

Morley Memorial Primary School
Full Governing Body Meeting
27 February 2020

Minutes

Governors in attendance:

Philip Colligan (PC), Chair; Jonathan Gorrie (JG), Vice Chair; Rachel Williams (RW); Caroline Louth (CL); Tom Knowles (TK); Richard Lambert (RL); 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)

	MINUTES
1.	Welcome and apologies for absence None received
2.	Notice of any other business None
3.	Declarations of interest relating to items on this agenda None
4.	<p>Correspondence:</p> <p>a) Confidential correspondence</p> <p>Chair of Governors received a confidential letter from a member of staff following an incident regarding a pupil who had been on a fixed term exclusion. NB summarised the incident. PC shared feedback from his meeting with the member of staff concerned. As a result PC has drafted a letter to the Director of Education, which was circulated to FGB ahead of the meeting. FGB approved the letter.</p> <p>Governors discussed the possibility of introducing a policy which can be put in place to ensure staff safety in the workplace. TK offered to complete an online training session on Exclusion. NB will be attending step on training in Essex due to lack of training available in Cambridgeshire.</p> <p>FGB requested that NB shares with all staff in the next staff meeting that FGB are very supportive and appreciative of everyone’s hard work and aware of the challenges they face.</p>

	<p>b) Friends of Morley</p> <p>PC has responded to a member of the Friends of Morley to explain that the work in the playground is in progress and explained the frustration surrounding the works on the wild area. Draft letters were circulated in advance of the meeting, which governors approved.</p>
5.	<p>Minutes and matters arising</p> <p>a. Governors confirmed the minutes of the last meeting held on 5th December 2019 to be a true and accurate reflection of the meeting.</p> <p>b. Governors noted the outstanding answer to a question discussed during the item on Safeguarding in the last meeting - (FGB051213 Safeguarding question 2.4)</p> <p>c. To consider any matters arising from the previous meeting not covered elsewhere on the agenda - None</p>
6.	<p>Committee minutes:</p> <p>a. Learning Committee 24.01.2020 - Governors confirmed the minutes of the last meeting held on 24th January 2020 to be a true and accurate reflection of the meeting.</p>
7.	<p>Review School Development Plan</p> <ul style="list-style-type: none"> ● Review progress of SDP targets - NB explained that substantial progress has been made with the SDP and shared the following points: Working groups have been assigned to different priority groups - this allows more people to take ownership of priorities Less progress has been made on area of subject leadership - NB plans to look at peer review of subjects with other schools It is a challenge to achieve these priorities/targets on top of the challenges that come with daily school life, although all are incredibly ambitious The new format is much easier to follow School website development is discussed at SLTs on Monday. Tom Hill is currently researching different companies to work with
8.	<p>Head's Report</p> <ul style="list-style-type: none"> ● Quality of teaching over Autumn term <p>We were fully staffed at the start of the Autumn term following successful recruitment during the summer term. On census day in October all children on a waiting list were offered a place taking our number on roll to 410. Currently we</p>

	<p>have 416 children on roll. Out of 10 children who joined in the Autumn, 4 left in the same term. Some new reception children present further challenges, some we were unaware of, which are currently being met by additional recruitment of support staff and involving SEND services.</p> <ul style="list-style-type: none"> ● Autumn term attendance <p>Attendance is lower compared to this time last year mainly as a result of a winter bug that has affected children as well as staff. A total of 4 penalty charges were issued to families who chose to take unauthorised term time leave.</p> <p>Governors noted that the percentage of Pupil Premium eligible children has increased significantly at up to 20% in each class and that attendance/lateness issues also increase with the number of PP children. RK will visit Katy Kowalska to look at PP data. PC asked that the report is circulated to FGB for information.</p> <ul style="list-style-type: none"> ● Behaviour <p>Governors reviewed and discussed results of the anti-bullying survey. NB explained that now most of the major changes and improvements have been made, such as building works and refurbishment, the focus is now on the successful running of daily school life.</p>
9.	<p>Policies for approval</p> <ul style="list-style-type: none"> ● None
10	<p>GDPR Update</p> <p>It was noted that everyone is now more aware of GDPR procedures. It was agreed that GDPR will remain a standing item on Resources Committee agendas</p>
11	<p>Reports from governors visits:</p> <p>Richard Lambert shared feedback following a visits to</p> <ol style="list-style-type: none"> a. After school and breakfast club visit - b. Inset Day visit Richard Lambert <p>Reports were circulated ahead of the meeting. Governors discussed several options to enhance use of after school club facilities, including possible use of MUGA. Governors agreed that options will be revisited in the next Resources Committee meeting.</p>
12	<p>Safeguarding</p> <p>Tom Knowles shared feedback following his visit to the school office to review</p>

	<ul style="list-style-type: none"> a. Single Central Record b. Safeguarding visit <p>Reports were circulated ahead of the meeting.</p>
13	<p>Governance Matters</p> <ul style="list-style-type: none"> a. Revised terms of reference for the Learning Committee -Approved by FGB b. Governor roles and responsibilities <ul style="list-style-type: none"> - RW will be stepping down as Chair of Resources Committee at the end of the academic year. Governors who have not yet completed at list three objectives, to do so as soon as possible. c. Appointments to the Governing Body PC will undertake a skills audit before the summer term d. Training updates - VM has completed some training online. PC and Clerk to look at training records
14	<p>AOB</p> <ul style="list-style-type: none"> ● Coronavirus -Covid-19 NB shared that the school has been following guidelines from DfE and Public Health England. Information has been shared with children via videos and assemblies. Increased and careful handwashing being practised throughout school. ● Achievement data for Disadvantaged pupils 2018-2019 Governors reviewed the data and noted that disadvantaged children at Morley generally perform better nationally compared to other schools. ● Parent survey comments analysis RK shared her analysis of the comments ahead of the meeting. Governors discussed the analysis and RK agreed to draft a response to parents. ● Budget NB - The proposed contribution of 1.8% towards covering the deficit in the high needs budget has been declined at the schools forum? Current rate of 0.5% has also been declined. Governors noted that the cost of education per pupil is currently £3750. Ray Byford is meeting with SBM, NB and CL on 26th March to discuss first draft of next year's budget which is to be approved in Resources Meeting in May. PC requested that the draft budget is circulated to FGB.
15	Close

Table of Actions:

Ref	Action	Owner	Status/Deadline
FGB27024a	Write to Director of Education regarding staff safety and welfare	PC	Complete
FGB27024b	Send response to FOM regarding playgroud ideas and wild area	PC	Complete
FGB270213b	All governors add three objectives for each role. FGB	FGB	Those who have not completed to do so asap
FGB270213c	Skills audit of governor roles and responsibilities	PC	Before summer term
FGB270213d	Review training log	PC/Clerk	PC to suggest date