



**Morley Memorial Primary School  
Full Governing Body Meeting  
7th May 2020 (Remote Meeting)**

**Minutes**

The meeting started at 6.00 p.m and was quorate.

Governors in attendance:

Philip Colligan (PC), Chair); Jonathan Gorrie (JG), Vice Chair; Caroline Louth (CL); Tom Knowles (TK); Jack Pullen (JP); Ruth Kershner (RK); Richard Lambert (RL) Verity Motskin (VM) and Nikki Brown (NB) (Head Teacher).

Also in attendance: Sonali Rao (Clerk – SR)

	AGENDA ITEMS
1.	<b>Welcome and apologies for absence</b> Apologies received from Hilary Toulmin
2.	<b>Notice of any other business</b> See item 13
3.	<b>Declarations of interest relating to items on this agenda</b> None
4.	<b>Correspondence:</b> PC shared that he has received a response to the letter he had written to the LA and will revisit this at a future FGB meeting.
5.	<b>Minutes and matters arising</b> a. FGB 27/02/2020 - Minutes were circulated ahead of the meeting and were accepted as a true record.
6.	<b>Committee minutes:</b> a. RC 17/03/2020 - Minutes were circulated ahead of the meeting and were accepted as a true record. b. RC 05/05/2020 - under review by NB and RW

## 7. Budget

The following documents were circulated by RC ahead of this meeting:

- a. RC20 05a Budget Notes for Governors
- b. RC20 05b 2019\_20 Period 13 closedown BMR
- c. RC20 05c Budget Forecast by CFR level
- d. RC20 05d Budget summary 20\_21 (3 years)
- e. RC20 05g Capital Budget Plan 2020-21 (April 20)

RW provided a summary of the RC meeting that took place on 5 May 2020.

Governors agreed that all in all a sound and sensible budget has been presented. RW acknowledged difficulties regarding recruiting to certain posts and discussed approaches to over compensate within the staffing structure to allow for the relatively high turnover, in relation to the TA posts in particular.

JG suggested that a working group should be created to work with Tim to analyse trends and identify ways to create a more accurate forecast for next year.

NB was interested in doing further work in analysing the carry forward as most of it is created from our lettings and wraparound income and is not part of the designated school grant. It would be helpful to look at whether the constant 2-3% underspend each year is on the same thing each year or different items.

Tim Fox has spoken to Ray Byford since RC meeting on Tuesday and some of the amendments discussed have now been made to the budget.

These included:

- Predicted income from lettings calculated on the assumption that lettings and wraparound care would resume in September. However the reality is this may not be possible, therefore this income has been taken out.
- NB also asked Tim and Ray to look at the variation in staffing and it was discovered that during the year end process, a current member of staff had two salaries showing due to an administrative oversight. This was taken out and amended.

These two actions have reduced the carry forward by £20,000. A copy of the updated figures has been circulated to governors.

**FGB were happy to approve the budget as presented with the amendments mentioned by NB.** FGB extended their thanks and appreciation to Tim and Jonathan and Caroline and everyone else who has contributed to finalising the budget under the current circumstances.

## 8. Head's Report

The report was circulated ahead of the meeting.

A governor asked a question related to children with Special Needs who may need more intimate contact and whether staff dealing with such situations would require PPE.

NB stated that the Local Authority has tried to get hold of PPE for schools providing ECP (Emergency Care Provision). Although it was eventually delivered, the masks were not of the desired specification in order to be effective. Unions have also raised this issue for when schools reopen. Although we have no access to PPE we have been fortunate to have gloves that are normally used for first aid.

NB stated that with regards to children with SEN there was a change in guidance recently which relayed a particular duty to LAs to risk assess children with EHCPs (Education Health Care Plan) to ensure that decisions were being made with all parties involved as to whether those children were safer in school or at home.

A governor asked how many children are attending the ECP. NB shared that it has remained relatively stable, with up to 10 children at a time, although not the same 10 children each time. There was a discussion about the free school meals vouchers and difficulty with delays and the time it is taking to ensure the families are able to use their vouchers due to issues with Edenred, the company who is providing these.

NB shared an update about the planning that has been taking place for when schools reopen.

NB has been thinking about a set of principles around which we build our decision to reopen in the absence of clear government guidance. Tim and NB have been working through a checklist and are trying to contact contractors to carry out tests to make sure the school is safe to reopen, such as fire and safety and legionella testing.

PC noted that the school needed to strike a balance between the need to provide a safe environment for staff and the need to serve students. FGB recognised that although the decision making is operational Governors would like to be kept informed so that they are able to answer any challenges faced.

NB shared that at the Headteachers forum she has requested that guiding principles are agreed as a cluster so that schools in the locality follow similar guidelines are able to provide consistency for families. Once the set of principles have been agreed, NB will share these with the Governing Body.

	<p><b>It was agreed that PC will write a paragraph for the next school newsletter to share with parents.</b></p> <p>PC asked how the staff were doing. NB stated that she is using weekly staff meetings to get staff feedback. This has helped to identify what staff are worried or concerned about. FGB extended good wishes and thanks to the whole team.</p>
9.	<p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
10	<p><b>Reports from governors visits</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
11	<p><b>Safeguarding</b></p> <p>a. No issues to report</p>
12	<p><b>Governance matters</b></p> <p>To be revisited at a future meeting</p>
13	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• RSE policy is currently being drafted and will need consultation. <b>To be added to next agenda.</b></li> <li>• <b>Parent survey:</b> Governors discussed the need/issues around sending a parent this year. It was agreed that RK would send out some questions to governors by email, to collate thoughts and suggestions, based on the focus point for the survey, possible questions and the timing of it.</li> </ul>
14	<p><b>Close</b> The meeting concluded at 7pm</p>

### Actions arising from FGB meeting 7 May 2020

<b>Item/ Reference</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline/Status</b>
FGB0705 5a	Add to agenda for FGB	Clerk	09/07/2020
FGB0705 8	Write a paragraph for newsletter	PC	14/05/2020
FGB0705 13	Send a set of questions to all Governors regarding parent survey questions.	RK	Completed 08/05/2020