



**Morley Memorial Primary School  
Full Governing Body Meeting  
3rd December 2020**

**Minutes**

The meeting started at 7 p.m.

1.	<p>Welcome and apologies for absence</p> <p>Governors in attendance: Philip Colligan (PC), Chair; Jonathan Gorrie (JG), Vice Chair; Tom Knowles (TK); Jack Pullen (JP); Caroline Louth (CL); Ruth Kershner (RK); Hilary Toulmin (HT); Verity Motskin (VM) and Nikki Brown (NB) (Head Teacher).</p> <p>Also in attendance: Tim Fox (TF) School Business Manager Sonali Rao (SR) Clerk to Governing Body</p> <p>No apologies received</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 declared</p>
4.	<p>Correspondence</p> <p>PC shared the outcome of a letter received from parents of child who was excluded.</p>
5.	<p>a. Latest financial performance v budget</p> <p>Governors discussed the summary report which was shared in advance of the meeting. Governors are happy that the current financial situation is in hand. The carry forward balance is broadly where it is expected to be. Further uncertainty predicted over this academic year and more drops seen in income generated from the provision of the after school club. JG highlighted the need to continue to remain agile over the coming months.</p>

	<p>b. Friends of Morley funding priorities</p> <p>A list of priorities was circulated in advance of the meeting. NB shared that FOM are able to fund all of the items. The current Pupil Premium underspend can also be put towards Chromebooks. A governor asked if there would be opportunities to raise money around Christmas as there will be no Christmas bazar this year. NB stated there will be less income generated this year compared to previous years although FOM have done very well with Christmas tree sales. The FGB extended their thanks to FOM for their hard work and dedication. PC noted that the recent AGM was very well attended.</p>
6.	<p>Minutes and matters arising</p> <p>The minutes of 8 October 2020 were agreed</p>
7.	<p>Head's Update</p> <p>The Head's report was circulated in advance of the meeting. Governors discussed the operational impact of the current Covid situation against the daily running of the school. NB shared examples of how government advice has been implemented with additional risk assessments being completed with relevant staff, looking after FSM/vulnerable families during bubble closure and hot lunch provisions in school.</p> <p>NB also shared updates on staff well being and the support systems and adjustments made to enable staff to manage the additional challenges such as setting home learning for pupils who are self isolating as well as teaching in class.</p> <p>NB discussed the quality of education and what the school is doing to ensure the recovery curriculum on offer meets pupils' needs. Reception on entry data and Year 6 current data was shared with governors ahead of the meeting. NB summarised how teaching is managed and the impact on pupil outcomes.</p> <p>There are a small number of students displaying very challenging behaviour which is taking up a huge proportion of the Senior Leadership Teams' time. NB has sought SEND support, however help is very limited. A fixed term exclusion was necessary for a child for 2 days and then a further 3 days. The school is now working with parents and various external teams to support the child.</p> <p>There has been an increase in the number of incident forms completed due to challenging, physical behaviour from a few children with high needs. Several Teaching Assistant resignations received this term. JG stated that governors' support is available if required. A governor asked whether the school has looked in to getting help from community pediatrics. NB stated that it has been difficult to access this as the initial advice is for parents to complete a 12 week parenting course.</p>

	<p>There has been a significant rise in staff absence due to individuals having to self isolate due to own symptoms or of household members. The current spend on supply teachers is at just under £7,000 and there is no process in place to reimburse these costs.</p> <p>NB shared ways in which the school has worked to encourage personal development such as Zones of regulation work to help children who struggle with managing emotions and organising a BMX Champion Day using Sports Premium funds.</p> <p>A new Extended Leadership Team has been formed that feeds into the SLT. This offers opportunities for the ELT members to contribute to strategic planning and professional development while working on tasks that are assigned to them.</p>
8.	<p><b>Review Recovery and Development Plan</b></p> <p>Governors discussed the Review Recovery and Development Plan which was circulated in advance of the meeting. This document replaces the SDP. It was agreed that accountable staff would be asked to look at the priorities starting January 2021 as staff are already dealing with additional challenges at the end of term. PC encouraged NB to focus on the tasks that can be practically achieved rather than to approach the entire plan all at once. Governors discussed in detail some aspects of the plan such as the catch up plan. It was agreed that this item will remain as a standing item on the agenda.</p>
9.	<p><b>Attendance</b></p> <p>There has been a rise in persistent absence, mainly due to parental anxiety around Covid. There have been several absences due to the need for self isolation. Over Autumn 1 and Autumn 2 there have been 2 positive cases within school causing 1 x bubble closure.</p>
10	<p><b>Governance matters</b></p> <p>PC to re-send agenda planner and link roles to all Governors. PC has met with a prospective governor, JG and TK will arrange to meet with the candidate remotely. PC hopes to hold a parent election in the new year. Next agenda to include Succession Planning and Skills.</p> <p>PC to call for meeting regarding agenda planning in January</p> <p>SR to arrange FGB meeting for early February and late March to replace 1 x 25 February</p>
11	<p><b>School offer for SEND</b></p> <p>This report was circulated ahead of the meeting. There are no major changes in the report. All governors were in approval of the information shared. RK shared a summary of her visit in advance of the meeting and highlighted that the recent appointment of Melissa</p>

	<p>Ward to the SEND team has proved very helpful. The Full Governing Body expressed their thanks to Beth McGreer and her team.</p>
12	<p>Safeguarding</p> <p>TK shared a report of his Safeguarding meeting ahead of this meeting.</p>
13	<p>Pupil Premium Plan Update</p> <p>JK and RK summarised their report from the Pupil Premium visit which was circulated in advance</p>
14	<p>Policies approved the following policies:</p> <ul style="list-style-type: none"><li>● SEND</li><li>● Safeguarding Policy with Covid 19 Appendix</li><li>● Critical Incident and Business Continuity Plan</li><li>● Internal Financial Procedures</li><li>● Local Scheme of Financial Delegation</li><li>● Governor Allowances</li><li>● Mobile Phone Policy</li></ul>
	<p>Close</p> <p>The meeting closed at 9.00</p>

**Actions arising from FGB meeting 9 July 2020**

<b>Item/ Reference</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline/Status</b>
Item 10	Organise Agenda Planning meeting for January	PC/SR	Complete
Item 10	Arrange FGB meeting Feb/March	SR	Complete
Item 10	Meet prospective Governor	JG/TK	Complete