## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

# Minutes of the Full Governing Body meeting held on Monday 2 November 2020 at 6:00pm

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

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

Kevin Precious Associate member

Ruth Cook Associate member

Debbie Smith Associate Member

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| **0.00** | **SEESAW PRESENTATION** |  |
| 0.01 | James Dougal outlined the principles of what SeeSaw was and how it was accessed by teachers, children and parents. He stated that it was a basic online journal portfolio for children to log their learning and was used widely in the UK and the USA. |  |
| 0.02 | James shared the SeeSaw screen with governors and demonstrated the online tools available to the teacher, such as building an online exercise book and the developing of activities. He then demonstrated the child’s view and use of the platform. |  |
| 0.03 | He showed governors an assignment to produce an Anti-Bullying poster, which could be assigned to either an individual child or the whole class. He also revealed how teachers could interact and give feedback to a student. |  |
| 0.04 | Children could upload their work and could use various mediums and options for creativity, although drawing was the most popular. Full instructions were always available to the children on how to use the various mediums. |  |
| 0.05 | James explained that children cannot see each other’s work at the moment but this could be developed ensuring that online safety measures and GDPR were followed. |  |
| 0.06 | James stated that the platform had great potential for use not only with online learning, but Blogs, parent profiles, home and school conversations and collaborative work. It also gives the child links for independent research and learning. |  |
| 0.07 | *A governor asked if the IT curriculum for Years 3 to Year 6 had been sorted to give the children the skills and knowledge they needed to use the platform?*  James stated that training had been given to pupils and they had picked up the knowledge and skills very quickly. |  |
| 0.08 | *A governor asked if there were any children who had not had access to devices?*  The Headteacher replied that the school had loaned tablets to a few families who had not had access to their own device and now everyone was accessing SeeSaw. The school had a list of children who had not accessed the platform during the last lockdown and they had been shown how to access SeeSaw independently. |  |
| 0.09 | *A governor asked if parents had more than one child in school could they access both simultaneously?*  This had not yet been developed but families could sign in to See Saw Families. |  |
| 0.10 | *A governor asked if a child had to print off work?*  James explained that activities that had been loaded could be edited on top and the child could take a screen shot and upload but he would ensure that the process was checked. |  |
| 0.11 | The Headteacher stated that she felt that SeeSaw had transformed home learning and thanked James for all the hard work he had done to get it up and running. Governors also thanked James for the presentation and his hard work. |  |
|  | (James Dougal left the meeting) |  |
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| **1.00** | **APOLOGIES FOR ABSENCE** |  |
| 1.01 | Chris Pratt had not sent apologies and the Chair would contact him to discuss this with him. |  |
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| **2.00** | **DECLARATION OF INTERESTS** | Guidance document available |
| 2.01 | There were no new declarations of interest and the Headteacher informed the meeting that the Governors’ page on the school website had been updated. |  |
| 2.02 | The Chair and the Headteachers would be meeting on Friday 6 November 2020 to collate all the responses and any outstanding declarations would be chased up. | **Chair**  **Head** |
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| **3.00** | **MEMBERSHIP MATTERS** |  |
| 3.01 | The Chair had reposted the four co-optedgovernor vacancies on: [www.inspiringgovernence.org](http://www.inspiringgovernence.org/) and [www.governorsforschools.org](http://www.governorsforschools.org/). There had been expressions of interest from four people an inspiring governance were contacting the people to ask them to contact the chair. |  |
| 3.02 | Julia Britton had emailed the contact from Graham Poucher but had no reply and governors felt that they should not pursue this. |  |
| 3.03 | The Headteacher had approached a few options but no one had come forward as yet. |  |
| 3.04 | The Headteacher confirmed DBS check and a section 128 check had been completed for Reena Sharma within 21 days of appointment. |  |
| 3.05 | The Chair asked governors to keep looking for potential candidate and reiterated that she would send out information to anyone if requested. | **Governors** |
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| **4.00** | **MINUTES OF THE LAST MEETING** |  |
| 4.01 | **Resolved:**  That the minutes of the meeting held on 14 September 2020 be agreed as a correct record and the Chair be authorised to sign them. |  |
| **5.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 5.01 | *Declaration of interest forms ( minute 2.02 refers)*  The Chair and Headteacher would be meeting on Friday 6 November 2020 to check collation and would be contacting any governors whose form was outstanding.(see minute 2.02) | **Head**  **Chair** |
| 5.02 | *Suggested candidate for governor identified by G Poucher ( minute 4.06 refers)*  Julia Britton had emailed the person and the Chair stated that no further contact had been received.(see minute 3.02) |  |
| 5.03 | *Approved minutes be sent as final to the school by the clerk (minute 5.02 refers)*  The action had been completed. |  |
| 5.04 | *Safer recruitment training ( refers to minute 6.04)*  Jo Wood had attended Safer Recruitment training on 15 October 2020.The Chair would look at future dates.    The clerk had send out the programme of training after the meeting to all governors. |  |
| 5.05 | *Relationships and sex education (RSE) policy.( refers to minute 6.05)*  The item had been approved at the Pupil Support meeting on 21 October 2020. Teaching of the RSE would be starting after half term. There was a discussion on the availability of teachers and parental nervousness on the impact on home. The content had been sent to parents and there was a guide for parents on the website. Kelly Bentley had sent and information sheet to parents to Else Burton before it would be put on the website. Else Burton asked that the policy needed to be specific that all content would be taught to both genders. | **K Bentley E Burton** |
| 5.06 | *Cultural Capital Quality Mark (CCQM) ( refers to minute 6.06)*  This item was deferred until the spring Pupil Support meeting due to staff sickness. | **Spring Pupil Support** |
| 5.07 | *The Accessibility Plan ( refers to minute 6.08)*  The item had been approved at the Pupil Support meeting on 21 October 2020. |  |
| 5.08 | *The Whistleblowing policy ( refers to minute 6.09)*  The item had been approved at the Pay and Personnel committee on 15 October 2020. The Headteacher would be ensuring that this would be explicit in the induction pack of new staff. |  |
| 5.09 | *The code of conduct (minute 7.02 refers)*  The Chair and Headteacher would be meeting on Friday 6 November 2020 to check collation and would be contacting any governors whose form was outstanding | **Head**  **Chair** |
| 5.10 | *Assessment Progress (minute 12.08 refers)*  monitored by the Teaching and Learning committee |  |
| 5.11 | *Designated Safeguarding training (minute 20.02 refers)*  Kevin Precious and Debbie Smith had completed this training |  |
| 5.12 | *The Teacher Pay Policy (minute 20.03 refers)*  This policy was not yet available. |  |
| 5.13 | *The policy for Supporting pupils with medical conditions (minute 20.04 refers)*  This policy was not yet available. |  |
| 5.14 | *The Admissions Policy (minute 20.05 refers)*  This policy had not been presented to the pupil Support Committee and would need to be approved at this meeting.  **Resolved:**   * That governors approved and adopted the Admissions Policy |  |
| 5.15 | *Governor induction training (minute 21.01 refers)*  Reena Sharma had booked on to the Induction modules. |  |
| 5.16 | *Leeds for Learning* *training (minute 23.021refers)*  The Clerk had sent the flyer out to all governors. |  |
| 5.17 | *Governor Days (minute 24.02 refers)*  The Chair had sent details of Governor days planned for the 15 March 2021 and 11 June 2021. |  |
| 5.18 | *Committees and specific responsibilities (minute 11.01 refers)*  Governors discussed the makeup of committees and specific responsibilities due to the resignation of David Heaslet and Leyla Saxton.  **Resolved:**   * That Julie Hardaker would join the Resources Committee * That Ali Archbold would continue to have responsibility with Letty Dixon for Safeguarding. * That the website and GDPR would be scrutinised on Governor Days and the Resources committee would monitor this. The Data Protection officer and James Dougal would also monitor GDPR. |  |
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| **6.00** | **ASSESSMENT AND PREPARATION FOR STATUTORY TESTS** |  |
| 6.01 | A detailed update had been provided in the minutes of the Teaching and Learning committee. The minutes would be sent out to all governors. | **Clerk** |
| 6.02 | The Headteacher explained that Phonics screening for Year 2 would take place in December. The Reception baseline had been completed and was been analysed. There would be a new Early Years curriculum from September 2021. |  |
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| **7.00** | **CURRICULUM UPDATE INCLUDING ONLINE LEARNING** |  |
| 7.01 | A detailed update had been provided in the minutes of the Teaching and Learning committee. The minutes would be sent out to all governors. | **Clerk** |
| 7.02 | The Headteacher informed governors that Year 4 were preparing for the multiplication tables check which should be taking place in June 2021. There was new guidance on the progression in Maths and there were many area to cover. Staff were having training and long term plans were been made more specific. |  |
| **8.00** | **QUESTIONS ON THE LATEST RISK ASSESSMENT** |  |
| 8.01 | The Headteacher stated that there was nothing significant as most of the latest updates applied to High schools apart from staff should wear masks in communal areas from 2 November 2020.  The Headteachers would be reviewing the updates and amendments in more detail. Updates come out every two to three weeks, usually on a Friday. The Headteacher would be sending out the updates to staff and governors. | **Head** |
| 8.02 | The Headteacher updated governors to the risks relating to staffing as three teachers were self-isolating and one Teaching assistant was absent due to a sick child. The staff were trying to cover without using supply teachers but this difficult to manage as staff could not cross bubbles |  |
| 8.03 | The Headteacher stated that the school was in a good position if Ofsted visited. |  |
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| **9.00** | **BREAKFAST AND AFTER SCHOOL CLUB PROVISION** |  |
| 9.01 | A detailed update had been provided in the minutes of the Pupil Support committee. The minutes would be sent out to all governors. | **Clerk** |
| 9.02 | The Chair requested that any further discussion of Basement Buddies was deferred until Committee Reports.  **Resolved:**   * That Governors defer discussion until item 13 |  |
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| **10.00** | **ATTENDANCE AND BEHAVIOUR UPDATE** |  |
| 10.01 | The Headteacher stated that Pupil Support committee on 21 October 2020 had discussed these issues. Attendance was 97% but absence due to Covid was not counted. The Headteacher had spoken to all Year groups and on the whole behaviour was good and some children in Years 5 and 6 had come back to school with a higher level of maturity. |  |
| 10.02 | Ruth Cook felt that Year3 had missed out on the transition from the Red Brick building to the main Building and for some it was like going to a new school. |  |
| 10.03 | An Emotional, health and wellbeing manager had been appointed after the interviews which took place during half term. The field of candidates was very strong and Paul Rushforth, the candidate appointed was exceptional. He had previously worked as a supply teacher at the school and would be able to start on 3 November 2020 and would be focusing on Years 3 and 4. Governors felt that a male presence in the pastoral team would add to the strength of that team. |  |
| 10.04 | The Chair outlined a complaint that she had received from a parent at the end of summer, about the Behaviour Policy and the Bullying policy. The complaint was looked into in great depth and found that the policies had been followed but the Anti Bullying policy had been re written to ensure clarity of meaning. The response was sent to the parents on 2 October and there had not been a response back. The Chair thanked Else Burton and Julie Hardacker for their help investigating the complaint and the Headteacher thanked the governors for a comprehensive investigation and response and the recommendations had been acted upon. |  |
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| **11.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** | Guidance document available |
| 11.01 | Priorities for school were:   * Basic Skills * Recovery Curriculum * Investors in Pupils / CCQM * Return to New Normal Activity * Mental Health and Wellbeing   The School Development plan had been sent out to governors. |  |
| 11.02 | Jo Wood had attended Inspection training and highlighted issues that came up as good practice that she would be implementing. These were:   * Clarifying intent in the SDP * Matching the SDP to the SEF * Produce a one page summary for inspectors |  |
| 11.03 | Jo had looked at the SDP and the SEF and they do match. Updated Covid SEF would need to be reviewed and incorporated into both and this would be done on Monday 30November 2020. The Chair was invited to attend | **Head** |
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| **12.00** | **QUESTIONS ABOUT THE HEADTEACHER’S REPORT** | Guidance document available |
| 12.01 | The Headteachers report had been circulated to governors. |  |
| 12.02 | *A governor asked the Headteacher if the report was better to write in the new format?*  The Headteacher informed governors that the report felt joined up and was easier to right but advised governors to also look at the newsletters for the news events and information. Governors will also be sent information on the new guidance booklets for parents. |  |
| 12.03 | There were no further questions from governors as they felt it was self-explanatory. |  |
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| **13.00** | **COMMITTEE REPORTS** | Guidance document available |
| 13.01 | Else Burton asked if the Safeguarding governors would be attending the Safeguarding audit. Both Letty Dixon and Ali Archbold stated that they would attend. | **L Dixon**  **A Archbold** |
| 13.02 | Julie Hardacker gave governors an overview of issues discussed at the Teaching and Learning meeting on 30 September 2020. They were;   * Examination of data including gaps in learning * Detailed document that were completed by staff of assessment of pupils * Year 6 practice test results * Third Space Learning * Catch up interventions |  |
| 13.03 | The Headteacher outlined the actions taken in assessing teacher performance as it was impossible to undertake classroom teaching observations as usual. They had looked at planning and book scrutiny and would be completing socially distance interviews with children. The teaching and learning look good and the books supported this, been the best they had seen. |  |
| 13.04 | The Finance committee had not been quorate and the Chair needed to speak to Chris Pratt as to his future intentions. Julie Hardacker would now be on the Resources committee as outlined in membership matters. | **Chair** |
| 13.04.1 | The Chair had met the School’s Finance Officer to review the budget which needs to be signed off by mid-December. Kelly Moore had given the Chair and Headteachers a brief update having gone through the detail of the budget line by line. |  |
| 13.04.2 | The Chair stated that although there were two large risks to the budget there were positives.   * The nursery was nearly full. * Pupil Premium had increased to £127,130 due to an increase of ten pupils. * The Covid catch up payment was estimated to be £33,600 split into two payments of £19,601 in 20/21 and £13,998 in 21/22. * This had been spent on Third Space Learning and staff time for interventions. * PE and Sports premium was £19,560 which would be received over two payments. Spending on this was budget neutral and spent primarily on PE Partners which continues to be a great benefit to the school. |  |
| 13.04.3 | A 2.75% uplift to teacher pay had been implemented. The starting salary for new teachers would increase by 5.5%, to take NQT’s to a basic salary of £30k by 2024. Supply was underspent because of lock-down, it would be continually under review owing to fluctuating staff absence due to mandatory self-isolation and sick leave. Staff changes comprising of the Mental Health and Wellbeing Manager, superintendent, three TAs and SBM had been applied to the budget. Covid19 has necessitated additional lunchtime staff which has meant an increase in costs. The budget model showed higher staffing costs overall because of these increases. |  |
| 13.04.4 | The budget had been increased by £6,000 for Buildings and Maintenance due to planned works on the caretaker’s house in-order to facilitate additional space. Refuse, Cleaning, Toilet and Medical has also had an increase, owing to additional mandatory purchasing of PPE, sanitising and cleaning equipment for Covid19. There was an increase in the contract cleaning costs of £3200 for deep cleans. However, recycling cost prices with AWM had doubled this year due to the grab bags. |  |
| 13.04.5 | There would be a claim submitted to the Covid19 fund in November to recover some Covid19 costs, however this would be minimal and would not cover all of the costs as the school would need to be in deficit and Morley Victoria was keeping its head above water financially. |  |
| 13.04.6 | There had been a slight increase in the curriculum budget due to higher IT costs. |  |
| 13.04.7 | The first risk was in Catering. The Chair explained that funding was based on the school meals taken on census day. The School Census day in January would be a focus for increasing the school dinner numbers as numbers had suffered with take up of the grab bags. A Special Roast Dinner Day would be advertised on the day as the school returned to hot meals during the Autumn term. |  |
| 13.04.8 | The Chair outlined the second risk as the regulations stated that Extended Services (Basement Buddies) were not allowed to have a deficit position. The salary cost was fixed at £78,000. There was no choice but to cover a contribution from School Budget to Basement Buddies to make up the shortfall caused by lack of fees due to Covid19. This was projected to be £33,000. This figure would have been higher but the previous Basement Buddies budget was in surplus. It had been necessary to remove the normal contribution from Basement Buddies to the School Budget which was usually £16,000 but had been reduced this year to £11,000. The numbers in Basement Buddies were impacted by closure for two weeks and the reduced take-up overall as parents worked from home and could be suffering from the financial impact from Covid19. The budget model showed that it would just afford these changes but overall caution was advised by the SBM. |  |
| 13.04.9 | The Chair felt that having had the discussions with the Finance Officer and the SBM, that this would be recovered over the coming years when numbers returned to normal. |  |
| 13.04.10 | *A governor asked what would be the alternative, could Basement Buddies close?*  The cost of closing Basement Buddies would actually cost more than this plan as the school would have to fund redundancy payments. The budget model had used the worst case scenario and it was anticipated that the numbers would increase. The Headteacher stated that the composition of the bubbles needed to be looked at and the hours of operation to ensure that overtime was not used. |  |
| 13.04.11 | The Chair asked governors to accept the budget  **Resolved**   * That governors accepted the budget as presented |  |
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| **14.00** | **EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT** |  |
| 14.01 | Planned training for governors was as follows   * Safeguarding training for staff and governors 18 November 2020 * Governor Induction module one and two Reena Sharma * Prevent training Reena Sharma, Julie Hardacker and Letty Dixon * Safer recruitment Claire Skeet * Governor Days 15 March 2021 and 11 June 2021. | **Governors**  **R Sharma**  **R Sharma**  **JHardacker**  **L Dixon**  **C Skeet** |
| **15.00** | **CHAIR’S BUSINESS** |  |
| 15.01 | * The Chair reiterated that she had undertaken work on a parents complaint and the Budget (minute 10.04 and minute 13.04) * The Chair confirmed that she meets with the Headteachers both formally when needed and informally |  |
| **16.00** | **CLERK’S BUSINESS** |  |
| 16.01 | The clerk drew attention to the virtual training provided by Leeds for Learning and GSS as described in the flyer. |  |
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| **17.00** | **ANY OTHER URGENT BUSINESS** |  |
| 17.01 | The Headteacher informed governors that the latest parent questionnaire had closed on 2 November 2020 with 285 responses. There were only 16 which had a disagree response to some of the questions and she would be following up on these responses with the parents concerned. | **Head** |
| 17.02 | *A governor asked if there were significant changes to the responses from the questionnaire in July?*  The Headteacher stated that she had not thought that the comments would be different from the July questionnaire and was pleased that responses were mainly positive. |  |
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| **18.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 18.01 | The Next Full Governing Body meeting would be on 8 February 2020 at 6 pm  (This was likely to be a virtual meeting unless guidance stated otherwise) |  |
|  | The Chair closed the meeting at 20.04pm |  |