

**Morley Memorial Primary School
Full Governing Body Meeting
8th July 2021**

Minutes

The meeting started at 7 p.m.

SDP & 4 Year Plan

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| 1 | <p>Welcome and apologies for absence</p> <p>Governors in attendance: Nikki Brown (NB) (Head Teacher).</p> <p>Philip Colligan (PC), Chair; Jonathan Gorrie (JG), Vice Chair; Ruth Kershner (RK); Hilary Toulmin (HT), Verity Motskin (VM) and Pip Wilson (PW)</p> <p>Apologies received from:</p> <p>Tom Knowles (TK); Jack Pullen (JP); Caroline Louth (CL)</p> <p>Also in attendance:</p> <p>Sonali Rao (SR) Clerk to Governing Body</p> | | | |
| 2 | <p>Notice of any other business</p> <p>Independent school references. SEE LATER</p> | | | |
| 3 | <p>Declarations of interest relating to items on this agenda</p> <p>None</p> | | | |
| 4 | <p>Correspondence</p> <p>None</p> | | | |
| 5 | <p>Minutes and matters arising</p> <p>Governors reviewed and approved the minutes from the meeting held on 6th May 2021.</p> | | | |
| 6 | <p>Finance and Premises</p> <p>The School Business Manager shared the following documents ahead of the meeting:</p> <p>Approval for Summer decorating</p> <p>Three tenders were received. SBM seeks governor approval to appoint Mitie to carry out the work who have confirmed they have capacity for the work over the summer. Governors asked if the budget to carry out the work is available. NB confirmed that the budget is available. Governors approved the appointment of Mitie.</p> | | | |

Approval of extension to existing contracts

Cleantec - Under the terms of the contract, signed in March 2019, a two year extension can be agreed without needing to run a further tender process. A governor questioned whether the figures match what was budgeted. NB confirmed that they do.

Photocopying - A further tender process is not required. Konica continue to be the most cost effective and efficient. The machines in school are guaranteed for 5 years and the current volumes on the devices are all less than half their lifetime volume.

Catering - Governors agreed to approve a 2 year extension provided that Pabulum look to improve environmental credentials - i.e. reduced use of single use plastics such as yoghurt pots. Governors approved the extension subject to terms and conditions. Governors also expressed concern over retendering catering and cleaning at the same time due to the huge amount of work and time involved.

Governors approved all three extensions. It was noted that NB will discuss the use of plastics with Pabulum before finalising the extension.

CFR Codes

The report for May 21 is showing a predicted reduction of £13,875 to the carry forward into the 22/23 financial year - this is due to timing issues which the SBM explained will even out over the year.

[Finance summary report](#) The report outlined the overall position and the current end of year forecast. The expansion of the staffing structure has resulted in a significant reduction of £235,750 to the carry forward figure of £463,371 during the 21/22 financial year.

Income from Spectrum is £27,886.50 and expenditure £25,202

Letting of school hall to gym club resumed in April and the first invoice is due imminently. The income is likely to be slightly under budget. Due to extended Government restrictions, it is unlikely that church lettings can resume until September at the earliest.

The variances were also shared with governors ahead of the meeting. It was noted that the school has agreed to continue recharging water costs to YMCA as CCC have requested we continue to pay water bills to the annex while they resolve lease issues with YMCA.

A temporary Site Manager in place while the Site manager is on long term sick leave and remains signed off until at least early August

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| | <p>Contractors are booked in to do a condition survey at the beginning of the school holidays.</p> <p>SBM shared the Summer work that is planned to be carried out.</p> <p>A governor asked for an update on wraparound care. The finance report explains that the income is as expected. NB shared that uptake continues to be low and the breakfast club is running at a loss of approximately £100 per day. The school has been using pupil premium funds to offer places to relevant children to promote a breakfast/reading club which has proved very successful. The consultation process has not yet taken place as the member of staff affected has been on sick leave.</p> <p>SBM is checking with CCC regarding further Covid payment amounts in the 21/22 academic year. The first tranche was received in March 2021.</p> |
| 7 | <p>Health and Safety</p> <p>The current Risk Assessment will remain in place until the end of term regardless of lifting of national restrictions in order to minimise all risks of transmission. The H&S audit was submitted in May and any suggested actions from H&S are awaiting. Training is being organised for new site manager and updating risk assessments.</p> |
| 8 | <p>Head Teacher Report</p> <p>The report was circulated ahead of the meeting. Successes and challenges were shared with governors. All teacher posts have been successfully recruited for September. No bubble closures have been necessary this half term. There has been progress on two of our high needs children where part time alternative provision has been arranged for one of them while he is awaiting placement at a special school and a place has been successfully secured at a special school for the other. Some sports clubs have resumed and Year 4 were able to start swimming lessons. The school is piloting the provision of Forest School sessions to one year group and plans to continue into the next academic year as additional teaching capacity has been built in. The impact of the pupil premium children attending the reading breakfast club has been positive and NB will review the effect of this on reading data. NB also reported that pupil outcomes data has risen significantly after 9 weeks in school and careful curriculum adjustments. NB shared progress data and attainment data by year group with Governors.</p> <p>A Governor asked what NB's thoughts are about the introduction of Early Career Framework; how big an impact this is going to have and how challenging it would be to implement it. NB replied that she feels it is a great idea however, it was confirmed at very short notice but the school has built in capacity and time to invest in teachers, as we have done with the role of the Visible Learning coach.</p> <p>Challenges related to Covid continue with an increase in staff absence and difficulty in getting supply cover. Challenging behaviour from some pupils continues with 5 children</p> |

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| | <p>on individual risk reduction plans. All Early Years events for the incoming September cohort are being delivered online.</p> <p>Virtual school improvement advisor (Lisa Valla) held an annual monitoring visit on 28.5.21 and spoke to Head and Deputy and Chair of Governors as well as subject leaders and those leading on EYFS and Pupil Premium. Lisa identified the school's strengths and also suggested actions to be taken for improvement. These were shared with Governors.</p> |
| 9 | <p>Independent School References</p> <p>NB explained the current process involved in writing independent school references upon parental request. Due to the amount of teaching time lost and the amount of administration involved NB is seeking governors' approval to cease this offer for all parents effective from September 2021. Governors agreed to support NB's decision.</p> |
| 10 | <p>Safeguarding</p> <p>DSL Katy Kowalska shared a report with governors ahead of the meeting. The report outlines that the Safeguarding aspect continues to be busy, with lots of crossover between wellbeing and behaviour. There are an additional 5 safeguarding files and a total of 91 across the school, some with external involvement and a further 10 children who remain a close concern. Since April update 2 further referrals to Social Care have been made and there have been 2 notifications of DA (Domestic Abuse) where children were present as well as 1 racist incident currently being reported on PRIDE. Staff have undertaken further virtual STEPS training in June. Decision made on CP monitoring software - The school has subscribed to MyConcern - a CP monitoring software, , from September.</p> <p>There have been no exclusions but 5 risk reduction plans remain in place (no funding and in need of additional adult support)</p> <p>Children with high needs continue to place significant demands on staff time</p> <p>LA Safeguarding Review planned for 15th July rescheduled for Autumn Term at school request.</p> <p>Annual Safeguarding audit to be completed by end of term.</p> <p>Continuing concerns about staff safeguarding in challenging situations: children and minority of parents.</p> |
| 11 | <p>Pupil Premium Update including progress</p> <p>RK shared her report in advance of the meeting. Governors reviewed current developments, strategies and priorities in the areas of pupil premium.</p> <p>A governor raised a question about safeguarding and interaction of PP families. NB explained that there is a lack of parental support with academics for many children in this group and it is the same parents who do not encourage remote learning or complete reading logs. Governors asked whether Morley would be able to offer</p> |

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| | <p>opportunities for adult learning classes. NB explained this would be difficult as delivering provision for pupils from this group is already challenging with demands on limited space and resources. There are also other providers offering adult learning opportunities. A governor praised the work done by the school for Pupil Premium families and called it inspiring.</p> |
| 12 | <p>Review of Recovery and Development Plan</p> <p>NB presented information on priorities for next academic year. NB is currently interviewing for Recovery and Re-engagement Lead roles.</p> <p>Head 8.15</p> <p>Governors happy to approve priorities - Hilary noted successes such as forest school visible learning work and google survey on remote learning</p> <p>Priorities Slides priorities are what we predicted. staffing structure in place for September but new roles so will need to provide training time and support to ensure impact on achievement Need to work hard to embed these new idea and practices. A governor asked about the shift in demographics and what is driving the data. Does the school need to factor in these changes on a longer term basis. NB feels it will remain this way longer term as we have seen an increase in all vulnerable pupil groups over the last 5 years. Another governor asked if this is the new steady state or an increasing trend. NB states it is increasing but the jumps will not be as large. The pandemic has caused more families with financial challenges therefore become fsm which can also link to SEN needs. The school will continue to respond to needs of the school community Eg the school recruited a pupil well being lead when problems surfaced last time.</p> |
| 13 | <p>Policies: Governors reviewed and ratified the following policies:</p> <ul style="list-style-type: none"> ● Curriculum Statement NB ● Code of Conduct NB ● Flexible Working Policy ● E-Safety ● RSE - The consultation has now taken place and the policy will be ready for ratification in September 2021 <p>Policy folder</p> |
| 14 | <p>Reports from Governor visits</p> <p>The following reports were circulated ahead of the meeting.</p> |

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| | <ul style="list-style-type: none"> a) Pupil Premium b) SEN Inclusion c) Visible Learning |
| 15 | <p>Succession planning</p> <p>Governors discussed roles for September, PC invites all governors to meet to discuss taking up Chair role.</p> |
| 16 | <p>AOB</p> <p>Proposed FGB dates for 21/22 - reviewed and agreed - Clerk to add to calendar</p> <p>Change to term dates 21/22 - an additional bank holiday for Queen's jubilee agreed</p> <p>Cambridgeshire Governance SLA - Governor would like to continue with this service.</p> |
| | <p>Close</p> <p>The meeting closed at 9.00 pm</p> |