



**Morley Memorial Primary School  
Minutes of the Full Governing Body Meeting  
Monday 20<sup>th</sup> March 2017 at 7pm  
Venue: School**

**Governors in attendance:** Nicky Odgers (Governing Body Chair - NO); Nikki Brown (Head Teacher - NB); Melissa Ward (MW); Ruth Kershner (RK); Shareta Passingham (SP); Sarah Smalley (SSm); Philip Colligan (PC); Sarah Seed (SS); Rose Hague (RH); Caroline Louth (CL); Rachel Williams (RW)

**Also attending:** Jen Hefti (Clerk – JH)

The meeting was quorate.

**1. Welcome and apologies for absence**

Apologies were received and accepted from Jonathan Gorrie (JG).

**2. Notice of Any Other Business**

Governors were advised that Support Staff pay uplift and new EU Data Protection regulations should be considered under Any Other Business.

**3. Declarations of interest relating to items on the agenda**

Governors noted that NO is an adviser for The Key for School Governors.

**4. Correspondence**

Governors noted that an email had been received from a parent congratulating the school on the finalising of the building project. Other positive verbal feedback had been received.

**5. Minutes of the Full Governing Body meeting held on 8<sup>th</sup> December 2016 and matters arising**

***The minutes were accepted as a true record and signed by the Chair.***

Review of actions

- F1710-01 – Ofsted matrix – ONGOING
- F1710-03 – Prevent training – JH to resend link to training – ONGOING
- F1710-05 – NO to meet link governors – COMPLETE
- F1710-08 – Governors to receive newsletters – COMPLETE

- F0812-01 – NB to send inspection dashboard – COMPLETED post-meeting
- F0812-02 – website audit – COMPLETE
- F0812-03 – dates for monitoring visits – Governors discussed the nature of monitoring visits and so when best to schedule. The following points were noted:
  - Governors to indicate their availability to do monitoring visits on week beginning 26.06.17.
  - Subject Leaders will have completed the Self Evaluation Framework (SEF) by June so will have relevant information available for governors at that time.
  - The Senior Leadership Team (SLT) have more flexibility with regard to timing of visits but some teachers will find it difficult to meet with governors before the SATs exams.
  - SSm and RH will liaise with the SENCo regarding a visit at the beginning of next term
  - SP will arrange her monitoring visit post-SATs in May.
  - Building monitoring visits are on-going
- F0812-05 – Allegations of Abuse against Staff training – no dates available – new training schedule to be reviewed when published. ONGOING.
- F0812-06 – safeguarding checklist to this agenda - COMPLETE

## **6. Committee Minutes**

### **Resources committee – verbal report from the meeting held on 9<sup>th</sup> March 2017**

- Committee Members discussed the impact of funding and agreed to send a letter to parents regarding the consultation.
- PC recommended the School's Financial Value Standard (SFVS) return to the Governing Body and noted that the content was comprehensive. ***The Governing Body approved the document and NO signed for return to the School Business Manager.***

### **Learning Committee – minutes of the meeting held on 23<sup>rd</sup> February 2017**

The minutes had been circulated prior to the meeting.

- Pupils attended part of the meeting to discuss Teaching & Learning and the School Council.
- Pupil progress was reviewed.

## **7. Vision, Ethos and Strategic Direction**

### **Summary**

The summary of the discussions at the visioning day on 3<sup>rd</sup> February 2017 was circulated prior to the meeting. Governors agreed that the content was a true record of the discussions.

### **Parent Views**

The following points were noted:

- The event on parents' evening had worked well.
- 156 parents had participated.
- Some clear themes emerged. Learning, respect and creativity were the clear favourites of our existing values.
- Some additional emerging themes were kindness and compassion, happiness, teamwork and character.
- There have been some volunteers for a parents' focus group. Governors discussed how to attract more volunteers. The Friends of Morley bingo night was suggested as a possible forum.

### Staff Views

To be presented at the next Full Governing Body (FGB) meeting.

### Pupil Views

Pupils discussed values at School Council.

Emerging themes included kindness, happiness, teamwork, respect, creativity, hard work, humour and friendships.

### **F2003-01 – ACTION: RW, JG and NO to assimilate views and draft a document for next FGB meeting.**

## **8. Head Teacher's Report**

The report had been circulated prior to the meeting.

### Admissions

- 8 pupils have left school. The length of their attendance ranged from 1-4 weeks.
- There are 403 pupils on roll.
- Mobility remains an issue and has an adverse effect on funding with a potential loss of £20K.
- Numbers typically fluctuate by about 15 pupils throughout the school year.

### Attendance

- Attendance levels are positive overall.
- There are issues around the attendance of vulnerable groups.
- Attendance of Reception pupils is a challenge as absenteeism can become established. School cannot take action on attendance for Reception pupils however there would be input from the Education Welfare Officer (EWO) once the pupils reach Year 1.
- The new EWO is proactive.
- The Local Authority (LA) will be taking a more direct approach to absence.

Governors discussed the parameters for lateness versus absence and noted that arrivals after 9.10am are marked as absent for the session. ***A governor queried whether data was available on lateness versus full absence.*** It was noted that the school is working on addressing habitual lateness.

### Outcomes

#### Early Years

- The profile for Reception pupils remains as low attainment on entry. Progress data is good however.
- A governor queried whether school is able to meet the needs of More Able Reception pupils. A governor noted that teaching is differentiated according to need or ability.
- Governors discussed the consistency of nursery and pre-school provision and approach and noted that the school cluster have agreed a set of criteria of expectations for when pupils start school.

#### Key Stage 1 (KS1)

- Year 2 data look positive with less variability than the prior year.

- Staff are more familiar with the expectations and moderation has proved effective.
- School has more confidence in the reliability of this year's data and tools are being used to assist teacher assessment.
- The data genuinely reflects the numbers achieving Age Related Expectations (ARE).

**A governor queried whether booster sessions were planned.** NB advised that online Maths tuition was in place and focused input is planned for after Easter.

## Key Stage 2

**A governor queried the approach to maintaining progress from KS1 to KS2.** NB advised that the current Year 6 were very high achieving at KS1 and will staff are aware early in the Autumn term of the high prior attainers who will therefore need to achieve a high scaled score in order to show progress. More mastery level questions have been built into lessons.

## Quality of Teaching

- All teaching is consistently good. None is deemed to require improvement.
- There is an open professional dialogue regarding reviewing practice.
- Staff are taking part in research groups and other Continuing Professional Development (CPD) activities.
- Colleagues are supporting each other to meet personal targets.
- Reading strategies have been a focus for lesson observations.
- Maths lesson reviews will be completed imminently.
- Foundation subjects will be observed next.
- Peer reviews are taking place.
- Two year groups took place in lesson study activities where staff plan together then observe one another's delivery of the lesson and feed back.

Governors discussed whether morale is improving as a result of these initiatives and noted that there are many pressures on staff, many of which are externally driven.

## 9. Data

Covered under item 9.

## 10. School Development Plan (SDP) 2016/17

The following points were noted:

- There has been a lot of work around attendance.
- The Aim High Club has not happened due to the focus on attendance.
- Maths intervention training has taken place and impact on Teaching Assistant delivery and support has been seen.
- Writing sampling is on track. A second moderation meeting regarding teacher assessment has taken place.
- Developing teaching – peer to peer observations have started.
- Spelling strategies are being rolled out.
- Marking and feedback will be a focus for next term. There was an initial discussion regarding workload. NB has looked at the Ofsted expectations and other schools' approaches.

A governor queried what TA marking is. NB advised that TAs can pick up on the mis-spelling of high frequency words and have a specific strategy to mark these words and feed back. It was suggested that this strategy could be shared with parents.

- School Council discussed the behaviour policy. This led to some pupils reporting incidents which they may not have previously which is a good outcome.
- Equalities audit – will be started in the Summer term.
- There will be a new admissions booklet and reading assessment for mid-phase admissions.
- Year group leaders have started to assist with SLT monitoring activities.
- Young Sports Leaders – rescheduled to after Easter.
- Interventions – TAs have a separate SDP which informs their performance targets.

#### Pupil Premium Visit Report

The report had been circulated prior to the meeting. The following points were noted:

- There is a focus on progress and attainment for pupils in receipt of Pupil Premium (PP).
- External resources are used where appropriate.
- There was discussion around English as an Additional Language (EAL) in terms of education needs and an increase in the number of pupils. Governors discussed whether this should be discussed at the Learning Committee.
- There was discussion around forward planning with regard to transition to secondary school.

Governors discussed the key points for governors to consider. NB noted that one of the challenges is that disadvantaged pupils in this county do not perform as well as disadvantaged pupils nationally. The cohort is relatively small so a cluster approach has been discussed.

### **11. Safeguarding**

#### Safeguarding children in Education – checklist for governing bodies

The following points were noted:

- External providers child protection policies are now in place.
- Allegations of Abuse training – ongoing.
- Prevent training – ongoing.
- Safer recruitment processes will be audited next term.

### **12. Statutory Responsibilities**

#### Year 6 summer residential trip

***The Governing Body approved the trip.***

#### Term dates

NB advised that there will be a two day week at the end of the 2017/18 academic year which is likely to affect attendance. It was therefore proposed that these two days are classed as INSET days which would in reality be run as twilight sessions throughout the year. School would therefore close on a Friday.

***The Governing Body approved this proposal.***

Term dates are therefore:

Autumn term – 4.9.17 – 19.12.17

Spring term – 3.1.18 – 29.3.18

Summer term – 16.4.18 - 24.7.18  
INSET days – 4.9.17, 3.1.18, June (TBC), 23+24.7.18

### 13. Management of the Governing Body

#### Membership

It was noted that there are currently one parent and two co-opted governor vacancies. Law, procurement, HR and safeguarding knowledge is required.

Governors discussed a previous application from Dave McPherson.

***Governors unanimously voted to appoint Dave McPherson to the co-opted governor vacancy. NO will contact him.***

#### Training

Governors noted the need to attend regular training and maintain attendance training records.

#### Code of Practice

***Governors noted and approved the addition of the requirement to publish details on the National Database of Governors.***

### 14. Any other business

#### Support Staff Pay Uplift

NB advised that there is a required pay increase to bring all employees in line with the National Living Wage. The increase can take part in two staged increases.

***The Governing Body agreed that changes to the Pay Policy are made so that no employee is paid under the living wage.***

***Post meeting note - EPM have confirmed we have no members of staff who fall below minimum wage who would be affected by the implementation of the new National Living Wage. This means that no-one would be eligible for an uplift of more than 1%. There is no need for governors to agree anything further.***

#### Changes to EU Data Protection regulations

The Governing Body noted the changes to the regulations will come into force next year. It was noted that there should be guidance from the LA.

With no further business the meeting closed at 9.05pm.

## ACTION LOG

Ref	Item	Action	Owner	Status
F1710-01	5. Matters arising	Committee Chairs to review Ofsted matrix and indicate where data is required. Governors to add information relating to their link area.	Committee chairs	Ongoing
F1710-03 (updated 20.3.17)	5. Matters arising	Governors to complete Prevent training and send copy of certificate to clerk. JH resend link.	All applicable/Clerk	Ongoing
F0812-05	10. Safeguarding	JH to find training for allegations of abuse against staff. Possibly arrange in-house session.	Clerk	Ongoing
F0812-07	AOB	JH to email governors for confirmation of security of their email account.	Clerk	Ongoing
F2003-01	7. Vision, Ethos, Strategy	RW, JG and NO to assimilate views and draft a document for next FGB meeting.	RW, JG, NO	Open

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Signed:

Position:

Date:

Initial: \_\_\_\_\_

Date: \_\_\_\_\_