

**Morley Memorial Primary School**

**Full Governing Body Meeting**

**7th October 2021**

**Minutes**

The meeting started at 7 p.m

Theme: **Governance**

1	<p><b>Welcome and apologies for absence</b></p> <p>Governors in attendance: Nikki Brown (NB) (Head Teacher).</p> <p>Philip Colligan (PC), Chair; Jonathan Gorrie (JG), Vice Chair; Caroline Louth (CL); Jack Pullen (JP), Ruth Kershner (RK); Hilary Toulmin (HT), Verity Motskin (VM) and Pip Wilson (PW)</p> <p>Apologies received from:</p> <p>Tom Knowles (TK)</p> <p>Also in attendance:</p> <p>Tim Fox (TF) School Business Manager</p> <p>Sonali Rao (SR) Clerk to Governing Body</p>
2	<p><b>Notice of any other business</b></p> <p>None</p>
3	<p><b>Declarations of interest relating to items on this agenda</b></p> <p>None</p>

4	<b>Correspondence</b>  None
5	<b>Minutes and matters arising</b>  Governors reviewed and approved the minutes from the meeting held on 8th July 2021. It was noted that minutes should capture more detail and include information on where they can be found.

6

## Finance

The School Business Manager shared a summary report for governors ahead of the meeting. There has been a welcome increase in income generated by wraparound care, taking school back to where they were in pre-pandemic times. There are currently 383 pupils on role which means an overall decrease of 45-50k in funding but this is offset by the circa 50k increase in wraparound care income. Some Covid funding has been received. TF discussed the school tutoring grant which is around 6 k for the academic year and an additional Covid recovery premium. The tutoring grant is ringfenced and the Headteacher and Senior Leadership Team (SLT) will decide which pupils would benefit from this the most.

It was noted that there is a significant reduction to the carry forward during the 21/22 financial year and this is mainly related to the expansion of the staffing structure. Some lettings have resumed. A governor asked if there is availability for further lettings and offered to share availability with a local Kung Fu group. The Site Manager is still signed off and the temporary Premises Manager is covering. A lot of decoration work has been completed over the summer. TF also reported on variances, staffing, premises update, Covid payments, pupil number and budget virements. JG shared that the budget stands as expected. Virements were discussed and JG commented that they are sensible. Staffing continues to be an issue. 2 TAs started earlier in the week and there is still a vacancy to fill.

PC shared that he, NB and HT attended the FOM AGM earlier in the week. There are funds available. NB presented plans about the library. Governors agreed to move forward with plans for the library. HT suggested that the library could also be used for lettings to generate additional income.

NB shared the impact of the consultation about school budgets funding the high needs deficit. The LA is in a huge deficit for the high needs block and have again come to school forums this year to request 0.5% of the school budget for support with reducing the deficit. If schools forum do not agree to move the 0.5% from schools budget to high needs block then the only way to balance out some of the growing deficit may be by reducing the funding to the children with EHCPs. This was not reduced last year so the 5k the school has set aside to prepare for this possibility is still in the budget. NB's viewpoint is similar to many headteachers in the county and although there is a shared desire to support children with additional needs and recognition of the pressure the LA is under, the issue is one of inadequate funding for SEND at a national level she does not feel giving 0.5% of the school budget will make a difference to the provision for children but will simply mask the real issues of funding for schools. The consultation is open until 22 October and NB feels the request for 0.5% should be refused. A governor asked what is happening in other local authorities. NB stated that nationally headteachers are saying 'no'. LA SEN budgets are going further into deficit which then has to be requested to be wiped off by DfE because in some authorities the deficit in the high needs block is bigger than the entire education budgets. NB explained details about the code of practice being changed and

	<p>increased responsibility from age 19 to 25, so the funds had to be stretched to cover an extra 7 years. After thorough discussions Governors agreed that the request to transfer 0.5% of the school's budget to the LA should be rejected.</p> <p>Governors also formally approved the virements in the budget.</p>
7	<p><b>Governance matters</b></p> <p>Governors reflected on how the new system has worked over the past year and deliberated the options and agreed that the Circle Model has been successful. This is a more holistic approach as it allows all governors to be involved in all areas of discussions and matters and all governors have access to the same information. PC feels it works as link governors are taking responsibility of their own allocated areas and are providing good quality reports to the rest of the governing body. It was agreed that the Circle Model will therefore be continued.</p> <p>Governors discussed and approved the following:</p> <ol style="list-style-type: none"> <li>a. <a href="#">Code of Practice</a></li> <li>b. <a href="#">Standing Orders</a> – no substantive changes apart from the possibility of having a second vice chair</li> <li>c. <a href="#">Delegated decision planner</a> a governor questioned the possibility of using this as a template for auditing our own governance.</li> <li>d. <a href="#">Annual Planner</a> – This will need to be revisited, some items were paused due to the pandemic.</li> </ol> <p><b>Action: NB and Chair to meet to discuss items that can be moved forward.</b>  <b>Action:</b> move SEND to July meeting to allow it to be reviewed in time to publish on the website in September. A governor asked if it would be possible to base the planner against a traffic light system in order to identify actions completed, pending, priorities etc.</p> <ol style="list-style-type: none"> <li>e. <b>Meeting Dates – clerk to re-share</b></li> </ol>

8

## Appointments to the Governing Body

a. Election of chair

b. Election of vice chair(s)

SR shared that no nominations were received for the Chair position and two nominations had been received in advance for the role of Vice Chair of Governors from PC. PC invited nominations for a Chair position in the meeting. JG self nominated for the Chair role, PC seconded this.

Vice Chair nominations were HT and PC. Governors seconded this. JG proposed that HT would take the responsibility of a standard Vice Chair and PC would support with the handover and lead on recruitment of additional governors and succession planning. All Governors agreed to support this.

c. Appointment of new governors (Dan Ashby) – recommended by HT. PC has met him in the Summer. DA has a background in website designing. NB has also contacted him and is waiting to hear. Governors agreed to formally invite DA to apply subject to the outcome of NB meeting with him.

There is a capacity/need to appoint additional governors over the next year. A governor suggested an election to invite more parent governors, and also is keen to appoint more non parent governors for a shared balance. Another governor seconded this. **Action: PC to draft an advert welcoming both parents and non parents to apply.** A governor asked which skills are being looked for. NB stated procurement and premises are areas where there are gaps and additional support for Safeguarding and Finance would be useful.

d. Appointment to lead governor roles and committees

PC has held one to one meetings with all governors and will share the list of changes. PC will discuss the final list with HT and JG and share with remaining governors. JG would also like to discuss with NB and governors about roles and responsibilities, including finalising a Chair for the Salary and Appraisal committee. NB stated that the Safeguarding remit has grown over the last 5 years and recommended a safeguarding role leading on pupils and another focussed on HR, SCR etc. Also the Visible Learning should come under Teaching and Learning. A governor responsible for catch up would be helpful. Anyone with regular management skills would be welcome.

### Head's Report and SDP Priorities

The Head's report was circulated ahead of the meeting. NB provided an update on changes over the past week which may cause additional challenges. A letter was shared earlier on the day stating the Covid picture is looking challenging with very fast rising infection rates moving into the county. The LA have taken the decision to issue advice to schools. NB referred to the contingency plan to deal with a local outbreak. There are currently no cases recorded in school, however the transmission is rising rapidly in the community and other schools. Some measures have been reintroduced such as face masks and best endeavours around social distancing. A governor asked about the possibility of holding more lessons outside and improving ventilation. NB stated more outdoor lessons requires higher staffing ratios which is a challenge but will encourage more outdoor provision.

The two statutory year groups have spaces which may impact school performance data. Historically we have seen these places filled by children who are new arrivals from overseas and often with limited English. 60% of children achieving age related expectations by the end of that statutory year, especially in KS1. NB warned governors that this is likely to make an impact again this year. In looking at current achievement data a governor highlighted the different rates in achievements, where year 6s have greater success. NB stated that this may be due to the fact that online learning may be more successful with older children. The writing data is particularly low as there has been less writing during online learning and writing is more difficult for parents to support children with compared to reading and maths. Governors discussed issues around pupil premium children and children with EAL and the rate at which they are able to catch up. A governor asked about the approach to setting homework. Much of the homework is app based which a governor stated some parents have mixed emotions about. NB referred to the home learning policy which states that homework should replicate tasks learned in class and focussed on things that need to be practised and repeated such as spellings, timetables and rapid recall tasks in maths, plus home learning projects which are longer term and collaborative. Homework is meant to be relevant and impactful. Parental involvement may be required with tasks such as practicing timetables and reading. After much discussion it was suggested that NB should present thoughts and details on home learning at a later meeting.

SDP priorities – SLT have worked hard to set focussed achievable priorities. The planning process is looking at the baseline. On the upcoming inset day staff will work on drafting out action plans to get from the baseline stage to the aspirational stage by the end of the year. The Extended Leadership Team (ELT) have been monitoring the recovery plan and staff are holding each other to account and checking on progress on priorities. NB suggests linking one or two governors with each SDP target.

10	<p><b><u>Safeguarding</u></b></p> <p>a. <a href="#"><u>Annual safeguarding monitoring report –</u></a></p> <p>The report was circulated ahead of the meeting.</p> <p>NB shared details of a safeguarding incident that took place earlier in the week. There is a risk assessment plan in place for the child. The correct steps were followed by all staff. NB is currently working with police and SEND services regarding support for the child. The incident took a lot of SLT time even with the additional capacity put in. A governor asked whether NB is comfortable that the correct policy and procedures are in place in order to allow staff to respond. NB feels the policy and procedure is robust and working well – NB was not on site during the incident and in her absence, staff knew exactly what to do and the plan was executed successfully. A governor asked how the risk reduction plan in the school compares with other local schools. NB stated that every headteacher in the county is struggling to meet needs of high needs pupils. NB is tenacious in securing SEND input and is planning to meet with the team the following week.</p>
11	<p><b><u>Pay Policy 2020-2021</u></b></p> <p>We are awaiting the model pay policy from our HR provider EPM. The STPCD has yet to be agreed by parliament. This is likely to happen on 11 October. The only change is that teachers will work one day less in the current academic year due to the additional bank holiday. NB also reported that there is currently a pay freeze for all teacher pay scales. The new Early Career Teacher framework was discussed. The NQT program is now called Early Careers and has a two-year induction period with additional mentoring requirements for teachers in Y1 and Y2 of their career</p>
12	<p><b><u>Parent survey results July 2021</u></b></p> <p>RK provided a summary of results which were circulated ahead of the meeting. <b>Action: Clerk to share results and survey with all governors.</b> A governor asked what the school is doing to restore emotional and social wellbeing. NB stated that this is already embedded in the work being done to develop learning dispositions and the work of the well-being TAs <b>Action: PC to draft a paragraph for the newsletter to thank parents who completed the survey.</b></p>

13	<p><b>Policies</b></p> <p>Governors reviewed and ratified the following policies:</p> <ul style="list-style-type: none"><li>● Medicines in School</li><li>● SEN Information</li><li>● SEND Policy</li><li>● Safeguarding</li><li>● Charging and Remissions Policy</li></ul> <p>(removal of charge for private school references only change)</p>
14	<p>AOB</p> <p>None</p>
15	<p>Close</p> <p>The meeting closed at 9.00 pm</p>