



**Morley Memorial Primary School
Minutes of the Full Governing Body Meeting
Thursday 8th December 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); Philip Colligan (PC); Sarah Seed (SS); Rose Hague (RH); Caroline Louth (CL)

Also attending: Jen Hefti (Clerk – JH)

The meeting was quorate.

1. Welcome and apologies for absence

Apologies were received and accepted from Jonathan Gorrie (JG) and Rachel Williams (RW).

The meeting commenced in the absence of SS who was en route.

2. Notice of Any Other Business

Governors were advised that asbestos, school website and absence should be considered under Any Other Business.

3. Declarations of interest relating to items on the agenda

There were no interests declared.

4. Correspondence

A letter of complaint had been received regarding clarity and transparency around the planning application for the building redevelopment. The Chair of Governors had responded to the complainant and no further correspondence had been received.

Past newsletters are now available to view.

NB had responded to concerns raised regarding the impact of further nursery provision on Homerton Children's Centre.

5. Minutes of the Full Governing Body meeting held on 17th October 2016 and matters arising

Review of actions

- F1710-01 – Ofsted matrix – it was agreed that 4-5 governors should be available in the event of an inspection – ONGOING
- F1710-02 – PC DBS check – COMPLETE
- F1710-03 – Prevent training – JH to send list of certificates held to governors – remaining to complete training
- F1710-04 – Amend Full Governing Body (FGB) terms of reference – COMPLETE
- F1710-05 – NO to meet link governors – to meet Resources governors – ONGOING
- F1710-06 – Annual Governance Statement to school website – COMPLETE
- F1710-07 – Governing Body (GB) membership – COMPLETE
- F1710-08 – governors to received newsletters – MW will check with office that governor emails can be added to staff circulation list – ONGOING
- F1710-09 – response to parents re parent survey – COMPLETE

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

6. Committee minutes

Resources committee

The minutes had not been approved prior to this meeting due to timescale hence had not been circulated. The following points were noted:

- The After School Club manager had attended the meeting. The cancellation policy was discussed and changes considered.
- The response to the finance audit is now complete.
- Procurement – the committee expressed their thanks to NB and The School Business Manager for preparation of information regarding the cleaning and catering contracts. The cleaning contract will be extended for one year and then go out to tender. The School Business Manager will conduct further negotiations regarding the catering contract and then extend the contract once an agreement on costings has been reached.
- The committee reviewed the School Development Plan costings.
- The Pupil Premium plan was reviewed.
- Building redevelopment – The planning hearing will take place in January 2017 as internal procedures are causing a delay. ***A governor queried whether this delay would impact the timescale of the work.*** NB advised that this would have no impact.
- Playground – this work should be carried out by the same contractor as the building redevelopment. The Local Authority (LA) has approved the proposal for school to have a separate agreement with the contractor for the playground works.
- The Friends of Morley funding priorities list was reviewed.

Learning Committee

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

- The Special Educational Needs Coordinator (SENCo) presented the revised Special Educational Needs and Disabilities (SEND) information report/school offer.
- The notes from the SEND visit were reviewed.
- The committee noted an increase in requests from the LA for places for pupils with additional needs.
- Fischer Family Trust (FFT) data was reviewed.
- Ms Kowalska presented information regarding the new curriculum.

- The committee completed a learning walk around British Values.

Salary Review committee

The Governing Body noted that the meeting had taken place and agreed that minutes would not be circulated to all governors.

- The committee heard recommendations for staff pay increases.
- The committee noted that the appraisal process had been thorough.
- **A governor queried whether pay had been backdated.** NB confirmed that pay increases were backdated to 1.9.16 and had been factored into the budget.

Performance Management committee

The Governing Body noted that the meeting had taken place and agreed that minutes would not be circulated to all governors. The following points were noted:

- The Head Teacher reported on her appraisal of staff.
- The process is working well.
- The committee received anonymised reports relating to staff performance.
- Head Teacher performance review took place on 7.12.16. It will be carried out in September from next academic year as Head Teacher targets feed into the School Development Plan (SDP).

7. Raiseonline Data

Key Issues

Governors noted the following:

- Attainment and progress is at or above national average
- Writing results were average – due in part to cautious teacher assessment.
- Key Stage 2 (KS2) Maths results were disappointing but in line with the national average.
- Progress for disadvantaged pupils in KS2 was very good however attainment was less good.

NB advised governors that progress is now calculated differently. Pupils are given a prior attainment ranking based on their average points score at the end of Key Stage 1 (KS1), by combining Reading, Writing and a double weighted Maths score then taking an average. Governors noted that if a pupil attains well in a particular area then this would inflate the prior attainment group for other subjects. This should be borne in mind when considering progress conversion to KS2.

7.35pm – SS joined the meeting and advised that she had no interests relating to items on the agenda.

Basic characteristics

- There had been increased mobility in pupil numbers.
- There had been an increase in the number of pupils with English as an Additional Language (EAL).
- There had been an increase in the number of pupils in receipt of Pupil Premium (PP) funding. This is due in part to 'Ever6' pupils. The number of pupils receiving PP was still low when compared nationally.
- There had been an increase in pupils with additional and complex needs.
- The demographic of pupils attending school had changed somewhat. Governors considered the reasons for this and noted that the catchment area had not changed. It was suggested that other local schools were oversubscribed.

Basic characteristics by year group

- There was a high level of SEND in the 2015/16 Year 6.
- It was difficult for these pupils to achieve Greater Depth in Writing.
- There are higher numbers of EAL pupils in the current Year 6 than previously.

Ethnicities

- Governors noted that the largest increase had been amongst Chinese pupils. This group is also the most mobile. The pupils are often new to English.

Key Stage 2 progress summary

- The floor standards are articulated as -5 for Reading, -7 for Writing and -5 for Maths.
- School meets the floor standard in all areas.
- School is in the top 6% nationally for progress for disadvantaged pupils.
- **A governor queried whether Maths results could have been better.** NB advised that results were in line with the national average and that expectations were now much higher.
- Pupils have historically scored better in Reading than Writing.
- **A governor queried whether information was available on how results compare to other schools locally.** NB advised that this information was not available. All comparisons are performed on a national basis. Groups of pupils are no longer compared on a like for like basis, i.e. SEND pupils with other SEND pupils.
- The gender difference regarding achievement in Maths is a priority in the SDP.

Questions

The data group had submitted questions to NB. Responses noted below:

- Is the excellent progress for disadvantaged pupils in Reading sustainable? *The Senior Leadership Team (SLT) deliver boosters for these pupils before assessments. It is unclear whether progress would be maintained without these boosters.*
- Why are EAL pupils not making as much progress in Reading? *Out of the 10 EAL pupils, 2 had SEND and two pupils were persistent absentees.*
- Are there particular characteristics for pupils who did not achieve the expected progress in Maths? *There was no particular trend and a mix of pupil types did not make expected progress. The data will be examined to determine whether these pupils mainly middle attainers at end of KS1.*
- The Spelling, Punctuation and Grammar (SPAG) results were very strong. What was the approach? *This was a major focus in Year 6. School are now ensuring that SPAG is covered in all appropriate year groups so that a focus in Year 6 is not at the expense of their learning areas.*
- Why did disadvantaged pupils make less progress in Maths than in Reading? *These pupils may have been mid phase admissions.*

Key Stage 1

- Six pupils did not achieve expected standards at the end of KS1 despite achieving expected standards at the end of the Early Years Foundation Stage (EYFS). Two pupils had SEND, two were in receipt of PP and one pupil was at school for five weeks. There was only one pupil in this group with no negative contextual factors.
- A governor queried what the plan for these pupils is. NB advised that quality first teaching should address most issues. There are interventions in place for the SEND and PP pupils.

F0812-01 – ACTION: NB to send inspection dashboard to governors

8. Keeping in Touch visit report

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

- The feedback was good.
- Governors noted the contents of the report and agreed that it was useful to receive assurance from an external adviser.

F0812-02 – ACTION: Communications working group to perform website audit.

9. School Development Plan 2016/17

An updated version was circulated to governors and is attached to these minute. Governors noted that actions had been added and slight changes had been made to some success criteria.

A governor queried that the improving spelling focus was quite general and how did it link to the success criteria. NB advised that this links to the ethos around creative thinking and problem solving which can be easily lost in spelling.

A governor noted that the pupil leadership capacity focus was not specific and potentially difficult to monitor. NB noted that this was a recent addition and will be tightened up after consultation with staff.

A governor noted that this was almost the end of the Autumn term and so had areas in the SDP already begun to be addressed. It would be difficult to achieve all in two terms. NB confirmed that this was the case.

A governor queried when the RAG rated version of the SDP would be received. NB advised that this would be part of the Self Evaluation Report (SEF) which would be presented either at the end of the Summer term or beginning of the Autumn term.

Governors unanimously agreed the plan.

Monitoring

Governors agreed the following allocation for monitoring activities:

- Priority 1 – Improve outcomes for underperforming pupils at the end of reception, KS1 and KS2 – RK and JG
- Priority 2 – Teaching, Learning and Assessment – to further develop quality of teaching with a particular focus on Writing, Maths, differentiation and feedback – RH, SSm
- Priority 3 – Improve behaviour and opportunities for pupil voice to play a meaningful role in the school – AR, SP
- Priority 4a – Developing Leadership at all levels of school – SS, NO
- Priority 4b – To introduce opportunities for pupils to develop leadership capacity – SS, NO
- Priority 5 – to further develop facilities and premises including preparation for redevelopment project – RW, CL

PC will retain a focus on communications, MW can choose an area subject to the demands of her existing staff role in school.

F0812-03 – ACTION: Date for monitoring visits to be established via Doodle Poll once NB has identified a range of suitable dates.

10. Pupil Premium Plan

Governors noted that the plan had been reviewed by the Resources committee.

A governor queried why only £41K had been allocated when the school had received £48K of funding. NB advised that there were suggestions for additional expenditure at the end of the plan.

Governors unanimously approved the plan.

11. Safeguarding

The safeguarding governor advised the Governing Body of the following points:

- A meeting was held with the school safeguarding lead.
- The school's approach was found to be thorough
- Clear records were held.
- Training was appropriate.
- The Single Central Record is well maintained and checked by NB at least once per month.
- The introduction to safeguarding sheet (circulated) given to all visitors which gives information regarding how to escalate any concerns.
- The School Business Manager advised that any contractors used by the school must provide their Child Protection policies.
- A governor queried whether a governor visit should be performed at the After School Club. Governors were advised that NB meets the manager regularly and that the club is subject to all of school's safeguarding policies.

F0812-04 – ACTION: monitoring visit to be performed at after school club next term.

Child Protection Monitoring Report

Governors noted that the report had been completed and submitted to the LA.

Safeguarding checklist for Governing Bodies

Governors noted that the checklist had been completed.

F0812-05 – ACTION: JH to find training for allegations of abuse against staff

F0812-06 – ACTION: review of actions from safeguarding checklist to be added to next FGB agenda

12. Clarifying values, ethos and strategic direction

A discussion paper was circulated to governors.

Governors noted the following:

- The timescale for formulating the plan.
- Pupils and parents would be more involved during this cycle.
- The plan should be achievable in terms of goals and outcomes.
- The language should be accessible.

- Pupils should be able to relate their behaviour back to the vision.
- Values should be considered in conjunction with practice.
- Governors agreed in principle to consult as many stakeholders as possible.
- The plan should be co-owned by staff and governors.

F0812-06 – ACTION: Group of governors to meet NB and staff to formulate an approach.

13. Management of the Governing Body

Training

- SP, NO and NW had attended RAISE training.
- SP had attended 'Taking the Chair' training.

Changes to membership

Governors agreed unanimously to co-opt NO as her term of office ends soon.

This leaves a parent governor vacancy. The vacancy will be communicated via the newsletter and the process started early in the Spring term.

Consultation with stakeholders

Covered earlier

14. Use of email for governor business

Governors discussed security of email accounts.

F0812-07 – ACTION: JH to email governors for conformation of security of their email account.

15. Feedback from staff questionnaire

To be collated.

16. Policy reviews

Admissions

The policy had been circulated to governors prior to the meeting.

Governors approved the policy for use by the school.

Behaviour principles

The principles, which are to be used to inform the behaviour policy, had been circulated to governors prior to the meeting.

Governors approved the principles for use by the school.

17. Any other business

Asbestos – governors referred to an article regarding asbestos in schools. It was noted that this issue is covered in the condition survey.

Absence – governors discussed some unease amongst parents regarding the school’s approach to rewarding attendance and the perception of how absence is regarded. NB assured governors that the school’s response to attendance and absence was appropriate.

School website – governors noted the importance of the communications working group with regard to its input into the website.

With no further business the meeting closed at 9.20pm.

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	Ongoing
F1710-03 (updated 8.12.16)	5. Matters arising	Governors to complete Prevent training and send copy of certificate to clerk. JH to circulate names of governors who have sent certificate	All applicable/JH	Ongoing
F1710-05 (updated 8.12.16)	5. Matters arising	NO to meet Resources link governors to discuss link role job description	NO	Ongoing
F1710-08 (updated 8.12.16)	5. Matters arising	MW to speak to office to see whether governors can be added to staff circulation for newsletters	MW	Ongoing
F0812-01	7. Data	NB to send inspection dashboard to governors	NB	Open
F0812-02	8. KIT visit	Communications working group to perform website audit.	Comms group	Open
F0812-03	9. SDP	Date for monitoring visits to be established via Doodle Poll once NB has identified a range of suitable dates.	NB/All	Open
F0812-04	10. Safeguarding	Monitoring visit to be performed at after school club next term.	AR?	Open
F0812-05	10. Safeguarding	JH to find training for allegations of abuse against staff	JH	Open
F0812-06	10. Safeguarding	Review of actions from safeguarding checklist to be added to next FGB agenda	JH	Open

	11. Long term strategic plan	<u>F0812-06 – ACTION: Group of governors to meet NB and staff to formulate an approach.</u>		
		<u>F0812-07 – ACTION: JH to email governors for confirmation of security of their email account.</u>		

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

Signed:

Position:

Date:

Initial: _____

Date: _____