



**MEETING 6 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Thursday 30th March 2023 at 6pm
Venue:	Via Teams

Attending (Governors):	
Stephen Webb (SAW) Kate Doyle (KD) Hailey Kelso (HK) Ali Gibbons (AG) Jane Beston (JB) James Brown (JBr) Anuska Dostalova (AD) Louise Thomas (LT)	Co-opted Governor/Chair/Health and Safety governor Principal Co-opted Governor/Vice Chair Staff Governor Co-opted Governor/Safeguarding/DEI governor Co-opted Governor/GDPR/Assessment governor Parent Governor/PPG and LAC governor Parent Governor/SEND governor
Apologies	
Harry Morris (HM) Jo Shepherd (JS)	Parent Governor Staff Governor/Training governor
Also in Attendance:	
Debbie Tomkinson	

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 JS and HM were accepted.

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

AGENDA ITEM 3	EDUCATIONAL PERFORMANCE
Discussion	<p>Looked After Children</p> <p>AG provided governors with a verbal update. A group of families who have children adopted from care meet regularly at school and this provides them with the opportunity to share experiences, provide support and raise any concerns with the school. AG and the learning mentor were invited to attend one of these meetings at Upton High school and she was also able to meet with the KS3 lead and SENDCO where there were discussions on how the high school is able to support children with vulnerabilities and the opportunity to view the provision in place. The meeting was very reassuring as the high school are willing to listen to suggestions and are using the model that</p>

	<p>has been developed at Mill View. AG was also able to get a lot more information about the transition to high school to share with families.</p> <p>Attendance of all children eligible for Pupil Premium funding (PPG) has been reviewed and it is encouraging that in comparison with national trends, looked-after children have high levels of attendance.</p> <p>Q: Has there been any contingency planning as for the reduction in funding with the current children leave the school?</p> <p>A: There are a lot of possibilities. Currently, the school, in consultation and agreement with the Virtual School Head, to refuse LAC children in order to maintain the quality of education for current pupils. As children leave the school, there is the potential to remove the ceiling on numbers.</p> <p>School finances are challenging but the PPG funding is lagged and so there will be no financial impact next year although there may be an impact in the following year.</p>
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AGENDA ITEM 4	PART ONE MINUTES OF MEETING – FEBRUARY 2023
Discussion:	That the Part One minutes of the meeting in February 2023 be accepted as a true and accurate record.
	RESOLVED That the Part One Minutes – 14th February 2023 be accepted as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Governors to complete NGA 16 Questions. COMPLETE</p> <p>HM to update training spreadsheet. HM to update at the next meeting. ONGOING</p> <p>KD to provide a further update on the fitness for purpose of the playground and the number of falls taken have taken place. KD advised governors that there does not appear to be an issue with the playground. She had reviewed the medical records from June 2022 to March 2023. There were two children who had fallen in that area during that time. COMPLETE</p> <p>Asset Register report to be included on the next agenda. ONGOING</p> <p>School session times to be included on the next agenda. COMPLETE</p> <p>Governors to consider their role in relation to the strategic funding of leadership. COMPLETE</p> <p>Governors to consider link roles and responsibilities. COMPLETE</p> <p>Additional training section to be included on training log COMPLETE</p>

AGENDA ITEM 6	HR/FINANCIAL PERFORMANCE
	<p>Staff Training</p> <p>There is a comprehensive training schedule in place for staff. Continuing Professional Development (CPD) links to school development priorities and the curriculum including subject leadership, early years, Ofsted, maths hub training and KS1 maths mastery. Safeguarding training is up-to-date and all staff have received Prevent training. Three staff have undertaken paediatric first aid training and three have also completed food hygiene training. Teaching Assistants have received training on visual impairment and all staff have completed GDPR training.</p>

	<p>GDPR Lead</p> <p>JBr met with the Business Manager in October to discuss GDPR and will arrange for a future meeting.</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>ACTIONS</p> <p>JBr to meet with School Business Manager</p>

AGENDA ITEM 7	SCHOOL IMPROVEMENT
	<p>Attendance</p> <p>The Fischer Family Trust (FFT) data was circulated in advance of the meeting.</p> <p>AG advised that the trust had requested that schools review the attendance of all children with EHCPs. There are seven children with EHCPs at Mill View and there is one case where attendance is low and this has had an impact on the data as a whole. The current attendance for children with EHCPs is 92.07% and this is above the threshold for persistent absenteeism (90%). AG has also reviewed the attendance of children entitled to the pupil premium (PPG). There is only one child whose attendance is a cause for concern and measures are in place. The attendance of PPG children is 95.96% which is above the whole school attendance of 95.14% (from September to date).</p> <p>Q: Are there any concerns that have been highlighted from the review? A: There has been a review of each individual and there is support in place for children whose attendance is low. Where there are any concerns, they are dealt with as per the attendance policy.</p> <p>Governors noted that the FFT data triangulated with the information that had previously been provided by school leaders on attendance and they acknowledged the positive attendance figures for PPG children and children with EHCPs.</p> <p>School Session Times</p> <p>School session times are available on the school website:</p> <p>Mill View Primary school open their gates and doors at 8.40am each morning with registration taking place at 8.50am. Children in Key Stage One can be collected at 3.15pm each day and children in Key Stage Two at 3.20pm.</p> <p>The above timings equate to a total time in school of 32 hours and 5 minutes per week for Key Stage One children and 32 hours and 30 minutes for our Key Stage Two children.</p>

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
<p>Discussion:</p>	<p>Chair's Action</p> <p>SaW had not taken any urgent decisions on behalf of the LGB but wanted to discuss with governors their duty of care to all staff in the light of recent national discussions about Ofsted inspections.</p> <p>Q: How does the pressure of impending Ofsted inspections impact on the mental health and wellbeing of you and all staff in the school?</p>

A: It is important that schools are held to account but the current system is stressful. Mill View is due to be inspected by Ofsted and the thought of this is always present. KD advised that she does not like leaving the school or attending residential in case the inspection happens when she is away. When talking to staff it is clear that the inspection is on their minds too. There is additional pressure in that Mill View is currently an Outstanding school and if it did not maintain this grade this could reflect on staff from a professional point of view.

Q: Is the pressure on leaders because of the potential repercussions of not maintaining the Outstanding grade and, if so, is there anything that governors could do to mitigate this?

A: Leaders are used to answer challenging questions regularly and there are lots of monitoring systems in place but it is the potential after-effect of an inspection that has the most impact. The expectations of the current framework are very high and if a school is not able to meet all of the criteria then it would not be graded as Outstanding. There is additional pressure as schools do not know when an inspection will take place. It is clear through discussions with staff that the thoughts of the inspection are on their minds and there has been a suggestion that the school pay for an inspection to take place earlier.

Governors considered how they could support staff well-being. They recognised that there is a rigorous system of accountability in the trust. Governors meet regularly and provide support and challenge to the school. It was agreed that SaW would write a letter on behalf of the LGB to all staff stressing that, whatever the outcome of the inspection, that governors know through the work they do with the school that the data and decisions made are strong, the school is a success and leaders and the wider staff are committed to ensuring children achieve their best.

It was also agreed that governors would write to parents following the outcome of any inspection and that consideration be given to paying for an inspection to take place if it has not happened by the start of the next academic year.

Governors discussed how to raise the profile of governors across the school so that families understood their strategic role. Attending school attendings and publishing an article in the school newsletter were two suggested actions that could be taken to address this.

SaW attended the termly Chairs meeting. One of the areas of discussions was succession planning and SaW asked if anyone had an interest in chairing in the future to let him know.

Principal's Action

The Principal had not taken any urgent decisions on behalf of the trust board.

Safeguarding

It was noted that the annual safeguarding governor report is to be completed and reported to the LGB in the June meeting.

Health and Safety

KD provide an update on the fitness for purpose of the playground and the number of falls taken have taken place and was discussed under agenda item 4.

Policies

KD provided a verbal update on the Children with Additional Medical Needs Attendance Policy. There is a trust policy in place for which is applied as required.

ACTIONS

SaW to write to all staff on behalf of the LGB expressing the confidence that governors have in the work of the school.

Safeguarding link governor to meet to discuss annual safeguarding report.

Governors who may be interested in the role of Chair to speak to SaW.

AGENDA ITEM 9	GOVERNANCE
Discussion	<p>Leadership</p> <p>This item was raised for discussion following the SEND audit in which the CEO indicated that additional funding could improve an aspect of leadership. Governors wanted to understand their role in such circumstances.</p> <p>Guidance on the strategic role of governors was circulated in advance of the meeting. Based on the information, particularly governors' role in relation to SEND, it was clear that governors do have a strategic role in ensuring that there is sufficient leadership capacity in place. SaW, HK and KD met to discuss this and HK outlined the discussions that she has with KD and the business manager in her link finance governor meetings. The link governor is used to discuss all strategic financial planning, including staffing decisions and how they align with the school's strategic priorities. HK informed governors that KD has clear strategic plans around staffing and how this will shape the curriculum. It was agreed that HK would information about the discussions on staffing decisions in her report to governors so that they can be assured that this strategic challenge is taking place.</p> <p>Governor Appointments and Vacancies</p> <p>There are currently three vacancies on the LGB and there was a review of the current link governor structure to ensure that governor workload is manageable. The following link governors were agreed:</p> <p>Health and Safety - SaW Finance - HK GDPR – JBr Assessment - JBr Diversity, Equality and Inclusion – JB Safeguarding – JB and JS PPG/LAC – AD SEND – LT Training – HM</p> <p>Governor recruitment to be included on the agenda for the next meeting.</p> <p>LGB Self Evaluation</p> <p>Governors received the results of the NGA self-evaluation questions and the results highlighted two areas of further enquiry – new governor induction and the management of risk and governors' understanding of the trust's management of risk.</p> <p>Upon appointment, new governors will receive an induction pack which details relevant information about the school and the trust. It was agreed that new governors should be offered a meeting with SaW upon their appointment to go through the pack and that a mentor also be</p>

	<p>assigned to new governors. DT to set up a meeting with SaW and JS and LT to go through the induction pack.</p> <p>It was noted that governors complete the termly Quality Assurance document which is received by the trust board and this identifies areas of risk.</p> <p>Governor Visits</p> <p>The safeguarding visit report was circulated in advance of the meeting and noted by governors.</p> <p>KD to circulate dates for whole LGB governor visit and to agree a curriculum subject area update for inclusion on the next agenda.</p> <p>Governor Training</p> <p>It was agreed that governors would upload any training certificates onto Governor Hub.</p>
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AGENDA ITEM	DATE OF NEXT MEETING
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Discussion:	Tuesday 9 th May 2023 at 6pm

Further discussions took place under the Part Two agenda