



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

Date	Tuesday 7th June 2022 at 6pm
Venue:	At Mill View Primary

Attending (Governors):	
Stephen Webb (SAW) - Chair Kate Doyle (KD) Laura Edwards (LE) Ali Gibbons (AG) Harry Morris (HM) Hailey Kelso (HK) Vice Chair Jane Beston (JB) Denise Noble (DN) James Brown (JBr) Louise Thomas (LT)	Co-opted Governor Principal Co-opted Governor Staff Governor Staff Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor
Apologies: Anuska Dostalova (AD)	 Parent Governor
Also in Attendance: Debbie Tomkinson (DT)	Governance Professional

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 and he welcomed HM to the meeting as new staff governor. The apologies of AD were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	SaW declared an interest in relation to item 9 as his daughter is the SENDCO. No new interests were declared.

AGENDA ITEM 3	EDUCATIONAL PERFORMANCE
Discussion	Teaching and Learning Update AG provided governors with a verbal update on the work of the Inclusion Team. The team, consisting of AG, SENDCo and Learning Mentor meet weekly. The purpose of the team is to ensure that disadvantaged pupils or those with additional needs (including special educational needs, medical needs and children entitled to pupil premium) are able to thrive across the curriculum.

	<p>The work of the inclusion team is a mixture of operational elements, including discussing individual cases and potential next steps and an element of strategic thinking. There is an opportunity for individual children to be discussed each week as required.</p> <p>Staff across the school know how the team works and know how to refer urgent cases to the inclusion team.</p> <p>The team looks at the progress of children and any next steps required such as the involvement of outside agencies. They will also discuss training to ensure that staff have received training relevant to the school strategy and enable expertise across the school. Learning is shared with teachers and teaching assistants (TA).</p> <p>Nationally, mental health and emotional well-being is high on the agenda and this is regularly discussed by the Inclusion Team. The Learning Mentor is completing training on a strategic approach to whole school mental health and well-being which will then generate an action plan. A number of TAs are completing mental health training. The inclusion team are looking at identifying the needs of children in relation to their mental health and emotional well-being and monitoring the impact of interventions. There are a number of tools to identify clear pathways for referrals for mental health and wellbeing so there is a graduated approach. All staff are aware of what is on offer.</p> <p>Q: Is there one central referral system?</p> <p>A: The process has been streamlined for children with special educational needs (SEND) so that no child will receive an intervention without it first going through the Inclusion Team. There have been discussions about how to identify children with mental health and wellbeing needs and the universal offer that is available to every child. As an example of this, the Relationships and Sex Education curriculum includes two free units and these will cover mental health issues. Staff have attended mental health training courses to help identify children who may need additional support. The plan is to make sure that all staff are able to notice the small details and to consider if a referral is necessary.</p> <p>There are some very good mental health lessons in the citizenship curriculum but there is a need to track this to ensure all elements are covered. There may be distinct mental health lessons for each year group.</p> <p>Pupil voice is collected but, this half-term, children will also be asked to complete a questionnaire focused on specific needs. There is one cohort whose attitudes to learning and self-esteem are low and there will be whole class strategies to support them. The questionnaire will be able to highlight if any other groups are affected. The results will not be anonymous because it is important for staff to know if specific children are worried about something. AG and the learning mentor have gone through the questionnaire with the children in order to aid consistency. It is very important that there is no stigma in talking about mental health and mental ill-health.</p> <p>Governors noted the positive SEND review and asked if was more that the trust can do in relation to mental health and wellbeing. It was agreed that this would be added onto the agenda for the Chairs meeting.</p>
	<p>ACTIONS</p> <p>Trust support with children’s mental health and wellbeing to be included on the agenda for the Chairs’ meeting.</p>
<p>AGENDA ITEM 4</p>	<p>HR/FINANCIAL PERFORMANCE</p>
	<p>Business Manager’s Report</p> <p>CC was in attendance to provide an update on her report which was circulated in advance of the meeting.</p>

Prior to the LGB meeting, HK met with CC, KD, the Chief Finance and Operations Officer and the Chair of the Trust Board. The Chair of the Board was in attendance as an observer to view the process that takes place prior to an LGB meeting. HK provided a verbal update.

There is an overspend on the nursery but the new scenarios that CC has run are strong and reasonable and there are a number of options available to the school, if necessary,

The Miller Club and kitchen have generated a surplus.

Due to the overspend in nursery, the overall budget is in deficit which has an impact on the contingency reserves. Governors had previously agreed to top-up contingency reserves and, going forward, there will be a commitment to re-build this.

Spending plans will continue to be linked to the school's strategic priorities.

Proposed Budget

CC provided governors with an update on the current year's budget. The forecast out-turn is not significantly different from the original budget with a deficit of £16k which is a variance of £3k.

Governors had previously agreed there would be an overspend on premises as a result of the nursery but this has been balanced by the indirect spend. It is anticipated there will be a surplus of £4k from the kitchen. This position is a credit to the kitchen manager who keeps costs low, has adjusted menus because of increasing costs, chases debts and encourages update of meals. Governors formally thanked the kitchen manager for her work.

The surplus for the Miller Club is half of what was forecast at the start of the year. The number of children using the club have increased and this is expected to increase further. The revised budget is showing a surplus of £12.k for the Miller Club.

The nursery opened in April and, at this point, it wasn't possible to invite prospective parents to have a look at the provision. The nursery is now complete and staff are very proud of it. There were 19 children when the nursery opened in April and this has increased to 22 with 45% of session filled for this term.

The original forecast was based on filling 100% of sessions from the opening date and so it is forecast that there will be an £11k deficit instead of an £8k surplus. It is anticipated that more places will be filled next year.

CC provided governors with an update on spending linked to school priorities including the purchase of I pads and laptops and an interactive whiteboard. The IT infrastructure has been upgraded so there is now faster internet across the school. An additional teacher was included in the structure for two terms. There is a new maths and literacy team.

Governors acknowledged that it was positive that the budget has been used to support the school's strategic priorities.

The combined budget at the end of the year is £10.5k and the deficit will be met by contingency reserves.

Q: How many of the nursery children will be staying in September?

A: There are 12 children staying – 10 of whom will be going into Reception. There are another 15 confirmed children. There have been a number of enquiries and expressions of interest. Any family who wanted to sign up for this term and receive funding had to apply by Easter and so it is not anticipated that the numbers will grow significantly this term.

There will be open days for prospective parents to attend so it is hoped that the momentum will build. KD has spoken to the Principal at Kelsall who advised that it had taken three years to get to their current position.

Governors approved the revised budget forecast.

Three-year budget

Included within her report, CC provided governors with information on the forecasting process to give governors reassurance that although some areas of the budget (eg staffing and energy) are uncertain, there is a lot of certainty in relation to other areas of the budget. It is known that 82% of the budget is made up of the GAG with 53% spent on staffing.

Other items of expenditure such as cost of food, utilities and grounds maintenance is uncertain. CC has contacted all suppliers and the majority were unable to provide details of any potential costs increases. The cost of electricity is currently £9k and this is predicted to increase to £33k by Y3.

In addition to the current economic situation there are some school specific issues and CC has modelled a number of scenarios before agreeing on the current model.

There will be a number of pupil premium and children with special educational needs who attract funding who will be leaving the school. The impact on the budget is significant but it is not known if there will be new children joining the school. Staffing has been adjusted to reflect this position.

The second area of uncertainty is the nursery. CC modelled the finances with the nursery being 50% full to 100% and it was proposed that the forecast be based on 80% from September. The nursery has currently filled 51% of sessions for September so this figure is not unachievable. The nursery will break-even and the provision will be able to be maintained when 55% of sessions are filled.

Q: Why is it a financial loss to the school if children eligible for pupil premium or SEND leave the school?

A: Children entitled to pupil premium, adopted from care, children from families who are in the armed forces and some SEND children attract additional funding. In a lot of cases this additional income is used to fund support staff.

In relation to children with SEND, schools have to pay the first £6k of any additional support needed.

Q: What is the position in relation to support staff who support more than one child?

A: TAs have always been appointed on a temporary basis and if they are linked to a child, that child is not named, but the contract details relevant information. This provides the school with a level of financial protection. It is likely that the school will be successful in applications for more funding for children currently in the school.

It was recognised that the budget will need to be monitored closely. It is possible that the budget may not have factored in enough increases for costs such as oil but all scenarios have been carefully considered and changes can be made if necessary.

£5k for each of the three years has been committed to topping up reserves.

Q: Is it accurate to state that although there is a deficit this is a managed risk and there is provision in place to address any shortfall without compromising the provision to the children?

A: The opportunities for the children will be the same and the budget has been set in line with the strategy. There have been discussions about what are the strategic priorities and what are the 'nice to haves'.

It was noted that it was only the third year of the three-year plan that was forecast to be in deficit. Governors also recognised how positive the position is particularly in the context of Covid.

Governors recommended that the three-year budget be approved by the trust board.

	<p>GDPR Update</p> <p>The GDPR update has been deferred until after the summer break.</p> <p>CCTV Policy</p> <p>The draft CCTV Policy was circulated in advance of the meeting for governors’ consideration.</p> <p>Q: The policy suggests that data is wiped every 60 days – does this need to be on a rolling basis? A: The IT consultant has clarified that it is over-written every 60 days so the policy will be re-worded to reflect this.</p> <p>Q: What happens if a parent asks for footage? A: The CCTV has been installed to protect the building from vandalism and not for behaviour management reasons. The CCTV will not be switched on during school opening times and the policy will be re-drafted to reflect this. As the CCTV will only be on from 5pm and there will never be a child in the recordings. In the event that a Subject Access Request was made, faces will need to be obscured and there is the facility to do this.</p> <p>Q: How will parents and staff be informed of the CCTV? A: A letter will be sent before the CCTV is switched on.</p> <p>Q: Who will switch the CCTV on? A: It will be on a timer.</p> <p>Subject to the highlighted amendments, the CCTV Policy was approved by governors.</p> <p>Approval of 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 CC for her update and she left the meeting.</p>
	<p>DECISION: Governors approved the revised three-year forecast</p> <p>DECISION: Governors recommended that the three-year budget be approved by trustees.</p> <p>DECISION: Subject to the highlighted amendments, the CCTV Policy was approved by governors.</p>

AGENDA ITEM 5	PART ONE MINUTES OF MEETING – March 2022
Discussion:	The Part One minutes of Meeting 7 – May 2022 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
	DECISION: That the Part One Minutes of Meeting 7 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>JBr to complete link GDPR governor visit – to take place in September. ONGOING</p> <p>JB to complete safeguarding governor visit. JB has met with AG and asked questions from the safeguarding training and AG was able to provide evidence in response. The annual safeguarding</p>

	<p>report is completed and is reassuring and any actions have been actioned. JB also reviewed the Single Central Record.</p> <p>Governor engagement with the Pupil Parliament has begun but there will need to be discussion on further engagement in September.</p> <p>It was noted that there are a number of acronyms within the reports to governors and it was suggested that an appendix of acronyms would be beneficial. DT also to clarify if references to equality should read equity.</p> <p>Teaching and Learning Update on Inclusion and Mental Health to be included on June agenda. COMPLETE</p> <p>DT to feedback to Trust on consultation documents. COMPLETE</p> <p>DT to request approval from the Trust to co-opt two parent governors – to be discussed under agenda item 12 COMPLETE</p> <p>LE to complete health and safety link governor visit – Date arranged for June</p> <p>Governors to consider contacts who may be interested in a governance role – JB identified a contact who may be interested in the role – SaW and KD to meet to have an initial discussion. COMPLETE</p>
	<p>NEW ACTIONS</p> <p>SaW and KD to meet to have an initial discussion with prospective governor</p> <p>DT to request appendix of acronyms and to clarify if references to equality should read equity.</p>

AGENDA ITEM 7	CHAIR'S ACTION
	The Chair had not taken any urgent decisions on behalf of the LGB

AGENDA ITEM 8	PRINCIPAL'S ACTION
	The Principal had not taken any urgent decisions on behalf of the LGB.

AGENDA ITEM 9	VISION AND STRATEGY
	<p>HK chaired this element of the agenda</p> <p>Vision and Strategy</p> <p>Governors were invited to visit the school on Friday 15th July (9.30am – 10.30 am) review how the vision is working through the digital platforms in school.</p> <p>SEND Review</p> <p>The SEND Review was circulated in advance of the meeting. The peer review model is used across the Trust and the review included the CEO and a SENDCO from another school.</p> <p>The report was very positive with a number of good practices highlighted. There are clear systems in place and these are available to all staff on Padlet. Staff feel very confident using the Padlet system.</p>

	<p>There was recognition of the social and emotional needs of children with SEND and how the Inclusion Team provides support and how they have sufficient authority to implement measures at pace which is a critical consideration.</p> <p>There are some areas to consider. The tracking mechanism is being addressed through the purchase of Be Squared. Be Squared tracks fine points of progress and can also measure the social and emotional needs of children. To be able to show parents that their children are making progress is important. Other areas will be used as a focus for link governor visit. DN confirmed that she will be completing a full handover with LT.</p> <p>Q: Is there any indication of the numbers of children who may have special educational needs in the new September intake?</p> <p>A: There doesn't seem to be any significant need in the nursery but full details are not known at this stage. Staff will speak to parents and the nursery settings before the children join Reception.</p> <p>Governors recognised that the report was pleasing as the issues to consider had already been highlighted and discussed by the SENDCO. It is important that the initial focus was on systems to ensure consistency across the school as it is only possible to evidence need through rigorous systems. The role of the SENDCO is central to the whole school and ensuring that all staff have the same passion for SEND children and that all children and families are treated in the same way.</p> <p>Q: What is the reference to the percentage stability number?</p> <p>A: This is the number of children that move through the school – this looks at pupil numbers and groups of pupils.</p>
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AGENDA ITEM 10	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>Safeguarding</p> <p>Governors received the updated annual safeguarding report to governors and noted the contents.</p> <p>Q:Is there a requirement for a discrete Looked After Children Policy (LAC)?</p> <p>A: There is no legal requirement for academies to have a separate policy and LAC are covered under other policies.</p> <p>It was noted that there was reference to HK having completed Safer Recruitment training. It was clarified that it is an action for HK to complete the training.</p> <p>Health and Safety</p> <p>Following the end of the term of office of LE, the LGB does not have a health and safety governor. It was agreed that SaW would take on the role of acting Health and Safety Governor. It was confirmed that LE will complete a health and safety walk prior to the end of her term of office.</p> <p>Policies</p> <p>KD provided governors with a verbal update on policies:</p> <p>Health and Safety Policy</p> <p>The policy has been reviewed and is still current. It has been published on the school website. Daily and weekly checks take place and CC keeps an ongoing record of actions. Policies are shared annually with staff on Padlet and any updates are given both verbally and on Padlet. When a new member of staff joins the school, the health and safety policy is included as part of the induction process. There is a maintenance schedule in place.</p> <p>Early Careers Framework</p>

	<p>This is a Trust policy. There are no early careers teachers at Mill View.</p> <p>Children with Additional Medical Needs Attendance Policy</p> <p>The process is as reported in the previous meeting and this is kept under review.</p>
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AGENDA ITEM 11	EQUALITY AND DIVERSITY (including wellbeing) –
	There will be a meeting with the Inclusion Hub to complete the next part of the process.

AGENDA ITEM 12	GOVERNANCE AND RISK
Discussion:	<p>Governor Vacancies</p> <p>It was confirmed that the Trust Board had approved the proposal to co-opt HK and JB. It was recognised that the proposal does make the LGB 'parent heavy' but that, if approved by the LGB, this would protect continuity of governance.</p> <p>Q: Are there vacancies that can be filled by non-parents? A: It was confirmed there are.</p> <p>The LGB approved the proposal to co-opt JB and HK for a four-year term of office.</p> <p>There were further discussions about potential co-opted governors and it was agreed that interested parties to be invited to talk to KD and SaW about the role.</p> <p>Governor Expenses</p> <p>There were no governor expense claims this academic year.</p> <p>Review of Governance</p> <p>Governors considered the work of the LGB.</p> <p>Delegation – governors have designated roles and will meet with relevant members of staff. Governors have extended the link governor roles so that they take the lead on discussions during meetings.</p> <p>Strategy for monitoring – staff are regularly invited to present to governors and governors agreed that this was a useful way of monitoring impact. Another way of monitoring is for governors to come into school during school hours. It was agreed there will be a termly governor visit where all governors will be invited into school to review an aspect of strategic responsibility.</p> <p>Impact on pupils – this responsibility is discharged through the appointment of an assessment and data lead governor and through governor visits to school.</p> <p>Training – it was agreed that HM to become training governor from September.</p> <p>Governor attendance – governor attendance is positive.</p> <p>Governors requested clarification from the Trust Board on staff governor attendance during the discussion of part two matters.</p> <p>Meeting Dates for Next Academic Year</p> <p>The meeting dates for the next academic year were circulated in advance of the meeting and approved by governors.</p>

	As this was the last meeting for DN and LE, governors thanked them for using their wealth of knowledge and experience to support the school.
	<p>ACTIONS</p> <p>KD and SaW to talk to prospective governors.</p>
	DECISION: Governors approved the appointment of HK and JB as co-opted governors.

AGENDA ITEM	DATE OF NEXT MEETING
13	
Discussion:	Tuesday 12 th July 2022 at 6pm via Teams – SaW sent his apologies in advance

Further discussions took place under the Part Two agenda