

**MINUTES FOR  
SCHOOL FILE TO BE  
SIGNED BY THE  
CHAIR**

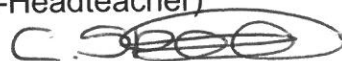
**MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD**

Minutes of the meeting held on Monday 21 October 2019 at 6.00pm.

**PRESENT**

Claire Skeet (Chair)  
Else Burton  
Letty Dixon  
Graham Poucher  
Leyla Saxton

Julia Britton (Co-Headteacher)  
Joanne Wood (Co-Headteacher)  
Ali Archbold  
Julie Hardaker  
Bhavna Patel  
David Heaslet



**IN ATTENDANCE:** Angela Walker (Clerk, Governor Support Service)

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**1.00 APOLOGIES**

1.01 Apologies for absence were received and accepted from Chris Pratt., Kelly Bentley, Ruth Cook, Debbie Smith and Kevin Precious.

The Chair welcomed back David Heaslet .

**2.00 DECLARATION OF INTERESTS**

2.01 The Declaration of Interests form had been circulated prior to the meeting. Governors completed and signed the form. Actions were allocated to the Headteacher to remind absent governors to return their completed forms and to update the website.

**3.00 ELECTION OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE**

3.01 Claire Skeet was elected as the Chair of Governors for a term of one year from the 24 July 2019.

3.02 Leyla Saxton was elected as the Vice-Chair for a term of one year from the 24 July 2019.

**4.00 MEMBERSHIP MATTERS**

4.01 Leyla Saxton had undertaken an audit of existing governors in order to highlight any skills gaps. She explained to governors how the matrix worked. The audit had been anonymised and rated the skills and knowledge 1 (poor) to 4 (excellent).

4.01.1 The last bar of the matrix showed the cumulative skill and knowledge of the governing body. Any area rated green showed strength in that area. Governors noted that there were no red areas which was pleasing but some amber areas which required improvement.

4.02 It was emphasised that governors were not expected to know every detail and through training and experience, the amber areas would be strengthened.

**ACTION**

**Headteacher**

- 4.03 Governors Thanked Leyla for her hard work on the audit.
- 4.04 On examining the matrix it was apparent to governors that Health and Safety and property management were key skills that the Full Governing Body (FGB) were short of expertise.
- 4.04.1 *A governor asked what property management entailed?*  
The Headteacher explained that was the upkeep of the fabric of the building.
- 4.05 Governors considered how they could improve their skills and knowledge and what skills any new governors would need.
- 4.05.1 Else Burton was arranging a meeting with the SENDCo in order to gain more knowledge. **E Burton**
- 4.05.2 Graham Poucher knew of a possible candidate for the co-opted governor vacancies. This person has Health and Safety experience. He would ask the candidate to contact school. **G Poucher**
- 4.06 There was a Local Authority governor vacancy. The local council and Governors Support Service had not been able to suggest any candidates and the governing body needed to recruit someone from November. Governors were asked to consider if they knew anyone who would be an appropriate candidate. Skills suggested were project management and Bid writing experience. **Governors**
- 4.07 The Get information about Schools and the school website had been updated by the Headteacher and all current governors had a DBS.
- 4.08 The clerk had updated all emails on the Leeds for Learning with Morley Victoria emails which were securer than personal emails. Julie Hardaker thanked the clerk with her help in sorting out her email.
- 5.00 MINUTES OF THE LAST MEETING**
- 5.01 **Resolved:**
- That the minutes of the meeting held on Monday 24 June 2019 were agreed as a correct record and that the Chair be authorised to sign.
- 6.00 REVIEW ACTIONS AND MATTERS ARISING**
- 6.01 Christine Bell (minute 1.02 refers)  
Christine Bell had resigned from the governing body during the summer. There is now a vacancy for a LA governor.
- 6.02 Membership matters (minute 5.00 refers)  
The Headteacher had completed this action.
- 6.03 Annual Governors statement (minute 8.00 refers)

	<p>There was an Annual governor's statement produced in February 2019. The statement was to be updated and produced in July 2019 by Paul Redfern. Paul has since left the governing body and Claire Skeet as the Chair would work on this to produce an Annual governor's report in a timely manner.</p>	<p>Chair</p>
<p>6.03.1</p>	<p><i>A governor asked if a letter had been sent to parents?</i>  The Headteacher reported that a letter to parents was sent in September. She would check the website and update governors as to what is required. This would be checked on the Governors day 15 November 2019. All governors need to check prior to this day and let Jo Wood know. Governor statements for the website need to be updated</p>	<p>Governors</p>
<p>6.04</p>	<p><u>Share point (minute 10.03 refers)</u>  There are still some issues with Share point and all governors now have a school email that will be used.</p>	
<p>6.05</p>	<p><u>Skills audit (minute 10.06 refers)</u>  This had been completed ( see minute 4.01 )</p>	
<p>6.06</p>	<p><u>Pupil Progress dates (minute 10.08 refers)</u>  The Headteacher reported that Pupil progress dates will be in November but the dates still need to be finalized and when they are they would be sent out to governors.</p>	<p>Headteacher</p>
<p>6.07</p>	<p><u>Attendance (minute 13.02 refers)</u>  This action has been completed</p>	
<p>6.08</p>	<p><u>Cultural Cohesion Mark (minute 16.02 refers)</u>  The one minute guide is still to be circulated to the pupil support committee and then to all governors</p>	<p>Headteacher</p>
<p>6.09</p>	<p><u>Evidence of standards for school meals (minute 18.00 refers)</u>  The Headteacher reported that she was having a meeting with the catering supplier on Wednesday 23 October 2019 and would be asking for the evidence then.</p>	
<p>6.10</p>	<p><u>Training Day dates (minute 21.00 refers)</u>  Governors have received the training dates.</p>	<p>Headteacher</p>
<p>6.10.1</p>	<p><i>A governor asked when it had been sent out as they had not received it?</i>  The Headteacher replied that the dates would be sent out again to the school email to ensure all governors received it.</p>	<p>Headteacher</p>
<p>6.10.2</p>	<p><i>A governor asked what the focus would be on the training day?</i>  The Headteacher stated that the focus for the training day would be on the curriculum. She also highlighted other opportunities for governors to learn more about the school and observe practice.</p> <ul style="list-style-type: none"> <li>• On the 6 January 2020 at 9am, Peter Marsh would be coming into school to discuss Deep Drives.</li> <li>• In June the focus would be on Report writing.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There would be a twilight meeting every half term focusing on Physical, Social, Cultural, and Health Education (PSCHE).</li> <li>• 7 January 2019 Skip to be fit event in school</li> <li>• 18 October Harvest Festival.</li> <li>• Guide dogs for the blind have attended school and there is now a Charity plaque.</li> </ul>	
6.10.3	The Chair stated that she would share the charity events on twitter.	Chair
6.11	<p><u>Governor development (minute 22.00 refers)</u>  Graham Poucher could not attend the safer recruitment training on 17 September and requested that he attend on 26 February 2020. He would be attending Performance management training on 22.October 2019</p>	G Poucher
6.11.1	Leyla Saxton had completed the induction training and completed two webinars on Effective Safeguarding and Finance.	
6.11.2	Claire Skeet would be attending Finance training on 14 January and Developing the role of the Chair on 15 <sup>th</sup> January.	C Skeet
6.11.3	Kevin Precious was asked to keep a log of governors' training	K Precious
<b>7.00</b>	<b>CONFIRMATION OF CODE OF CONDUCT</b>	
7.01	The Code of Conduct had been circulated prior to the meeting. Governors signed to accept that they understood and accepted the code of conduct. The Chair would email a reminder to absent governors	Chair
<b>8.00</b>	<b>AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY</b>	
8.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• That governors not be allowed to participate in meetings other than by being physically present except in an emergency.</li> <li>• That governors would be able to take part in any emergency meetings via WhatsApp.</li> <li>• That David Heaslet would provide a document to explain the process and set up of a WhatsApp group.</li> </ul>	D Heaslet
<b>9.00</b>	<b>CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE</b>	
9.01	The Committee Terms of Reference (Leeds model) had been circulated to governors prior to the meeting.	
9.02	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• That the Committee Terms of Reference be adopted as presented.</li> <li>• That the full governing board was required to approve the budget.</li> </ul>	

- The Headteacher to appoint staff other than a new Headteacher or Deputy Headteacher.

## 10.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

10.01 The following membership was agreed at the Full Governing Body meeting 24 June 2019:

<b>Finance and Resources Comm.</b>	Claire Skeet (Chair), Leyla Saxton, Graham Poucher Helen Taylor (Bursar), David Heaslet, Debbie Smith, Headteachers
<b>Teaching and Learning Comm.</b>	Julie Hardaker (Chair), Ruth Cook, Bhavna Patel., David Heaslet, Kevin Precious, Chris Pratt, Headteachers
<b>Pupil Support Comm.</b>	Ali Archbold (Chair), Ruth Cook, Else Burton, Kelly Bentley, Letty Dixon, Bhavna Patel, Debbie Smith, Headteachers
<b>Personnel/Pay Comm.</b>	Graham Poucher (Chair), Chris Pratt, Claire Skeet, Else Burton, Headteachers

10.02 The Headteacher reported that Morley Victoria was still part of the Morley Cluster. The cost was £25,000 but the school has benefited with input for speech and Language and Therapeutic work. The school was also getting support with early help.

10.03 The Chair has been invited to a meeting at the council on the 7 November 2019 in regard to funding.

## 11.00 GOVERNORS WITH SPECIFIC MONITORING RESPONSIBILITIES

11.01 The following Governors with specific responsibilities was agreed at the Full Governing Body meeting 24 June 2019:

<b>Training</b>	Kevin Precious
<b>Child Protection/Safeguarding/ Children Looked after SEND</b>	Ali Archbold, Letty Dixon Else Burton Debbie Smith Ruth Cook/Else Burton
<b>Performance Management</b>	Graham Poucher/Chris Pratt/Claire Skeet
<b>Pupil Premium PE</b>	Claire Skeet Kevin Precious, Graham Poucher
<b>Early Years SRE</b>	Bhavna Patel, Letty Dixon Else Burton

11.02 Health and safety was delegated to the Resource Committee.

11.03 Attendance, Equalities, Pupil Behaviour and Discipline were delegated to the Pupil Support Committee.

11.04 The website would be audited by the governing board on each governor day in school.

11.05 Performance Data was delegated to the Teaching and Learning

Committee. The Headteacher would deliver training to the committee on data.

11.06 Governors attached to Key areas of the School Development Plan

<b>Reading and Phonics</b>	Leyla Saxton. Julie Hardaker, Letty Dixon
<b>Writing</b>	Bhavna Patel, Ali Archbold, Else Burton
<b>Maths</b>	Claire Skeet, David Heaslet, Chris Pratt
<b>PE and Physical Activity</b>	Graham Poucher, Leyla Saxton

12.00 **PRESENT UNVALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**

12.01 Data was shared with governors before the meeting. The Headteacher explained the key data to governors. The data had been fully discussed at the Teaching and Learning committee 7 October 2019. The highlighted points were

12.02 **EYFS**

- Good level of development was slightly above the national average, with 73% against 72% nationally. Focus has been on getting the children ready for Year 1 with key skills to promote reading and handwriting. Reception have implemented many good ideas in the 'Bold Beginnings' document and have ensured that they maintained the balance of learning through play and key skills.
- Phonics had dropped slightly from 97% in 2018 to 87% in 2019. This was still above the national attainment of 82%. Targeted intervention, strategic thinking and parental involvement were key to the success of this cohort. 33% of pupil premium children achieved a pass.
- There was a slight gender gap with 94% of girls and 71% of boys achieving 32 marks or more. Five out of six children in the Special Educational needs (SEN) group were boys which could explain the differential.
- There was an improving picture in the number of children achieving age related expectations in reading and writing.
- Number/ Maths remain a key success with 82% of children achieving the expected standard and 21% exceeding the Early Learning Goals (ELG).

12.03 **Key Stage one (KS1)**

- There was a consistent picture from previous years. The combined percentage was 67% which was just above the National of 65%. Children working at greater depth (GD) were 9% against the national percentage of 11%. Reading was 75% against 76% national with GD at 28% which was above national. 70% of writing was at national expected levels, with GD just below national levels at 12%. Maths expected national levels were 75% and GD 22% in line with national attainment.

- Following the phonics recheck at the end of Year 2, 98% would move to Key Stage two (KS2) with the required phonics knowledge to be successful.

#### 12.04 **Key Stage two (KS2)**

- The combined figure in 2019 continue to improve and was now significantly higher than national with 78 % achieving the expected standard and 14% GD. This had doubled from the previous year.
- Expected standard in both reading and writing was 83% which again was significantly higher than the national GD for reading was 29%.and for writing it was 19% consistent with national. In Reading, 12 children were one or two marks from achieving greater depth which would have made the percentage 46%.
- Maths results showed a considerable increase in the percentage of children achieving GD to 46% and 78% achieving the expected standard.

#### 12.05 **Progress**

- Progress was the highest that had been achieved by the school with average scaled scores higher than national in reading, spelling and grammar (SPaG). and maths The scores were above national averages for GD with maths been significantly higher.(+1.9).Progress of the disadvantage pupils was greater than others in reading (-1.5) and maths (1.9)but not in writing (2.07) which would now form the focus in 2019/2020

12.06 The Headteacher and Mark Noblet have produced an analysis of the results which could be found on the shared area.

#### 13.00 **RECEIVE A REPORT FROM THE HEADTEACHER ON THE CURRENT SELF EVALUATION OF SCHOOL STRENGTHS AND WEAKNESSES**

13.01 The Self Evaluation Form (SEF) is on Share Point. The Co Headteachers would be delivering training to governors on the SEF, Data and the Ofsted Framework if agreed.

#### 13.02 **Resolved:**

- That in house training would take place for governors on the SEF, Data and the new Ofsted Framework.

13.02.1 On Thursday 14 November 2019 6-8 pm, governors would examine the SEF. Governors will need to read this prior to the training and attend with questions prepared. Wednesday 20 November 2019 6-8pm, governors would examine Data and the new Ofsted framework.

13.02.2 If governors required printed copies of documents, please inform the Headteachers and this could be arranged.

13.03 Mark Noblett would be coming into school when the data had been

validated to work with the Headteachers

#### **14.00 AGREE THE SCHOOL VISION AND STRATEGIC PRIORITIES**

14.01 The School vision was on the website and hasn't changed

14.02 The School Development plan (SDP) which was on the website shows the priorities to be:

- To develop reading fluency and reading with understanding through a whole class reading approach
- To be reaccruited for Investors in Pupils
- To develop a consistent approach to PSHE and SRE
- To develop PE and Physical Activity

14.02.1 The Headteachers had also written a SDP for children which would be put on the website and there would be an assembly on the SDP and key elements would go into children's planners. The school had introduced whole school reading and a Deep dive into a book scrutiny was planned.

14.03 *A governor asked in what year do children get school planners?*  
The Head responded that all children from Year 3 to 6 were given planners at the start of the year.

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

15.01 The performance management had been completed. All staff have had feedback and had been set individual targets.

15.02 There was a new Pay Policy which needed to be adopted. It outlines the new pay increments which were backdated to September 2019.

15.03 The Headteachers performance management cycle was now in line with the rest of the staff.

15.03.1 Graham Poucher commented on the Headteacher performance management process which he thought was very strong with solid evidence submitted. The process was helped by Richard Elsub who was very robust in his work with the Headteachers.

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

16.01 The Headteachers were looking to change the format of the Headteachers report to bring it in line with the new Ofsted Framework. This had been shared with the Teaching and Learning committee.

16.01.1 The report needed to be more strategic and not as newsy. Governors had many other ways to receive news about what is happening in school. The SDP would also need to follow a different format but that requires more work.



16.01.2 The Headteacher would send out the new format for consultation with governors when completed.

16.02 *A governor asked the question as to how school communicate events and news to parents?*  
News about the school was passed on to parents in a variety of ways such as the website, newsletters, Facebook and twitter. There were individual Year group tweets that parents could sign into

## 17.00 COMMITTEE REPORTS

### 17.01 Teaching and Learning committee

The committee met on 7 October 2019 and the minutes were circulated.

The following was highlighted:

- Presentation on Whole class Reading and the Magnificent seven key skills and knowledge, This approach showed quite quickly the impact on the children's ability to understand the concepts and both reading and writing had improved in the pilot group. This would be rolled out to all phases. The staff were very passionate about the approach and the focus of the governor day on the 15<sup>th</sup> November 2019 would be whole class reading.
- The data was interrogated and was very positive.
- The SEF was discussed and was located on Share Point
- The quality of teaching was rated as strongly good
- Vick Crane had completed a book scrutiny and has written a detailed report.
- The SDP plan was discussed as was the development of the wider curriculum. Curriculum intent was strong and the staff were now looking at the implementation and the impact
- The Headteacher is working on a curriculum plan for children which would show their progression.
- Work was been undertaken in the cluster to examine the subject focus of the curriculum. History focus was very positive in the school. Work needs to be done with RE
- There were many positive mental health initiatives in school

### 17.02 Resource Committee

The minutes of the meeting held on 14 October 2019 and the minutes would be circulated once they were available. The following was highlighted:

- Extra cover had been sought to ensure that the office continues to work well during Helen Taylor's secondment for four days per week to Leeds City Council for 6 months.
- The Headteacher was looking to recruit 2 admin assistants and a peri-Bursar for one day per week
- The governors would like to wish Helen success although she would be in school one day a week.
- Savings had been made to the budget because of this secondment and the deployment of staff.
- The SDP is well on track

- There is a strong possibility for a coopted governor who has health and safety experience. She has been contacted and is very interested.
- There were some concerns regarding the budget and Graham Poucher was looking at ways to generate potentially £24,000 income from Heritage England if we submit a bid.
- The worst case scenario would be managed staff reductions.
- The school was still awaiting the 20/20 budget would have a clearer view after the Financial review on 8 November 2019.
- Basement Buddies had been restructured and the numbers were strong. There had been no comments from parents as to the rise in costs.
- The chair is attending a meeting on funding on the 5 November 2019 as schools cannot have a deficit budget.
- Charging and remittances policy had been updated to give more clarity on voluntary contributions and benefit rules.
- There is an unusually high number of children who qualify for Free School Meals (FSM). There are 16 in Year 6 which increases the costs for educational trips and residential.

17.02.1 *A governor asked how do other schools manage this within their budgets?*

The Headteacher stated that most schools in Morley were in the same position and choices would have to be made as children should be able to attend trips and residential.

17.02.2 *A governor asked what was the criteria for not paying a voluntary contribution?*

This was set out in the Charges and Remissions policy and it needed to be explicit inviting parents to contact school to discuss if they had a difficulty in paying.

17.02.3 *A governor asked if it was based on FSM or Pupil Premium.*

It was based on FSM and the ever 6 criteria , which means that if a child was ever in receipt of FSM at any time within the six years in school they would meet the criteria. This was also the criteria for children looked after (CLA).

17.02.4 *A governor asked how did the school know if anyone was in receipt of benefits?*

The council provided the school with a report and if not on this parents would be asked for a voluntary contribution and the office staff would follow this up. The Headteacher also stated that even some parents who were on benefits still wanted to contribute.

17.03 **Pupil Support Committee**

The committee met on 16 October 2019 and the minutes would be circulated once they were available.

- Kelly Bentley presented governors with a curriculum for PSHE , Relationships and sex education 2020
- There would be a parents evening to consult and inform as PSHE is statutory but sex education is not
- The curriculum would go from Nursery to Year 6 with age

appropriate content which would be correct rather than children learning from the school yard.

- The difficulty with PSHE was usually providing evidence, this curriculum approach incorporated evidence based practice and visual evidence such a Helping hand and Year Books.
- The seven protected characteristics were on the website
- Every half term there would be a PSHE assembly.
- All teachers had prepared resources for their year groups and governors were asked to approve them.
- Attendance letters were been sent to parents if a child's attendance had fallen below 90%. Attendance was improving.
- There was to be a parent survey this week based on the Ofsted framework.
- The anti-bullying statement had been written by the school council and had been sent out to parents before anti Bullying week.
- Policy and Procedures were now fit for purpose

17.04

#### **Pay and Performance committee**

The committee met on 9 October 2019.

The following was highlighted:

- All policies had been reviewed and approved except for the pay policy which had not been received.
- One Newly qualified teacher (NQT) had been well supported and they were settling in and working well.
- Procedures and advice from Fusion (HR) were been followed in relation to a staff member with ill health.

#### **18.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

18.01 Targets were set at the end of the summer term. The performance management of the Headteachers has been brought into line with the staff performance cycle and a mid year review was to be arranged

#### **19.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

##### **19.01 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.

Pay  
committee

## **20.00 POLICY REVIEW**

### **20.01 Resolved**

The following Policies have been reviewed and agreed

- Child Protection
- Safeguarding
- Keeping Children Safe in Education part 4
- Safer working practices
- Whistleblowing
- Behaviour and Discipline
- Children missing from Education
- Pay Policy
- Staff discipline, conduct and grievance
- Work and Families
- Leave of absence
- Appraisal
- Managing staff attendance

All staff have read and signed updated policies

## **21.00 GOVERNOR DEVELOPMENT**

21.01 (As reported in minute 11.6)

21.02 Graham Poucher would be attending Performance management training on 22.October 2019  
Graham Poucher to attend Safer recruitment training on 26 February 2020.

21.03 Claire Skeet would be attending Finance training on 14 January 2020 and Developing the role of the Chair on 15<sup>th</sup> January 2020.

21.04 All Governors were invited to the Governor Day on the 15 November 2019

## **22.00 CHAIR'S BUSINESS**

None

## **23.00 CLERK'S BUSINESS**

23.01 The clerk brought the governors attention to the .latest training flyer that had been circulated and highlighted the new courses available.

## **24.00 ANY OTHER URGENT BUSINESS**

24.01 The plan for the next Governor Day would be available in the spring term

## **25.00 DATE AND TIME OF NEXT MEETING**

Monday 3 February at 6pm

*The meeting closed at 8:35 pm*

