



**MEETING 3 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 14th November 2023 at 6pm
Venue:	Classroom

Attending (Governors):	
Stephen Webb (SAW) Kate Doyle (KD) Hailey Kelso (HK) Ali Gibbons (AG) Jane Beston (JB) Louise Thomas (LT) Jo Shepherd (JS) Iain Dalgarno (ID) Cesar Mendoza (CM)	Co-opted Governor/Chair/Health and Safety Principal Co-opted Governor/Vice Chair/Finance Staff Governor Co-opted Governor/EDI Parent Governor/SEND Parent Governor/Safeguarding Parent Governor/GDPR Co-opted Governor/PHSE
Apologies:	
James Brown (JBr) Harry Morris (HM)	Co-opted Governor Staff Governor
Also in Attendance:	
Debbie Tomkinson	Governance Director

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 JBr and HM were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	SaW noted that his daughter is SENDCO at the school and so would hand over the Chair to LT, SEND governor, during this section of the meeting. There were no further conflicts of interest and no new interests were declared.

AGENDA ITEM 3	HR/FINANCIAL PERFORMANCE
	Business Manager's Report LR and CC were in attendance. The Business Manager's report had been circulated in advance of the meeting. HK provided an update following her finance link governor meeting with LR and KD. It is positive that the end of year outturn is a surplus which is a net surplus of £13k as against the budget which had been set at a £2k surplus. There were discussions about the impact of staff pay increased and the strategic decisions that have been made to ensure continuity when KD is School

Improvement Director. HK advised governors that she was satisfied that there had been robust discussion about this point and that the right decisions had been made. LR provided governors with a further update. The Miller Club has made a surplus of £17500 which is an increase on the projected position and the nursery generated a surplus of £31k. The final outturn represents a variance of 1.03% of the original budget.

In line with trust policy, £5k has been added into contingency reserves. The total contingency reserve now stands at just over £12k. There was a management accounting error in 2018 and whilst the effect on the trust as a whole is net nil but Mill View has benefitted by £31k.

The Key Performance Indicators (KPI) data for 2022-23 is in line with other schools in the trust. Staffing costs are slightly higher and this is due to the number of staff paid on the Upper Pay Scale.

The budget is set in May which is always before pay rises have been agreed. There has been a 6.5% rise in teachers' pay with a starting salary of £30k and support staff have been awarded a £1925 increase which is in line with what was anticipated.

Q: What is the implication for teachers' pensions with employers' contributions due to increase by 5%?

A: The Department for Education (DfE) will fund the increase for 2023/24 and 2024/25.

Governors accepted the final outturn for 2022/23 and associated risk assessment

2023/24 Budget

The 2023/24 budget has been set with an overall deficit of £3k with the main school operating at a deficit of £47k. It is anticipated that the kitchen will make a surplus of £5k, the Miller Club a surplus of £12k and the nursery a surplus of £26k and so the main school deficit is nearly offset by income generation in other areas.

There are some additional pressures on the budget. Additional hours in the kitchen have been added to ensure that the kitchen can continue to run with two staff. There are some leadership changes due to the secondment of KD at a cost of £18k and there are some additional shared parental leave costs of £15k.

Strategic decisions have been made and the trust have provided £10k to support the changes. A TLR has been added for work on developing the curriculum between nursery and reception.

The total pressure on the budget is £32k but this will be monitored closely and savings will be made where possible.

Governors accepted the revised budget for 2022-23.

Grants

The business manager's report contained information about the grants received by the school which was noted by governors.

Governors were provided with details of the capital projects for the current academic year including replacement of LED lighting and external painting. The school also requires a new IT server and a quote has been received and this will be reviewed by the trust's IT providers to ensure that it meets the needs of the school.

National Funding Formula

The DfE have announced that there was an error made in relation to the national funding formula calculations. There is some pressure on the DfE to fund the error but there has been no official confirmation of this. This will not affect funding until next year and governors will be informed of any further updates.

The review of the asset register took place in the summer term 2023 and it has been agreed that this will now be undertaken by the trust business manager.

GDPR

There have been no breaches. LR, JB and ID have met to handover the link GDPR governor role and a further update will be provided at the next meeting.

Internal Scrutiny

The annual internal scrutiny report was shared with governors. Recommendations were to:

To depreciate assets on a monthly basis,

- For sign-off of purchase orders in advance of purchases being made,
- High value assets to be listed with a specific reference numbers which also appear on corresponding assets,
- Ensure delivery charges are included as part of the cost of the asset,
- Regular reviews to ensure scrapped assets are removed from the register,
- All registers should include data on how items are funded,
- All Trust schools to use the same format for the register with a summary collated and used at Trust level

Finance Policies

There are no changes to the terms and conditions or statement of accounting policies. The reserves policy has been updated to place a requirement on the Chief Finance and Operations Officer to report by exception in cases such as where consolidated reserves are likely to fall below 10% or exceed 20%.

The CAT Finance Handbook has been updated to reflect the Academy Trust Handbook. A debt recovery policy has been introduced to the handbook. Headteachers can write off up to £5k of debt but the aim will be to keep debt to a minimum.

A new app has been developed in house which will help streamline the purchase ordering system.

The approval limits for the school business manager have increased from £500 to £2k.

The limit for ESFA approval for related-party transactions has increased from £20k to £40k.

HR Update

Governors were informed that the temporary role of Assistant Headteacher and the TLR with responsibility for the Early Years were advertised on 6th November.

Residential Visits

Consideration has been given to the impact of cost of living increases on families. The school will always use the cheapest possible option possible whilst maintaining the provision for the children. There are a number of measures in place to support families.

To approve expenditure under the Scheme of Delegation

There were no items of expenditure requiring approval under the Scheme of Delegation.

Discussion:	The Part One Minutes of the meeting on 17 th October 2023 were circulated in advance of the meeting and approved as a true and accurate record.
	Resolved: That the Part One Minutes – 17th October 2023 be accepted as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Alignment of trust and school strategies to be discussed at the Chairs Meeting. ONGOING</p> <p>Governors to complete safeguarding training and to read the updated Keeping Children Safe in Education document. ONGOING</p> <p>Training spreadsheet to be re-circulated to governors. ONGOING</p> <p>SQM document to be included on the agenda for the next meeting. Included under agenda item 7. COMPLETE</p> <p>KD and HK to discuss school residential visits strategy in link finance governor meeting. Included in the business manager’s report. COMPLETE</p> <p>CM to complete skills audit. It was agreed that the new NGA skills audit be circulated to governors and completed at a future LGB meeting.</p> <p>DT to send PHSE link governor resources to CM. COMPLETE</p> <p>Menopause guidance to be included on the agenda for the next meeting. Included under agenda item 8. COMPLETE</p>

AGENDA ITEM 6	VISION AND STRATEGY
Discussion	<p>Governors received an update on the progress against the SQM Strategic Projects.</p> <p>All of the projects are either in progress or due to start. The projects will be reviewed at the end of the autumn term and in the next update governors will be able to see evidence of impact.</p> <p>Q: Why do not all staff have a project? Subject leaders still have their own actions plans but the projects in the SQM document are the main whole school strategic priorities. One of the projects is to implement the SQM document to improve strategic planning and staff will be trained on how to use the SQM model for their own subjects.</p> <p>Q: Is the decision about who is to ‘own’ a project based on what that project is? A: It was confirmed that this was the case.</p> <p>Q: What will happen to the projects that you (KD) manage? A: The will move to projects for AG and Jon Lenton as Executive Headteacher.</p> <p>It was noted that governors had previously discussed adding the early years as a strategic priority as this was the only area that was evaluated as being ‘good’ and not ‘outstanding’. A project on the early years has been added into the SQM document. KD advised that it was possible to evidence that the early years is now outstanding.</p> <p>Q: By putting the early years as good, is there a risk that the school will not be judged to be outstanding in an Ofsted inspection?</p>

	A: No, if the school was not deemed to be outstanding in the quality of education then the school could not be judged to be outstanding but the early years would not affect this. The only other area that would affect the overall judgment is safeguarding.
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AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
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	<p>Fischer Family Trust (FFT), IDSR and ASP data were circulated in advance of the meeting. There have been no changes to the school priorities or to the data which was reported to governor at the start of the new academic year. The progress that children made was outstanding and places Mill View in the top 5% of schools in the country.</p> <p>KD advised that for the cohort this year there are likely to be a large number of children working at greater depth but there may be fewer children meeting age-related expectations. There are four children with specific needs which can be a challenge. Next year, progress data will not be published and so nationally it may look like results will have dipped but the progress the children have made is significant. It is anticipated that the overall data will still be above the national average.</p> <p>A governor noted that the FFT reports reference data for white children and non-white children who suggested that this was not inclusive language. It was agreed that a request be made to the CEO of the trust that he ask FFT for this to be amended for future reports.</p>
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	<p>ACTIONS</p> <p>DT to inform the CEO of the governors' concerns around some of the language in the FFT data reports and request that he ask FFT if this can be amended.</p>
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AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
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Discussion:	<p>8.a Chair's Action</p> <p>SaW informed governors of an issue that had been brought to his attention relating to the impact on teaching staff well-being of negative parental comment and feedback by parents using formal school web-based platforms.</p> <p>It was noted that parents generally are supportive of the school and whilst negative comments are in the minority they can have an impact on the mental health and wellbeing of staff through receipt of inappropriately worded criticism. Staff recognised that reasonable critical comments could be expected but there was concern about unjustified or excessive communications.</p> <p>Governors were asked to consider what support could be made available to protect staff.</p> <p>It was agreed that the following actions would be taken:</p> <ul style="list-style-type: none"> - Review of existing trust policies and procedures which relate to parental communication - Clarifying the trust's code of conduct for parents - Considering the LGB/Trust's duty of care for staff. - SaW to write to staff to inform them that the issue has been raised with governors and - Further communication be sent to the CEO of the trust requesting a meeting to discuss the issues raised. <p>8.b Principal's Action</p> <p>The Principal had not taken any urgent decisions on behalf of the LGN since the previous meeting.</p>
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8.c**Safeguarding**

The safeguarding link governor's record of visit was circulated with the papers for the meeting. The contents of the report were discussed at the October meeting.

8.d**Health and Safety**

The health and safety audit report from the new company that has been commissioned across the trust was circulated in advance of the meeting. The audit was very thorough and the outcome was very positive with a score of 97%. One of the actions was to complete a risk assessment for each class. Risk assessments are in place but there was a recommendation that these be based on the specific cohort.

Governors noted that this was a very positive report.

8.e**Attendance**

The Fischer Family Trust (FFT) attendance report was received and noted by governors. There are six cases where there are some concerns around absence and teachers are aware of these and there is ongoing work taking place with families. It was highlighted that a small amount of absence in the first term of a school year can result in attendance that is deemed to be persistent absenteeism. It was also noted that attendance for children eligible for free school meals is lower than for other children and this is an area to be monitored.

8.f**Risk**

The Risk Assessment and Mitigation Plan to be included on the agenda for the next meeting.

8.g**Compliance Handbook**

The Compliance Handbook was shared with governors. This document replaces the previous quality assurance document and will be completed termly.

8.h**Website Compliance**

A website audit report was circulated in advance of the meeting. A small number of actions were highlighted which have been completed and the feedback was that the website was looking good.

8.i**Menopause Guidance**

Governors received and noted that it was positive that the trust had implemented menopause guidance to schools.

8.j**Policies**

KD provided a verbal report on operation of the following policies:

	<p>GDPR Policy</p> <p>The GDPR policy is published on the school website and the school will follow the requirements set out in the policy. There has been an audit of GDPR procedures and there have been no data breaches.</p> <p>Attendance Policy</p> <p>The attendance policy is published on the school website and this outlines the procedures that are in place in relation to attendance issues and these processes are stringently followed.</p> <p>8.k</p> <p>Complaints</p> <p>There were no complaints received in the autumn term.</p> <p>8.l</p> <p>Suspensions/Exclusions</p> <p>There were no suspensions or exclusions in the autumn term.</p>
	<p>ACTIONS</p> <p>RAMP to be included on the agenda for the next meeting.</p> <p>SaW to write to staff about the issue of parental communication and to request a meeting with the CEO of the trust.</p>

AGENDA ITEM 9	GOVERNANCE
Discussion	<p>9.a</p> <p>Governor Visits</p> <p>LT visited the school on the 2nd November and met with the SENDCo to talk about the provision for special educational needs (SEND). The picture across the school is very positive and there are lots of measures in place to support children. There is a focus on raising the profile of the role of SENDCO across the trust. Staff may not have a clear idea of the work that SENDCOs undertake and the impact they can have on pupils and work is taking place on developing a trust job description for the SENDCO.</p> <p>The school has become part of a trust-wide training programme – Maximising the Impact of Teaching Assistants (MITA) and is based on research from the Education Endowment Fund on the effective use teaching assistants.</p> <p>At the time of the visit, 15.3% of children were on the SEND register which is just below the national average. There are potential three additional children who may be place on the register which would meant that the school would have more than the national average of 16%.</p> <p>A change in funding meant that 90 hours of support had to be removed. This led to re-considering the support available and a move to learning coaches. There has been no negative impact on pupils as a result of the changes and children are doing well.</p> <p>Q: Should there be consideration to succession planning for SENDCOs? A: Yes, as SEND is an issue that will get bigger and so where the role sits within the school</p>

	<p>leadership structure is an important consideration. The trust are thinking about how to structure this and this is the result of the SENDCOs hard work in this area.</p> <p>Q: Has the change to learning coaches been communicated to parents? A: This can be included in the newsletter with a profile of a learning coach and how they work.</p> <p>It was agreed that it would be beneficial for a learning coach to be invited to an LGB meeting to talk about their role.</p> <p>9.b Governor Training</p> <p>ID and JBr attended the trust’s data training session.</p>
	<p>ACTIONS</p> <p>Learning Coach to be invited to a future meeting to provide governors with an overview of their role.</p>

AGENDA ITEM 10	DATE OF NEXT MEETING
Discussion:	Tuesday 16th January 2023 at 6pm

Further discussions took place under the Part Two agenda.