to help teachers with their planning.

Q: What is in place if teachers are not confident with the curriculum?

A: There are two computing leads and they will be able to go into a classroom and team teach and model a lesson.

Q: Technology is one of the school's strategic priorities – is there access to sufficient technology across the school?

A: DFC funding was spent on computing last year and there are sufficient Ipads and laptops for each of the classes.

The school has purchased Microbits who ran a STEAM project and this has provided good quality teaching.

Q: What IT support is there?

A: Support is provided by an external company. As the trust grows there are plans to take IT support in-house. This will be beneficial as there will be capacity at trust level to consider IT requirements. This may mean a higher top-slice.

Q: Is there a need to use both laptops and Ipads?

A: The Kapow scheme splits the lessons 50/50 between laptops and Ipads and so this gives the children the opportunity to use both forms of technology.

Q: Is there anything within the curriculum relating to peer pressure?

A: Yes, there is work that covers peer pressure and technology.

Admissions

There are 245 children on roll and nursery is full with a waiting list for places for next year.

There were 45 first choice applications for Reception places and 80 applications in total.

The trend over the next five years is that there will be a fall in birth rates but it is pleasing that Reception is full and the school is in a good position.

Since September, six children have joined and one has left for personal reasons. There are 29 children in Y6 and Y4.

Q: How many of the nursery children are coming into Reception?

A: There are 15 children and this is positive as the children already know the teachers and how phonics is taught and relevant paperwork is in place.

Q: What is the situation with appeals?

A: There are normally some appeals and KD will attend the appeals process. The cost of each appeal is £500 to the school.

Q: Is it possible to have more than 30 children in Reception?

A: The current position is that there is very little support for SEND children and applications are being processed very slowly. Any child with an EHCP application made in November or December has not currently gone through the system and so it may be necessary to take additional pupils where Mill View is named on the EHCP.

Pupil Attainment and Progress

The spring term outcomes report was circulated in advance of the meeting. JBr, as assessment governor, had also provided an executive summary which was shared with governors. This contained a list of questions that he asked during his link governor visit. The executive summary compared the data from autumn 2022 to spring 2023 and compared against the data from spring 2023.

The data highlights that reading has developed from autumn 2022 and has improved from spring 2022. Writing was comparable with previous year's data but is much improved from the autumn

	<p>term. It was acknowledged that writing is a national issue. Maths has improved from previous year's data and when compared against the autumn term data.</p> <p>There is a gap between disadvantaged and non-disadvantaged children and those with special educational need (SEND) and those without SEND. The only area where there was a drop in the data was Y5 reading which had dropped by 10%. There are a number of children with social, emotional and mental health needs in that cohort. The dip in the data represents three children – these children are making progress and extra support through the learning mentor has been provided to ensure that the children's needs are met.</p> <p>Support for disadvantaged and SEND children is through individualised support. The support is reviewed and can be adapted if necessary and so it is hoped that this will quickly address any drop off.</p> <p>In the Early Years reading and writing is below targets for improvement. Reading and writing was not a priority because of the social and emotional needs of the children. Children need communication skills as a foundation and so this was the priority. Reading and writing will be addressed through the teaching of the curriculum but it would be difficult for the children to progress without the necessary communication skills.</p> <p>Q: What is in place for the Y5 children as they transition into Y6? A: There is a large number of children working at greater depth. There are four children with EHCPs and so their progress will be slower and they are not currently at age-related expectations. KD is looking at staffing as there needs to be a move away from having a lot of adults in the classroom. One of the ideas under consideration is to have one adult in every room who would be part of a coaching team working around the child. This will be beneficial for the children in developing their independence.</p> <p>Q: Are there enough staff trained to that level or will it need additional training? A: Support staff are very well trained in different areas. There will be an audit of skills which will inform the creation of a model to help build a team around each child based on their needs. Staff will have a base but will not be tied to a particular class and will provide interventions where needed.</p> <p>Q: Has there been thought given to the language of 'needs'? A: This has been considered and there will be a change in language.</p>
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AGENDA ITEM 4	PART ONE MINUTES OF MEETING – MARCH 2023
Discussion:	The Part One minutes of the March meeting were circulated in advance and accepted as a true and accurate record. All agreed.
Papers	RESOLVED: That the Part One Minutes – March 2023 be accepted as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>HM to update training spreadsheet. HM to update at the next meeting. COMPLETE</p> <p>Asset Register report to be included on the next agenda. Included as part of the fiancé report update in the June Meeting. ONGOING</p> <p>JBr to meet with business manager to complete GDPR link update. Due to take place in October.</p>

	<p>SaW to write to all staff on behalf of the LGB expressing the confidence that governors have in the work of the school. COMPLETE</p> <p>KD to agree curriculum focus area for the next meeting. It was agreed that SEND, progress and attainment would be a focus for the next LGB meeting. COMPLETE</p> <p>Safeguarding link governor to meet to discuss annual safeguarding report. Included on June agenda. ONGOING</p> <p>Governors who may be interested in the role of Chair to speak to SaW. COMPLETE</p>
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AGENDA ITEM 6	HR/FINANCIAL PERFORMANCE
	<p>Asset Register</p> <p>Governors to receive a report on the Asset Register at the June 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>

AGENDA ITEM 7	VISION AND STRATEGY
	<p>Mid year- appraisals have taken place and all staff have been asked to complete some independent research into an area of expert teaching.</p> <p>The school attendance strategy is in line with DfE guidance and is based on collaboration with local schools. The number of children persistently absent is below national.</p> <p>Work is taking place on building the curriculum cohesion between Foundation 1 and Foundation 2 and staff have been given time to work together on links to Reception and the mastery approach to maths. The nursery phonics programme complements the Floppy Phonics scheme used in Reception.</p> <p>Due to unforeseen circumstances, plans for the outdoor environment have been scaled down. The area is working well and the PTA have agreed to provide £5k for the outdoor area so there will be some development in this area.</p> <p>The SDP next year will take a very different format. KS has been involved in the writing of the central trust development plan and school plans will be written in the same way using the SQM system. Subject leaders will plan in the same way and there will be mini projects through the year. The changes will make a real difference in how children get to the end points.</p> <p>Q: How agile is SQM as a project management tool? A: There is a lot of analysis and re-adjusting all the way through. It is a lot simpler to manage and understand and will provide a more meaningful plan.</p>

AGENDA ITEM 8	SCHOOL IMPROVEMENT
	<p>Attendance</p> <p>Governors received an update on attendance. The national attendance data in the Fischer Family Trust report is 93.7 compared with 96.1% at Mill View. National levels of persistent absenteeism</p>

	<p>are 18.2% and at Mill View they are 5.8% and this indicates that the attendance strategy is working. Unauthorised absence is 0.5%.</p> <p>Q: How many requests for term-time holidays are received? A: The next time that there is likely to be a dip in attendance is before the next half-term. Families are fined if their child is out of school for more than five days without authorisation.</p> <p>Q: Previously there were discussions about families keeping children at home ill when they could have been in school – what is the position now? A: This issue has reduced now. Letters have been sent to families and conversations also take place with parents and carers. There are a small number of children with very low attendance and following attendance panels attendance has been improved.</p> <p>Q: What happened in week 14 both nationally and at school? A: It is likely to be just before Christmas. There was a norovirus outbreak in school in week 20 which affected the school’s attendance data at this point.</p> <p>Risk</p> <p>Governors received the Risk and Mitigation Plan. Ofsted has been identified as a risk as there are fewer schools remaining Outstanding under the new inspection framework. There will be reduction in the numbers of previously looked-after children and this will have a financial impact in two years’ time.</p> <p>KD highlighted disadvantaged outcomes in writing. Work is taking place through the national tutoring programme and children are making progress but there is a gap.</p> <p>Staff absence was also highlighted as a risk.</p>
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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.</p> <p>Principal’s Action</p> <p>The Principal had not taken any urgent actions on behalf of the LGB.</p> <p>Wealstone Lane Drainage</p> <p>There are issues with the drainage on Upton field and one of the options is for the Local Authority to come through the school to improve the pavilion field. Governors had previously submitted a series of questions to the LA and the response was included with the papers for the meeting.</p> <p>It was noted that one of the key questions – what happens if something goes wrong after the work has been undertaken had not been addressed in the LA’s response.</p> <p>Governors noted that there were two possible designs but it was not clear what the difference between the two was and there was information about the levels of run-off and capacity.</p> <p>Q: Does the pitch get waterlogged in winter? A: Yes, it can do but in three years there has only been one activity that has had to be postponed because of waterlogging.</p>

	<p>Governors considered if the work could benefit the school as the LA have indicated that they would put a drain at the bottom of the field but they were concerned that there was no contingency for risk if the work was not successful and the benefits to the school were unclear.</p> <p>Based on the information given, governors did not consider they had been provided with the necessary levels of legal assurance about what would happen if something went wrong. They were also of the view that the benefit to the school was unclear and did not over-ride the potential risks.</p> <p>Governors agreed that a letter would be written to the LA stating based on the information that had been provided, governors would not authorise the work to be undertaken on the school premises.</p> <p>5G Planning Application</p> <p>Governors discussed a proposed radio base station installation and to consider any response required from the LGB. The proposal is in the pre-consultation phases before a planning application has been made so there will be a further consultation period.</p> <p>The local community are making a response and a request has been made for the views of parents. KD keen to happy to give the response of the school and not the response from parents.</p> <p>JBr had circulated a list of suggested questions in advance of the meeting and it was agreed that the response from the school would include these questions.</p> <p>Health and Safety</p> <p>It was confirmed that a date has been agreed for the health and safety governor to complete a link governor visit.</p> <p>Quality Assurance Document</p> <p>Governors to receive the spring term quality assurance document.</p>
	<p>ACTIONS</p> <p>Letter to be written to local authority with governors' decision in relation to drainage.</p> <p>Response to the proposal for a 5G mast to be sent to the local authority.</p>

AGENDA ITEM 10	GOVERNANCE
Discussion	<p>Governor Appointments and Vacancies</p> <p>It was noted that the term of office of AD expires on 22nd May 2023 and that the term of office of JBr expires on 18th June. It was agreed that as a co-opted governor, JBR could be appointed for a further four-year term of office and this was approved by governors with KD advertising for the parent governor role.</p> <p>KD would advertise for one parent governor vacancy. There are two remaining vacancies and governors to consider these at the next meeting.</p> <p>Governor Visits</p>

	<p>KD to circulate dates for LGB governor focus visit.</p> <p>Governor Training</p> <p>Governors noted, and welcomed, the requirement to complete cyber-security training.</p>
	RESOLVED: That JBr be appointed for a further term of office.
	<p>ACTIONS</p> <p>Advertisement for parent governor to be sent out to parents.</p> <p>Consider vacancies at next LGB meeting.</p>

AGENDA ITEM	DATE OF NEXT MEETING
11	
Discussion:	Tuesday 20 th June 2023

Further discussions took place under the Part Two agenda.