

MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on 7 February 2022 at 6.00pm

PRESENT

Claire Skeet (Chair)	Jo Wood (Headteacher)
Julia Britton	Emma Robshaw
Julie Hardacker	Reena Sharma
Dee Odesola (virtually)	James Stott
Rebecca Passley (virtually)	Tia Wood

IN ATTENDANCE: Angela Walker (Clerk – Governor Support Service)
Debbie Smith (Associate Member)
Kevin Precious (Associate Member)
Candy Evans (Associate Member)

1 APOLOGIES FOR ABSENCE

1.01 There were no apologies. Two governors were accessing the meeting virtually and the Chair ensured that they could hear and see the meeting.

2 DECLARATION OF INTERESTS

2.01 There were no new declarations of interests made.

2.02 Julia Britton had uploaded the declarations of interest to the website and the Chair had checked the website

3 MEMBERSHIP MATTERS

3.01 The Chair informed governors that Cameron Stevenson had resigned from the governing body. There were vacancies for four co-opted governors and one LA governor position. The Chair asked the Clerk to inform Governor Support Services(GSS).

3.02 The Chair and Emma Robshaw would be looking at governor recruitment once the skills audit had been completed and analysed. There had been a delay from GSS. Emma would be reviewing the advert for the governor sites to ensure that it attracted the right candidates.

3.03 GSS had suggested a potential governor but after initial discussions ,he decided the school was not the right fit. Cameron had suggested a colleague and the Chair would contact him.

3.04 Julia Britton stated that all DBS's were complete and everything had been uploaded to the website. The Headteacher would ensure that the DfE governor data was updated.

3.05 Julie Hardacker informed governors that there was now a gap on the Teaching and Learning Committee. The Chair would temporarily cover. Committees would be reconstituted in September.

ACTION

Clerk

Chair

Head

- 3.06 The Headteacher asked governors to ensure that they wear their Lanyards whilst in school as this was a safeguarding issue. Some governors had visitor lanyards and the Headteacher would ensure that more governor lanyards were ordered.

4 MINUTES OF THE LAST MEETING

4.01 Resolved:

- That the minutes of the meeting held on Monday 18 November 2021 were agreed as a correct record and the Chair was authorised to sign them.

5 REVIEW ACTIONS AND MATTERS ARISING

5.01 Potential Governor candidates (minute 3.02 refers)

Action Ongoing: This had been discussed in item 3. Reena Sharma stated that the parent she had identified had not shown interest.

5.02 Safeguarding Documents (minute 5.01 refers):

Action completed; Debbie Smith had circulated the forms electronically to governors.

5.03 Red corridor (minute 5.04 refers):

Action partially completed; The Water Coolers in KS1 had been installed but could not be used except to fill water bottles. KS 2 water was not good for drinking. The roof in the main building needs replacing in the main building and the cost would be £7,000 for the survey. Discussions were taking place with Leeds City Council about the replacement.

5.04 Skills Audit (minute 5.06 refers):

Action completed. The Chair had contacted Claire Harrison. The skills audit had been done and the Chair was awaiting the analysis from GSS.

5.05 School Development plan (minute 5.11 refers):

Action completed; Julia Britton had drafted a report on the Teaching and Learning Review for parents.

5.06 Governor Day (minute 5.16 refers):

Action completed; The Headteacher had developed an agenda for the Governor Day. Governors thanked the Headteacher for organising the day.

5.07 Staff training PowerPoint to governors (minute 6.03 refers):

Action completed; Debbie Smith had circulated the PowerPoint to governors

5.08 Early Years Framework (EYFS) (minute 6.04 refers):

Action Completed; The presentation had been sent out to all governors. Julie Hardacker, Emma Robshaw, and Dee Odesola

had attended the presentation.

5.09 **PFA events information to governors (minute 7.09 refers):**
Action Completed; The Chair informed governors that the next parent event would be on 24 April for St Georges Day. Other information could be found on the newsletters and the Chair would forward on to governors. There was to be a seasonal swop for world book day costumes. Jenny Northfield was also asking for costumes for numbers day and texts for Book Day so there needed to be coordination of all requests

5.09.1 **A governor asked if the school had the capacity for storage of these items?**

The Headteacher stated that there was storage set aside. Debbie Smith asked governors if they had any ideas of Book Day. It was agreed that parents should have the option of pyjamas or Costumes.

5.10 **Governor Training (minute 13.01 refers):**

Action completed; The latest training courses had been attached by the Clerk. Governors were advised to only sign up for courses that were appropriate and that they would attend and the budget was tight and the school could not afford to waste money.

6 CURRICULUM UPDATE INCLUDING EARLY READING AND PHONICS

6.01 A detailed update on the new reading framework was provided in the minutes of the Teaching and Learning committee. Victoria Mapplebeck who was the lead for Early Reading, Phonics and Spelling had presented the delivery of writing at Morley Victoria, ensuring a consistent approach to the teaching of writing across the school.

6.02 Debbie Smith informed governors that there had been a meeting with Early Years parents about the new curriculum which was full and broad in November. Staff had been trained to deliver the new curriculum. Governors had attended the training and the meeting and had spoken to Subject Leaders and seen the planning documents. The Headteacher stated that there would be further opportunities for this on the Governor Day and the Curriculum had been developed with guidance from external consultants such as Richard Elstob and Andy Taylor.

6.03 The Headteacher had circulated the document SEN Access to Extra Curricular Sessions to governors. She stated that this was a work in progress and she wanted governor feedback. Many children were engaged in extra curricular activities and the Headteacher wanted to ensure that they were as inclusive as possible. Governors discussed the practicalities of making some sessions more inclusive and the costs associated with this. It was

agreed that the intention was good and supported by governors but further thought was needed to ensure the visibility and sustainability for SEN children.

6.04 **A governor asked if a decision had been made about the Phonics scheme?**

Debbie Smith responded that the Letters and Sounds scheme was not validated by the DfE . They had subscribed to the Bug Club phonics book scheme and would be trialling this in school before deciding. They would not be throwing out anything that had been tried and tested and worked. Training for staff on phonics was scheduled for the summer term.

6.05 **A governor asked if there was an Early Years Governor?**

The Early Years Foundation Stage had been delegated to the Teaching and Learning committee. Julia Britton and Julie Hardacker were focusing on Early Reading.

6.06 Governors were informed that there would be a deep dive into Reading on 14 June 2022. It was agreed that Julia Britton and Tia Wood would attend as Julie Hardacker had given her apologies. Debbie Smith would send out the Action plan and invite to those governors attending.

D Smith

7 BEHAVIOUR AND DISCIPLINE

7.01 A detailed update on pupil behaviour had been provided in the minutes of the Pupil Support committee.

7.02 The Behaviour policy and the child version were on the website.

7.03 Governors were informed that Jenny Northfield had presented information on attendance and behaviour to the committee. Behaviour was good and the Headteacher stated that there were no exclusions.

7.04 Clair Skeet and Julie Hardacker had carried out simple interviews with staff which had included staff wellbeing and pupil behaviour.

7.05 Reena Sharma told governors that she had interviewed children from every year in their role as Anti Bullying Ambassadors. The children had been very professional and knowledgeable. She had made notes which she had passed on to the Headteacher.

8 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES

8.01 The Priorities were:

- Writing, stamina, and spelling
- Vocabulary development
- A Whole Child Approach
- Becoming an effective learner

- The curriculum.

8.02 The writing process had been explained at the Teaching and Learning committee meeting and governors would be able to see it in practice on the Governor Day on 2 March 2022.

8.03 The Whole Child Approach which had previously been presented to governors and staff would be presented to parents on Thursday 9 February 2022.

8.04 The Headteacher outlined the plan for the Governor Day and governors were allocated.

- Gates; Reena Sharma and Claire Skeet
- Attendance; Reena Sharma and Rebecca Passley
- SCR and Recruitment; Emma Robshaw and Julia Britton
- English (Writing etc); Julie Hardacker
- Bug Club progress ; TBA
- SEN child observation; TBA
- Focus Reading; Julia Britton
- Quizzes SDP ; TBA
- Lunch with Children ; TBA
- Interviews with staff ; Julie Hardacker and Claire Skeet

8.05 Governors would confirm their availability for the day to the Headteacher.

Governors

9 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

9.01 Governors expressed their thanks to the Headteacher for a very comprehensive report. It had been enjoyable to read and outlines a great depth of activity in school.

9.02 A governor asked if the Assistant Headteachers had read the report?

The Headteacher stated that they had proof read it and added some information. The School Business Manager (SBM) would also be proof reading it before being circulated further.

10 COMMITTEE REPORTS

10.01 Resources committee discussed the School Budget and the review with the Finance Officer. The budget had gone through the budget line by line, and the Chair told governors that the budget was tight as the carry forward had been used and it was within £10,000 of an overspend. The Main challenge was staffing and Covid and planned sickness which was not covered by insurance.

10.01.2 A governor asked if absences were high?

The Headteacher stated that there had not been any children off since the previous Tuesday. A staff member was self-isolating, and staff had been moved around as supply staff were not used as this was best for the children and although cheaper was not cost free.

- 10.01.3 **A governor asked if staff got their free time back?**
The Headteacher stated they would if possible. It was planned that Debbie Smith and Kevin Precious were covering to allow subject leaders time out for planning. Julia Britton had sent a letter to staff thanking them for their hard work and efforts in keeping school going.
- 10.01.4 The Chair stated that the Schools financial value standard (SFVS) was been progressed and would be ready for submission by the end of March.
- 10.01.5 The Annual inspection of premises and grounds had taken place and an action plan had been developed.
- 10.02 The Teaching and learning committee had presentations on Writing and Early Reading, Phonics and Spelling. There would be a deep dive into writing on 16 March 2022 by Andy Taylor.
- 10.02.1 The following policies were approved by the teaching and Learning committee:
- Volunteer Policy
 - Health and Safety Policy
 - Nursery Policy
 - Basement Buddies Behaviour policy
 - Basement Buddies Attendance policy
- 10.02.2 The Headteacher's report had been discussed in relation to assessment, pupil progress and interventions. The impact of the catch-up tutor was discussed. There was a 15-week block of interventions tailored to a child's needs. These would be reviewed after seven weeks to assess the impact. Year 6 children had been completing past papers and their results were improving.
- 10.02.3 The quality of teaching was good or better and the Early Career teachers (ECT) were doing very well . Alwoodley and Birchfield had visited school to undertake a peer-to-peer monitoring role Morley Victoria would be reciprocating.
- 10.02.4 Governors attended the PHSE deep dive feedback by Andy Taylor, on the 26 January which was very positive .
- 10.02.5 Governors also discussed the Early Years baseline assessment and the Early Years curriculum. The SEF and SDP had also been circulated and discussed and all statements matched the Ofsted Framework.
- 10.3 The Pupil support committee had a presentation on attendance by Jenny Northfield. Governors were informed that Covid absence was now counted in the percentage of absences. Attendance was

95.4% and the national average was 88%. The average in Leeds was lower.

10.03.1 A governor asked if the letters to parents could show how many days counted as the percentage shown?

The Headteacher stated that the information was on the website and the SIMS printout highlights the sessions missed as half days.

10.03.2 A governor asked if the covid absences had been removed from the 100% attendance?

The Headteacher stated that covid was now counted and as she had not wanted to penalise children so did not have an assembly but had sent out congratulation postcards. Pupil Premium children attendance was 95.6%. There were 13 children who were persistent absentees. There had also been an increase in holiday requests. Procedures had been updated.

10.03.3 There was also a discussion on a new management system ARBOR which the school would be trialling.

10.03.4 The Safeguarding Audit had been successful and the actions identified had been completed. Governor training was now booked. Debbie Smith had completed training on the Supervision of inclusion staff.

10.03.5 Julia Britton and Claire Skeet would be reviewing and completing the Single Central Register (SCR) and The Annual Safeguarding return(ARM).

**J Britton
C Skeet**

10.03.6 Staff wellbeing was discussed and the Headteacher was trying to give the gift of time to staff if possible.

10.03.7 School food and milk was been delivered to eligible children and the food standards were compliant. The new oven had a significant impact on the variety of food been served.

10.03.8 The Following policies had been reviewed and approved:

- Asthma Policy
- Home School Agreement
- Medical Administration Policy
- Nut Policy
- Knives and Offensive weapons Policy
- Transgender procedures
- Food Policy

10.03.9 The Headteacher stated that she would be resending the Home and School agreement out to parents as there had been some issues on social media.

Head

10.04 The Pay and Personnel committee discussed the Staff interview

feedback. The main issue was work life balance.

10.04.1 The performance management mid-year review of the Headteacher would take place on 15 March. The Headteacher had circulated the documents. Julie Hardacker, Reena Sharma, Claire Skeet and Emma Robshaw would form the panel with advise from Richard Elstub

10.04.2 The Following policies had been reviewed and approved:

- Disability Policy
- Equality and Diversity policy,

The Headteacher was working on The Directive time policy for staff and the Equality Impact assessment would be ready for the next committee meeting.

Head

11 POLICY REVIEW - SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

11.01 The Headteacher had sent the SEN Access to Extra Curricular Sessions document to governors (see minute 6.03)

11.02 Julie Hardacker had reviewed the policy and Julia Britton would be circulating the SEND report in March.

J Britton

11.03 Governors had a further discussion on the practicalities on funding support staff for extra curricular activities. One to one support could not be guaranteed for a six-week block for an activity. They would also need to be individual risk assessments and would be based on children's interests.

11.03.1 **A governor asked if the activities were all after school?**
The Headteacher stated that at the moment they were as the lunch time was still been split to provide more social distancing.

11.03.2 **A governor asked how many clubs were on offer?**
The Headteacher stated that there was one activity per school night.

11.03.3 **A governor asked how many children would this affect?**
The Headteacher responded that 11 children were funded but there were more who would require one to one support.

Resolved:

That Governors agreed children could access one club per week.

11.03.4 **A governor asked if this included Basement Buddies?**
Basement Buddies was not a club but child care and would not be included.

11.03.5 **A governor asked if parents would receive funding or benefits to pay for the one to one or do the Cluster support this?**
The Cluster would not support and some children may be able to

fund one to one support for extra curricular activities or the parent may provide this. The problem would be getting the person to do one to one support.

- 11.03.6 The Headteacher agreed to rewrite the document and send the draft out to governors before going out to parents. She stated that a clear procedure was needed.

Head

12 SAFEGUARDING/CHILD PROTECTION

- 12.01 It has been confirmed that completion of the annual Section 175/157 Child Protection Compliance Return would be completed by Julia Britton, who would check the supporting evidence available to verify the return was an accurate representation of safeguarding arrangements in school and it would be submitted by 03 June 2022.

J Britton

- 12.02 Julia would provide a report on Safeguarding to the Full Governing Body meeting on 27 June 2022.

**Summer
FGB**

13 SCHOOL UNIFORM

- 13.01 The Headteacher confirmed that

- Morley Victoria keep the use of branded items to a minimum.
- The school's uniform policy was published on the school's website and had been reviewed in the Pupil Support committee.
- Uniform supplier arrangements gave the highest priority to cost and value for money
- Morley Victoria ensures that second-hand uniforms were available for parents to acquire by having seasonal swaps for uniform and costumes .
- The Inclusion team store spare uniforms for families in need.

14 PRESENT THE SCHOOL CALENDAR FOR THE NEXT ACADEMIC YEAR

- 14.01 Governors were informed that the local authority set the calendar. The Headteacher would be firming up the dates of training days after half term. She was also working on a draft staffing plan.

- 14.02 the 2021-2022 school year had been shortened by one day to consider the additional bank holiday for the Platinum Jubilee. Morley Victoria would be closing for the summer break on Tuesday 26 July 2022. The training day was moved to December 2021.

15 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

- 15.01 The website had been reviewed by Julia Britton . She asked governors to review their areas of responsibility.

- 15.02 The Clerk would send a website checklist to governors.

Clerk

- 16 REPRESENTATION DURING THE SATS PROCESS**
- 16.01 The Headteacher informed governors that the SAT's week commenced on 9 May 2022. Governors were needed Monday to Thursday to oversee the process and ensure that procedure was followed. She outlined the process for new governors. Only one governor would be needed at each session.
- 16.02 Tia Wood, Dee Odesola, Rebecca Passley and Julie Hardacker volunteered. Renna Sharma and Claire Skeet had children who would be taking the tests and so it would be inappropriate for them to take part. Governors would email the Headteacher with their availability.
- 17 WHISTLEBLOWING POLICY**
- 17.01 The Updated Whistleblowing Policy had been circulated to governors.
Resolved:
- That governors had reviewed and approved the Updated Whistleblowing Policy.
- 18 EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT**
- 18.01 The training action plan would be reviewed when the skills Audit analysis was received.
- 18.02 The Chair told governors that the GSS training programme had been sent out by the Clerk , it was important to target training to what was needed and there was opportunity for free training as well. Julie Hardacker commented that she had attended the Q&A sessions held virtually on a Friday lunchtime which had been very useful.
- 19 CHAIR'S BUSINESS**
- 19.01 There was no Chair's business to discuss
- 20 CLERK'S BUSINESS**
- 20.01 The clerk highlighted the updated Governor development programme, the governor monthly newsletter and articles and guides on Leeds for Learning.
- 21 ANY OTHER URGENT BUSINESS**
- 21.01 The Chair and Headteacher would be discussing changing the date of the next Full Governing Body meeting to ratify the Budget as it needs to happen after the meeting with the Finance Officer.
- 22 DATE AND TIME OF NEXT MEETING**
- 22.01 The next meeting would be on Monday 23 May 2022 . This had been changed from 9 May.

**Governors/
Head**

Chair

The Chair closed the meeting at 8.04pm