## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on Monday 24 June 2024 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Julia Britton  Candy Evans  Susan Gilbertson  Julie Hardaker (Vice Chair) | Joanne Wood (Headteacher)  Dee Odesola  Reena Sharma (arrived 6:10pm)  James Stott  Angela Walker |
| **IN ATTENDANCE** | Kathy Houseman | Clerk, Governor Support Service |

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Apologies for absence were received and accepted from Rebecca Passley and Ali Archbold. Dee Odesola sent apologies as she was running 10 minutes late.  Kevin Precious and Debbie Smith Assistant Headteachers and Associate members were excused from the meeting due to other business. |  |
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| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01 | The term for Reena Sharma, co-opted governor ended 21 June 2024. R Sharma agreed to remain on the governing board for a further four yours. |  |
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| 2.02 | Resolved:   * R Sharma to remain on the governing board for a further four years. |  |
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| 2.03 | A vacancy for one co-opted governor remained and would be carried over until after Morley Victoria joined Owlcotes academy. |  |
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| **3.00** | **DECLARATION OF INTERESTS** |  |
| 3.01 | There were no new declarations of interest. |  |
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| **4.00** | **QUESTIONS ABOUT THE HEADTEACHER’S REPORT** |  |
| 4.01 | Governors agreed that the Headteacher’s Report was very thorough and they were all up to date with everything that was going on in school. |  |
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| 4.02 | Governors noted that school offers a high number of activities for its pupils and there were lots of events going on in the last term of summer. |  |
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| 4.03 | Morley Victoria was a fully inclusive school making it possible for all pupils to participate in all activities. A specially adapted bike for SEND (Special Educational Needs and Disabilities) pupils was available for a year six pupil to take part in bikability training. |  |
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| 4.04 | A visit had been arranged for small farm animals to visit school leading to the possibility of arranging large farm animals to visit for the whole school next year. |  |
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| **5.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** |  |
| 5.01 | Governor monitoring day had taken place on 14 June 2024 and most governors attended. The following tasks were observed:   * Book Look for Greater Depth pupils. * Year six pupils attended a knife crime workshop at Morley St Francis School and were accompanied by R Sharma. * Governors were updated regarding Pupil Premium pupils. * Two governors accompanied a group of pupils who attended sing and swing at Asquith Primary School. * SEN groups were observed in EYFS (Early Years Foundation Stage). * J Britton, Safeguarding governor looked at the single central records. * Chats were held with the governors. * J Britton looked at writing in year six after the Ingleborough Hall residential. * J Hardaker and S Gilbertson were present during interviews for HLTA (Higher Level Teaching Assistant) in EYFS. * J Britton was present at the manager staff interviews. |  |
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| 5.02 | There had been no new Novacs (Notice of Visit and Contact). |  |
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| 5.03 | A visit had taken place from the assessment team re phonics screening to check everything was in order before the phonics screening took place. |  |
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| 5.04 | The SEF (School Self-Evaluation Form) had not been updated since governors last met. The Headteacher mentioned that it would be updated in the summer holidays and circulated to governors when the SDP (School Development Plan) had been written and updated. |  |
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| 5.05 | Governors looked at the Phonics check on governor day. 90% of children achieved the necessary pass rate. |  |
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| **6.00** | **MINUTES OF THE LAST MEETING** |  |
| 6.01 | **Resolved:**   * That the minutes of the meeting held on Monday 13 May 2024 were agreed as a correct record and the Chair was authorised to sign them after the price for school meals was amended to £3.00 and the date of the governor conference was amended to 20 June 2024 by the Clerk.   (Post meeting note – the clerk amended the price of school meals to £3.00 and the date of the governor conference meeting to 20 June. An updated copy of the minutes was emailed to the Chair to sign the minutes). | **Clerk** |
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| **7.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 7.01 | **Governor monitoring of school improvement (minute 5.02 refers):**  Action completed. Governors informed the Chair of their attendance on governor day. |  |
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| **8.00** | **COMMITTEE REPORTS** |  |
| 8.01 | |  |  | | --- | --- | | **Resources Committee Statutory Requirements** | **Yes/No** | | The budget has been approved including the price of school meals. | Yes | | Health and Safety Policy has been approved. | Yes  Not due yet | | Charging and remissions policy has been approved | Yes  Not due yet | | Mid-Year performance management for teachers has been completed. | Yes  Performance management to start next week for next year. | |  |
| 8.02 | |  |  | | --- | --- | | **Pupil Support Committee Statutory Requirements** | **Yes/No** | | The annual safeguarding self-assessment has been completed. | Yes | | School meets equalities requirements | Yes | |  |
| 8.03 | |  |  | | --- | --- | | **Teaching and Learning Committee statutory Requirements** | **Yes/No** | | School will be providing an annual report to parents | Yes | |  |
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| 8.04 | Pupil Support  J Britton delivered a brief overview from the last Pupil Support meeting:   * Attendance was discussed in detail along with the new tool kit to support attendance, just a few tweaks had been made. * The inclusion team had been working hard to make sure all children attended school. The attendance figure for the whole school was 95.5%. * Everything was working well with Behaviour and attitudes. * Safeguarding procedures were strong. * J Britton and D Smith would arrange to meet to discuss the ARM (Annual Report on Monitoring) which would be completed and returned on time. * The new PSHE scheme was now being delivered throughout school, J Britton attended an online meeting regarding PSHE. * The equalities section was compliant and up to date.   **Q: A governor asked if anything was being done about the punctuality of some pupils who were persistently late**.  A: The Procedures needed to be reviewed with staff. Late reminders were sent out to parents and fines could be issued. 20 pupils had received 12 late marks this year. Pupils arriving late to lessons had a negative impact on the teacher and the pupils. Lateness would be picked up again in the next academic year. |  |
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| 8.05 | Teaching and Learning  J Hardaker delivered a brief overview from the last Teaching and Learning meeting   * James Dougal – music leader briefed governors regarding how music lessons were being taught across school. * Charanga was the scheme of work teachers followed to teach music, this was good for staff CPD (Continuous Professional Development) and it also taught teachers how to teach children to play the glockenspiel. * Year three learn how to play the ukelele and then competent pupils could have the opportunity to learn how to play the guitar. * School had various choirs to offer its pupils with lots of performance opportunities including going out of school to watch performances. * The SENDCo (Special Educational Needs and Disabilities Co-ordinator) focussed on transition for SEN pupils and briefed governors of the practices that take place at Morley Victoria. * A phone call had been arranged from Leeds authority in July to discuss FFI (Funding for Inclusion) with the SENDCo. * The Headteacher updated governors regarding data, SATs, Phonic Screening etc. * GLD (Good Level of Development) 66% achieved this in EY (Early Years). There were 25 children borderline in the spring term, due to the interventions that was put in place, approximately 22 children achieved GLD. * A few children who did not achieve GLD would be able to cope in Year One, they were just not quite there yet. * 90% achieved the phonic screening test. * 53% scored 25 out of 25 in the times table check with 92% achieving more than 19 out of 25. The average mark was 22.8 out of 25. This was due to intensive interventions taking place. * Key Stage One (KS1) SATs/ end of year assessments – 83% achieved the expected level in reading and maths with 40% achieving greater depth. It was expected that in writing it would be in the high 70s achieving expected level and 10% at greater depth.   **Q: A governor asked when the SATs results would be available.**  A: 9 July at 7:30 am. |  |
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| **9.00** | **REPORT OF BUDGET FOR 2024-2025 OR BUDGET APPROVAL (TOR 1.02)** |  |
| 9.01 | The budget was approved at the last FGB. There were no further budget updates. |  |
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| **10.00** | **SAFEGUARDING UPDATE AND APPROVE ANNUAL RETURN** |  |
| 10.01 | J Britton would update the safeguarding report and share with governors once the meeting with D Smith had taken place to discuss the ARM. |  |
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| **11.00** | **POLICY APPROVAL** (TOR 1.05) |  |
| 11.01 | The Staff Disciplinary Policy, Staff grievance policy and Staff code of conduct were not due for renewal. |  |
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| 11.03 | The following policy was pre-circulated to governors prior to the meeting.   * Complaints policy and procedures.   Governors agreed that the complaints policy was very thorough and no changes were required. |  |
|  | **Resolved**   * That the Complaints policy and procedures was approved. |  |
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| **12.00** | **EVALUATION OF GOVERNING BOARD EFFECTIVENESS** |  |
| 12.01 | The Chair would be starting the annual statement of effectiveness with the view of completing it before the end of the summer term. |  |
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| **13.00** | **GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING** |  |
| 13.01 | J Hardaker watched an online presentation regarding Special Needs and funding. |  |
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| 13.02 | All governors completed online cybor security training. All certificates to be sent to the school business manager. |  |
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| 13.03 | J Britton had completed child on child abuse awareness module online. All governors to complete the training. |  |
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| 13.04 | A Walker attended the regional governor conference and completed a workshop on safeguarding and SEND. |  |
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| **14.00** | **CHAIR’S BUSINESS** |  |
| 14.01 | The Chair mentioned that it would most likely be the last Full Governing Body meeting before school joins Owlcotes academy. |  |
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| 14.02 | The Headteacher asked for governor thoughts on giving parents two weeks’ notice to cancel a place at Basement Buddies. After discussing this, governors agreed that parents would still need to pay if their child did not attend. Under exceptional circumstances, decided by the governors, parents could be exempt from paying on a case-by-case basis. |  |
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| 14.03 | The Headteacher would update the Basement Buddy policy and remove the holidays. Governors agreed the changes to the Basement Buddy policy |  |
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| 14.04 | Resolved:   * That upon changes made to Basement Buddies policy by the Headteacher, governors approved the policy. |  |
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| **15.00** | **ANY OTHER URGENT BUSINESS** |  |
| 15.01 | The Headteacher asked governors to think about what the governing board wanted from Morley Victoria after academisation takes place in the form of meetings. There would no longer be a resources meeting. It was suggested that two committee meetings would be required – Teaching and Learning and Pupil Support. A governor day would be arranged either just before or just after the meetings. A decision would be made at the first organisational meeting in September 2024. |  |
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| **16.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 16.01 | **The next organisational FGB meeting to be held on Wednesday 18 September 2024 at 6pm** |  |
|  | *The meeting closed at 7.35 pm* |  |