



Morley Memorial Primary School
Minutes of the Full Governing Body Meeting
22nd February 2018 at 7pm
Venue: School

Governors in attendance:

Nicky Odgers (NO – Governing Body Chair)

Ruth Kershner (RK)

Rachel Williams (RW)

Jonathan Gorrie (JG)

Richard Lambert (RL)

Nikki Brown (NB - Head Teacher)

Caroline Louth (CL)

Philip Colligan (PC)

Sarah Smalley (SS)

Anton Alexandroff (AA)

Also attending:

Alison Lawrence (Clerk)

The meeting was quorate and the Clerk took minutes.

1. Welcome and apologies

The Chair welcomed Anton Alexandroff to the governing body. Apologies for absence were received from Melissa Ward (MW); Shareta Passingham (SP); and Helena Jopling (HJ).

2. Notice of Any Other Business

- Resources Committee meeting date for budget sign-off
- IT/wi-fi question

3. Declarations of interests

None were declared.

4. Correspondence

Governors agreed to send the letter of thanks to the Friends of Morley, subject to a minor deletion. Clerk to arrange and send [FGB22.02.4].

5. Minutes of the last Full Governing Body (FBG) meeting and matters arising

Minutes of the last FGB meeting on 23rd November 2017 and the FGB Strategy Morning on 31st January 2018 had been circulated prior to the meeting and it was agreed that they were a true record of that meeting. Chair to sign [FGB2202.5a].

Matters arising from FGB meeting 23rd November 2017:

FGB2311.3: AA signed the Governing Body Declaration of Interests form, which will be filed by the Clerk [FGB2202.5b]

FGB2311.5a: Completed except RL and AA who are not in a position to do so yet.

FGB2311.5b: AA to complete [FGB2202.5c]

FGB2311.5c: Ongoing

FGB2311.5d: This was covered by the Resources Committee meeting dated 8th February 2018 (minutes on website).

FGB2311.5e: RL, AA and JG have now signed.

FGB2311.5f: Governor attendance records are up-to-date.

FGB2311.5g: PC has sent his report on the parental survey to NO.

FGB2311.14: HJ has provided her report on her safeguarding visit (see item 10 below).

FGB2311.15a: All governors have now attended online NGA safeguarding training and sent certificates to Clerk. Clerk's safeguarding training is outstanding [FGB2202.5d]

FGB2311.15b: All governors except AA have confirmed to Clerk they are familiar with the Code of Conduct [FGB2202.5e]

Matters arising from FGB Strategy Morning 31st January 2018:

Four-year plan: RK and NB to meet once NB has revised document before presentation to the FGB.

6. Committee Minutes

Resources Committee:

1. Minutes from the Resources Committee meeting on 14th November 2017 had been circulated prior to the meeting. PC gave a brief summary of the items discussed.

2. Minutes from the Resources Committee meeting on 8th February 2018 at which Morgan Sindall and Faithful & Gould had been represented had not yet been circulated. RW gave a brief summary of the items discussed:

- Morgan Sindall had agreed to conduct one last review regarding costings of line items.
- Resources Committee had agreed to pay the additional costs (approximately £35,000 of which it was felt £18,000 could have been avoided) in respect of the preparation of the playground for installation of the new playground equipment, together with the cost of the equipment itself.
- Morgan Sindall to manage the project of window refurbishment, subject to verification of costs from Faithful & Gould.
- Resources Committee agreed to pay for window refurbishment from capital budget.
- Resources Committee had agreed appointment of a consultant regarding catering contract tender.
- Resources Committee had asked for a report/update from school's newly appointed data protection consultant, Donna, regarding school's liability under new GDPR regulations.

Learning Committee:

Minutes from the Learning Committee meeting on 26th January 2018 had been previously circulated. NO provided a brief summary of the items discussed including:

- data on maths, reading and writing at greater depth; and
- Maths and Pupil Premium visit reports.

7. Review draft 4-year strategic plan in light of vision statement

NB and RK to meet to review the document presented by NB at the FGB Strategy Morning on 31st January 2018, before the document is brought before the FGB [**FGB2202.7**].

8. School Development Plan (SDP)

NB had previously circulated a document reviewing the school's progress against its SDP targets. NB reported that the school is mostly on track. NB highlighted areas where proposed actions had not yet happened. Items discussed included:

- NB and 2 members of SLT plus one member of teaching staff to visit a school currently using the Osiris CPD package on 1st March in order to make informed view as to whether to purchase Osiris package.
- Beth McGreer has been on second residential course on maths mastery in order to strengthen own expertise and also be able to share with others.
- Governors to review issue of whether to join/form a MAT on an annual basis going forward.
- Midday supervisors: school is still struggling to recruit so NB and Tim Fox are looking at costings to extend sports coaches' contracts to cover lunchtimes. Governors made suggestions as to how the school could solve this problem, for example, post-grad students, teaching assistants, catering staff to take on additional supervisory role, creating a temporary fixed term role for more than 2 hours per day which encompasses lunchtime supervisor role.
- NO highlighted the reports from governor visits on maths, pupil premium and SEND which were included in the papers circulated for reference of those governors who do not sit on the Learning Committee.

9. Head's Report

Documents were previously circulated amongst governors. Items discussed included:

Attendance data for autumn term 2017:

- Persistent absenteeism is still an issue, particularly in Reception and Y1. The school takes a robust stance on non-attendance and attendance levels improve higher up the school. Persistent absenteeism is now classed as 90% attendance (it used to be 80%). Other schools are improving their persistent absenteeism but Morley is increasing despite current efforts.
- Some PP pupils have higher absence levels. Sometimes the problem is exacerbated by pupils travelling in from a distance.

- Morley, and its cluster schools, have agreed to close registers at 9.10am. This means that any pupil arriving after this time is deemed to have missed the whole first half session which is classed as unauthorised absence.

Looked after children:

To a question, NB reported that there are currently no looked after children at Morley. Historically, the school has spent over and above on looked after children, the spending tends to be in terms of teacher time rather than tangible items.

Pupil outcomes:

- Morley tends to get more Pupil Premium pupils to expected level compared to other schools nationally.
- NB recently met Anne Fisher regarding the school's data analysis. It is difficult to predict progress since schools have not been told what formula the government will use this year.
- Figures predicting 'at expected' for Y6 pupils this year are cautious.
- A meeting on 13th March 2018 is planned for cluster schools to look at moderation of writing greater depth

Staffing updates:

- NB and NO had prepared and circulated a joint paper regarding appointment of a new Deputy Head Teacher (DHT).
- Governors agreed that a position of Acting DHT should be appointed for the Summer term in a full-time role. This would include 3 days on leadership and 2 days in the classroom.
- It is proposed that the payscale of the DHT post should be L9-L14. After some discussion, governors agreed to the proposed payscale.
- The current job description is out-of-date and will need to be revised for the advert for the full-time position from September 2018. NB will re-write job specification.
- An interview selection panel consisting of 3 governors plus NB is required. It was agreed that SP, NO, RL and SS should sit on the selection panel. Governors agreed to delegate the decision of appointing the interim Acting DHT to the selection panel, unless there is a 3:2 split or the decision is "novel and contentious", then the issue will go to the FGB). The selection panel will recommend who to appoint to substantive DH post the FGB and the FGB will make this appointment

Quality of teaching over Autumn term 2017:

- NB reported that quality of teaching at Morley is solidly "good" with "some aspects of outstanding".

10. Safeguarding

Governors had previously received the audit "Safeguarding children in education – checklist for Governing Bodies". HJ and NO had both undertaken a detailed audit and spoken to Kerry Darby.

Safeguarding action plan:

- AA to complete online safeguarding training (as well as the Clerk).

- RL and AA need to show their DBS certificates to the office so they are recorded on the single central register.
- HJ will re-visit this term to check the single central register and report back next term. HJ stated that she wished to step down from the safeguarding link governor role and the Chair invited expressions of interest. No one on the board has listed skills in compliance or HR.
- School has been trying to raise awareness of e-safety to parents and children. Parents have been canvassed as to whether there is a demand for more education in this area. PC suggested a free resource available on Google called Be Awesome. Governors requested that NB update them next time [FGB2202.10].

11. To agree term dates and INSET days

Governors discussed proposed INSET and term dates and whether the school should follow the Cambridgeshire term/INSET dates. Benefit of this is that cluster training takes place on INSET days.

- Proposed 2 INSET days at start of Autumn term: 4th and 5th September. Issue of possible non-attendance on 6th and 7th Sept. Term to finish Friday 21st December instead of 20th.
- Proposed Spring term to start on Monday 7th January.
- Add possible extra October INSET day?
- NB would like to keep one INSET day for whole school conference in June 2019.
- If building works overrun, school can apply to LA for an extra INSET day.

NB to update next time [FGB2202.11].

12. Approve the Year 6 Summer Residential Trip 2019

NB proposed that the Aylmerton trip will take place mid-week next year to avoid staff being required to work 12 days back-to-back. This will have a cost impact for parents. Governors approved in principle.

13. Management of Governing Body

Training: SS and NO had attended governors' termly update. NO highlighted the NGA resources for online training.

Membership: NO reported that she would not be pursuing the application of James Wagstaff since he will not be in Cambridge for long.

14. Any Other Business

- Resources Committee meeting for budget sign-off will take place on Thursday 3rd May 2018 at 7pm. All governors are invited to attend.
- To a question, NB stated that guest wi-fi is not available at the school during governing body meetings due to Network access remaining secure. Only school laptops are currently able to log on to the network as there is access to pupil level data on shared drives via our network. Governors felt it would be helpful to investigate how guest wi-fi could be set up.

- To a question, the Clerk agreed to email documents in a zipped file as well as uploading them on the website [**FGB2202.14**].

The meeting closed at 9.15pm.

Table of actions:

Ref	Item	Action	Owner	Status/Deadline
FGB2202.04	Correspondence	Amend/send letter to FoM	Clerk	Complete
FGB2202.5a	Minutes and matters arising	Sign Minutes of FGB meeting 23.11.17 and strategy morning 31.01.18	Chair	Complete
FGB2202.5b	Minutes and matters arising	File Declaration of Interests form for AA	Clerk	In hand
FGB2202.5c	Minutes and matters arising	Complete skills audit on website	AA	As soon as possible
FGB2202.5d	Minutes and matters arising	Complete NGA online safeguarding training	Clerk	As soon as possible
FGB2202.5e	Minutes and matters arising	Read/confirm read Code of Conduct for all Adults in School	AA	As soon as possible
FGB2202.7	Draft 4 year plan	Meet to discuss before re-draft	NB and RK	Ongoing
FGB2202.10	Safeguarding	NB to provide update on e-safety at next meeting	NB	Next FGB
FGB2202.11	Term/INSET dates	NB to update at next meeting	NB	Next FGB
FGB2202.14	AOB	Request for Clerk to send documents in zip files	Clerk	Ongoing