

Minutes of the Morley Memorial Full Governing Body

31 March 2014

Attendance: Andrew Sweasey (AS)
Antony Carpen (AC)
Becky McInerney (BM)
Caroline Louth (CL)
Emma Linney (EL) (Clerk)
Helen Devlin (HD)
Julie Gawthrope (JG)
Michael Catchpool (MC) (Head)
Nicky Odgers (NO)
Philip Colligan (PC) (Chair)
Roger Healey-Dilkes (RHD)
Sarah Seed (SS)

Apologies: Larissa Athey (LA)
Nic Rotton (NR)
Rachel Calder (RC)

Also present:

Doug Brechin, Director of CASSA (item 5)
Saranyah Sukumaran, possible new GB (all items until AOB)

	Notes	Actions
1.	Apologies - Apologies for absence were received and accepted from LA, NR and RC.	
2.	Notice of AOB NO – GB membership, Morley Matters/Governor Blog, RHD – sports clubs	
3.	There were no declarations of interests	
4.	There had been no correspondence	

<p>5.</p>	<p>Cambridge and Suffolk Schools Alliance (Cassa)</p> <ul style="list-style-type: none"> - Doug Brechin, Assistant Principal at Linton Village College and Director of Cassa, spoke to the GB about CASSA, the alliance of primary, secondary and special schools which has four strands of work; teacher training, CPD and leadership, school to school support and research and development. - Doug took questions from the GB and then left the meeting, after which there was a discussion about whether or not the school should join the alliance. - Areas of discussion included the impact on relations with the 'cluster schools'; the time commitment for teaching staff; the financial implication of providing them with non-teaching time; the perceived benefit of access to high level CPD; the potential for staff to be seconded to and from other schools; and the significant value for money which would come from accessing peer support. - It was noted that two alliances are operating in the local area, but that the School had not been approached by either. - It was noted that joining Cassa would be consistent with the school's 4-year plan, particularly in relation to aims to improve school partnerships and further develop middle management and leadership. - It was noted that membership would not require a joining fee or contract. - The GB approved joining a teaching alliance in principal, but asked the Head to consult with teaching staff first to make sure they were happy with this and to gain verbal references from some of the other schools who are already part of the alliance. They also asked that he investigated other local teaching alliances. The head should then make the decision about which teaching alliance Morley should join. 	<p>Head – discuss Cassa with teaching staff, speak with Heads of other alliance members.</p>
<p>6.</p>	<p>Minutes of the previous meeting 9th December 2013 (circulated), and matters arising</p> <ul style="list-style-type: none"> - The Head advised that the school does not have an attendance target as such (item 9) because attendance figures are always well above the national average. Kerry Darby had spoken with the school's Local Authority Advisor who suggested a target of 95%, which is the national average. - The Head can provide copies of the presentations on the outdoor environment redevelopment to GBs if they wish (item 13). - The minutes were agreed as a true record and signed by the chair. 	

<p>7.</p>	<p>Headteacher's report (circulated)</p> <p>The Chair invited questions from the GB.</p> <ul style="list-style-type: none"> - A GB asked whether there were to be more entries for L6 than in previous years. The Head answered yes in maths, reading and writing. He stated that the potential for some children to achieve L6 is excellent this year. - A GB asked whether secondary schools recognise the achievements of more-able learners when they start in Y7. The Head reported that anecdotally, some children feel that they cover old ground in Y7, but he felt that this could be due to consolidation exercises in the autumn term. The Head was of the opinion that transition between KS2 and KS3 is certainly improving. - A GB noted the good results of the practice phonics screening test. The Head agreed but noted that this year, the pass mark would not be available before the test is taken. - A GB congratulated the head on the number and breadth of activities organised for science week. All agreed that the science week newsletter was very informative. - The results in the recent lesson observations were discussed and it was noted that the percentage of lessons classed as good had increased. - A GB asked whether work on the CLJ was meeting recommendations made by Ofsted, which the Head confirmed was the case and that they are looking very positive. 	
<p>8.</p>	<p>Building and outdoor learning environment updates</p> <p>The Head gave an overview of recent developments.</p> <ul style="list-style-type: none"> - A drainage issue is holding up plans for the resurfacing of the grass area at the rear of the school. - He expects to know more about plans for the annex following a meeting with Penny Price on Wednesday 2nd April. - It was noted that the Resources Committee is keeping a careful eye on plans for both the building and outdoor redevelopment works, and is assisting where able. 	
<p>9.</p>	<p>Four year plan (circulated)</p> <ul style="list-style-type: none"> - The Head presented his plan for the school for the next 4 years. It focuses on four areas: teaching, learning and curriculum, community and parents, and environment and resources. The exemplifications, shown in the plan, for these four areas, are taken from the current Ofsted inspection framework. - MC believes the plan will move the school from a rating of good to one of outstanding. 	

	<ul style="list-style-type: none"> - Feedback from Phil Garnham, the school's LA advisor, is that the Plan provides a clear sense of direction for the school, as well as a high level of challenge. - The GB agreed that the Plan was incredibly useful and thanked the Head for his hard work in getting to this stage. - A GB noted that the Plan moves the school towards some big ideas fairly quickly, for example, children developing 'growth mindset'. The Head acknowledged this, and noted that the new system of individual pupil target setting has already put the school on this path. - A GB questioned whether the plan addressed all of the areas identified as parental priorities, in particular science, ICT, languages and PE, and engaging parents. MC said most of the areas were included. There was agreement that the plan was a working document and could be changed to respond to further discussion and identified need. - A GB asked how progress would be monitored. The Head advised that progress would continue to be monitored through the annual raising achievement plan and termly operational plan, but that these would be based on the longer term plans committed within the four year plan. - All agreed that it would become a very useful working document. - The GB formally agreed the four year plan. 	
<p>10.</p>	<p>Committee minutes (circulated) and updates from Chairs</p> <p>RC meetings - 3rd December and 11th February.</p> <ul style="list-style-type: none"> - PC provided an update. Focus had been on the proposed redevelopment of the building and outdoor space, Friends of Morley and fundraising, approval of the proposal for the holiday club, and preparation for budget submission in May. <p>LC meetings - 16th December and 27th January.</p> <ul style="list-style-type: none"> - NO provided an update. The Committee had been continually monitoring RAP targets, including scrutiny of data. A new, more focussed way looking at data had been devised. Visits had been conducted relating to EY, science and the development of the phase leader structure. Further visits are to be conducted early in the summer term. The Committee has also closely monitored pupil premium expenditure and the progress of children who receive this, as well as plans for the implementation of the new national curriculum from September 2014. 	
<p>11.</p>	<p>Resources Committee terms of reference (circulated)</p> <ul style="list-style-type: none"> - The terms of reference were formally agreed. 	

12.	<p>Holiday Club</p> <ul style="list-style-type: none"> - The Resources Committee agreed the proposal for a holiday club and it is being trialled at Easter and May half term. The Committee will continue to monitor plans. - A GB asked whether current Y6 children would be able to attend the summer holiday club. The Head advised that they would. 	
13.	<p>Catering contract (paper circulated)</p> <ul style="list-style-type: none"> - A GB asked whether the new contract would have any impact on staff. PC advised that wages will remain the same, but that two members of staff were to be TUPE across, resolving an anomaly which had been in existence for a number of years. - The GB formally approved the new catering contract with ABM Catering Limited for a value of £150,000 (non-food costs), which will run for an initial period of 3 years. 	
14.	<p>Y6 residential trip to Aylmerton (paper circulated)</p> <ul style="list-style-type: none"> - There was a discussion about the ratio of adults to children. The Head advised that the number of adults attending was yet to be confirmed, but that the legal ratio would be adhered to. - The GB formally approved the residential trip. 	
15.	<p>Cambridgeshire schools funding update</p> <ul style="list-style-type: none"> - The Head provided an update. Cambridgeshire schools will receive increased funding from the school year 2014-15, although the exact amount is not yet known. - CL (finance link governor) noted that while this is fantastic news, significant reserves are being used to set this year's budget, and so any additional income next year will be required in order to avoid setting a deficit budget in future years. 	
16.	<p>Annual parental questionnaire</p> <p>NO asked for a volunteer to replace Kate Allan on this year's questionnaire. AC volunteered.</p>	<p>NO, AC and LA - meet to prepare the questionnaire</p>

17.	<p>Governor development</p> <p>NO is in the process of organising this year’s in-house training session, which is likely to be on the new national curriculum. The session will be held one evening in the summer term, tbc.</p>	NO – finalise in-house training session
	Saranyah left the meeting	
18.	<p>AOB</p> <p>Governor Membership</p> <ul style="list-style-type: none"> - NO noted that there were currently 5 GB vacancies (2x staff, 2x community, 1x authority) and that while reconstitution was likely to be required at some point this year, some gaps needed to be filled now. - It was agreed that the GB would benefit from expertise in finance, HR and performance management, with reference to the new system of performance related pay. - It was also agreed that there needed to be a balance of parent/non-parent membership. - NO advised the GB that Saranyah had registered with the One Stop Shop, which aims to link potential GBs to schools with vacancies. She gave an overview of Saranyah’s skills and suggested that if she were to join the GB she would shadow CL who is currently link governor for Finance. - NO had met with Saranyah and made her aware of the commitment required. - The GB agreed in principal to appoint Saranyah, assuming she is still interested following this evening’s meeting, and subject to the usual checks. - There was a discussion about how to go about appointing a GB with HR experience. The Cambridge Chamber and Mills and Reeve had already been approached. It was agreed that organisations including ARM, Addenbrooke’s, and the University should be approached. <p>Sports clubs</p> <ul style="list-style-type: none"> - RHD asked the Head whether there had been a reduction in sports teams being entered for competitions. The Head confirmed that this was the case, due to changes in School Sports Partnership rules. The Head advised that he had recently downgraded membership to the scheme to achieve better value for money. - RHD also asked whether more notice could be given when after school sports clubs were cancelled. The Head confirmed that staff give as much notice as possible, and that it is 	NO – continue to search for GB candidate with HR skills

	<p>often weather conditions that prevent this.</p> <p>Morley Matters/ Governor blog</p> <ul style="list-style-type: none"> - NO floated the idea of moving from a bi-annual newsletter to a governor blog. This would better and address the need expressed by parents to know more about the GB and what it does. - There was a discussion about using social media generally and the practicalities and potential issues. - It was agreed that PC, AC, NO, SS and JG would form a sub-committee to take the idea forward. 	<p>NO – convene GB Blog sub-committee</p>
	<p>The meeting closed at 9.30pm</p>	

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