

Minutes of the Morley Memorial Full Governing Body

17 November 2014

Attendance: Antony Carpen (AC) (items 1 and 10)
Guy Turner (GT)
Julie Gawthrope (JG)
Larissa Athey (LA)
Melissa Ward (MW)
Nicky Odgers (NO) (Chair)
Philip Colligan (PC)
Rachel Calder (RC)
Emma Linney (EL) (Clerk)

Apologies: Caroline Louth (CL)
Andrew Sweasey (AS)
Helen Devlin (HD)
Michael Catchpool (Head)
Sarah Seed (SS) (Vice Chair)
Saranya Sukumaran (SSu)

	Notes	Actions
1.	Apologies Apologies for absence were received and accepted from AS, CL, HD, SS and the Head. SSu did not attend.	
2.	Notice of AOB Chair: Sarah Seed's term of office	
3.	Declarations of interests None.	
4.	Correspondence None.	
5.	Minutes of FGB meeting 20 October 2014 (circulated) The minutes were agreed as a true record and signed by the chair.	Clerk – upload minutes to school website

<p>6.</p>	<p>Matters arising from FGB minutes of 20 October</p> <p>Item 8: Building redevelopment: The Head is updating the single site paper for parents. The Chair informed the GB that the County Council had postponed the planning consultation meeting due to be held on 1st December. It is to be rescheduled for the new year when the new Headteacher is in post.</p> <p>Item 11: Parental questionnaire: LA advised that she had drafted the report. The Chair will report key findings in a parental newsletter asap; Committee Chairs to address relevant points at December meetings.</p> <p>Item 16: Management of the GB: The Chair reminded GBs of the newly adopted rules for attendance (not missing more than 3 meetings in a row/maintaining attendance levels of 70% in the previous 12m).</p>	<p>LA – forward survey report to NO</p> <p>Committee Chairs – discuss survey at next meeting</p> <p>Chair – circulate attendance figures for 2013/14</p>
<p>7.</p>	<p>Reports from Committees</p> <p>Learning Committee: The Committee had not met since the last FGB.</p> <p>Resources Committee: 14th October (minutes circulated) PC had highlighted key points at the last FGB in October, when the minutes had not yet been available. There were no further comments or questions from GBs.</p>	
<p>8.</p>	<p>Outside space redevelopment (specification circulated)</p> <p>RC presented the draft playground specification and invited questions and comments from the GB.</p> <p>There was a discussion about how many full tenders to invite after the initial submissions had been received. It was agreed that this would depend on the volume and quality of initial enquiries.</p> <p>There was a discussion about whether or not to specify the total budget. It was agreed to include this figure because the requirements are output based and in order to receive realistic submissions. It was noted that a final quote for the drainage solution had still not been received.</p> <p>A GB asked whether the new Headteacher had seen the brief.</p>	<p>RC – chase for drainage quote.</p>

	<p>The Chair advised that she had discussed it with her during a visit last week and reported that she is keen for plans to continue under the current schedule.</p> <p>A GB asked for a note about the ‘creative curriculum’ to be added to the design principles. The GB agreed to add the sentence ‘Creativity is at the heart of our curriculum; the design should embody this’.</p> <p>A GB asked whether safety requirements were going to be explicit in the invitation to tender. RC advised that the full contract would include this detail. This is currently being drawn up by the County Council’s solicitors. In addition, European and British Standards and referenced in relation to the surfacing requirements.</p> <p>There were no further comments. The GB agreed to the wording of the specification, subject to the insertion above.</p>	
9.	<p>Review of policies</p> <p>Management of Sickness Absence: This would ordinarily come to the Resources Committee but the Deputy Head had asked for an updated policy to be agreed earlier than December when the RC next meets. The policy is taken from the most recent EPM model policy. The GB agreed that the policy seemed to be much clearer than the previous one. The Policy was agreed without amendment and will be reviewed again by the RC in two years time.</p>	
10.	<p>Constitution of the Governing Body (paper circulated)</p> <p>The Chair presented the recommendations of the working party (NO, PC, RC, SS, AC).</p> <p>1: Size of the GB</p> <p>There was a discussion about the recommendation to reduce the size of the GB from 20 to 15. The working party felt that this number would enable the GB to secure the range of skills needed to fulfil the GB’s role effectively and to carry out all of the tasks outlined in the recommendations.</p> <p>It was agreed that the number of GBs was less important than how active and involved each GB is. It was recognised that there are different levels of activity, but all felt it important for GBs to fully commit to their</p>	

	<p>roles and taken on some form of responsibility and leadership in order to make the GB more effective. It was noted that there are currently 6 vacancies on the GB.</p> <p>The GB agreed to reduce the size of the GB to 15.</p> <p>2: Types of governor</p> <p>The Chair described the current constitution and outlined the proposal to amend the composition to:</p> <ul style="list-style-type: none"> - Two parent governors - Ten co-opted governors - One local authority governor - One staff governor - The Headteacher <p>The Chair advised that additional staff and parents can be appointed as co-opted governors and that this system would enable to the GB to appoint more strategically than is currently possible.</p> <p>A GB suggested putting into place a formal appointment process for future recruitment. All agreed that this would be a good idea.</p> <p>The GB agreed with the composition outlined above.</p> <p>3. Managing the change</p> <p>The working party recommended that the GB actively tries to recruit new GBs to fill existing skills gaps in the following areas, listed in order of priority; SEND, Finance, HR/PM, facilities management/health and safety, building work, nursery provision. There was a discussion about how best to recruit from outside the parent body; all agreed that wide networking would be required, in addition to a suggestion to write to local companies and organisations.</p> <p>The group suggested next steps should be:</p> <ol style="list-style-type: none"> 1- Arranging for Governor Services to draw up a new instrument of government 2- The Chair and PC to speak with GBs about their roles. JG announced that she would be moving with her job by June 2015 and was therefore unable to offer long-term commitment. 3- A further FGB meeting in early January to formally agree appointments to each category and determine resulting vacancies. 	<p>Clerk – send minutes of the meeting to Governor Services</p>
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	<p>The GB agreed to these next steps.</p> <p>4. Timing The GB agreed to the working party's recommendation that the constitution take effect from 1 January 2015.</p>	
11.	<p>AOB</p> <p>Sarah Seed's term of office – The Chair advised that Sarah's term of office ends on 19 November. Following discussion with SS, the Chair recommended appointing her as an associate governor until the new constitution takes effect, at which point appointing her as a co-opted governor with a new four-year term, subject to agreement by the GB when it meets.</p> <p>The GB agreed.</p>	
20.	<p>Dates of next meetings</p> <p>Early January tbc, then 30th March 2015 and 13th July 2015.</p>	
	<p>The meeting closed at 8.30pm</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, NC – national curriculum,