



**Morley Memorial Primary School
Full Governing Body Meeting
9th July 2018 at 7.00pm
Minutes**

Governors in attendance:

Nicky Odgers (NO - Chair)
Ruth Kershner (RK)
Philip Colligan (PC)
Anton Alexandroff (AA)
Sarah Smalley (SS)

Nikki Brown (NB – Head Teacher)
Shareta Passingham (SP)
Richard Lambert (RL)
Helena Jopling (MW)
Melissa Ward (MW)

Also in attendance:

Alison Lawrence (Clerk)

The meeting was quorate and the Clerk took minutes.

1. Welcome and apologies for absence

Apologies were received from Caroline Louth, Jonathan Gorrie and Rachel Williams.

2. Notice of Any Other Business

There was none.

3. Declarations of interest relating to items on this agenda

None were declared.

4. Correspondence

See item 13 below (Management of the Governing Body).

5. Minutes of the last FGB meeting on 10th May 2018

Minutes from the FGB meeting on 10th May 2018 had been previously circulated and governors agreed that they were a true record of that meeting. Clerk to remove reference to SS making a governor visit to school on 25th May before finalising for Chair to sign.

The outstanding actions from that meeting were as follows:

Ref	Action	Owner	Status/Deadline
FGB1005.5a	Sign minutes of FGB meeting 22.02.18 after final amendments by Clerk	Chair/Clerk	Complete
FGB1005.5b	Complete skills audit	AA	Complete
FGB1005.5c	Complete Prevent and Safeguarding training	Clerk/AA	Complete
FGB1005.5d	Two copies of all documents to be available to governors at meetings	Clerk	Ongoing
FGB1005.6	Resources Committee minutes from 03.05.18 to be circulated	RW/NB/Clerk	Complete
FGB1005.8	Further work on 4 year plan and produce working draft for circulation to governors	HJ	Complete – see item 8
FGB1005.11	Volunteer for link governor role	All	Ongoing
FGB1005.13a	Volunteer(s) for Chair/Co-Chairs of Governing Body	All	January 2019
FGB1005.13b	Follow up lead on potential new governor	Chair	Action taken but ongoing

Chair vacancy: NO invited further interest in taking over the Chair of FGB after she steps down at Christmas and suggested that co-chairing could work really well. Someone should express an interest before Christmas to ensure a smooth handover.

Other governor vacancies: NO has been proactively looking for other governors, including other experienced former Chairs of other governing bodies, but there is no interest as yet. School to email parents seeking interest in joining the governing body.

6. Committee minutes

To receive the minutes of the following committee meetings:

- Resources Committee: 3rd May 2018
- Learning Committee: 15th June 2018
- Resources Committee: 3rd July 2018

- RC meeting 3rd May 2018: no questions from governors.

- LC meeting 15th June 2018: minutes not yet circulated. SP gave brief summary regarding changing data drop timings.

- RC meeting 3rd July 2018: minutes not yet circulated. In RW's absence, PC gave a brief summary of discussions regarding:
 - Review of Spectrum performance over year
 - Correspondence regarding playground resurfacing, County Council contractors have declined to quote for this work
 - RC agreed the parent survey which is now live on school website

7. To monitor any end of Key Stage data that is available

Internal school data is available but official data will only be released the day after the meeting (i.e. 10th July).

Early Years (EY): 71.7% achieved GLD, which is similar to last year. NB flagged up that the EY team has done well given lower starting points than in previous years.

KS1: NB explained that the school has been more rigorous regarding KS1 teacher assessment at greater depth.

KS2: no data on reading and maths yet. With regards to writing, the predictions from the end of Autumn term have been realised. More pupils had achieved “greater depth” than last year.

To a question regarding the moderation process this year, NB stated that there was no official external moderation but the cluster had provided opportunities for moderation.

8. To review and agree the draft 4-year strategic plan in light of our vision

A re-formatted version of the 4-year strategic plan was circulated by HJ prior to the meeting. This document had been revised from the original only in respect of format, not substance.

HJ explained that there may be a few more minor substantive changes such as changing tenses (governors agreed it should read in the present tense all the way through), expanding acronyms etc, but had wanted to stay as true to the original document as possible. HJ drew governors’ attention to her comments in the right-hand margin.

Discussion between governors focussed on:

- HJ suggested removing the overview on p. 2. This was agreed.
- Whether a priority area related to attainment and progress should be included in the 4-year plan (so that governors will monitor them as part of the 4-year plan) or whether it is implicit that governors would monitor these outcomes in any event. Governors felt that it was not necessary to have a priority area related to attainment and progress in the 4-year plan.
- Timescale for year 1 of the plan should be 2018-2019. NB to revisit the plan once the SATs results are available in case there are areas where she would like to tweak the first year’s objectives.
- Governors agreed to review the 4-year plan annually at the end of the summer term to ensure objectives remain current. They agreed to review the yearly objectives at the first FGB meeting of each academic year, on the understanding that the 4-year plan will not be subject to a total re-write each year.
- HJ agreed to identify appropriate KPIs for outcome measure and will bring back to the FGB on 8th October 2018.

Governors formally agreed to adopt the format of the revised 4-year plan as presented by HJ.

9. School development plan (SDP)

- Review progress of SPD over the year
- Receive feedback from the following governor visits:
 - Visit to monitor aspects of the SDP related to curriculum and teaching and learning
 - SEND monitoring visit

- Emerging SDP priorities for the following year

Review progress of School Development Plan

Governors had asked NB to report by exception on areas which have not been implemented under the SDP.

- Induction pack for new teachers will not be implemented this academic year. There is a process in place but there has been no capacity to finalise an induction pack.
- NB and Katy Kowalska visited Frinton School to look at its Osiris package in June 2018 (see below under Emerging SDP priorities over the next year).
- Job adverts for HLTA/midday supervisor team have been published.
- Generally, implementation of the SDP has gone well and a positive result has been the shift in how the school looks at professional development. Teachers have been given the tools (either time or access to research) to be a part of the progress of professional development within the school, rather than just being a recipient of it.

Summary of teaching and learning visit

NO, AA and RL carried out a teaching and learning visit in May. Visit had been discussed in detail at LC meeting in June. In summary:

- Very positive response to peer to peer reviews
- Very positive response to Beth McGreer on SEND issues
- Conversations with many staff and pupils

Governor visit on SEND

RK carried out a visit on SEND in Spring term (details have been reported back to Learning Committee in June 2018). Next visit will be in September.

Emerging SDP priorities over next year

- NB has received a lower, restructured, more bespoke quote through regarding Visible Learning from Osiris Education and the biography of the lead consultant (Laura Kearney) has been received (this has been circulated to governors). Osiris provides teachers with access to research on different areas of learning e.g. looking at the impact of homework or small class sizes, and delivers research within a cohesive framework
- Morley is taking part in the peer-to-peer school review, with the first training day booked in for September (to start with, this will focus on the Heads and senior leadership teams)
- Now dealing with the IT side of the building works

10. Update on the Building works

- Scheduled completion date of new wing is now 17th August
- Refurbishment of existing classrooms and reception class playground within the timeframe is challenging. Johnsons will be at school on 23rd July to move things out of classrooms.
- Currently on track, no delays to report
- No further information available as to the future of the Early Years building.
- NB had earmarked some Early Years play equipment to move over to the new reception class playground but it is in poor condition so this will not now happen.
- The nature reserve will still be accessible to Morley pupils and some Perse employees are going to clear the weeds from the nature reserve

- To a question, NB explained that the Multi-purpose games area (MUGA) (area of hardstanding in the EY garden) will be re-surfaced in October

11. GDPR

A GDPR Checklist for Governors (from The Key), Preparing for the GDPR and Quick Read GDPR for Governors had been circulated to governors prior to the meeting.

Preparing for the GDPR:

NO explained that governors and Clerk need to read and understand the first two documents to demonstrate a collective understanding of GDPR.

To a question, NB explained that GDPR falls within Tim Fox's remit but that the Data Protection Officer (DPO) for Morley is Donna from Educational ICT. An audit of the school's data collection and use is underway. Lots of schools are in the same position. Specific advice will be provided if anything arises from the audit.

NB explained that the school is working towards compliance and has already completed some tasks, e.g. privacy notices. There is no specific advice as yet from Educational ICT. The DPO has not yet been forthcoming. The school's Data Protection Policy is also due for review but Donna has not yet provided one which is GDPR compliant. The policy will need to be consistent with other Cambridgeshire schools, e.g. from employing EPM to undertake the school's HR function, this will need to be consistent.

Governors agreed that there should be termly updates that demonstrate how the school is working towards compliance with GDPR legislation. Governors requested that Tim Fox provide governors with a checklist of tasks that need to be completed to ensure compliance and for this to be brought to FGB meeting every term so they can be assured that progress is being made in a timely manner

Use of Governors' personal data:

Governors next considered the school's use of their own data, e.g. email addresses, attendance at meetings etc. To a question from the Chair as to whether governors are happy for the school to hold and process such data on the website, all governors agreed. Another governor advised against obtaining specific consent, but rather rely on the "legitimate purpose for holding and processing such data" since this is a broader consent.

PC to send wording on example privacy policy to NO.

Risk register:

A governor highlighted that academies are now required to hold a risk register and suggested that it might be beneficial for Morley to consider setting up a risk register. No decision regarding this was taken.

12. Policies

Draft policies had been previously circulated to governors.

- Governor Roles and Responsibilities policy: this was formally agreed by governors.

- School Dress Code: it was agreed that the school does not require a Dress Code policy (for staff) since this is now covered by the Code of Conduct for Adults working within the School.

13. Management of Governing Body

Governor training:

- RL to re-schedule his Introduction to Governance training
- HJ and AA to go on Introduction to Governance training

Governor membership:

- No further avenues to explore at the moment. School to request new parents to apply to be governors from September.
- MW resigning from governing body since her 4-year term is reaching an end. NO expressed thanks on behalf of governing body to MW for her contribution over the last 4 years.
- SP starting a new job from September and has requested a short sabbatical from the governing body/Chair of Learning Committee SP left the room whilst the governors discussed. Governors agreed to allow SP to take a leave of absence and to come back to governor duties in January 2019.
- Chairing of Learning Committee (LC): NO invited expressions of interest from governors on LC to step in as Chair of LC in the absence of SP. It was agreed that NO would chair the LC next term.
- NB will ask for expressions of interest from members of staff regarding becoming a staff governor. There is no requirement for a staff governor. The appointment process would be similar to that of other co-opted governors i.e. S/he would meet with NO and at least one other governor if they applied,

Meeting dates for 2018-2019:

Proposed dates are available on the governor website.

- Resources Committee: dates to be confirmed
- Performance Management Committee: NO requested the meetings be moved to Mondays or Friday afternoons. SS to email NB, RL and CL to check the date (Monday 29th October 2018).
- Learning Committee: the afternoon meetings to be reviewed if SP cannot attend due to work

Governor visit schedule:

Governors discussed the schedule of governor visits over 2017-2018 and concluded it had been successful.

Governor email addresses and GDPR response:

Governors discussed the issue of auto-forwarding of emails and the idea of having a separate governor@morley.cambs.sch.uk address.

Clerk explained that at a recent Clerks' Briefing, the School Governance Team suggested auto-forwarding is not secure for carrying sensitive or confidential information. Governors discussed the advantages and disadvantages of having a separate governor@morley.cambs.sch.uk email address. Governors agreed to copy in Clerk to email correspondence but continue with personal email addresses. Emails are generally only used to discuss logistics (e.g. dates of meetings) and matters of substance are very rarely discussed via email. Governors discussed removing hyperlinks from emails but it was noted that confidentiality is maintained on Google Drive because only users with permission to view can view documents stored in governors' online filing cabinet.

Issue to be reviewed alongside GDPR each term at FGB.

14. Any Other Business

There was no other business.

The meeting concluded at 9.15pm.

Table of Actions:

Ref	Item in Minutes	Action	Owner	Status/Deadline
FGB0907.5a	5. Minutes	Sign minutes of FGB meeting 10.05.18 after final amendments by Clerk	Chair/Clerk	FGB 08.10.18
FGB0907.5b	5. Minutes	Governors to consider Chairing FGB following NO resignation	All governors	Ongoing
FGB0907.8	8. Draft 4-year plan	HJ to finalise further to bring before FGB in October	HJ	Deadline for circulating document is 30.09.18
FGB0907.11a	11. GDPR	Complete Checklist for governors and highlight areas of concern	Tim Fox/Donna	Ongoing/by FGB 08.10.18
FGB0907.11b	11. GDPR	GDPR to go on RC agenda	RW/Clerk	Ongoing
FGB0907.11c	11. GDPR	Send draft privacy policy wording to Chair	PC	Compete
FGB0907.13a	13. Management of Governing Body	Attend Introduction to Governance course	RL, HJ and AA	Ongoing
FGB0907.13b	13. Management of Governing Body	NB to invite members of staff to apply to be a co-opted governor	All	Ongoing
FGB0907.13c	13. Management of Governing Body	Confirm meeting dates of Resources Committee	RW/NB/Clerk	Ongoing