



**Morley Memorial Primary School
Full Governing Body Meeting
10th May 2018 at 7.00pm
Minutes**

In attendance:

Nicky Odgers (NO – Chair)
Rachel Williams (RW)
Jonathan Gorrie (JG)
Caroline Louth (CL)
Shareta Passingham (SP)

Nikki Brown (NB – Head Teacher)
Sarah Smalley (SS)
Helena Jopling (HJ)
Richard Lambert (RL)
Anton Alexandroff (AA)

Also attending:

Alison Lawrence (Clerk)

The meeting was quorate and the Clerk took minutes.

1. Apologies

Apologies were received and accepted from Ruth Kershner (RK), Philip Colligan (PC) and Melissa Ward (MW).

2. Notice of Any Other Business

Term dates (see item 14).

3. Declaration of interests

None were declared.

4. Correspondence

NO shared some correspondence from Carol Peel of the School Governance Team, passing on her congratulations in respect of the school's recent OFSTED inspection.

5. Minutes of the last FGB meeting on 22nd February 2018 and matters arising

Minutes from the FGB meeting on 22nd February 2018 had been previously circulated and governors agreed that they were a true record of that meeting. Clerk to remove yellow highlighted areas before finalising for Chair to sign.

The outstanding actions from that meeting were as follows:

FGB2202.04	Correspondence	Amend/send letter to FoM	Clerk	Complete
FGB2202.5a	Minutes and matters arising	Sign Minutes of FGB meeting 23.11.17 and strategy morning 31.01.18	Chair	Complete
FGB2202.5b	Minutes and matters arising	File Declaration of Interests form for AA	Clerk	Complete
FGB2202.5c	Minutes and matters arising	Complete skills audit on website	AA	Ongoing
FGB2202.5d	Minutes and matters arising	Complete NGA online safeguarding and Prevent training	Clerk	As soon as possible
FGB2202.5e	Minutes and matters arising	Read/confirm read Code of Conduct for all Adults in School	AA	Complete
FGB2202.7	Draft 4 year plan	Meet to discuss before re-draft	NB and RK	New version circulated – see item 8
FGB2202.10	Safeguarding	NB to provide update on e-safety at next meeting	NB	See item 11
FGB2202.11	Term/INSET dates	NB to update at next meeting	NB	See item 14
FGB2202.14	AOB	Request for Clerk to send documents in zip files	Clerk	This will not be possible especially under GDPR

It was noted that governors should not be receiving documents by email to personal email accounts especially in the light of the new GDPR. Some governors reported they were unable to download documents from the governor google docs website and it would be helpful to have wifi access during meetings to view documents. NB explained that currently this was not possible but once the IT network is extended, specified access should be possible but, in the meantime, if governors encounter difficulties when downloading documents to their laptops, this is something that could be raised with the David from IT services who is at school on Thursdays. It was agreed that, for the time being, the Clerk should make two printed copies of all documents required for governor meetings until specific guest Wi-Fi access is available.

6. Committee minutes

Minutes from the Learning Committee meeting on 15th March 2018 and Resources Committee meetings on 8th February 2018 and 8th March 2018 had previously been circulated to governors.

- **Learning Committee meeting 15th March 2018**

SP gave a summary of the meeting.

- Annual parental questionnaire: governors would like a question regarding the school's SEND provision included in the annual questionnaire. To a question, the Chair explained that the parental questionnaire does not have to fall within the remit of the Resources Committee and that for the year 2018-2019 it can be a matter for the FGB rather than Resources. SP to ask RK whether there are any further new questions which governors would like to see included in the questionnaire.

- Behaviour visit: some SDP targets related to lunchtime supervisors completing behaviour logs were not currently on track, but this is due to difficulties recruiting lunchtime supervisors.

- Pupil premium (PP) pupil tracking: NB had produced a new, useful way of collating the information on PP pupil progress.

- **Resources Committee meeting 8th March 2018**

RW had previously reported back on the 8th February 2018 meeting at the last FGB meeting in February. RW reported that the budget approval process, culminating in the meeting on 3rd May 2018 to approve the budget for 2018-2019, had been much smoother than previous years. Minutes from that meeting will be circulated shortly.

7. Budget approval

A summary of the budget for 2018-2019 (and explanatory notes) had previously been circulated to governors. The Resources Committee had previously discussed the budget in detail at its meeting on 3rd May 2018, to which all governors in the governing body had been invited.

There had been several pre-budget planning meetings between CL, JG, RW and Tim Fox (School Business Manager) and Liz Bowen (Local Authority). Points to note included:

- The budget is realistic but still takes a cautious (though not overly cautious) line.
- Liz Bowen advised Minimum Funding Guarantee will phase out over next couple of years, leading to a significant swing in the 3 year forecast.
- The appointment of an internal rather to DHT had made a positive impact on the budget.

Governors agreed to formally approve the budget recommended by the Resources Committee and noted their thanks to Tim Fox for all his time spent on its preparation this year.

8. Review draft 4 year strategic plan in light of the school's vision

The aim was for governors to:

- Review whether the plan identifies clear goals for 4 years' time for all 6 areas of their vision
- Review whether the plan includes broad outline of how these goals will be achieved
- Begin to identify appropriate KPIs to enable the governing body to monitor whether the plan is "on track"

A revised draft of the 4 year strategic plan had been previously circulated to governors and was the result of a meeting between NB and RK. The Chair emphasised that the governing body wants to ensure that its plan captures the essence of what the school wants to achieve. NB emphasised that the vision should be what inspires people to

work at Morley and the re-drafted strategic plan sets out how the school aims to put its vision into action. To a question, NB stated that the plan should feel ambitious and exciting.

Governors agreed that further work should be done on the strategic plan. It was agreed that HJ would review the plan and circulate a working draft to governors for approval at the next FGB meeting.

9. School Development Plan

The Chair asked for NB to talk through any areas where the school is not meeting its targets set out in the School Development Plan. NB noted the following:

- The departure of Kerry Darby from Deputy Head Teacher will have an impact on implementation of certain aspects of the plan e.g. the new appointee will not take up the role of writing lead
- Osiris contract: the appointment to visit a school which uses Osiris was postponed due to bad weather at the end of February. This will be re-scheduled.
- Ongoing difficulty of recruiting: NB has explored numerous options to recruit a midday supervisor. Now NB and Beth McGreer are looking to create a different role which incorporates other aspects of jobs that cannot be filled either (e.g. administrative support/supervisor).

10. Head's report

The Head's report had previously been circulated to governors and included information about the following:

- Progress and attainment of pupils in EY, Y2 and Y6
- Quality of teaching over the spring term
- Attendance since start of year
- Behaviour data - exclusions, racist incidents, incidents of bullying
- Staffing updates
- Update on the building works
- Education updates

Discussion between the head and governors highlighted the following key points:

- Attendance: attendance in reception stands at 95.4% which is better than previous years. School was hit by flu in spring term, reflected in staff attendance rates.
- Pupil outcomes: a higher number of English as an Additional Language (EAL) pupils means that more progress needs to be made, especially for mid-phase admissions where pupils might never have attended a nursery or do not possess a good level of English. NB emphasised that the school has difficulty correctly recording the number of EAL admissions since it relies on the data provided by parents on the admissions application form, rather than the DfE definition (exposure to a language other than English in their formative years).
- Data for Years 2 and 6 reflect the national trends.
- Building works update: resurfacing of back playground had been previously approved by the Resources Committee since all the other areas were being re-surfaced and it made sense to do it all at once.

11. Safeguarding

The updated safeguarding action plan had previously been circulated to governors. Points to note were:

- E-safety: search ongoing for a suitable speaker to present a talk on e-safety to parents e.g. police, Perse sixth formers etc.

- HJ to step down from Safeguarding link governor role and Chair invited volunteers to step in. HJ agreed to continue monitoring the single central register until another governor could be found to undertake this role.

12. Key points from recent OFSTED inspection

The letter from OFSTED regarding the school's recent inspection had been previously circulated to governors. The Chair, on behalf of the governing body, passed on its thanks to NB and staff for the good OFSTED rating.

13. Management of Governing Body

Governors received an update as to any courses attended by governors:

- RL introduction to governance training the following week
- SS attending governor termly briefing
- RW has attended an OFSTED ready one and will undertake the finance training.

It was noted that there are still two vacancies on the governing body. Ideally, the governing body would like someone with HR/legal expertise. The Chair will follow up a lead with a potential new governor.

The Chair announced her intention to stand down at Christmas and urged governors to consider stepping up to the role and consider the possibility of co-chairing. The Chair will leave the governing body entirely at that point.

It was noted that there are two vacancies on the Appraisal/Performance Management Committee. RL and CL volunteered to sit on that committee.

14. Any other business

Term dates:

Proposed term dates for the year 2018-2019 had previously been circulated to governors. Governors agreed to the dates proposed by NB. It was agreed that there would be no INSET day at the start of the summer term (23rd April 2019) but that the June INSET day would remain.

Governor visits:

- Governors will visit the school on 25th May. NO, RL and AA will visit.
- RW, CL and RL will attend premises inspection on 18th May.

The meeting concluded at 9.10pm.

Table of actions:

Ref	Item	Action	Owner	Status/Deadline
FGB1005.5a	Minutes and matters arising	Sign minutes of FGB meeting 22.02.18 after final amendments by Clerk	Chair/Clerk	FGB meeting 09.07.18
FGB1005.5b	Minutes and matters arising	Complete skills audit	AA	As soon as possible

FGB1005.5c	Minutes and matters arising	Complete Prevent and Safeguarding training	Clerk/AA (Prevent)	As soon as possible
FGB1005.5d	Minutes and matters arising	Two copies of all documents to be available to governors at meetings	Clerk	Ongoing
FGB1005.6	Committee minutes	Resources Committee minutes from 03.05.18 to be circulated	RW/NB/Clerk	At least 7 days in advance of next RC meeting 03.07.18
FGB1005.8	Draft 4 year strategic plan	Further work on plan and produce working draft for circulation to governors	HJ	At least 7 days in advance of next FGB meeting 09.07.18
FGB1005.11	Safeguarding	Volunteer for link governor role	All	Ongoing
FGB1005.13a	Management of Governing Body	Volunteer(s) for Chair/Co-Chairs of Governing Body	All	January 2019
FGB1005.13b	Management of Governing Body	Follow up lead on potential new governor	Chair	Ongoing