

Minutes of the Morley Governing Body meeting, Monday 3rd December 2012

Present: Antony Carpen (AC), Becky Grover (BG), Caroline Louth (CL), Charlotte Hull (CH), Emma Linney (EL) (Clerk), Helen Devlin (HD), Julie Gawthrope (JG), Kate Allan (KA), Kay Blayney (KB), Lindsay Fournier (LF), Lindsey Webber (LW), Matt Casey (MattC), Michael Catchpool (Head - MC), Nicky Odgers (NO), Pamela Douglas (PD), Roger Healey-Dilkes (RHD), Sarah Seed (SS) (Chair).

Apologies: Andrew Sweasey (AS), Helen Bett (HB), Nicola Rotton (NR)

Also Present: Tim Fox (TF) (Business Development Manager) for item 10.

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies for absence Apologies were received and accepted from AS, HB and NR.</p> <p>2. Notice of Any Other Business SS: Access to the GB website; governor development</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 as agenda docs except:</p> <p>Late parents' evenings: The Head has discussed options with staff and a 'traditional' late parents' evening will run in the spring term, followed by parent surgeries in the summer term. The GB should then ask for feedback in the parent questionnaire on whether running parent surgeries and parents' evenings alternately suits parents better.</p> <p>A GB: Can parents still make appointments to see teachers outside of these sessions? Head: Yes, absolutely.</p> <p>Hall timetabling and PE: The Head has looked at recent hall bookings and the only sessions that could potentially disrupt PE lessons are visits from outside organisations like theatre companies and The Raptor Foundation, which couldn't take place elsewhere in the school, and rehearsals for the infants' Christmas show. This had only happened on a couple of occasions in the last term and it was not felt by the Head that this was a regular issue.</p>	<p>Communicate this in next issue of Morley Matters</p>	<p>Dec</p>	<p>NO/KA/LF</p>

A GB: When does PE happen in EY?

BG: Weekly, either inside or outside, even though there is currently no legal requirement for formal PE sessions.

Morley Matters: The next issue should be circulated this week, and will include feedback from the parent questionnaire.

Cucina: The Head is meeting Cucina on 4th December and will raise the issue of overcooked vegetables then.

5. Correspondence

None.

6. Register of Pecuniary Interests

No new declarations were made.

7. Membership of the Governing Body

The GB welcomed new governors Antony Carpen, (Community) and Helen Devlin (Parent).

Rachel Parker has resigned due to other commitments, leaving a vacancy for an Authority Governor. NO reported that Governor Services have advised that we can appoint parents in the Community and Authority Governor roles, and this would seem to make sense when we had several good candidates in the recent parent election. There was a discussion about this. The GB agreed to appoint two out of the four candidates who are still interested, and that NO and SS should make a selection based on the needs of the GB identified in the recent skills audit to assist in selection, the Clerk was asked to send a skills audit form to the four candidates.

SS and EL have been working on a new governor induction checklist and will email this to all GBs who should talk to EL if they feel there are any gaps. In addition, a mentor/buddy scheme will be implemented at a later date.

8. Headteacher's Report

The Head highlighted key points to his report.

Attendance: The current figure is 96%. Kerry Darby has been working hard on this, and the EWO is pleased with the robust approach being taken by the school.

Standards attained by pupils: KS1 figures are very strong and exceed the national average by a considerable margin.

Rates of progress: These are also very strong, putting us in the top 18% of schools in the country.

A GB: Do the children not making expected levels of progress get picked up in the A4A programme?

Head: Yes. There are often contributory factors which affect the progress of some children, including low attendance rates or more complex learning needs; the school seeks to respond to these identified issues.

A GB: Why is the percentage of children achieving L5+ in Writing slightly lower than the national average?

Head: The cohort was not very strong; they made better levels of progress than expected but did not reach L5+ because their starting point was not 1.3

Email induction checklist to all

ASAP

SS

<p>The Head explained how children are tracked on SIMs, and about how the value added mark is calculated. AC would be interested in seeing the database when the Head has some time.</p> <p>A GB: Where does this leave us in relation to Ofsted? Head: In a reasonable position. The data is the starting point for any inspection, and our data for trends over-time is reasonably strong. The SEF currently rates us as a good school. The inspections also give emphasis to workbooks, an area that has seen a dramatic improvement at every level in terms of marking and feedback.</p> <p>A GB: How close is the school to being rated outstanding? Head: It is difficult to say because of the new inspection framework, but there are key areas that the school is addressing where the need for improvement has been identified.</p> <p>SS asked the Head to thank staff on behalf of the GB for their continued hard work, and the strong results this had provided.</p> <p>A GB: When do lesson observations take place, and is it worth trying to give only a half-days notice to replicate an inspection? Head: A week is set aside and teachers sign up for an observation. We have to give notice because of union directives on the numbers of lesson observations allowed over a year. There is a CPD Inset in January on how lesson observations are conducted and how we can develop teaching and learning further.</p> <p>A GB: Which curriculum subjects are observed? Head: All curriculum areas can be observed; there is a particular focus on Reading, which might involve the Inspector randomly picking a child from different classes to come out and read. Other focus areas include bullying (including homophobic bullying), and the Inspector is likely to ask questions about these directly of the children.</p> <p>A GB: What impact does face-to-face interaction have on the children? Head: Overall, the children here seem to love the opportunity to talk to other adults. The head encouraged GBs to talk to children on visits to, and to focus discussions on what they are learning, rather than doing.</p> <p>9. SIP The Head provided his first update report on the SIP. The form of the report has been redesigned to allow the GB to more easily and thoroughly assess progress and outcomes. The report for the February GB meeting will include impact and assessment data.</p>	<p>Pass on thanks to staff</p> <p>Ensure direct discussions with children on visits</p>	<p>ASAP</p> <p>Spring and summer-term visits</p>	<p>Head</p> <p>All GBs</p>
---	---	--	----------------------------

SS and NO have been working to make the targets more quantitative, and therefore easier to monitor. SS circulated the revised wording. Two new targets have been added after consultation with the schools advisor (as part of the Head's performance review), relating to the phonics test at the end of Y1, and to challenging more able students.

Target 1: Achievement of Pupils – Pupil Progress

'Identified children' are defined as those who are not statemented but who are not progressing as well they should be.

A GB: are parents informed if their child is 'identified'?

Head: There are 12 children who are formally identified in Y2 and Y4 under the A4E programme and their parents are aware. One-hour, structured conversations are held between teachers and these children. In addition, the other class teachers have their own groups of 'identified' pupils, although there will not be the same programme of structured conversations in these cases for this year.

The GB approved the revised wording.

Target 2 Achievement of Pupils – Y1 Phonics Test (new target)

There was a discussion about what pass rate we should be aiming for, and it was set at 75-85%. This is slightly higher than last year's national average and fits the school's aspirations in other areas of the curriculum.

The GB approved the new target.

Target 3: Achievement of Pupils – Reducing the discrepancy in Reading and Writing attainment

This target has been amended to clarify the % improvement being sought, and to clarify that the reduction in gap between reading and writing attainment should not be as a result of a dip in reading attainment.

A GB: There has been lots of positive feedback on the new 'Spotlight on Writing' feature in the weekly newsletter.

Head: The children love to be featured as authors or poets. The feature aims to be a celebration of writing.

The GB approved the revised wording.

Target 4: Quality of Teaching – Structured CPD

A GB: Is a target of 75% of lesson observations to be assessed as good or higher, high enough?

Head: While the national expectation is 80+%, our figure takes into account the 3 NQTs who we would hope to be building up to achieving good by the end of the year, if they are not there already.

The GB approved the revised wording.

Target 5: Quality of Teaching – Challenging more-able pupils (new target)

This target responds to feedback in the 2012 parent questionnaire.

A GB: what does 'one project' look like?

Head: The GB will receive feedback relating to one of the topics or themes taught during the year. Teachers will be equipping the children with the skills to make the most of the open-ended questions available to them and to stretch the more able children. In addition, we need to ensure the resulting work is communicated to parents so that they are better aware of the challenges set for the more able

A GB: Can the focus be on a particular skill or area, e.g. maths?
Head: It will be a topic or theme within a foundation subject.

The GB approved the new target.

Target 6: Quality of Leadership and Management – Embedding the Phase Leader structure

The GB approved the revised wording.

10. Half-year Finance Report

TF joined the meeting.

CL thanked TF for his excellent report.

TF outlined the main points. The news on next year's budget is not as gloomy as he was expecting, although we still only have draft figures at this point, and we will in any event receive less money in the next financial year. The NOR has a big impact and has now dropped to below 400. SEN changes are vast; we may lose medical hours funding in 2013-14, which we would then have to fund ourselves. Full statements are also much less likely.

A GB: How many current pupils have statements?

Head: Unsure of the exact number, approximately 3 or 4.

There was a discussion about trying to reduce photocopying costs, particularly in relation to paperwork going home with children. TF has a list of parents who are not currently using parentmail and plans to get in touch with them. The GB agreed that the school should work towards paperless communication with parents.

A GB: How is the pupil premium spent?

TF: There is a list on the school website and Kerry Darby will provide more detail when she talks to the GB about inclusion at a later date. The school comfortably overspends the pupil premium in the areas in which it is intended to be spent.

TF left the meeting.

11. Child Protection Annual Report for the year 2011-12

The annual report was approved.

12. Policy Reviews

12.1 Safeguarding and Child Protection Policy

The GB reviewed and discussed the policy, and the specific responsibilities of the GB were identified and discussed.

2.4.5: The Head explained the contingency arrangements for times when neither he nor Kerry Darby, the other designated member of staff is on site. The Phase Leader would take responsibility.

2.4.7: SS is the nominated governor for safeguarding and child protection.

Discuss CP responsibility with Phase Leaders.

Asap

MC

Attend safeguarding and CP training

Asap

SS

<p>2.4.8: GBs should be aware of their responsibilities.</p> <p>4.3: The named senior officer is Chris Meddle at the Local Authority.</p> <p>The GB ratified the policy.</p>	<p>Bring sample logging concern form to next meeting</p>	<p>Next FGB</p>	<p>MC</p>
<p>The GB ratified the policy.</p>	<p>Upload policy to GB website</p>	<p>ASAP</p>	<p>EL</p>
<p>13. Committee Minutes</p>			
<p>13.1 Curriculum Committee 15th October 2012 - there were no questions or comments.</p>			
<p>13.2 Facilities Committee 17th October 2012 - there was a discussion about the GBs role in relation to school policies. SS clarified that school staff are responsible for drafting policies, which are then ratified at Committee or FGB level as appropriate.</p> <p>A GB asked about the possible building work. SS reminded GBs that these discussions are confidential at the moment and that a clear communications policy for parents will be drawn up if the work gets the go ahead. The LA will be making a decision in January. We have no influence on this and can only wait.</p> <p>A GB: Are any other groups involved in the submission? Head: Former GB Vernon Kitay chaired a 'wrap around care group' but this no longer meets. We would form a GB sub-committee if the work does get the go ahead.</p>			
<p>13.3 Finance Committee 18th October 2012 - there were no questions or comments.</p>			
<p>14. Facilities Committee TOR</p>			
<p>These were noted.</p>			
<p>15. AOB</p>			
<p>AC asked for a list of IT requirements, as he may be able to secure items from the Olympic Delivery Agency.</p> <p>Governor Development: This will form part of every future FGB where time allows. SS handed out a summary of the role of the GB from <i>Governing Matters</i> magazine (Nov/Dec 2012).</p> <p>GB website: Not all GBs are clear on how to access this. This will be raised at the next full GB to ensure that all GBs have access.</p>	<p>Provide IT wish list</p>	<p>ASAP</p>	<p>CH</p>
<p>GB website: Not all GBs are clear on how to access this. This will be raised at the next full GB to ensure that all GBs have access.</p>	<p>Provide logon details for GB website</p>	<p>ASAP</p>	<p>EL</p>
<p>16. Date of next meeting: 4th February 2013</p>			
<p>Committee minutes – Finance (w/c 10th December), P&P (tbc).</p>			
<p>Documents to Clerk by 25th January please.</p>			

Future points to be discussed		when	who with
Items and issues for main governing body meeting		Recommendations	
Link Table vacancies Decide on a programme of SIP visits Mentor/buddy system		Bring forward to next meeting Bring forward to next meeting Bring forward to next meeting	
Notes for other committees	Suggested action		
Abbreviations: A4A Achievement for All CPD Continuing Professional Development EWO Education Welfare Officer NOR Number on Roll NQT Newly Qualified Teacher RAISEonline Reporting and Analysis for Improvement through Self-Evaluation SEF Self Evaluation Form SIMS School Information Management System SIP School Improvement Plan			
Dates of future meetings: 4 th February 2013 18 th March 2013 7 th May 2013 (Nb this is a Tuesday) BUDGET SIGN OFF 8 th July 2013	Comments / Agenda		

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