

Morley Memorial Primary School
Minutes of the Full Governing Body Meeting
Thursday 24 February 2022

The meeting started at 7pm and was quorate.

	AGENDA ITEMS
1	<p>Welcome and apologies for absence</p> <p>Governors in attendance: Nikki Brown (NB) (Head Teacher)</p> <p>Jonathan Gorrie (JG) Chair; Tom Knowles (TK); Caroline Louth (CL); Ruth Kershner (RK); Hilary Toulmin (HT); Verity Motskin (VM); Dan Ashby (DA)</p> <p>Guest: Tim Fox (TF) Clerk: Cheryl Kuit (CK)</p> <p>Apologies were received from Pip Wilson and Philip Colligan, due to illness.</p>
2	<p>Notice of any other business</p> <p>JG acknowledged the challenging circumstances for the staff and SLT team during the last half term due to COVID-19 related absences and ongoing staff vacancies. He extended thanks to NB and her staff, on behalf of the GB.</p>
3	<p>Declarations of interest relating to items on this agenda</p> <p>Governors confirmed that they had completed their Declaration of Interest forms on the Google platform. No declarations were made for any of the items at this meeting.</p>
4	<p>Correspondence</p> <p>None</p>
5	<p>Minutes and matters arising</p> <p>Governors reviewed and approved the minutes, and discussed actions from the meeting held on 2nd December 2021. NB confirmed that the minutes would be published on the website.</p>

6

Finance

6a. Finance Summary – the School Business Manager, Tim Fox shared his report with governors ahead of the meeting, and had discussed the details with finance link governors VM and CL earlier in the week. Variances were as previously reported, COVID-related income continued and income from lettings was increasing as new groups hired the school for their activities. Temporary office support was in place with an agency member of staff and for the SBM with remote finance input. The interim site manager was working on the premises maintenance plan and securing quotes to be able to schedule tasks for the summer term.

TF reported that funding was expected to be £30k less for the next academic year and was reflected across Cambridge city due to falling rolls. CL added that energy costs were currently under budget and the underspend in staffing costs continued, due to unfilled key positions. However, some expenditure was increased as the school had to buy-in services, which was more expensive in the long run. VM said that recruitment and retention would be the next focus, as discussed in more detail in item 8.

Governors asked about the potential impact of the global increase in energy costs, and Smart meters. TF informed that there would be an LA meeting in the next week with ESPO to give an energy update for schools. He was also looking at the advantages of installing Smart meters and would advise governors of his findings.

JG reported that this format for reporting was much improved and suggested another comparison column that TF agreed to add for the March meeting showing the original budget figure

ACTION: TF to adjust summary forecast boxes as discussed.

6b. Business Management Review – TF and governors discussed the way forward to run the tender process for both the catering and cleaning contracts, to separate them or commit to tender at the same time. Governors were mindful of the volume of work and the reduced capacity of the Finance team. TF said he would get more comparison figures around fixed costs, expected staffing numbers and available discounts from the procurement companies.

ACTION: TF to present more detail at the next meeting to allow governors to decide the course of action for each tender, the timescale for notice periods and the procurement consultant to appoint.

Governors thanked TF for his report and he left the meeting at 7.35pm.

7

Governance Matters

7a. Meeting Dates – Governors had seen the scheduled dates and approved them with one correction, Thursday 7 July 2022.

7b. Training – DA reported that he had booked Part I of the Onboarding course and asked if another governor would partner him for Part II later in the year. NB added that the training link to LA-run courses was included in the papers. Governors discussed the cost of training, Prevent duty training, Safeguarding and modules related to their monitoring areas. NB suggested that the next Safeguarding training be added to the front of a FGB meeting.

ACTION: Chair and NB to schedule FGB Safeguarding training and advise.

RK asked about the NGA Learning link and weekly Newsletters.

	<p>ACTION: NB to check everyone has access to the NGA learning modules.</p> <p>7c. Election of Parent Governor update – JG and NB suggested that in PC’s absence, continuing Office vacancies and the lack of a Clerk, the election process should be put on hold for the time being.</p> <p>Governors agreed to delay the Parent Governor election.</p>
8	<p>Headteacher’s Report</p> <p>Governors noted the new dashboard format, the contents of the Headteacher report and discussed:</p> <ul style="list-style-type: none"> ● The impact on pupil numbers of both Brexit and travel restrictions. 5-year projections were for numbers on roll to fall further, impacting finances and affecting end of key stage data. ● The high numbers of SEND and EAL students, the differences in impact on resources across the school, the financial cost of both and the high ratio of boys in Reception. Over 40 languages had been recorded in the school community, whilst buddies could be put in place in some cases it was more difficult as there may be no other child in the class or year group or member of staff who spoke the language ● The measures in place post COVID-19 restrictions. NB said that there would be an LA briefing for Headteachers around rights to refuse entry to symptomatic students and staff and other concerns that were not yet addressed as the guidance from the DfE had not been published. The outstanding order for Lateral Flow Tests had been cancelled centrally. Infections and re-infections continued in the school community, which caused anxiety for families and persistence absences for vulnerable students. ● Recruitment and the challenges to fill vacancies, especially in the office. NB was working to review Job Descriptions in detail to regrade where possible to offer a salary more in line with local employers and academies. The Finance Officer role would be repositioned as a full time job instead of TTO and paid accordingly. JG said the expected impact on the budget would account for an extra £6-£10k, but felt that variances in other areas of the budget could offset much of that. Governors were in support of the review and NB had recruitment advertisements ready to go live. Governors discussed the use of LinkedIn and setting up a school account so the adverts could be posted there also. <p>ACTION: DA, VM and NB to include LinkedIn account link on website when set up.</p> <ul style="list-style-type: none"> ● After School Club. NB reported that staffing concerns prevented progress with this and plans were paused until there was more certainty around recruitment, capacity in the team and stability in absences. ● PP/Disadvantaged pupils. Governors asked what impact was being seen by the rises in the cost of living. NB reported that £3.6m had been awarded by the LA to continue the provision of meal vouchers and activity clubs to support families during holidays. Discussion followed on school support for families without access for public funds. ● Diversity and scrutiny of the curriculum for representation. NB reported that staff had carried out diversity audits of their lessons and materials used. Governors discussed the lack of diversity on the GB and measures they should

be employing to counter that. The Parent Governor process could be used to ensure publicity notices and the advert reached all parents and solicited nominations from a cross section of them.

ACTION: PC to be asked to incorporate targeted advertising when the Parent Governor election process goes live and link with DA as necessary.

- Outcomes. NB had shared the detail with governors and highlighted that there had been 138 hours of small group tuition delivered. She said that all gains in attainment were to be celebrated.

9	<p>School Development Plan</p> <p>JG suggested this item be carried over to the March meeting and NB added that the staff working groups were meeting 10th March. The plan would be ready for the 17th. ACTION: NB to upload the SDP for governors as soon as reviewed and ahead of the next meeting.</p>
10	<p>Website</p> <p>DA and NB had met to review and update the website, and plan for future works to modernise it without completely commissioning a rebuild. DA reported they would update the theme, archive older content and raise the profile of the Recruitment page. ACTION: Governors to look at the school website regularly to track the changes.</p>
11	<p>Agree Term Dates 2022-23 and INSET Days</p> <p>NB reported that the term dates were as set by the LA and that the INSET dates were scheduled by the school to minimise inconvenience to both staff and parents. She hoped that the School Conference Day in June would take place on site rather than remotely. Governors agreed the term and INSET dates for 2022-23.</p>
12	<p>Governor Visits</p> <p>NB reported that COVID-19 had prevented many visits from taking place across the term and since the last meeting. In line with the Governor Visits Policy, she asked that requests to meet with staff come directly to her JG also noted the importance when online meetings were being set up to note workloads and out of hours working. As soon as it was feasible, NB would welcome on site visits. Governors appreciated that it was better to visit the school in person but would continue to support the school online for the moment.</p>
13	<p>Policies for approval</p> <p>The reviewed policies were circulated ahead of the meeting. NB reported that they had been updated but had not been affected by any legislative changes. Governors asked if the previous discussion about EAL students had an impact on the Equality Policy, and how they could evaluate changes between one year's policy and the new one. Governors discussed the guiding principles of the policies and the use of review boxes to easily track changes.</p> <p>Governors reviewed and approved:</p> <ul style="list-style-type: none"> a. Equality Policy b. Appraisal and Capability Policy c. Attendance Policy

14	<p>AOB</p> <p>NB reported on the death of the Caretaker, Stuart Turnock, before the half term, following a period of illness absence. She added that his family were appreciative of the support from the school.</p> <p>The next meeting will be on Thursday 17th March at 7pm.</p>
	<p>Close</p> <p>The meeting closed at 9pm.</p>