



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

Governors in attendance: Nicky Odgers (Governing Body Chair – NO); Nikki Brown (Head Teacher – NB); Melissa Ward (MW) (until the end of item 12); Ruth Kershner (RK); Shareta Passingham (SP); Sarah Smalley (SSm); Caroline Louth (CL); Philip Colligan (PC)

Also attending: Alison Lawrence (clerk)

The meeting was quorate and the clerk took minutes.

**1. Apologies**

Apologies were received from Rachel Williams (RW), Rose Hague (RH), Helena Jopling (HJ) and Jonathan Gorrie (JG).

**2. Notice of Any Other Business**

The Chair has received a request from the new Chair of Governors at Netherhall School to attend a future meeting of the Full Governing Body (FGB) in the capacity as observer. The governors agreed to allow this.

**3. Declarations of interests**

The governors in attendance signed updated Declarations of Pecuniary Interest forms and these will be filed by the clerk. Governors not in attendance will be asked to update their forms at the next FGB meeting. [FGB1710.3]

**4. Correspondence**

There was no correspondence.

**5. Minutes of the last FBG meeting and matters arising**

**School Redevelopment Update:** Regarding the highlighted section in the minutes from the FGB meeting on 6<sup>th</sup> July 2017, NB confirmed that the Morgan Sindall project team will produce a monthly progress report as well as hold weekly meetings with NB. They will also put updates on a dedicated project website.

**Ofsted matrix:** The Chair asked governors to add information to their link area on the governors' website so that this matrix can be populated

**Prevent training:** Any governors who had not sent in Prevent training certificate, to send this to the clerk asap. Prevent certificates are now stored on the governor website.

**Skills audit update:** The Chair requested that all governors complete an updated skills audit on the governors' website [FGB1710.5b].

**Fire safety and SIMPT plans:** NB reported to governors that these have not yet been updated since the fire safety officer came up with a site logistics plan which meant that the existing fire safety strategy and SIMPT plans could be maintained for the time being. This will change as the re-development project progresses. A governor asked that RW should review the revised fire safety strategy as soon as it has been prepared [FGB1710.5c].

**Update to the Sex and Relationships policy:** Governors noted that HJ will suggest appropriate alternative wording relating to the definition of "gender" which can then be included in the policy [FGB1710.5d].

**Management of Governing Body:** The Chair invited any expressions of interest in the positions of Vice chair and Chair of the Resources Committee [FGB1710.5e].

## 6. Committee minutes

*Learning Committee* – SP had already provided a verbal report on the Learning Committee meeting of 8<sup>th</sup> June 2017. SP gave an overview of the discussion of attainment and progress data which took place at the Learning Committee meeting on 28<sup>th</sup> September 2017.

*Resources Committee* – PC outlined the main points of discussion at the Resources Committee meeting on 10<sup>th</sup> October 2017:

- **Whole School Pay policy:** PC will circulate his notes on the costings to the FGB in due course but in principle, the governors agreed to accept the recommendation of NB to adopt the latest school teacher pay advice from Cambridgeshire County Council.
- **Playground equipment:** although the FGB has already agreed the sum of £85,649.55 in respect of the redevelopment project, it will need to approve any further expenditure for the playground equipment as additional procurement. NB will circulate the costings for this before the next FGB meeting on 23<sup>rd</sup> November 2017 [FGB1710.6].
- **Osiris Educational contract:** the governors noted that during an email exchange in July/August 2017, the FGB has approved the cost of the Osiris contract for CPD.
- **Cleaning contract tender:** PC noted that due to the timing of the tender process, between 30<sup>th</sup> November and 4<sup>th</sup> December 2017, the FGB will need to reach a decision as to who to award the cleaning contract to, and since there is no scheduled FGB meeting within that timeframe, this will have to be done by email. A governor, most likely RW, will need to sit on the selection panel.

Minutes for all meetings, except for the Resources Committee meeting on 10<sup>th</sup> October 2017 and the Performance Management Committee meeting on 21<sup>st</sup> September 2017 (confidential), had been circulated prior to the meeting.

## 7. Management of the Governing Body

- **Election of Chair and Vice chair:** The governors elected NO to continue as Chair (subject to the note in the discussion of Standing Orders below). For the purpose of today's meeting, PC agreed to act as Vice chair although the Chair invited expressions of interest from other governors and suggested the possibility of co-chairing.
- **Committee structure:** The governors agreed to retain the current committee structure.
- **Delegated decision planner:** The governors considered the highlighted areas of the delegated decision planner and agreed:
  1. to retain the same budget spending limits as in the previous year;
  2. to remove the reference to provision of careers advice since this is limited to secondary schools; and
  3. to approve the recent appointment of Alison Lawrence as Clerk to the Governing Body.
- **Terms of Reference:** The Terms of Reference for the Full Governing Body, Resources Committee, Learning Committee, Performance Management and Salary Committee were formally agreed by the governors.
- **Standing Orders:** The governors agreed the Standing Orders. It was noted that the term of office for the Chair of the FGB should remain at 4 years on the basis that NO had expressed an intention to stand down as Chair within the next year, subject to the necessary succession planning. A governor also suggested that the Standing Orders should explicitly contain a provision that allows governors to agree matters by email, provided that those decisions are ratified by the FGB at its next scheduled meeting.
- **Committee membership:** PC announced his intention to stand down from both the Resources Committee Chair role and the Performance Management and Salary Review Committee. SP agreed that she would step into the vacancy on the Performance Management and Salary Review Committee.
- **Link governor roles:** NO agreed to take the role of link governor on attendance for the time being and the governors agreed that this role should go to a new governor (who will need to sit on the Learning Committee). It was agreed that RW should be the official link governor for the school re-development.
- **Code of Practice:** All governors in attendance signed up to the Code of Practice. This will be filed on the governors' website and the clerk will ensure that those governors not in attendance will also sign the Code of Practice [FGB1710.7a].
- **Governor attendance:** Governors reviewed governor attendance over the previous year. This needs to be published on the school website and the clerk will update the document after each meeting [FGB1710.7b].
- **Governor visits:** this will be considered at the next FGB meeting.
- **Updating the FGB on the progress of building works:** Governors agreed that this should be a standing item on each agenda of the Resources Committee, but also at every FGB meeting where NB can provide a verbal update on any matters arising since the last Resources Committee update.

## 8. Membership of the Governing Body

**Governor vacancies:** It was noted that there are currently three vacancies on the governing body and that PC has expressed his intention to step down from Chairing the Resources Committee. It was agreed that the governing body needs more financial experience. A governor asked whether people with less experience but more time should be considered.

**Applications to join the Governing Body:** The Chair noted that an application to join the governing body has been received and that the prospective candidate looks promising. CL and RK agreed that they could meet him after half-term.

## **9. Governing Body Training and Development**

The Chair directed the governors to the section on training and development on the governors' website.

## **10. Annual Governance Statement**

The governors agreed the statement suggested by the Chair (see document FGB010).

## **11. Clarifying vision, ethos and strategic direction**

The governors considered the draft wording of the school's values and vision statement from NB.

- **Values:** Some discussion over the words "as well as the wider British Values" (which is a statutory requirement to include, as defined by the government) took place. It was agreed that NB would re-draft either with the reference to what constitutes "British Values" as a footnote or put the sentence somewhere else on the school website. The governors otherwise agreed that the draft wording supplied by NB captured the essence of the values that had been prioritised by the children in the recent pupil survey.
- **Vision:** The Chair explained that the Vision statement is supposed to reflect what the governing body wants the school to look like in 3-5 years' time and is different from a mission statement. A governor asked whether it was possible to include the four "big ideas" derived from NB's statement. It was agreed that NB would re-write the vision and bring to the next FGB [FGB1710.11].

## **12. Head's Report**

NB gave an outline of the main issues arising in the Head's Report.

- **End of Key Stage data (where available):** It was noted that data had already been discussed in great depth at the Learning Committee meeting on 28<sup>th</sup> September 2017. The main issues highlighted which need to be prioritised were:
  - progress in writing at greater depth;
  - attainment for boys in Early Years with regard to writing; and
  - attainment for girls higher up the school with regard to maths.
- **Quality of teaching:** NB reported that no teaching has been deemed to need improvement though it was noted that teaching is stronger in English and Maths than in foundation subjects. Lesson observations will re-commence after half-term. The school has one NQT, one new full-time teacher and one new part-time teacher.

- **Pupil attendance:** this is generally good and the school has managed to increase attendance of those vulnerable pupils. Attendance of ethnic groups has improved.
- **Behaviour issues for previous year:** it was noted that mid-phase admissions have caused significant behavioural challenges in certain year groups. There is an improved system of reporting behaviour issues and inappropriate behaviour has decreased. This is corroborated by the results of the pupil survey. There have been no racist incidents reported during the previous year.
- **Pupil premium (PP) pupils:** The governors referred to the report from RK following her visit at the end of the summer term in 2017 (see document **FGB015b**). It was noted that there is still a difference in attainment between those PP pupils and non-PP pupils but although the gap has not closed, their outcomes are improving.

### **13. Parental questionnaire**

PC reported that the feedback was broadly the same as the previous year and a mix of thanks, praise and a few criticisms. PC will circulate a shorter version of the report for inclusion on the school website [**FGB1710.13**].

### **14. Self-Evaluation Form (SEF)**

Governors discussed the school's SEF. NB explained that the SEF is continually updated throughout the year as new data is published. Discussion focused on why the head had given "good" ratings across all aspects of the SEF. Governors and NB discussed whether some areas could be judged good with outstanding features.

### **15. Proposed priorities of School Development Plan (SDP)**

The governors discussed and approved the broad priorities to be included in the SDP for the year 2017-2018 referred to in document FGB015a.

### **16. Governor Development Plan**

The Chair requested that all governors complete the governing body self-review on the survey monkey website to enable a governor development plan to be formulated.

### **17. Governor meeting dates**

The next meeting dates are:

- Resources Committee: Tuesday 14<sup>th</sup> November 2017 at 7pm
- Full Governing Body: Thursday 23<sup>rd</sup> November 2017 at 7pm
- Learning Committee: Friday 26<sup>th</sup> January 2018, 1.15pm (it was noted that there will be an informal meeting of the Learning Committee to consider data on Tuesday 7<sup>th</sup> November 2017 at 1.15pm)

### **18. Policy reviews**

- **SEND offer:** the governors approved the SEND policy which included the local SEND offer (see document **FGB016a**).

- **Safeguarding policy:** the governors considered and approved the draft Safeguarding policy. It was agreed that all governors should undertake basic safeguarding training. Governors discussed possible formats for this training and the possibility of attending training before a FGB meeting. [**FGB1710.18**].

The meeting ended at 9.30pm.

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

Table of actions:

Ref	Item	Action	Owner	Status/Deadline
FGB1710.3	3. Declarations of Interest	Clerk to file signed updated Declarations of Interest. HJ, JG and RW to sign updated Declarations of Interest.	Clerk	Next FGB meeting
FGB1710.5a	5. Matters arising	Ofsted matrix - Governors to complete areas relating to their link roles so that this matrix can be populated. Matrix is available on the governor website.	FGB	ASAP
FGB1710.5b	5. Matters arising	All governors to update the skills audit on the governors' website.	NO	ASAP
FGB1710.5c	5. Matters arising	Fire safety and SIMPT plans to be updated when necessary.	NB/RW	Ongoing
FGB1710.5d	5. Matters arising	HJ to suggest appropriate wording regarding gender for update to Sex and Relationships Policy.	HJ	ASAP
FGB1710.5e	5. Matters arising	Any expressions of interesting in the positions of Vice chair and Chair of Resources Committee to be made to NO.	All governors	Ongoing
FGB1710.6	6. Committee minutes	NB to circulate additional costings for playground equipment.	NB	Next FGB meeting
FGB1710.7a	7. Management of the Governing Body	All governors to sign Code of Conduct and clerk to file on governors' website.	HJ, RW, JG to sign. Clerk to file.	Next FGB meeting
FGB1710.7b	7. Management of the Governing Body	Governors' attendance to be updated on website.	Clerk	Ongoing
FGB1710.11	11. Clarifying Vision, Ethos and Strategic Direction	Circulate the government stipulations as to wording of the school's statement on vision.	NO	Next FGB meeting
FGB1710.13	13. Parental Questionnaire	Short version of report to be written and posted on school website.	PC	Next FGB meeting
FGB1710.16	16. Governor Development Plan	Governors to complete the GB self-review on the survey monkey website	All governors	Next FGB meeting
FGB1710.18	18. Policy reviews	All governors to undertake basic safeguarding training, possibly immediately before the next FGB meeting	All governors/NB	Start of next FGB meeting