

# MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Tuesday 6 November 2018 at 7.00pm

MINUTES FOR  
SCHOOL FILE TO BE  
SIGNED BY THE  
CHAIR

## PRESENT

Paul Redfearn (Chair)  
Joanne Wood (Co-Headteacher)  
Casey Barker  
Christine Bell  
Letty Dixon  
David Heaslet  
Emma Papamichael  
Kevin Precious

Julia Britton (Co-Headteacher)  
Ali Archbold  
Ruth Cook  
Catriona Lawrie  
Bhavna Patel  
Graham Poucher  
Claire Skeet



**IN ATTENDANCE:** Margaret Stead (Clerk – Governor Support Service)  
Debbie Smith (Deputy Headteacher)

## 1.00 HEADTEACHER RECRUITMENT

## ACTION

- 1.01 Following recent recruitment to the post of Headteacher, the Chair provided an overview of the process that the candidates had been involved in, which evidenced their individual experience. Governors noted that evidence was also provided from external parties, with advice and support from HR on the process.
- 1.02 The Chair informed the governing body that the selection panel recommended the appointment of Joanne Wood and Julia Britton to the permanent post of Co-Head teacher and asked the governing body to ratify the decision.
- Resolved:**
- That Joanne Wood and Julia Britton be appointed to the permanent post of Co-Head teacher.
- The decision was unanimous. The Chair thanked those governors directly involved in the process.
- 1.03 Governors agreed the recommended pay scale for the new Co-Headteachers, backdated to September 2018.
- [Staff governors and the Deputy Headteacher joined the meeting at this point].*
- 1.04 Julia and Joanne were thanked by the Chair and formally welcomed to the role of Co-Headteacher at Morley Victoria Primary.

## 2.00 APOLOGIES

- 2.01 There were no apologies for the meeting as no governors were absent.

### **3.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS**

- 3.01 Governors noted the need to review the register and each governor completed a governor's interest's form.

### **4.00 ELECTION OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE**

- 4.01 Paul Redfearn was nominated for the position of Chair. There were no other nominations and Paul left the room whilst governors discussed the nomination and a vote took place.

**Resolved:**

- That the term of office of the Chair be for one year, to run until the first meeting of the academic year 2019/20.
- That Paul Redfearn was elected Chair of the governing board.

Paul accepted the role of Chair and reminded governors of his intention to step down from the governing body at the end of this academic year. Governors recognised the need for succession planning and agreed that this needed to be the focus for the meeting.

- 4.02 Election of Vice Chair – deferred to after discussion on membership matters, see below

### **5.00 MEMBERSHIP MATTERS**

- 5.01 The Chair updated governors on the forthcoming changes to governing body membership, with several governors having stated their intention to step down – each for coincidental personal reasons. The following resignations were noted:
- Casey Barker - with immediate effect from this meeting
  - Catriona Lawrie – from end of academic year
  - Paul Redfearn (current Chair) – from end of academic year
  - Emma Papamichael – from end of calendar year
  - Jill Haigh and Lisa Porritt had both stood down at the end of summer term
- 5.02 Governors noted a total of seven vacancies (this including one for a coopted governor previously carried forward), comprising one parent governor and six coopted governors. The Chair suggested the option to consider re-constituting to reduce the size of the governing body from the current 19 governors.
- 5.03 A detailed discussion took place on options for recruitment, during which governors also expressed a range of views on the optimum size for the governing body. Governors ultimately agreed to defer a decision on reconstituting at this stage.

5.04 **Vice Chair** – at this point, the Chair asked if any of the remaining governors wished to stand for Vice Chair and ultimately Chair, as the current Chair was standing down at the end of the current academic year. Options for succession planning were debated, along with the potential for capacity building through the wider Morley Partnership of Schools. Bhavna Patel volunteered to take the role of Vice Chair to the end of the current academic year.

5.05 **Recruitment to the governing body** - governors were informed of several interested parties and the following actions were agreed:

- Chair to meet with potential candidates
- School is to register with 'Inspiring Governance' database
- Review of governance- Chair and Co-Headteachers to contact Governor Support Service to formulate an action plan
- Parent governor recruitment to take place after Christmas

**Chair  
CoHT**

**Chair/CoHT**

**CoHT**

## 11.00 **CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**

### 11.01 **Finance/Resources**

Claire Skeet (Chair)  
Julia Britton  
Jo Wood  
Paul Redfearn  
David Heaslet  
Catriona Lawrie  
Debbie Smith  
Helen Taylor(Clerk)

### **Pupil Support**

Ali Archbold (Chair)  
Julia Britton  
Jo Wood  
Ruth Cook  
Letty Dixon  
Bhavna Patel  
Christine Bell  
Kevin Precious

### **Teaching and Learning**

David Heaslet (Chair)  
Julia Britton  
Jo Wood  
Ruth Cook  
Catriona Lawrie  
Paul Redfearn  
Bhavna Patel  
Debbie Smith  
**Clerk (Governance Support)**

### **Personnel/Pay**

Graham Poucher (Chair)  
Julia Britton  
Jo Wood  
Claire Skeet

11.02 Governors agree that all Committee meetings to start at 6pm.

## 12.00 **GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

12.01 Governors considered the range of monitoring duties and concluded that some should be delegated to committees. The following outcomes were noted:

- Training – Kevin Precious
- Child protection/safeguarding/CLA – Ali Archbold and Letty Dixon



- Health & safety – to Resources Committee
- SEND – Ruth Cook
- Pupil attendance – to Pupil Support Committee
- Performance management – Graham Poucher
- Pupil Behaviour & discipline – to Pupil Support Committee
- Website content – David Heaslet
- Pupil Premium – Claire Skeet
- Equalities – to Pupil Support Committee
- PE & Sports Premium – Kevin Precious
- EYFS – Letty Dixon and Bhavna Patel
- Complaints – Paul Redfearn
- Performance data – to Teaching & Learning Committee
- GDPR – Paul Redfearn & David Heaslet

12.02 The Chair said that he would issue guidance documents to those governors with new responsibilities.

**Chair**

12.03 Governors discussed options for additional monitoring duties which linked into priorities within the School Development Plan. The following monitoring duties were agreed:

- Reading and Phonics – Christine Bell, Letty Dixon & Catriona Lawrie
- Writing – Ali Archbold, Bhavna Patel
- Maths – David Heaslet, Claire Skeet
- PE & Physical Activity – Graham Poucher, Paul Redfearn

12.04 Governor Day – following the success of the previous governor day, the next planning meeting is to take place during February 2019.

## **6.00 MINUTES OF THE LAST MEETING**

### **6.01 Resolved:**

- That the minutes of the meeting held on day 25 June 2018 were agreed as a correct record and the Chair was authorised to sign them.

## **7.00 REVIEW ACTIONS AND MATTERS ARISING**

7.01 Governing board annual statement (minute 4.06 refers): the Chair confirmed that the statement had gone out.

7.02 Governor development (minutes 6.03 and 6.03.1 refer): data analysis training had been arranged with Mark Noblet for 5 December, from 4pm – 5.30pm.

7.03 Governor training on Sharepoint (minute 6.06.1 refers): governors confirmed their use of Sharepoint, following recent training on its use.

7.04 Skills audit completion (minute 6.07 refers): the Chair pointed out that the proposed review of governance would cover this.

7.05 Governor monitoring (minute 12.01 refers): to be discussed under plans for the forthcoming governance day

7.06 Nursery numbers (minute 13.03 refers): figures were outlined as follows: 21 full time equivalent (FTE) and 18 part time places available per session. Current uptake reported in January as 33 FTE and six part time, making nursery full.

## **8.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BOARDS**

8.01 The Code of Conduct was circulated and reviewed by governors prior to the meeting.

### **Resolved:**

- That the code of conduct was approved and adopted.

Governors signed a copy during the meeting for retention in school.

## **9.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE OR VOTE IN MEETINGS OF THE GOVERNING BOARD**

### **Resolved:**

- That no changes would be made to the current face to face arrangements for participation and voting in governing board meetings.

## **10.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**

10.01 This item deferred to the next meeting.

Agenda item ✓ 14 6

## **18.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**

18.01 The Co-Headteachers tabled their report which had been circulated for review prior to the meeting and invited questions. The following points were noted:

18.02

- Attendance – a detailed discussion had taken place at the Pupil Support Committee meeting. Governors noted school's decision not to fine parents for the unauthorised absence of their children due to family holidays taken in term time. Unauthorised absence was reported at 1.9%; however, persistent absence was not high.

8.03

- Attainment – EYFS data showed 72% of the cohort achieving GLD. Governors were informed that at Key Stage 1 the focus was to be on bringing up attainment at greater depth. The

Co-Headteachers pointed out that following Year 6 moderation in writing the children had been held up by the local authority for their exemplary knowledge and preparation.

There were no questions from governors on the Co-Headteachers' Report.

### **13.00 PRESENT UN-VALIDATED END OF YEAR RESULTS**

13.01 Data for EYFS, Key Stage 1 and Key Stage 2, including comparisons to National had been circulated to governors and discussed in detail at the Teaching & Learning Committee.

13.02 Copies of School Outcomes were also distributed to all governors.

### **14.00 SCHOOL SELF-EVALUATION (SEF)**

14.01 The updated SEF had been circulated for review prior to the meeting, showing the following summary of grades:

- Effectiveness of leadership & management – 2
- Quality of teaching, learning & assessment – 2
- Personal development, behaviour & welfare – 1
- The effectiveness of Early Years provision – 2
- Outcomes for pupils – 2
- **Overall judgement – 2**

14.02 A governor commented on improvements to the SEF which usefully went through each of the Ofsted areas and provided evidence.

### **15.00 SCHOOL DEVELOPMENT PLAN (SDP)**

15.01 The new SDP had been circulated for review prior to the meeting. The Co-Headteachers pointed out the focus on basic skills, supported by the re-launched curriculum which had been well received when presented to the Teaching & Learning Committee. Governors also noted details of milestones for each school term, along with an emphasis on evidence of the impact of each aim.

15.02 **NQTs** – The Co-Headteachers highlighted the training for NQTs included within the SDP through mentoring and training to a high standard.

15.03 **Staff** – Pupil Premium audit taking place later in the week, with Safer Working Practice training due to take place for staff on 15 February. An outline of the use of the CPOMS database was given for governors.

15.04 **Resolved:**

- To approve the School Development Plan for 2018/19.



## **16.00 ENSURE THE SCHOOL HAS A CLEAR VISION**

16.01 Governors were informed that the Vision and Values booklet had been tweaked which aimed to look after staff and the Co-Headteachers reported that children within school are well rounded. Governors also noted that within the school SEF behaviour and relations were rated as outstanding.

16.02 **British Values** – attention was drawn to the assembly rota which included team assemblies and incorporated a range of key dates and world events.

## **17.00 HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT**

17.01 The Chair confirmed that he had been through the report on teachers' performance management and confirmed that appraisals for all teachers had been completed. There were no questions from governors.

17.02 The Governors had been asked by the Co-Headteachers to consider a re-structure of the SLT prior to the summer. This followed a Teaching and Learning Review in March which had advised the school to 'build leadership capacity'. A plan had been drawn up for the Governors' consideration and an extraordinary meeting held for any Governors who wished to attend on Thursday 12th July 2018. At the meeting, the Co-Headteachers presented a document that they had prepared to explain the need to re-structure, with benefits and pitfalls. It was agreed at this meeting to advertise and interview internally as there were suitable candidates in-house on account of good succession planning. The Governors received two applications from Mrs Smith and Mr Precious who were asked to do a presentation and have an interview for the post. It was decided that both were strong candidates and, as the budget would permit it for the 2018/19 academic year, that they would both be offered the role temporarily for one year.

17.02.1 The Co-Headteachers felt that the leadership team had been strengthened by this decision and that the school was going from strength to strength. The leadership structure would be evaluated and discussed again in the Spring Term.

## **19.00 COMMITTEE REPORTS**

19.01 The Chair asked that Committee Chairs circulate minutes to governors.

## **20.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER.**

20.01 The performance management of the Co-Headteachers would

**Comm Chairs**

take place on 6 December 2018, with Richard Elstub acting as external adviser.

## **21.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

### **21.01 Resolved:**

- That authority be delegated to the Co-Headteachers to vire sums of up to £7,500 and to enter into contracts up to the value of £7,500.
- That signatories for authorisation of orders and invoices be approved as follows:  
Orders: Julia Britton and Joanne Wood  
Invoices: Helen Taylor, Deborah Hughes, Helen Handley and Nichelle Howson
- 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.

## **22.00 POLICY REVIEW**

22.01 **Teacher Pay policy** – this revised model policy from the local authority was now available to be circulated to governors prior to consideration for approval.

**Co-Headteachers**

## **23.00 GENERAL DATA PROTECTION REGULATION (GDPR)**

23.01 The Chair confirmed that documents would shortly be coming out for signatories.

## **24.00 PUPIL PREMIUM STRATEGY**

24.01 The Co-Headteachers confirmed that this was now on the website.

## **25.00 PE AND SPORTS PREMIUM STRATEGY**

25.01 The Co-Headteachers confirmed that this was now on the website

## **26.00 GOVERNOR DEVELOPMENT**

26.01 **Governor training** – Claire Skeet confirmed that she attended Pupil Premium training.

## **27.00 CHAIR'S BUSINESS**

27.01 None reported.

## **28.00 CLERK'S BUSINESS**

28.01 None reported.



**29.00 ANY OTHER URGENT BUSINESS**

29.01 None raised.

**30.00 DATE OF THE NEXT MEETING**

30.01 The next meeting will be held at school on Monday 11 February 2019 at 7.00pm

The Chair closed the meeting at 9.10pm.

