



Morley Memorial Primary School
Minutes of the Full Governing Body Meeting
Monday 8th May 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 (Committee Chair – PC); Sarah Seed (SS); Rose Hague (RH); Caroline Louth (CL); Jonathan Gorrie (JG); Helena Jopling (HP); Dave MacPherson (DM)

Also attending: Hannah Cutter (Clerk – HC);

The meeting was quorate.

1. Apologies

Apologies were received from Rachel Williams (RW) and Rose Hague (RH). NO welcomed Helena Jopling (HJ) and Dave Macpherson (DM) to the Governing Body.

2. Notice of Any Other Business

None declared.

3. Declarations of interests relating to items on the agenda

None declared.

4. Correspondence

No correspondence.

5. Minutes of the last FGB meeting and matters arising.

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

Review of actions

- F1710-01 5. Committee Chairs to review Ofsted matrix and indicate where data is required. Governors to add information relating to their link area – ONGOING - Governors to update the information once they had completed their governor visits to monitor aspects of the SDP

- F1710-03. Governors to complete Prevent Training and send copy of certificate to clerk – ONGOING.
- F0812-05 10 Safeguarding – JH to find training for allegations of abuse against staff. Possibly arrange in-house session – NO booked on training course in June 2017.
- F0812-07 AOB – JH to email governors for confirmation of security of their email account – ONGOING
- F2003-01 – Vision, Ethos, strategy - COMPLETE

6. Committee minutes

Resources Committee – PC gave verbal report of key points from meeting held on 04/05/17

- Budget had been discussed in detail.
- RC had advised that the project manager for the redevelopment should be invited to meet with all governors at the next FGB meeting.
- Initial proposals for the playground had been given to NB and the project manager was to come up with other suggestions. The FGB may need to make a prompt decision on these.
- DM had agreed to audit the website and return to the next Resources Committee meeting.

Performance Management Committee – SSm gave verbal report of key points from meeting held on 25/04/17.

- The minutes had been circulated prior to the meeting.
- NO noted that the interim review of NB's performance management had also taken place on 25/04/17.

7. Budget

Following detailed discussions at Resources Committee a decision was taken to refer the budget to FGB for discussion and approval as the projections showed a deficit for 2018/2019. Whilst it was acknowledged that the deficit was relatively small, committee members agreed that because of this it should come to FGB and the decision to ratify be taken at FGB.

JG had tabled a summary paper which outlined the discussions which had taken place at RC. This was circulated prior to the meeting

Governors discussed the issue of the projected deficit in detail. Key points discussed were:

- Governors noted the proposed deficit was small within the context of the school's overall budget and that it related to the second year of the budget (2018/19)
- Governors noted that the budget proposed that the school would spend a significant proportion of its reserves in 2017/18 and all the remaining reserves in 2018/19, but that this was felt by governors to be appropriate in the circumstances
- The assumptions around income and expenditure were conservative and the school business manager and head-teacher said that their expectation was that there was very unlikely to be an actual deficit in 2018/19.
- Governors considered and rejected alternative scenarios including:
 - reducing expenditure in 2017/18 so that we would use less of the school's reserves

- changing the assumptions around income if they were viewed to be too conservative.
- reducing provisional expenditure in 2018/19
- The school faced significant uncertainty over financial pressures and there was also considerable political uncertainty at the current time.
- The head informed the FGB that other schools in the cluster were also agreeing budgets that projected a deficit.

The FGB agreed to approve the budget for 2017/18 as proposed but asked the RC to monitor expenditure against the budget closely throughout 2017/2018 in case reductions were needed for 2018/2019.

NB advised the budget for 2017/2018 needed to be submitted by 9/5/17.

8. Clarifying vision, Ethos and Strategic Direction

In the light of input from the parents (focus group, consultation evening) pupils, staff and governors, governors discussed the draft value statement circulated prior to the meeting. The following points were highlighted:

- The draft captured the essence of the values the school community felt were important but it may be too wordy.
- Using keywords might make the values more relatable and memorable for children.
- Using more complex language could be appropriate if vocabulary was explained to pupils.
- Possibly pupils could input into the final wording.
- It might be helpful to have a strapline.

The committee agreed to send any ideas to NO and JG. Children could be asked to look at the wording.

9. Head Teacher's Report

The report had been circulated prior to the meeting. Discussion highlighted the following points:

The quality of teaching

- Recent lesson observations focused on maths. The quality of maths teaching across the school was at least good with no teaching deemed to require improvement.

Spring term attendance data

- A governor queried how these figures benchmarked to other schools. NB explained that in 2015 Morley's attendance data was below national average but this improved in 2016.
- NB highlighted that attendance drops close to school holidays with whole families going away. Unauthorised absences had fallen because parents were more aware of the process. If

a child's attendance falls below 90% that would then mean the local authority would get involved.

- NB explained that out of the 27 pupils with below 90% attendance, 8 were in reception and only one of those children was of statutory school age.
- NB highlighted that KD the deputy head had put considerable time into monitoring attendance.

Exclusions

- No exclusions to report.

SEND review

- A summary sheet highlighting key points from the recent external SEND review had been circulated prior to the meeting.
- The review found that the school had an effective provision for all SEND pupils. A new SENCo had started in September who had clear vision of what was needed to improve and an understanding of the pupils in the school. Vulnerable pupils at Morley did well against National. Feedback from parents showed they were happy with the provision from the school.
- Areas highlighted for improvement were already the action plan.
- It was noted that governance of SEND could be clearer on the website.

Staffing

- NB stated that recruitment was still a challenge.
- A position for September had just been filled.
- The cost of adverts was expensive. The Local Authority had taken out a new contract for 3 years that meant school could place unlimited adverts.
- There have been no responses from clerk position.

Behaviour, safety & well being

- NB noted how proactive KB had been with the follow up from the Anti-Bullying Survey and discussions with pupils.
- The number of entries into the Behaviour Logs fell from 80 in the Autumn to 49 in the Spring.

10. Data

Age related expectation summary report had been circulated prior to the meeting. Discussion highlighted the following points:

- Achievement and progress data in Early Years was good.
- Across the school 80% of pupils are on track to achieve 6 steps+ progress by the end of the year.

- Year 2 – Attainment in writing was lower than maths and reading. Gaps between genders are closing in maths and reading.
- Year 6 – pleasing attainment and progress overall. Progress data for vulnerable groups was particularly strong. Writing attainment was lower than reading or maths but the gap getting smaller.
- **A governor asked** whether teachers were more confident than previously in identifying age related expectations. NB explained they were, although teachers were still getting to know the new standards and expectations.
- **A governor asked** why the data showing “working at or above expectations in all” was lower than the data for “working at or above expectations” in individual subjects. NB stated that it was not the same children not at expected level in the different subject areas.

11. School Development Plan 2016/17

Governors discussed how they would continue to monitor the SDP this term. The following points were highlighted:

- All governors are linked to monitoring specific aspects of the FGB
- Governors who had not already done so should plan to visit the school to monitor their aspect of the SDP. Pro-formas to help governors plan their visits had been circulated prior to the meeting. All governors to send NO / NB a copy of their plans in advance to allow for appropriate timetabling and booking of supply cover.
- All visits need to be written up, sent to NO and NB for checking when complete and then submitted to the clerk / NO for inclusion in the papers for the next FGB.
- Governors discussed timing of the visits. NB noted that May was a particularly busy time for the school. Governors agreed to visit during week beginning 26th June 2017.

12. Safeguarding update

The outstanding items from “safeguarding children in education – checklist for GB” were discussed.

- NO is booked on “Complaints and allegations” training course on 16th June 2017.
- All governors to make sure they have had their up to date prevent training as soon as possible and send their certificate to NO asap.

The FGB agreed that HJ should be appointed the new link governor for safeguarding.

13. Policy Reviews

Attendance policy – The policy has changed to reflect a recent high court decision. The cluster of schools all hope to introduce the same policy. A governor asked what constituted a session. NB explained it was half a day, so 6 sessions was equal to 3 days. A governor asked if the school had issued penalties previously. NB explained that the school had never issued a penalty but there was

becoming increasing pressure in specific cases to take more action. The school worked closely with the attendance and welfare officer. NB noted that the paragraph in red had been added from the local authority guidance.

The FGB agreed the policy.

14. Management of Governing Body

NO stated that there was currently one vacancy but at the end of term there would be two as SS would be leaving.

NO advised that it would be helpful for the FGB to complete a skills audit based on the newly released governor competency framework to allow us to identify skill gaps. NO said she send this to all governors to complete online. Governors suggested that the FGB currently had gaps in HR experience. Governors discussed the need for additional procurement experience but this was felt not to be necessary at the current time.

15. Any Other Business

NO the governor website had been reorganised. All governors please have a look.

NB suggested that for the management of the governing body to have the papers ready in good time, to have the next meetings agenda in current meeting so governors can agree on the next upcoming agenda and would have opportunity to add to the agenda in good time.

The meeting ended at 9.13pm.

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

Table of actions:

Ref	Item	Action	Owner	Status
F1710-01 (updated 8.5.17)	5. Matters arising	Committee Chairs to review Ofsted matrix and indicate where data is required. Governors to add information relating to their link area	NO/PC	Ongoing
F1710-03	5. Matters arising	Governors to complete Prevent Training and send copy of certificate to clerk. Clerk to send link –NO explained the new links to the committee.	FGB	Ongoing
F0812-07	AOB	JH to email governors for confirmation of security of their email account	clerk	Ongoing
FGB17-05-08.1	9. Head's report / SEND review	To put details of the SEND governor on the school website	Clerk	
FGB17-05-07.2	8. Clarifying vision, ethos and strategic direction	Governors to send ideas re rewording the vision to NO and JG	FGB	
FGB17-05-08.3	14. Management of GB	NO to send around a skills audit and all governors to complete	NO / FGB	