



**MEETING 8 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 18th June 2024 at 6pm
Venue:	Classroom

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

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	HR/FINANCIAL PERFORMANCE
	Business Manager's Report HK chaired this section of the meeting. She advised that she had met with AB and LR in advance of the LGB meeting to discuss the contents of the business manager's report. Given the context of the year and other financial pressures the proposed outturn is positive and the three-year forecast is also looking positive and achievable.

There was a discussion about a notification that has been sent to parents about an increase in the costs of Miller Club, the kitchen and nursery. There has been a retrospective discussion between HK, LR and AG about the reason for this decision and HK was satisfied that the risks have been considered. The only potential risk is the kitchen. The financial position of the kitchen has fluctuated over the last four to five years and the school has always been able to support it but this may need to be reviewed as one of the school's priorities.

The school continues to input into the reserves as committed.

Main School

The forecast outturn for 2023-24 anticipates a deficit of £750 which is better than the previous forecast of a £3500 deficit. The main school deficit has reduced from £47k to £35k and additional income from the Miller Club, SEND funding and a CAT allowance as a contribution to the costs of the leadership change this academic year has mitigated some of the pressures. Staffing, the club and nursery will continue to be monitored until the end of the year.

There has been a frugal approach to spending this year but capital funding has been used for LED lighting, a new IT server, interactive whiteboards and new I-pads for KS1 children. Governors should be mindful that, whilst functional, the kitchen continues to operate with aging equipment Main School.

Kitchen

At the start of the year it was forecast that there would be a £5k surplus and this has reduced to a £1400 deficit. Uptake for school meals and snacks is good and the outturn figures are as targeted. There were some unforeseen costs which have had an impact but there have been some savings since January on food costs and the kitchen will continue to be reviewed.

Miller Club

The forecast was that the Miller Club would generate a £12k income and it is predicted that it will now make a surplus of £18.5k. There has been an 18% increase in numbers and additional staffing has been added to maintain staff ratios.

Nursery

The predicted surplus has reduced from £26k to £17k due to additional staffing costs. The numbers are positive and the nursery is 95.4% full. There has also been some additional income during the year which was not budgeted for. Figures for next year are positive and the nursery will be able to accept children from the autumn term.

Grant Funding

Details of the grant funding was shared with governors. The majority of the grants are spent on staffing, sports facilities and coaching.

Capital Projects

All capital funding has been spent this year on a new server, new interactive boards and LED lighting. The work on the LED lighting has been delayed and will now take place during the summer holidays.

Asset Register

The Asset Register will be updated before the end of the summer term.

GDPR

A GDPR review will take place in December but there are no issues to report.

Human Resources

Where possible, any staff absences are covered in house. Advertisements have been placed for a class teacher, learning mentor and cleaner.

Budget setting 2024/25

76% of the budget is from grant funding. Other income will come from the local authority eg SEND funding (£45k), nursery grant funding (136k) and £166k of additional income will be generated from school meals, trips and nursery fees. The school is at full capacity.

78.75% of the school budget is spent on staffing and this is in line with other schools. There has been no confirmation of the proposed teacher pay rise and so the assumption within the budget is that there will be a 3% increase. It can reasonably be expected that the Department for Education (DfE) would fund any increase above 2%.

The support staff pay increase for 2024/25 has not been agreed. The unions have suggested a £3k or 10% increase in pay for all support staff and the employers have offered £1290 on each point of the pay scale. It is anticipated that this will be accepted by the unions when their members are balloted.

Three-year Plan

It is forecast that there will be a surplus of £5171 next year, a surplus of £3052 in year two and a deficit of £9900 in year three. This is based on the same staffing structure with the exception of the Executive Headteacher role which will be removed from the structure.

The main school will be operating as a deficit with the majority of costs associated with staffing. The deficit for the main school will be £55k next year, £52k in year two and £62k in year three. It is forecast that the kitchen will operate at a loss over the next three years with the Miller Club and nursery supporting the main school and kitchen.

The kitchen is forecast to be operating at a deficit of £3274 next year, £5947 in year two and £8173 in year three. Measures have been taken to ensure the provision is as economical as possible including the operation of a two-week menu. The cost of a school dinner will increase from £2.70 next year to £2.85 to offset increased costs and this has been factored across three years. The average number of paid meals (excluding universal free school meals) is 235 and this will be closely monitored. The cost of snack will remain at £12 per half-term.

The forecast for the Miller Club assumes the same level of attendance as this year and it is predicted that there will be a £16,772 surplus next year, £14,996 in year two and £13,313 in year three. This includes a price increase of 50p per session from September.

The number of children attending the club has increased every term. The forecast assumes the current staffing structure but this will be monitored to ensure that staffing meets the legal ratios.

Kitchens are an area of concern for the trust and it is looking at economies of scale and how they can be operated more efficiently.

Forecasting for the nursery is based on actual numbers. Term one is operating at 80% capacity with terms two and three operating at 99% capacity. The local authority (LA) has increased early years entitlement funding to £5.10 from September 2025 and this has been factored into the budget. From September 2024 there will be an increase in fees to £17 per session and £3 per lunch. The price increases are in line with other local school nurseries and are lower than private day nurseries.

It was noted that it has been agreed that an Executive Headteacher does not need to be included in the staffing structure and an alternative budget reverting to the staffing structure in 2022-23 as shared with governors to highlight that this model would be affordable.

	<p>Q: What is the capacity for the Miller Club? A: The maximum would be 50. The current maximum is 42 and so the club could grow slightly but there will come a point that it is at capacity.</p> <p>Q: What is the tolerance for drop-outs based on increasing costs. How many children could drop out of the club before it does not benefit from the increase in costs? A: Staffing is covered in-house and it will be possible to reduce hours if necessary. It is important to keep both the Miller Club and nursery under review as these are driving the school budget.</p> <p>Q: What is the up-take for snack? A: 97% of pupils</p> <p>Q: Could there be a justification for increasing the cost of snack? A: Snack costs have previously been increased from £10-£12 whereas the costs for the Miller club and school dinners has fallen behind other settings.</p> <p>Q: What would be the impact of falling pupil numbers? A: Reception is full and there is no concern that there are falling numbers as the school received over 125 applications for the Reception places and there are waiting lists in place.</p> <p>Q: Does this provide an opportunity to further grow the school? A: This could be discussed but there are issues of space and there is strength in not over-growing as this could change the dynamic of the school.</p> <p>Q: Why is the nursery only 99% full? A: It is just one slot on a Friday afternoon which is more difficult to fill.</p> <p>HK advised that in her meeting with LR and AG there was a discussion about the school's development priorities. The budget supports the priorities and there are no projects negatively impacted by the budget.</p> <p>Governors recommended the 2024/25 budget for approval by the trust board.</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>Governors thanked LR for her report and she left the meeting.</p>
	RESOLVED: Governors recommended the 2024/25 budget for approval by the trust board.

AGENDA ITEM 4	EDUCATIONAL PERFORMANCE
	Teaching and Learning
	HM to present Governors to receive a report on school sports provision. This item was deferred to the next meeting.
	ACTIONS
	Update on school sports provision to be included on the agenda for the next meeting.

AGENDA ITEM 5	PART ONE MINUTES OF MEETING –MAY 2024
Discussion:	Governors approved the Part One minutes of the meeting of Tuesday 14th May 2024 as a true and accurate record.
	RESOLVED: That the Part One Minutes – 14^h May 2024 be approved as a true and accurate record.

AGENDA ITEM 6	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Feedback on the data outcomes report to be shared with the trust board. COMPLETE</p> <p>AG to provide data for specific year groups and how this compares with national averages for the same year group. AG advised that there is no national data for other year groups and the only national data from next year will be for Y6. It is possible to compare the data from across the trust. COMPLETE</p> <p>Pupil survey results replaced with a summary of pupil and parent responses to the Ofsted survey be included on the next agenda COMPLETE</p>

AGENDA ITEM 7	VISION AND STRATEGY
	<p>Equality Objectives</p> <p>KH provided governors with an update on progress towards equality objectives.</p> <p>There are three main aims in the equality objectives:</p> <ol style="list-style-type: none"> 1. Embed representation of all protected characteristics within all areas of our curriculum and extended curriculum, ensuring positive experiences for all children. 2. Ensure the dialogue of diversity and equity which happens in school is shared and promoted within the homes of our families. Ensure all families are aware of the learning their children have regarding diversity. 3. Ensure policies and procedures within school promote equity and celebrate diversity within our school community. <p>The curriculum has been reviewed to ensure that there are opportunities for children to explore more diverse contexts, people and history. Out of school experiences are explicitly planned with this in mind and there are a range of different visits such as access to different religious buildings and addressing such issues as girls in science, technology, engineering and maths.</p> <p>Ensuring the dialogue of diversity and equity is promoted within the homes of families is an ongoing project. Staff are more proactive in this area and information is shared in curriculum newsletters and through shared learning. Seesaw is an excellent tool for starting the discussions and the practice at Mill View was praised in the Ofsted inspection and was recognised as exceptional practice.</p> <p>All of the policies have been reviewed with equity and diversity in mind and paperwork has been adapted to make sure that forms are equitable. As an example, new starter forms refer to parent one and parent two and when categorising race, White British was previously at the top but now this is alphabetical.</p> <p>It is recognised, across the trust, that there is a need for a more representative teaching staff and that is something the trust is reviewing. The number of trainee teachers from minority groups is high but this reduces as teachers move into leadership positions.</p> <p>Q: What is the picture of diversity across the trust? A: Mill View is more representative of different ethnic groups than other schools in the trust.</p> <p>Q: Is there a need to take some positive action around the recruitment process? A: This is something that the trust may want to consider.</p>

AGENDA	COMPLIANCE AND SAFEGUARDING
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ITEM 8	
Discussion:	<p>Ofsted Report</p> <p>The finalised Ofsted report was shared with governors in advance of the meeting. It was noted that because of the school staffing structure in place at the time of the inspection the fact that Kate Doyle was not named in the report was a disappointment. All governors recognised that she had, as headteacher, had a very significant impact on the school which resulted in the Outstanding Ofsted judgment and it was agreed that SaW would write to her, on behalf, of the local governing body, recognising her achievements.</p> <p>Leaders at the school believe in the way that children are educated at Mill View and no decision is made purely for Ofsted but it is pleasing that Mill View's approach has been recognised by the inspectors.</p> <p>Stakeholder Engagement</p> <p>Governors received a summary of the pupil and parent responses to the Ofsted questionnaire. The number and content of the responses to the parent survey was very positive. It was noted that the average response rate to Ofsted parent surveys was 28% across the local authority whereas at Mill View it was 42%. 52% of parents across the LA said they strongly agreed that they were aware of what their child learns and at Mill View, 82% of respondents agreed with this statement. 62% of respondents with a child with special educational needs at Mill View strongly agreed that the school gives them the support they need to succeed at school (28% local authority) and 96% of respondent said they would recommend Mill View (89% local authority).</p> <p>Q: How do children speak with inspectors? A: The inspectors were given a register of children which included contextual information such as whether the child had special educational needs or were eligible for pupil premium and they chose a range of children to talk to. Y5 and Y6 pupils were involved in independent conversations and there were more specific conversations with Y6 boys and girls to talk about how the school supports different genders.</p> <p>Safeguarding</p> <p>Governors received and noted the full CAT annual safeguarding update and JS and AG had discussed this prior to the meeting and there were no significant matters to report. The report was an updated version of the report received at the start of the academic year and is the report that is shared with the local authority in the autumn term.</p> <p>Q: The report states that the previous business manager has been safer recruitment trained. Would she be called on if required and will the current business manager receive safer recruitment training? A: Laura Rowland has completed the safer recruitment training and AG to update the report to reflect this.</p>
	<p>ACTIONS</p> <p>SaW to write to KD following the Ofsted inspection</p> <p>AG to update the safeguarding report to include safer recruitment training for LR</p>

AGENDA ITEM 9	GOVERNANCE
Discussion	<p>Governor Visit Reports</p> <p>The governor visit report on oracy was received and noted and governors were thanked for attending the session.</p>

	<p>LGB Meeting Dates for 2024/25</p> <p>Suggested meeting dates were included with papers for the meeting. A number of suggested amendments were made to the dates and DT to update and include with the papers for the next meeting.</p> <p>Review of Governance – Recruitment and Succession Planning</p> <p>It was noted that JBr will be stepping down as a governor at the end of the academic year. It was also noted that the term of office for AG as staff governor expires on 5th July 2024 and it was agreed that the staff governor vacancy be discussed at the beginning of the new academic year.</p> <p>Governors discussed governor recruitment and it was agreed that governors would complete a skills audit to identify any skills gaps to inform the recruitment process.</p>
	<p>ACTIONS</p> <p>DT to re-circulate meeting dates</p> <p>To consider staff governor vacancy in the new academic year</p> <p>Governors to complete skills audit</p>

AGENDA ITEM 10	DATE OF NEXT MEETING
Discussion:	Tuesday 16th July 2024 at 6pm

Further discussions took place under the Part Two agenda