



MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

Minutes of the Full Governing Body meeting held (virtually) on **8 November 2021 at 6.00pm**

PRESENT	Claire Skeet (Chair)	Jo Wood (Headteacher)
	Julie Hardaker	Julia Britton
	Reena Sharma	Dee Odesola
	James Stott	Rebecca Passley
	Emma Robshaw	Tia Wood

IN ATTENDANCE: Angela Walker (Clerk – Governor Support Service)
Debbie Smith (Associate Member)
Kevin Precious (Associate Member)
Candy Evans (Associate Member)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Cameron Stevenson.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	There were no new declarations of interest.	
2.01	Question: A governor asked if all the declarations had been received by the Headteacher? Answer: The Headteacher replied that all the declarations had been received and uploaded to the website.	
3.00	MEMBERSHIP MATTERS	
3.01	Governors discussed membership issues, including terms ending, and agreed plans to fill vacancies based on gaps identified through a governor skills audit. The following was noted: <ul style="list-style-type: none">• Vacancies for 4 co-opted governors• Skills gaps were Health and Safety and others would be identified through the Skills audit commissioned from Governor Support Service	
3.02	The school were registered with the following free recruitment sites: www.inspiringgovernance.org and www.governorsforschools.org and had sought new governors from the community. The Chair stated that the potential candidate previously identified had not responded to communication but another potential candidate had expressed an interest and she would be following this up. The Chair asked Reena Sharma to contact the parent that she had spoken of previously. The Chair would send governance information to Reena to pass on.	Chair RS

4.00	MINUTES OF THE LAST MEETING	
4.01	Resolved: <ul style="list-style-type: none"> That the minutes of the meeting held on 13 September 2021 were agreed as a correct record and the Chair was authorised to sign them. 	
5.00	MATTERS ARISING	
5.01	Register of Governors' Business and Personal and Interests (minute 2.01 refers): This action had been completed. The Headteacher stated that she had received all declarations of interest and they had been uploaded to the website. She had also received the Code of Conduct and some but not all Safeguarding forms. Debbie Smith would circulate the forms electronically as some governors had not received them	DS
5.02	Vacancies for four co-opted governors (minute 4.07 refers): This item was ongoing see minute 3.02	
5.03	Long Term Plans for History (minute 6.01 refers): This action had been completed and governors confirmed they had received the documents.	
5.04	Work done on the Red corridor (minute 6.03 refers): This action was partially completed. Julia Britton and Kelly Moore (SBM) had sent emails to the local Authority , Greenwoods contractors had attended but the brief was with MPS. The Chair would ask for an update from the SBM.	Chair
5.05	Andy Taylor Reports (minute 6.06 refers): Action completed. The Headteacher had sent the report out to governors and had circulated the reports from Duncan Grant and Peter Marsh. Their feedback from the Teaching and Learning review had been excellent. The Senior Leadership Team (SLT) would be undertaking a PSHE Deep Dive during the next half term.	
5.06	Skills Audit (minute 6.07 refers): This action had not been completed. The Chair would contact Claire Harrison from GSS to set up a date. The Chair described the process to new governors and explained that the cost was £50.	Chair
5.07	Code of Conduct forms (minute 7.01 refers): This action had been completed. The Headteacher confirmed that she had received all the forms.	
5.08	Governor summary (minute 10.07 refers): This action had been completed . The Headteacher had sent the summary of responsibilities and meeting dates to governors.	
5.09	Cluster meeting (minute 11.01 refers): This action was completed. The Headteacher had attended the first	

meeting and it was unclear whether governors were invited to attend from each school. She had circulated the minutes of the meeting to governors.

5.10 School Self Evaluation Form (minute 14.01 refers):

This action had been completed. The Headteacher had sent the whole school SEF out to governors and informed them that a Children's version was on the website. The School Development Plan (SDP) had also been revised and circulated which had taken into consideration costings and the Child's version of the SDP.

5.11 School Development plan (minute 16.02 refers):

This action had been completed. The SDP had been reviewed and circulated to governors to be discussed at this meeting. A governor commented that everything links in well with the Teaching and Learning Review and the priorities were clear. Julia Britton would draft a report on the Teaching and Learning Review.

JB

5.11.1 Question: A governor asked how do children access the Child Friendly version of the SDP?

Answer: The Headteacher stated that it was available in the planners of Years 3 to 6. It was also available through assemblies and on the website.

5.11.2 Question: A governor asked if the Child Friendly version of the SDP was displayed in school?

Answer: The Headteacher responded that it was displayed outside of her office and included photographs.

5.11.3 Question: A governor asked how do you know what the costs were?

Answer: The Headteacher stated that if governors looked at the costs they could see clearly where the money was been spent, especially in terms of the Inclusion Team and Wellbeing. An addition this year had been spending updates by the SBM which meant that it was as up to date as possible.

5.12 Mid-Year Review meeting (minute 17.04 refers):

This action had been completed. The review had been booked for 15 February 2022 at 3.30pm.

5.13 Policy Review (minute 20.01 refers):

This action had been completed. The relevant policies would be reviewed at this meeting (see item 10).

5.14 Question: A governor asked what policies were sent out?

Answer: Debbie Smith stated that she had sent the **Child Protection and Safeguarding Policy**, **Safeguarding Training policy** and the **Keeping Children Safe in Education (KCSIE)** document to governors. She checked that governors had received them and would resend them out. Governors needed to sign and confirm to the SBM

that they had read and understood KCSIE.

Question: A governor asked if the learning walk dates had been finalised?

Answer: The Headteacher told governors that the Learning walks would take place on 12 and 17 November. The Headteacher then confirmed which date each governor was attending.

Question: A governor asked if there was an agenda?

Answer: The Headteacher asked governors to email her with anything specific that was wanted but there would be a general update and tour around the school.

Governors

Julia Britton asked for some time with Debbie Smith as preparation for the Safeguarding Audit.

Claire Skeet would be discussing the new outdoor reception area with Paul

6.00 GOVERNOR MONITORING OF SCHOOL DEVELOPMENT PLAN PRIORITIES

6.01 The Headteacher told governors that they would be able to see the priorities in action.

6.02 There were new photos of the children to go in the booklets on Being an Effective Learner, SEND and The Whole Child Approach.

6.03 **Question:** A governor asked if new approaches to writing stamina and spelling would be available?

Answer: Debbie Smith informed governors that the training had just taken place and it would be best to review the impact in the spring. She would circulate the Staff training PowerPoint to governors.

DS

6.04 **Question:** A governor asked if the Early Years Framework (EYFS) was in place?

Answer: The Headteacher informed governors that reception parents had been asked to attend a meeting the following week for an update on EYFS. Staff training was taking place on the 17 or 18 November at 3.30pm and governors were invited to attend. Julie Hardaker and Emma Robshaw would attend on the 17 November and Dee Odesola would attend on the 18 November. The presentation would be sent out to all governors.

7.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

7.01 The Headteacher's report had been previously circulated to governors. Governor questions were invited. The Chair had sent the Headteacher some questions prior to the meeting as to the meaning of some of the acronyms in the report.

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| 7.02 | <p>Question: A governor asked if the Headteacher had the results of the Ofsted questionnaire?</p> <p>Answer: The Headteacher replied that the results of the questionnaire were not yet available.</p> | |
| 7.03 | <p>The Chair asked the Headteacher to give governors the headlines from the questionnaire. The Headteacher stated it had been very positive 97 to 99% were in agreement. Any disagreements from parents were followed up with a telephone discussion and she was waiting for this feedback before circulating a report.</p> | |
| 7.04 | <p>The Headteacher had been disappointed by some of the responses in relationship to bullying as issues had been addressed when they had arisen. Governors discussed the difference between bullying behaviour and children falling out. The Headteacher informed governors that the children had written the Anti Bullying policy and Kelly Bentley was compiling scenarios for discussion. It was suggested that age-appropriate scenarios were to be sent home for homework for children to discuss with parents.</p> | |
| 7.05 | <p>Question: A governor asked if the Headteacher had feedback from the Fire Risk Assessment?</p> <p>Answer: The Headteacher stated that there was no feedback available yet.</p> | |
| 7.06 | <p>Question: A governor asked if there were any issues identified from the invacuation training undertaken by Kelly Moore?</p> <p>Answer: The Headteacher replied that the main issue had been the panic button which had been relocated to the Headteachers office from an inaccessible location. The sounder was been used for evacuation rather than the Fire Alarm which had been cost effective.</p> | |
| 7.07 | <p>Question: A governor asked how long does it take the Headteacher to complete her report?</p> <p>Answer: The Headteacher replied that it now does not take as long as it was ongoing and was checked before circulation. It should be read in conjunction with the General school Newsletter and the Curriculum newsletter which would give new governors a good feel for the school.</p> | |
| 7.08 | <p>The Headteacher informed governors that a Curriculum meeting for parents was planned on 7 December at 4pm via zoom. The Chair would forward the details to governors who may want to attend. It would cover Years 1 to 6 and concentrate on the Knowledge organisers for each year.</p> | |
| 7.09 | <p>Question: A governor asked if they could be made aware of the PFA events in advance so that governors who were nonparents could attend?</p> <p>Answer: The Chair would forward governors the details. The PFA</p> | Chair |

had a face to face meeting the previous week and had 15 to 20 members. They were looking at a Festive seasonal swop such as Christmas jumpers etc which children may have grown out off. The Concert would be on 24 November. They also buy each child a gift of a book for Christmas and were looking at sourcing recyclable wrapping paper. Governors made some suggestions for wrapping paper to pass on. Debbie Smith stated that other swop events had taken place throughout the year.

8.00 COMMITTEE REPORTS

- 8.01 The Pupil Support committee met on 21 October 2021 and the minutes of the meeting had been circulated to all governors. . The following discussions took place.
- They had a presentation from Kelly Bentley on the Whole Child Approach. The focus was on the non-academic personal development of the child. It can be found on the website under Personal Development.
 - The SEF had identified that the school was outstanding in those areas.
 - Attendance was at 97.3% and letters had gone to families where attendance had fallen below 90% and governors had been presented with evidence of the work of the inclusion team in supporting families.
 - The Headteacher had explained the gate opening and closing times and reported that the flow was now better.
 - There had been no exclusions. Mr Shabir was working well across the school and supporting one child with their behaviour.
 - There had been no follow up from the ARM . The Safeguarding audit was to take place. The Single Central Register(SCR) had been checked by the Safeguarding governor and SBM and double checked at the Teaching and Learning Review by Peter Marsh.
 - Pc Scott would be coming into school to talk to Year 5 and Year 6
 - Safer Working Practice had been discussed and Debbie Smith would be emailing governors details of the Safeguarding training on 29 November. It was a short zoom meeting on key Safeguarding issues. .
 - Reena Sharma had volunteered to support staff with medical information and would be looking at both pupil and staff wellbeing.
 - Tia Wood and Julia Britton had attended Children Looked After (CLA) training and fed back to the committee.
- 8.02 The Pay and Personnel committee met on 12 October 2021 and the minutes of the meeting had been circulated to all governors. It was a relatively short meeting as some of the items had already been covered by the Resources meeting.
- Emma Robshaw would be looking at a potential staff questionnaire re wellbeing
 - Update given on the Early Career teachers (ECT) and the support and training on offer.

- Updated on the appraisals and continuous professional development available for staff taking on leadership and mentoring roles
- Updated on the National Standards of excellence for Headteachers
- Discussion on the three priorities around the curriculum.

8.03 The Teaching and Learning committee met on 29 September 2021 and the minutes of the meeting had been circulated to all governors. The following discussions took place.

- Presentation by Lauren Sunter subject lead about the development of geography in the school and the bid for the Geography Quality Mark. The school was already ahead due to the work on Climate change and links to Maths and Science.
- There was positive feedback from governors meeting with Richard Elstob and the work he had been doing with subject leaders. The consensus was that the curriculum was good with outstanding features which was confirmed by Richard.
- The range of testing for phonics and times tables were discussed as well as an analysis of the data.
- EYFS presentation from
- The Chair reported back from the Teaching and Learning review on 6 October and referenced the articulation and behaviour of the children who took part.
- Debbie Smith had updated governors on the new Reading Framework.
- Discussion took place on the Ofsted Framework and what was expected from governors.
- The following policies were approved.

8.04 The Resources committee met on 4 October 2021 and the minutes of the meeting had been circulated to all governors. The following discussions took place and decisions/policies had been made/approved.

- Meeting with Basement Buddies managers. It was doing well and not far from pre covid levels. All staff were back at work.
- The mid-Year review of the budget would take place on Friday 12 November. There were some overstaffing by 2.7FTE, which would resolve itself by January. It was needed for maternity leave and needs of children.
- Governors updated on Pupil Premium, PE and Sports Premium and Covid Catch up Grants.
- The committee had reviewed and approved the following policies.
- Governors updated on the reception playground.

8.05 The Chair asked governors if they had any questions about the committee reports but they did not.

9.00 APPROVE THE MID-YEAR BUDGET REVIEW

9.01 The following documents had been circulated to all governors prior to the meeting:

- Morley Victoria Primary School 3 Year Budget 2021/22
- Morley Victoria Extended School 3 Year Budget 2021/22
- Finance report
- Financial Services to Schools 2021/22 – Update 3
- Appendix 1: Budget assumptions
- Month 5 Monthly Budget Report
- Premises spreadsheet print, listing jobs completed over the summer & Copy of most recent H&S Walk Sheet.
- School Inventory items destroyed for sign off by Governors

9.02 The following points were highlighted:

- The Chair Headteacher and SBM would be meeting the Finance Officer on 12 November 2021 . Adjustments would be made to the budget at this meeting and the amended budget would be sent out to governors for approval prior to been submitted in December.
- The SBM had sent out a summary of the documents.
- Governors were happy to review and approve the amended document via email prior to the submission date. Governors were invited to send questions to the SBM for clarification on the amended budget.
- Overall expenditure stands at 42%.
- Supply was at 84% spent.
- Teaching assistant costs were at 52% . The SBM would be doing analysis on this to ascertain impact.
- Insurance income for staff stands at £7042.80 which is higher than expected.
- Training and recruitment costs were almost 70% spent. Staff were being encouraged to utilise free courses on the National College Website and Leeds for Learning free on-demand resources.

10.00 POLICY REVIEW

10.01 The Teacher Pay policy had been previously circulated for review prior to the meeting. It was a model local authority policy and had been personalised with school details but was otherwise unchanged apart from the inclusion of the bespoke paragraph inserted last year in regard to the SLT structure ,responsibilities and pay. The Child Protection Policy and the updated guidance document Keeping Children Safe in Education had also been circulated prior to the meeting.

10.02 **Resolved:**

- That the Teacher Pay policy was approved in principle subject to the inclusion of the bespoke paragraph inserted last year in regard to the SLT structure and responsibilities.
- That the Child Protection Policy was approved.
- That the updated guidance document Keeping Children Safe in

Education was adopted.

- 10.03 The Headteacher had sent out the following non statutory policies and strategy for governors review and approval:

Resolved:

- That the following policies were adopted and approved by the Governing body.
First Aid Policy
Intimate Care policy
Anti-Bullying Policy and Child Friendly version
Attendance and Punctuality policy
Relationship and Sex Education (RSE) Policy 2021
Online Safety Strategy

11.00 GOVERNOR DEVELOPMENT

- 11.01 The Chair reminded governors to send details of any training to Kevin Precious who would update the training record.

- 11.02 Reena Sharma had attended training from Noctura on Pupil and Staff Wellbeing.

- 11.03 Tia Wood, Dee Odesola, Rebecca Passley and Emma Robshaw had attended the induction modules from Leeds for Learning.
Emma Robshaw had sent the details to Kevin Precious.

- 11.04 **Question:** A governor requested that the training record was made available?

Answer: The chair suggested that the list was sent to the SBM to put onto an excel spreadsheet before circulation.

12.00 CHAIR'S BUSINESS

- 12.01 The Chair had not received any correspondence or had any business to discuss.

13.00 CLERK'S BUSINESS

- 13.01 The clerk drew attention to the November 2021 governor update, and the list of forthcoming training which governors with specific monitoring duties were encouraged to consider.

14.00 ANY OTHER URGENT BUSINESS

- 14.01 The Headteacher asked governors to start to consider what it would mean for Morley Victoria to become an academy. The government agenda was for all schools to become academies. The Headteacher was been forward thinking and had looked into options available. One was to do nothing but this could mean been forced in a situation that would not benefit the school. The second was to join an existing academy and the third was to set up a Morley Victoria academy. All options had pros and cons. The Headteacher would be meeting with Derek Carpenter, Richard Elstub and the Headteacher at Owlcoats to look at the viability of the Governments agenda. Governors stated

Governors

that they would want to maintain the character and nature of the school.

14.02 **Question:** A governor asked if the school started an academy how would it work?

Answer: The Headteacher stated that they would need four or five schools to be viable. The Primary Partnership was made up of eight schools and some would not want to join. As the initiator, Morley Victoria would be the lead school. It would be a Primary academy. The process can take two years or the school would join an established academy such as Owlcoats. There is a Headteachers meeting on 11 November when it would be discussed.

15.00 **DATE AND TIME OF THE NEXT MEETING**

15.01 The next meeting of the full governing board would be held virtually on Monday 7 February 2022 at 6pm

The Chair closed the meeting at 7.45pm.