

**Morley Memorial Primary School
Full Governing Body
4 March 2019 at 7.00pm
Minutes**

	AGENDA ITEMS
1.	<p>Welcome and apologies</p> <p>In attendance: Philip Colligan (Chair - PC) Nikki Brown (Head Teacher - NB) Shareta Passingham (SP) Ruth Kershner (RK) Jack Pullen (JP) Tom Knowles (TK) Jonathan Gorrie (JG) Alison Lawrence (Clerk - AL)</p> <p>Apologies were received from: Richard Lambert (RL) Caroline Louth (CL)</p>
2.	<p>Notice of any other business</p> <p>None.</p>
3.	<p>Declarations of interest relating to items on this agenda</p> <p>None.</p>
4.	<p>Correspondence</p> <p>Documents FGB4a and FGB4b regarding Parkside Federation were shared with governors since many Morley pupils go to Coleridge, a member of the Parkside Federation.</p>
5.	<p>Minutes and matters arising</p> <p>a. FGB 22 November 2018 Governors agreed that the minutes (FGB5a) were a true and accurate reflection of the meeting. PC to sign [FGB0403.5a].</p>

	<p>b. FGB 13 December 2018 Governors agreed that the minutes (FGB5b) were a true and accurate reflection of the meeting. PC to sign [FGB0403.5b].</p> <p>c. Outstanding actions for FGB Outstanding actions had previously been circulated to governors (FGB5c). Covered elsewhere in rest of the Agenda.</p> <p>d. Learning Committee 25 January 2019 Minutes (FGB5d) to be signed off by SP at Learning Committee meeting on 18 March 2019 [FGB0403.5d].</p>
6.	<p>Head's report</p> <p>Document FGB6 had previously been circulated to governors. Points to note from the Head's report included:</p> <ul style="list-style-type: none"> ● Statistics reflected changes to current demographic i.e. significant resources needed to fulfil educational provision to pupils with additional needs (often EAL). ● Pupils on roll continued to fluctuate around 400 mark. ● Attendance patterns were similar to before (often issue with Reception pupils). Poor attendance led to poorest achievement. Katy Kowalska continued to follow up on poor attendance where there were concerns. ● Retention of teaching assistants (TAs) was an ongoing challenge but was hindered by the constraints of the Local Authority salary structure. Governors were keen for the appointment of new TAs to be communicated to parents in timely manner. <p>a. Benchmarking</p> <p>Document FGB6a had previously been circulated to governors. For benchmarking purposes, demographically and in terms of Pupil Premium numbers, Morley was closest to Stukeley Meadows School near Huntingdon. Other relevant benchmarks included Newnham, Ridgefield, Queen Edith's and St Matthew's. Points to note from the benchmarking report included:</p> <ul style="list-style-type: none"> ● Maths at greater depth results were higher at Queen Edith's and Stukeley Meadows. It was noted that at Queen Edith's, teachers streamed Y6 in maths and carried out intensive interventions for that year group. NB explained that Morley's maths mastery approach was a longer-term investment. ● NB agreed that the school needed to focus on increasing the numbers of pupils achieving greater depth (across reading, writing and maths), which was a priority in the School Development Plan. ● Governors agreed it would be useful to use the same schools for benchmarking purposes next year. ● Governors noted that Morley had a higher number of support staff but lower number of TAs. NB explained that Queen Edith's was federated with Queen Emma, so that support staff would be shared.

<p>7.</p>	<p>Planning and budgeting cycle for the school</p> <p>Governors agreed it would be helpful to plan the approval cycle for the following documents:</p> <ul style="list-style-type: none"> ● Mission, Vision and Values statement: to be reviewed every 2 years ● Four-year strategic plan, currently 2018-2021: to be aligned with SDP to run from September to July and reviewed every 2 years ● School Development Plan (SDP): annual document, to run from September to July ● Three-year financial plan: to run from April to March (notional) ● Annual Budget: to run from April to March <p>Dates:</p> <ul style="list-style-type: none"> ● Staff have a self-evaluation day on the INSET day on 17 June. After this, NB and Senior Leadership Team (SLT) will draft out priorities for SDP for year 2019-2020. Governors could influence the SDP at strategic level if they were able to provide input prior to 17 June. ● The current date for governor away day was 24 June. It was noted that the away day should be used for longer-term strategy decisions (e.g. multi-academy trusts and other partnership questions) as well as deciding school priorities for forthcoming year. <p>It was agreed that PC would discuss the budgetary and planning cycle with NB and the Clerk [FGB0403.7].</p>
<p>8.</p>	<p>Four-year Strategic Plan</p> <p>a. Agree final version of the plan</p> <p>Document FGB8 had previously been circulated to governors. Governors agreed that the document should be reviewed in June. Governors approved this document as the final version of the plan. [FGB0403.8a].</p> <p>b. Agree how governors will monitor the plan during 2018-2019</p> <p>Governors agreed that they will monitor progress of the plan at the FGB away day in June [FGB0403.8b].</p>
<p>9.</p>	<p>School Development Plan</p> <p>a. School Development Plan summaries</p> <p>Document FGB9a had previously been circulated to governors. NB explained this was a live document and appeared on the agenda of each weekly SLT meeting. Green highlighting indicated the objective had been actioned, yellow indicated work in progress etc.</p> <p>Governors agreed it would be helpful to see the latest live version of the SDP at each FGB meeting.</p> <p>b. Review progress against SDP</p>

	<p>Points to note included:</p> <ul style="list-style-type: none"> ● Pupil progress meetings: NB explained teachers met collaboratively across two year groups (Y6/Y5, Y4/Y3 etc) to share ideas which addressed barriers to learning, and then personalised their plans for each pupil in their class. There were separate meetings for pupils with special educational needs (SEN). ● Visible Learning (Osiris): this programme had begun to be rolled out in January. Governors asked how the efficacy of the programme could be measured. NB explained this would be through qualitative, rather than statistical, data. <p>c. Pupil Premium visit 7 December 2018</p> <p>Document FGB9c had previously been circulated to governors and had been considered in depth at the Learning Committee meeting on 25 January. There were no further questions.</p> <p>d. SEND visit 8 November 2018</p> <p>Document FGB9d had previously been circulated to governors and had been considered in depth at the Learning Committee meeting on 25 January. Governors noted that it would be helpful to include a question in the main parental survey regarding parents of pupils who the school has identified as having SEN. Governors agreed that RK should discuss the content of the survey questions with Beth McGreer at their meeting later in March [FGB0403.9].</p>
<p>10.</p>	<p>Safeguarding</p> <p>TK confirmed he will visit Katy Kowalska on 21 March to audit the school's safeguarding arrangements, ensure the Single Central Register was up-to-date and will produce a report after the visit in time for the next FGB meeting [FGB0403.10].</p>
<p>11.</p>	<p>Management of the Governing Body</p> <p>a. Discuss document management and ways of working</p> <p>Governors were informed that the governing body, as well as the school, had moved to Google Drive for document management. It was proposed that the old Google Sites governor folders would be made redundant once the Clerk had ensured all items had been moved over to the Google Drive.</p> <p>Governors made suggestions as to ways to plan FGB meetings (e.g. areas to focus energy such as SDP and four-year plan, having themes for each meeting, whether a link governor should take responsibility for the policies and related items on the agenda). Governors agreed they would be more likely to read around a subject if they only had to read one or two policies for each meeting.</p> <p>PC and RW agreed to look at the Policy Review Schedule (Clerk to send link) [FGB0403.11a].</p> <p>b. Succession planning</p>

Document FGB11b had previously been circulated to governors. It was agreed that PC would place an advert for more governors but would not seek a new Chair at this stage [FGB0403.11b].

c. Clerking arrangements from April 2019

AL had resigned with effect from 31 March and the newly appointed deputy office manager will take over clerking from 1 April. There would be a slightly different set-up in that the minutes will be written in outline in advance and at each meeting a governor will be nominated to edit the minutes contemporaneously. Governors noted that the CamClerks service would also be available to the school.

d. Appointment of Ruth Kershner (RK)

Governors agreed to re-appoint RK for a further term on the governing body.

e. Appointment of Caroline Louth (CL)

Governors agreed to re-appoint CL for a further term on the governing body but noted that governors would ordinarily only be appointed for two terms of office.

f. Helena Jopling resignation

Governors noted that Helena Jopling (a parent governor) had resigned in February and this necessitated a parent governor election to be organised by the school [FGB0403.11f].

g. New applications for vacant roles

PC had met one new potential applicant but she was due to move to London and wanted a more challenging school.

h. Updates on training

Governors noted that they should update any training, including essential safeguarding training, on the Governor Training Record, held on the Google Drive [FGB0403.11h].

12. Approve Y6 summer residential trip

Document FGB12 had previously been circulated to governors. Governors approved the Y6 summer residential trip for May 2019.

13. Review and approve policies

a. Local Scheme of Financial Delegation

Document FGB13a had previously been circulated to governors. Governors agreed to adopt the revised Local Scheme of Financial Delegation.

b. Statement of Behaviour Principles

Document FGB13b had previously been circulated to governors. Governors noted that this had been considered in depth at the Learning Committee meeting on 25

January and, following staff and parent consultation, governors agreed to adopt the revised Statement of Behaviour Principles subject to some minor amendments (Clerk to action [**FGB0403.13b**]).

c. Attendance Policy

Document FGB13c had previously been circulated to governors. Governors agreed to adopt the revised Attendance Policy. Clerk to upload to Google Drive and school website [**FGB0403.13c**].

d. School Dress Code (Children)

Document FGB13d had previously been circulated to governors. The school had suggested the introduction of a “regulation” PE kit so that teachers will be aware as to whether a pupil has changed into sports clothing. It was noted that there were no objections in principle from governors, who suggested the introduction of the “regulation” PE kit should take place in September and perhaps not apply to pupils in Y6. Subject to this, governors agreed to adopt the policy.

14. Any Other Business

There was no other business and the meeting finished at 9pm.

Actions arising from FGB meeting 4 March 2019

Item	Reference	Action	Owner	Deadline/Status
5.	FGB0403.5a	Sign Minutes from FGB meeting 22.11.18	PC/Clerk	As soon as possible
5.	FGB0403.5b	Sign Minutes from FGB meeting 13.12.18	PC/Clerk	As soon as possible
5.	FGB0403.5d	Sign Minutes from LC meeting 25.01.19	SP/Clerk	LC meeting 18.03.19
7.	FGB0403.7	Review planning & budgetary cycle	PC/NB/Clerk	As soon as possible
8.	FGB0403.8a	Upload final version of 4 year strategic plan to Google Drive, make minor amendments	Clerk	Complete
8.	FGB0403.8b	Monitor year 1 of 4-year plan, add to agenda of June FGB	FGB/Clerk	FGB away day [24.06.19] [??]
9.	FB0403.9	Decide questions for parents of pupils with SEN for survey	RK/Beth McGreer	March 2019
10.	FGB0403.10	Review safeguarding arrangements/Single Central Register; report back to FGB	TK	FGB meeting 09.05.19
11.	FGB0403.11a	Look at Policy Review Schedule & allocation of policies to governors	PC/RW/Clerk	
11.	FGB0403.11b	Advertise for new governors	PC	As soon as possible
11.	FGB0403.11f	Organise parent governor election	NB/Office	As soon as possible
11.	FGB0403.11h	Update Governor Training Record with any training including essential Safeguarding training	All governors	Ongoing
13.	FGB0403.13b	Upload Statement of Behaviour Principles to website and Google Drive (& minor amendments)	Clerk	As soon as possible
13.	FGB0403.13c	Upload Attendance Policy to website and Google Drive	Clerk	As soon as possible
13.	FGB0403.13d	Upload School Dress Code (children) to website and Google Drive	Clerk	As soon as possible