



Morley Memorial Primary School
Minutes of the Full Governing Body Meeting
6th July 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); Caroline Louth (CL); Jonathan Gorrie (JG); Dave MacPherson (DM)

Also attending: Five representatives from Morgan Sindall.

The meeting was quorate.

1. Apologies

Apologies were received from Rachel Williams (RW), Rose Hague (RH), Philip Colligan (PC) and Helena Jopling (HJ).

Sarah Seed has resigned her position on the Governing Body. NO will pass on thanks from the Governing Body for her service over the last six years.

2. Notice of Any Other Business

- a) Staff interviews.
- b) Letters received from year 5 about the Shakespeare in Schools project.
- c) Head Teacher's purchase card.

3. Declarations of interests relating to items on the agenda

JG declared that his work at HM Treasury now involves him in policy setting for teacher recruitment.

4. Correspondence

No correspondence.

5. School Redevelopment Update

Morgan Sindall presented the design plans for the school redevelopment. This is a school improvement scheme, to improve the internal environment of the school, not an extension scheme.

The reception classrooms will be brought onto the main site as part of the redevelopment and have their own dedicated play area. This will be achieved by remodelling the existing year 3 and afterschool classrooms and making a new entrance hall. Three new classrooms will be added at the back of the school and an activity room at the back of hall giving more flexible space into main hall (this could be used as a green room for school productions or opened up to increase the size of the hall). The after school club will also use this space. In addition there will be a new food bay. Screens and glazing will be upgraded and where possible existing space will be opened up.

The net build cost will be £2.8 million. **A Governor asked** whether this was a fixed cost. Morgan Sindall stated that it was indeed fixed cost and damages would be payable for delays but that the project team would work closely with the school to avoid any delays. Most of the refurbishment work will be completed over summer 2018 so Morgan Sindall will know early enough if an alternative arrangement will need to be made and the existing EY space is still part of the school until a full hand over is completed. **A governor asked** what would happen if a delay to the building project was incurred as a result of a delay to works on the playground. Morgan Sindall replied that the school would not be liable for financial penalties.

During the school year the new build areas will be completed. One existing year 6 classroom will need to move to the community room while this is done. Work on the North East (NE) playground area will begin during summer 2017. Drainage will be completed first and the side entrance to the school (after the KS2 cloakroom) will be designated for construction access only, therefore there will need to be clear arrangements for parents to drop off and pick up their children. As the back of the school won't be able to be accessed for much of the year, Y1/2 could come out into the Y3 playground.

The NE Playground will be given back to the school on 16th October. Because the playground space is reduced for this first half a term, playtimes may need to be staggered. Then construction of the extra classrooms' area will commence – Building at the back of the hall will run from 16th October to 28th March. The new block by the year 6 classroom will be built from 16th October to summer 2018. In the Autumn term 2018, when EY move to the main site, Morgan Sindall will work on the EY annex. **A governor asked** about cross over between EY classrooms. Morgan Sindall confirmed that Morley will not give up the annex until the new classrooms are ready.

A Governor asked how communication will be managed as this will be key to successful working of the project. The project team complete a monthly progress report to the project manager which the HT can request to see. There are weekly meetings between the HT and Morgan Sindall. Also Morgan Sindall will organise drop in meetings with the community, a project website and a monthly newsletter. The HT commented that communication with staff and parents is crucial. Morgan Sindall will give information to the school on a monthly basis and the school then shares information with the parent community.

A Governor asked about safeguarding issues. All contractors are DBS cleared and will be specifically inducted before working on site. The H&S manager completes an inspection once a month and there is a third party assessment of the health and safety plan. There are regular risk assessments and solid hoardings are used to protect 'live' areas.

A Governor also asked about the impact of the works on the normal life of the school. The HT commented that the leadership capacity at Morley had increased over the last couple of years so that the building project could be managed more effectively while having less impact on teaching and learning.

A Governor asked about how the work affected access for the emergency services and fire strategy. Morgan Sindall will draw up a new fire safety plan. SIMPT plans to be updated.

A Governor asked about the movement of resources in classrooms and Morgan Sindall confirmed that as part of the package there is outside help to move resources.

NE Play Area

Morgan Sindall showed the detailed plans for the NE play area. It would contain areas of synthetic turf and areas with natural turf. The areas of natural turf could be replaced with synthetic grass if finances allowed at a later date. The drainage being put in is adequate for the whole area to be synthetic turf in the future. **A Governor asked** about guarantees of durability on synthetic turf. Morgan Sindall would send the information requested. **A Governor asked** whether there was a risk of burns with the synthetic grass. The synthetic turf is not like the one used for sport, it is quite soft.

Papers presented to the Governing Body contained a master plan for the play area with a shopping list of other items that could be added e.g. huts, climbing frame, trim trail, gazebo, den frame etc. These would be put into the area of natural turf but an all weather surface could be put under the play equipment to ensure it could be used around the year. Figures were shown for the costing of various pieces of equipment. Morgan Sindall could install this, but the cost would be about 2.5% on top of the costs shown. It should be possible to put play equipment in by October half term but decisions about the specific equipment required would need to be made relatively quickly. Again it was important to communicate these decisions to parents and pupils in order to manage expectations.

The tennis court area was also discussed. There were broadly two options. Either

- 1) a full sized MUGA could be created which would allow the school to host competitive sporting events in the future OR
- 2) a slightly smaller area which would be resurfaced to create a much more even surface but this smaller size would allow £35 k fund to be released to use on play equipment for the NE play area.

The GB decided that the tennis court area should have a slightly smaller area (option 2), releasing £35K to be spent on play equipment.

It was agreed that the FGB would delay agreeing costs for the development until Morgan Sindall had updated the figures on page 1 of their hand-out circulated to governors prior to the FGB, making exact costs clearer.

It was agreed that the next Resources Committee Meeting would look at the specification for the playground redevelopment in their next meeting.

Representatives from Morgan Sindall then left the meeting.

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

It was noted that the minutes should refer to CREDS take up within 24 months not 6 months.

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

Review of actions

- F1710-01 Governors to add information relating to their link area in the Ofsted matrix – ONGOING.
- F1710-03 DM still to complete Prevent Training and send copy of certificate to office/NO – ONGOING.
- F0812-07 JH to email governors for confirmation of security of their email account – ONGOING
- FGB17-05-08.1 To put details of the SEND governor on the school website – COMPLETE
- FGB17-05-07.2 Governors to send ideas re rewording the vision too NO and JG – The wording of the vision is now with NB to draft and will be discussed as part of this agenda (item 11)
- FGB17-05-08.3 NO to send around a skills audit and all governors to complete - ONGOING

7. Committee minutes

Learning Committee – SP gave verbal report of key points from meeting held on 08/06/17

- The minutes had been circulated prior to the meeting

8. School Development Plan 2016/17

The HT presented successes and challenges of the targets in the SDP. In summary:

- Strand 1 - Achievement covered by agenda item 9
- Strand 2 – Teaching, learning and assessment. SS had completed a visit on this strand and would bring her report to the next FGB. In Maths the gender gap had narrowed to the extent that girls were overtaking boys in y4 and y6. The school had focussed on specific projects in trying to address this such as the Y5 doodle maths project with The Perse. **A governor commented** on the overlap between strand 1 and strand 2 so a co-ordinated approach, particularly in regard to school visits, would be useful in future.
- Strand 3 – Behaviour. The committee received the report of the school visit to monitor this target (circulated in advance of the meeting).
- Strand 4 - Leadership. The committee received the report of the school visit to monitor this target (circulated in advance of this meeting).
- Strand 5 – Facilities. The committee had received a detailed report on the school development plans from Morgan Sindall earlier in this meeting.

It was agreed that Governors would again look again at progress against targets in the School Development Plan in the September meeting of the FGB.

9. Data

A summary of the headline data from EY, KS1 SATs and KS2 SATs was circulated prior to the meeting. The provisional figures for working at greater depth and working at expected level looked healthy and the results at KS1 and KS2 were similar indicating that as teacher assessment and external assessment were giving similar results the framework was being applied well. Further analysis would be completed in the Autumn term by the learning committee when progress scores are available.

Governors congratulated the work of the staff.

10 To identify emerging priorities for the future

NB presented the emerging priorities for the next 3-5 years:

- To ensure that the school has a good supply of high quality staff – retention and recruitment (apprenticeships).
- To develop confidence and expertise in school staff (high quality CPD, fewer more explicit focuses, coaching).
- To ensure that the curriculum serves as a vehicle for high quality learning experiences (project based learning 'gold standard', continuous provision, mastery approach)
- To enable children to feel positive about themselves, their relationships, and their learning.
- Buildings and premises

A governor commented that target 4 could be broadened so that it also included the adults in the school.

The emerging priorities had been well received by staff. **Governors agreed that** these are sensible priorities.

11. Clarifying Vision, Ethos and Strategic Direction

The need to present the values in language which was meaningful to the children was discussed. NB presented draft wording of the values that had been discussed with the children:

Aim high and persevere
Show kindness and respect
Imagine and create

NB shared an example of a reception child using this language. Further discussions with children and staff would take place in September and a redraft of the vision statement would then be presented to Governors.

12. Safeguarding

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

- DM to complete prevent training as soon as possible and send certificate to NO asap

- Costing for an E-Safety Awareness evening had been prohibitive. DM to speak to NO about facilitating an event.

13. Policy Reviews

Sex and Relationships policy – the policy circulated is a Cambridgeshire LA model policy from early 2017. MW to contact County to see whether there are any further updates to this policy particularly surrounding transgender issues. Governors agreed this policy subject to any updates from County.

E-safety policy – The policy was agreed by FGB.

14. Management of Governing Body

NO stated that there were two vacancies. NO advised that she would circulate the Governor skills audit to allow skill gaps to be identified.

As Sarah Seed has resigned, NO invited expression of interest in the position of vice chair. Also, PC wished to step down as chair of the finance committee so NO invited expressions of interest in this position.

NO would circulate by email the meeting dates for FGB and LC for the next year. They would also be put on the google site.

NO had attended the Safer Recruitment course. SS and NO had attended the Governors update meeting.

The RC meeting has been moved to 11th July. SS offered to take the minutes for this meeting. It was noted that communication about the change of date meetings could be improved.

15. Any Other Business

- Staff interviews will take place on Mon 17th July 3-4pm. NB requested a Governor to sit on the interview panel. SS offered to be available for this.
- Year 5 Shakespeare in Schools. Governors had received letters from the year 5 requesting funding for this project in the next academic year. JG agreed to take the letters and to draft a reply and circulate this to Governors.
- Head teacher's purchase card – it was noted that on 12th June 2017, CL visited the school office to review the Head teacher's purchase card.

The meeting ended at 9.25pm.

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
F1710-01 (updated 6.7.17)	5. Matters arising	Ofsted matrix - Governors to send SP information relating to their link area so that this matrix can be populated.	NO	Before end of term
F1710-03	5. Matters arising	DM to complete Prevent Training and send copy of certificate to clerk.	FGB	ASAP
FGB17-05-08.3	14. Management of GB	NO to send around a skills audit and all governors to complete	NO	By end of term.
FGB17-07-06.1	5. School Redevelopment update	Fire safety and SIMPT plans to be updated.	NB	Next FGB meeting.
FGB17-07-06.2	5. School Redevelopment update	Finance committee to agree the playground development plans	PC	By end of term.
FGB17-07-06.3	8. School Development Plan	Review progress against targets at September meeting of FGB.	NO	Next FGB meeting.
FGB17-07-06.4	11. Clarifying Vision, Ethos and Strategic Direction	Redrafted vision statement to presented to next FGB	NO	Next FGB meeting.
FGB17-07-06.5	13. Policy Reviews	Check for any update to the Sex and relationships policy at County.	MW	By end of term.
FGB17-07-06.6	14. Management of Governing Body	Any expressions of interesting in the positions of vice chair and chair of the finance committee to be made to NO.	All	Ongoing.
FGB17-07-06.7	14. Management of Governing Body	NO to circulate meeting dates for FGB and LC 2017/2018	NO	By end of term.
FGB17-07-06.8	15. Any other business	JG to respond on behalf of Governors to the Shakespeare in Schools letters from year 5.	JG	By end of term.