



**Morley Memorial Primary School
Minutes of the Full Governing Body Meeting
Monday 17th October 2016 at 7pm
Venue: School**

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

Also attending: Jen Hefti (Clerk – JH)

1. Welcome and apologies for absence

The meeting was quorate.

The meeting commenced in the absence of PC and SS who were en route.

2. Notice of Any Other Business

NO advised that the staff survey should be considered under Any Other Business.

3. Declarations of interest relating to items on the agenda and governors to sign Pecuniary Interests forms for the 2016/17 register

There were no interests declared.

Governors completed the Pecuniary Interests forms and returned them to the clerk for collation.

4. Correspondence

There was no correspondence.

5. Minutes of the Full Governing Body meeting held on 13th July 2016 and matters arising

Review of actions

- Ofsted Readiness Matrix for completion – Governors discussed the level of content and whether data should be included or links to relevant documents provided. Governors agreed it was useful to have information in one place.

F1710-01 – ACTION: Committee Chairs to review matrix and indicate where data is required. Governors to add information relating to their link area.

- New BCR format – ongoing at Resources committee
- DBS check for PC – ongoing. **F1710-02 – ACTION: PC to make appointment with office to complete check**
- Premises plan – for Resources committee. Action closed.
- Circulate link to CityDeal consultation – COMPLETE
- Safeguarding annual report – for next FGB
- Prevent training – ongoing. **F1710-03 - ACTION: Governors to complete training and send copy of certificate to clerk.**
- Pupil Premium report – on this agenda

The minutes were accepted as a true record and signed by the Chair.

6. Committee minutes

Learning committee

The minutes were circulated prior to the meeting. The following points were noted:

- Data was looked at in depth
- Key Stage 2 (KS2) results were above the national average in all areas
- Progress was highest in Reading
- Strategies have been put in place for Maths teaching and learning
- Equalities targets – the Equality Mark will be applied for which requires a full audit of equalities provision. The targets will be reviewed as part of this project.
- Behaviour principles were reviewed. They will go to staff consultation and then communicated to parents. They will be shared with the Full Governing Body (FGB) once they have been approved by the Learning Committee.

Resource committee

The minutes were under review at the time of this meeting. The following points were noted:

- The committee considered procurement of cleaning and catering services
- The catering contract will be reviewed at the next committee meeting
- The committee will consider whether cleaning should continue as a contractor delivered service
- After School Club had seen a drop in income – a more robust cancellation policy will be drafted.
- Various policies were approved
- Playground redevelopment/ Friends of Morley – NB and SS had attended the Friends of Morley meeting. There are issues regarding sequencing of the work relating to planning permission. There is some concern around whether Friends of Morley can continue to focus fundraising on the playground.

7. Management of the Governing Body

Governors considered the Standing Orders first, in particular whether the Chair's term of office should continue at four years as would affect whether the Chair and Vice Chair were required to be elected at this meeting.

Standing Orders

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Initial: _____

Date: _____

- **Governors agreed that the term of office for Chair and Vice Chair should remain as four years.**
- Governors noted the clause stating that governors missing 3 meetings in a row with less than 70% attendance may be removed from the Governing Body

The Governing Body adopted the Standing Orders for 2016-17.

Committee structure

Committees are currently made up of Learning committee, Resources committee, Performance Management committee and Salary Review committee.

The Governing Body agreed to continue this committee structure for 2016-17.

Delegated Decision Planner

- Governors were advised that the Delegated Decision Planner allocates tasks to the FGB or one of the committees and therefore informs the Terms of Reference.
- ***A governor queried that the monitoring a Pupil Premium (PP) had been allocated to both committees.*** A governor advised that PP expenditure was reviewed at the Resources committee and its impact reviewed at the Learning committee.

Terms of Reference

NB advised that all Terms of Reference should refer to the 3-5 year plan.

Full Governing Body

Governors approved the Terms of Reference (subject to a change noted below).

Resources committee

- A governor noted that the approval of the budget was historically allocated to the Resources committee. It was therefore suggested that the budget is approved at a meeting of the Resources committee to which all governors are invited.
The Governing Body approved this approach.
- Governors noted that procurement approval levels will remain the same for 2016-17

The Governing Body approved the Resources committee Terms of Reference subject to the above change.

Learning Committee

The Learning Committee Terms of Reference were approved by the Governing Body.

Performance Management committee

Governors agreed to change the number of meetings to 'at least annually and at other times as required'. References to 'performance management' should be replaced by 'appraisal', however the committee name will remain the same.

The Governing Body approved the Performance Management committee Terms of Reference subject to the above change.

Salary Review committee

The Governing Body approved the Salary Review committee Terms of Reference.

It was agreed that the membership tables will be removed from all Terms of Reference.

F1710-04 – ACTION: Clerk to make changes to FGB terms of reference and Delegated Decision Planner to reflect budget approval level as noted above.

Committee Membership

The Governing Body agreed that current membership was appropriate.

Link Roles

The Governing Body approved the allocated link roles.

It was noted that the link roles were designed to monitor the school Development Plan (SDP) priorities hence no subject links had been allocated at this time. SDP priorities areas will be allocated once the SDP is finalised.

F1710-05 – ACTION: NO to meet link governors to discuss link role job description

Annual Governance Statement

Governors approved the Annual Governance statement.

F1710-06 - ACTION: Clerk to upload to school website

Code of Practice

Governors noted the new format.

All governors signed the Code of Practice 2016 – 2017.

Keeping Children Safe in Education – updated guidance September 2016

All governors confirmed that they had read the guidance and completed the declaration forms. Forms were returned to the clerk for collation.

Attendance

Governors reviewed attendance for 2015 – 2016. FGB attendance was 88%, Learning Committee 95% and Resources committee 88%.

Governors were advised that attendance for 2016 – 17 will be published on the school website.

Skills audit.

Governors noted that this was up to date.

Governing Body Membership

Governors noted the two vacancies on the Governing Body. NO advised that her term of office ends in January 2017 and indicated that she will continue for a further fifteen months or until the next Ofsted inspection if that is later. Governors discussed the possibility of co-opting NO back onto the Governing Body once her term of office as parent governor ends and have an election to fill the resulting parent governor vacancy.

NO left the meeting.

Governors discussed the suggestion noted above and agreed that the process of a parent governor election should be started later in the Autumn term when new parents are more established. Parents will be advised of the upcoming vacancy before Christmas and the election process started in the Spring term.

Governors agreed that NO should then be co-opted back onto the Governing Body.

NO rejoined the meeting.

Applications to join the Governing Body

PC and NO had met with the candidate detailed in the meeting papers. Governors agreed that the candidate did not fill any obvious skills gap however once a new parent governor had been elected the skills audit could be reviewed again.

F1710-07 – ACTION: NO to contact candidate to advise that the application would be reviewed again in January 2017.

Dates for governor visits

Governors agreed to return to this once the School Development Plan had been finalised.

8. Head's report

The report was circulated prior to the meeting and is attached to these minutes. The following points were noted:

Mobility

- There had been a significant amount of mobility in pupil numbers. A factor in this is pupils leaving at the end of Year 2 to attend independent schools. It was noted that this has been the case historically. This mobility in pupil numbers has a direct impact on data, funding and resources.

Attendance

- The profile of attendance had been raised via communications with parents and had improved recently however overall attendance is lower than at schools with a comparable number of pupils receiving Free School Meals (FSM)
- 27 out of the 60 Reception pupils achieved less than 95% attendance (national average). Unauthorised absence is a factor. **A governor queried whether this was more than for prior years.** NB advised that this was historically similar and the case for many schools.
- Attendance for pupils qualifying for FSM – **a governor queried whether attendance for all of these pupils was lower than average.** NB advised that attendance tends to be lower when there are other underlying contextual reasons.

Outcomes for pupils

This was looked at in depth by the Learning Committee. The following points were noted:

- Results in Reading were very good
- Results in Writing were good. This area was teacher assessed and the standards had been rigorously applied.
- Maths – the results had been investigated in detail and Teaching & Learning strategies reviewed. **A governor queried whether the Maths data was comparable with other schools.** NB advised that the RAISEonline data which will be published imminently would provide more information.
- Early Years results were good
- Phonics screening results were good

- Key Stage 1 (KS1) results were above the national average.

Quality of Teaching and Learning

- **A governor queried whether this review was performed by the Senior Leadership Team (SLT).** NB advised that this was the case.
- **A governor queried whether support was in place for those areas identified for development.** NB advised that those areas would be noted in the Self Evaluation Framework (SEF) which would then inform the SDP.

Staffing

- **A governor asked about the progress of new staff.** NB advised that new members of staff were settling well and that there is a positive atmosphere in school.

Behaviour, Safety and Wellbeing

- **A governor queried whether school continues to address the issue of bullying.** NB advised that this is included in the SDP.
- **A governor queried whether there had been an increase in incidents of bullying.** NB advised that the number of incidents reported to the SLT does not correlate with feedback from the parent survey. A review of the way in which incidents are reported will be an SDP priority area.
- **A governor queried whether the expectation is that all incidents reported to the class teacher are escalated to the SLT.** NB confirmed that this was the case.
- Governors noted that both staff and pupils have high expectations of behaviour in school which may contribute to incidents being reported by pupils which do not meet the criteria for bullying.

Pupil Premium

- **A governor noted that the amount of funding received is lowest in Reception and highest in Year 6 and queried whether this was merely a coincidence.** NB advised that this was due to the funding structure, for example the 'Ever6' funding structure means that Pupil Premium funding is applied to any pupil who has qualified for FSM at any time over the past six years.
- **A governor queried how qualifying pupils are identified.** NB advised that parents provide National Insurance numbers of admissions forms which the Local Authority use to identify qualifying pupils. It is therefore more difficult to identify pupils who qualify in-year. The introduction of Universal Infant Free School Meals had led to some confusion amongst parents.
- Governors discussed how to communicate to parents that they should inform that school if there had been changes in their circumstances leading to them qualifying for PP. Governors noted that information could be included in the newsletter and the parent survey and include details of how the funding is spent.
- Governors noted that PP pupils make outstanding progress
- **A governor queried the definition of the 'wider life of the school' and asked what areas PP pupils could participate in if this funding is applied.** NB advised that these areas included school trips, music tuition and breakfast club amongst others. Expenditure must be shown to have impact on outcomes for these pupils.

9. Self-Evaluation Form (SEF)

A governor noted that the SEF gave a very clear summary of development over the past year and provided clarity on where the SDP priorities were derived from.

A governor noted that the SEF demonstrated that school is solidly good and asked what is required to become outstanding. NB advised that improved outcomes in Maths and PP pupil attainments would contribute towards this.

A governor queried the link between British Values and 'Student Voice'/School Council. NB advised the democracy is part of the British Values curriculum and that the School Council processed mirror this.

Governors agreed that the identified priorities were appropriate.

10. Parental questionnaire

The results had been circulated prior to the meeting and are attached to these minutes. The following points were noted:

- Responses were broadly in line with the prior year
- Feedback was more positive than the national benchmark
- There had been some softening in responses, such as from 'Strongly Agree' to 'Agree'
- Bullying was mentioned more frequently than the prior year
- The Resources committee have formed a working group to look at communications with parents. AR, SP and SSm will join PC on this group.
- Homework – there had been comments that homework was inconsistently set and not always marked. The Home Learning Framework will be recomunicated to parents.
- Governor communications – **governors agreed that a half termly report would be appropriate**
- **A governor queried where parents get information from.** It was noted that the newsletter was the most popular source of information and that the website was not accessed in the same way. A review of the website content would be added to the remit of the communications working group.

F1710-08 - ACTION: JH to send governor email addresses to office to ensure governors receive newsletters.

- **Sharing results – F1710-09 – ACTION: PC to write accompanying note to results graphs, to be sent to parents**

11. School Development Plan

Covered under item 9.

12. Governor Development Plan

It was agreed that governor communications would be added to the plan.

13. Clarifying vision, ethos and strategic direction

- Governors noted that the current strategic plan cycle was coming to an end and that a new plan should be developed to be implemented from this time next year.
- Governors should define the vision with input from other stakeholders. The SLT will then draw up a plan.
- Governors agreed to set up a working group to review the vision – RH, PC, NO, RW, SS and NB will form the group.

14. Governor meeting dates

The Governor Visioning meeting was scheduled for 3.2.17 at Mills & Reeve offices at 8.45am (for a 9.15am start) – 12.30pm.

15. Policy reviews

Special Educational Needs and Disabilities (SEND) policy

- It was noted that additions and amendments were made in line with statutory requirements.

Governors approved the policy for use by the school.

Safeguarding and Child Protection policy

- It was noted that the policy had been updated in line with the revised Keeping Children Safe in Education guidance.
- ***A governor queried whether class teachers are aware if pupils are subject to a Child Protection Plan.*** NB advised that teachers are aware when to inform the SLT of, for example, an unexplained absence.

Governors approved the policy for use by the school.

16. Any Other Business

It was agreed that RK and MW will formulate the survey and review with NB.

ACTION LOG

Ref	Item	Action	Owner	Status
F1710-01	5. Matters arising	Committee Chairs to review Ofsted matrix and indicate where data is required. Governors to add information relating to their link area.	Committee chairs	Open
F1710-02	5. Matters arising	PC to make appointment with office to complete DBS check	PC	Ongoing
F1710-03	5. Matters arising	Governors to complete Prevent training and send copy of certificate to clerk.	All applicable	Ongoing
F1710-04	7. DDP/TORs	Clerk to make changes to FGB terms of reference and Delegated Decision Planner to reflect budget approval level.	JH	Open

F1710-05	7. Link Roles	NO to meet link governors to discuss link role job description	NO	Open
F1710-06	7. Annual Governance statement	Clerk to upload to school website	JH	Open
F1710-07	7. GB membership	NO to contact candidate to advise that the applicate would be reviewed again in January 2017.	NO	Open
F1710-08	10. Parent survey	JH to send governor email addresses to office to ensure governors receive newsletters.	JH	Open
F1710-09	10. Parent survey	PC to write accompanying note to results graphs, to be sent to parents	PC	Open

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