

MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

MINUTES FOR
SCHOOL FILE TO BE
SIGNED BY THE
CHAIR

Minutes of the meeting held on Monday 24 June 2019 at 6.00pm.

PRESENT

Paul Redfearn (Chair)
Else Burton
Letty Dixon
Catriona Lawrie
Claire Skeet

Julia Britton (Co-Headteacher)
Joanne Wood (Co-Headteacher)
Ali Archbold
Julie Hardaker
Bhavna Patel
Graham Poucher

IN ATTENDANCE: Leyla Saxton (Associate Member)
Ruth Cook (Associate Member)
Debbie Smith (Associate Member)
Kevin Precious (Associate Member)
Karen Shotton (Clerk, Governor Support Service)

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1.00 APOLOGIES AND MEMBERSHIP

1.01 Apologies for absence were received and accepted from David Heaslet, Kelly Bentley and Chris Pratt.

1.02 Christine Bell was also absent and no apologies were received. The clerk to check Christine's attendance record and report back to the Chair.

1.03 It was noted that it was the last meeting for the Chair and Catriona as their terms of office expired on 24 July 2019. The Headteachers referred to their commitment and everything they had done in the interests of the school. An in school event had been planned for 8 July 2019 to say farewell.

1.04 Leyla Saxton was put forward to be appointed as a Co-opted governor.
Resolved:
That Leyla Saxton was appointed as a Co-opted governor for a term of four years.

2.00 DECLARATION OF INTERESTS

2.01 There were no new declarations of interest.

3.00 RE-CONSTITUTION

Following the review of governance on 26 November 2018 and discussions at the last two meetings of the full governing board, the need to reconstitute was discussed in detail and the following agreed:

Resolved:

That the governing board would reduce in size through reconstitution as follows:

- One Headteacher
- One local authority governor

ACTION

Clerk

- Nine Co-opted governors
 - Three parent governors
 - One staff governor
- Total 15 Governors

Reconstitution to come into effect from 21 October 2019 (date of next full governing board meeting) and have a variable term of office from one year to four years.

4.00 ELECTION OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE

4.01 Claire Skeet was nominated for the role of Chair and left the room when the election took place.

Resolved:

That Claire Skeet was elected as the Chair of Governors for a term of one year from the 24 July 2019.

4.02 Leyla Saxton was nominated for the role of Vice-Chair and left the room when the election took place.

Resolved:

That Leyla Saxton was elected as the Vice-Chair for a term of one year from the 24 July 2019.

5.00 OTHER MEMBERSHIP MATTERS

See item 1.03 and 1.04 above.

The school would need to update the “get information about schools” to reflect the changes to membership as above.

HTs

6.00 PLANNING OF GOVERNANCE ARRANGEMENTS FOR THE NEXT ACADEMIC YEAR

The following membership was agreed:

Finance and Resources Comm.	Claire Skeet (Chair) Leyla Saxton Graham Poucher Helen Taylor (Bursar) David Heaslet Debbie Smith Headteachers
Teaching and Learning Comm.	Julie Hardaker (Chair) Ruth cook Bhavna Patel Kevin Precious Chris Pratt Headteachers
Pupil Support Comm.	Ali Archbold (Chair) Ruth Cook Else Burton Kelly Bentley Letty Dixon Bhavna Patel Debbie Smith

	Headteachers
Personnel/Pay Comm.	Graham Poucher (Chair) Chris Pratt Claire Skeet Headteachers

Governors with specific responsibilities

Training	Kevin Precious
Child Protection/Safeguarding/Children Looked after	Ali Archbold Letty Dixon
SEND	Ruth Cook/Else Burton
Performance Management	Graham Poucher/Chris Pratt/Claire Skeet
Pupil Premium	Claire Skeet
PE	Kevin Precious Graham Poucher
Early Years	Bhavna Patel Letty Dixon
SRE	Else Burton

Health and safety was delegated to the Resource Committee.

Attendance, Equalities, Pupil Behaviour and Discipline were delegated to the Pupil Support Committee.

The website would be audited by the governing board on each governor day in school.

Performance Data was delegated to the Teaching and Learning Committee.

Governors attached to Key areas of the School Development Plan

Reading and Phonics	Leyla Saxton Julie Hardaker Christine Bell Letty Dixon
Writing	Bhavna Patel Ali Archbold Else Burton
Maths	Claire Skeet David Heaslet Chris Pratt
PE and Physical Activity	Graham Poucher Leyla Saxton

7.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR, INCLUDING DATES FOR THE THREE GOVERNOR DAYS

The following dates were distributed to the governing board:

Full Governing Board (6.00pm)

- Monday 21 October 2019
- Monday 3 February 2020
- Tuesday 5 May 2020
- Monday 22 June 2020

Finance (6.00pm)

- Monday 14 October 2019
- Monday 27 January 2020
- Monday 27 April 2020
- Monday 15 June 2020

Teaching and Learning (6.00pm)

- Monday 07 October 2019
- Monday 20 January 2020
- Monday 01 June 2020

Pupil Support (6.00pm)

- Wednesday 16 October 2019
- Wednesday 29 January 2020
- Wednesday 17 June 2020

Personnel/Pay (6.00pm)

- Wednesday 09 October 2019
- Wednesday 22 January 2020
- Wednesday 10 June 2020

Governor Days

- Friday 15 November 2019
- Monday 16 March 2020
- Friday 19 June 2020

Governors commented on how useful the governors' day had been and both enjoyable and productive. Staff and children had appreciated governors coming into school and it had raised governors' profiles. The guided tours had been excellent and informative. Staff interviews were positive and looking at books had provided evidence of learning over time. The whole experience had been appreciated by all with an open and honest approach to the day.

8.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

Paul Redfearn would produce an Annual Governors' Statement detailing how the three roles of governance had been fulfilled and the impact of the governing board. It would be circulated to governors prior to it being published on the website.

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9.00 MINUTES OF THE LAST MEETING

9.01 Resolved:

- That the minutes of the meeting held on Tuesday 23 April 2019 were agreed as a correct record and the Chair was authorised to sign them.

10.00 REVIEW ACTIONS AND MATTERS ARISING

10.01 Minute 10.03.1 refers – Governors meeting with Teaching and Learning reviewers

Action complete – Ali Archbold, Julie Hardaker and Claire Skeet had met with the reviewers.

10.02 Minute 3.03, 3.03.1, 3.03.2 – Agenda items

Action complete - These had been included on the agenda for this meeting.

10.03 Minute 5.01 refers – Sharepoint for new governors

Access was still an issue. The Headteachers to arrange for school emails to be reset. Governors were encouraged to use their school emails.

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10.04 Minute 5.03 refers – Role of Chair descriptor

Action complete – This had been circulated to governors.

10.05 Minute 5.04 refers – Professional clerking for all governance meetings

Action complete – Governor Support Service had been contacted to make arrangements for all meetings to be clerked.

10.06 Minute 5.05 refers – Skills audit

It was agreed that the skills audit would be re-circulated in September/October following the reconstitution. This would enable any future appointments to be made on a skills basis.

Chair

10.07 Minute 5.06 refers – Governor Day

Action complete – an agenda had been issued to governors prior to the governor day on 14 June 2019.

10.08 Minute 5.07 refers – Pupil Progress dates

The Headteachers to circulate future pupil progress dates to governors.

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10.09 Minute 7.01 refers – Safeguarding/Child Protection

Governors had checked the evidence behind the 175/156 Child Protection Compliance Return and the Chair had signed it before it was submitted within the 1 June 2019 deadline.

10.10 Minute 8.01 refers – SATs process

Governors had attended SATs week to ensure the correct processes had been followed. It had been an enjoyable experience.

11.00 UPDATE FOLLOWING THE IMPLEMENTATION OF THE BASEMENT BUDDIES BUSINESS PLAN

Governors were provided with an update on the current position

of Basement Buddies. A revised staffing structure had been agreed following discussions on child/staff ratios and had taken into account what was right for children, staff and the school. The following was highlighted:

- A Nomination Committee had been set up
- One to one meetings had been held with Basement Buddies staff
- Consultation had taken place between staff, governors and unions
- New employment contracts would be issued on 28 June 2019 with a right to appeal within five days

It had been a difficult situation to address and governors were pleased that it had been reasonably amicably resolved. They recognised that it was a very popular service and appreciated by parents.

Governors discussed membership of an Appeal's Committee and agreed the following membership:

Catriona Lawrie
Else Burton
Bhavna Patel

12.00 CO-HEADTEACHER'S UPDATE FOLLOWING MID-YEAR PERFORMANCE MANAGEMENT REVIEWS, AND STAFFING AND RECRUITMENT UPDATE

Graham Poucher referred to the minutes of the Pay and Personnel committee dated 12 June 2019. He highlighted the following:

- Jo Wood had provided details of the performance management reviews for teacher and co-heads
- Teachers were undertaking their end of year reviews with co-heads
- Teachers had three agreed key areas – one related to pupil progress of at least five points per year
- Subject leaders would provide curriculum impact reports as evidence
- When the Pay Policy came out earlier in the year the co-heads read about the expectations for UPS teachers and made it clear what would be expected of teachers who were wanting to go through the threshold and beyond. They also looked carefully at the wording for UPS3 Teachers and their 'Critical role in the life of the school' and amended where appropriate.
- The co-heads had three targets and a rigorous performance management process was in place to hold them to account. In depth details were provided around the writing process, curriculum, monitoring and accountability.

Richard Elstub was the independent performance advisor for the

co-heads and would be visiting this week to meet with them both. Staffing changes had also been discussed in detail and it was confirmed that the Assistant Headteachers had been made permanent members of staff.

13.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT, INCLUDING PREDICTED END OF YEAR RESULTS

13.01 The report had been circulated prior to the meeting. Questions were invited.

13.02 Attendance

Governors discussed unauthorised attendance and the increase in holiday requests to 124. It was confirmed that school was rigorous in following up on non-attendance and that letters were sent out to parents. Governors' gave consideration to the need to fall in line with other schools in the partnership and issue non-attendance fines. Parents had been informed last year that fines could be introduced.

Resolved:

That non-attendance fines would be issued to parents from 1 September 2019.

Governors asked that the letter notifying parents that attendance fines would be implemented from September, be forwarded to them before it was issued to parents.

Governors asked if the last day of term falling on a Wednesday would impact on attendance. It was confirmed that it had not caused any issues last year when the term finished on a Tuesday.

14.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES

Governors were referred to the co-heads' report and the committee minutes.

15.00 OTHER REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES

Governor reports from the Governor Day had been circulated.

16.00 COMMITTEE REPORTS

16.01 Resource Committee

The minutes of the meeting held on 16 April 2019 had been previously circulated. There were no questions.

16.02 Pupil Support Committee

The committee met on 19 June 2019 and the minutes would be circulated once they were available.

The following was highlighted:

- This would be the first school going for the Cultural Cohesion Mark in Leeds. To succeed 100% buy was needed from both staff and governors. One minute guide

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to be circulated to governors.

- Discussed holiday requests and impact on attendance.
- An additional meeting to be timetabled to look in details at the changes to SRE statutory elements from 2020. Kelly Bentley had been on a course to ensure the school would get it right.
- Headteacher had been on FGM training and was the designated person.
- The school uniform had been discussed, sandals were not permitted and skirts should be knee length
- Changes to the mobile phone policy - any phones turned on in school time would be removed – a letter had gone out to parents informing them of the change

It was confirmed that any breaches to the uniform rules were addressed with parents.

17.00 ATTENDANCE UPDATE

See item 13.02 above.

18.00 ENSURE THAT WHERE THE GOVERNING BOARD PROVIDES SCHOOL LUNCHES AND/OR OTHER SCHOOL FOOD, THIS MEETS DFE STANDARDS

The school meals provider had come to the new parents' meeting and answered parent questions. The service manager comes into school regularly to carry out spot checks. The school was really pleased with the service provided. Menus were balanced against school standards on a two weekly cycle. Governors asked that the catering agency provide evidence for governors that they were meeting the standards.

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19.00 PUPIL, PARENT AND STAFF VOICE

Parent questionnaire would be circulated with the annual reports to parents.

Staff were interviewed by governors during the governor day.

Results from the pupil surveys were now published on the website. There would be changes to the survey next year regarding specific questions to how safe did children feel in and outside school.

20.00 POLICY REVIEW

The May 2019 updated Safer Working Practice guidance had been circulated to governors and adopted by the school. The document contains the staff code of conduct.

21.00 TRAINING DAYS FOR THE NEXT ACADEMIC YEAR

The training days for the next academic year would be circulated to governors.

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22.00	<p>GOVERNOR DEVELOPMENT Graham Poucher asked to be placed on the next safer recruitment training on 17September 2019.</p> <p>Leyla Saxton would be completing induction training. It was confirmed that all governors had now completed induction training.</p> <p>All governors had access to National Governors Association Learning Link online training and The Key for Governors.</p> <p>Claire Skeet would be attending finance training in January 2020.</p>	<p>HTs/GP</p> <p>LS</p> <p>CK</p>
23.00	<p>CHAIR'S BUSINESS There was no Chair's business.</p>	
24.00	<p>CLERK'S BUSINESS There was no clerk's business.</p>	
25.00	<p>ANY OTHER URGENT BUSINESS Health and Safety at Work act, Section 7 approval form. Helen had asked that governors show that their duties had been met. Governors asked that further details be forwarded to the Resource Committee.</p>	<p>Helen/ Res. Comm.</p>
26.00	<p>DATE AND TIME OF NEXT MEETING</p> <p>Farewell Event for Chair and Vice Chair Monday, 8 July 2019</p> <p>Full Governing Board (6.00pm) Monday 21 October 2019</p> <p>Finance (6.00pm) Monday 14 October 2019</p> <p>Teaching and Learning (6.00pm) Monday 07 October 2019</p> <p>Pupil Support (6.00pm) Wednesday 16 October 2019</p> <p>Personnel/Pay (6.00) Wednesday 09 October 2019</p> <p>Governor Days Friday 15 November 2019</p>	

The meeting closed at 8:35 pm

