

Minutes of the Morley Memorial Full Governing Body

12 May 2016

Attendance: Anna Robinson (AR)
Caroline Louth (CL)
Guy Turner (GT)
Melissa Ward (MW)
Nicky Odgers (NO) (Chair)
Nikki Brown (Head)
Philip Colligan (PC)
Ruth Kershner (RK)
Sarah Seed (SS)
Shareta Passingham (SP)
Emma Linney (EL) (Clerk)

Apologies: Marc Neesam (MN)
Sarah Smalley (SSm)

Venue:
School

	Notes	Actions
1.	Apologies Apologies were received and accepted from MN and SSm.	
2.	Notice of AOB Head: thank you to GBs.	
3.	Correspondence The Chair had received an email from the Head of Chesterton College suggesting they meet , which she would follow up and feed back on.	
4.	Membership and training <u>Feedback from training attended:</u> RK had attended the termly briefing for governors. She fed back on discussions regarding supporting and monitoring vulnerable groups, developments in SEND funding and	

	<p>statutory assessments and on the Cambridge School Improvement Board.</p> <p><u>Consideration of 2 candidate statements (circulated)</u>: NO introduced statements from two prospective candidates, Jonathan Gorrie and Rachel Williams, both of whom had been introduced to the School via SGoss (School Governors One Stop Shop). NO and PC had met both candidates and highly recommended them both.</p> <p>The GB was in agreement that both candidates had much to offer the GB, and that their skills would fill current gaps in experience on the resources committee, particularly in the areas of financial management (Jonathan) and project management and building redevelopment (Rachel). The GB decided to appoint both candidates, subject to the receipt of satisfactory references. The Candidates would require DBS checks to be completed within 21 days of appointment.</p> <p><u>Committee membership</u>: Both Committees would now be well skilled following the appointment of the candidates above. NO would be re-assessing link governor roles shortly.</p> <p><u>DBS</u>: The GB noted the new requirement to obtain enhanced DBS clearance for all GBs. The Chair asked GBs to present their ID to the school office this term in order for checks to be back by the deadline of 1 September. The Clerk had circulated a list of required ID prior to the meeting. It was noted that as new GBs, Jonathan and Rachel would require DBS checks to be completed within 21 days of appointment.</p>	<p>Chair: obtain references for both candidates.</p> <p>Chair: Link governor roles.</p>
<p>5.</p>	<p>Minutes of FGB meeting 8 Feb 2016 (circulated) and matters arising</p> <p><u>KIT report (item 5, pp.2)</u>: The Head had circulated the latest KIT report via email. GBs agreed that it provided a helpful summary of where the school was when measured against the Ofsted framework.</p> <p><u>Governance day (item 5, pp.2)</u>: The date of the next Governance monitoring day would be 28 June. A timetable would follow.</p> <p><u>Staff wellbeing questionnaire (item 6, pp.4)</u>: The Head had decided that conducting a survey now would not give a true reflection of how staff were feeling about teaching. After some discussion the GB decided to conduct the survey in the week before the autumn half term and again in the summer term. In addition the</p>	<p>Carry forward staff wellbeing survey.</p>

	<p>GB asked the Head to let staff know that wellbeing was a concern, and to let them know of plans to survey staff in the autumn term. RK offered to assist the Head with methodology.</p> <p><u>School values (item 11, pp.6)</u>: Children had not yet been consulted, but this would be undertaken during school council sessions this term. The Head noted that the school’s values were now included on the celebration tree certificates issued each week and that this had raised awareness in school about what the school’s values were.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p>	<p>Clerk – upload minutes to school website</p>
<p>6.</p>	<p>Committee minutes (circulated)</p> <p><u>Resources committee 5 February and 15 March 2016</u>: PC highlighted key discussions and activity, including the approval of the budget at the more recent meeting on 3 May. A financial audit had raised a number of issues which would be addressed in an action plan being drafted by Tim Fox and which would be presented to GBs later in the term. There were no questions or comments.</p> <p><u>Learning committee 4 February 2016</u>: NO highlighted key discussions and activity. There were no questions or comments.</p>	
<p>7.</p>	<p>Head’s report (circulated)</p> <p>The Head presented her report and highlighted key points.</p> <p><u>Attendance:</u></p> <p>EY attendance was very poor before Easter due to sickness, although it was also noted that historically attendance drops just before or after school holidays, particularly in EY.</p> <p>Attendance of FSM children was still lower than the school average and it was difficult to address this. The LA Education Welfare Officer only becomes involved once attendance drops below 80%, which the Head felt was too late, and that welfare support for families where there were housing or mental health issues was not sufficient and that this was having a detrimental impact on children’s achievement.</p>	

	<p>The report showed consistent good practice across the school, which the GB welcomed. The Head felt that recent assessment had raised issues around differentiation, particularly in science and she felt that this ought to form part of next year’s SDP.</p> <p><u>Building and premises:</u></p> <p>There were no comments or questions.</p> <p><u>Staffing:</u></p> <p>There were no questions or comments.</p>	
<p>8/9.</p>	<p>School development plan monitoring report and visit reports (circulated)</p> <p>The GB discussed each of the key priorities in turn, together with the relevant GB monitoring report. The GB thanked the Head for the well-presented report, which was clear on actions and priorities.</p> <p><u>Improving pupil outcomes</u></p> <p>MW and RK had not yet completed a monitoring visit. There were no questions or comments.</p> <p><u>Developing Leadership and management capacity</u></p> <p>CL and SSm had completed a monitoring visit. Recruitment had been successful, particularly to the AHT post. Katy Kowalska was being successful in her new AHT role, particularly in leading on the curriculum. A GB asked whether teacher specialisms were identified in order to recruit into any gaps. The Head advised that difficulties around recruitment meant that this was rarely possible, however there were gaps in modern foreign languages and literacy in particular. Teachers were surveyed each February and their specialism and interests taken into account when planning SL for the coming year, however it was not always possible to award subject leadership to a graduate in that area. She noted that the Cambridgeshire budget did not allow for TLR payments to be awarded to SLs, and that limited budgets meant that it was not usually possible to release SLs from lessons.</p> <p><u>Developing the curriculum</u></p>	

	<p>NO and SS had conducted a monitoring visit. Medium-term planning was still a work in progress, and there was an issue around where planning was saved so that it was accessible to all. Some areas felt underdeveloped, including computing which was on the SDP. Similarly with Modern Foreign Languages, due to teaching currently being outsourced to the Parkside Federation. The Head noted that end of year self evaluation would help shape priorities for the next school year.</p> <p><u>Behaviour, safety and well being</u> AR and SP had conducted a monitoring visit. There had been lots of new initiatives and children were very positive regarding relationships and who to talk to if they were unhappy. There was a query around Premier Sport lunchtime provision and whether bad behaviour was being tackled consistently. The Head felt that sport leaders were given sufficient guidance to deal with this. It was worrying that 40% of children felt that bullying was a problem, although teaching staff would not agree with this figure. The GB asked for the results of the next pupil survey to be presented to the GB in order to monitor this. There was a discussion about the need to ask children very precise questions in order to get useful answers.</p> <p><u>To improve premises and facilities</u> A monitoring visit would be taking place in the next week and would be followed up by the Resources Committee.</p>	<p>Pupil voice survey results to next FGB.</p>
<p>10.</p>	<p>Pupil Premium children (monitoring report and visit report circulated)</p> <p>The GB thanked the Head for the revised format report which it was felt would greatly assist with monitoring PP children’s progress and attainment. Members of the RC also noted that the new PP budget code was also helpful. It had not been possible to offer music tuition due to a shortage of teachers at Cambridgeshire Music. Some of the money allocated to this was now being spent on breakfast club attendance, and on the cost of the Y6 residential trip to Aylmerton.</p> <p>There was a discussion about how best to help Y6 children with the sometimes-difficult transition to secondary school.</p>	
<p>11.</p>	<p>Academisation (briefing paper circulated)</p>	

	<p>It was noted that the political agenda had changed since papers were prepared for the meeting and that schools would need to convert to academies where the LA provision was failing or where it was no longer sustainable for the LA to support schools who had not converted. There was a discussion around what a good MAT would look like, with the GB in agreement with the Head that this should include commonalities in vision, size and geography. The GB decided to remain open to good opportunities and continue the discussion at a later date, possibly at further 'visions and values' day in the Autumn term.</p>	
<p>12.</p>	<p>EPM contract renewal</p> <p>The GB authorised the extension of the contract by a further year at a cost of £5,143 which included HR and payroll services.</p>	
<p>13.</p>	<p>Year 6 residential trip to Aylmerton, 10-13 June (report circulated)</p> <p>There were no questions or comments. The GB approved the trip.</p>	
<p>14.</p>	<p>Disciplinary Procedures – Leadership Group, and Non-Leadership Group (circulated)</p> <p>These had been discussed and agreed at RC in February, but legislation required ratification at FGB. There were no questions or comments. The GB ratified both policies, which would be reviewed again in two years.</p>	
<p>15.</p>	<p>Finance</p> <p>The GB ratified the school budget plan for 2016-17, approved by the Resources Committee on 3/05/16. Total spend £1,804,333.</p> <p>The GB agreed to authorise expenditure of £12,000 for the relocation of bike racks. This had been previously discussed by the RC on 15/03/16 and 03/05/16.</p> <p>In the light of the recent financial audit, the GB ratified the Resource Committee's terms of reference, previously ratified by FGB on 01/10/16.</p>	

	<p>The GB received and agreed to adopt Cambridgeshire County Council Scheme for Financial Schools, Contract Regulations for Schools and Financial Regulations for Schools.</p>	
16.	<p>AOB</p> <p>The Head extended thanks to CL for looking at test administration during SATs week and AR for joining the panel in the recent round of teaching staff recruitment.</p>	
	<p>The meeting opened at 7.30pm and closed at 9.45pm</p> <p>Next meeting: 14 July 2016</p>	

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Abbreviations: GB – a governor/the governing body, DDP – delegated decision planner, SEND – special educational needs and disabilities, RAP – raising achievement plan, EY – early years, RC – Resources Committee, SL – subject leader, Floor Standards – basic minimum achievement, NC – national curriculum, ARE – age related expectations, PP – pupil premium, SLT – senior leadership team, KS1 – Key Stage 1, KS2 – Key Stage 2, KIT – Keeping in Touch visit, TLR – teaching and learning responsibility.