## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on Monday 18 March 2024 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Ali Archbold  Julia Britton  Candy Evans  Julie Hardaker (Vice Chair) | Joanne Wood (Headteacher)  Rebecca Passley  Reena Sharma  Angela Walker |
| **IN ATTENDANCE** | Kathy Houseman | Clerk, Governor Support Service |
|  | Kevin Precious | Assistant Headteacher/Associate member |
|  | Debbie Smith | Assistant Headteacher/Associate member |

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Apologies for absence were received and accepted from: Susan Gilbertson, Dee Odesola and James Stott |  |
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| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01 | * Vacancy for 1 Co-opted governor   The Chair acknowledged the vacancy for one co-opted governor, however, as school will be joining Owlcotes Academy in the near future, it was decided that the structure of the governing board would be looked at in more detail once school had joined the academy. |  |
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| 2.02 | * Term for R Sharma, co-opted governor ends on 21.06 2024.   Governors discussed membership issues, including terms ending for R Sharma. The Chair asked if she would continue with her term of office and she confirmed that she was happy to remain on the governing board for an additional term. |  |
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| 2.03 | **Resolved:**   * That the governing board appointed Reena Sharma as a Co-opted Governor for a further term of 4 years, |  |
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| 2.04 | It was noted by the Chair that a parent had shown interest in becoming a governor. As there is no vacancy for a parent governor at this time, once a place becomes available, the parent will be invited to apply for the position along with any other interested parties. |  |
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| 2.05 | The Chair commented that as there were no Local Authority governors on the governing board when school academises, it would be possible for Angela Walker to be re-allocated to the co-opted governor vacancy. |  |
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| 2.06 | The Headteacher mentioned that a date has been set for September 2024 for Morley Victoria to join Owlcotes Academy. Parents have been consulted and a letter was sent out to confirm the decision. A parent meeting was arranged and nine people attended with 20 responses received via email. Key themes were explored and reported back to parents. A staff consultation has been arranged to take place on the second Wednesday back after the Easter break with governor representation. Lesley West, CEO of the Academy, will be present at the meeting and all staff are invited to ask questions. Further meetings will follow with union representation. It was reported that staff were beginning to work with the academy and collaborate as a team. A site visit has taken place to check the boundaries of school and Leeds authority have received all of the necessary information required. School is now waiting for a response from DfE (Department for Education). |  |
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| 2.07 | The Headteacher has spoken to Lesley West regarding school training days and whether it would be expected that school joins the academy for such days. However, Lesley stated that school could continue to arrange all training days for themselves. |  |
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| 2.08 | The Chair commented that from a finance point of view, she had spent time with the School Business Manager (SBM) discussing contracts that were coming up for renewal and quotes from current suppliers and questioned whether it would be more beneficial to use the academy’s contact if savings could be made. It was decided that school would remain with the present IT suppliers and contracts for the photocopiers will remain the same for the next 12 months. |  |
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| 2.09 | **Q: A governor asked if Owlcotes were happy for school to sign new contracts that were due for renewal before school joined the academy.**  A: If contracts are due to run out, for example, broadband and telephones will be due in the near future, school will have to be pro-active and sign new contracts. |  |
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| **3.00** | **DECLARATION OF INTERESTS** |  |
| 3.01 | The Chair declared that a contractor – Flex it, who she has dealings with from her day job was awarded a contract to complete the toilets project. A deal was negotiated by the Chair resulting in a £1 500 discount being awarded. Two quotes were previously sought, both being more expensive. |  |
| **4.00** | **QUESTIONS ABOUT THE HEADTEACHER’S REPORT** |  |
| 4.01 | The Headteacher had shared the document with governors in advance of the meeting. The Chair invited questions from the governing board. |  |
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| 4.02 | **Q: A governor asked if there were any more stay and play sessions planned for nursery.**  A: Yes, sessions were planned for Tuesday, Thursday and Friday this week. |  |
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| 4.03 | An advert for nursery open day/evening had gone out to be held on Wednesday 20 March 8:45am -15am and 3:30pm – 4:15pm. The Chair would advertise the event on social media. |  |
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| 4.04 | **Q: A governor asked about the numbers in reception for the coming academic year.**  A: Reception are full for September. |  |
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| 4.05 | The Chair reported that the mid-year Headteacher’s performance management had been completed by the Chair, R Sharma and J Hardaker on 6 March 2024. |  |
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| **5.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** |  |
| 5.01 | The following points were highlighted:   * There had been two full governor days since September 2023, 21 September and 28 February. * During the governor day on 28 November 2023, monitoring of phonics took place in Year one and two along with some individual reading. * J Hardaker looked at the School Development Priorities (SDP), held interviews with staff and accompanied some of the SEND pupils on an organised bowling event. * The governor day held on 28 February 2024 looked at phonics in Early Years – reception and nursery which included a group of SEND children. A post Ofsted action plan presentation took place and discussions were held around actions already completed and how they fit into the SDP. Governors explored grammar in Years two and four and examined the Early Years Foundation Stage (EYFS) action plan. |  |
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| 5.02 | NOVACS – An Ofsted inspection had taken place on 6 December 2023 and school had received the report confirming they had remained an **OUTSTANDING** school. |  |
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| 5.03 | The Headteacher mentioned that the Self Evaluation Form (SEF) would be updated and circulated to governors in the summer term. |  |
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| **6.00** | **MINUTES OF THE LAST MEETING** |  |
| 6.01 | **Resolved:**   * That the minutes of the meeting held on Monday 6 November 2023 were agreed as a correct record and the Chair was authorised to sign them. |  |
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| **7.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 7.01 | There were no actions or matters arising to review. |  |
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| **8.00**  8.01  8.02  8.03  8.04  8.05  8.06  8.07  8.08  8.09  8.10  8.11  8.12  8.13  8.14 | **COMMITTEE REPORTS:**   |  |  | | --- | --- | | **Resources committee statutory requirements** | **Yes/No** | | Schools financial value standard has been approved and submitted. | Due 31/3/2024 | | 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 |   All statutory items from spring committee agendas have been addressed. The SFVS is not due until the end of March 2024. It is in the process of being completed and will be submitted by the due date.  Premises and Health and Safety walks are carried out on a monthly basis.  The Data protection, Freedom of information and Whistle blowing policies are all up to date.   |  |  | | --- | --- | | **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 |   The Pupil Support committee meeting was held on 29 February 2024. All safeguarding issues were discussed and Designated Safeguarding Lead (DSL) training was checked and confirmed it was up to date with the necessary procedures in place and effective.  The Attendance home visit policy was tweaked sightly and the Behaviour exemplary new policy is displayed on the staff room wall with everything in place and embedded.  The Neuro Diversity Curriculum is in the process of being written with reference to the Nest Approach which is being partly used presently.  Everything referring to SEND is in place and running well, SEND provision is very detailed.   |  |  | | --- | --- | | **Teaching and Learning committee statutory requirements** | **Yes/No** | | Primary Early Years provision meets statutory requirements. | Yes – Full review of Early Years Provision |   Early Years provision meets statutory requirements.  The Chair of the Teaching and Learning committee briefed the governing board of the main points discussed at the meeting:   * Davina Grayston and Joanne Wood - Lead Art Teachers were invited to the meeting to brief governors on the delivery of Art across school. * Robyn Bode, SENDCo explained SEND and updated the committee regarding funding and new Educational Healthcare Plans (EHCPs).   The Chair of the Personnel and Pay committee updated the board regarding issues discussed at the previous meeting. The next staff questionnaire will be going out after the Easter holidays and a slightly different format will be used. It will be distributed via google.  There will be prize draws for staff to receive an extra half day holiday. |  |
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| **9.00** | **SAFEGUARDING/CHILD PROTECTION** |  |
| 9.01 | The annual report on monitoring (ARM) has not been received. It will be updated in due course as it is not due to be submitted until the end of June. |  |
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| **10.00** | **POLICY APPROVAL STATUTORY** (TOR 1.05) |  |
| 10.01 | The SEND information report (known as the school offer) has been revised along with the SEND policy by the SENDCo and it is on the school website. |  |
| 10.02 | The Behaviour principles written statement is up to date and on the school website. |  |
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| **11.00** | **REVIEW OF INFORMATION ON THE SCHOOL WEBSITE** (TOR 1.06) |  |
| 11.01 | **Q: A governor asked when the website was formally updated.**  A: The school website will probably change once school joins the academy. All governors check the information they are responsible for and make sure it is up to date and on the website. The website is continuously being updated and a thorough review will take place in the autumn term. |  |
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| **12.00** | **Governor Development** |  |
| 12.01 | Governor training is ongoing and all governors are encouraged to look at any suitable training (preferably free courses) and to inform the SBM who will arrange to book a place on the session. |  |
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| 12.02 | Julia Britton and Kelly Moore attended the Health and Safety training course for senior leaders. |  |
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| 12.03 | Next term, all staff and governors will complete online Cybor Security training instead of safeguard training. |  |
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| **13.00** | **GOVERNOR OVERSIGHT OF SAT’S PROCESS** (TOR 1.07) |  |
| 13.01 | SAT’s week commences Monday 13 May and ends Thursday 16 May2024.  Governors were invited to attend the following sessions:  Monday 13 May 2024 SPAG – R Sharma  Tuesday 14 May 2024 English Reading – J Hardaker  Wednesday 15 May 2024 Maths – A Walker  Thursday 16 May 2024 Maths – R Sharma  The Chair has offered to be the reserve governor if any governor needs to drop out. |  |
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| **14.00** | **CHAIR’S BUSINESS** |  |
| 14.01 | The Chair stated that the next FGB would be held on Monday 13 May 2024 with the main objective being to ratify the budget. |  |
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| 14.02 | The Resources committee meeting scheduled for 22 April 2024 was no longer required and would therefore be cancelled. The clerk to update Leeds for Learning (LfL) site. | **Clerk** |
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| **15.00** | **ANY OTHER URGENT BUSINESS** |  |
| 15.01 | A discussion took place around how governor days should be run in the future. The conversation started by asking governors who work full time, what could be changed so that they could come into school on governor days. The following points were raised:   * As long as governors were aware of the dates of governor days well in advance, this may help in some cases. * Originally, three days were planned in September which allowed for advanced planning. * Would full days or half days be more beneficial? * Some governors would be able to attend full days, others would find it difficult to attend for a full day. * One suggestion was to have two mornings and one afternoon, however, it was then brought to the attention of all governors how much work goes into arranging governor days by the headteacher and it would be difficult to fit everything in a morning or afternoon session. * It was decided that it would be best to avoid Mondays. * It was important for governors to spend time in school to see what the children were doing in lessons and social times. * The Headteacher clarified that all governors were welcome to come into school at any time. * K Precious stated that he would be happy to speak to governors about areas of the curriculum and planning etc. at a convenient time to them. * The Headteacher would inform governors of when school trips would be happening if any governor would like to attend, they would be very welcome. * The next full governor day would be Friday 14 June 2024. Staff interviews and other tasks would be carried out outside of that day as it would be better to spend as much time with the children as possible. * Further discussion regarding governor days would take place at a later date. |  |
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| 15.02 | Year six pupils will attend a knife crime workshop at St Francis School in Morley. |  |
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| **16.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 16.01 | **The next FGB meeting to be held on Monday 13 May 2024 at 6pm**  The next FGB will be to approve the budget. |  |
|  | *The meeting closed at 7.36 pm* |  |