

Minutes of the Morley Governing Body meeting, Monday 4th February 2013

Draft – not for circulation

Present: Andrew Sweasey (AS), Antony Carpen (AC), Becky Grover (BG), Caroline Louth (CL), Charlotte Hull (CH), Emma Linney (EL) (Clerk), Helen Devlin (HD), James Carnegie (JC), Kay Blayney (KB), Larissa Athey (LA), Lindsay Fournier (LF), Matt Casey (MattC), Nicky Odgers (NO) (Chair), Nicola Rotton (NR), Pamela Douglas (PD), Philip Colligan (PC), Sarah Seed (SS).

Apologies: Julie Gawthrope (JG), Kate Allan (KA), Lindsey Webber (LW), Michael Catchpool (Head - MC), Roger Healey-Dilkes (RHD),

Also Present: Rachel Calder (RC) Authority Governor nominee

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies for absence Apologies were received and accepted from JG, KA, LW, MC and RHD.</p> <p>2. Notice of Any Other Business Head: Circulation of mailshots NO: Academy status</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: CH still to send AC an IT wish list Please can all GBs check that they can now access the GB website and contact the Clerk with any problems. Head: Three action points to be checked at next FGB</p> <p>5. Correspondence The Clerk has received an email from a member of the public named John Beresford asking to see copies of the minutes from Jan 2013 onwards. This was agreed. AC is able to advise on FOI requests.</p> <p>6. Register of Pecuniary Interests No new declarations were made.</p>	<p>Send IT wishlist GBs to check access to GB website C/F MC's action points</p>	<p>ASAP ASAP</p>	<p>CH GBs</p>

<p>7. Membership of the Governing Body</p> <p><u>7.1. Authority Governor nomination</u></p> <p>The nomination of Rachel Calder as Authority Governor was approved.</p> <p>Helen Bett has resigned from the GB due to other commitments. The parent governor vacancy created by her resignation meant that the election scheduled for 1-4 February was no longer required; LA joined as a new GB while AS and NO renewed their terms for a further four years. The Clerk took advice from Governor Services and the correct procedure was followed.</p> <p><u>7.2. Link areas and committee membership</u></p> <p>NO proposed a number of changes to link governors and committee membership. These were discussed and approved.</p> <p>A new sub-committee was formed to focus on the proposed building work. Initial membership will be SS, NO, PC, AS and Tim Fox (Business Manager) but it was noted that membership will be fluid as the project progresses. NO and SS will draft terms of reference for the committee for the next FGB.</p> <p>NO introduced a new system of SIP target Link Groups designed to provide strategic leadership and focus on whether targets are being met.</p> <p>8. Headteacher's Report</p> <p>The Head was not in attendance due to ill health.</p> <p>NO asked if there were any questions relating to his report.</p> <p>A GB: The figure for Y5 pupil progress in Maths looks surprisingly low (0.26) and wondered if this was an error. Clerk to check with MC and circulate his response.</p> <p>There was a discussion over the format of the report and how data was presented. Some GBs suggested a dashboard approach.</p> <p>Note that Governor Services run a course on 'understanding and using performance data'. GBs are encouraged to attend.</p> <p>9. SIP review</p> <p>NO noted that the revised SIP target wording had not been used in this report. Otherwise there were no questions or comments. To be discussed further at the next meeting when the Head is present.</p>	<p>Update Link Governor table</p> <p>Buildings Sub-committee TOR</p> <p>Create Link Group membership table</p> <p>Check Y5 Maths figure</p>	<p>ASAP</p> <p>For next meeting</p> <p>ASAP</p> <p>ASAP</p>	<p>Clerk</p> <p>NO / SS</p> <p>Clerk</p> <p>Clerk</p>
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<p>10. SIP visits The GB split into Link Groups and drew up initial plans on what information was required to assess targets, and how it would be obtained. NO and SS will schedule a visits programme. It was noted that not every GB needs to be involved in carrying out the visits, and that work commitments may prevent some from doing so.</p> <p>11. SIP emerging priorities None were noted.</p> <p>12. Policy Reviews <u>12.1. Collective Worship</u> A GB noted that Ofsted has questioned the school's approach to collective worship at previous visits. It was felt that the school recognises the secular society in which it is operating, and acknowledges the fact that the school has pupils of many faiths and of no faith. Children/parents are able to opt out of assembly. A GB asked what the singing assembly involves. CH gave an outline. A GB asked if visitors are invited to speak in assembly. CH and LF confirmed that this had happened a number of times. SS noted the need to suit all age groups. A GB asked if pupils ever lead assemblies themselves. It was noted that there is a rota for class assemblies and often groups of pupils will talk about specific issues, e.g. the school council or anti-bullying. The policy was ratified.</p> <p><u>12.2 Governor Roles and Responsibilities</u> NO gave an overview of the two types of visits. School visits linked to school improvement plan targets need to be written up using the template on p.5. Visits to discuss a subject leaders report prior to it being presented to the Curriculum Committee do not need to be formally written up. . HD thought it would be worth circulating a sample visit write-up she received at recent GB induction training. The policy was ratified.</p>	<p>Type up visit plans and forward to NO with time frames</p> <p>Email visit example to EL</p> <p>Upload both policies to GB website</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>Link Groups</p> <p>HD</p> <p>Clerk</p>
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<p>13. Guidance for Safer Working Practice for Adults who work with Children in Education Settings</p> <p>The Clerk reported that GBs are no longer required to have DBS (formerly CRB) checks to perform their role and that Governor Services had recommended GBs sign up to this guidance annually instead.</p> <p>The GB agreed.</p> <p>14. Finance Committee minutes (14th December 2012)</p> <p>There were no questions or comments.</p> <p>15. Governor Development</p> <p>This will be an agenda item at every FGB.</p> <p>NO reminded GBs to check the training programme offered by Governor Services and to sign up to courses which are of relevance to committee membership or SIP target link groups.</p> <p>It was noted that for GBs to be involved in staff recruitment they need to have completed Safer Recruitment in Schools training which can be completed online. CL plans to complete this; others are welcome to.</p> <p>15.1 Buddy/mentors</p> <p>LA and RC require mentors.</p> <p>16. Buildings update</p> <p>SS fed back. The Council's budget was passed on 29th January, however Morley's building work has not been scheduled until 2017. This is obviously a huge disappointment and it puts the school in a difficult position because a number of decisions regarding buildings maintenance had been put on hold pending the Council's decision.</p> <p>The GB would be interested to see the criteria against which the Council has prioritised the schools.</p> <p>A GB asked if the Early Years building was considered to be a Council asset or a school one. AS answered that any funds raised from the sale of the EY base would not cover the full cost of the proposed building project anyway.</p> <p>A GB asked when parents would be told about the proposed building work, and noted that any plan to sell or redevelop the EY site would need to be handled carefully. It was agreed to keep conversations confidential for now.</p> <p>A GB suggested that the GB should have a clear idea of where it wants the school to be in three or five years. NO responded that the current SIP processes will help with this, looking at whether current targets have been met and setting future targets. A 'visioning day' was held approximately three years ago with staff and GBs. The school aims were developed on the visioning day.</p>	<p>Add annual sign up to FGB agenda planning document</p> <p>Return sign up sheets to Clerk</p> <p>Allocate mentors to LA and RC.</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>Clerk</p> <p>GBs</p> <p>SS</p>
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<p>The GB agreed the next step should be to contact the two local ward councillors and/or the candidates standing in the May election and ask them to visit the school to see the problems with the building first-hand.</p> <p>Future steps could include a discussion with the Executive Member for Schools.</p> <p>CL reiterated that the financial challenges facing the school going forward are considerable. It was felt that the GB should have proactive discussions over how the school will be funded long term, particularly if LA funding and academy funding actually amounts to pretty much the same. These discussions should be held within the Finance Committee initially.</p> <p>17. AOB <u>Leaflets</u>: The Head had wanted to ask the GBs opinion on the school circulating leaflets from third party organisations. It was decided to defer this conversation until the next meeting.</p> <p><u>Meeting with Mills and Reeves</u>: NO, SS, MC, CL and Tim Fox met with a solicitor from Mills and Reeve on 23/01/13 who advises on academy status conversion to discuss in very general terms what might be the advantages or disadvantages of applying for academy status. A number of GBs raised anxieties over the issue of becoming an academy. Issues around potential benefits and costs to becoming an academy were briefly discussed. Agreement that it would be helpful to discuss these in more detail in the future possibly using Mills and Reeve to facilitate discussion. There is currently no strong feeling amongst governors that Morley should convert. There was a discussion about implications for possible building work.</p> <p>19. Date of next meeting: 18th March 2013 Committee minutes – Curriculum (25th February), Finance (31st January), Facilities (23rd January), P&P (28th January).</p> <p>Documents to the Clerk by <u>Thursday 7th March</u> please.</p>	<p>Contact local ward councillors and / or candidates standing in the May election.</p> <p>C/f to next FGB</p>	<p>ASAP</p>	<p>SS / NO</p>
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Future points to be discussed			
Notes for other committees	Suggested action		
Abbreviations: SIP School Improvement Plan			
Dates of future meetings: 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.