

Morley Memorial Primary School
 Full Governing Body
 9 May 2019 at 7.00pm
 Minutes

| | AGENDA ITEM |
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| 1. | <p>In attendance Caroline Louth (CL) Jack Pullen (JP) Jonathan Gorrie (JC – Vice Chair) Nikki Brown (NB Head Teacher) Philip Colligan (PC – Chair) Rachel Williams (RW) Richard Lambert (RL) Ruth Kershner (RK) Shareta Passingham (SP) Tom Knowles (TK) Sonali Rao (SR) (Clerk)</p> <p>Apologies None.</p> |
| 2. | <p>Notice of any other business None.</p> |
| 3. | <p>Declarations of interest relating to items on this agenda None.</p> |
| 4. | <p>Correspondence None.</p> |
| 5. | <p>Minutes and matters arising</p> <p>a. FGB 4 March 2019 - Sonali to circulate the draft to Governors for comments prior to approval.</p> <p>b. Outstanding FGB actions - It was noted that CL was not available for 7 June away day.</p> <p>c. Resources Committee 6 March 2019 - FGB noted that the Resources Committee had approved increases in school meal costs and Spectrum fees to reflect increased staffing costs. - FGB noted that three tenders had been received in response to the playground resurfacing invitation to tender. The Resources Committee had concluded that there were two acceptable tenders. FGB approved the award</p> |

of the contract to one of the two proposed suppliers, subject to negotiations around availability of the contractors to complete the works during the summer break. The Chair of the Resources Committee agreed to update the FGB once the negotiations had been concluded.

- d. Learning Committee 18 March 2019
- FGB noted the minutes.

6. Head teacher's report

FGB noted the head teacher's report, which had been circulated in advance of the meeting. Points noted by the FGB, included:

- There were 414 pupils on roll.
- Due to an error in the Council admissions team, one class now had 31 pupils. HT had raised concerns with the admissions team.
- Two families had received penalty charges for unauthorised absences.
- Teaching staff and members of the leadership team were participating in school peer reviews and providing specialist support to other schools through the teaching school alliance. FGB noted that this was important for staff development and helped identify good practices that could be applied in Morley. The time required was normally covered internally, but the school also brought in cover when required.

7. Feedback from peer-led school review

FGB discussed the report from the peer-led school review, which had been circulated in advance of the meeting.

HT explained that the review was part of a school improvement programme being undertaken by the local cluster of 8 schools. It was funded by the cluster school improvement budget and cost c.£20k for the 8 schools. The process involved carrying out self-assessment against a comprehensive rubric covering every aspect of school life. The review team visits the school, talks to children, parents, staff, governors, and undertakes lesson observations.

The review team included two NAHT advisers and two colleagues who are head teachers or members of leadership teams in cluster schools. Four schools had participated so far and the feedback was very positive.

FGB considered the report on Morley, which identified lots of examples of good practice and helpful areas for improvement, all of which reflected priorities in the school improvement plan. HT said that the report felt like a true account of the school. FGB welcomed the review.

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| <p>8.</p> | <p>Budget: ratify the Budget for 2019-2020</p> <p>RW provided a summary of the Resources Committee discussion on the draft budget, which was proposed for approval.</p> <p>FGB noted that the projected level of carry forward / reserve was higher than anticipated and was projected to grow to c. £350,000 by the end of the year. This was due to a number of factors including lower than projected staffing costs and higher than planned income from rentals. Governors discussed whether the approach to budgeting was overly conservative and emphasised the importance of not accumulating reserves.</p> <p>HT explained that there were plans for using some of the reserve to invest in additional staffing, including increasing leadership capacity and appointing a higher level teaching assistant.</p> <p>Governors encouraged the headteacher to identify proposals for further investment in teaching and other staffing capacity to ensure that the reserves were used over the period of the budget.</p> <p>FGB approved the budget and thanked the team for the work, including to present the information so clearly.</p> <p>Action:</p> <ul style="list-style-type: none"> - HT to bring proposals for increased investment in teaching and other staff to the first meeting in the autumn term. |
| <p>9.</p> | <p>GDPR: report from local authority adviser</p> <p>FGB considered the report from the local authority adviser on GDPR, which had been circulated in advance.</p> <p>Governors agreed that the GDPR report was of poor quality. Governors asked NB to raise concerns over the quality of service being provided and explore alternative options for DPO services for the school.</p> <p>FGB discussed whether Governors should be issued with school email address. FGB noted that sensitive data was noted shared with Governors by email and therefore it was not necessary for Governors to have school email addresses. It was agreed that this would be kept under review.</p> |
| <p>10.</p> | <p>Safeguarding: report from Governor safeguarding lead Tom Knowles</p> <p>TK introduced two reports on safeguarding that had been circulated in advance.</p> |

- The first was a write up of a meeting with the school's designated safeguarding lead (Katy Kowalska). No concerns were identified. FGB noted that the school needed to appoint a Domestic Abuse Lead, which was in progress.
- The second was a report of a visit to review Single Central register, which is a complex record of all safeguarding checks undertaken by the school. TK noted that this was complex and managed well by the office team. It would be reviewed annually by Governors and HT checks it monthly.

11. Management of the Governing Body

- a. Awayday. Date was set for 7 June 2019. PC to draft agenda to include:
- Visible learning
 - School development plan and governor roles
 - Review policy context and environment for school partnerships
 - Parent survey
- b. Link governor roles – To be discussed at away day
- c. NGA future chairs programme
- JG explained that Morley was eligible for the NGA future chairs programme. This is a route to finding potential candidates for taking the chair of the FGB, who receive additional training and support from NGA.
 - FGB agreed that Morley should participate in the scheme. JG would lead the process and establish a panel of Governors to screen potential candidates.
 - PC agreed that he would continue as Chair until a suitable candidate was found.
- d. Parent governor elections update
- No applications were received by the deadline. One expression of possible interest came in after the deadline and HT had offered to meet them.
- e. New applications for vacant roles
- FGB noted that an expression of interest had come in and PC was following up.
- f. Updates on training
- TK had attended safeguarding training and would attend pupil exclusions next term.
 - RL had attended headteacher appraisal training.
 - CL had attended the termly briefing.

12.

Any Other Business

- HT invited Governors to observe year 6 SATS. The Clerk would circulate dates and times.