

Minutes of the Morley Memorial Full Governing Body

19 January 2015

Attendance: Antony Carpen (AC)
Caroline Louth (CL)
Helen Devlin (HD)
Julie Gawthrope (JG)
Melissa Ward (MW)
Nicky Odgers (NO) (Chair)
Nikki Brown (Head)
Philip Colligan (PC)
Rachel Calder (RC)
Sarah Seed (SS) (associate governor)
Emma Linney (EL) (Clerk)

Apologies: Guy Turner (GT)

| | Notes | Actions |
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| 1. | Apologies Apologies for absence were received and accepted from GT. | |
| 2. | Notice of AOB Head: Bank account signatories Clerk: Paperless office AC: Arts and Culture Leadership Group NO asked GBs to introduce themselves to Nikki Brown, the new Headteacher, which they did. Nikki also introduced herself and gave her thoughts on her first few weeks in post. | |
| 3. | Declarations of interests None. | |

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| 4. | <p>Correspondence</p> <p>None.</p> | |
| 5. | <p>Minutes of FGB meeting 17 November (circulated)</p> <p>The minutes were agreed as a true record and signed by the chair.</p> | <p>Clerk – upload minutes to school website</p> |
| 6. | <p>Matters arising from FGB minutes of 17 November 2014</p> <p>Item 6: NO advised that she had circulated attendance figures to individual governors at the end of last term. Andrew Sweasey, Larissa Athey and Suranya Sukumaran had resigned from the GB as they felt they did not have sufficient time to fully contribute to the work of the GB. There are no attendance issues with remaining GBs.</p> <p>NO also advised that it is recommended that GB attendance figures are included in the annual governance statement. The GB agreed to include this data in the next statement.</p> <p>Item 8: RC advised that she had now obtained drainage quotes for the playground, but that there were on-going issues, which Tim Fox is aware of.</p> | |
| 7. | <p>Reports from Committees</p> <p>Resources Committee: 9th December (minutes circulated)</p> <p>PC highlighted key points, including the discussion held by the committee about the parental questionnaire. The GB agreed that there was a need to improve levels of parental satisfaction over school meals. The Head reported that she had been monitoring lunches daily, including talking to the catering staff, noting when menu substitutions are made and ensuring that the new school food standards (January 2015) are being met. Initial thoughts are that there appear to have been some issues around choice and also portion size being too large in KS1. Tim Fox is arranging for a meeting with ABM. The Resources Committee will return to this item when it meets next month.</p> | <p>NO – forward parental questionnaire results relating to school meals to the Head</p> <p>NB to report to next RC on how she has responded to concerns raised in the parental questionnaire</p> |

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| | <p>Learning Committee: 15th December 2014 (minutes circulated)</p> <p>RC highlighted key points. The Committee had focussed on the excellent progress and attainment results from 2013-14 at the last meeting, and were able to make comparisons to LA and national results. Next steps would be to allocate link governors to this year’s RAP targets and to arrange monitoring visits.</p> | |
| <p>8.</p> | <p>GB membership</p> <p>NO gave an update. Under the new constitution, which took effect on 5th January 2015, there were now four vacancies on the GB (assuming SS, currently an associate governor, would be re-appointed at the meeting). JG advised that she would be posted elsewhere in the Country n June 2015, but that she was very happy to stay on as a GB until then.</p> <p>Three prospective candidates had come forward prior to the meeting, Ruth Kershner, Anna Robinson and Sophie Moore. At least one GB had met with each of them, and their statements had been circulated to the GB. In addition, a further four candidates had come forward in the last few weeks. NO, PC and RC would be meeting with them in the coming weeks, before their applications would be considered by the GB.</p> <p>NO reminded the GB of the skills gaps identified and agreed at the previous FGB meeting, namely SEN, finance, facilities/buildings management, HR/performance management and nursery provision. NO advised that when JG resigns there would also be a need for someone with experience of working with children and young people. It would also be beneficial to appoint someone who had education experience. GBs agreed that while it was important to aim to recruit based on the required skills and experience (including personal skills), candidates should also be considered based on their potential time, enthusiasm and commitment. The GB also agreed to try to balance parent/non-parent mix.</p> <p>The GB decided to appoint Ruth Kershner with immediate effect as her experience and skills in SEN plugged the skills gap In SEN in the GB. The GB also valued a formalised link with the Faculty of Education. It was decided that the GB should delay making a decision about whether to appoint the other candidates until all the people who had expressed an interest in becoming a governors had been met.</p> | <p>NO – advise Ruth, Anna and Sophie of decisions</p> |

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| <p>9.</p> | <p>Reconstitution</p> <p>The GB turned to allocating governors to categories under the new constitution, and following guidance from Governor Services.</p> <p>Appointment of parent governors – HD and NO left the room for the discussion. The GB voted to re-appoint both as parent governors. They would continue their current terms of office. HD and NO returned to the room.</p> <p>Appointment of staff governor (in addition to the Headteacher) - MW left the room for the discussion. The GB voted to appoint MW as staff governor. MW returned to the room. Surplus due to new constitution: 1 (Guy Turner)</p> <p>Appointment of local authority governor – RC and CL left the room for the discussion. The GB voted to appoint RC as local authority governor to ensure a balance of parents/non parents in the co-opted category. RC and CL returned to the room. Surplus due to reconstitution: 1 (Caroline Louth)</p> <p>Appointment of co-opted governors: AC, JG and PC (community governors under the former constitution), SS (associate governor) and CL left the room for the discussion. The GB voted to appoint them all, plus GT (not present at the meeting) as co-opted governors. Ruth Kershner was also appointed as a co-opted governor. They would all start new four-year terms.</p> <p>Vacancies: Three co-opted governors.</p> <p>Appointment of Chair and Vice Chair: The GB voted for NO and SS as chair and vice chair respectively.</p> | <p>Clerk – send updated membership list to Governor Services</p> |
| <p>10.</p> | <p>Policy reviews</p> <p>Grievance Policy (circulated) - This had been approved by the Resources Committee but was required by law to be formally ratified by the GB. The policy was ratified without amendment and will be reviewed again in one year.</p> <p>Behaviour Principles (circulated) - These had been drafted by the Learning Committee. The GB adopted the</p> | <p>Clerk: Upload policies to school website as appropriate</p> |

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| | <p>current principles without amendment, but asked for them to be included within the current review of the school behaviour policy. This will be discussed at the LC meeting in March.</p> <p>There was a discussion about the School’s approach to policy drafting. The Head stated that she was keen to distribute the leadership of policy writing across the school, in order to ensure that policies reflect current and best practice and to make it easier for staff to follow the guidance contained within them. The GB agreed.</p> | |
| 11. | <p>AOB</p> <p>Bank account signatories: The Head advised that Tim Fox required the approval of the GB to change bank account signatories following Mike Catchpool’s departure. The GB agreed.</p> <p>Paperless office: The Clerk had received a request from Tim Fox to ask for GB approval to pursue a new paperless office system, as recommended by the County Council. Tim would be attending training in February. The system would speed up processes in the office as purchase orders could be emailed, as well as enable a fully electronic audit trail on the finance system. The GB approved the move to paperless office.</p> <p>Arts and Culture Leadership Group: AC spoke of an event planned for June/July at the Faculty of Education, which would give Cambridgeshire young people the chance to meet with arts and culture leaders. The Arts and Culture Leadership Group would also be launching Cambridgeshire’s cultural offer as a joined up approach, better enabling schools to plan curriculum based activities around it.</p> | |
| 12. | <p>Dates of next meetings</p> <p>The date of the next meeting was moved from 30th March to 20th April owing to the Easter holidays. The final meeting of the school year would then be held on 13th July 2015</p> | Clerk – circulate change of date |
| | <p>The meeting closed at 9.15pm</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,