## MINUTES APPROVED AT THE FGB MEETING ON 7TH NOVEMBER 2022

## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on 12 September 2022 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Julie Hardaker  Reena Sharma  Rebecca Passley  Angela Walker | Joanne Wood (Headteacher)  Julia Britton  James Stott  Tia Wood |
| **IN ATTENDANCE** | Eileen Murray | Clerk, Governor Support Service |
|  | Debbie Smith | Associate Member |
|  | Candy Evans | Associate Member |

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01  1.02 | The Chair welcomed all governors and associate members to the meeting. The Chair asked all present to introduce themselves for the benefit of Eileen Murray who was clerking the meeting.  Apologies for absence were received and accepted from Susan Gilbertson (new co-opted governor), Dee Odesola, Emma Robshaw and Kevin Precious (Associate Member.) |  |
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| **2.00** | **ANY OTHER URGENT BUSINESS**  The Clerk explained that the GSS had amended the draft agendas, changing the order of business to ensure that strategic items were dealt with at the beginning of meetings. There was no urgent business which would need to be discussed. |  |
| **3.00** | **DECLARATION OF INTERESTS** |  |
|  | All governors and Associate Members present were asked to sign the declaration of interest forms and pass back to the Chair. This was done. Forms for those not present would be chased up by the Chair. | **Chair** |
| **4.00** | **ELECTIONS OF CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE** |  |
| 4.01 | No elections were required as Claire Skeet and Julie Hardaker were elected previously as Chair and Vice Chair until the first meeting of the academic year 2022/23. |  |
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| **5.00** | **CONFIRMATION OF CODE OF CONDUCT**  All present signed the code of conduct form. Forms for those not present would be chased up by the Chair. | **Chair** |
| **6.00** | **AGREE METHODS FOR PARTICIPATION IN MEETINGS**  The Governing Board agreed that all meetings of the board and committees should be held face-to-face unless there were exceptional circumstances. |  |
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| **7.00** | **AGREE TERMS OF REFERENCE**  It was agreed to adopt the GSS model terms of reference. |  |
| **8.00**  8.01  8.02  8.03  8.04  8.05  8.06  8.07 | **CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**  **Resolved:**  It was agreed to keep the existing four committees:  Finance – Claire Skeet (GB Chair) to Chair  Pay & Personnel – Reena Sharma to Chair  Pupil Support – Julia Britton to Chair  Teaching & Learning – Julie Hardaker to Chair.  **Resolved:**  It was agreed that committee chairs continue to be elected by the Full Governing Board at the first meeting of the year.  **Resolved:**  It was agreed that Associate Members assigned to committees have voting rights.  **Resolved:**  Finance Committee Members agreed were:  Chair, J Wood (Headteacher), D Odesola, J Britton, D Smith and R Sharma (RS to be confirmed)  Pay & Personnel Committee Members agreed were:  E Robshaw, J Wood, D Smith, R Sharma and C Skeet.  Pupil Support Committee Members:  S Gilbertson, C Evans, T Wood, A Walker, D Smith, J Wood and J Britton.  Teaching & Learning Committee Members:  R Passley, T Wood, K Precious, J Wood, J Stott and J Hardaker.  Agree a Pay Committee – it was agreed that it would be decided if needed  Agree a Pay Appeal Committee – it was agreed it would be decided if needed.  As the Governing Board had no GSS clerk assigned it was not possible to state who would clerk the board’s committee meetings. | **C Skeet to confirm** |
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| **9.00**  9.01  9.02  9.03 | **GOVERNORS WITH SPECIFIC MONITORING DUTIES**  The following roles were agreed as follows:   * Children looked after – this comes under Safeguarding - J Britton (with the help of S Gilbertson) * Complaints – to be addressed via the GB Chair * Early Years Foundation Stage (EYFS) – A Walker and S Gilbertson (to be confirmed) * Equalities – to be dealt with by the PS committee * Literacy – J Britton * Government grant funding – C Skeet * Training – K Precious * SEN – J Hardaker (with R Passley assisting) * Early Reading/Phonics – J Hardaker (with T Wood assisting) * Health & Safety – to be dealt with by Finance committee * PE Grant funding – T Wood * Maths – T & L committee * Wellbeing – pupil and staff – to be dealt with by the PS committee.   It was also agreed to list the School Development Plan priorities and which committee they sit under:  Poetry – Teaching & Learning  Metacognition – Teaching & Learning  Healthy Eating – Pupil Support  Vocabulary – Teaching & Learning  Computing – Teaching & Learning.  Governor Days – the meeting was conscious that no governor days had been arranged at this point (usually once a term.)  **Resolved:**  **Tuesday 22 November 2022 – first governor day.**  Further dates to be confirmed. |  |
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| **10.00** | **DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**  It was agreed: |  |
|  | * That authority be delegated to the Headteacher or Assistant Headteacher to vire sums of up to £2,000 and for contracts up to the value of £5,000 * That signatories for authorisation of orders and invoices be approved as follows: * Orders: Joanne Wood * Invoices: Kelly Moore, Deborah Hughes, Helen Handley and Michelle Howson * That the local authority’s financial procedures in The Leeds Scheme for Financing Schools be adopted * That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds, e.g., school fund. (There were currently no unofficial funds). |  |
| **11.00** | **ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**  It was agreed that The Chair, R Sharma and J Hardaker conduct the performance management review. Richard Elstub, External Advisor will support governors in this. |  |
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| **12.00** | **MEMBERSHIP MATTERS** |  |
| 12.01 | The Governing Board currently had one vacancy for a co-opted governor. The advert for this was currently being reviewed. | **Chair** |
| 12.02 | DBS checks for Angela Walker and Susan Gilbertson required actioning. | **Chair** |
| **13.00** | **MINUTES OF THE LAST MEETING** |  |
| 13.01 | **Resolved:**   * **That the minutes of the meeting held on 27 June 2022** be agreed as a correct record and the Chair be authorised to sign them. |  |
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| **14.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 14.01 | *Review the current advert for governors (Minute 3.02 refers) – The Chair and E Robshaw*  E Robshaw (not present) was re-examining the recruitment process and the advert for the governor vacancy was being re-examined (as mentioned earlier.) | **E Robshaw** |
| 14.02 | *Options for Academisation (Minute 5.08 refers).*  Feedback from the matrix had been received.  The Headteacher was due to meet with the CEO of a primary academy trust later in the week. This would be the first of about five or six academies to be approached. | **Head** |
| 14.03  14.03.1 | *Policies for review – Clerk to check (Minute 11.02 refers).*  It was agreed that the Staff Disciplinary Policy, Staff Grievance Policy and the Staff code of conduct to be reviewed at the next Pay & Personnel committee.  Staff present at the meeting signed that they had read the staff code of conduct. | **Clerk/Head** |
| 14.04 | *Governors annual report (Minute 12.01 refers).*  The Chair informed the meeting that the Annual Report of the Governing Board had been updated on 30 July 2022 and would be added to the school website. | **Chair** |
| **15.00** | **PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED AND OTHER GROUPS** |  |
| 15.01 | The end of year results would be discussed in detail at the Teaching & Learning Committee. There had been one re-mark which had resulted in Reading now standing at 71%. The Headteacher was due to validate the KS2 data by Friday (16 September). | **T & L Cttee**  **Head** |
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| **16.00**  16.01  16.02  16.03 | **STRATEGIC PLANNING (INTENT)**  The Headteacher informed the meeting that the Self Evaluation Form (SEF) was being updated in readiness for the Ofsted preparation meeting due to take place the following week. She would forward the SEF to governors prior to this.  J Britton would meet with Duncan Grant (SIA) for the pre-inspection visit on 21 September.  The SEF would be reviewed on the governor days throughout the year. The School Improvement Plan (SIP) would be reviewed by the Headteacher. | **Head**  **J Britton**  **Govs**  **Head** |
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| **17.00** | **POLICY APPROVAL (STATUTORY POLICIES)** |  |
| 17.01 | The following policies were approved:   * Child Protection Policy * Updated guidance document Keeping Children Safe in Education (August 2022). The Assistant Headteacher would circulate the new guidance to all governors. Governors to read the whole document. Chair to update the school website. * Teacher Pay Policy – school was awaiting the teacher pay offer. * Complaints Policy – updated Summer 2022. | **Asst. Head/Govs/Chair** |
| **18.00** | **GOVERNOR DEVELOPMENT** |  |
| 18.01 | Angela Walker had attended the Consortium Safer Recruitment training on 9 July 2022. |  |
| 18.02 | The meeting was informed that the Governor Information Sessions (from the GSS service) held on Friday lunchtime via Zoom were very informative. |  |
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| 18.03 | The Chair asked governors to look on Leeds for Learning (LfL) for any training required if they have taken on a new area of responsibility. | **Governors** |
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| 18.04 | Governors were informed that The Key has a particularly useful summary of the KCSIE guidance. It was queried whether The Key had changed its name??? |  |
| **19.00** | **CHAIR’S BUSINESS** |  |
| 19.01 | The Headteacher required three governors to attend a Stage 3 Absence Meeting on 30 September at 9.00 a.m. It was agreed that the Chair and T Wood would attend. E Robshaw and D Odesola to be contacted by the Chair re: joining the meeting. | **Chair** |
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| **20.00** | **CLERK’S BUSINESS** |  |
| 20.01 | The Clerk had circulated the Governor Development programme to all governors. |  |
| 20.02 | The Clerk informed the meeting that she was covering the meeting this evening. A replacement clerk had not yet been appointed. |  |
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| **21.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 21.01 | **The next FGB meeting would be on Monday 7 November 2022 at 6pm** |  |
|  | *The meeting closed at 8.00 p.m.* |  |