



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

Date	Tuesday 16th November 2021 at 6pm
Venue:	Via Teams

Attending (Governors):	
Stephen Webb (SAW) - Chair Kate Doyle (KD) Hailey Kelso (HK) Vice Chair Laura Edwards (LE) Ali Gibbons (AG) Sam Glendenning (SG) Denise Noble (DN) James Brown (JBr) Anuska Dostalova (AD)	Co-opted Governor Principal Co-opted Governor Staff Governor Staff Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor
Absent:	
Jane Beston (JB)	Parent Governor
Also in Attendance:	
Steve Ellis (SE) Luci Jones (LJ) Claire Callaghan (CC) Debbie Tomkinson (DT)	CEO Director of Operations Academy Business Manager Governance Professional

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW welcomed all to the meeting.

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

AGENDA ITEM 3	AOB
	<p>Following the last meeting, JBr asked how the parent survey information compared to previous results. He reviewed the results against previous school data and Ofsted questionnaires from other schools. All of the scores have improved since 2019.</p> <p>SE advised that most schools only use Parent View when an inspection occurs and during inspections parental feedback may be more positive than in previous years. The Ofsted site is not always up-to-date and so it is difficult to draw conclusions from the results of surveys from other schools.</p> <p>SE will share the results of the termly parent survey which will be sent out from all Trust schools with JBr and this will enable a comparison to be made across the Trust.</p>
	ACTIONS

AGENDA ITEM 3	HR/FINANCIAL PERFORMANCE
Discussion	<p>The Business Manager’s report was circulated in advance of the meeting.</p> <p>HK met with the LJ, KD and CC and had robust conversations around budget and nursery finances. Governors need to make a decision on whether to approve the spend for the nursery. The three-year forecast is strong and the financial position is positive.</p> <p>At the previous review of the budget in May, the out-turn was close to the estimations. All budgets are now in a better position than in May. The reasons behind the variance was due to cautious estimations. During the summer term, the kitchen and Miller Club exceeded expectations and were at pre-covid levels. Governors agreed that it had been appropriate to take a cautious approach to budget-setting in the circumstances. There is a total surplus of £54k across the school, kitchen and Miller Club. The surplus for the school has been ear-marked for the nursery and the surplus for the Miller Club and kitchen have been placed into reserves.</p> <p>Work that took place at the school last year included a new printer, a new play area, new laptops, school wifi and new maths and literacy schemes. At end of the year there was still enough to top up the nursery fund.</p> <p>In May, governors were presented with a three year forecast with the assumption that nursery would open in January. Due to supply issues, this is not possible and the figures have been revised to show that the nursery will open in April. The contractor has committed to installing the building in February. The other change to the forecast is that surplus funds have been put into the nursery and so the surplus will not be carried forward.</p> <p>Miller Club numbers are healthy with between 25-35 children. The club is operating with minimal staff and that may not be sustainable in the future.</p> <p>Forecasts about the financial position of the nursery have been based on the data from Kelsall primary with a similar sized nursery but it is not known how many numbers the Mill View nursery will attract.</p> <p>Staff absence is higher than would normally be seen, some of it covid related. Supply is being used but, where possible, staff are covering absences. This is not a concern as there is a budget for supply and absence but governors need to be aware absence is higher than usual.</p> <p>Q: Has the Absence Policy been tested and are staff off because they are ill or because a member of their family is ill?</p> <p>A: The Trust have maintained what staff were used to when they were local authority (LA) employees. The Principal would decide if this would be paid leave which could lead to ambiguity and inequality. The absence policy will be formalised later this term. It was right that during covid there is a level of flexibility but there has to be one policy across the Trust.</p> <p>A governor observed it could be difficult to have an equitable policy when personal circumstances are different.</p> <p>Q: Can LGB be assured that the difficulty in getting cover is not increasing pressure on KD?</p> <p>A: Getting supply is an issue as there are no supply teachers or teaching assistants. Where cover is provided, the quality is poor so absence is covered internally where possible.</p> <p>Q: Leaders in the school need to be able to focus on their prime role and if that requires additional support from the Trust can that be provided?</p>

A: Unless there is a long term absence where personnel from other school could be seconded it is up to the school to work within the budget and manage the absence.

AD left the meeting.

Q: If staff need to be appointed in the Miller Club, will this cause an issue given that staff levels were reduced during Covid.

A: The hours will be offered to existing employees. One of the staff who previously worked at the Miller Club has a different job, one reduced their hours and one was re-deployed and so this is unlikely to be a cause for concern. The process was also a fair one.

Q: Why is there a deficit in the third-year?

A: Staffing levels. 50% of staff are at UPS 3 and so the staffing budget will increase over the three years. CC has been cautious in estimations for the numbers of nursery numbers and it is hoped that there will be a more positive picture in the third year.

Q: What is the difference between the original three-year budget?

A: After discussions with the Business Manager at Kelsall, the income from the nursery has been adjusted and is not split into three terms. There is an additional member of staff in the structure until the nursery opens and they will be taken out of the budget in term three and will move into the nursery budget.

Governors noted the final out-turn position as at 31st August 2021 for 2020-21 and noted the budget for 2021-22.

Nursery

The costs of the building are £98643 and the ground works are £55414. The school is holding £116311 for the nursery and so there is a gap of £37746. HK met with CC and KD to discuss how to bridge the gap. The proposal is to use £11676 from the Miller Club and kitchen reserves. This would leave £10k reserves which is the minimum required under the Reserves Policy. It was proposed that the remaining £26070 would be paid for out of contingency reserves. As the proposal is to use contingency reserves, this would require Trust approval.

Q: Projects can often over-run what is the contingency for that?

A: Contractors build the building off-site and they have given an assurance that the building would be installed on 14th February as it is built ahead of that timescale. All ground works would be completed beforehand.

It was also proposed that, if governors agreed to use contingency funds that no additional funds would be allocated to the nursery project.

SE was of the view that any capital build project needs some contingency funds and that he was comfortable that there would be some leeway given the carry forward that the school is holding.

There is a significant financial risk if MVP didn't have the nursery such as the costs of providing the correct provision for children who may not have had any previous interventions. This would be to the detriment of the children as well as the budget and that is the main consideration when balancing the risk.

Q: Can the risk be managed contractually?

A: The risk is minimised as it is a modular build and CC agreed to look at minimising risks through the contract.

It was confirmed there was also a furniture budget available to furnish the nursery and so no additional costs were expected.

Governors approve the additional spend on the nursery with the proviso that CC looks at minimising contractual risks.

	<p>Asset Register</p> <p>CC completed work on the Asset Register over summer and she is happy that this is now accurate. HK to meet with CC to review the register.</p> <p>GDPR</p> <p>Last year there were no reportable breaches and one reportable breach, This year there has been one reportable breach. There is a section in the induction related to GDPR and all new staff have to sign to say they have read the information. Existing staff also have to sign at the start of a new academic year. A GDPR qui will be circulated to staff this term.</p> <p>Governors thanked the finance team all of their work.</p> <p>LJ, CC and JBr left the meeting.</p> <p>Approval of expenditure under the Scheme of Delegation</p> <p>There were no additional items of expenditure requiring approval under the Scheme of Delegation.</p>
	<p>ACTIONS</p> <p>HK to meet with CC to review the register.</p>
DECISION	RESOLVED: Governors approved the proposal to spend contingency reserves subject to CC looking at minimising contractual risks.

AGENDA ITEM 4	CHAIR'S ACTION
	No urgent actions have been taken on behalf of the LGB since the previous meeting. HK attended the Chairs' meeting in SaW's absence which included discussions on the new way of presenting data and outcomes, Ofsted and understanding the Scheme of Delegation.

AGENDA ITEM 5	PRINCIPAL'S ACTION
	The Principal had not taken any urgent actions since the previous meeting.

AGENDA ITEM 6	PART ONE MINUTES OF MEETING – OCTOBER 2021
Discussion:	The Part One minutes of the meeting of 12 th October 2021 were circulated in advance of the meeting and approved by governors.
DECISION	RESOLVED: That Part One Minutes – 12th October 2021 be accepted as a true and accurate record.

AGENDA ITEM 7	MATTERS ARISING
Discussion:	<p>Governors to complete the Annual Declarations of Personal and Pecuniary Interest and to confirm they agree to follow the Code of Conduct 2021/22. Clerk to re-send form ONGOING</p> <p>To appoint a link training governor on completion of parent governor election. Clerk to send parent governor election forms to KD COMPLETE</p> <p>Clerk to circulate parent governor nomination forms to KD COMPLETE</p> <p>Governors to complete skills audit. Clerk to collate results ONGOING</p>

Clerk to advertise co-opted governor vacancy through Inspiring Governance. **ONGOING**

Governors to confirm they have read Keeping Children Safe in Education statutory guidance. Clerk to send form. **ONGOING**

KD to share vision statement discussed at the Inset day. **COMPLETE**

Vision to be included on next agenda to include governors' thoughts on the vision statements

JBr to share Vision, Value and Mission statement information. **COMPLETE**

AG to provide update on the development of her course in the spring term. **Not due**

Governors to feedback on Sports Premium at the next meeting. **COMPLETE**

KD to share peer review report with governors **COMPLETE**

The School Improvement (SIP) and Peer review reports were circulated in advance of the meeting. The SIP report was a very positive and constructive document which confirmed that the aims of the school were correct.

Peer review Report

The Peer Review report was circulated in advance of the meeting. The purpose of the review was not a 'mocksted' but to utilise the expertise of people across the Trust to have a deep look into the school. KD was able to suggest areas for the review.

Q: Why where those particular subject areas chosen?

A: Maths works well and diversity is a strength of the school. English and reading will be looked at in any inspection and with the new phonics scheme and reading books these were the right areas to review. The reviewers also observed writing lessons.

There are always discussions evaluating the wider curriculum. The curriculum at Mill View has a clear intent and work is taking place on the implementation and impact. The review was very positive in that it confirmed the school was heading in the right direction.

Q: What has been done as a result of the actions set?

A: The Maths team have reviewed and adjusted the success criteria and they are considering the quicker roll out of Power Maths. Phonics staff have visited another school and continue to embed the curriculum.

In appraisals there were discussions about how teachers can challenge KD. The report mentioned passive learners and this was questioned with the external advisor and it was clarified that this only related to a small number of pupils. This is not an area of concern but staff have been made aware of this. iPads for children in KS2 have been purchased and the KS2 English team will be splitting roles in KS2. The report also highlighted how pupils engage in their learning.

The SENDCo is looking at bespoke assessment systems for children below age-related expectations and will be part of pupil progress meetings.

The Peer Review process is one part of the collaboration that takes place across the Trust. Schools are already sharing a vast amount of information of their own volition and this is not centrally controlled collaboration.

Annual Safeguarding report to governors be included on the next agenda. **COMPLETE**

Governors to provide feedback on Anti-bullying policy. **COMPLETE**

AG to clarify if the Anti-Bullying Policy needs to include references to peer-on-peer abuse. **COMPLETE**

	Governors to complete NGA Safeguarding training by the January meeting. ONGOING Governor visits for the next meeting – the SEND report was circulated in advance of the meeting. The PPG/LAC report was deferred to the next meeting. ONGOING
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AGENDA ITEM 8	VISION AND STRATEGY
Discussion	Vision and Strategy The work that has taken place on the vision was shared with governors. JBr has some suggestions around the wording which he will refine and bring back to the LGB for further discussion.
	ACTIONS JBr to review wording of school vision for further discussion.

AGENDA ITEM 9	EDUCATIONAL PERFORMANCE
Discussion	Curriculum Update - Priorities and Targets SE has created a standardised document to ensure that all LGBs receive the same information in relation to school data. The Principal will then provide a commentary and governors can check that the information from the data is used to inform the School Development Plan (SDP). Writing is hard to baseline as children have not completed the curriculum. It is an area of focus. AG is working closely with other schools on moderation on Y1 and Y2 and there has been a change in how the Y1 children are taught and this is having a positive impact. There are lots of interventions taking place in Y2 and the class is well-staffed. SEND assessments are taking place for a number of children in Y1 and whilst this will take time progress can be seen especially in phonics and reading and writing. Maths is less of an issue. Q: In previous years have you seen the writing data improve? A: Writing has not been an issue before. Writing was high in 2019 and standards were good. Read to Write was not able to take place last year and KD was of the view that writing data would improve throughout the year. Children with special educational needs (SEND) and disadvantaged children make poor progress and all tutoring money will be spent on improve outcomes in writing for disadvantaged children. This is in addition to the interventions that would normally happen. Q: Covid has meant that children were at home for a large part of the year – is there a particular cohort who may need additional intervention? A: A review of the July data showed that Y3 are a low attaining cohort. All interventions are focused and timetabled and are reviewed half-termly. The next data point may provide additional information. Q: Where there is an attainment gap are they disadvantaged children or children with SEND? A: There are a number of children who fall into both categories. In Y2 6 children who are disadvantaged or SEND and none are meeting the expected standard or above the expected standard. Q: In Y3 does the data indicate that SEND pupils are outperforming other pupils in reading?

	<p>A: A child with SEND is already working above the expected level and Y3 is generally a low attaining cohort.</p> <p>DN advised that attainment and tracking will be the focus for the next SEND link governor visit.</p> <p>Q: Are children who were working above the expected level but are now working 'at', on watch?</p> <p>A: The assessments took place in the first week of term and teachers will continually assess and will pick up on any gaps. Children have sat a SATs test and there will be communication with parents to share information. If this is still an issue at the end of the autumn term this will be reviewed.</p> <p>Last year, maths was the subject where children were able to make accelerated progress and it is anticipated that Power Maths will also have a positive impact.</p> <p>Governors discussed the format of the report which is helpful as it gives access to key information. There was a concern that there was a lot of additional information which may cloud the issue that governors need to address in their strategic role.</p> <p>SE advised that the expectations on local governors through the Scheme of Delegation is to review educational performance. He recognised that there was a training need and the Trust will provide data training in the spring term. The information in the reports is the minimum that governors need to analyse if the Principal has made the right decisions based on the data.</p> <p>Special Educational Needs and Disabilities (SEND)</p> <p>This was discussed as part of the wider discussion on baseline data.</p> <p>Pupil Premium/Looked After Children (PPG/LAC) Update</p> <p>This was discussed as part of the wider discussion on baseline data.</p> <p>Sports Premium</p> <p>The Sports Premium report was circulated with the papers for the previous meeting and governors were invited to make any additional comments. There were no further questions.</p>
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AGENDA ITEM 10	EQUALITY AND DIVERSITY (including wellbeing)
Discussion	<p>KD provided a verbal update.</p> <p>It is an action for the school to look more closely at attainment and progress and the curriculum for pupil premium or looked after children. The Inclusion Lab audit is due to take place and this will be forwarded onto governors when this is received.</p> <p>Accessibility Policy</p> <p>The Accessibility Policy was circulated in advance of the meeting. A change of wording was suggested – to read that the school is committed to providing an accessible environment by having regard to their needs.</p> <p>Q: How is the school aware of parents' and other visitors' accessibility needs?</p> <p>A: The admin teams will ask if they have any accessibility needs.</p>

ACTIONS
KD to circulate Inclusion Hub report.

AGENDA ITEM 11	COMPLIANCE AND SAFEGUARDING
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Discussion:	<p>Annual Safeguarding Report to Governors</p> <p>Governors receive the Annual Safeguarding report to governors at the previous meeting. There were no further comments.</p> <p>Anti-Bullying Policy</p> <p>AG advised that peer-on-peer abuse sits is regularly referenced in the Safeguarding Policy.</p> <p>Website Compliance</p> <p>JBR agreed to review website in accordance with the CAT website compliance document.</p> <p>Quality Assurance Document</p> <p>Governors to receive the completed Quality Assurance document for approval via email.</p> <p>Operation of Policies</p> <p>Governors to receive a verbal report on operation of the following policies:</p> <p>GDPR Policy</p> <p>This was discussed under the Business Manager’s report.</p> <p>Children with Additional Medical Needs Attendance Policy</p> <p>The policy is updated on website there are no children who do not access education because of their medical needs.</p>
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ACTIONS
JBr to review school website
Autumn term Quality Assurance document to be circulated via email for approval.

AGENDA ITEM 12	GOVERNANCE AND RISK
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Discussion:	<p>Skills Audit</p> <p>Governors to complete the Skills Audit.</p> <p>Governor Vacancies</p> <p>There is a vacancy for a parent governor and a co-opted governor. The co-opted governor should have attention to detail and experience in area such as health and safety and policies. Attempts have been made to make applications for the parent governor role as open and accessible as possible to encourage parents from under-represented groups.</p> <p>Governor Visits</p> <p>The SEND link governor report was circulated in advance of the meeting. DN was thanked for the time and input during her SEND visits. thanks to DN and input valued.</p>
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	<p>Governor Training</p> <p>It was noted that data training will take place in January.</p> <p>LGB meetings – for the future</p> <p>It was agreed that one meeting per term would take place face to face so that governors are able to come in and see a part of the school that KD is proud of. It was agreed that the March meeting would take place face to face.</p>
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AGENDA ITEM 13	ITEMS FOR NEXT MEETING
Discussion:	<p>Maths curriculum update – what is working well, what improvements are needed, what actions are being taken and how will success be measured.</p> <p>PPG/LAC governor visit report</p> <p>Equality and Diversity link governor visit report – to focus on resources and educating parents.</p> <p>Greener Governance</p>

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Tuesday 18 th January 2022 at 6pm

Further discussions took place under the Part Two agenda