



**Morley Memorial Primary School  
Full Governing Body Meeting  
18th March 2021**

**Minutes**

The meeting started at 7 p.m.

**Theme - Premises and Finance**

1.	<p><b>Welcome and apologies for absence</b></p> <p>Governors in attendance: Nikki Brown (NB) (Head Teacher). Philip Colligan (PC), Chair; Jonathan Gorrie (JG), Vice Chair; Tom Knowles (TK); Jack Pullen (JP); Caroline Louth (CL); Ruth Kershner (RK); Hilary Toulmin (HT) and Pip Wilson (PW)</p> <p>Also in attendance: Tim Fox (TF) School Business Manager until 8pm Matt Casey (MC) Spectrum Manager until 8pm Sonali Rao (SR) Clerk to Governing Body</p> <p>Apologies were received from Verity Motskin</p>
2.	<p><b>Notice of any other business</b></p> <p>None</p>
3.	<p><b>Declarations of interest relating to items on this agenda</b></p> <p>None declared</p>
4.	<p><b>Correspondence</b></p> <p>None</p>
5.	<p><b>Minutes and matters arising</b></p> <p>The minutes of 4 February 2021 were agreed.</p>

6. **Review Spectrum provision & review costs**

Associated documents were circulated in advance of the meeting. NB summarised the uptake and running of wraparound care and emergency childcare provision over the past year. The facility remained closed over February half term as there was very little demand. Going forward it seems unlikely that the pre-pandemic level of demand could be reached immediately.

MC shared the challenges faced including re-deployment of Spectrum staff, trailing a bubble model and offering different timeslots to manage Covid restrictions. A governor asked what the plan was to return to a break even position. MC explained that currently they are able to cover their own costs when the facility is open. Although there has been a significant deficit in income over the year, costs such as the bill for causal playworkers has been lower due to closure. Governors reviewed and discussed the proposed price plan, including introducing a flat rate and stopping sibling discount.

Governors approved the proposed price plan and the flat rate, however, if this causes a further drop in uptake, then MC will be required to propose new plans.

7. **Budget**

- a. Finance update - A summary report was shared with governors ahead of the meeting. The position is currently better than expected and the carry forward has been reduced. However it was noted that the coming year will remain a challenge. It has been difficult to spend the allocated budget whilst pupils have been unable to attend school. Governors discussed the spending of the catch up funding and the possibility of starting the National Tutoring Programme which had to be paused due to Lockdown 3.
- b. Review Benchmarking – Governors reviewed this and agreed there were no surprises. It was noted that Morley’s spend on teachers is higher in comparison to local schools.
- c. Best Value Statement – agreed by Governors
- d. Agree budget priorities – it was agreed that the priority will include spending on staffing

8.	<p><b>Agree staffing structure</b></p> <p>NB presented slides showing her proposed changes to the staffing structure and explained the rationale behind her proposed changes. The priority is to address pressure points and help support the increasing number of families requiring support. The additional teaching capacity should help to respond to these needs. NB also plans to increase wellbeing support by replacing the Pupil Wellbeing Lead's upcoming maternity cover with a fixed term contract for a pupil well-being lead/family worker. A governor asked if the changes present a sufficient spend on staff considering the sizeable carry forward available. NB explained that there may be further recruitment required in September depending on needs of incoming pupils and there are also further positions to be recruited including a HLTA, a part Premises Manager and a Midday Supervisor. Salary increments and roll up to next grades will also cost circa £90,000. A governor praised the idea of trialling a pupil wellbeing/family worker and supported the idea of not making too many changes at the same time. Another governor asked if there was the potential of recruiting nurture group type of staff. NB stated that also this would be welcomed, lack of space around the building would be the biggest barrier. Governors reviewed and discussed the staffing structure of Spectrum. All changes to be reviewed by NB and revisited in the next meeting.</p>
9.	<p><b>Review catering finances &amp; set school meals costs</b></p> <p>TF shared the catering financial summary for the academic year 2019 to 2020 ahead of the meeting. Governors reviewed the school meal costs and approved an increase of 5 pence per meal starting from the Summer term.</p>
10	<p><b>Premises update</b></p> <ul style="list-style-type: none"><li>a. Asset Management plan – agreed</li><li>b. Plan for annual premises inspection - It was agreed that while PC is unable to visit the school, TF will conduct an inspection in the interim and report to governors. TF will carry out and document a condition survey and use this as the basis for the inspection.</li><li>c. The Asset Management Plan was circulated ahead of the meeting and approved by governors.</li></ul>
11	<p><b>Head's Report</b></p> <p>The Head's report was circulated in advance.</p>

	<ul style="list-style-type: none"> <li>a. Safeguarding Update – NB shared that there had been an increase in safeguarding concerns which was expected. Throughout lockdown, safe and well calls continued and all children with a social worker were on site.</li> <li>b. Risk Management Plan – is updated regularly in line with changing guidance. All staff are wearing masks in communal areas where distancing is difficult. The plan is shared weekly in the staff bulletin for added reminder.</li> <li>c. Recovery and Development Plan – This continues to be in place instead of the School Development Plan and is going well.</li> </ul> <p>A governor about the circumstances around the recent Ofsted call and how it was managed. NB explained that a call with an Ofsted inspector took place on Tuesday 23rd February to review the school’s remote education offer. The call was in response to a parental complaint received by Ofsted The outcome was that the provision was deemed to be appropriate and in line with DfE expectations. Ofsted confirmed that no further investigation was necessary and would write to the parent to confirm this.</p>
12	<p><b>Agree term dates</b></p> <p>Agreed by Governors.</p>
13	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>a. Roles and Responsibilities</li> </ul> <p>Governors discussed and reviewed the roles assigned to each governor and it was agreed that any tasks that can take place in the Summer term should go ahead. RK to consider the parent survey.</p>
14	<p><b>Policies</b></p> <p>The following policies were circulated in advance of the meeting and approved by Governors:</p> <ul style="list-style-type: none"> <li>a. Exclusion of children</li> <li>b. Behaviour</li> <li>c. Tackling bullying</li> <li>d. Attendance</li> <li>e. Support staff probation</li> <li>f. Management of sickness absence</li> </ul>

	<ul style="list-style-type: none"><li>g. Discretionary leave</li><li>h. Bullying and harassment</li><li>i. Communications code</li><li>j. Teaching and learning</li></ul>
15	<b>AOB</b> None
16	<b>Close</b> The meeting closed at 9pm

**Actions arising from FGB meeting 18 Mar 2021**

Actions for Clerk

Add 'Priorities for FOM' to agenda - Clerk