



**Morley Memorial Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Wednesday 13<sup>th</sup> July 2016 at 7.30pm**  
**Venue: School**

**Governors in attendance:** Nikki Brown (Head Teacher - NB); Nicky Odgers (Governing Body Chair - NO); Anna Robinson (AR); Melissa Ward (MW); Ruth Kershner (RK); Shareta Passingham (SP); Sarah Smalley (SSm); Jonathan Gorrie (JG); Rachel Williams (RW); Philip Colligan (PC)

**Also attending:** Jen Hefti (Clerk – JH)

The meeting was quorate.

|    | Notes   | Actions |
|----|---|---------|
| 1. | <b>Apologies</b><br><br>NO welcomed new governors RW and JG to the Governing Body. Apologies were received and accepted from SS.<br><br>There were no declarations of interest relating to items on the agenda. |         |
| 2. | <b>Notice of AOB</b>  |         |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|    |  |  |
|----|--|--|
|    | NB advised that staff wellbeing should be considered under Any Other Business.   |  |
| 3. | <p><b>Correspondence</b></p> <p>There was no correspondence.</p>   |  |
| 4. | <p><b>Membership and training</b></p> <p><u>Feedback from training attended:</u></p> <ul style="list-style-type: none"> <li>• The recent Ofsted readiness training delivered to the GB was useful in terms of preparation and thinking about answers to the questions Ofsted may ask. A matrix of questions was provided at the training. SP can convert to a Word document to be completed collectively by governors before the end of term.</li> <li>• AR attended Safer Recruitment training</li> <li>• PC attended Basic Finance training. A version of the Budget Control Report (BCR) was presented which appeared easier to scrutinise. PC will liaise with Tim Fox regarding making this available to governors</li> </ul> <p><u>Committee Membership</u></p> <ul style="list-style-type: none"> <li>• Governors agreed that this should be deferred until September</li> <li>• It was noted that JG and RW had joined the Resources Committee</li> <li>• There will be a vacancy on the Resources Committee from September as Guy Turner leaves the Governing Body in July</li> <li>• There will be a vacancy on the Learning Committee from September as Marc Neesam leaves the Governing Body in July</li> </ul> <p><u>Governors' DBS checks</u></p> <p>PC will arrange to complete his DBS check before the 1<sup>st</sup> September deadline.</p> | <p>SP to circulate form to all governors. Governors to populate and liaise via email.</p> <p>PC to speak TF re new format of BCR</p> <p>JH to add to agenda</p> <p>PC to complete DBS check.</p> |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|    |  |   |
|----|--|---|
| 5. | <p><b>Minutes of the Full Governing Body (FGB) meeting held on 12<sup>th</sup> May 2016 (circulated) and matters arising</b></p> <p>Actions</p> <ul style="list-style-type: none"> <li>• New governor references – obtained by NO – COMPLETE</li> <li>• Link governor roles – defer to September meeting</li> <li>• Staff wellbeing survey – defer to Autumn term</li> <li>• Data presentation – has been circulated - COMPLETE</li> <li>• Work scrutiny visit – to be scheduled. NB noted that this action referred to a governor attending a work scrutiny session with staff, rather than performing a monitoring visit – ONGOING</li> <li>• Pupil voice survey results – defer to September meeting – ONGOING</li> </ul> <p><i>The minutes were agreed as a true record and signed by the Chair.</i></p>   | Clerk – upload minutes to school website      |
| 6. | <p><b>Committee minutes (circulated)</b></p> <p><u>Resources Committee: 5<sup>th</sup> July 2016</u><br/>RW advised governors of the following:</p> <ul style="list-style-type: none"> <li>• Committee discussed the potential for a parking levy of £1.50 per day being imposed on employees. NB advised that she had attended a meeting with the Local Authority (LA) who advised that this was part of a city-wide plan to reduce congestion in the city. The consultation will be open until October. SSm advised that she has a link for the consultation for those that wish to respond.</li> <li>• Committee considered the playground design and revisiting the same. NB advised that planning permission is set to be submitted subject to some attention to the storm drain.</li> </ul> <p><u>Learning Committee: 16<sup>th</sup> June 2016</u><br/>NO advised the following:</p> <ul style="list-style-type: none"> <li>• Committee had focused on forward planning to meet the needs of pupils with Special Educational Needs and Disabilities (SEND). It had considered possible long-term goals and broad approaches to</li> </ul> | SSm to send link to the clerk for circulation |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|    |  |  |
|----|--|--|
|    | <p>achieve these goals. The current four year strategic plan is ending next year after which a new cycle will commence.</p> <p><u>Performance Management Committee: 21<sup>st</sup> June 2016</u><br/>Governors were referred to the minutes of the meeting which had been circulated.</p>   |  |
| 7. | <p><b>Head Teacher's report (circulated)</b></p> <p>NB noted the following:</p> <p><u>Admissions</u></p> <ul style="list-style-type: none"> <li>• The format of admissions reporting had been changed. Data will be added termly so that patterns over time can be assessed</li> <li>• Mobility is an issue as it has an impact on data. <b><i>A governor queried whether normal amounts of mobility had been experienced this year.</i></b> NB advised that this was the case and was linked in part to University staff with children at school and also the language schools.</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• <b><i>A governor queried how the attendance target was set.</i></b> NB advised that it is set at least at the national average.</li> </ul> <p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> <li>• <b><i>A governor queried whether funding was based on the number of qualifying pupils in school at a certain date.</i></b> NB advised that it was based on the January census however funds are received retrospectively.</li> </ul> <p><u>Pupil outcomes</u></p> <ul style="list-style-type: none"> <li>• In the Early Years Foundation Stage (EYFS), 72.1% of pupils achieved a Good Level of Development (GLD). This is comparable to other schools in Cambridge. The Average Points Score (APS) was lower than the national average however NB noted that there were a number of pupils with significant needs in the cohort.</li> </ul> |  |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

- **A governor queried what the target for GLD was.** NB advised that this depends on the entry level of the pupils. Pupils on the whole make good progress which is not reflected in the APS.
- The baseline test on entry to Reception did not relate to the system used at exit which has made progress difficult to track
- **A governor queried if there was a plan in place for the pupils who did not achieve the expected standard in the Year 2 Phonics check.** NB advised that 2 of the pupils were SEND who would not be able to reach the expected standard, 1 pupil was a mid-phase admission and 1 pupil was just beginning to learn English.

#### Key Stage 1 (KS1)

- NB explained the scale score to governors i.e. 60/60 would give the highest scale score of 120 and 53/60 would give a scale score of approximately 97.
- **A governor queried how the data related to predictions.** NB advised that the data was informed by test data but a greater part on teacher judgements. Fewer pupils are reaching the expected standard as the standards are much higher under the new system.
- **A governor queried whether the results showed a dip compared to last year.** NB advised that it was difficult to tell at this stage due to changes to the curriculum and higher expectations
- A governor noted that the system only allows for pass/fail however Morley historically has a lot of pupils achieving above expectations and asked whether government data would allow for more detailed analysis of the spread of results. NB advised that the government intended to produce further data in the future that would allow this to happen.
- RAISEonline data will show the value added scores

#### Key Stage 2 (KS2)

- **A governor challenged the results in Maths which were in line with national average compared with Reading, Writing and Spelling, Punctuation and Grammar (SPAG) which were significantly higher.** NB advised that the new curriculum requires more complex problem solving. Pupils in the current Year 6 had only had one year of the new curriculum. Curriculum provision in this area will still be reviewed.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|    |  |  |
|----|--|--|
|    | <ul style="list-style-type: none"> <li>• A governor noted that whilst Writing was still above national average, there was less of a difference than for Reading and SPAG and asked whether this was due to teacher assessment. NB advised that judgements were moderated however teachers were cautious in their judgements.</li> </ul> <p><u>Quality of Teaching &amp; Learning</u><br/>_There were no questions for this section.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• There will be a full complement of teachers from September</li> <li>• There will be more capacity in the Senior Leadership Team (SLT) as the new Assistant Head will be working full time</li> <li>• The SLT will be working towards fully understanding and monitoring the assessment process</li> <li>• There is more capacity to support Newly Qualified Teachers (NQTs)</li> <li>• Experienced teachers will support Recently Qualified Teachers (RQTs)</li> </ul> <p><u>Behaviour</u><br/><b>A governor noted that the historically the school has very rarely exclude pupils and queried when it was appropriate to do so.</b> NB advised that there was little support in the LA for exclusion and little alternative provision available for excluded pupils. NB advised that if a pupil has SEND and related behaviour issues, then the school must ensure it is meeting the child's needs.</p> <p><b>A governor queried whether cluster schools work together regarding exclusion.</b> NB advised that this was the case in terms of managed moves. School will do everything possible to prevent an exclusion unless the pupil poses a danger to other pupils, staff or themselves.<u>Safeguarding</u><br/>NB advised that a Local Authority Safeguarding Review had taken place with positive results.</p> |  |
| 8. | <p><b>School Development Plan (SDP)</b></p> <p><b>A governor queried whether the plan could show whether progress is being made towards achieving the success criteria rather than a 'Complete' or 'Not Complete' description.</b> NB advised that analysis will</p>   |  |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

continue over the Summer term. Some of the success criteria will take over one year to achieve so narrative has been added to evidence why they are not yet complete.

***A governor challenged whether the success criteria - Pupils at risk of under-achievement are identified and effective intervention leads to accelerated progress – was complete.*** NB advised that analysis of pupil groups had been completed and pupils identified.

#### Improving Pupil Outcomes

- Action points were identified after discussion with the SLT
- The Maths subject leader had highlighted gender differences and difficulties with the problem solving aspect of the curriculum
- CPD had taken place for Reading and will focus on Writing next year

***A governor queried what the priorities for next year re improving pupils outcomes will be.*** NB advised that embedding problem solving within the maths curriculum and increased vocabulary in Reading will most likely be priorities.

***A governor queried how costs were allocated to the success criteria.*** NB advised that 3.5% of the budget was allocated to SDP priorities which is then divided appropriately. Staff time is now also show in the SDP.

#### Developing leadership and Management Capacity

- CPD had not happened as expected due to quality training not being available. NB is working with other Head Teachers to develop training to be provided by the Teaching School Alliance.
- A bespoke training package will be provided for subject leadership.
- Coaching had been moved to a low priority and will be included on the 2016/17 SDP. Staff are receptive to the coaching approach
- ***A governor challenged that the success criteria for 'Work plans for governance and school leadership are aligned making leadership highly effective' was marked as not complete as generally they were working well.*** A governor noted that the desired results were not achieved in full.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

### Enhancing Teaching, Learning and Assessment

Governors referred to the governor monitoring visit report around this criteria. A governor noted that it was possible that some staff were not clear that there was not a set CPD pathway but were happy with what CPD had taken place.

A governor noted that there was not enough time for teachers and Teaching Assistants (TAs) to liaise and so were not used effectively. This could be a priority for the 2016/17 SDP. NB noted that it is difficult to build planning time into a TA's schedule.

### Developing the curriculum

- Enrichment had been marked as not complete as visits and trips could be used more effectively as a vehicle for learning
- Peer coaching had proved useful
- School had been creative in order to respond to staffing challenges. TA strengths had been used effectively such as allocating budget for a TA to work on displays in each classroom.
- A governor queried whether enough was spent on enrichment activities. NB advised that costs will always be incurred. Voluntary donations for visits depend on how far in advance parents are informed.
- KS1 Science experiences had proved popular
- School takes advantages of free opportunities for enrichment when appropriate
- ***A governor queried whether creative subjects would be developed next year and whether school would apply for the Arts Mark.*** NB advised that this would be the case.

### Behaviour, Safety and Wellbeing

- ***A governor challenged why all criteria were marked as not complete.*** NB advised that the report had since been updated.
- The pupil voice survey had been performed
- The School Council activities could have been developed more so will be a priority for the 2016/17 SDP

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|     |  |  |
|-----|--|--|
|     | <ul style="list-style-type: none"> <li>• Family worker sessions were held but were poorly attended</li> <li>• <b>A governor queried whether behaviour was generally satisfactory.</b> NB advised that there were some responses on the pupil survey to follow up relating to low level disruption.</li> <li>• The use of behaviour logs needs to be embedded to ensure that they are used consistently. This will be a priority on the 2016/17 SDP. The logs are useful to show a pattern of behaviour and can help when having dialogue with parents as well as for identifying consistent poor behaviour and putting interventions in place</li> </ul> <p><u>Facilities</u></p> <ul style="list-style-type: none"> <li>• A governor noted that a Premises Improvement Plan was required. NB advised that this was in the 2015/16 SDP. A plan is being formulated and will come to the FGB in September.</li> <li>• The playground redevelopment will be included in the 2016/17 SDP</li> </ul> | Clerk to add Premises Plan to September agenda |
| 9.  | <p>Other Visit Reports (circulated)</p> <p><u>Premises</u><br/>PC advised the following:</p> <ul style="list-style-type: none"> <li>• The problems with the building were already known</li> <li>• Many actions from the report have been completed</li> <li>• There was concern over the condition of the Early Years Base and it was suggested that the Site Manager allocates more time for maintenance</li> <li>• An inspection of the interior will take place next year</li> </ul> <p>Governors thanked the Site Manager for his work on addressing the actions highlighted in the report.</p> <p>Early Years</p> <ul style="list-style-type: none"> <li>• It was noted that there may be changes to the EYFS over the summer</li> </ul>   |  |
| 10. | <b>Safeguarding</b>  |  |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|     |  |   |
|-----|--|---|
|     | <p><u>Annual Report</u><br/>It was noted that the deadline for the child protection report to be submitted to the local authority had been changed to mid-October. As a results, the report will be brought to the first or second FGB meeting of next year alongside the more thorough audit, "Safeguarding Children in Education: A checklist for GBs".</p> <p><u>Safeguarding Review</u><br/>Governors were asked to provide details of any safeguarding training completed</p> <p><u>Prevent</u><br/>PC sent the link to online training to all governors.</p>   | <p>Clerk to add to agenda</p> <p>Governors to advise NB if safeguarding training completed</p> <p>Governors to complete Prevent training and advise the Clerk</p> |
| 11. | <p><b>Pupil Premium Pupils (report circulated)</b></p> <ul style="list-style-type: none"> <li>• <b>A governor queried whether the attendance gap had closed.</b> NB advised that analysis is to be done however it would appear to be lower than other groups</li> <li>• Analysis is to be done regarding the gap in achievement for literacy and numeracy. The impact of interventions from the pupils' starting point will be tracked</li> <li>• Some funding was directed towards enrichment activities, clubs and potentially Breakfast Club</li> <li>• <b>A governor challenged that the expenditure appeared to be a lot less than initially allocated and had the criteria for some of the pupils changed.</b> NB advised that the funding was still in the budget.</li> <li>• Governors discussed that the impact of interventions was cumulative and that much of Pupil Premium expenditure related to inclusion however evidence should still be provided to show that interventions had been chosen and allocated appropriately.</li> </ul> | <p>RK to liaise with Beth before the next FGB meeting to see whether targets have been met once the data is analysed.</p>   |
| 12. | <p><b>Policy Reviews</b><br/><u>Governing Body Roles and Responsibilities</u><br/><b>Governors approved the policy for use by the school.</b></p>  |   |
| 13. | <b>Finance</b>   |   |

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

|     |  |   |
|-----|--|---|
|     | <p><u>Local Scheme of Financial Delegation</u><br/>Governors approved the scheme for use by the school.</p> <p><u>Internal Financial Procedures</u><br/>A governor noted that there had been significant updates to the document following the finance audit. Many previously held documents have been collated into the procedures. PC recommended approval. It will come to the FGB each September for approval.<br/><i>Governors approved the procedures for use by the school.</i></p>   | Clerk to alter review level to FGB and send to school office and GB website |
| 14. | <p>Any other business</p> <p>NB suggested that a Hospitality Budget be established to provide, for example, food for staff during parents' evenings as part of the Wellbeing policy. Governors agreed that this should be investigated.</p> <p><u>Staff/Governor Social</u><br/>NB invited governors to attend the farewell to staff on 20.7.16 in the staff room after school.</p> <p><u>Chesterton Community College – academisation</u><br/>NO advised that she had met the Chair of Governors who indicated that a Multi Academy Trust will be created by the college. The Governing Body agreed that in the new academic year the GB should create a working group to consider academisation and possible collaboration with other schools.</p> |   |

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

Initial: \_\_\_\_\_

Date: \_\_\_\_\_