

Morley Memorial Primary School
Full Governing Body Meeting
5 December 2019

Governors in attendance:

Philip Colligan (PC), Chair; Jonathan Gorrie (JG), Vice Chair; Caroline Louth (CL); Tom Knowles (TK); Jack Pullen (JP); Ruth Kershner (RK); Hilary Toulmin (HT); Verity Motskin (VM) and Nikki Brown (NB) (Head Teacher).

Also in attendance: Sonali Rao (Clerk – SR)

1.	<p>Welcome and apologies.</p> <ul style="list-style-type: none"> - FGB welcomed new LA Governor, Verity Motskin. - Apologies were received and accepted from Shareta Passingham (SP), Richard Lambert (RL) and Rachel Williams (RW). - The meeting was quorate.
2.	<p>Notice of any other business.</p> <ul style="list-style-type: none"> - None.
3.	<p>Declarations of interest relating to items on this agenda</p> <ul style="list-style-type: none"> - None.
4.	<p>Correspondence</p> <ul style="list-style-type: none"> - FGB reviewed a letter from a parent about the playground and wild garden area. NB informed Governors that she had discussed the issues with a number of parents already. - There was already a plan to complete the marking to the playground and children had been consulted. - The wild garden was subject to a dispute with contractors, which was ongoing. Further visits were planned for the Spring term. FGB agreed that if no progress was made, the school should consider undertaking the works itself. - It was agreed that PC would respond to the correspondence on behalf of the governing body and that NB would write to the contractors expressing the governing body's concerns about delays with rectifying the wild area.
5.	<p>FGB minutes 3 October 2019</p> <ul style="list-style-type: none"> - The minutes were accepted as a true record and signed by the Chair.
6.	<p>Committee minutes</p> <ul style="list-style-type: none"> a. Resources Committee 09.07.19 - noted b. Resources Committee 28.10.19 - noted

7.	<p>Headteacher's update (verbal):</p> <ul style="list-style-type: none"> - Exclusion. NB informed Governors that it had been necessary to issue a fixed term exclusion of 2.5 days to a pupil due to persistent breach of the school's behaviour policy. The pupil joined the school following permanent exclusion from another school and is on phased integration back into mainstream school. NB reiterated that exclusion was only exercised as a last resort and only when it was felt that an exclusion was necessary to support positive behaviour change. The exclusion was discussed with the parent of the child. - The reintegration plan was discussed with SEND team and it was agreed that the pupil would return to school on half days and was being educated out of class. The exclusion had helped the pupil to reset their behaviour. The plan is reviewed regularly with a view to reintegration back into class when the pupil is able to cope. - FGB noted that because there was no Education, Health, and Care Plan (EHCP) in place, the child was not eligible for additional funding or support. - NB described the difficulties of having pupils with additional needs placed in the school by the local authority without support or access to specialist staff. - NB said that she was considering changes to the staffing structure for next year in order to accommodate change in demographics and additional needs. - FGB discussed the fact that Cambridgeshire Council was not offering any exclusion training for governors other than in Peterborough. It was agreed that the school should explore online training options. - NB shared that lesson review observations had taken place. Staff had appreciated the new approach and have found it valuable and less stressful. - NB and the Deputy Head had conducted a peer review at another local school and found this useful and positive. - NB reported that the school had faced significant building issues in recent weeks which resulted in the loss/limited use of kitchen facilities for over four days. Governors expressed their support for back office staff who are dealing with this pressure.
8.	<p>School funding consultation</p> <ul style="list-style-type: none"> - NB updated Governors on the latest position on the school funding consultation from Cambridgeshire council, following the recent headteachers' conference. Headteachers had been asked to respond to the consultation. - There was currently a projected deficit of £16m+ in the county council's high needs budget. The local authority had asked schools to contribute 1.8% of their budgets to help reduce the deficit, rather than 0.5% as currently. - Governors noted that the proposed increase to schools' contribution was unlikely to impact on Morley Memorial because our level of funding was at the level of the minimum funding guarantee.

	<ul style="list-style-type: none"> - Governors discussed the importance of providing all children, including those with special educational needs and disabilities (SEND), with a high quality education including the specialist support they need. - Governors did not feel that the proposed 1.8% additional schools contribution would solve the structural problems with the county council's budget. - NB agreed to respond to the consultation, reflecting the views expressed by governors. - Governors also discussed the position on the school's reserves and agreed that JG would contact the School Business Manager to discuss the budget and reserves.
9.	<p>Review School Development Plan</p> <ul style="list-style-type: none"> - Governors reviewed the latest update on the SDP and agreed that it was very useful to see the live working document. - Governors discussed the benchmarking data that was circulated in advance of the meeting and a governor asked for clarification of the way benchmarking works. - It was agreed that the governing body should be collaborate with other schools around school improvement. PC agreed to pursue this in the new year.
10.	<p>End of Key Stage data - analysing school performance by pupil group (ASP)</p> <ul style="list-style-type: none"> - Governors reviewed data which was circulated in advance of the meeting. - NB explained that the school continued to perform well and that reading was the only area where the school was outside of national average, with higher than average progress. - There was a difference between girls and boys in maths and NB explained that Y6 teachers felt that some girls performed less well in test conditions - A Governor challenged what is being done to bridge the gap. NB and JP shared that last year we brought in female mentors from Perse who have spent time learning Maths with groups of girls in Years 5 and 6. JP shared that teachers have looked at coping strategies as test performance does not always reflect ability in class. - The National data on Pupil Premium was not yet available for comparison with in school performance and NB agreed to circulate when it became available.
11.	<p>Approve Pupil Premium Plan</p> <ul style="list-style-type: none"> - Governors approved the plan as presented.
12.	<p>Policies for approval</p> <ol style="list-style-type: none"> a. Intimate Care - approved. b. Supporting Children with Medical Need and Conditions - approved. This policy had been updated in line with The Medicines in Schools Policy.

	<p>A Governor asked about the school's precautions regarding nut allergies. NB explained that staff had anaphylaxis and allergy training, and epipens were kept in school for children who need them. Parents were asked not to send packed lunches and snacks containing nuts though some parents still did. Lunchtime staff remain vigilant and intervene if necessary.</p>
13.	<p>Safeguarding</p> <ul style="list-style-type: none"> - TK reported that he met with the Designated Safeguarding Lead, Katy Kowalska to review the annual child protection monitoring document and the governor checklist, which were circulated in advance. - Governors noted that question 2.4 was blank and TK agreed to follow up with KK. - Governors noted that safeguarding policies and practices remained strong and thanked TK, KK and all of the staff involved. - Governors agreed that safeguarding would be a standing agenda item for every meeting of the FGB and committees.
14.	<p>Reports from governors visits:</p> <ul style="list-style-type: none"> a. An hour in the life of school business manager. CL shared her insights from a visit with the school business manager, which highlighted the significant demands on the role. It was agreed that NB should include the business support and finance functions in her review of staffing structure to explore whether it was possible to build more capacity.
15.	<p>Management of the Governing Body:</p> <ul style="list-style-type: none"> a. Governor roles and responsibilities – Governors agreed the proposed roles and agreed to complete three objectives for each role. b. Appointments to the Governing Body – it was agreed that we should review skills gaps on the governing body prior to making further appointments. c. Succession Planning for Chair – JG has been in liaison with Future Chairs – there were no eligible candidates at present. PC would speak to individual governors separately about whether they would be interested in standing for chair next year. d. Training updates – governors noted that the county had stopped providing governor training in Cambridge and that most training was now only available in Peterborough, which made it very difficult for governors to attend. It was agreed that VM and HT should find a suitable online course for governor induction and that PC would write to the council to express our concern. e. Dates for 2020 / 2021 – proposed dates would be circulated by email for approval
16.	<p>AOB</p> <ul style="list-style-type: none"> - NB explained that the local authority had visited the school recently and gave very positive feedback. An issue identified with the school website during the visit had now been resolved.

