



**Morley Memorial Primary School
Full Governing Body Meeting
22nd November 2018 at 7.00pm
Minutes**

Governors in attendance:

Nicky Odgers (NO – Chair)

Philip Colligan (PC – Vice Chair)

Ruth Kershner (RK)

Jack Pullen (JP)

Nikki Brown (NB – Head Teacher)

Richard Lambert (RL)

Sarah Smalley (SS)

Jonathan Gorrie (JG)

Also in attendance:

Alison Lawrence (Clerk)

1. Welcome and apologies for absence

Apologies were received and accepted from Caroline Louth (CL) and Rachel Williams (RW). JG arrived late and was present from Item 8 onwards. Apologies were not received from Helena Jopling (HJ).

The Chair welcomed Jack Pullen, the newly-elected staff governor, to the Governing Body.

2. Notice of Any Other Business

There was no other business.

3. Declarations of interests relating to items on this agenda and governors to sign Pecuniary Interests forms for the year 2018-2019 if they have not already done so

There were no declarations of interest relating to items on this agenda. SS and JP signed Pecuniary Interests forms for the year 2018-2019. Helena Jopling (HJ) and Shareta Passingham (SP) still to sign [FGB2211.3].

4. Correspondence

There was none.

5. Minutes of the last FGB meeting and matters arising

Minutes of the last Full Governing Body meeting on 8th October 2018 had previously been circulated to governors and governors agreed that they were an accurate reflection of that meeting. Clerk to arrange for NO to sign and file [FGB2211.5a].

Governors considered the action points arising from the previous meetings not covered elsewhere on the agenda.

Outstanding matters from Full Governing Body meetings on 8th October 2018 and 9th July 2018:

Ref	Item in Minutes	Action	Owner	Status/Deadline
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 Flynn	Ongoing
FGB0907.11b	11. GDPR	GDPR to go on RC agenda as standing item	RW/Clerk	RC meeting 06.03.19
FGB0907.11c	11. GDPR	NO to look at privacy policy wording from PC	NO	Before end of term [FGB2211.5h]
FGB0907.13a FGB0810.5	13. Management of Governing Body	Attend Introduction to Governance course	RL/HJ/JP/Clerk	RL: complete. HJ/JP: to book Clerk to send details (also to TK) [FGB2211.5b]
FGB0907.13c	13. Management of Governing Body	Confirm meeting dates of Resources Committee	RW/NB/Clerk	Next RC meeting: 06.03.19
FGB0810.3	3. Declarations of pecuniary interests	SS, HJ and SP to sign forms for year 2018-2019.	Clerk/SS/HJ/SP	SS: signed HJ/SP: still to sign [See item 3 above]
FGB0810.4a	4. Correspondence	FGB to consider term dates for following academic year at November FGB meeting	NO/Clerk	Item 16 below
FGB810.4b	4. Correspondence	Reply to parent regarding advanced notice of term dates	NB	Complete
FGB0810.6	6. Committee Minutes	Finalise LC minutes from 24.09.18	NO/NB	Complete
FGB0810.7a	7. Management of Governing Body	Place advert in Cambridge Evening News for Chair of Governors	NB	Complete
FGB0810.7b	7. Management of Governing Body	Organise staff governor election	NB	Complete
FGB0810.7c	7. Management of Governing Body	JG to discuss Performance Management Committee workload with SS	JG/SS	Complete
FGB0810.7d	7. Management of Governing Body	Absent governors to sign Code of Practice for 2018-2019	Clerk/SS/HJ/SP	SS: signed HJ/SP: still to sign Also JP/TK to sign [FGB2211.5c]
FGB0810.7e	7. Management of Governing Body	Sign up to updated Code of Conduct for all Adults working in School	All governors	Ongoing [FGB2211.5d]
FGB0810.9	9. Governing Body Training and Development	Complete NGA safeguarding training once the new course has been published	All governors/Clerk	Ongoing [FGB2211.5e]

FGB0810.10	10. Annual Governance Statement	Upload Annual Governance Statement to school website	Clerk	Complete
FGB0810.11	11. Clarifying vision, ethos and strategic direction	NB to produce updated version with details of the first year's steps	NB	See Item 8

It was agreed that NO and JP should meet for governor induction [FGB2211.5g].

6. Committee minutes

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

- **Learning Committee meeting 24th September 2018:** discussed at FGB meeting on 8th October 2018
- **Resources Committee meeting 7th November 2018:**

It was noted that at the Resources Committee meeting on 7th November, governors had considered the Whole School Pay Policy 2018-2019 and had noted that the latest annual School Teachers' Pay and Conditions Document (STPCD) contained a recommendation from the DfE for an uplift of 3.5% to those on the main payscale, 2% to those on the upper ranges and 1.5% to those on the leadership payscale. Governors had considered whether it would be possible to apply the 3.5% uplift to all teachers on main, upper and leadership payscales. NB reported that Tim Fox had done some financial modelling for this scenario and had met with Liz Bowen from the Local Authority. However, Liz Bowen had advised that it would not be possible since, to do so, would take Morley outside the teachers' pay and conditions.

It was noted that the catering contract tender presentations were scheduled for 29th November 2018.

- **Performance Management Committee and Salary Review Committee 29th October 2018:**

SS reported that the governors had conducted their annual monitoring of the Head Teacher's appraisal of staff and that the Committee had been happy to support NB's recommendations on pay progressions.

7. Management of the Governing Body

Update on succession planning:

- It was noted that the position of Chair of Governors was currently being advertised on the Inspiring Governance website, the deadline for applications being 3rd December, with an interview date of 7th December. There were currently three candidates.
- PC requested that at least one other governor should be present to interview and stressed the importance of appointing a Chair.
- There might be an additional Full Governing Body meeting convened in early December to agree the appointment, at which PC would be able to Chair. At least 6 governors would be required for the additional FGB meeting to be quorate.
- PC to let governors know the state of play on/soon after 3rd December [FGB2211.7].

Agree Committee structure and membership:

It was noted that SP would return to governor duties, including the chairing the Learning Committee, in January 2019. JP confirmed that he would be happy to sit on the Learning Committee, and in addition, a new governor – if/once appointed (see below) - would be asked to sit on the Committee.

RL had replaced SP on both the Performance Management Committee and Salary Review Committee, and CL had joined the Salary Review Committee.

Agree link governor roles:

NO circulated an overview of suggested link governor roles for 2018-2019 and governors spent some time discussing the roles. NO explained that the link governors should plan their visit beforehand, ask NB and the relevant staff for the information required in good time prior to the visit. Governors should then write up their visit report and bring it before the relevant committee/FGB.

It was noted that there were currently not sufficient governors for there to be an Early Years link governor this year but this could change if new governors were appointed.

PC updated the document during the meeting and a copy was uploaded onto the governors' website.

Consider applications to join GB:

Governors considered the application from Tom Knowles (TK), currently Deputy Head at the Perse Prep, to join the Governing Body and his pen portrait had previously been circulated to governors. He had met with NB, as well as NO and SS. Governors considered that Tom would make an excellent contribution to Morley, had extensive knowledge of safeguarding and experience of data analysis, and agreed to formally appoint him to the Governing Body.

8. Clarifying vision, ethos and strategic direction

An overview of the priorities from the School Development Plan (SDP) had previously been circulated to governors, who found it useful. NB agreed to incorporate the priorities overview into the 4-year strategic plan which she had previously been re-drafting. A visible learning meeting had been scheduled for 5th December and NB explained that she would flesh out the visible learning section of the document once that meeting had taken place. The priorities had been drafted following a Senior Leadership Team (SLT) self-evaluation day in June, together with the subject leaders' self-evaluations, combined with the early headline assessment data.

JG joined the meeting at this point.

9. Safeguarding

Child Protection Monitoring Report and Checklist for Governing Bodies:

The FGB noted that the Child Protection Monitoring Report and the Safeguarding Checklist for Governors had been submitted to the FGB. NO explained that normally the Safeguarding link governor would meet the designated safeguarding/child protection staff member to discuss these documents prior to them being presented to the FGB. It was noted that Katy Kowalska has taken on the designated safeguarding lead and that Tom Knowles would be appointed as link governor on safeguarding. NO suggested TK do a safeguarding visit to review these two documents in the Spring term and that they should be discussed in greater depth at the next FGB meeting on 25th February 2019 [**FGB2211.9a**]. The FGB agreed with this proposal.

To a question from a governor as to how the school keeps up to date with its safeguarding training for staff, NB explained that all teachers and teaching assistants receive basic safeguarding training as part of their induction and try to attend a Local Authority-run refresher course annually. All teachers and teaching assistants were able to complete their Prevent training online.

To a question from a governor regarding safer recruitment training, it was noted that once SS left the governing body in February 2019, only CL would have received the safer recruitment training provided by the Local Authority. PC to check whether his training at work is sufficient [FGB2211.9b].

Single Central Register:

NB assured governors that safeguarding procedures took priority above everything else, so that the Single Central Register was as up-to-date as possible.

Part 1 of the updated Keeping Children Safe in Education:

This document had previously been circulated to governors and governors were asked to confirm that they had read it. Clerk to chase responses and upload to the governors' website [FGB2211.9c].

10. Updated end of key stage data

The learning committee had looked at data for end of KS1 and KS2 and noted that results had dipped across the board, particularly in "greater depth". Reasons for this trend were discussed.

Analyse School Performance data:

It was noted that a data group would normally look at the ASP data from 2017-2018 (previously circulated to governors) which would report back to the Learning Committee. There were no questions from governors.

OFSTED inspection data summary:

This was not available.

Fisher family trust dashboard:

It was noted that this document (previously circulated to governors) contained a useful overview as to where the school needed to focus its efforts on improvement, but that the data group would look at this in more depth.

NB explained that one of the main themes to emerge from the overview was the issue of middle attainers converting to greater depth and that part of the School Improvement Plan was focused on trying to understand which pupils should be targeted for trying to convert to greater depth at KS2 above and beyond what data had been available from KS1. Another theme concerned the achievement of disadvantaged pupils. NB pointed out that the English as an Additional Language (EAL) figures were misleading when making comparisons with the national data since Morley's EAL learners were often at the very beginning stages of English, whereas many of the EAL pupils in the national data were classed as EAL learners but were second generation fluent English-speaking pupils but with parents who were not English-speaking. NB reiterated that, due to changes to the assessment process, the school did not have a consistent, comparable 3-year data set.

To a question from a governor regarding what the school's aspirations should be, NB stated that the aspiration should be for pupils to be above the national average.

11. Parental questionnaire

A summary of responses to the parental questionnaire had previously been circulated to governors. PC explained that the comments were in line with the comments received to previous years' questionnaires.

It was agreed that the governor news section on the school website was so out of date that it should be removed. It was suggested that perhaps governors should write a note to parents at the start and end of each year and that communication with parents should be considered further.

12. Pupil premium (PP)

It was noted that the PP plan for 2017-2018 had previously been considered at the Resources Committee meeting on 7th November 2018.

The PP plan for 2018-2019 should be brought before the FGB meeting on 25th February 2019, once JG and RK had met with Katy Kowalska on 7th December [FGB2211.12].

13. GDPR compliance

To a question from a governor, NB explained that Donna Flynn had provided some training in the summer but that there were still many unanswered questions. Donna had provided a step-by-step guide for compliance and the school was still at the first stage of auditing its data. The school GDPR lead was Tim Fox, supported by Donna. NB stated that the school was still working towards compliance.

It was agreed that GDPR should be included as a standing item on the agenda for the Resources Committee [FGB2211.13].

14. Governor meeting dates

- Learning Committee: Friday 25th January 2019, time to be confirmed. Clerk to confirm with SP [FGB2211.14]
- Full Governing Body: Monday 25th February 2019, 7pm
- Resources Committee: 6th March 2019, 7pm

15. Policy reviews

- The SEND school offer and policy had previously been circulated to governors and governors agreed to formally approve them.
- Local Scheme of Financial Delegation: it was agreed that this should be rolled forward to the next FGB meeting [FGB2211.15].
- Teachers' Pay Award: see Item 6 (Resources Committee minutes).

16. Agree term dates for the academic year 2019-2020

The proposed term dates for the year 2019-2020 had previously been circulated to governors who agreed to approve them.

17. Cambridgeshire County Council Licence for Capita SIMS and FMS

NB updated governors who had not been present at the Resources Committee meeting on 7th November, at which this had been discussed in greater depth. She explained that the school had been informed by the Local Authority, just before half term, that from 1st January 2019 each maintained school across the county would need to make its own arrangements for their information management system. The value of the contract should be under £5,000 so governors noted that the Resources Committee would not need to approve it.

This concluded the formal items on the agenda at 9.15pm.

Since this was NO's last governor meeting, the governors thanked NO for all her hard work and excellent contribution to the school and the governing body over the last 10 years. It was also the last governor meeting for SS before her term of office finished in February. The governors thanked SS for her great contribution to the governing body over the last four years.

Table of Actions from Full Governing Body meeting on 22nd November 2018:
 [Please note that outstanding actions from previous FGBs on 09.07.18 and 08.10.18 are included]

Ref	Item in Minutes	Action	Owner	Status/Deadline
FGB2211.3	3. Declarations of Interest	Sign Pecuniary Interests form for 2018-2019	HJ	As soon as possible
FGB2211.5b FGB0907.13a FGB0810.5	5. Minutes and matters arising	Attend Introduction to Governance course	HJ/JP	HJ/JP/TK: to book Clerk: to send details
FGB2211.5c	5. Minutes and matters arising	Absent governors to sign Code of Practice for 2018-2019	HJ	As soon as possible
FGB2211.5d FGB0810.7e	5. Minutes and matters arising	Sign up to updated Code of Conduct for all Adults working in School	All governors to update on Governor Training Record	As soon as possible
FGB2211.5e FGB0810.9	5. Minutes and matters arising	Review NGA safeguarding training once the new guidelines are published	All governors	As soon as possible
FGB2211.8 FGB0810.11 FGB0907.8	8. Clarifying vision, ethos, strategy	Add amendments to 4-year strategic plan following visible learning meeting on 05.12.18 HJ to consider re-draft on success criteria	NB HJ	FGB 25.02.19
FGB2211.9a	9. Safeguarding	Add Child Protection Monitoring Report and Safeguarding Checklist for Governing Body to agenda for next FGB	Clerk/TK (Safeguarding link governor)/NB	FGB May
FGB2211.9b	9. Safeguarding	PC to check re his safer recruitment training	PC	FGB 25.02.19
FGB2211.9c	9. Safeguarding	All governors to confirm they have read Part 1 of revised Keeping Children Safe In Education document, uploaded onto website. Clerk to chase.	All governors/Clerk	As soon as possible
FGB2211.12	12. Pupil Premium	Bring PP plan for 2018-2019 to FGB meeting on 25.02.19 after JG/RK have met with Katy Kowalska on 07.12.18	NB/JG/RK	FGB 25.02.19

FGB2211.13 FGB0907.11b FGB0907.11a	13. GDPR	GDPR to be included as standing item on Resources Committee agenda Complete Checklist for governors and highlight areas of concern	RW/Clerk Tim Fox/Donna Flynn	RC 06.03.19 Date to be confirmed
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