



**Morley Memorial Primary School**  
**Minutes of the Full Governing Body Meeting**  
**23<sup>rd</sup> November 2017 at 7pm**  
**Venue: School**

Governors in attendance: Nicky Odgers (Governing Body Chair – NO); Nikki Brown (Head Teacher – NB); Melissa Ward (MW); Ruth Kershner (RK); Shareta Passingham (SP) (until the end of item 16); Caroline Louth (CL); Helena Jopling (HJ); and Rachel Williams (RW)

Also attending: Alison Lawrence (clerk)

The meeting was quorate and the clerk took minutes.

**1. Apologies**

Apologies for absence were received from Sarah Smalley (SSm); Jonathan Gorrie (JG) and Philip Colligan (PC).

**2. Notice of Any Other Business**

There was none.

**3. Declarations of interests**

RW and HJ signed updated Declarations of Pecuniary Interest forms and these will be filed by the clerk. Governors not in attendance, who have not already done so, will be asked to update their forms at the next FGB meeting [FGB2311.3].

**4. Correspondence**

There was no correspondence.

**5. Minutes of the last Full Governing Body (FBG) meeting and matters arising**

Minutes of the last FGB meeting on 12<sup>th</sup> October 2017 had been circulated prior to the meeting and it was agreed that they were a true record of that meeting and signed by the Chair.

**Ofsted matrix:** The Chair asked governors to add information to their link role on the governors' website so that this matrix could be populated [FGB2311.5a].

**Skills audit update:** The Chair requested that all governors complete an updated skills audit on the governors' website [FGB2311.5b].

**Fire safety and SIMPT plans:** NB reported to governors that these have been updated.

**Update to the Sex and Relationships policy:** HJ reported that finding an alternative wording regarding "gender" had proved more complicated than originally anticipated and that she was seeking local advice from a family transgender issues adviser. Once appropriate alternative wording has been decided it can then be included in the policy.

**Management of Governing Body:** The Chair invited any expressions of interest in the positions of Vice Chair and Chair of the Resources Committee [FGB2311.5c].

**Playground equipment updated costs:** NB reported that she had received a more detailed breakdown of the additional costs of the playground equipment. Morgan Sindall have subcontracted the overseeing of the installation of the equipment to Durman Stearn and this has resulted in an additional 20% premium in management costs on top of the price of the Copper Beech play equipment. NB told governors that she intended to raise this issue with Morgan Sindall and that she would report back to the Resources Committee [FGB2311.5d]. One option is for the school to order the play equipment directly from Copper Beech itself since Morgan Sindall have confirmed that they would still be happy to install it. A governor questioned whether the installation of the play equipment would involve any further construction work. NB confirmed that it would. Governors agreed that, if necessary, the Resources Committee could agree via email to approve the ordering of the play equipment by the school itself (provided that the decision was recorded in the next set of Resources Committee minutes) in order to avoid any delay in the installation.

**Code of Conduct:** All governors present had signed the Code of Conduct. The clerk was to ensure any other governors sign it and file on the governor's website [FGB2311.5e].

**Governors' attendance:** the clerk agreed to ensure this was updated on the website [FGB2311.5f].

**Vision:** See item 7.

**Parental Questionnaire:** the clerk agreed to follow up with PC regarding this report [FGB2311.5g].

## **6. Committee minutes**

**Resources Committee:** Minutes from the Resources Committee meeting on 10<sup>th</sup> October 2017 had not yet been circulated among the governors. From the Resources Committee meeting of 14<sup>th</sup> November 2017, CL reported that with regard to the cleaning contract tender, she and Tim Fox (School Business Manager) had met with Mike Pooleman from R M and C Consultants on 21<sup>st</sup> November to shortlist three potential contracts to present their tenders to the selection panel on 28<sup>th</sup> November.

**Appraisal Committee:** Minutes from the Appraisal Committee meeting on 30<sup>th</sup> October 2017 had been circulated prior to the meeting.

**Performance Management Committee:** Confidential minutes for the Performance Management Committee meeting on 30<sup>th</sup> October 2017 had not been circulated but NO and SP reported back that they had approved NB's pay recommendations for 2017-2018 which were based on criteria set out in staff appraisal targets.

## **7. Vision Statement**

The draft Vision Statement had been circulated prior to the meeting. NB had met with NO and SP to discuss their vision for the school in 4 years (the timescale proposed by NB). NO explained that the broad overarching goals of the Vision Statement could be transferred into a 4-year strategic plan, which will be implemented via the School Development Plan. The governors agreed the Vision Statement.

## **8. Data**

**Analyse School Performance (ASP) data:** A report from Analyse School Performance had been received prior to the meeting. One area highlighted from the data was attainment in writing at greater depth but NB pointed out that from cluster moderation and in-school data, the ASP data did not accurately reflect the reality in school.

NB explained that it was important for governors to know what influence each cohort has on the data in order to better predict areas of likely progress.

A governor asked why the data for progress for high attainers in maths was not looking as positive. NB explained that the school was still converting to the new curriculum (the cohort which started on the new curriculum in Y3 is now in Y5) and that the difference might be attributed to the fact that the higher attainers under the old curriculum might not have been so strong under the new curriculum which was more focussed on problem-solving.

### **Report from the data link governors:**

The data link governors (NO and SP) and HJ made a visit to the school on 13<sup>th</sup> November 2017 to conduct a thorough review of the Analyse School Performance report. The focus of the discussion was mainly on writing which is the area where the ASP report shows the least progress. The report of the data link governors' visit had been circulated prior to the meeting and the data link governors gave a verbal summary of their visit.

## **9. Keeping In Touch (KIT) visits**

NB explained that the school does not receive KIT visits from the Local Authority.

## **10. Approve the Pupil Premium (PP) Plan**

RK had met Kerry Darby and looked at the PP plan together, which had then been circulated prior to the meeting. She explained that one principle underpinning the PP plan is its link to the School Development Plan which aims to allow teachers to do further work with children identified as being eligible for PP. NB pointed out that the impact of the quality of teaching is amplified in respect of PP pupils – disadvantaged pupils make great progress with excellent teachers. This links in with the School Development Plan over the next 3 years. After some further discussion, the governors agreed the PP plan.

## **11. School Development Plan (SDP)**

The SDP had been circulated prior to the meeting. NB explained that it is in a different format from previous SDPs. To put the SDP into context, NB explained that there is a greater number of children

with English as an Additional Language, the number of children staying short-term is increasing and that there is a wider catchment area which includes social housing.

The governors agreed to approve the SDP for 2017-2018.

**Agree link governors with the SDP:** NO handed governors a provisional plan with suggested link roles to strategic priorities. NO requested that link governors should plan to visit the school before the Learning Committee meeting at which their particular link area would be discussed, and then to attend the Learning Committee meeting to consider issues in greater depth with the Learning Committee members. NB requested that members of staff should receive sufficient advanced notice before a link governor plans to visit and to be clear as to what the governor is requesting from the member of staff. NO asked that once a governor has completed his/her visit then they should file their report with the clerk at least 10 days in advance of the meeting at which it will be discussed to allow the papers to be circulated. The governors were happy with the plan and NO asked that governors update the 'visits' section on the governors' website.

## **12. Update on school re-development**

The governors considered the potential different shades of cladding which will be covering the new extension. It was agreed that NB should request the palest of colours permissible under the planning permission granted.

## **13. Update on actions from staff questionnaire**

NB reported to the governors on the actions which had been taken following the staff wellbeing questionnaire. This included:

- a reduction in staff meeting times from 1.5 hours to 1 hour per week;
- no longer having staff meetings during "event" weeks;
- a reduction of accessibility of teachers from parents via the Code of Communication;
- amalgamating bulletins;
- using staff meeting time for training, tasks, etc;
- working on an annual calendar;
- reducing the amount teachers are able to write in their annual reports;
- producing an assessment calendar;
- providing teachers with a sense of ownership, for example, working towards priorities in the SDP next year;
- introduction of working parties to implement the SDP priorities;
- no longer requiring teachers to run an after-school club;
- building in additional planning time into the timetable; and
- routinely reviewing policies via the bulletin.

## **14. Safeguarding**

The governors noted the annual LSCB Annual Monitoring Report which had been circulated prior to the meeting. NB stated that the school goes over and above its statutory duties for compliance with safeguarding.

HJ had met with NB and Kerry Darby on 22<sup>nd</sup> November to focus on the audit “Safeguarding children in education – checklist for Governing Bodies”. HJ will write up her report and circulate among governors [FGB2311.14a].

NO provided feedback from her safeguarding visit. NO had spent time in school to look at the Single Central Register. It was noted that three governors (HJ, JG and RW) still need to bring their DBS certificates into the office [FGB2311.14b].

## **15. Management of the Governing Body**

**Training:** The Chair asked whether any governors had attended any training courses. RW and HJ had both attended training and would add the details to the training record on the governors’ website.

The Chair requested that all governors should undertake safeguarding training online via the National Governance Association website. Once governors have done the training, they should send their certificates to the clerk who will upload them to the governors’ website [FGB2311.15a].

**Membership:** Governors noted that Rose Hague had resigned from the Governing Body in October. CL and RK had met Rob Jameson as a potential applicant to join the Governing Body. They recommended the Governing Body approve his membership, subject to references. NO reported that she was due to meet a potential new applicant who had been put in touch via Inspiring Governors.

**Code of Conduct:** NB requested that all governors need to read and familiarise themselves with the content of the updated Code of Conduct. Once they have done so, they should email the clerk to confirm this [FGB2311.15b].

## **16. Governing Body effectiveness**

It was noted that the results of the Governing Body effectiveness survey would be considered in greater depth at the governors’ away day in January.

## **17. Approval of the cleaning contract**

It was noted that the award to the preferred tender will need to be agreed by the FGB via email.

## **18. Policies**

Governors agreed to approve the following policies which had been circulated prior to the meeting:

- Governor Visit Policy;
- SEND local offer; and
- Intimate Care Policy.

Governors noted the Admissions Policy information to be published on the school website, which had been circulated prior to the meeting.

## **19. Any Other Business**

Governors noted the date of the governor away day of 31<sup>st</sup> January 2018 9.15am-12.30pm.

The meeting closed at 9.35pm.

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

Table of actions:

Ref	Item	Action	Owner	Status/Deadline
FGB2311.3	3. Declarations of Interests	Governors to sign updated Declarations of Interest	Clerk	Next FGB meeting
FGB2311.5a	5. Matters arising	Governors to complete Ofsted Matrix	All governors	As soon as possible
FGB2311.5b	5. Matters arising	Governors to complete updated skills audit	All governors	As soon as possible
FGB2311.5c	5. Matters arising	Expressions of interest for Vice Chair of FGB and Vice Chair of Resources Committee invited	NO	Ongoing
FGB2311.5d	5. Matters arising	NB to speak to Morgan Sindall regarding 20% management fees	NB	As soon as possible
FGB2311.5e	5. Matters arising	Governors to sign Code of Conduct	Clerk	Next FGB meeting
FGB2311.5f	5. Matters arising	Records of governor attendance to be updated	Clerk	As soon as possible
FGB2311.5g	5. Matters arising	Report on parental survey results	PC/Clerk	As soon as possible
FGB2311.14	14. Safeguarding	HJ to provide report on Safeguarding visit 22 <sup>nd</sup> November 2017	HJ/NB	As soon as possible
FGB2311.15a	15. Management of Governing Body	Governors to attend online NGA safeguarding training and send certificate to clerk	All governors/Clerk	As soon as possible
FGB2311.15b	15. Management of Governing Body	Governors to familiarise themselves with Code of Conduct, confirm to Clerk	All governors/Clerk	As soon as possible