## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

# Minutes of the Full Governing Body meeting held on Wednesday 12 May 2021 at 6:00pm

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| **PRESENT** | Claire Skeet (Chair)  Letty Dixon  Julie Hardaker  Reena Sharma | Joanne Wood (Headteacher)  Julia Britton  Else Burton  Kelly Bentley |

**IN ATTENDANCE:** Angela Walker (Clerk, Governor Support Service)

Kelly Moore School Business manager

Debbie Smith Associate Member

Kevin Precious Associate Member

Ruth Cook Associate Member

James Stott Staff Observer

The meeting was held on Zoom

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| **1.00** | **APOLOGIES** | **ACTIONS** |
| 1.01 | Apologies had been received and accepted from Bhavna Patel and Ali Archbold. Letty Dixon and Ruth Cook were expected. |  |
| 1.02 | The Chair welcomed Julia Britton to the Full Governing Body as a co-opted governor. |  |
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| **2.00** | **DECLARATION OF INTERESTS** |  |
| 2.01 | There were no new declarations |  |
| 2.02 | Julia Britton had the Terms document for audit based on data from the DfE. They needed to be coordinated with data on Leeds for Learning. Julia would send the list to the clerk. | **J Britton** |
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| **3.00** | **MEMBERSHIP MATTERS** |  |
| 3.01 | The Chair updated governors on membership issues and actions |  |
| 3.02 | Julia Britton has joined the FGB as a co-opted governor  There were now vacancies for two co-opted governors and one LA governor. |  |
| 3.03 | The Chair would be meeting Emma Robshaw, a potential co-opted governor, via zoom on 17 May 2021. Emma has extensive experience in HR. She is local and has children. | **Chair** |
| 3.04 | The terms for Laetitia Dixon, Ali Archbold and Bhavna Patel parent governors ends on 17 October 2021. Ali Archbold had told the Chair that she would be stepping down and have agreed that her term would end on 1 September 2021. Laetitia Dixon and Bhavna Patel have not expressed if they would like to continue and the Chair would discuss this with them. Parent elections needed to take place the summer term, for commencing the appointments from 2 September. | **Chair/ J Britton** |
| 3.05 | Claire Skeet co-opted governor ends on 17 October 2021 but the DfE data was different (see minute 2.02). |  |
| 3.06 | Kelly Bentley staff governor ends on 29 October 2021. A staff election would need to take place in the Autumn term | **Head** |
|  | *Ruth Cook joined the meeting* |  |
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| **4.00** | **MINUTES OF THE LAST MEETING** |  |
| 4.01 | **Resolved:**   * That the minutes of the meeting held on 8 February 2021 be agreed as a correct record and the Chair be authorised to sign them. |  |
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| **5.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 5.01 | *Cultural Capital Quality Mark (CCQM) (minute 5.04 refers)*  Summer Pupil Support agenda item. | **Pupil Support** |
| 5.02 | *Attendance at the Safeguarding audit (minute 5.09 and13.01.1 refers).*  The audit had moved to September 2021 so that it can be done face to face. Debbie Smith would rearrange the meeting and Julia Britton would complete the audit.  The ARM submission date was now 4 June. Julia Britton and Ali Archbold would review it before signing by the Chair. | **D Smith**  **A Archbold**  **J Britton** |
| 5.03 | *Training for governors (minute 5.11refers)*   * Safeguarding training for staff and governors had taken place on 18 November 2020. * Reena Sharma had attended Governor Induction module one and Module two on 26th February. She had found it to be informative. * Claire Skeet would be looking for future dates for Safer recruitment as previous dates had not been convenient * Basic Safeguarding and refresher training was still available to all governors as well as Online safety training. Governors were asked to contact Kelly Moore for the access log on. | **C Skeet**  **Governors** |
| 5.04 | *Curriculum Reading zoom meetings( minute 8.01, 8.05.1 and 8.05.2 refers)*  There had been three parent zoom meetings on reading. Julie Hardaker and Claire Skeet attended either the Year 3 and 4 and Early Years meetings. They reported that the meetings had been reasonably well attended and all the information was now on the website. |  |
| 5.04.1 | Julie Hardaker had attended the deep dive into the Maths and attended Leadership review meetings. |  |
| 5.05 | *Summary of the responses from parents on Remote Learning to governors (minute 8.04.1 refers).*  This action had been completed. |  |
| 5.06 | *Subject Leaders training with Richard Elstub (minute 10.02 refers).*  The Headteacher reported that each Subject leader had one hour with Richard Elsub and he would be looking at EYFS and SEN on 23 June. He would like to feedback to governors and the Headteacher would arrange this meeting. | **Head** |
| 5.07 | *Safeguarding file and audit ( minute 13.03 refers)*  This would be completed in September 2021. |  |
| 5.08 | *Monitoring the website ( minute 15.02 refers)*  The clerk had circulated the website check list to governors. Julia Britton had audited the Pupil Premium information and the Safeguarding and EYFS website audits were in progress. |  |
| 5.08.1 | The Chair and Headteacher had met to discuss Covid Catch up plans. The Headteacher asked if governors needed to see the spending on the Covid catch up plans, The Chair would formalize the plans and send to governors. | **Chair** |
| 5.09 | *Deep clean of the school before the full opening of the school (minute 18.03 refers )*  This action had been completed and children were back in school The Headteacher stated that the school was now fully open and a spike infection cases was evident in Morley. Staff had been reminded that hygiene and social distancing was still in place. There had been some staff absences due to positive PCR results. |  |
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| **6.00** | **APPROVAL (OR REPORT) OF FORMAL BUDGET FOR THE YEAR AND REVIEW OF THE VIREMENT LIMIT TO DETERMINE IF CHANGES ARE NECESSARY** |  |
| 6.01 | The Chair and Headteacher had met with Jonathan Renton, the Finance Officer on 7 May 2021. Julia Britton and Kelly Moore had also attended. The Chair thanked Kelly for the reports which had been circulated to governors. |  |
| 6.02 | **Question:** A governor asked why there were differences in the variances in the school Budget report and the end of the Financial Year report?  **Answer:** The SBM replied that it was just when each report had been written as the variances changed as more data on spending and income were added. This was mainly due to Covid related increases. |  |
| 6.03 | The School budget would have to cover any deficit on the extended budget. This was currently £33,000. |  |
| 6.04 | There was an in year deficit but a healthy carry forward across the three year Budget plan. Income was higher than predicted as there was an increase to cover teacher pay and pension increases and  Pupil Premium was higher than original budgeted with an increase of 10 pupils and the inclusion of the Covid 19 Catch up grant of £19555. |  |
| 6.05 | Staff costs were higher but this was a short term measure which should resolve itself as temporary contracts come to an end. |  |
| 6.06 | **Question:** A governor asked what the difference was in the variance of 37hours from September to December in staffing?  **Answer:** A casual hours estimate has been put in for TA’s and Casual Site Staff to take account of overtime and acting-up higher graded pay of support staff, which did not feature previously due to the high need. |  |
| 6.07 | **Question:** A governor asked if that included premises staff?  **Answer:** The SBM stated that it had included the premises staff. The Headteacher replied that the Site Supervisor was worth his weight in gold. He had completed a Health and Safety walk and had identified a list of repairs that he was working his way through. |  |
| 6.08 | The SBM stated that the report was a prudent one. There were three vacancies for pupils, of which two had been filled and the possibility that the last one would be filled before September. The nursery numbers for September were cautious as numbers were low across the district and the birth rate was falling. |  |
| 6.09 | The finance audit and the school fund audit had been completed and the documents circulated to governors. The key recommendations were as follows   * 3 quotes to be obtained in all cases where possible moving forward. The issue had been that some signage from Scamp had been purchased as an urgent request during lockdown without obtaining 3 quotes. * SBM to books all courses and raise the order on FMS simultaneously. This was due to a training course booked by a member of staff which had been invoiced prior to order raised. * New Governor Declaration forms to show more detail -Company names etc. * Website to be updated by JB with more detailed information regarding structure and purpose of committees. * Low-level recommendation to Basement Buddies that registers need to have every section completed. * Pupil Premium report had different numbers which were due to the change week on week. The report data was the overview. * Slight delay in banking cash due to Covid. |  |
|  | *Letty Dixon joined the meeting* |  |
| 6.10 | **Question:** Can the clerk take the issue with the Declaration form be taken back to GSS?  **Answer:** The clerk agreed to take back the issue to GSS. | **Clerk** |
| 6.11 | The Headteacher thanked the SBM for all her hard work and stated that there had been many positive comments and was very successful overall with all points being judged as having substantial assurance or good assurance. |  |
| 6.12 | The SBM informed governors that the extended schools budget could now be in deficit as agreed with Leeds City Council. However, there were no plans to take the budget back but if it was needed and numbers increase, there was potential to recover it. |  |
| 6.13 | **Question:** A governor asked had the furlough money not been as much as expected?  **Answer:** The SBM stated that the school had to pay the top up and the pension costs. Half of the staff had been furloughed in November and the full staff team were furloughed from January apart from one member of staff who was absent due to sickness. |  |
| 6.14 | **Question:** A governor asked what was other income?  **Answer:** The £33,000 was schools contribution to Basement Buddies, only £9687 was received from furloughing staff. The SBM was monitoring the numbers to ascertain if there was a good reason for a Deficit Action Plan. Other income from the main budget to come in would be Lettings, which were resuming in part and The Tec Grant from the DfE to connect the extra laptops to the network. There would be a saving on the SLA for cutting the grass on the field as Churwell Lions were leasing the field for seven days. There was addition funding for Pupil Premium and applications had been made for Covid exceptional costs and to the workforce fund for extra supply costs. The Headteacher would contact the local councillor for grants to develop the reception play area although the devolved Capital Grant could pay for most of it. Some works would need to be put on hold as there were other priorities such as a new oven for the kitchen. |  |
| 6.15 | **Question:** A governor asked about the work that was to be done on the red corridor?  **Answer:** Morley Victoria would need to pay for this as it was not on the agreed list from Leeds City Council. Julia Britton would be contacting the council as it should have been included. | **J Britton** |
| 6.16 | **Resolved:**   * That governors approve the presented School budget and Extended schools Budget and the Chair would sign them. |  |

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| **7.00** | **MONITOR FUNDING ALLOCATED TO SCHOOL IMPROVEMENT PRIORITIES** |  |
| **7.01** | The Headteacher informed governors that there was enough money in the Year 5 trial to benefit the school fully. The school were looking to lease IPads and embed into school life and introduce into the curriculum. |  |
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|  | *Kelly Moore left the meeting* |  |
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| **8.00** | **AGREE THE PRICE OF PAID-FOR SCHOOL MEALS** |  |
| 8.01 | The Headteacher informed governors that the price of school meals was decided by the Leeds Council Catering. It was £2.40 per meal. It was not subsidised by the school. |  |
| 8.02 | **Resolved:**   * That the price of school meals remain at £2.40 for the next academic Year. |  |
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| **9.00** | **STAFFING AND RECRUITMENT UPDATE INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING** |  |
| 9.01 | The Headteacher updated governors on staffing decisions for the following year. Due to the school’s strategic needs, There was a need to be in an over-staffed position in the next academic year.   * A behaviour mentor was essential for the operation of year 4 following the return of a pupil from a resourced unit. * Teacher leaving in September and an NQT has been appointed for KS2 (there is sufficient capacity in school to support this). * Some change of temporary contracts to permanent * Part time temporary contracts ending as expected in August. |  |
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| **10.00** | **HEALTH AND SAFETY AND PREMISES** |  |
| 10.01 | A Buildings report had been circulated which provided an update of work to be completed during the summer and work identified on the Health and Safety walk. |  |
| 10.02 | Health and safety Policy and the Fire Risk Assessment were up to date. |  |
| 10.03 | There have been no accidents or near misses. |  |
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| **11.00** | **RISK MANAGEMENT AND GENERAL DATA PROTECTION REGULATION (GDPR)** |  |
| 11.01 | The Headteacher informed governors that there had been no breached of the policy. |  |
| 11.02 | The Policy would be reviewed and approved at the Resources committee meeting | **Resources** |
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| **12.00** | **EDUCATIONAL VISITS** (if required) |  |
| 12.01 | The Headteacher stated that there would be no overnight stays this academic year but all years would be having fun and memorable experiences.   * Year 6 would do two day trips to Ingleborough Hall as there were too many risk factors for overnight stays. * Nursey would have creative experiences in house * KS1 would have the indoor aquarium and animals visiting and trips to local amenities such as Churwell woods. * There would be a Leavers disco * A summer fair with the children |  |
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| **13.00** | **SCHOOL SELF-EVALUATION (SEF)** |  |
| 13.01 | The Headteacher informed governors that the SEF would be reviewed in November by the governing body. Andy Taylor would be attending school for another 2 days to complete some deep dives, He had gone through the SEF and offered useful advice about links to the website. |  |
| 13.02 | **Question:** A governor asked if he was coming back for two days?  **Answer:** The Headteacher replied that he still had one full day the following week. He would be undertaking a deep dive into science and would feed back to SLT. The Chair would also attend for feedback. There would also be a Whole class Reading deep dive on 8 June 2021. |  |

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| **14.00** | **EVALUATION OF GOVERNING BOARD EFFECTIVENESS INCLUDING SUCCESSION PLANNING** |  |
| 14.01 | The Chair stated that her priority was to attract new members and review in September. |  |
| 14.02 | Governors’ Annual Statement was completed in January and was on the website. A governor suggested that it should be amended to *as correct at the time of writing*. The Headteacher agreed to do this | **Head** |
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| **15.00** | **CHAIR’S BUSINESS** |  |
| 15.01 | The Chair had given requested feedback to a parent who had made a complaint. |  |
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| **16.00** | **CLERK’S BUSINESS** |  |
| 16.01 | The clerk highlighted the training on the Governor Development programme. |  |
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| **17.00** | **ANY OTHER URGENT BUSINESS** |  |
| 17.01 | **Question:** A governor asked if the new oven had been purchased as they had a contact?  **Answer:** It was suggested that they speak to the SBM. |  |
| 17.02 | The Headteacher told governors that she wanted to keep some of the practices that had come out of Covid when the school returned to normal.   * Continuing with PE kit worn on PE days as it had increased the teaching time of PE. * The reintroduction of the school PE kit which had become lax during Covid   Governors discussed the issue. |  |
| 17.02.1 | **Question**: A governor asked if the uniform policy stipulated what was to be worn?  **Answer:** The Headteacher stated that it was general, colour navy and white and no logos and it needed to be enforced. |  |
| 17.02.2 | **Question:** A governor asked what the consequences would be if the right kit was not worn?  **Answer:** The parents would be contacted and reminded of the school uniform policy and it was preparation for high school as the pupils would need to follow the rules. |  |
| 17.02.3 | **Question:** A governor asked if the uniform was available for sale?  **Answer:** The Headteacher stated that it was widely available at several stores and supermarkets to suit every pocket. Debbie Smith spoke about a Uniform Swap shop at school. |  |
| 17.02.4 | **Resolved;**   * That the Headteacher would send a letter to parents before half term informing them of the uniform policy and the enforcement of correct PE kit. | **Head** |
| **18.00** | **DATE OF NEXT MEETING** |  |
| 18.01 | Monday 28 June 2021 |  |
|  | The Chair closed the meeting at 7. 50pm |  |