

The following minutes were agreed and signed off by the Chair at the Full Governing Body meeting on Monday 14 September 2020 at 6pm via zoom

MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Monday 22 June 2020 at 6.00 pm.

PRESENT	Claire Skeet (Chair)	Joanne Wood (Co-Headteacher)
	Chris Pratt	Julia Britton (Co-Headteacher)
	Letty Dixon	Ali Archbold
	Julie Hardaker	Leyla Saxton
	Graham Poucher	Kelly Bentley
	Kevin Precious	Bhavna Patel
	David Heaslet	Else Burton
	Reena Sharma	

IN ATTENDANCE: Debbie Smith (Associate Member)
Angela Walker (Clerk, Governor Support Service)

1.00	APOLOGIES	ACTION
1.01	Apologies received and accepted from Ruth Cook.	
2.00	DECLARATIONS OF INTERESTS AND REGISTER OF GOVERNORS INTERESTS	
2.01	There were no new declarations of interest	
2.02	The clerk would send Reena Sharma a welcome pack which would include a Declaration form and Code of conduct.	Clerk
3.00	MEMBERSHIP MATTERS	
3.01	Graham Poucher would resign as a governor from 31 July 2020. He expressed his gratitude to the governing body stating that it had been a pleasure to work with them. The Chair thanked Graham for all his hard work on behalf of the governing body and the school.	
3.02	The Chair welcomed Reena Sharma who had joined the governing body as a co-opted governor from 22 June 2020. Renna had been due to attend the governor day but unfortunately it was cancelled due to the pandemic.	
3.03	Julia Britton would ensure that the 128 check and DBS checks were made. Renna had a current DBS.	Head
3.04	There was one LA Co-opted vacancy and one Co-opted vacancy from 1 August 2020.	
3.05	Claire would repost the vacancies on the governor websites	Chair
4.00	MINUTES OF THE LAST MEETING	

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- 4.01 **Resolved:**
That the minutes of the meeting held on 4 May 2020 be agreed as a correct record and the Chair be authorised to sign them.

5.00 REVIEW ACTIONS AND MATTERS ARISING

- 5.01 Training record (minute 5.01refers)
This had been updated and sent out.
Julie Hardaker reported that she had attended a webinar for governors on Safeguarding

- 5.02 Safer recruitment training (minute 5.07refers)
Jo Wood and Claire Skeet would be completing Safer recruitment training on line.

**J Wood/
C Skeet**

- 5.03 Policy Front sheets (minute 6.02refers)
The front sheets of the policies had been removed from the website. The clerk advised that any physical copy of the policy should be signed but signatures were not required or advised on the website.

6.00 STATUTORY ITEM: AGREE THE PRICE OF PAID-FOR SCHOOL MEALS

- 6.01 The KS1 children were not charged for their school meal but this would be reviewed in the Resources committee if there was to be a change.

- 6.01.2 **Resolved:**
- That from September 2020 the price parents will be charged for a school meal will be £2.40 for KS2 and KS1 were currently free and the governing body do not anticipate and increase.

7.00 ATTENDANCE

- 7.01 The Headteacher stated that attendance had been difficult to monitor. The Department of Education (DfE) had requested a register for them to be completed and submitted.
- 7.02 There had been 102 children in school
10 children in reception and Year 1
15 children in Year 5 and Year 6
11Key Worker children in two bubbles, which were now full except for a couple of spaces for vulnerable children.
- 7.03 The Headteachers were expecting a full return to school in September and were awaiting the government announcement
- 7.04 The class teachers have been using See Saw and Tapestry as online learning tools during the period of school closure and they were doing an amazing job at keeping the children learning and

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- motivated during this time.
- 7.05 Places had been offered to the Nursery children and Nursery should be almost full in September.
- 7.06 *A governor asked if Reception would be full in September?*
The Headteacher reported that 60 children had been allocated to reception for September. All the packs and forms had gone out and they were slowly coming back in. Three children already had a SEN diagnosis and would come with funding. This would mean that current staff would need to be moved around and more SEN staff appointed.
- 7.06.1 The EYFS team had worked on a virtual welcome meeting for parents which was on You Tube.
- 7.07 Year 6 pupils all have places at High School but Kevin Precious stated that some families were appealing the placements they had been given.
- 8.00 STATUTORY ITEM: REVIEW AND APPROVE THE RELATIONSHIPS AND SEX EDUCATION (RSE) POLICY**
- 8.01 The Headteacher stated that a RSE policy parent evening had taken place before the lockdown and the policy and resources had been examined and reviewed. The feedback had led to slight changes and amendments to the policy. The launch for this had been put back from September 2020 to September 2021 but Morley Victoria was ready to go in September.
- 8.02 There would be an emphasis for the rest of the summer term to deliver most of the syllabus to the current Year 6 before they head off to high school and the Headteacher would be covering the bubble with supply to ensure that this took place. Year 5 would be able to catch up on what they had missed during the next academic year.
- 8.03 Kelly Bentley would be sending out the amendments and it would be approved at the next Pupil Support meeting in the Autumn.
- 8.04 *A governor asked what the feedback consisted off?*
The Headteacher stated that there were three queries about adoption, surrogacy and religion. The policy had been taken from the government's guidance documents and the only change had been to add a sentence to the religious section. This does not change what was taught. An objective had been added in that children should understand the routes into parenting.
- 8.05 The Headteacher continued to report that Year 6 had not seen the DVD and a letter could go out to parents to inform them that

**Pupil
Support
committee**

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	they could remove their child for this but the rationale would be explained to parents.	
8.06	<p><i>A governor asked if there were online links to the content of the DVD?</i></p> <p>Kelly Bentley stated that it was an old DVD and there were no links to it on the website. Graham Poucher offered to convert the DVD to a digital File which could be linked to the website.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the policy and its amendments be circulated to governors to approve. 	
8.07	<p><i>A governor asked if a Bereavement policy had been updated in light of Covid 19?</i></p> <p>The Headteacher stated that a Bereavement policy had been written and staff had done Bereavement training. This would be very important as the school was already aware that some children had lost grandparents.</p>	
9.00	STATUTORY ITEMS FROM AUTUMN AND SPRING REQUIRING ACTION	
9.01	Collective Worship Policy was due for review in the Spring Teaching and Learning committee.	
9.02	Candy Evans was leading on the Cultural Capital Quality Mark (CCQM) which ensures that school had promoted the cultural development of pupils through spiritual, moral, cultural, mental and physical development. She was working on writing it into the curriculum and had been very proactive at sending out resources and activities for See Saw that children could complete at home. It was recognised that the National Curriculum does not cover black history and a consistent approach was needed. An Update was requested for the Autumn Pupil Support committee.	Pupil Support committee
9.03	<p><i>A governor asked when it would be submitted?</i></p> <p>Debbie Smith would be sending an email to governors with the detail as the submission was in the achieving phase, It was highlighted that it links in with wellbeing and good mental Health etc.</p>	D Smith
10.00	EDUCATIONAL VISITS	
10.01	The Headteacher reported that the Cober Hill trip had gone ahead just before lockdown.	
10.02	The Ingleborough trip had been cancelled and the school had received a full refund from Bradford Council.	
10.03	Year3 trip to High Adventure was rebooked for the Autumn term	

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for the emerging Year4 and Year 3 would go on the trip summer 2021

10.04 The nursery trip had been cancelled and had not been rebooked.

11.00 ASSESSMENT AND OUTCOMES

11.01 There had been no formal assessments of children (SATs)

11.02 *A governor had queried what information had gone to the High Schools.*

- Year 6 would be given a sheet telling them what the teacher assessed the children at and therefore what had been passed to the high schools.
- Year groups would be making predictions about who would have achieved working at (WA) in Year 6 SATs, who would have achieved a good level of development (GLD), phonics screening, (most were on track), Year 2 SATs and the Year 4 times table test. These will just be for our records only but teachers were trying to put the data into the Fischer Family Trust (FFT).

12.00 CURRICULUM DEVELOPMENT UPDATE

12.01 The Headteacher reported that the school had continued to develop the curriculum getting it ready for September whilst there was time to step back and think about where the school needed to go next.

12.02 The Curriculum Leaders had been busy during lockdown, re-reading the documentation about their subjects, looking at the long term plans and updating the website.

12.03 Activities during lockdown involving basic skills had been posted weekly and marked by the teachers. Art work had uploaded and ICT and virtual technology skills had vastly improved

12.04 Jacob Rhodes had remained in school whilst it had been open to keyworkers. He had taken the children attending out for games and physical activity each day.

12.05 Jo Wood had been working closely with PE partners to develop the curriculum documentation whilst the school has been closed. She was working on an audit tool with PE partner and Leeds Beckett university and Morley Victoria would be one of the first schools in the country to use it.

12.06 Whole Class Reading tasks had been set weekly by the class teachers and this was a priority when discussing what the children were doing at home with the parents. Online reading

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- had been set up across school to ensure that the children had access to quality texts at home.
- 12.07 The school were almost ready to submit the application for Investors in Pupils before the lockdown. This would be completed by October half term.
- 12.08 PSHE weekly tasks had been set for the children to do at home. This would be a focus point when the children return to school in September.
- 12.09 The Curriculum booklets were been redone which clearly showed progress had been made.
- 12.10 Debbie Smith commented on the face to face contact between teachers and children and the meetings with Years 2, 3 and 4 which helped to keep children motivated.
- 12.11 Transitional activities were available the previous week and classes were encouraged to have blogs which shared the lockdown experience.
- 12.12 *A governor asked if the school were aware of parents who could be struggling?*
Most parents were not struggling with the ICT but with other pressures. Sarah McCullagh had written clear instructions for parents on the website. A couple of parents stated that they had felt supported by school but had felt pressure on themselves as they had not wanted their children to fall behind. It had been reiterated to parents that the priority was the mental health wellbeing of themselves and their children. The Facebook page provided parents with support and it had been a Learning curve for everyone and been happy and healthy were the main priority.
- 13.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES**
- 13.01 The Governor days on 17 March and on 19 June had been cancelled but some activity had taken place via email, phone and zoom. All Financial, Health and Safety and Safeguarding tasks had been completed and had been documented in the Full Governing Body minutes of 4 May 2020.
- 14.00 EQUALITIES**
- 14.01 The Equalities Policy was on the website and was due for review in the summer 2021 by the Teaching and Learning committee.
- 14.02 The Accessibility Plan was a working document and would be reviewed by the Pupil Support committee.
- 14.03 The Anti Bullying Policy was on the website and was due for

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review in the Autumn 2021 by the Pupil Support committee.

15.00 REPORTING TO PARENTS

- 15.01 The Headteacher stated that Year 2 and Year 6 had their parent's evenings in February. These went well and were well received.
- 15.02 Learning review meetings for the rest of school were cancelled and a midterm report was issued to parents instead with a follow up call after Easter.
- 15.02 Year groups were writing end of year reports over the lockdown period and these would go out to parents in June.
- There would be no assessments on the reports. Early years were not given goals for development. (see minute 11.02)
 - There would be a link to an electronic questionnaire requesting comments on the standards maintained and how the school were doing during the Covid pandemic. The data can then be exported to a spreadsheet.

16.00 POLICIES TO APPROVE

- 16.01 The Data protection/GDPR policy was due to be reviewed by the Pupil Support Committee in summer 2021.
- 16.02 The Freedom of information policy was due to be reviewed by the Finance Resources Committee in summer 2021.
- 16.03 The Whistleblowing policy was due to be reviewed by the Pay and Personnel committee in Autumn 2021. An updated local authority model policy was awaiting sign off and a review would be brought forward if changes were significant.
- 16.04 The Headteacher reported that the following list of policies had been reviewed and approved during the summer term 2020
- Homework
 - More able
 - Care and control
 - Twitter
 - Acceptable use
 - Social Media
 - Safer recruitment
 - Health and Safety
 - School Security

(Graham Poucher left the meeting, governors thanked him for his work with the governing body)

17.00 STAFFING AND RECRUITMENT UPDATE INCLUDING

**Pay and
Personnel
Committee**

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PERFORMANCE MANAGEMENT	
17.01	<p>The Headteacher reported there was no current recruitment for teaching staff</p> <ul style="list-style-type: none"> • Lauren Owen had returned from maternity leave • Emily Cannon would be returning after the October half term
17.02	<p>The recruitment of the School Business Manager had resulted in six applicants and the Headteachers would be setting up interviews.</p>
17.03	<p>The Site Superintendent interviews would be on Monday 20th July</p>
17.04	<p>The Headteacher stated that the Inclusion team would be reviewed during the autumn term.</p>
17.04.1	<p>There would be a new support assistant needed as would need to increase hours available for a child on a temporary basis. Amanda Homes who had taken voluntary redundancy under a re-structure back in 2017 would be starting school in September as she was interested in working with special needs children. Margaret Ashlee would be following up recruitment.</p>
17.04.2	<p>Carly Holgate who had worked in the school for Leeds Catering was possibly to start as a teaching assistant as extra support would be needed in Year 3. The Recruitment file would need to be updated.</p>
17.04.3	<p>Debbie Smith informed governors that Year 2 into Year3 would be a difficult transition as there was some challenging behaviour in the cohort and would need two teachers and one support assistant.</p>
17.05	<p>Debbie White who had a job share in reception was giving up the part time role to look after an ill parent.</p>
17.06	<p>Julia Britton would be resigning from the co Headteacher post leaving at February half term. There was a Pay and Personal virtual meeting on 15 June and it was agreed that Jo Wood would continue as Headteacher full time. Chloe Maybank, Debbie Smith and Kevin Precious would support Jo Wood and changes would be made to their responsibilities.</p>
17.06.1	<p>Debbie Smith would not be class based, with Kevin Precious becoming none class based in September. Kelly Bentley would work with Year 6 and would be moved to full time to enable this to happen.</p>
17.06.2	<p>Julia Britton would be available to advise if needed and would consider joining the Governing Body and act as consultant from</p>

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	February. Julie explained to governors that it had been a difficult decision to make but it was right for the family. (This would be confidential until an end of year letter outlining the structure would be sent to parents).	
17.07	Jamie Allen was an NQT who had been teaching in the Key Worker bubble and was doing very well. It was anticipated that she would pass.	
17.08	The Headteacher reported that performance management for staff was to take place from the 1 st July. It would be a slimmed down version and staff would have individual slots.	Head
17.09	The Co Headteachers performance review would take place on 15 July at 10am. It would take place in school. Else Burton, Chris Pratt would complete this with support from Richard Elstob	E Burton C Pratt
18.00	CHAIR'S BUSINESS	
18.01	The chair stated that it was documented in an email to the Headteacher that through a series of documents shared, telephone calls and remote meetings held, the governing body had fully considered the risk assessment, action plan (Proposal for Governors on Wider Opening of Morley Victoria Primary School) and the practical arrangements put in place by the leadership team and that the governing body supported the phased re-opening of Morley Victoria Primary school including Year 5. It is also noted that the decision to remain open would be kept under regular review.	
19.00	ANY OTHER URGENT BUSINESS	
19.01	<p>The Headteachers asked governors to consider the following when deciding whether or not to open the school for the summer</p> <ul style="list-style-type: none"> • Teachers were not contracted to work in the summer. • All the teaching and support staff had worked without holiday since lockdown. • Staff needed to refresh and recharge their batteries. • There was much planning to be completed to enable the school to open fully in September. • There would be building work in the Red Brick building and the possibility of installing outdoor sinks. • PE Partners could provide summer activities for KS1 on a Monday and Tuesday and KS2 on Thursday and Friday at a cost of £32 for the two days. Jo Wood would ask PE partners to consider siblings. • Challenges and blogs as well as Reading and Big Maths would be continuing over the summer. • All other schools in the partnership were closing. Newlands had sent a letter to their parents asking for those who would attend from years 2, 3, 4 and 5 for 3 	

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	weeks of the summer holidays.																																																									
19.01.1	Resolved: <ul style="list-style-type: none">That the governors accept that staff would need to recuperate and plan for the opening of the whole school in September and therefore approve the closure of the school on 17 July 2020																																																									
19.02	<p>The Headteacher outlined the initial plans for September. The school would close at lunchtime on Fridays to allow staff PPA time and a thorough cleaning of the school. A letter was proposed to be send out to parents giving them three options. The Headteacher would send governors the options been considered. The Chair stated that a zoom meeting could be set up to discuss full school opening plans.</p>	Head																																																								
19.03	<p><i>A governor asked if consideration could be given to a focus on handwriting skills over the summer?</i></p> <p>The Headteacher stated that there were handwriting tasks and skills already on SeeSaw for year 1 and 2.</p>																																																									
19.04	<p>Governors thanked the Chair and the Senior Leadership team for a job well done in difficult circumstances. They replied it had been a team effort and the leadership team were strong.</p>																																																									
20.00	SET MEETING DATES FOR THE NEXT ACADEMIC YEAR																																																									
20.01	<p>Governors approved the following meeting dates for 2020/21</p> <p>Autumn Term</p> <table><tr><td>Full Governing Body</td><td>Monday</td><td>14 September 2020</td><td>6pm</td></tr><tr><td>Teaching and Learning Resources</td><td>Wednesday</td><td>30 September 2020</td><td>6pm</td></tr><tr><td>Pay and Personnel</td><td>Monday</td><td>5 October 2020</td><td>6pm</td></tr><tr><td>Pupil Support</td><td>Thursday</td><td>15 October 2020</td><td>6pm</td></tr><tr><td>Full Governing Body</td><td>Wednesday</td><td>21 October 2020</td><td>6pm</td></tr><tr><td></td><td>Monday</td><td>2 November 2020</td><td>6pm</td></tr></table> <p>Spring Term</p> <table><tr><td>Teaching and Learning</td><td>Wednesday</td><td>13 January 2021</td><td>6pm</td></tr><tr><td>Pay and Personnel</td><td>Thursday</td><td>14 January 2021</td><td>6pm</td></tr><tr><td>Pupil Support</td><td>Thursday</td><td>21 January 2021</td><td>6pm</td></tr><tr><td>Resources</td><td>Monday</td><td>25 January 2021</td><td>6pm</td></tr><tr><td>Full Governing Body</td><td>Monday</td><td>8 February 2021</td><td>6pm</td></tr></table> <p>Summer Term</p> <table><tr><td>Teaching and Learning</td><td>Wednesday</td><td>9 June 2021</td><td>6pm</td></tr><tr><td>Resources</td><td>Monday</td><td>26 April 2021</td><td>6pm</td></tr><tr><td>Full Governing Body</td><td>Tuesday</td><td>4 May 2021</td><td>6pm</td></tr></table>	Full Governing Body	Monday	14 September 2020	6pm	Teaching and Learning Resources	Wednesday	30 September 2020	6pm	Pay and Personnel	Monday	5 October 2020	6pm	Pupil Support	Thursday	15 October 2020	6pm	Full Governing Body	Wednesday	21 October 2020	6pm		Monday	2 November 2020	6pm	Teaching and Learning	Wednesday	13 January 2021	6pm	Pay and Personnel	Thursday	14 January 2021	6pm	Pupil Support	Thursday	21 January 2021	6pm	Resources	Monday	25 January 2021	6pm	Full Governing Body	Monday	8 February 2021	6pm	Teaching and Learning	Wednesday	9 June 2021	6pm	Resources	Monday	26 April 2021	6pm	Full Governing Body	Tuesday	4 May 2021	6pm	
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Resources	Monday	14 June	2021	6pm
Pay and Personnel	Thursday	17 June	2021	6pm
Pupil Support	Wednesday	23 June	2021	6pm
Full Governing Body	Monday	28 June	2021	6pm

21.00 DATE AND TIME OF NEXT MEETING

21.01 Monday 14 September 2020 at 6pm
 Meeting closed at 20 .10pm