

Minutes of the Morley Memorial Full Governing Body

8 February 2016

Attendance: Anna Robinson (AR)
 Caroline Louth (CL)
 Guy Turner (GT)
 Marc Neesam (MN)
 Melissa Ward (MW)
 Nicky Odgers (NO) (Chair)
 Nikki Brown (Head)
 Philip Colligan (PC)
 Ruth Kershner (RK)
 Sarah Seed (SS)
 Sarah Smalley (SSm)
 Shareta Passingham (SP)
 Emma Linney (EL) (Clerk)

Apologies:

Venue: School

	Notes	Actions
1.	<p>Apologies</p> <p>None.</p>	
2.	<p>Notice of AOB</p> <p>NO: Vision and strategy</p>	
3.	<p>Correspondence</p> <p>A letter had been received from the Regional Schools Commissioner inviting the School to convert to an academy. It was noted that very few Cambridgeshire primary schools had converted so far and the GB decided to return to the issue at a later date.</p>	
4.	<p>Membership and training</p> <p><u>Feedback from training attended:</u> SSm fed back from recent training including the termly briefing for governors.</p>	

	<p><u>Welcome new parent governor</u>: NO welcomed SP to the Committee. SP had replaced Helen Devlin following her resignation.</p> <p><u>Consideration of 4 candidate statements (circulated)</u>: NO introduced statements from four prospective candidates who had been introduced to the School via SGoss (School Governors One Stop Shop). NO, PC and SS had met the candidates. NO reminded the GB of the recently identified skills gaps in HR, facilities, finance, project management and experience of being a chair.</p> <p>A GB asked whether NO had taken up references for any of the candidates, and it was agreed that this would be done for candidates in the future. The Committee decided to put Rose Hague forward to the local authority for consideration for the role of local authority governor which had been vacant since the resignation of Rachel Calder.</p> <p><u>Committee membership</u>: It was agreed that SP would sit on the Learning Committee, at least for the time being. It was decided that committee membership for all GBs would be finalised once the remaining vacancies were filled.</p> <p><u>Safeguarding link governor responsibility</u>: It was agreed that AR would fulfil this duty following the resignation of Helen Devlin at Christmas.</p>	<p>Chair: put candidate forward to LA.</p>
<p>5.</p>	<p>Minutes of FGB meeting 16 November 2015 (circulated) and matters arising</p> <p><u>Minutes of FGB 1 October (item 5 pp.2)</u>: NO had not circulated the Ofsted questions but felt that the report from the recent Keeping in Touch visit would be more relevant.</p> <p><u>Parental questionnaire 2015 (item 7, pp.4)</u>: Parents had raised a number of issues regarding homework in the PQ. A new home learning policy had been agreed at the recent Learning Committee meeting and had been circulated to parents. The school website would be looked at by the Resources Committee.</p> <p><u>School development plan – monitoring visits (item 10, pp.5)</u>: Some visits had not yet been arranged and the GB discussed how best to co-ordinate these. The Head suggested holding governance monitoring days when she would book supply cover to ensure teachers had sufficient time to dedicate to discussions with GBs. It was suggested that there would be three visits in each of the</p>	<p>Head – circulate KIT report</p> <p>Clerk – upload minutes to school website</p> <p>Head – suggest governance dates; Clerk to arrange.</p>

	<p>spring and summer terms. The Head would look for suitable dates. Clerk to arrange via doodle poll.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p>	
5a.	<p>Committee minutes (circulated)</p> <p><u>Learning committee 5 October 2015:</u> NO highlighted key discussions and activity. There were no questions or comments.</p> <p><u>Resources committee 21 October and 8 December 2015:</u> PC highlighted key discussions and activity. There were no questions or comments.</p>	
6.	<p>Head's report (circulated)</p> <p>The Head presented her report and highlighted key points.</p> <p><u>Infant class sizes:</u></p> <p>The GB discussed the error made by the LA admissions team, which would mean that after half term, two infant classes would rise to 31 pupils, and that no additional funding would be allocated.</p> <p><u>Attendance:</u></p> <p>Following a request for extended leave of absence, the LA had advised that a child must remain on roll until at least the 21st day of absence, and up to 6 weeks in total before their place could be offered to another child.</p> <p><u>Overall effectiveness:</u></p> <p>The recent Keeping in Touch visit had been very positive, particularly around adjusting to the new national curriculum and assessments. Furthermore, the school was judged to have made good progress against previous Ofsted recommendations. The Head agreed to feed this back to parents in the newsletter.</p>	<p>Head - report on KIT visit in newsletter.</p>

	<p><u>Data:</u></p> <p>The GB looked at the summary of the autumn term data. It was noted that the Learning Committee had looked at it in more detail at the most recent meeting. It was noted that much of the data was unreliable because staff were still not confident or secure in their assessment of children against the new national curriculum.</p> <p>A GB asked if children were on track to be meet age related expectations at the end of the year. Head: The 90% target was aspirational because expectations under the new NC were much higher. Children in some year groups were certainly on track, but this was less so in KS2. Furthermore it was difficult for teachers to assess children without national exemplification standards. The Head felt that up to 30% of Y6 children would struggle to meet ARE in Writing due to issues with spelling and handwriting.</p> <p>A GB asked how more able children were being challenged. Head: Current good practice is that higher attaining children should be encouraged to gain mastery within ARE instead of being exposed to curriculum of higher year groups. The school has adopted this approach.</p> <p>A GB asked if the Y4 data gave cause for concern. Head: Felt that this was due to teacher caution in assessment.</p> <p><u>Staffing:</u></p> <p>The Head had received resignations from two teachers, and was anticipating a few more. She felt that this had implications for the SLT to deal with teacher workload in a practical way in order to avoid losing good, capable people. She had already put in place a number of measures including guidelines around setting and marking home learning and reducing staff meeting time. She would be talking with phase leaders about other ways to reduce workload and stress.</p> <p>A GB asked whether the issue was school specific or a national issue. Head: Felt that it was both. High workload was driven by the new NC, as teachers had to revise plans for all 11 subjects. However, at Morley there was the added issue of dealing with the sometimes unreasonably high expectations of parents, and that this was unique to the school. She felt that there were a few parents in each class making excessive and unreasonable demands of</p>			
				Head – to organise a staff questionnaire to establish areas of

	<p>teachers.</p> <p>There was a discussion around the risk to delivering the SDP if we have high staff turnover. GB discussed the need to establish what the pressure points were for staff through a staff questionnaire and to draw up a plan to reduce pressure on staff where possible.</p>	<p>stress for staff.</p>
7.	<p>School development plan (circulated)</p> <p>In light of the discussion above, the GB asked the Head to work through the SDP with staff and prioritise each task as high/medium/low in order to ensure that expectations were not too high for the remainder of the year. GBs would plan their monitoring visits once this had been done.</p>	<p>Head – revise SDP and circulate to GBs.</p>
8.	<p>Safeguarding (visit report circulated)</p> <p>The Committee received the safeguarding report written by outgoing safeguarding link governor Helen Devlin. AR had taken over from her and would be continuing discussions with Kerry Darby and attending relevant training.</p>	
9.	<p>Inset days 2016/17</p> <p>The Head advised that the ‘schools south of the river’ network had suggested holding a joint Inset day in the summer term 2017. The four training days would therefore be; at the start of the school year; at the start of the spring term; a whole school conference day in the summer term; and the one shared date, also in the summer term. The GB agreed.</p>	
10.	<p>Attendance policy (circulated)</p> <p>The Head noted that she had agreed the policy with other schools in the cluster, including the time that the register would close in the morning to ensure consistency for families with children at different schools. She also noted that the local authority ‘persistent absence’ threshold had recently decreased from 90% to 85%, and that this was the point at which a child’s absence would be referred to the Education Welfare Officer.</p> <p>The policy was ratified and would be reviewed again in one year.</p>	<p>Clerk: Upload policy to school website.</p>

11.	<p>AOB</p> <p>Vision, values and strategic pla. NO said that given NB had now been at the school for a year, the Head's Performance Management group had discussed with Nikki the possibility of looking again at Morley's values, vision and strategic direction in the near future. However, given the current pressures on school staff, it might be wise to delay this until next academic year. The GB discussed whether it might be helpful for Nikki to begin the process of consulting with children about the schools values as this fit within the SDP priority on improving behaviour. It was agreed that this should happen</p>	<p>NB to consult with children about the values they believe should underpin everyone's experience at Morley.</p>
	<p>The meeting opened at 7.30pm and closed at 9.30pm</p> <p>Next meeting: Thursday 12 May 2016</p>	

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

Abbreviations: GB – a governor/the governing body, DDP – delegated decision planner, SEND – special educational needs and disabilities, RAP – raising achievement plan, EY – early years, RC – Resources Committee, SL – subject leader, Floor Standards – basic minimum achievement, NC – national curriculum, ARE – age related expectations, PP – pupil premium, SLT – senior leadership team, KS1 – Key Stage 1, KS2 – Key Stage 2, KIT – Keeping in Touch visit.