## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

# Minutes of the Full Governing Body meeting held on Monday 8 January 2021 at 6:00pm

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| **PRESENT** | Claire Skeet (Chair)  Letty Dixon  Julie Hardaker  Reena Sharma | Joanne Wood (Co-Headteacher)  Julia Britton (Co-Headteacher)  Ali Archbold  Kelly Bentley  Bhavna Patel |

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

Ruth Cook Associate member

Debbie Smith Associate Member

James Stott Staff Observer

Aiden Wilkinson Staff Observer

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Apologies were received and accepted from Else Burton and Kevin Precious. Else Burton hopefully would be able to attend meetings from 24 February 2021 following the acquisition of a new Laptop. |  |
| 1.02 | The Chair welcomed James and Aiden to the meeting. They were observing as part of their continuous professional development (CPD). |  |
| **2.00** | **DECLARATION OF INTERESTS** |  |
| 2.01 | There were no new declarations of interest. |  |
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| **3.00** | **MEMBERSHIP MATTERS** |  |
| 3.01 | There were five vacancies for Co-opted governors and one Local Authority governor vacancy. That number would become four when Julia Britton became a co-opted governor on 19 February 2021. |  |
| 3.02 | There would be parent governor elections in June for terms of office starting September 2021. The Chair stated that the current parent governors could either re apply for parental election or could apply to become co-opted governors. |  |
| 3.03 | The Chair had registered with the following free recruitment sites: [www.inspiringgovernance.org](http://www.inspiringgovernance.org) or [www.governorsforschools.org](http://www.governorsforschools.org/) .  She commented that a suggestion had been made by the clerk of a successful practice of advertising for governors on local online forums such as Facebook which would be explored. |  |
| 3.03.1 | **Resolved;**   * That governors put out an advertisement to the local community in March /April. |  |
| 3.04 | Julia Britton suggested that the governing body could look again at the skills audit to ascertain what skills and experience was needed before any advert went out. |  |
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| **4.00** | **MINUTES OF THE LAST MEETING** |  |
| 4.01 | **Resolved:**   * That the minutes of the meeting held on 2 November 2020 be agreed as a correct record and the Chair be authorised to sign them. |  |
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| **5.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 5.01 | *Declarations of interest (minute 2.02 and 5.01 refers).*  This meeting had taken place and the Headteacher would resend the forms to those governors who had not yet submitted them. |  |
| 5.02 | *Potential candidate (minute 3.05 refers).*  There had been no potential governors put forward for consideration. |  |
| 5.03 | *Relationships and sex education (RSE) policy.( refers to minute 5.05)*  Kelly Bentley stated that RSE had started to be taught in the autumn term but that some issues were not suitable for home learning. There was a Covid action plan to catch up and information was on the website for parents. |  |
| 5.04 | *Cultural Capital Quality Mark (CCQM) ( refers to minute 5.06)*  This item was now deferred until the summer Pupil Support meeting as Candy Evans had just returned to school following sickness absence. She had been busy since her return and the award had various stages but was about changing the culture. Training had been arranged for staff on unconscious bias. | **Summer Pupil Support** |
| 5.05 | *The code of conduct (minute 5.09 refers)*  This meeting had taken place and the Headteacher would resend the forms to those governors who had not yet submitted them. |  |
| 5.06 | *The minutes of the committee meetings (minute 6.01, 7.01, 9.01 refers)* The minutes were sent out to all governors. The Headteacher stated that although SATs tests were not going ahead this summer, children could do SATs test papers to help with teacher assessments. |  |
| 5.07 | *Updated Risk Assessment (minute 8.01 refers).*  This item was on the agenda for discussion. |  |
| 5.08 | *SDP and the SEF (minute 11.03 refers)*.  The updated Covid SEF was reviewed and incorporated into both and this was done on Monday 30 November 2020. The Chair and other governors had attended. The Headteacher informed governors that she had invited Andy Taylor, an Ofsted inspector to come into school in March for three days to give an independent view of the school. He would be working with SLT, examining the SEF and the website and could complete a learning walk with a reading focus and a deep dive. |  |
| 5.09 | *Attendance at the Safeguarding audit (minute 13.01 refers).*  The Headteacher informed governors that the Safeguarding Audit would now take place on 13 May 2021. Letty Dixon and Ali Archbold stated that they would attend and Julia Britton would support them. | **L Dixon**  **A Archbold**  **J Britton** |
| 5.10 | *The Finance committee (minute 13.04 refers)*  Chris Pratt had resigned from the governing body and Julie Hardaker had joined the Resources committee. Julia Britton would also be joining the Resources committee as a governor at the next meeting. |  |
| 5.11 | *Training for governors (minute14.01 refers)*   * Safeguarding training for staff and governors had taken place on 18 November 2020. * Reena Sharma was attending Governor Induction module one and two on 26th February * Reena Sharma, Julie Hardaker and Letty Dixon had attended Prevent training * Claire Skeet would be looking for future dates for Safer recruitment * Governor Days on 15 March 2021 and 11 June 2021had been postponed due to lockdown. * Basic Safeguarding and refresher training was available to all governors as well as Online safety training. Governors were asked to contact Kelly Moore for the access reference. | **C Skeet**  **Governors** |
| 5.12 | *Parent questionnaire (minute 17.01 refers)*  This was complete and the results were on the website |  |
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| **6.00** | **HEADTEACHER VERBAL OVERVIEW OF THE CURRENT SCHOOL SITUATION** |  |
| 6.01 | The Headteacher had sent out a report to governors. |  |
| 6.02 | She reported that 65 to 80 children were attending daily, with 120 to 130 attending weekly during this lockdown. This equated to 19% of pupils. The National percentage was 21% and the Local Authority percentage was 23%. There were more requests that could be accommodated as the school were helping to support remote learning as well as in the bubbles. All the bubbles were full or over the 15 limit. |  |
| 6.03 | The Headteacher reported that all the children in school were very settled. The remote learning was going well and there was increased engagement from the children. The Headteacher takeover day had been well received from children, parents and staff. There were other themed days planned such as Safer internet day, catch up Fridays and Wellness Wednesdays. The Headteacher stressed that any child not engaging was contacted by phone or a home visit. |  |
| 6.04 | ***Question:*** *A governor asked how many children were not engaging?*  **Answer:** The Headteacher replied that there were usually one or two in a class and sometimes there was a good reason why at the time. Debbie Smith stated that there had been two or three home visits during the week to touch base with any families that they could not contact or who were of a concern. She informed governors that following on from contact, engagement had improved after a plan of action had been implemented. Class teachers in KS2 were having a zoom registration meeting in the morning which had helped with engagement and ensured work was posted earlier in the day. The Headteacher would be looking at introducing this to Year 2 after the half term break. |  |
| 6.05 | ***Question:*** *A governor asked how well staff were doing?*  **Answer:** The Headteacher stated that although it was hard work for everyone, staff were rising to the challenge. Kelly Bentley stated that staff were receiving support from SLT and each other. Ruth Cook stated that everyone had to adapt to a new way of working, which was hard teaching and remote learning at the same time as it involved long hours preparing for both. Julia Britton echoed this, as preparing an assembly had taken a long time and the teachers had remote and school classes to prepare every day. Debbie Smith stated that the quality material was outstanding and better than that produced on previous sites as it was more targeted. Aiden Wilkinson commented that the Headteacher takeover day was good for the Mental health and wellbeing of staff as it gave them the ability to catch up and there was less pressure on pupils as the activities were fun. The Headteacher stated that parents had feedback that they were positive about the level of communication from school and that staff had appreciated the support from governors. |  |
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| **7.00** | **UPDATED RISK ASSESSMENT** |  |
| 7.01 | The updated Risk assessment had been circulated to governors. It involved updates on transport, lettings and parental group. |  |
| 7.02 | The Headteacher reported that the Local Authority would be conducting a Health and Safety Covid audit on 9 February 2021. The auditor was Isaac Hewson. It was a checklist audit which was been carried out in all local authority schools. It would highlight what the school was doing well and any improvements it could make. Julie Hardaker commented that her husband in his professional opinion had been very impressed with the LCC risk assessment which was on the website as a blank document. |  |
| 7.03 | Debbie Smith and Kevin Precious were in the process of updating the children’s risk assessments. |  |
| 7.04 | The Headteacher stated that the lateral Flow testing was going well and all staff were taking part. The next order would be placed for future tests. |  |
| 7.05 | ***Question:*** *A governor asked if the tests needed to be done during half term?*  **Answer:** The Headteacher replied that they were only to be done if coming into school. They were also asking visitors to complete a test and the health and Safety team had been asked as the Headteacher needed to put the safety of staff and children first. |  |
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| **8.00** | **CURRICULUM AND REMOTE LEARNING** |  |
| 8.01 | Some governors had attended the parent zoom meeting on remote learning. The remote learning PowerPoint had been emailed to parents and governors and it was on the website. There would be three parent zoom meetings on reading. Julie Hardaker and Claire Skeet would be attending one of the reading zoom meetings. The Headteacher had informed parents that these meetings would be recorded unlike the first one which could not be recorded as explicit permission was not sought beforehand. | **J Hardaker**  **C Skeet** |
| 8.02 | The Headteacher would be inviting parents to a virtual coffee morning. |  |
| 8.03 | The Headteacher had reported on the concerns in respect of managing the curriculum in lockdown in her report in item 6. |  |
| 8.04 | The governing board were ensured that the school adhered to the [temporary continuity direction](https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note) given by the Secretary of State for Education (Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction). The Headteacher had sent out a parental survey on google forms and received 186 responses which were very positive. |  |
| 8.04.1 | The Headteacher would be sending out a summary of the responses to governors but highlighted the following actions as a result of the feedback:   * After half term , KS2 were looking to provide live sessions three times a week, * Parents requested more physical education. Children were doing some physical activities every day but this would be reviewed. * Parents asked for more challenge and were redirected to the website which provided extra activities. Four parents had stated that the website did not have additional resources but they had not searched the website The Headteacher would be producing an extension challenge booklet for parents on each subject | **Head** |
| 8.04.2 | The Headteacher had reiterated that live lessons were not the gold standard that parents thought they were and there needed to be a right balance for your school. Debbie Smith felt that live lessons depended on the age of the children and teachers needed to consider behaviour management across a zoom meeting. |  |
| 8.05 | The Headteacher stated that Richard Elsub was working with subject leaders to ensure that the curriculum was on track. He was mentoring the subject leaders over three separate days. On 3 February he worked with leaders of Maths, Climate change and Languages, He would be returning after half term to look at Reading, geography, Art. RE and CCQM. |  |
| 8.05.1 | Governors would be able to join the virtual meetings in order to monitor the curriculum. The Headteacher stated that Ofsted would be focusing on reading so it would be useful for a governor to attend that meeting and she would send governors details of the meetings. | **Head** |
| 8.05.2 | ***Question:*** *A governor asked if the Headteacher knew what dates the other meetings were on ?*  **Answer:** The Headteacher stated that they would take place on the 25 February and the 3 March 2021. Claire Skeet stated she would attend on the 3 March. | **C Skeet** |
| 8.06 | The Headteacher was organising and independent deep dive into maths by Andy Taylor, an Ofsted inspector and possibly a remote deep dive by Peter Marsh and Duncan Grant (see minute 5.08). |  |
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| **9.00** | **BEHAVIOUR AND DISCIPLINE** |  |
| 9.01 | The behaviour principles written statement had been agreed and was on the website. |  |
| 9.02 | The home school agreement had been agreed and was on the website. |  |
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| **10.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES** |  |
| 10.01 | Governors discussed how they could monitor the school improvement plan as it was difficult at the moment but governors were doing what they could and hopefully the school were moving forwards which seemed to be the case. |  |
| 10.02 | Governors were invited to join the subject Leaders training with Richard Elstub. | **Governors** |
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| **11.00** | **COMMITTEE REPORTS** |  |
| 11.01 | The committee minutes had been circulated to governors by the clerk prior to the meeting. |  |
| 11.02 | *The Chair asked if any governor had any questions?*  There were none. She then reported that the resource committee and Pay and personnel committee had met and approval of the pay policy was on the agenda and the budget was in surplus for the next three years. Kelly Moore had been reviewing the SLA’s and was making savings. Basement Buddies had closed as it was a risk to the budget and staff had been furloughed. |  |
| 11.03 | Julie Hardaker outlined the discussions at teaching and learning committee on the remote learning offer and the curriculum. |  |
| 11.04 | ***Question:*** *A governor asked how hot school dinners were been taken up?*  **Answer:** The Headteacher stated that in year 1 11 children had school dinners and 3 had packed lunched, Year2 were mostly packed lunches and two thirds of KS2 had hot school dinners. The service was better using the Porto cabin and there had been an issue with a collapsed drain in the kitchen which had now been repaired. |  |
| 11.05 | The Headteacher informed governors that the husband of a staff member had died suddenly and governors send their heartfelt condolences. |  |
| **12.00** | **POLICY REVIEW - SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)** |  |
| 12.01 | The SEND policy had been approved in the Autumn Pupil Support committee. All of the children on EHCP were in school and most of the SEND children also |  |
| 12.02 | The Chair outlined the reasons for the delay in approving the teacher pay policy due to the restructure of the SLT. They pay committee had wanted to recognise the change in role and responsibilities of Jo Wood, Kevin Precious and Debbie Smith so had sought advice. The wording of the pay policy for this year had been changed to reflect this by including the following in section 1.6.3  *“Additionally, the pay committee have agreed that one or both of the Assistant Headteachers would receive enhanced pay for acting-up to Deputy Headteacher in the event of the absence of the Headteacher for more than a 3 day period.”*  *And*  *“The pay committee recommended to Governors that in 21/22 (only), a two point increase would be permitted on the basis of a change of Leadership structure. In addition, a two point increase will be permitted for the Assistant Heads in recognition of an increase in responsibility. A one point increase will be effective from 1 April 2021 for both HT and AHT following a successful handover. A further one point progression will be allowed following a successful performance management in September 21 at pay review.”* |  |
| 12.02.1 | **Resolved:**   * That governors approve the Teacher Pay Policy for 2021 incorporating the suggested wording and actions as outlined above, * That governors approve the Governors expenses policy * That governors approve the Collective Worship Policy |  |
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| **13.00** | **SAFEGUARDING/CHILD PROTECTION** |  |
| 13.01 | The completion of the annual Section175/157 Child Protection Compliance Return (ARM) which must be submitted by 31 May 2021 would be monitored by Ali Archbold and Letty Dixon. |  |
| 13.01.1 | They would discuss the ARM and then submit the safeguarding report to governors. | **A Archbold**  **L Dixon** |
| 13.02 | The Headteacher stated that the house was ready for small groups to work in. The naming competition would close on Wednesday 10 February |  |
| 13.02.1 | ***Question:*** *A governor asked where the competition had been advertised?* ***Answer:***The Headteacher stated it had been on SeeSaw to all children. |  |
| 13.03 | The Headteacher reported that by the audit she would be ready to handover to Debbie Smith and had been ensuring that the Safeguarding file was ready. The Audit reports would be available by the summer FGB. | **Summer FGB** |
| **14.00** | **PRESENT THE SCHOOL CALENDAR FOR THE NEXT ACADEMIC YEAR** |  |
| 14.01 | The school calendar would usually follow the Leeds City Council school calendar. |  |
| 14.02 | Training days had been provisionally set for 1 September 2021. A day either side of the October half term and a day after the Christmas holiday. A day was also put aside for before the Loughborough trip so that training would be done early in anticipation of an Ofsted inspection. |  |
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| **15.00** | **REVIEW OF INFORMATION ON THE SCHOOL WEBSITE** |  |
| 15.01 | The Chair stated that David Heaslet had been the governor with responsibility for the website and there was no availability to complete this task on governor days as done previously. |  |
| 15.02 | The Chair stated that the resource committee would be monitoring the website and Richard Elstub would be reviewing it, looking at the curriculum. The Chair asked governors to each take an area to audit and the clerk would send out a template which would support governors in auditing the availability and ease of access of statutory information on the website. | **Governors**  **Clerk** |
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| **17.00** | **EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT** |  |
| 17.01 | Kevin Precious was the training governor and governors should inform him of any training undertaken. |  |
| 17.02 | (See minute 5.11)   * Safeguarding training for staff and governors had taken place on 18 November 2020. * Reena Sharma was attending Governor Induction module one and two on 26th February and had been sent the induction information by the clerk. * Reena Sharma, Julie Hardaker and Letty Dixon had attended Prevent training * Claire Skeet would be looking for future dates for Safer recruitment * Governor Days on 15 March 2021 and 11 June 2021 had been postponed due to lockdown. * Julie Hardaker would be booking on to the Finance for governors on 2 March 2021. * Basic Safeguarding and refresher training was available to all governors as well as Online safety training by the Safeguarding team. Governors were asked to contact Kelly Moore for the access reference. * Governors asked for training on Ofsted descriptors. The Headteacher had attended Ofsted training in the autumn term and training could be provided in June for the FGB. A date would need to be agreed.   The clerk had circulated the Governor Development programme to all governors. |  |
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| **18.00** | **CHAIR’S BUSINESS** |  |
| 18.01 | The Chair had not reported any emergency action taken since the last meeting and there had been no correspondence received. |  |
| 18.02 | The Chair had delivered cakes to school at Christmas for the staff which were much appreciated. She had been consulted on the closure of school on the snow day on 5 January 2021. The date of a training day had been moved. |  |
| 18.03 | The Headteacher was anticipating a further closure for a deep clean of the school before the full opening of the school on 8 March 2021 and would be seeking governor approval for this. | **Head** |
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| **19.00** | **CLERK’S BUSINESS** |  |
| 19.01 | ***Question:*** *The Headteacher asked the clerk if any other schools had dispensed with committee meetings?*  **Answer:** The clerk replied that one school had suspended committee meetings during the autumn term but realised that a FGB could not go into the detailed discussions that happened in committee meetings and they had been reinstated. |  |
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| **20.00** | **ANY OTHER URGENT BUSINESS** |  |
| 20.01 | The Headteacher reported that she attends the Bronze group for Headteachers who meet regularly with the directorate. Most Headteachers were trying to plan for all eventualities for the reopening the school fully but had been advised to wait and see what happened as the DfE had told schools that they would have two weeks’ notice before opening which would give them time to prepare. The Chair stated that if needed an extraordinary FGB could be called on 15 February 2021. |  |
| 20.02 | The FGB meeting on the 4 May 2021 could need moving if the Budget model was not ready. |  |
| 20.03 | The Chair thanked Julia Britton as this would be her last FGB meeting as a Headteacher. Julia would be joining the FGB as a co-opted governor. The governors and staff thanked Julia and felt that she had been an amazing Headteacher. |  |
| 20.04 | Julia responded by stating how Morley Victoria was a very special place where she had felt very supported in her job. She had not taken the decision to leave lightly and was pleased that she could continue to support the school as a governor. She would do her best in her new role as governor. |  |
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| **21.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 21.01 | The next meeting was Tuesday 4 May 2021.  (This date could be amended) |  |
| 21.02 | The Chair closed the meeting at 19.50 |  |