



**MEETING 9 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 13th July 2021 at 6pm
Venue:	Virtual Meeting via Teams

Attending (Governors):	
Stephen Webb (SAW) Kate Doyle (KD) Laura Edwards (LE) Ali Gibbons (AG) Sam Glendenning (SG) Hailey Kelso (HK) Denise Noble (DN) James Brown (JBr) Anuska Dostalova (AD) Jane Beston (JB)	Co-opted Governor/Chair Principal Co-opted Governor/Vice Chair Staff Governor Staff Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor
Also in Attendance:	
Steve Ellis (SE) – in part Debbie Tomkinson (DT)	CEO Clerk

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	<p>SaW welcomed to the meeting.</p> <p>SE was also in attendance and he thanked governors for their support of the school. The Trust appreciate the work that governors do and Mill View is going from strength to strength and the children are getting a great education.</p> <p>SaW thanked SE for the support he has provided and governors are looking forward to moving the school forward even further.</p> <p>SE left the meeting.</p>

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

AGENDA ITEM 3	HR/FINANCIAL PERFORMANCE
Discussion	<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>Nursery Update</p> <p>The planning application has been submitted. It can take up to eight weeks to get a response. The application was submitted a little later than planned as there has been a change to the location and it took a while to get the drawings back.</p> <p>It is currently difficult to obtain steel and this may impact on when the nursery can open. Whilst a commitment has been made to Portacabin, further quotes are being obtained from Qube. No formal agreement has been entered into and it will be necessary for the school to go out to formal tender in line with Trust policy.</p> <p>Q: Will the changes have an implication for families wanting to enrol their children in the nursery?</p> <p>A: There is a 'soft' waiting list and 16 children are already on this. Families may decide to move their children to the nursery in-year but if this does not happen, the children who turn three in that term would be able to access places when they may not have otherwise been able to.</p>
AGENDA ITEM 4	PART ONE MINUTES OF MEETING 6 – March 2021
Discussion:	The Part One and Part Two Minutes of Meeting 8 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
DECISION	Resolved: That the Part One and Part Two Minutes – Meeting 8 June 2021 be accepted as a true and accurate record. All agreed.
AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>HK to review Asset Register. KH has met with the Academy Business Manager (ABM) who has inherited a system that does not have a process associated with it. HK confirmed that all of the relevant documents are in place. The ABM has made some updates and has plans for further improvements to be implemented from September. HK will meet with the ABM at least termly and will formally report back to governors from September. COMPLETE</p> <p>Clerk to provide paperwork for parent governor election. Deferred until the autumn term. ONGOING</p> <p>Equality and Diversity to be included as a standing agenda item. COMPLETE</p> <p>SEND information to be included in data reports. To be included on the agenda for the autumn term. ONGOING</p> <p>Health and Safety Link Governor report to be circulated to governors. To be included on the agenda for the July meeting. COMPLETE</p> <p>To appoint a link training governor on completion of parent governor election. This item deferred until the new academic year. ONGOING</p> <p>JBr complete link GDPR governor visit – discussed under agenda item</p> <p>Internal Audit report to be circulated to governors – This item deferred until the new academic year.</p>

	<p>Governors were invited to the INSET visioning day on 3rd September 2021. SaW proposed that as he has relevant professional experience that he would be able to provide activities for a morning session that will allow staff and governors to examine the core principles and values of the school through the eyes of stakeholders. This would enable a series of mission statements which will result in a core purpose and vision for the school. SaW advised that, if approved, he would act as the facilitator and would not be involved as a governor of the school so he could maintain impartiality and not compromise his position as Chair. He also confirmed that he would not receive payment for any of the work he undertook on behalf of the school.</p> <p>Governors agreed that as impartiality would be maintained then it would be appropriate to use his professional experience for the benefit of the school subject to there being enough governors in attendance.</p> <p>DN, LW, HK, KD, AG and SG will be in attendance and it was agreed that this would be an appropriate number of governors.</p> <p>Annual Impact Statement to be completed. Governors were asked to send a brief summary of the impact of the LGB and link governor roles to the clerk. SaW to collate the views for discussion at the next LGB meeting. ONGOING</p> <p>KD and DT to discuss schedule of visits. ONGOING</p>
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AGENDA ITEM 6	UPDATE ON WELLBEING
	<p>Staff are still positive and children are receiving a great education but staff are tired and do need a break.</p> <p>Q: What is the impact of track and trace – will KD be on call during the holidays? A: No this will not be required over the summer. From September the process will be handed over to the national Track and Trace system.</p> <p>KD advised that some elements that were put in place by necessity, such as staggered starts, will remain in the new year. There will be different start times for the infants and junior children as this helps children at the start of the day.</p> <p>Q: How will risk assessments be dealt with – will they need to be reviewed for September? A: There will still be a risk assessment as children will still have to isolate if they have symptoms but the start times and bubbles will not included as it appears, at this stage, that bubbles will not be required.</p> <p>KD attended a briefing from Public Health England on 7th July and their view was that inside the school building, schools will be able to operate normally. If there is any further guidance this will be published by the Department for Education (DfE).</p>

AGENDA ITEM 7	VISION AND STRATEGY
	<p>KD provided governors with revised improvement priorities for the next three years. These have been updated as many of the previous priorities were covid-related.</p> <p>Staff have successfully identified children with Covid gaps and, in the majority of cases, the impact of interventions and Quality First teaching has resulted in the children catching up. In some cases children are now beyond where they were prior to the pandemic. There is a small group still showing a covid gap and there will be support in place for these children moving forward.</p>

Reading and writing systems are in place across the whole school. External consultants were used to assist with this and so are of a high quality.

The school has maintained a broad and balanced curriculum including the teaching of Design and Technology, music, PE and forest school. English and maths are the areas that of the curriculum that can be measured and subject leaders have been spending time working on closing covid gaps.

Assessment and tracking systems are in place. The SENDCO has worked very hard to ensure that paperwork is in place so that no child is missed. It is positive that staff are now using the mechanisms developed by the SENDCO themselves.

The new curriculum model which links all areas of the curriculum will be in place for September.

Platforms are in place for digital learning for pupils and families. There will need to be further discussion on how to fund digital learning moving forwards.

Children have received a lot of lessons in internet safety and responsible use of the internet. There have been some issues with the Y5 cohort and their use of social media. The school has worked with external partners, such as the PCSO, and this will continue in the new academic year.

The curriculum has been adapted so there is more direct teaching on issues such as racism, discrimination and bullying. Parental training will be provided next year and will use information from the Inclusion Hub.

Playtime is on the plan for next year.

Staff are working with the families of children who are persistently absent and in a lot of cases the attendance gap has closed. There have been discussions about taking a stronger stance with some families where the child is still being persistently absent and this is being monitored.

In the second lockdown there were high levels of engagement with home learning (95% of children) and the impact of this can be seen in the positive data.

Work has carried on with the arts to try and make them a more specialist and bespoke part of the curriculum and the children have still had access to the forest school and kitchen garden.

There is a staff training schedule for equality and diversity.

Staff and governors have taken a strategic approach to financial planning and this has been further developed this year.

The Early Years data is very positive despite children not being in school for a term.

Q: For those children who may not have caught up, what is the reason?

A: There are no trends, for some children it may be because their home lives are difficult but some of the children were working at greater depth prior to lockdown and are now at age related expectations. The reasons will be reviewed over time. The school has received £6k for tutoring next year and this has funded a dedicated teacher for one day per week next year. Children with gaps will be the first to benefit from this provision.

It can be more difficult to see if the less able children have covid gaps as they were working below age-related expectations prior to Covid and they continue to work below expectations and so there is relies an element of teacher judgment in understanding the covid gap for these children.

Q: The return to 'normality' may be difficult for some children and families, what measures are in place?

A: KD acknowledged that there would be an impact on families and children. She has noticed more low-level behaviour issues manifesting themselves and going back to normal will be difficult

	for a lot of people. Lots of measures implemented during covid will be kept in recognition of this. It will be nicer for the infants and junior children to have their own start times. There will also be a slightly staggered lunchtime with many more adults. There have been discussions about assemblies and whilst it is important that the school comes together, the remote assemblies where families have been involved have been very positive events.
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AGENDA ITEM 8	EDUCATIONAL PERFORMANCE
Discussion	<p>Outcomes</p> <p>Summer term attainment and progress data was circulated in advance of the meeting. The data for maths and reading is comparable with other schools in the Trust.</p> <p>Reading, writing and maths data for children with special educational needs and disabilities (SEND) was included. AG and the school SENDCO are working on criteria for identifying children with SEND and so this data may change.</p> <p>Some children have coasted and some have made accelerated progress. Children who have coasted have been identified.</p> <p>The school uses Star testing which gives a norm-referenced score and so it is the most accurate in-year data as it compares results against children nationally.</p> <p>Governors congratulated staff on an exceptional set of data particularly given the challenges that Covid has posed.</p> <p>Staff have identified children who would benefit for the use of tutoring money.</p> <p>Some staff were disappointed with the data in writing but the data that has been presented is accurate and staff understand exactly where children are.</p> <p>Q: How challenging is it to maintain progress for higher ability children? A: The routines for children are in place. The use of Power Maths, Steps to Read and Read to Write consistently will be key to this. Previously, Y6 teachers would have to fill the gaps in children's knowledge and this will be the first year Y6 teachers are consolidating previous knowledge and focusing on preparing children for high school.</p> <p>It was agreed that data for children working at greater depth would be included in the next data report.</p> <p>Q: Have children had experience of sitting SATS? A: At the end of each unit in maths, children complete a paper test. The Start system will take the children's scores and will project what they would achieve. There have been no national SATS tests since the introduction of the Star test system in school.</p> <p>Children have sat the multiplication tests and the average score was at the top end of the national average data. The aim of the check is for 100% of children to pass the test and staff have talked about how to achieve this.</p> <p>Pupil Premium</p> <p>AG and AD have met to review the pupil premium data and whilst there is a gap this has not widened. Pupil premium children have made a significant amount of progress.</p> <p>In Y3, a high proportion of children have special educational needs and 10% of these children find it difficult to get to the expected standard for their age. 60% of children are consistently above age-related expectations.</p> <p>Governors expressed their thanks to all staff for their hard work throughout the year.</p>

	ACTIONS Data for children working at greater depth to be included in the next data report.

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action The Chair had not taken any urgent actions taken on behalf of the LGB since the previous meeting.</p> <p>Principal's Action The Principal had not taken urgent actions on behalf of the LGB taken since the previous meeting</p> <p>Quality Assurance This item was deferred to the autumn term.</p> <p>Staffing Structure Update KD advised that the staffing structure was in place. There have been some necessary changes in KS1 and staff are happy with the arrangements and are ready for the new academic year.</p> <p>Annual Impact Report Governors were asked to email the clerk with details of how they have had an impact in their link governor role and to also consider the impact of the LGB as a while. On receipt of this information, SaW will compile the annual impact statement for governors' consideration.</p>
	ACTIONS Governors to email the clerk with details on how they have had an impact in the current academic year.

AGENDA ITEM 9	EQUALITY AND DIVERSITY UPDATE
	Start training with Inclusion Hub in Spemnter and bought new resournces dn curriculum updated.
	Training will begin with the Inclusion Hub in September. New resources have been purchased and the curriculum updated.

AGENDA ITEM 10	GOVERNANCE
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<p>Discussion</p>	<p>Governor Visits</p> <p>Health and Safety</p> <p>The Health and Safety link governor report was circulated in advance of the meeting. LE had provided a verbal update at the previous meeting.</p> <p>The Local Authority are to complete a health and safety audit on 14th July. The report will be circulated with the papers for the next meeting. KD confirmed that all actions from the previous audit had been met.</p> <p>Pupil Premium and Looked-After Children</p> <p>AD had met with AG and her report was circulated in advance of the meeting. AD noted that there was now more consistency in the data reporting. The Inclusion team are doing a very good job.</p> <p>GDPR</p> <p>JBr met with the business manager virtually and his report was circulated in advance of the meeting. JBr will complete a further 'in-person' visit in the new academic year. The business manager has completed a lot of work on organising the office and this has had a positive impact on data protection.</p> <p>JBr noted there is a new privacy notice for governors and trustees. JBr to circulate to governors for their information.</p> <p>Safeguarding</p> <p>A safeguarding link governor visit has taken place. Report to be circulated to governors.</p> <p>Ofsted</p> <p>The Ofsted Ready Plan was circulated in advance of the meeting and this is a useful audit tool to audit individual and collective knowledge. There is a need to prepare for next year and ensure that governors are able to answer questions and are able to provide evidence in substantiation. It is important that the LGB focuses on what governors do and do not know. SaW proposed that governors review the Ofsted preparation document and he and the clerk will meet to collate all of the responses which will highlight those areas that governors may need to have a better understanding of. Governors agreed with the proposal.</p> <p>Nominations for Chair and Vice Chair</p> <p>Election of the Chair and Vice Chair will take place at the first meeting in September. Nominations to be received in advance of the meeting.</p> <p>Headteacher Performance Management</p> <p>The Headteacher appoint performance management panel was agreed as SaW, Alison Brennan, link trustee and Steve Ellis, CEO.</p> <p>Appointment of Clerk</p> <p>The clerk left the meeting whilst the appointment of the clerk was discussed. The clerk returned to the meeting and the LGB confirmed the appointment of the clerk for the next academic year.</p>
	<p>ACTIONS</p> <p>Nominations for Chair and Vice Chair to be sent to the clerk.</p>

	<p>Health and Safety Audit report to be circulated to governors.</p> <p>Privacy Notice for Governors and Trustees to be circulated to governors.</p> <p>Safeguarding Link Governor Visit Report to be circulated to governors.</p>
	<p>RESOLVED: The Headteacher's Performance Management Panel was agreed as being SaW, Alison Brennan and Steve Ellis.</p>

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion:	There were no items of AOB.

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Tuesday 14th September 2021 at 6pm

There were no further discussions