## These minutes were ratified and approved at the Full Governing Body Meeting on 11th September 2023

## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on Monday 26 June 2023 at 6.00pm

|  |  |  |
| --- | --- | --- |
| **PRESENT** | Claire Skeet (Chair)  Julie Hardaker (Vice Chair)  Dee Odesola  Susan Gilbertson | Joanne Wood (Headteacher)  Julia Britton  Reena Sharma  Angela Walker |
| **IN ATTENDANCE** | Kathy Houseman | Clerk, Governor Support Service |
|  | Debbie Smith | Deputy Headteacher (DHT) |
|  |  |  |

**The items on the agenda were taken out of order.**

|  |  |  |
| --- | --- | --- |
| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Apologies for absence were received and accepted from Emma Robshaw, Rebecca Passley, Kevin Precious, James Stott and Ali Archbold |  |
|  |  |  |
| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01 | Emma Robshaw has resigned from the governing body. Governors are not actively recruiting to fill the post at this present time as it was felt there were enough governors to cover and meet all needs. |  |
|  |  |  |
| **3.00** | **DECLARATION OF INTERESTS** |  |
| 3.01 | There were no new declarations of interest |  |
|  |  |  |
| **4.00** | **ANY OTHER URGENT BUSINESS** |  |
| 4.01 | CONFIDENTIAL DISCUSSION |  |
|  |  |  |
| **5.00** | **QUESTIONS ABOUT THE HEADTEACHER’S REPORT** |  |
| 5.01 | **Q:** A governor asked if the elephant’s tea party was about bereavement.  **A:** Yes, it was arranged by the anti-bullying ambassadors and will take place on Thursday 13 July 2023 at 12:00pm on Nepshaw playing fields. |  |
| 5.02 | The Headteacher reported to governors as follows:   * Staffing for next year has been agreed and all Teachers and Teaching Assistants know where they will be next year. * There may need to be some re-shuffles in September with support staff to meet the needs of the pupils. * In PPA time, teachers will spend some time with their new class as well as two transition days. * Year 6 transition days to high school have been arranged. * Reception staff have carried out all home visits and the new parents meeting has been arranged for Thursday 6 July 2023 also, Stay and Play and Meet the Teacher sessions have been agreed. * Nursery home visits will take place in September 2023. Teachers are contacting parents now. |  |
| **6.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** |  |
| 6.01 | * Governor day has recently taken place, all governors who could visit school attended. * There has been one NOVAC by Sally Hall who visited Early Years Foundation Stage. * The School Self Evaluation Form (SEF) has been updated and circulated to governors. * The Curriculum has been mapped out for every subject and is on the website. * New Subject leaders are in place for the new school year in September |  |
|  |  |  |
| **7.00** | **CURRICULUM IMPACT** |  |
| 7.01 | **Q:** A governor asked if the development of the curriculum had shown an impact.  **A:** Yes, the children’s books are looking the best they have ever been. Governors talk to the children during school visits and can see the impact that the curriculum has made.  The Headteacher talks to children during Hot Chocolate Friday asking questions for example what is your favourite subject? A ranked list of preferred subjects from Year 1 – Year 6 has been produced which shows the subjects children prefer with Mathematics and Computing and Design and Technology ranking high on the list. |  |
| 7.02 | The Teaching and Learning committee had a comprehensive update regarding the Primary Science Quality Mark (PSQM) with all information being circulated to governors. |  |
| 7.03 | The impact statement is on the website for all subjects. |  |
|  |  |  |
| **8.00** | **MINUTES OF THE LAST MEETING** |  |
| 8.01 | **Resolved:**   * That the minutes of the meeting held on Monday 24 April 2023 were agreed as a correct record and the Chair was authorised to sign them. |  |
|  |  |  |
| **9.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 9.01 | **Behaviour and reporting behaviour (minute 8.01 refers)**  Action ongoing. A meeting was held with Year 6 parents regarding behaviour prior to the Pupil Support Meeting held on Thursday 22 June.  The Headteacher circulated data regarding behaviour to all governors who attended the Pupil Support meeting.  There will be a relaunch of the Behaviour Policy in the new school year in September 2023. | **HT** |
| 9.02 | **Governors Training (minute 8.05 refers)**  Action ongoing. Still ongoing problems with SG not being able to log on to training videos. Kelly Moore to look into this. | **KM** |
| 9.03 | **The National College (minute 8.06 refers)**  Action complete. AW now has access to the site. |  |
| 9.04 | **Procedures involved with staff performance management appraisals (minute 8.07 refers)**  Action closed. The Headteacher explained procedures involved with staff performance management to governors during governor day. |  |
| 9.05 | **Governor Development (minute 8.08 refers)**  Action ongoing. Governor Action Plan to be reviewed. This will be discussed at the first FGB meeting of the next school year in Autumn 2 Term.  JB to forward a copy of the governor action plan to governors. | **HT/Govs**  **JB** |
| 9.06 | **Complaint from Year 6 Parent (minute 8.09 refers)**  Action closed. Presentation meeting was held on 22 June 2023. |  |
| 9.07 | **Review of information on the school website (TOR 1.06) (minute** |  |
|  | **12.01 refers)**  Action closed. Statement of governor representatives was circulated to all governors. |  |
| 9.08 | **Review of information on the school website (TOR 1.06) (minute 12.01 refers)**  Action closed. The clerk agreed to send information regarding items that require to be posted on the school website. This was sent to school. |  |
| 9.09 | **Governor Development (minute 13.04 refers)**  Action closed. The clerk was asked to look into any specialist Safeguarding training for the Chair. The clerk informed the Chair that there was nothing specific for the Chair only the Safeguarding governor – 29 September 2023. |  |
| 9.10 | **Any other urgent business – The School Budget (minute 4.10 refers)**  Action closed. JB sent out letter to parents encouraging payment for children to attend school visits and residentials. |  |
|  |  |  |
| **10.00** | **COMMITTEE REPORTS** |  |
| 10.01 | JB delivered an overview of the Pupil Support Meeting:   * An improvement in the way attendance is monitored. * School will be changing the name of the Behaviour Policy to Behaviour and Relationships to replace Behaviour and Attitudes. * Children are evolving and school policies need to be updated. * The comments from parental feedback were very positive in the way that school deals with behaviours. * The Headteacher will re-write the Behaviour and Relationships Policy. * My Health My School, governors need to see the results of the survey. * Equalities – governors were happy as a committee that they are compliant. |  |
| **9.02** | JH delivered an overview of the Teaching and Learning committee meeting as follows:   * The Science leaders attended the meeting and gave a 35-minute presentation on the school’s science curriculum and the application for the PSQM (Primary Science Quality Mark) (Gilt). * This included a portfolio of work regarding the good level at which the school started this year, and then the further progress to where science is now. * The application would be submitted on Friday 9th June, for initial feedback. The final application would be submitted by Friday 16th June, with a response expected in September 2023. * The governors noted that they were confident and happy that science leaders had an in-depth knowledge of their subject. * Teachers recorded children’s good level of attainment on arbor. * Governors were also pleased to see links across the curriculum being made between science and maths, and the drive to use the outdoors for science learning, which linked with the school’s active learning theme. * Quality of education – The results from the times table test:   36 children received full marks.  50 children achieved 20+ mark  10 children did not pass the test – 2 of the children were special need children.    **Strategic oversight**   * Looked at what Morley Victoria had done as a committee on the school development plan (SDP) * Had sight of data and results * Interventions and Pupil Progress Meetings * L A moderation in Year 2 was very successful and the teacher assessments were all on track. * Some children marked as working at greater depth were questioned and moved back to working at the expected level.   **Results in Key Stage 1**  Reading: Expected level 80% (5% increase from previous year)  Greater Depth 33%  Pupil Premium 70% working at expected level  SEND 50% working at expected level  EAL 100% working at expected level  Maths: Expected level 87%  Greater Depth 28%  Pupil Premium 60% working at expected level  SEND 29% working at expected level  EAL 100% working at expected level  Writing: Expected level 73%  Greater Depth 7%  Pupil Premium 50% working at expected level  SEND 29% working at expected level  EAL 100% working at expected level  **Q:** A governor asked how many EAL children there were.  **A:** 4 EAL children on paper.  **Q:** How many Pupil Premium and SEND children does this show?  **A:** 10 Pupil Premium and 7 SEND. 2 children with FFI funding and 4 children on the inclusion register with special needs.  Science: 92% at expected.  Phonics: Pass mark 32  83% achieved phonic check mark  10 children did not achieve with 5 scoring between 22 and 29 and  Should convert in Year 2. From the other 5 children, some may  convert, 4 children are SEND and 1 EAL new to the country this  year.  The average mark was 34.25  Year 2  As a cohort 97% achieved. 2 children did not pass, one was special needs and the other child new to the country from Hong Kong.  Year 3  98% of children passed phonics. One special needs child is a sight reader and cannot decode. |  |
| 9.03 | Sally Hall carried out an Early Years Foundation Stage (EYFS) moderation to check the teacher assessment judgements in reception. Some children were moved up but it was noted that PSED was an area of weakness for some children. |  |
| 9.04 | **Pay and Personnel**  A staff questionnaire to go out in the new format – 3 things staff like about school and 3 things staff would like to change. The questionnaire will go out to all staff. RS to look at the results with the Headteacher.  All actions were met from the last plan. | **RS/HT** |
| 9.05 | |  |  | | --- | --- | | **Resources committee statutory requirements** | **Yes/No** | | The Budget has been approved including the price of school meals. | Yes – Deficit Action Plan submitted and accepted. | | Health and Safety Policy has been approved. | Still in date | | Charging and remissions policy has been approved | Still in date | | Mid-year performance management for teachers has been completed | Yes | |  |
| 9.06 | |  |  | | --- | --- | | **Pupil Support committee statutory requirements** | **Yes/No** | | The annual safeguarding self-assessment has been completed | Yes | | School meets equalities requirements | Yes | |  |
|  |  |  |
| **9.07** | |  |  | | --- | --- | | **Teaching and Learning committee statutory requirements** | **Yes/No** | | School will be providing an annual report to parents | Yes | |  |
| **11.00** | **REPORT OF BUDGET FOR 2023-2024 OR BUDGET APPROVAL (TOR 1.02)** |  |
| 11.01 | The Budget has been completed and approved and the Budget Deficit Plan has been completed, agreed and submitted. |  |
|  |  |  |
| **12.00** | **SAFEGUARDING/CHILD PROTECTION** |  |
| 12.01 | The Assistant Headteacher (AHT) is working on preparing the ARM’s return. A meeting has been arranged for 5 July 2023 for JB to meet with the AHT to check the ARM before submitting. | **JB/AHT-**  **(DS)** |
|  |  |  |
| **13.00** | **POLICY APPROVAL** (TOR 1.05) |  |
| 13.01 | * Staff Disciplinary Policy * Staff grievance policy * Staff code of conduct |  |
|  | **Resolved**   * That the standard Leeds authority policies be adopted for the above mentioned policies. |  |
|  |  |  |
| **14.00** | **EVALUATION OF GOVERNING BOARD EFFECTIVENESS** |  |
| 14.01 | The Chair is looking at effectiveness. |  |
|  |  |  |
| **15.00** | **GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING** |  |
| 15.01 | Prevent training to take place Thursday 29 June 2023. The Chair sent apologies as she would not be able to attend the virtual meeting. |  |
| 15.02 | Development plans to be reviewed and appropriate training discussed in September 2023. |  |
| 15.03 | An annual letter will go home from the Chair on the last day of the school term. | **Chair** |
| **16.00** | **CHAIR’S BUSINESS** |  |
|  | There was no further business from the Chair. |  |
|  |  |  |
| **17.00** | **CLERK’S BUSINESS** |  |
| 17.01 | There was no Clerk’s business. |  |
|  |  |  |
| **18.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 18.01 | **The next organisational FGB meeting to be held on Monday 11 September 2023 at 6pm** |  |
|  | *The meeting closed at 8.15 pm* |  |