



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

Date	Tuesday 14th May 2024 at 6pm
Venue:	Classroom

Attending (Governors):	
Stephen Webb (SAW) Jon Lenton (JL) Hailey Kelso (HK) Ali Gibbons (AG) Harry Morris (HM) Jane Beston (JB) James Brown (JBr) Louise Thomas (LT) Jo Shepherd (JS)	Co-opted Governor/Chair/Health and Safety Executive Headteacher Co-opted Governor/Vice Chair/Finance Head of School/Staff Governor Staff Governor/Training Co-opted Governor/ Co-opted Governor/Assessment governor/PPG/LAC Parent Governor/SEND Parent Governor/Safeguarding
Absent:	
Iain Dalgarno (ID) Cesar Mendoza (CM)	Parent Governor/GDPR Co-opted Governor/PHSE
Also in Attendance:	
Katie Hetherington (KH) Hannah McCrimmon (HMC) Debbie Tomkinson (DT)	Assistant Headteacher EYFS Lead Governance Director

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW welcomed all to the meeting and he congratulated the school following the recent Ofsted inspection.

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

AGENDA ITEM 3	EDUCATIONAL PERFORMANCE
	EYFS HMC was in attendance to provide governors with an update on the EYFS curriculum. There has been a review of the long-term planning for Little Wrens to include where children should be when they leave the nursery. A lot of objectives have been removed so that the curriculum is now more skills based which provide a guide for teachers. Long-term planning

documents include information on what should be covered every half-term. These statements are hierarchical and some of the activities are split based on the age of the children.

HMC has worked with another teacher to identify what maths skills children should have before they join Reception and this feeds into the maths curriculum in the Reception class.

A drawing club has been introduced where a book is shared with the children who will pick three or four words and explain what they mean. They are then asked to draw pictures relating to the story. There is greater tracking of fine motor skills progression as this was poor on entry last year.

Both nursery and reception teachers have long-term plans. In reception ETCM is used for maths and Floppy Phonics is used for the phonics curriculum. The long-term plans set out the skills that are to be delivered to children and this generates medium-term planning.

Early reading is a big focus for the school and teachers were able to talk to inspectors about how reading is promoted in the early years and reception. At the heart of this is a communication rich learning space. In the EYFS, the focus is on children being able to read and write their name by the end of nursery.

Work has taken place on developing early years milestones which provide end points. There is an objective for every hour of learning and these have been set into different milestones and by the end of nursery child should be on the final (3rd) milestone. This is reviewed every six to eight weeks so that there is an understanding of where children are and who is on track. Judgments are moderated amount the team.

All children will have a speech and listening assessment so that there can be early identification of any needs from the start of nursery and all children have a lot of support around speech and language.

In Reception, children who are not progressing as well are identified and plans are put in place.

There has been a review of all areas of the early years curriculum and work has taken place with subject leaders so they understand what their subject looks like in reception and nursery.

HMC has met with Andrea Curran, Curriculum and Research Director, and the next steps that have been identified is to use the milestones documents to calculate the percentage of children working at a particular milestones and to use them to inform report writing.

Q: What has been the biggest impact of the nursery?

A: It is lovely to have developed relationships with other staff, to be able to see how the children change and understand the big impact that having a nursery can have and it brings a different element to the school.

Governors noted that in previous discussions, the early years was one area of the school which was not assessed as being outstanding. As a consequence, the profile of the early years was raised and the early years provision is outstanding. Governors thanked HMC for all of her work which has had a significant impact.

Pupil Outcomes

The spring term pupil progress and attainment report was shared with governors and JBr as link assessment governor provided an overview of the key points to note.

Mill View Primary school is 332nd in the Department for Education rankings for KS2 attainment and this is a significant achievement for the school. The data is showing an improvement and the number of children working at greater depth has improved in all areas with the exception of maths. The reading, writing and maths attainment data is significantly above (15 – 20% higher) than the national average. The phonics data is also significantly above the national average.

Whole school attendance is currently 96.3% and the numbers of children who are persistently absent is 3.8% which is way below the national average.

Q: The numbers of children working at greater depth in reading, writing and maths has improved from 10% to 24% but there is a drop in the percentage of children meeting the expected standard. Does this suggest that the school has a number of high performers but that other pupils may be struggling?

A: This is a cohort specific issue. There were a number of children in last year's Y6 with some additional needs and whilst their progress was very good this was not always reflected in their attainment.

It is expected that there will be a similar picture next year as there are a number of children who are working at greater depth but there are some children with complex needs. The progress of these children has been accelerated even more than for the previous Y6 children but schools will not receive a progress score this year. Whilst there is a divide, the gap is narrowing. It was also noted that the data in 2019 was 20% lower than the current outcomes which are 23% above the national average.

A governor suggested that it would be beneficial for governors to receive data relating to specific groups such as gender, disadvantage and SEND pupils in comparison with the national data for the same groups so that they have a better understanding of whether gaps are widening or reducing. AG advised that one of the questions in the Ofsted inspection was about the achievement of SEND children. Inspectors looked at the curriculum sequencing, data and the wider opportunities available to children with SEND and this matched what they saw in the classroom which was SEND pupils being engaged in lessons and achieving well.

It was also highlighted that the data showed that the percentage of SEND children in Y6 last year who were achieving the expected standard or working at greater depth was higher at Mill View than the national average for all pupils regardless of need.

It was agreed that it would be useful to have data for specific school groups and that feedback should be provided to the trust that the current outcomes report does not provide sufficient information for governors to triangulate the data that is provided.

Q: Attendance is strong and the report highlights that there is a focus in authorised absence being referred to the Attendance Officer – who is the Attendance Officer?

A: AG acts as the Attendance Officer and she monitors all children's attendance half-termly with a focus on those children whose attendance is below 95%. Attendance leaflets are shared with parents and these provide a simple and clear message that children are expected to be in school. AG will talk to parents to discourage travel during term time and the school will recommend to the local authority that fines be issued in cases where there is unauthorised absence. At one point this year, the level of persistent absenteeism was 11% across the school but this was due to a number of illnesses in the school.

It was noted that the fine is £60 per child per parent but that can be offset by the savings that parents can make by taking term-time holidays and so the fact that the current level of persistent absenteeism is so low is even more impressive as it shows that parents are still choosing to bring their child into school.

Q: Persistent absenteeism can be a red-flag for safeguarding matters, to what extent is this an issue at Mill View?

A: The attendance of children who are persistently absent is reviewed more regularly and senior leaders have visited children at home and if they are unable to see the child, a welfare check and a report to the police will be made.

Q: There is a downward trend in reading in Y3, why is this?

A: This is based on the test data but teacher assessment does need to be considered alongside the test.

	<p>Q: The goal in writing is for 97% of the current Y5 cohort to achieve the expected standard by the end of Y6. Is this achievable given 73% are currently at the expected standard?</p> <p>A: It is do-able. The Fischer Family Trust estimate is based on what children should achieve in Y6. There are no concerns about this data as in Y6, the writing gets more sophisticated and concepts are embedded at the start of the year and so children wouldn't be working at the greater depth until the summer term.</p> <p>Q: If the school is only just using the FFT data dashboards why have the got the school data?</p> <p>A: The school has always used FFT and teachers input the data directly onto the dashboard.</p>
	<p>ACTIONS</p> <p>Feedback on the data outcomes report to be shared with the trust board.</p> <p>AG to provide data for specific year groups and how this compares with national averages for the same year group.</p>

AGENDA ITEM 4	PART ONE MINUTES OF MEETING –MARCH 2024
Discussion:	The Part One minutes of the meeting of Tuesday 19 th March 2024 were circulated in advance of the meeting and were approved as a true and accurate record.
Decision	Resolved: That the Part One Minutes – 19th March 2024 be approved as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Governors to confirm they have read the latest Keeping Children Safe in Education guidance on Governor Hub. Complete</p> <p>SaW to send email to staff re Ofsted inspection. Complete</p> <p>EYFS update to be included on the agenda for the next meeting. Complete</p> <p>LGB annual planner and meeting structure to be included on the agenda for the next meeting. Complete</p>

AGENDA ITEM 6	HR/ FINANCIAL PERFORMANCE
	<p>Building Update</p> <p>AG advised governors that there had been a leak in the school which resulted in the reception class being moved to the hall and Y1 children to the library. The leak was caused by a pipe in the ceiling and it has left a hole in the ceiling which is now drying out. As a result, the school will apply for a CiF bid for a new roof, boiler and windows. The deadline for the applications and one of the trust's business managers has written successful bids for other schools in the trust and will also write the bid for Mill View.</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	COMPLIANCE AND SAFEGUARDING
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<p>Discussion:</p>	<p>Special Educational Needs (SEND)</p> <p>AG advised that the trust will be completing a whole trust SEND review and that she is currently waiting for the report.</p> <p>Stakeholder Engagement</p> <p>AG advised that 68 pupils have responded to the children’s own surveys and the results will be included on the agenda for the next meeting. It was also agreed that a summary of the pupil and parent responses to the Ofsted survey would also be shared with governors.</p> <p>Change to end of school time</p> <p>It was proposed that for the 2024/25 academic year that there be a change to the end of the school day for early years and KS1 children to match the end of day for juniors and to comply with the minimum times that schools are required to be open.</p> <p>Q: What engagement has there been with parents?</p> <p>A: The change in time has to be implemented to comply with legislation and this was the most appropriate way to make up the additional five minutes required but information will be sent to parents. The school currently opens at 8.40 and the end of the day for the younger children is 3.15 and from September this will change to 3.20pm.</p> <p>Governors approved the proposed changes to the timings of the school day from September 2024.</p> <p>Behaviour Policy</p> <p>The updated Behaviour Policy had been included with the papers for the meeting. The main changes in the policy were to update in line with statutory guidance and to include a provision that for serious cases, headteachers are able to suspend or exclude a child for a one-off ‘offence’. Examples of what could be considered serious breaches were included within the policy. There was a discussion about the definition of bullying and AG advised that there have been a lot of discussions with children about what bullying is and children have a good understanding of this.</p>
<p>Decision</p>	<p>RESOLVED: Governors approved the proposed changes to the timings of the school day from September 2024.</p>
	<p>ACTIONS</p> <p>Pupil survey results including a summary of pupil and parent responses to the Ofsted survey be included on the next agenda.</p>

<p>AGENDA ITEM 8</p>	<p>GOVERNANCE</p>
<p>Discussion</p>	<p>Governance Structure</p> <p>SaW thanked governors for their talent and commitment to the school. The leadership and management section of the inspection framework requires outstanding governance and Mill View is fortunate to have a group of outstanding governors. The LGB also thanked SaW for his leadership.</p> <p>The inspector recognised the work of governors who know their school well and who hold school leaders to account, provide challenge and support and have taken measures to strip away any</p>

	<p>unnecessary workload for staff. They also noted that Mill View operates within a strong trust structure which holds governors to account.</p> <p>Governors received the optional seven-meeting agenda planner and agreed to continue following the existing nine meeting agenda planner.</p> <p>Governor Visits</p> <p>Governors completed a governor visit with a focus on the Oracy project and a report on the visit was included with the papers for the meeting. HM advised that all staff have been introduced to oracy and all are at different roll-out points but this will be a main focus for next year. The work that has already taken place has provided teachers with a baseline of where the children are.</p> <p>Feedback from governors about the project was very positive and noted that it brought together both oracy and expeditionary learning.</p> <p>The focus for the next governor learning walk is on the Sports Premium.</p>
Decision	RESOLVED: Governors agree to continue with the current governance structure for next academic year.

AGENDA ITEM 9	DATE OF NEXT MEETING
Discussion:	Tuesday 18th June 2024 at 6pm

Further discussions took place under the Part Two agenda