

Minutes of the Morley Memorial Full Governing Body

16 November 2015

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

Apologies: Sarah Smalley (SSm)

Venue: School

	Notes	Actions
1.	<p>Apologies</p> <p>Apologies for absence were received and accepted from SSm.</p>	
2.	<p>Notice of AOB</p> <p>SS: South Cambridgeshire MP and fairer funding.</p>	
3.	<p>Correspondence</p> <p>There was no correspondence.</p>	
4.	<p>Membership and training</p> <p><u>Feedback from GB skills audit and identified skills gaps:</u> The Chair thanked GBs for completing the skills audit. Gaps were identified in chairing, procurement and purchasing, facilities management, links with local businesses and knowledge of the local economy. GBs agreed that this should feed into a recruitment strategy to fill the current three vacancies.</p>	<p>PC and SS: complete skills audit</p>

	<p><u>Feedback from GB training attended:</u> GT attended Health and Safety training in relation to his link governor role and would be putting together a plan for the year, which he would report to the RC. CL and NB had attended a refresher course in safer recruitment. It was noted that GB involvement was a requirement for recruitment to the SLT. NB was now updating the school's central record in light of new legislation. She reported that this was very time intensive. AR had attended a useful introduction to safer recruitment course.</p> <p><u>GB membership:</u> It was noted that there were currently 3 vacancies. NO had met or was due to meet with a number of prospective candidates. It was agreed that candidates would be asked to submit expressions of interest in time for the next meeting of the FGB in the Spring.</p>	<p>Chair: ask candidates for expressions of interest.</p>
<p>5.</p>	<p>Minutes of FGB meeting 1 October 2015 2015 (circulated)</p> <p><u>Welcome Trust and Ofsted questions (item 14 pp.8):</u> MN was still to circulate the Welcome Trust questions and NO was still to circulate the Ofsted questions. Once the latter had been circulated GBs were asked to answer questions relevant to their link area and send to the Clerk to collate.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p>	<p>MN: circulate Welcome trust questions. NO: circulate Ofsted questions</p> <p>Clerk – upload minutes to school website</p>
<p>6.</p>	<p>Data (raise online data, Ofsted dashboard 2014/15 circulated)</p> <p>The data group (NO, AR, MW, MN) had met to analyse the data prior to the meeting.</p> <p>The Head presented key points and was pleased that the Ofsted dashboard reported no weaknesses with the school's data. It was noted that the national comparisons were based on 2014 floor standards as revised standards were not due until December.</p> <p>The Head was pleased to report that disadvantaged children were progressing at or above levels of pupils nationally in all subjects. She felt that the introduction of target tracker was partly responsible in that it had enabled teachers to be focussed and aware on these cohorts, and to more easily and accurately track their progress. It was noted again that pupil premium children are small in number at the school (5 children in Y6 last year) and that this meant that data was vulnerable to variability. The GB asked the Head to pass on thanks and praise to Y6 teachers for the excellent KS2 results.</p>	

A GB asked how to best to challenge those children who had achieved above average attainment at the end of KS1 (L3) given that they would need to achieve L6 at KS2 in order to make better than expected progress.

The Head noted that L6 was Y9 equivalent, and in reading especially, it was felt last year that the subject matter of L6 texts was inappropriate at age 10/11. There was a discussion about whether it was best to encourage children in this direction or find better ways to expand and develop them.

A GB asked what the school would be doing to ensure the attainment of all children, and not just high achievers is excellent.

Head: Agreed that there was some work to be done to teach and pitch to lower attaining groups. She also reminded GBs to consider achievement and attainment together. Some SEN children make above average progress without achieving average attainment at the end of KS2 due to a low starting point.

A GB asked why some children who had achieved L2 at KS1 were failing to convert to L4 at KS2.

Head: In some cases this would have been down to the child not being a secure L2 at the end of KS1, and in others it would be down to an unusual cohort. The GB felt that it was important for the school to consider how best to support children who were a low L2 at the end of KS1 but who were not on the SEN register, in order to make sure they achieved their potential in Y6.

A GB asked why the phonics screening test results appeared to be on a downward trend.

Head: Last year's results were not as strong as the previous year which had been exceptionally high and this combination had created an anomaly. It was anticipated that this year's results would increase again.

A GB asked whether Y1 teachers were being sufficiently supported given that the current Y1 cohort had a high number of SEN children.

Head: Teachers were fully supported. Kerry Darby had started a piece of work to assess how successful KS1 interventions were for phonics when combined with reading, which needed to be considered together and not in isolation.

A GB asked whether there was a correlation between children who were struggling with phonics and with early reading.

The Head advised that generally children with a good grasp of phonics go on to read well.

	<p>Preparation for the Y1 phonics screening this year would begin sooner in order to ensure interventions are in place early enough to make an impact. In addition, this year the Head had combined the SL roles for phonics and early reading, and Jo Proctor (Y1 class teacher) would be taking on this role.</p> <p>The GB noted that the attainment of boys was an area of concern and that the difference between attainment of boys and girls was larger than the national average.</p>	
7.	<p>Parental questionnaire Summer 2015</p> <p>Responses to the PQ were circulated to GBs a few days prior to the meeting. The GB discussed recurring themes including the value of Mathletics and whether it had now been superseded by Abacus, improvements which were required to the school website and the value and purpose of homework. The GB asked the Head to put together a proposal on homework and bring it to the next meeting of the LC. Discussions about Mathletics and the website would continue at the RC meeting in December.</p>	<p>Head: report on homework to LC meeting in the Spring.</p> <p>RC: pick up mathletics and website discussions</p>
8.	<p>Pupil Premium (2014-15 report circulated)</p> <p>The Report had been considered at the last meeting of the RC. It would be updated for the next RC meeting in December with PP spending plans for 2015/16. CL and RK had recently met with Kerry Darby and were considering how best to monitor PP activity. The GB felt that the PP report required more detail in order to enable GBs to more effectively monitor spending and pupil outcomes.</p>	
9.	<p>Safeguarding visit report (circulated)</p> <p>HD highlighted key points to her report and noted that the School had updated all policies to reflect new 'Prevent' guidelines.</p>	
10.	<p>School development plan (circulated)</p> <p>The Head had updated the SDP following discussions and feedback at the last FGB meeting. The GB formally agreed the SPD for the year.</p>	

	<p>The GB discussed how best to monitor each target. GBs were allocated to each of the six targets as below, and were asked to draw up a monitoring plan and forward to NO by the end of November.</p> <ol style="list-style-type: none"> 1. Improving pupil outcomes: MW and RK 2. Enhancing the quality of teaching, learning and assessment: PC 3. Developing the creative curriculum: NO and MN 4. Promoting pupil well-being and safety: HD and AR 5. Increasing leadership and management capacity: CL 6. Developing buildings and facilities: GT and SS <p>SSm would be asked to join a target-monitoring group.</p>	<p>All GBs: forward monitoring plan to NO by end Nov.</p> <p>Chair: discuss with SSm.</p>
11.	<p>Engagement with parents, children and staff</p> <p>There was a discussion about how the GB could better engage with children, staff and parents in the coming year. The Chair would take some of these forward.</p> <p>The Head reminded the GB about the whole school conference day on 20th June 2016. All would be welcome and a programme of events would be scheduled and circulated nearer the time.</p> <p>The GB asked the Head to give as much notice as possible about WOW days so that GBs could attend where appropriate.</p>	
12.	<p>Policy reviews (circulated)</p> <p><u>Communication Code (new)</u>: It was decided that this was better placed at the RC.</p> <p><u>Grievance policy</u>: The RC had reviewed the policy but legislation required sign off at FGB. The policy was ratified without amendment and would be reviewed again in one year.</p>	
13.	<p>AOB</p> <p>SS reported that Heidi Allen, MP for South Cambridgeshire was supportive of the schools fairer funding campaign. SS had been in touch with Ms Allen who agreed to visit the school. The Head</p>	

	would put together some figures on what the school would spend additional funding on and the impact it might have on pupil outcomes, in preparation for the visit.	
	<p>The meeting opened at 7.30pm and closed at 9.30pm</p> <p>Next meeting: 8th February 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.