

Minutes of the Morley Governing Body meeting, Monday 30th September 2013

Present: Antony Carpen (AC), Becky McInerney (BM), Caroline Louth (CL), Charlotte Hull (CH), Emma Linney (EL) (Clerk), Helen Devlin (HD), Julie Gawthrop (JG), Kate Allan (KA), Lindsay Fournier (LF), Lindsey Webber (LW), Michael Catchpool (Head - MC), Nicky Odgers (NO) (Chair), Nicola Rotton (NR), Philip Colligan (PC), Rachel Calder (RC), Roger Healey-Dilkes (RHD), Sarah Seed (SS)

Apologies: Andrew Sweasey (AS), Kay Blayney (KB), Larissa Athey (LA), Matt Casey (MattC)

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies for absence Apologies were received and accepted from AS, KB, LA and MattC.</p> <p>2. Notice of Any Other Business None.</p> <p>3. Minutes of the last meeting The minutes were accepted as a true record and signed by the Chair.</p> <p>4. Matters Arising SS – Visit write up will not be circulated but will form part of further discussions this year. Skills Audit – please do not complete this now; changes to committee structure need to be embedded first. Buildings Working Party has now convened. Head will ask Kerry for her A4A write up.</p> <p>5. Correspondence None.</p> <p>6. Code of Conduct All GBs signed up to the Code of Conduct.</p> <p>7. Safer Working Practice All GBs signed up to the Safer Working Practice with Children guidelines.</p>	<p>Obtain A4A write up from KD</p> <p>GBs not present need to sign item 6, 7 and 8</p>		<p>Head</p> <p>Clerk</p>

8. Annual Register of Pecuniary Interests

All GBs signed the register. Clerk to inform committee chairs of declared interests.

9. The Work of the Governing Body

9.1 Committee Structure

NO gave a presentation on the proposed changes to the GB committee structure. A working group was set up following last FGB to look at the work of the GB. The group was made up of NO, SS, CL, AS, PC and RC. The group's recommendation is that there should be a change to the GB's committee structure. It proposes that there should be two committees rather than the current four: Learning (curriculum plus a slightly wider remit) and Resources (facilities, staffing, pay and finance). The GB also needs to introduce a Salary Review Committee next year. The current link GB format would also change, with link GBs for specific areas such as SIP targets, EY, finance and fundraising, rather than the current links to each area of the curriculum.

It is proposed that the FGB will meet three times per year (with an extra meeting in the autumn term this year) and that each committee will meet every half term. There would also be a Coordinating Group, comprising NO, SS and the Committee Chairs, which would meet frequently to ensure the GB is working strategically and meeting its legal obligations. This would also be a forum to make changes to the committee structure as needed and ensure the work of the GB is evenly spread across the two committees.

There was considerable discussion around the changes and the advantages these could bring. It was agreed that with the FGB meeting less frequently, information would need to be shared carefully between committees. It was also agreed that GB members would be welcome to attend any committee meeting and that agendas would be sent out in advance to facilitate this. NO commented that the proposed new structure is in line with recommendations by Governor Services.

A GB asked about the current subject reports, which are reviewed and scrutinised regularly by the current Curriculum Committee. NO said that the onus on ensuring subject leaders are carrying out their role thoroughly and effectively should fall to the Head, with the Learning Committee playing a more strategic role than the Curriculum Committee did. A GB visit could focus on leadership and management for example, which would include scrutiny of the SL structure.

A GB wondered if the new structure would make it difficult for a new GB to get up to speed. NO answered that more emphasis will be placed on new GB induction, training and mentoring.

There was a discussion over whether, in the light of the new performance related pay policy (see item 16), the GB would have sufficient understanding of what's happening in classrooms in order to agree pay recommendations. NO reminded the GB that salary recommendations are proposed by the Head in any case. The role of the GB is to authorise these and it is able to ask for evidence to back up recommendations if necessary.

A GB noted that the school is currently very well governed, and there have certainly been developments and improvements, over-time, as the governing body has responded to the increasing challenges it faces. The GB needs to be careful not to lose this strength.

Provide copy of register to Committee chairs

Clerk

<p>There was a discussion about policy reviews, which currently take up a considerable amount of committee time. NO thought it would be a valuable exercise to review the list of policies and their review schedule, and reminded the GB that policy drafting is done by teaching staff and not GBs.</p> <p>The GB agreed to the proposed new committee structure.</p> <p><u>9.2 Standing Orders (circulated)</u> Revised standing orders have been received from Governor Services. These were reviewed and discussed in detail.</p> <p>Main changes: Attendance (p.6): It was agreed that GBs who fail to attend any meeting, committee or FGB, without consent for a period of 6 months will be disqualified. Remote participation (p.7): The guidance and conditions were adopted. Making minutes available for public inspection (p.8): It was agreed to upload FGB minutes to the school website once agreed as a true record at the following FGB. Minutes would of course need to be redacted if necessary, with reference to the FOI Act, the Data Protection Act and any commercial discussions which GBs felt needed to be kept confidential.</p> <p><u>9.3 Link Governors and Committee Membership</u> Committee membership was agreed as as follows: Resources: (Chair: PC, Vice Chair: SS) – CL, AS, HD, BM, KA, MattC, LF, with Head in attendance. Learning: (Chair: NO, Vice Chair: RC) – AC, NR, LW, CH, RHD, JG, LA, KB, Head.</p> <p>Link Governors will be agreed by Committee Chairs at the first meetings.</p> <p><u>9.4 Delegation Decision Planner (circulated)</u> NO and SS have been through a revised version of this published by the NGA, and RC, CL, AS and PC have checked that the levels of delegation are appropriate.</p> <p>The revised DDP was adopted by the GB.</p> <p>10. Data NO presented headline data from last year. AC will be putting data into more accessible formats this year and going forward. This will include trend data. The Head circulated a guide to data which he hopes will help GBs better understand expected rates of achievement and progress across the school. The Head also outlined how tests are moderated, internally and externally. GBs were made aware that validated data is not yet available at County or National level.</p> <p>Some of the data showed teacher assessment in maths to be higher than moderated results. There was a discussion over some of the possible reasons for this discrepancy.</p> <p>A GB asked whether we can see data which tracks children as they move through the school.</p>			
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<p>11. Headteacher's Report (circulated) A GB asked why more children transferred to Netherhall than the local secondary school, Coleridge, at the end of year 6. It was noted that historically this has tended to be the case, but numbers have started to balance out in recent years.</p> <p>There was a discussion about the removal of the two large ash trees from the playground over the summer holidays, and the need for shade in the playground as a result (see item 17).</p> <p>The GB asked the Head to pass on congratulations to the staff for the pupil performance and attainment figures last year.</p>	<p>Pass congratulations to staff</p>		<p>Head</p>
<p>12. Visioning Day NO spoke about the visioning day which was held with staff and GBs on 3rd September. Half of the GB attended which given it was during a working day was an excellent number. Staff and GBs came up with six key values which they felt the school should be focussing on, including learning and respect. The Head will circulate these before the next meeting.</p> <p>Staff and GBs propose a school mission statement of 'making learning irresistible' which the GB approved.</p> <p>The Head is currently drafting a four-year plan with the SLT, which will be finished in the next few weeks and circulated to GBs.</p>	<p>Circulate values</p>		<p>Head</p>
<p>13. SIP / RAP (Raising Attainment Plan) The RAP (formerly SIP) for the current school year will be drafted once the four-year plan has been finalised. It will show the steps required this year to get the school to where it wants to be longer term. The Head has started to look at priorities for the current year. These are likely to include writing, and also target setting between teachers and children, an area which, if developed, will have a significant impact on children's engagement with and attitudes towards learning.</p>			
<p>14. Miracle Day (child questionnaire) and Parental Questionnaire (both circulated) The results of both will feed into the planning process.</p>			
<p>15. Committee minutes (circulated) 15.1 Curriculum 1st July 2013 – there were no comments or amendments 15.2 Facilities 3rd July 2013 – there were no comments or amendments 15.3 P&P 15th July 2013 – there were no comments or amendments 15.4 P&P 9th September 2013 – there were no comments or amendments</p>			
<p>16. Whole School Pay Policy (circulated) RC summarised the discussions had by the Pay & Personnel Committee in July and September. She noted that the main body of the draft policy has come from the DfE model policy; the policies offered by the two main unions were considered but not incorporated.</p>			

<p>It was noted that the issue of performance related pay is a very contentious one amongst teaching staff. The school will be closed tomorrow due to strike action, with around 2/3 of teaching staff expected to strike. It was agreed that the impact of the pay policy on the culture of the school and the working relationships between teachers is currently unknown. Regardless of this, there is a legal requirement for the school to have the policy in place this term that introduces performance related pay.</p> <p>A GB asked for clarification on lesson observations (annex 5). The Head confirmed that if a lesson is graded as lower than good, a further lesson observation will take place very soon afterwards. The limit of three lesson observations per teacher per school year has now gone.</p> <p>A GB asked whether there would be more flexibility with regard to TA pay. The Head answered no, as the school was bound by LA pay scales for TAs and other staff.</p> <p>Some GBs showed concern that it would be budget restrictions and not performance which would determine an incremental pay rise. NO replied that the policy allows reasonable expectation that staff will move up the pay scale if evidence is provided that they are meeting the criteria in Annex 5.</p> <p>The GB agreed to ratify the policy in order to fulfil its statutory duty. A number of GBs asked to minute their disagreement with the principle of performance related pay in education, namely Lindsey Webber, Roger Healey-Dilkes and Antony Carpen.</p> <p>17. Update on proposed building works (plans circulated)</p> <p>The GB reviewed the current plans for the proposed building works, which are scheduled for 2015/16. The plans have been revised to include a single rather than two-storey extension following a reduction in the County Council's budget. AC suggested submitting an FOI request to ascertain how much the budget was reduced by.</p> <p>There was a discussion about whether the proposed works meet the school's needs. The Head believes that they do, although it was noted that without additional classrooms there is no provision for future expansion.</p> <p>There was a discussion about whether the resulting smaller playground would meet guidelines for minimum recommended outdoor space per pupil. The Council has assured the Head that it will.</p> <p>The Head also informed the GB that there are possible plans for a nursery school to occupy the space currently occupied by EY. This is something the school could bid to run, if these plans came to fruition, which would be an exciting prospect and increase the school's value to the community.</p>			
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<p>The Head put forward a proposal to develop the grass area, which is currently underused, particularly in winter. This would be a separate project to the Council's redevelopment work and would require significant fundraising and the involvement of Friends of Morley. Tim Fox is currently obtaining quotes, which look like being in the region of £80,000.</p> <p>He proposes relocating the bike sheds to the front of the school, laying an all-weather surface and installing new play equipment and shaded areas. The GB thought this would be a good idea in principal, but asked to continue discussions at the next meeting.</p> <p>18. Governor Development To be carried forward to the next meeting.</p> <p>19. Date of next meeting Monday 11th November 2013 Future meetings tbc.</p> <p>The meeting ended at 9.50pm</p>			
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Future points to be discussed			
Proposed building works Project to redevelop grass area Governor Development			
Notes for other committees	Suggested action		
Abbreviations: SIP School Improvement Plan A4A Achievement for All LA Local Authority FSM Free School Meals NQT Newly Qualified Teacher SL Subject Leader			
Dates of future meetings: 11th November 2013	Comments / Agenda		

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