## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on 6 November 2023 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Ali Archbold  James Stott  Susan Gilbertson | Joanne Wood (Headteacher)  Julia Britton  Candy Evans |
| **IN ATTENDANCE** | Kathy Houseman | Clerk, Governor Support Service |
|  | Kevin Precious | Assistant Headteacher/Associate Member |

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Apologies for absence were received and accepted from Julie Hardaker, Dee Odesola, Reena Sharma, Angela Walker and Rebecca Passley. |  |
| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01 | 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 had good capacity. |  |
| **3.00** | **DECLARATION OF INTERESTS** |  |
| 3.01 | There were no new declarations of interest. |  |
| **4.00** | **QUESTIONS ABOUT THE HEADTEACHER’S REPORT** |  |
| 4.01 | It was noted that the Headteacher’s report was very detailed and the Headteacher keeps governors actively involved and fully up to date with everything that is going on. There were no questions as the report was very informative and the Chair thanked the Headteacher for such a detailed report. |  |
| **5.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** |  |
| 5.01 | Governors reported they had made initial visits and monitoring duties at the back end of September and looked at the SEF (Self Evaluation Form) and Data. |  |
| 5.02 | Governor day has been arranged for Tuesday 21 November 2023 and the majority of the governing body would be in school for the day. The Headteacher had put together a draft agenda of activities to be covered by governors as mentioned below:   * A Archbold and C Evans apologised but would not be available on the day. * S Gilbertson, who would normally be working in school on that day, would change her working day and attend as a governor. * The Chair of governors would attend the second swimming session. * J Hardaker to attend bowling session with the special needs children. * A ‘chat with the governors’ will take place and the Chair will speak with J Northfield, Katy and Emma – office staff, Hannah Young, Chloe Maybank and Brittany – Teaching staff. * Jenny Northfield and Debbie will also be interviewed from a safeguarding prospective and Kevin Precious – Assistant Headteacher (AHT). * Interviews with children, book scrutinies will be carried out. * Reading with the children, phonics observations – reception, Year 1 – Year 3 will also take place. * Filtering and monitoring checks will be done by a governor typing something inappropriate into google and see what comes up. * S Gilbertson will look at Thinking Frames therefore some year groups will plan something around Thinking Frames.   **Q: A governor asked if there was anything that the Headteacher would like governors to look at in terms of deep dive subjects.**  A: There was nothing in particular, as a school, Morley Victoria are well prepared in all subject areas.  **Q: Would you like governors to use book scrutinies and ask pupils questions and encourage them to talk about their work? Would it be of any benefit?**  A: There is no spare cover for classes anymore, we will pick the children and carry out a practice run with them asking them to talk about what they are learning in class. |  |
| 5.03 | The Headteacher confirmed that induction procedures had been reviewed and were much tighter than they had been in the past. |  |
| 5.04 | The Headteacher gave a brief update with regards to Morley Victoria joining Owlcotes Academy. The application form had been completed and sent to the Department for Education (DfE). However, the local authority does not have the capacity to process the paperwork for academisation until February 2024. Everything is at a standstill presently, there is nothing to be done to speed things up. |  |
| 5.05 | Asbestos had been found in a store cupboard which was a Health and Safety issue. This incident was reported and school was informed that it was contained and not of any danger. |  |
| 5.06 | **Q: How was it discovered to be in the glue in the tiles?**  A: Not sure how this had been decided. |  |
| 5.07 | NOVACS (Notice of Visit and Contact) had been received from Duncan Grant and Clara. Both reports were positive. |  |
| 5.08 | The Headteacher had sent headline school data to Mark Noblet a data specialist who had looked through the data and reported everything looked thorough with nothing further to add. Data would be prepared for the website once it had been validated around December time. |  |
| **6.00** | **MINUTES OF THE LAST MEETING** |  |
| 6.01 | **Resolved:**  That the minutes of the meeting held on 11 September 2023 be agreed as a correct record and the Chair be authorised to sign them. |  |
| **7.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 7.01 | **Membership Matters (Minute 2.01 refers):**  Action closed. J Britton confirmed the ‘Get information for Schools’ had been updated. |  |
| 7.02 | **Declaration of Interests (Minute 4.01 refers):**  Action closed. All Declarations of Interest had been signed and school website updated. |  |
| 7.03 | **Confirmation of code of conduct (Minute 6.02 refers):**  Action closed. All governors had signed and returned copy of code and conduct. |  |
| 7.04 | **Behaviour and reporting behaviour (Minute 14.02 refers):**  Action closed. The Behaviour Policy has been completed and shared with all governors and staff and agreed at the Pupil Support Meeting. |  |
| 7.05 | **Governors Training (Minute 14.03 refers):**  Action closed. S Gilbertson confirmed she could log on to training videos. |  |
| 7.06 | **Governor Development (Minute 14.05 refers):**  Action closed. J Britton confirmed reviewing, updating and adding online safety to the action plan and shared with governors. |  |
| **8.00** | **COMMITTEE REPORTS** |  |
| 8.01 | As the Resources committee meeting had to be rearranged and had not taken place yet, the review has taken place and would be covered in the resources meeting on Monday 13 November 2023. |  |
| 8.02 | |  |  | | --- | --- | | **Pupil Support committee statutory requirements** | **Yes/No** | | Safeguarding procedures are robust (including safer recruitment and single central record) | Yes | | Admissions lists and attendance registers are in place | Yes | | Promotion of general pupil wellbeing meets requirements | Yes | | Medical conditions policy has been approved | Yes | | Relationships and sex education policy has been approved | Yes | |  |
| 8.03 | J Britton highlighted the main points of the Pupil Support meeting as follows:   * James explained that school is part of the Leeds Well Schools Partnership, (previously Leeds Active Schools), which enables all children to participate in a variety of sports and events. * School has now been invited to use an interactive resource called Teach Active. Leaders have completed training and school had been offered the resource for a free trial this year. * Well Schools offers three levels of events: compete, come and try, and SEND. This meant that children could try sports they might never otherwise experience. * James explained that Teach Active had been launched with staff at the end of last (academic) year as a trial. * It was an online resource, with over 4000 lesson ideas, about how to feed activity into the curriculum. * The website was currently for English and Maths lessons, but some activities could be easily adapted to suit other subjects, for example history. * School had been invited to help the company develop an audit of practice in schools, which would then give leaders next steps for development. * The Headteacher also wanted to look at what children do outside of school as a result of trying these activities through Well School; for example, a child who had tried a gymnastics event and then gone on to join a local gymnastics club. The Headteacher suggested a questionnaire could be sent home to families, in order to track all the different sports going on outside of school. * Access to the website is free for twelve months. Creating the Framework would take a few years; this would lead to a development plan for school. It was possible that the resources would be free for that period. * Governors would be able to see Teach Active being used on governors day and leaders would point them to relevant lessons on the day. * A short explanation and reminder that Filtering and Monitoring featured highly in the changes to the 2023 Keeping Children Safe in Education and that this has become one of the Pupil Support Strategic Oversight responsibilities and has been added to the 23/24 Governor Action Plan. This will be monitored on Governor Days and during other school visit. * The Pupil Support committee members had looked at the online safety content on the school website. * Governors had asked about the updated KCSIE section on filtering and monitoring and how Morley Victoria assures that systems are in place and are effective. The Headteacher explained that the system in school (Senso) would alert senior leaders if anything inappropriate had been typed into a particular device. * The Attendance Policy had been updated and the committee members confirmed that they had read it. * The Chair of Pupil Support committee confirmed she had checked the SCR (Single Central Record) on September 29th2023 with the School Business Manager (SBM). They had noted that staff who moved to a new role should have a new DBS completed, and Section 128 checks had been completed on other staff. |  |
| 8.04 | |  |  | | --- | --- | | **Teaching and Learning committee statutory requirements** | **Yes/No** | | The National Curriculum is being taught | Yes | | Arrangements are in place for a daily act of collective worship | Yes | |  |
| 8.05 | As J Hardaker was not present at the meeting, the Chair gave a brief update from the Teaching and Learning committee meeting as follows:   * A detailed update of SEND funding was reported by the SENDCo. * Governors looked at Thinking Frames, metacognition and the writing action plan. * Teaching and Learning data was examined by governors. * Grant funding was covered. * The EYFS (Early Years Foundation Stage) and Homework policies were approved. * Arrangements were in place for daily worship. * The validated end of year results was not available until December however, all governors were aware of, and had seen the unvalidated data. |  |
| 8.06 | Pay and Personnel  Results from staff questionnaires was discussed in the Pay and Personnel meeting and an action plan was in place and had been checked by the Headteacher. Once it had been checked by Debbie Smith – Assistant Headteacher, it would be circulated to all staff and governors. |  |
| 8.07 | It was pointed out that as Morley Victoria had the highest attendance results in the whole local area, this fact should be celebrated as a welcoming achievement. |  |
| **9.00** | **PRESENT END OF YEAR RESULTS, INCLUDING DISADVANTAGED PUPILS AND OTHER GROUPS** (TOR 1.02) |  |
| 9.01 | There was no validated data to share. Unvalidated data had been previously discussed at least twice at committee meetings in the past six weeks. |  |
| **10.00** | **SAFEGUARDING UPDATE** |  |
| 10.01 | Since September, all staff have received the updated KCSIE 2023 and the Safeguarding Child Protection Policy. The Behaviour Policy was presented to all staff on the staff training day and they are all on board with it. Also, Safer working practice guidance and the whistle blowing policy was presented to staff along with children missing in education and when to call the police. Staff signed to say they had all read and understood the policies, roles and their responsibilities. |  |
| 10.02 | Staff had completed basic awareness safeguarding training face to face including basement buddy staff and lunchtime staff. |  |
| 10.03 | J Britton confirmed she had checked the SCR on September 29th2023 with the School Business Manager (SBM). They had noted that staff who moved to a new role should have a new DBS completed, and Section 128 checks had been completed on other staff. |  |
| 10.04 | The Headteacher and SBM will continue to check the SCR each half term. They had also looked at the latest recruitment file, using the checklist from the Safeguarding and Child Protection Policy. Julia Britton would continue to monitor on a termly basis. |  |
| 10.05 | All staff had completed online safety training. |  |
| 10.06 | There were no emerging issues and no actions were reported from the ARM return. |  |
| 10.07 | It was the opinion of governors that Safeguarding at Morley Victoria was highly effective. |  |
| 10.08  10.09 | The Child Protection Policy, part of the Safeguarding Policy had been reviewed and approved at the Pupil Support Committee meeting.  **Resolved:**   * That the Child Protection Policy – part of the Safeguarding Policy be approved by governors. |  |
| **11.00** | **POLICY APPROVAL** (TOR 1.05) |  |
| 11.01 | The Teacher Pay Policy has not yet been received and therefore it is not ready for approval. |  |
| **12.00** | **APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW** |  |
| 12.01 | To be carried forward to the next FGB meeting 18 March 2024 as the date of the Resources committee meeting had been rearranged and was due to take place on 13 November 2023. |  |
| **13.00** | **GOVERNOR DEVELOPMENT** |  |
| 13.01 | Kelly Moore – School Business Manager (SBM) and J Britton were booked onto a Health and Safety leadership training course on Wednesday 15 November 2023. |  |
| 13.02 | The Chair has been booked on a face-to-face Safer Recruitment Training Course in February 2024. |  |
| **14.00** | **CHAIR’S BUSINESS** |  |
| 14.01 | There was no Chair’s business. |  |
| **15.00** | **ANY OTHER URGENT BUSINESS** |  |
| 15.01 | There was no other business to discuss. |  |
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| **16.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 16.01 | **The next FGB meeting would be on Monday 18 March 2024 at 6pm** |  |
|  | *The meeting closed at 7.35 p.m.* |  |