



**MEETING 5 PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING  
OF MILL VIEW PRIMARY SCHOOL**

<b>Date</b>	<b>Tuesday 8<sup>th</sup> February 2022 at 6pm</b>
<b>Venue:</b>	<b>Via Teams</b>

<b>Attending (Governors):</b>	
Stephen Webb (SAW) Kate Doyle (KD) Laura Edwards (LE) Ali Gibbons (AG) Sam Glendenning (SG) Hailey Kelso (HK) Vice Chair Jane Beston (JB) Denise Noble (DN) James Brown (JBr)	Co-opted Governor/Chair of Governors Principal Co-opted Governor Staff Governor Staff Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor
<b>Apologies:</b> Anuska Dostalova (AD)	Parent Governor
<b>Also in Attendance:</b> Claire Callaghan(CC) - in part Steve Ellis (SE) Luci Jones (LJ) – in part Diane Walley (DW) - in part Amanda Crowder (AC) - in part Laura Robinson (LR) - in part Debbie Tomkinson (DT)	Academy Business Manager CEO Chief Finance and Operations Officer Academies Finance Manager Academy Business Manager SENDCo Governance Professional

*The meeting met its quorum*

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	SaW welcomed all to the meeting. The apologies of AD were accepted.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	SaW noted that LR was his daughter and he would ask HK to Chair the item involving LR.  No new interests were declared.

<b>AGENDA ITEM 3</b>	<b>HR/FINANCIAL PERFORMANCE</b>
	<b>Business Manager's Report</b>  HK advised that she had met with CC prior to the meeting to discuss the school budget. The decision about contingency funds previously agreed by governors has been built into the budget. There are clear reasons why the three-year budget looks like it does and HK advised governors that she agreed with the caveats presented. The kitchen has improved and is looking strong,

spending is focused on the top three strategic priorities and the school is making good progress in these areas.

The business manager's report was circulated in advance of the meeting and CC was in attendance to present this to governors.

### **Three Year Budget**

In Y2 and Y3 an in-year deficit is forecast because of increasing staffing costs. There are a high number of teachers on the Upper Pay Scale. A full-time salary for one teacher has been factored into the budget but it is possible that this will be a part-time position and this will save approximately £25k and will bring Y2 into surplus. The costs of nursery teachers have been factored into the budget.

The costs contained within the budget are accurate but income projections are conservative. It is anticipated that by the end of the current academic year, there will be a better insight into numbers in the nursery and that this may bring Y3 into a surplus.

### **Reforecasting of Current Year's Budget**

The expected surplus is a little less than expected and this is because of additional overtime costs to cover staff absence in the kitchen. Staff in the kitchen and Miller Club have stepped up to support the school during the absences and have done so with minimal overtime claims. There is now a full complement of staff in the kitchen.

The income from the Miller Club is not as high as anticipated but there are a number of families from the nursery who want wraparound care and it is hoped that the Miller Club budget will be in line by the end of the year. Given the financial position of the club last year, to end the year with a £23k surplus is very positive.

There have been no changes to the nursery budget. The only change is that the teachers who will be working in the nursery are known. Staffing costs for the nursery are expensive than anticipated.

Staffing costs are significantly lower (20K) and this is because the budget allowed for pay rises which have not happened. £15k of this saving has been allocated to the premises budget with £5k being allocated to the supplies budget.

### **Q: Why is the £20k not being used to eliminate the deficit?**

A: At the start of the year, the budget was set with a £15k surplus. By putting £20k into premises and supplies, there will only be a variance of £1k from when the budget was originally set.

### **Capital Expenditure**

All DFC funds have been spent on the purchase of 22 I pads and a trolley and these are being used in the school.

Building work on the nursery site has begun but as a result of a failure of the contractor to complete an adequate site survey there have been some issues. The school is obtaining legal advice on some of the ongoing issues.

The contractor wants the school to pay an additional £4k for traffic management measures. When a building is installed a fee is charged by the local authority which is passed onto clients. There have been numerous conversations with the contractors, they have been onto the site and at no point was there any reference to traffic management fees. The contract does not state any requirement to pay such fees.

The groundwork team have been sub-contracted by the main contractor. On the first day that the work was due to start, they asked for confirmation that Building Regulations had been complied with. There were no discussions prior to this about regulations. This issue has now been

resolved and the inspector from the local authority has given approval for the foundations to be laid.

The contractor identified a circuit board close to the nursery site as being where they would connect the power. The circuit board is full and so cannot be used for the nursery. There are two boards that do have capacity but they are further away from site and this will cause an extra cost.

On a visit to the school, the contractor identified a drain close to the nursery which they said could be tapped into the sewers. The site manager has now stated that this is not a sewer but is a surface water drain. In April, the school paid for a sewer trace and all of the documents were given to the contractor but these were not shared with the groundworks team. The sewer trace shows that there are no sewers in the area and so it may be necessary to instal a tank on site This will result in further installation and maintenance costs. To install the tank cost will cost £6700 and the maintenance costs are estimated to be £120 per year.

The contractor has agreed to absorb the costs in relation to the electricity supply. They have proposed that the school pay £5k towards the traffic management and sewage costs (£4k for the sewage costs and £1k for sewage costs) with the contractor paying the balance. CC advised that she is currently waiting for advice from the legal team.

The foundations have been laid and work is on track to install the building in the February half-term. The building will be completed in early March subject to the issue over sewage facilities being resolved. There are currently 20 children due to start nursery in April and five children from September.

The nursery is on track to open after Easter but a decision will need to be made on whether to pay the additional £5k or if it is to be disputed. The contract did not mention additional costs and the school has provided the contractor with all relevant information and they have admitted liability.

**Q: What are the implications of a legal dispute?**

A: Discussions are still taking place at this point and there will need to be consideration of the pros and cons of entering into a legal battle. The second instalment of costs is due but this has not yet been paid.

**Q: If the building is not ready, what happens to the children?**

A: The nursery will run from the school. Whilst this will not be ideal, children will be provided with an education that meets the statutory requirements. The decision in relation to the sewage tank will not delay the opening of the nursery.

It was also noted that the budget does not take into account additional costs and future budgets may need to take into account any annual payment.

It was also noted that the school has an additional £20k which has been allocated into the premises and supply budgets which could be used if there are additional costs for canopies and so money is available if needed. If a decision is made to agree to the additional £5k payment there will need to be written reassurances from the contractor that there will be no further costs.

**Q: Is advice being sought on whether payment to the contractor can be withheld?**

A: CC advised that she would raise this with the school's solicitors.

Governors agreed that it was appropriate to wait for legal advice before making any further decisions.

**Governors received and noted the budget update.**

	<p><b>Asset Register</b></p> <p>The review of the Asset Register has been scheduled and an update will be provided at the next meeting.</p> <p><b>GDPR</b></p> <p>There will be a GDPR review in the summer term. There have been no data breaches.</p> <p>Governors thanked CC for her report and she left the meeting.</p>
	<p><b>ACTIONS</b></p> <p><b>Asset Register update to be include on March agenda</b></p>

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF MEETING – January 2022</b>
<b>Discussion:</b>	The Part One minutes of the meeting of Meeting 4, January 2022 were circulated in advance of the meeting and were approved by governors.
<b>DECISION</b>	<b>RESOLVED: That the Part One Minutes – January 2022 be approved</b>

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<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 COMPLETE</p> <p>Clerk to advertise co-opted governor vacancy through Inspiring Governance. ONGOING</p> <p>Governors to complete NGA Safeguarding training by the January meeting. ONGOING</p> <p>Governor visits for the next meeting - PPG/LAC. ONGOING</p> <p>KD to provide verbal response to actions to be taken following Inclusion Hub audit – included under agenda item 10 COMPLETE</p>

<b>AGENDA ITEM 6</b>	<b>CHAIR'S ACTION</b>
	<p>SaW advised that two of the key issues highlighted from the skills audit were a desire to gain experience of chairing and concerns about governor workload.</p> <p>He has met with the Chair of the trust board and proposed that the responsibilities carried by the lead governor be more formalised so that the LGB will delegate the responsibility for the analysis, questioning and challenge of senior leaders in the area they are responsible for. This will not take away the LGB's accountability but will create an opportunity for link governors to become a more active part of the reporting process. It is hoped that this will positively impact on governor workload as a report will be created by the link governor which means that, if necessary, local governors will only need to look at the key themes. SaW also proposed that the link governor would chair that section of the meeting pertinent to their report.</p> <p>The Chair of the trust board was supportive of the proposal and was happy for this to be trialled.</p> <p>It was agreed that the link governor visits would need formalising through the year so that link governor reports are aligned to when matters are to be presented to the board. It was also recognised that it may be difficult for some governors to complete a link governor visit during working hours.</p>

	<p>Governors agreed to trial the process with safeguarding, finance and assessment link governors.</p> <p>SaW reported that a small school in need of additional support has approached KD to act as a strategic partner to the headteacher. This is good for KD's continuing professional development and will also attract additional finances into the school. This will also provide other staff at Mill View the opportunity to gain some additional strategic experience.</p> <p><b>Q: Do we need clarity on what strategic actions will be delegated and how the LGB may need to support staff?</b></p> <p>A: The strategic reasons behind the decision is for professional development of staff linked to appraisal targets.</p>
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<b>AGENDA ITEM 7</b>	<b>PRINCIPAL'S ACTION</b>
	KD advised she had not taken any urgent actions since the previous meeting.

<b>AGENDA ITEM 8</b>	<b>EDUCATIONAL PERFORMANCE</b>
<b>Discussion</b>	<p><b>Autumn Term Pupil Outcomes</b></p> <p>The autumn term pupil outcomes report was circulated in advance of the meeting for governors' information</p> <p><b>School Session Times</b></p> <p>The school sessions times were circulated in advance of the meeting for governors' information. It was confirmed that these had been shared and agreed across the Trust.</p> <p><b>SEND Update</b></p> <p>HK welcomed LR who was in attendance to provide an update on the SEND provision in the school.</p> <p>The new paperwork systems are working well and have resulted in improved communication. Staff are more confident with in using the IEP and first concerns forms.</p> <p>After the SEND targets are updated termly, they are then saved onto Teams and CPOMS so there is a clear timeline of when a child may have moved from IEP to SEN support. LR is able to review the progress that children are making.</p> <p>The first concerns form helps in the early identification of needs in Reception and KS1 and enables children to be supported early on.</p> <p>LR has been working with the SENDCO from Bexton Primary school where teachers are able to set targets. The plan for the summer term will be for teachers to set targets in a collaborative way with the inclusion team.</p> <p>As needs are identified earlier it is possible to escalate applications more quickly. This is evidenced by the successful applications for two EHCPs with four pending.</p> <p>Teaching staff are more confident in obtaining outside support and whilst this may create a heavier workload for staff it does mean that needs are picked up quickly.</p> <p>Support staff are encouraged to work with teachers in class, and at the target setting meetings. Meetings with support staff take place weekly and this has highlighted some training needs. A</p>

	<p>number of support staff are not aware of social stories and training will be provided to some teaching assistants who will be able to feed this back to their colleagues.</p> <p>SEND groups of learners have been set up on Insight and LR presents at pupil progress meetings. This has allowed for closer tracking of specific learners. LR's attendance at pupil progress makes LR aware of any actions immediately.</p> <p>LR provided an update on the next steps for SEND provision.</p> <p>One action that came out of the peer review was the need for a bespoke tracking system. Some of the funding applications are rejected because of the difficulty in showing the progress of children with SEND. There are plans to purchase B Squared which is an effective tracking system for tracking children with SEND.</p> <p>There have been discussions about streamlining correspondence with families and it may be useful to have a standard message so that nothing slips through the net. Conversations will still take place with families where this is necessary.</p> <p>Training for support staff will be further developed including autism training and social stories.</p> <p>LR plans to obtain staff feedback as some staff have found writing SMART targets tricky. This will help identify any further support that staff need.</p> <p>SE noted that the leadership of SEND is very strong across the school.</p> <p>Governors were pleased that training will be provided for support staff and they noted that the progression from last year was very positive.</p> <p>Governors thanked LR for her report and she left the meeting.</p>
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<p><b>AGENDA ITEM 11</b></p>	<p><b>EQUALITY AND DIVERSITY (including wellbeing)</b></p>
<p><b>Discussion</b></p>	<p>KD shared initial feedback of the Inclusion Hub audit.</p> <p>A high proportion of parents are not religious and they don't feel that this status is valued.</p> <p>The staff in the school are not ethnically diverse and so there are some things that the school needs to think about in relation to its recruitment procedures.</p> <p>There was a level of sexism felt by girls in upper KS2 such as boys get to do certain activities and girls can't play football.</p> <p>Some members of the school community who are not eligible for free school meals felt that the school needed to take more account of their financial situation. There will be discussions as to how this can be achieved such as reviewing what parents are asked to pay for and other hidden costs such as the costs of dressing up days. There have been discussions about 'super disadvantaged' families who do not meet the threshold for Pupil Premium but who are in a financially difficult position.</p> <p>There was a view that governors do not show enough commitment to equity and diversity. Some respondents said that they would not be confident in discussing issues such as transgender and sexual orientation.</p> <p>Initial actions will be to review staff recruitment procedures and the working on advertisements. There needs to be a better level of presentation on what the school is doing. There are some things that the school is doing that parents may not be aware of. It had been recognised that</p>

	<p>there was a need for a wider range of faith assemblies and a timetable of faith assemblies has been created and will begin after half-term. There will also be a review of the comments around sexism with the girls in Y5 and Y6.</p> <p>KD advised there will be more actions when the audit report is published and the school will work with the hub to interpret the responses and to identify appropriate actions.</p> <p><b>Q: How will the responses to the audit resonate with staff?</b>  A: All staff have received training from the hub and so will be aware that actions will be needed. Staff were also able to respond and a lot of the comments will have come from staff. KD hoped that staff will be reflective and understand that the purpose is to get better for the community it serves.</p> <p>Governors noted that it was positive that the school had made an active choice to ask some challenging questions and have given staff and parents the space to respond.</p>
<p><b>ACTIONS</b></p> <p><b>Inclusion Hub audit report to be circulated to governors</b></p>	

<p><b>AGENDA ITEM 12</b></p>	<p><b>COMPLIANCE AND SAFEGUARDING</b></p>
<p><b>Discussion:</b></p>	<p><b>Safeguarding Update</b></p> <p>KD provided a vernal update on online safety.</p> <p>Online safety is covered in PHSE sessions and computing curriculum. Work has taken place with the local PCSO and information and resources are shared with parents so they are able to support their children. Pupils complete surveys in the computing curriculum which enables teachers to assess a child’s ability to negotiate different situations. The website is regularly updated and there are plans to provide training sessions for parents.</p> <p><b>Q: Have there been any incidents around social media?</b>  A: There have been no further incidents to KD’s knowledge and no incidents this half-term.</p> <p>KD provided governors with an update on road safety,</p> <p>The PCSO has worked with children and Y4 children have been trained in how to cross the road as part of the wider curriculum. There are a group of road safety-officers who report back to the school who have been very active and have set-up a lot of activities.</p> <p><b>School Security update</b></p> <p>There is tight security system in place. There is a signing-in system and access to the school is through a buzzer system. All staff have received training on what to do if there is an unknown adult in the school. Gates are locked and opened by the caretaker. CCTV has been recently installed and this has acted as a deterrent. Alarms are regularly checked and there are named keyholders.</p> <p><b>Evaluation of Pupil survey results</b></p> <p>A pupil survey focusing on safeguarding and attitudes to learning have been completed. Future surveys will focus on health, bullying, behaviour and pupil voice.</p> <p>Most of the children said they enjoyed school most of the time. A small number said that they enjoyed school some of the time. From the answers, it will be possible to review individual</p>

	<p>responses and talk to children about any concerns they may have. Children were made aware that the survey would not be anonymous as teachers wanted to be able to help them if things were difficult.</p> <p>Most children said they enjoyed learning at the school. AG has spoken to the children with negative results to see what they found difficult about school. In most cases there was one area or subject that they did not like.</p> <p>In response to the question that teachers help me do my best, the children's interpretation was that they did not need teachers and this is because there is a culture of promoting independence.</p> <p>The question about teachers giving children work that challenges them was misunderstood and AG has spoken to teachers about ensuring the right vocabulary is used in the classroom.</p> <p>The majority of children were aware of who to talk to if something was worrying them. AG has spoken to any child who was not sure about this.</p> <p>Most of the children said they felt safe. Through the conscious discipline approach, safety is part of the language that is regularly used. AG has spoken to those who said they felt safe some of the time or almost never and their concerns did not relate to any safeguarding issues.</p> <p>Only one child said they would not recommend the school to a friend.</p> <p>It is important that children know they have a voice in the school and that there will be a follow-up. The results of the survey are used in pupil progress interim meetings and if there is a theme in a particular class there may need to be more learning around that issue.</p> <p><b>Q: Did the percentage of children who were in the 'some time' band worry you?</b>  <b>A:</b> Yes, at first glance, which is why it was important to know what children were thinking. After speaking to children, AG is less concerned.</p> <p><b>Q: There appeared to be more negativity about enjoying school in Y5 and Y6?</b>  <b>A:</b> These children may have thought about the question too deeply as when it was discussed with them there was one lesson they did not like, there were no major themes.</p> <p>It was agreed that for future surveys the 'neither' box be removed from the survey as this may aid children's understanding.</p>
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<b>AGENDA ITEM 13</b>	<b>GOVERNANCE AND RISK</b>
<b>Discussion:</b>	<p><b>Governor Vacancies</b></p> <p>Four parents expressed an interest in the parent governor vacancy. Two people have submitted a written statement.</p>

<b>AGENDA ITEM 14</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Tuesday 8 <sup>th</sup> March 2022 at 6pm at Mill View Primary

**Further discussions took place under the Part Two agenda**