## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on 11 September 2023 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Julie Hardaker  Reena Sharma  Ali Archbold  Angela Walker | Joanne Wood (Headteacher)  Julia Britton  James Stott  Dee Odesola (arrived at 6:35pm) |
| **IN ATTENDANCE** | Kathy Houseman | Clerk, Governor Support Service |
|  | Debbie Smith - Assistant Headteacher (AHT) | Associate Member |
|  | Kevin Precious – Assistant Headteacher (AHT) | Associate Member |

**The Agenda was taken out of order for Item 3**

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01  1.02 | The Chair welcomed all governors and associate members to the meeting.  Apologies for absence were received and accepted from Susan Gilbertson, Candy Evans and Rebecca Passley. |  |
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| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01  2.02  2.03  2.04  2.05 | Claire Skeet’s (former Chair and Co-Opted Governor) term came to an end on 31/8/23. The Governing Body invited Claire to remain on the Governing Body for a further 4 years until 31/08/2027 – she accepted.  Julie Hardaker’s term is also due to come to an end very shortly so the Governing Body invited Julie to remain for a further 4 years until 31/08/2027 – she too accepted.  The Headteacher said that she would update the ‘Get Information for Schools’ Governor Section with the new details.  It was acknowledged by the Chair that there was one vacancy for a co-opted governor, however, it was decided that there would be no active recruitment taking place at this time as the Body has good capacity. | **Headteacher** |
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| **3.00** | **ACADEMISATION AND FOLLOW UP DISCUSSION** |  |
| 3.01 | To be discussed later in the meeting. (Waiting for a governor running late to join the meeting.) **See later in the minutes.** |  |
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| **4.00** | **DECLARATION OF INTERESTS** |  |
| 4.01 | All governors and associate members present were asked to sign the declaration of interest forms and pass back to the Headteacher who would arrange for the school’s website to be updated with any new information. Forms for those not present would be chased up by the Chair (Rebecca Passley, Susan Gilbertson and Candy Evans to sign). | **Headteacher**  **Chair** |
| **5.00** | **ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE** |  |
| 5.01 | The Clerk conducted the election of the Chair and the Chair conducted the election of the Vice Chair. |  |
| 5.02 | Claire Skeet was nominated for the position of Chair. There were no other nominations and Claire left the room whilst governors discussed the nomination and a vote took place. |  |
| 5.03 | **Resolved:**   * That the term of office of the Chair would be for two years, to run until the first meeting of the academic year 2025/26. * That Claire Skeet was elected Chair of the governing board. |  |
| 5.04 | Julie Hardaker was nominated for the position of Vice Chair and left the meeting whilst governors discussed the nomination and a vote took place. |  |
| 5.05 | **Resolved:**   * That the term of office of the Vice Chair was to run for two years, until the first meeting of the academic year 2025/26. * That Julie Hardaker was elected Vice Chair of the governing board. |  |
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| **6.00** | **CONFIRMATION OF CODE OF CONDUCT** |  |
| 6.01 | The Code of Conduct was circulated prior to the meeting and reviewed by governors. |  |
| 6.02 | **Resolved:**   * That the Code of Conduct was approved and adopted. * Governors present signed a copy of the code of conduct during the meeting for retention in school and the Chair would obtain signatures from absent governors. | **Chair** |
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| **7.00** | **AGREE METHODS FOR PARTICIPATION IN MEETINGS** |  |
| 7.01 | The board discussed which methods of participation in meetings would be acceptable. |  |
| 7.02 | **Resolved:**   * That the preferred method of participation in meetings was for governors to attend face to face, although participation via virtual methods would be permitted in exceptional circumstances. |  |
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| **8.00** | **AGREE TERMS OF REFERENCE** |  |
| 8.01 | Governors discussed the updated document ‘Committee Terms of Reference 2023-24’ a sample of which had been circulated for review prior to the meeting. |  |
| 8.03 | **Resolved:**   * That the model terms of reference be adopted. * That all powers that could be delegated to committees were delegated. * That authority was delegated to the Resources committee to approve the budget and fully brief all governors at the next FGB Meeting. * That authority was delegated to the Headteacher to appoint staff members, with the exception of the appointment of any senior leaders including an Assistant or Deputy Headteacher and new Headteacher. |  |
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| **9.00** | **CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP** |  |
| 9.01 | Governors reviewed the committee structure and committee membership. |  |
| 9.02  9.03  9.04  9.05  9.06  9.07  9.08  9.09  9.10  9.11 | **Resolved:**   * That the following committee structure and memberships was confirmed. * It was agreed to keep the existing four committees and Chairs. * That a clerk for committee meetings would be provided by Governor Support.   **Teaching and Learning Committee:**  Julie Hardaker (Chair)  Joanne Wood (Headteacher)  Ali Archbold  Rebecca Passley  James Stott  Kevin Precious (Associate Member)  **Resources/Finance:**  Claire Skeet (Chair)  Julia Britton  Dee Odesola  Joanne Wood (Headteacher)  Kelly Moore (SBM)  Debbie Smith or Kevin Precious (AHTs – Associate Members)  **Pupil Support:**  Julia Britton (Chair)  Candy Evans  Susan Gilbertson  Reena Sharma  Angie Walker  Joanne Wood (Headteacher)  Debbie Smith (Associate Member)  **Pay/Personnel:**  Reena Sharma (Chair)  Claire Skeet  Angie Walker  Joanne Wood (Headteacher)  Debbie Smith or Kevin Precious (AHTs – Associate Members)    Resources/Finance – Claire Skeet to Chair  Pay & Personnel – Reena Sharma to Chair  Pupil Support – Julia Britton to Chair  Teaching & Learning – Julie Hardaker to Chair.  **Resolved:**  It was agreed that committee chairs continue to be elected by the Full Governing Board at the first meeting of the year.  **Resolved:**  It was agreed that Associate Members assigned to committees have voting rights within committees but not at FGB Meetings.  Agree a Pay Committee – it was agreed that it would be decided if needed.  Agree a Pay Appeal Committee – it was agreed it would be decided if needed. |  |
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| **10.00** | **GOVERNORS WITH SPECIFIC MONITORING DUTIES** |  |
| 10.01  10.02  10.03 | Governors discussed their involvement and the approach to future monitoring activity, paying particular attention to aspects which were a feature of school improvement plans.  **Resolved:**  That governors take specific responsibility for monitoring the following areas:   * Child protection and safeguarding – J Britton & S Gilbertson * Attendance – a national priority and Ofsted focus – assigned to Pupil Support Committee * Special Educational Needs and Disability (SEND) – J Hardaker and R Passley * Early Reading and Phonics (a priority in Leeds) – A Walker & J Hardaker * English (including Reading) – J Britton and A Archbold * Children looked after – this comes under Safeguarding - J Britton and S Gilbertson * Online Safety (including Filtering and Monitoring) – assigned to Pupil Support committee * Complaints – Claire Skeet (Chair FGB) with available others * Early Years Foundation Stage (EYFS) – A Walker and S Gilbertson * Equalities – to be dealt with by the PS committee * Government grant funding – Pupil Premium – J Hardaker & D Odesola PE and Sports premium - C Skeet * Training governor – K Precious * Health & Safety – this is a key area for monitoring and accountability - to be dealt with by Resources committee * Maths – T & L committee * Wellbeing – pupil– to be dealt with by the PS committee, and staff and Headteacher – Pay and Personnel committee * Performance Management – to be dealt with by the P&P committee * Pupil Behaviour and relationships – delegated to PS committee * Website – delegated to the FGB * PE – to be looked at by the T&L committee * Performance Data – to be looked at by the T&L committee * GDPR – delegated to the Resources committee * RSE – to be looked at by the PS committee   It was also agreed to list the School Development Plan priorities and which committee they sit under:  Metacognition – Teaching & Learning  Computing – Teaching & Learning.  Writing – Teaching & Learning  Physical Activity – Pupil Support  Governor Days – the following governor days had been arranged:  Tuesday 21 November 2023 – first governor day  Wednesday 28 February 2024  Friday 14 June 2024 |  |
| **11.00** | **DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS** |  |
|  | **Resolved:**   * That authority be delegated to the Headteacher or Assistant Headteacher to vire sums of up to £2,000 and for contracts up to the value of £5,000 * That signatories for authorisation of orders and invoices be approved as follows:   Orders: Joanne Wood  Invoices: Kelly Moore, Emma Chadwick  Petty Cash: Has now been closed down   * That the local authority’s financial procedures in The Leeds Scheme for Financing Schools be adopted * That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds, e.g., school fund. (There were currently no unofficial funds). |  |
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| **12.00** | **ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER** |  |
| 12.01 | **Resolved:**   * It was agreed that C Skeet (Chair), R Sharma and J Hardaker would conduct the performance management of the Headteacher. * Richard Elstub, External Advisor would be asked to be the independent person to assist governors in conducting the performance management of the Headteacher and a date would be agreed. * That the high level performance objectives of the Headteacher would not be shared with governors. |  |
| 12.02 | The performance management of the Headteacher was completed in July and the Headteacher would contact RE to put in a mid-term and end of year review. |  |
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| **13.00** | **MINUTES OF THE LAST MEETING** |  |
| 13.01 | **Resolved:**   * That the minutes of the meeting held on 26 June 2023 be agreed as a correct record and the Chair be authorised to sign them. |  |
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| **14.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 14.01 | **Any other Business (Minute 4.01 refers):** Action closed.  The CEO from Owlcotes Multi-Academy Trust met with the Chair, Julia Britton and School Business Manager (SBM) to further discuss finances linked to academisation. Although the Owlcotes finance officer did not attend, the CEO could answer all questions asked. |  |
| 14.02 | **Behaviour and reporting behaviour (Minute 9.01 refers):** Action ongoing. The Behaviour Policy has been completed in draft form and shared with all staff. An assembly was held to launch the behaviour strategy to the pupils. It will be signed off at the next Pupil Support Meeting. | **Head/Govs** |
| 14.03 | **Governors Training (Minute 9.02 refers):** Action ongoing.  S Gilbertson not present at the meeting to say whether or not she still has problems logging on to training videos. | **SG** |
| 14.04  14.05 | **Governor Development (Minute 9.05 refers):** Action ongoing.  J Britton emailed the updated governor action plan to all governors and was thanked for producing a very good, detailed action plan.  J Britton to add online safety to the action plan. During governor training day, governors to check filtering and monitoring for online safety for staff and children are in place. The action plan to be updated, reviewed and sent to governors. | **JB** |
| 14.06 | **Safeguarding/Child Protection (Minute 12.01 refers):** Actionclosed.The ARM return had been completed and submitted prior to the deadline. |  |
| 14.07 | **Governor Development and Succession Planning (Minute 15.03 refers):** Action closed. Annual letter from the Chair had been sent to all families on the last day of the school term. This is on the website. |  |
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| **15.00** | **PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS** |  |
| 15.01 | The Chair recommended this item be discussed at a separate meeting, date to be arranged and reported at the next FGB meeting. |  |
| **16.00** | **STRATEGIC PLANNING (SEF and SDP)** |  |
| 16.01 | The Chair recommended this item be discussed at a separate meeting, date to be arranged and reported at the next FGB meeting. |  |
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| **3.00** | **ACADEMISATION AND FOLLOW UP DISCUSSION** |  |
| 3.01 | The Chair reported that a follow up meeting was held on 24 July 2023 to update all governors regarding the school’s position on joining Owlcotes Multi-Academy Trust. The vast majority of the Governing Body were present at this meeting. The meeting was attended by the CEO of the Trust who was able to answer all questions asked and the Chair stated that the meeting was very informative and useful. |  |
| 3.02 | The Headteacher commented that school was at a point where all information gathering was complete and they were now at the point where a decision should be made as to whether to join the Trust. There were no further outstanding questions to be answered. |  |
| 3.03 | **Q: A governor asked what timescales were involved?**  A: The Headteacher replied approximately one year after the decision was made to join would be a realistic timescale. If the resolution is passed tonight, and the application goes in straight away, parents / carers could be consulted around January 2024. |  |
| 3.04  3.05 | **Q: A governor asked if parents had any say regarding joining the academy or not.**  A: Parents cannot change the decision but it is about working together. It is their opportunity to ask questions/raise concerns have their questions answered.  Staff are fully aware of the idea and rationale to join Owlcotes and have been advised to speak to the Headteacher/SLT if they have any questions. They all seem to be onboard with joining the Trust and no staff members have approached the Headteacher, SLT or governors with any concerns. Staff have been asked to treat this information as highly confidential and not to speak about it outside of school until a firm decision has been made and the school are ready for parents, carers and others to know. |  |
| 3.06 | **Q: The Chair asked the Headteacher if she had had any more thoughts or questions regarding joining Owlcotes over the summer holidays.**  A: The Headteacher replied that she was still 100% positive about taking the next steps towards being part of Owlcotes and believed it was the right thing to do and the next step forward for the school, pupils and staff. |  |
| 3.07 | The Chair mentioned that the Deficit Budget Plan had been approved on the last day of the school term which was a positive step towards joining the Trust. |  |
| 3.08 | A governor mentioned that it might be better to inform families of their wishes to become part of a MAT in the not too distant future, however the CEO thought it would be better to say nothing at this time. The Assistant Headteacher commented that it would probably be better not to mention anything to families in case the application was rejected. This is something to be discussed as a governor commented that it would not be good if parents were to find out about the school working towards becoming part of a Trust before the school announces it to families as they would like parents / carers to be on board with the decision. |  |
| 3.09 | The Chair asked all governors to vote on Morley Victoria joining Owlcotes Multi-Academy Trust. All governors present agreed that the school should take the next steps towards joining the Trust. Governors who did not attend had emailed the Headteacher confirming they were in favour. |  |
| 3.10 | **Resolved:**   * That Morley Victoria take the next steps towards becoming part of Owlcotes MAT. |  |
| 3.11 | The Headteacher stated the next steps to be taken:   * The Headteacher to send documentation to the CEO – minutes of the FGB meeting, progress measures, conditions survey, attainment and progress over the last three years plus the current budget information. * Start the application to the DfE. |  |
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| **17.00** | **CHAIR’S BUSINESS** |  |
| 17.01 | There was no other Chair’s business to report. |  |
| **18.00** | **ANY OTHER URGENT BUSINESS** |  |
| 18.01 | There was no other business to discuss. |  |
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| **19.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 21.01 | **The next FGB meeting would be on Monday 6 November 2023 at 6pm** |  |
|  | *The meeting closed at 8.05 p.m.* |  |