



Morley Memorial Primary School
Full Governing Body Meeting
8th October 2018 at 7.00pm
Minutes

In attendance:

Nikki Brown (NB – Head Teacher)
Nicky Odgers (NO – Chair)
Philip Colligan (PC)
Ruth Kershner (RK)

Caroline Louth (CL)
Rachel Williams (RW)
Richard Lambert (RL)
Jonathan Gorrie (JG)

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 Sarah Smalley (SS) and Helena Jopling (HJ).

2. Notice of Any Other Business

NB raised the issue of the Teachers' Pay award (see Item 18).

3. Declarations of Interest relating to items on this agenda and governors to sign Pecuniary Interests forms for the year 2018-2019

There were no declarations of interest. All governors signed an updated Declaration of Pecuniary Interests form for 2018-2019. Clerk to arrange for SS, HJ and Shareta Passingham (SP) to sign updated forms [**FGB0810.3**].

4. Correspondence

NB and governors had received an email from a parent regarding advance release of term dates. NB noted that usually notice of term dates was provided in March but the reason for the later inclusion of two INSET days in September 2018 was due to the preparation of the classrooms following the completion of the building work. NO suggested that term dates should appear on the November agenda for the FGB, Clerk to arrange [**FGB08.10.4a**]. NB to formally reply to parent [**FGB0810.4b**].

5. Minutes of the last Full Governing Body and matters arising

Minutes from the FGB meeting on 9th July 2018 had been previously circulated and governors agreed that they were a true record of that meeting. NO signed a copy of the minutes.

The outstanding actions from that meeting were as follows:

Table of Actions from FGB on 9th July 2018:

**Table of Actions from FGB meeting on 8th October 2018 is set out at the end of these Minutes*

| 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 | Complete |
| 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 | Outstanding. HJ to look at success criteria. |
| FGB0907.11a | 11. GDPR | Complete Checklist for governors and highlight areas of concern | Tim Fox/Donna | Ongoing |
| FGB0907.11b | 11. GDPR | GDPR to go on RC agenda | RW/Clerk | RC meeting 07.11.18 |
| FGB0907.11c | 11. GDPR | Send draft privacy policy wording to Chair | PC | Complete |
| FGB0907.13a | 13. Management of Governing Body | Attend Introduction to Governance course | RL, HJ and AA | RL has training booked. HJ still to book [FGB0810.5]. AA resigned. |
| FGB0907.13b | 13. Management of Governing Body | NB to invite members of staff to apply to be a co-opted governor | All | Ongoing. NB to organise staff governor election (see item 7) |
| FGB0907.13c | 13. Management of Governing Body | Confirm meeting dates of Resources Committee | RW/NB/Clerk | Ongoing |

It was agreed that the Clerk should print copies of any late papers that are added to the agenda and bring to the meeting.

6. Committee Minutes

Minutes of the following Committee meetings had previously been circulated to governors:

- Learning Committee meeting 15th June 2018
- Resources Committee meeting 3rd July 2018

It was noted that the Learning Committee had met on 24th September 2018 and had looked in detail at data at that meeting and considered how to move forward with a depleted membership of the Committee. NO to finalise draft minutes [FGB0810.6].

It was noted that the Performance Management Committee had met on 1st October 2018 to review the Head Teacher's performance and set targets for 2018-2019. This meeting had taken place in conjunction with an external Local Authority adviser and confidential minutes would be written up (the Clerk had not been involved).

7. Management of the Governing Body

The Chair's Note on Management of the Governing Body had previously been circulated to governors. NO suggested that the key issue to focus on was succession planning.

Succession planning:

- The Governing Body can have 15 members.
- Currently, 2 co-opted vacancies, one Local Authority vacancy, one staff governor vacancy.
- NO stepping down as Chair and from Governing Body at the end of December 2018.
- In January/February 2019, four governors' (SS, PC, RK and CL) terms of office are due to end (this is due to a historical anomaly due to the re-constitution of the Governing Body).
- SS will stand down in February 2019 and will not be re-appointed; PC has indicated he will stay in office until the issue of the Chair has been resolved; RK and CL happy to continue for a period of time.
- The maximum term of office for a governor is 4 years.
- Time commitment for a Chair of Governors is approximately 20 days per year for a good performing school (i.e. Morley) and approximately 10 days per year for a governor (more if including training).

Role of Chair of Governors:

PC emphasized that the key was to recruit a new Chair (and Vice Chair). No current governor was able to commit to take on the role of Chair. PC indicated he would remain in office on a *pro tem* basis only. Governors considered whether the committee structure should be altered more dramatically, but agreed that this was a question more suited for a new Chair.

NO explained that she had approached the Local Authority regarding a new Chair but that the LA could not suggest anyone. As a result, NO had made enquiries via the national leaders of governance and had received a response from someone who had recently stepped down from chairing a multi academy trust. RK and SS had met her the week prior to the FGB meeting and NB had spoken to her. Governors discussed the possibility of the appointment of an external Chair and agreed that she had a solid background in educational chairing and her skills and experience would make her a strong Chair of Governors at Morley. However, governors felt that it was important to put in place a transparent process to open up the opportunity to other potential external candidates both from within and outside the school community. It was therefore agreed that the role of Chair of Governors should be advertised in the Cambridge Evening News and via the school newsletter, NB would organize this [FGB0810.7a]. It was noted that the school is legally required to have a chair of governors. It was agreed that the advert should be placed for 2 weeks, with a 3-week window for interviewing potential candidates before the end of term. NB, PC and RK volunteered to sit on the selection panel. It was agreed that NO would revert to the potential candidate in order to explain about the need for a transparent and fair process.

Role of Vice-Chair of Governors:

Governors noted that it was important that if an external candidate were to be appointed as Chair, it was important that the Vice-Chair knew the school in depth. It was agreed that the Governing Body would put on hold the appointment of a Vice-Chair until the Chair issue had been resolved.

Potential new governor candidates:

Governors discussed potential governor candidates. One person had applied to join the GB and two had expressed an interest in doing so in the future. NB to meet with the candidate who had formally applied. It was agreed that potential candidates should be asked to produce pen portraits for consideration at FGB and meet with two governors who would report back to the Full Governing Body.

NB reported that one member of staff was potentially interested in becoming a staff governor. NB agreed to organize a staff election [FGB0810.7b].

Committee structure:

Governors discussed the diminishing membership of the Learning Committee. It was noted that there were many unknowns at the present time but that SP was due to return to the Governing Body in January and that there was a possibility of appointing two further potential new governors to the Committee. Governors agreed that the Committee structure should remain the same for the time being until the issue of the Chair had been resolved.

Delegation Decision Planner:

The Delegated Decision Planner had previously been circulated to governors and was substantively the same as that of the previous year. Governors agreed to adopt it. Governors discussed the challenge of keeping on top of reviewing policies outside of meeting times, which should fall to the Clerk to ensure policies were circulated, reviewed and agreed by all governors concerned.

Terms of Reference:

Terms of Reference for the Full Governing Body, Resources Committee, Learning Committee, Performance Management Committee and Pay Committee had previously been circulated to governors, who formally agreed to adopt them for the year 2018-2019.

Standing Orders:

Standing Orders had previously been circulated to governors, who formally agreed to adopt them for the year 2018-2019.

Committee membership:

Governors agreed to their existing committee membership. JG agreed to talk to SS regarding moving to the Performance Management and Salary Review Committee [**FGB0810.7c**].

Link governors:

To be confirmed when the SDP for the year has been written.

Code of Practice for year 2018-2019:

The Code of Practice had previously been circulated to governors and governors formally agreed to adopt it. Clerk to arrange for absent governors to sign as soon as possible [**FGB0810.7d**].

Governor attendance over previous year:

Governor attendance records for 2017-2018 had previously been circulated to governors and it was noted that attendance at meetings had been good.

Dates for governor visits:

- Autumn term: Pupil Premium and Safeguarding
- Spring term: Visits to focus on aspects of the strategic plan. Premises visit to look at future priorities of premises.
- Summer term: Visits to focus on aspects of the strategic plan.

Code of Conduct for all Adults working in School:

It was noted that this would be reviewed at the Resources Committee meeting in November and that governors should sign up to the updated version after that date [FGB08.10.7e]

8. Membership of the Governing Body

See item 7 above regarding potential new governor candidates.

It was noted that there were skills gaps in safeguarding, board experience, curriculum and capacity to take on a leadership role.

9. Governing Body training and development

Training requirements for 2018-2019:

It was agreed that governors were required to undertake regular annual safeguarding training. Governors were requested to review the NGA safeguarding training they undertook last year. Clerk to send a link with reminder [FGB0810.9]. NO suggested governors might consider re-taking the Prevent training to remind themselves of the content. Governors to inform Ann Daniels in the school office when safeguarding training had been reviewed in order to keep the Single Central Register updated [FGB0810.9b]. Subsequent to the meeting, it was announced that the safeguarding rules had been updated in September 2018 and that governors would be able to access the new training on the NGA website after the end of October 2018.

Access to training and development:

NO directed governors to the Governor training page on Google Drive for information on where to access training.

10. Annual Governance Statement for 2017-2018

The Chair's annual governance statement had previously been circulated to governors and it was agreed that this should be uploaded to the governors' pages on the school website. Clerk to arrange [FGB0810.10].

11. Clarifying vision, ethos and strategic direction

NO circulated hard copies of the 4-year plan (which had previously been circulated to governors before the July FGB meeting). It was noted that the statements within the document were added prior to the school receiving the end of year data. Governors discussed what amendments, if any, should be included in the 4-year strategic plan. Governors discussed how to ensure the plan covered objectives linked to academic attainment and development of teaching. Governors suggested this could be achieved by tweaking the objectives. It was agreed that NB would produce an updated version of the plan, providing further details of the steps to be achieved this year [FGB0810.11]. Once received, governors would agree how the governing body would monitor these targets/actions over the year 2018-2019.

12. Head's report

The Head's report had previously been circulated to governors. This included headline data for pupils, summary of quality of teaching over the previous academic year, pupil attendance by year groups, and behaviour report and issues. Items highlighted in discussion included:

Admissions:

- School had 416 pupils registered on census day
- There were some vacancies where there was no waiting list

Attendance:

- Attendance figures for Reception are not as good as NB would like, and this trend continued into Y1
- More vulnerable pupils less likely to attend
- Of persistent absentees, a large proportion leave the school since Morley was usually not their preferred choice of school
- Higher absence rates amongst pupils entitled to Free School Meals was often due to families taking holidays in term-time

Pupil Premium:

Governors agreed that pupil premium pupils would be discussed in depth at the next FGB meeting in November.

Pupil outcomes:

It was noted that the pupil outcomes data had been discussed in depth at the Learning Committee meeting on 24th September 2018. Items highlighted included:

- Achievement had remained as high in Reception despite the rise in the number of pupils with English as an Additional Language (EAL).
- In Y2 fewer than 5 pupils had to sit or re-take the phonics test.
- A fall in attainment of achieving at greater depth, especially in maths, had been noted.
- NB explained that the assessment criteria needed to be applied more robustly at KS1 (teacher assessment), since not to do so, meant that pupils were not converting to achieving at greater depth at the end of KS2 and were consequently set up for negative progress later at KS2.
- KS2 teaching was considering not to need improvement. The school would look at the impact of maths mastery to ascertain whether it was meeting the needs of pupils at both ends of the ability spectrum.
- To a question, NB explained that the drop in the KS2 reading results was a result of the demographic of that particular cohort.
- ASP data would be available at a later point and this would analyse the data in greater depth.
- A key priority moving forward was to discover more about conversion of maths at greater depth and picking up children who did not achieve RWM combined at greater depth due to missing one aspect e.g. either reading, writing or maths.
- To a question regarding the Y6 leavers' survey ("my learning is spoilt by poor behavior"), NB explained that Karl Brown would be looking at this in greater detail to understand what was meant by this.

13. Self-evaluation form (SEF)

The school's self-evaluation form had previously been circulated to governors. There were no questions.

14. Building re-development update

Governors congratulated NB on ensuring that the school had been safe to open on the first day of term.

15. GDPR compliance

It was noted that this would be dealt with at the next FGB meeting on 22nd November 2018.

16. Governor meeting dates

Resources Committee: 7th November 2018

Full Governing Body: 22nd November 2018

Learning Committee: 25th January 2019 (time to be confirmed)

17. Policy reviews

An updated Safeguarding and Child Protection Policy had previously been circulated to governors. Governors formally agreed to adopt the policy.

The Local Scheme of Financial Delegation would be considered at the next FGB meeting on 22nd November 2018.

18. Any Other Business

The issue of the increase to teachers' pay would be considered at the Resources Committee meeting on 7th November 2018. It was agreed that the FGB would delegate the decision regarding implementation of the teachers' pay award to the Resources Committee provided the relevant information was shared with all governors prior to that meeting and that non-Resources Committee governors had an opportunity to ask questions.

Table of Actions from FGB on 8th October 2018:

| Ref | Item in Minutes | Action | Owner | Status/Deadline |
|------------|--|--|----------------|---------------------|
| FGB0810.3 | 3. Declarations of pecuniary interests | SS, HJ and SP to sign forms for year 2018-2019. | Clerk/SS/HJ/SP | As soon as possible |
| FGB0810.4a | 4. Correspondence | FGB to consider term dates for following academic year at November FGB meeting | NO/Clerk | FGB 22.11.18 |
| FGB0810.4b | 4. Correspondence | Reply to parent regarding advanced notice of term dates | NB | As soon as possible |
| FGB0810.5 | 5. Minutes and matters arising | Attend Introduction to Governance course | HJ | As soon as possible |
| FGB0810.6 | 6. Committee Minutes | Finalise LC minutes from 24.09.18 | NO/NB | As soon as possible |
| FGB0810.7a | 7. Management of Governing Body | Place advert in Cambridge Evening News for Chair of Governors | NB | As soon as possible |
| FGB0810.7b | 7. Management of Governing Body | Organise staff governor election | NB | As soon as possible |
| FGB0810.7c | 7. Management of Governing Body | JG to discuss Performance Management Committee workload etc with SS | JG/SS | As soon as possible |
| FGB0810.7d | 7. Management of Governing Body | Absent governors to sign Code of Practice for 2018-2019 | Clerk/SS/HJ/SP | As soon as possible |
| FGB0810.7e | 7. Management of Governing Body | Sign up to updated Code of Conduct for all Adults working in School | All governors | Autumn term |

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|------------|--|--|---------------------|---------------------|
| FGB0810.9 | 9. Governing Body Training and Development | Review NGA safeguarding training once the new guidelines are published | All governors/Clerk | Autumn term |
| FGB0810.10 | 10. Annual Governance Statement | Upload Annual Governance Statement to school website | Clerk | As soon as possible |
| FGB0810.11 | 11. Clarifying vision, ethos and strategic direction | NB to produce updated version with details of the first year's steps | NB | FGB 22.11.18 |