## THE MINUTES HAVE BEEN APPROVED BY THE FGB AND SIGNED OFF BY THE CHAIR ON 24.4.23

## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on Monday 20th March 2023 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Julie Hardaker (Vice Chair)  Susan Gilbertson  Dee Odesola  James Stott, | Joanne Wood (Headteacher)  Candy Evans  Reena Sharma |
| **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: Angela Walker, Emma Robshaw, Rebecca Passley, Julia Britton. James Stott – on residential, Debbie Smith, Kevin Precious – Associate members on residential. |  |
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| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01 | * Vacancy for 1 Parent Governor.   Parents were invited to apply for the vacant post of parent governor and four potential parent governors put their name forward. The vote was carried out via google forms as this had been successfully carried out online previously. However, it was noticed that the voting process had been abused, irregular voting patterns were at hand and the integrity of the vote had been compromised. Upon advice from Leeds City Council, the voting process will be repeated in paper format. The paper forms are to go out to all parents on Wednesday 22 March 2023 and results are hoped to be announced by 30 March 2023.  The Chair spoke to a member of the governance team and was assured that GDPR had not been breached. |  |
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| **3.00** | **DECLARATION OF INTERESTS** |  |
| 3.01 | There were no new declarations of interest. |  |
| **4.00** | **ANY OTHER URGENT BUSINESS** |  |
| 4.01 | Due to bad weather (snow conditions) the Pay and Personnel Committee Meeting due to be held on 9 March 2023 was cancelled. As such, the Chair noted that item 7 on the agenda – Staffing and Performance Management Update, including Wellbeing required an update. It was reported that all teacher’s performance management interviews had taken place including the Headteacher’s mid-year review which was carried out by the Chair, Reena Sharma and Richard Elstub.  It was also reported that the last half term had been quite challenging and the Headteacher stated that she felt supported throughout by the governors, staff and children on a daily basis. There now appeared to be light at the end of the tunnel. |  |
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| **5.00** | **HEADTEACHER’S REPORT** |  |
| 5.01 | The Headteacher had shared the document with governors in advance of the meeting. The main highlights of the report were as follows:   * The report suggests an update on early reading and phonics, and attendance and behaviour. It was noted that Jennie Northfield is completely on top of attendance and behaviour and had sent up to date reports to governors. * One of the initiatives to support pupils’ attendance and improve punctuality was to invite children to attend before and after school club all paid for by the school. This was a big help for families and was reported as being a great success. * There will be a more informed update of the Phonics and Early Reading results after the assessments have been uploaded. However, the new phonics scheme appears to be having a positive impact and the children in early years are making very good progress. * The drawing club is also showing signs of success with the children in reception making incredible progress with their writing. It is now a possibility that the drawing club will be carried over to Year one. * There will only be one pupil with significant special educational needs who will not achieve the phonics pass in Year two. * School is aiming to push further than the 90% phonics achievement in Year one. There are many interventions taking place in phonics in Year one and the new phonics scheme is showing good results. The new scheme will be introduced to nursery in the summer term. * The Headteacher visited St Luke’s School in Beeston to discuss behaviour. The headteacher went through the process from the initial phone call from OFSTED until their departure. One of the areas highlighted as a potential area to improve was having a more dynamic approach to reporting and recording behaviour issues. Morley Victoria have a robust procedure in place with recording behaviour incidents through c-poms. The Headteacher showed examples of pupil data printouts from c-poms. The Headteacher agreed to pass on data to governors and to look into how behaviour is reported to governors with a view of making improvements. | **HT** |
| 5.02 | **Q:** A governor asked, what does Beeston’s headteacher’s report look like?  **A:** The Headteacher replied that it was not shown. |  |
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| **6.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** |  |
| 6.01 | This was reported in the last Teaching and Learning Committee Meeting.  Progress updates are as follows:   * Governor’s day took place and was covered in the T&L meeting (see 6.01). * NOVACS was also discussed – Clara Glanville spent time in school in EYFS. * Sally Hall EYFS supported school with EAL provision in EYFS. * Richard Elstub will be working with the Headteacher with strategic planning to move the school forward. * Duncan Grant – School Improvement Advisor (SIA) carried out follow up work to the deep dive in Maths, Reading and History. There was a follow up day to the deep dives and an OFSTED Pre-visit Check from Duncan Grant. * The School Self Evaluation Form (SEF) to be circulated to governors when it has been updated. The Headteacher regularly updates the SEF and sends it to governors on a half termly basis. The Headteacher will send out the updated SEF after the Easter break. | **HT** |
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| **7.00** | **MINUTES OF THE LAST MEETING** |  |
| 7.01 | **Resolved:**   * That the minutes of the meeting held on Monday 7 November 2022 were agreed as a correct record and the Chair was authorised to sign them. |  |
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| **8.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 8.01 | **Governor ID Badges (minute 2.04 refers)**  Action completed. All governors now have a new photo ID badge. |  |
| 8.02 | **Governor Monitoring of School Improvement Priorities (minute 7.04 refers)**  Action completed. Assembly was held on previous governor day. |  |
| 8.03 | **Finance Committee Members (minute 9.02 refers)**  Action completed. Debbie Smith and Kevin Precious receive minutes of all committee meetings. |  |
| 8.04 | **Options for Academisation (minute 9.06 refers)**  Action ongoing; The Headteacher is still actively looking at all areas to make sure the right decision is made. |  |
| 8.05 | **The SEF to be reviewed (minute 9.12.1 refers)**  Action ongoing; The SEF to be circulated to governors after the Easter Break. | **HT** |
| 8.06 | **Governors to look on Leeds for Learning (LfL) site for any appropriate training (minute 9.13.1 refers)**  Action ongoing; A Walker was unable to access the LfL site. Governor to fill out another form as a new user and inform the Chair of any progress. A Walker not at the meeting – on holidays. | **AW** |
| 8.07 | **Governors to look on LfL and complete appropriate training (minute 9.13.2 refers)**  Action ongoing; S Gilbertson to log onto LfL whilst in school. | **SG** |
| 8.08 | **The National College (Minute 9.13.5 refers)**  Action ongoing; Julia Britton reported that the National College had some very good webinars for governors – A Walker asked how to log on to National College. A Walker to update whether or not she can access the site when she returns from holidays. | **AW** |
| 8.09 | **Policy Approval Teacher Pay Policy (minute 11.01 refers)**  Action completed. Pay Policy agreed. |  |
| 8.10 | **Approve or receive a report on, The Mid-Year Budget Review (minute 12.01 refers)**  Action completed. Mid-Year Budget review completed and signed off. |  |
| 8.11 | **Governor Development (minute 13.01 refers)**  Action completed. All governors busy on LfL completing online training including Adult online safety, governor online safety, FGM, and all relevant training courses available. |  |
| 8.12 | **Chair’s Business (minute 14.01 refers)**  Action completed. Member of staff’s request for leave. Closed. |  |
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| **9.00**  9.01  9.02  9.03 | **COMMITTEE REPORTS:**   |  |  | | --- | --- | | **Resources committee statutory requirements** | **Yes/No** | | Pay and appraisal policies are being effectively implemented and only staff who teach are registered for the teachers’ pension scheme. | Yes | | Schools financial value standard has been approved and submitted. | Due 31/3/2023 | | Report from annual inspection of premises has been received. | Yes | | Data protection policy has been approved | Yes | | Freedom of information policy has been approved | Yes | | Whistleblowing policy has been approved (not statutory) | Yes |  |  |  | | --- | --- | | **Pupil support committee statutory requirements** | **Yes/No** | | SEND provision meets requirements and the SENCo is qualified. | Yes | | School food and milk provided meets national standards. | Yes | | Stakeholder feedback has been considered. | Yes |  |  |  | | --- | --- | | **Teaching and Learning committee statutory requirements** | **Yes/No** | | Primary Early Years provision meets statutory requirements. | Yes – Full review of Early Years Provision | | A pupil premium strategy is in place and a report is on the website | Yes – To be redone in July | | A PE and sports premium strategy is in place and on the website. | Yes | |  |
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| **10.00** | **SAFEGUARDING/CHILD PROTECTION** |  |
| 10.01 | The ARMS review is not due until June. Julia Britton will go through it and sign it off from the governors’ point of view.  It was noted that a recent Local Authority Audit identified areas of exemplary practice. |  |
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| **11.00** | **HEADTEACHER’S REPORT ON PERFORMANCE MANAGEMENT** (TOR 1.02) |  |
| 11.01 | All teacher appraisals have been completed. During governor days, a rolling rota takes place whereby governors question staff regarding the opportunities they are given to access CPD. Staff interviews are carried out by Claire Skeet and either Julie Hardaker or Reena Sharma with positive feedback given and support where needed. |  |
| 11.02 | The Headteacher agreed to inform the governors of the procedures that take place when carrying out staff performance management appraisals during the next governor day to be held on Friday 9 June 2023. | **HT/**  **Governors** |
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| **12.00** | **POLICY APPROVAL STATUTORY** (TOR 1.05) |  |
| 12.01 | The SEND Policy is on the website and the report and check list are due to be updated in May 2023. |  |
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| **13.00** | **REVIEW OF INFORMATION ON THE SCHOOL WEBSITE** (TOR 1.06) |  |
| 13.01 | It was confirmed that the website is up to date. Information for OFSTED has been recently added by the Headteacher. The school website is regularly reviewed and updated. |  |
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| **14.00**  14.01 | **Governor Development**  Governor training is ongoing.  An action plan is in place for the governing board. It will be circulated to all governors to be reviewed. The Headteacher will go through the action plan with governors at the next FGB in June 2023. | **HT/**  **Governors** |
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| **15.00** | **GOVERNOR OVERSIGHT OF THE SAT’S PROCESS**  Several governors volunteered to take part in the SAT’s process:  Tuesday 9 May 2023 - Claire Skeet?  Wednesday 10 May 2023 - Julie Hardaker  Thursday 11 May 2023 – Reena Sharma  Friday 12 May 2023 – Candy Evans |  |
| **16.00**  16.01 | **CHAIR’S BUSINESS**  The Chair reported that correspondence from a Year six parent had been received in the form of a complaint. As the complaints process had not been followed, the correspondence had been passed to Kelly Bentley (Key Stage Manager) and Kevin Precious (Assistant Headteacher) who will be dealing with this matter. | **K Precious**  **K Bentley** |
| 16.02 | It was noted that interventions would take place in the second week of the Easter holidays for three days. |  |
| **17.00** | **CLERK’S BUSINESS** |  |
| 17.01 | There was no clerk’s business. |  |
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| **18.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 16.01 | **The next FGB meeting to be held on Monday 24 April 2023 at 6pm**  The next FGB will be to approve the budget. |  |
|  | *The meeting closed at 7.36 pm* |  |