

Signed:..... *Mikes*

Dated:..... *19-2-18*

Summary Minutes of the Full Governing Board Meeting of Moorside Infants School held on 11th December 2017 at 5p.m.

Present: Michelle Gee (MG), Anne Wood (AW), Chris Lea (CL), C Rowett (CR), Louise White (LW) Executive Head and Peter Fleming (PF), Mary Kelly (MK – Chair), Jonathan Heap (JH)

Apologies: Shirley Burley (SB)

In attendance : A Praud (Clerk -AP)

PROCEDURAL

Core Functions of a Governing Board:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent.

1.	<p>Welcome</p> <p>Governors were welcomed to the GB meeting. A warm welcome was given to JH, attending his first meeting as Associate Governor, and a round of introductions were made.</p>	
2.	<p>Apologies for Absence & Consent to Absence</p> <p>Shirley Burley (SB),</p>	
3.	<p>Declarations of Interest pecuniary or non-pecuniary and the Register of Hospitality. Note rules on confidentiality.</p> <p>Governors noted the rules of confidentiality.</p> <p>Declarations: MK is Joint Chair of Boroughbridge Primary School and Nursery. LW is Governor at Ripon Grammar School All Governors are also Governors of Moorside Junior School</p>	
4.	<p>To declare the notification of any other urgent business to be discussed</p> <p>Academy Update (DfE)</p>	
5.	<p>Minutes of the Governors Meeting held 20th November 2017</p> <p>Subject to a couple of amendments noted, Governors agreed the minutes of the meetings were an accurate record of events and they were duly signed.</p> <p>Matters Arising</p> <p>Website: all running well now. Staffing changes: CR is now in post in Infants for 0.7 of her</p>	

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	<p>time. This is charged on a 0.6 basis (acknowledging that role is Staff teacher not leadership and otherwise impact on budget is significant) Update from Strategic Services – see confidential minutes.</p> <p>Concerto report – Governors noted the works planned in the next two years.</p> <p>Infants - £106,141 for the windows, electrics and the heating</p> <p>Within 3-5 years the infants would need roof repairs at a cost of £241,200.</p> <p>Budget – as small schools, they should theoretically benefit by the new funding formula. However as the new funding is capped – it will be limited. Concerns – see confidential minutes.</p> <p>Pupil numbers – two children are leaving at half term as they are moving home.</p> <p>Fire alarm – Governors noted concern - £15k for firm alarm is significant but needed if it is for health and safety? Governors noted that if the building is empty it is not needed. When children are there Staff can set off the alarm (it is manual)They do need external doors however.</p> <p>Governors noted Andrew Dixon and Sue Turley will visit next Thursday (21 December) to talk through works that may be needed to be carried out if this option goes ahead.</p>	
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FINANCE

<p>6.</p>	<p>Latest Monitoring Report Infants: Projected £8k surplus at beginning of year. Now projecting a £5k surplus. This includes the impact of the Staffing changes and HLTA.</p> <p>However Governors noted concern for the budget in the next financial year. A Governor asked – why do so much of the schools reserves get eaten up next year? There has been a significant drop in pupil</p>	
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	<p>participative and it was interesting to see similarities between schools and industry.</p> <p>MK reviewed behavior on her last visit. The pupils were very positive and well behaved.</p> <p>LW and MK also reviewed the Governor monitoring schedule against the SDP priorities.</p> <p>PF met with LW to review the Staff performance management and confirmed the process is being followed effectively.</p> <p>SIN meeting – CL and MK attended the Autumn term meeting. Updates included – the new exclusion policy, and the new data protection changes (meaning all Governors must use secure email addresses).</p>	ALL
9	<p>Subject Leader reports</p> <p>Governors asked LW to thank the Staff for the very comprehensive reports.</p> <p>Governors noted that the School is involved in the “Real Writing” project. The DfE funded project is to develop writing through science. This links to school priorities. The programme is taking a holistic approach to writing through the curriculum.</p> <p>A Governor asked – how can Governors know, on monitoring visits, if the school is on the right trajectory to get to where we need to be? Look for evidence in books. Ask to see the statements children need to achieve in each year groups and see how this is documented. Look at PUMA and PIRA results. Ask to see the same child's work over more than one visit to evidence progress made. There are many ways and Staff can help.</p> <p>Governors noted their concern is they do not want surprises at the end of the year.</p> <p>Agreed- LW will report on targets and whether each class is likely to meet the targets at the end of the year. Governors noted that the targets have been adjusted for next year- as a result of training attended - The challenge is ensuring that the targets are realistic.</p> <p>Concern was noted - if do lose a TA – then an impact will be a loss of support and also a lack of boosters.</p> <p>It was confirmed that the results confirm the School is doing really well for the more able children. All children are receiving plenty of challenge.</p>	LW

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	<p>The school also has specialists to support some of the subjects in the wider curriculum eg sport, French and music.</p> <p>A Governor asked – can we get an update on the latest plans for ICT? It is currently taught as an isolated subject rather than used throughout the curriculum. This is a development areas the schools are working on.</p> <p>A Governor asked – do we need to develop the non negotiables across all core subjects? Yes – they need to be as obvious in Maths, Reading and Writing.</p>	
	REGULAR BUSINESS	
10	<p>Policies Governor allowances policy – agreed. Governor visits – change in plan – rather than classroom visit moved to emphasize the importance of regular book scrutinies – agreed.</p>	
11	<p>Governance Items JH agreed to be the Health and Safety Governor. Agreed to have first visit with Pauline.</p>	
12	<p>Response to the Business Plan Thanks were noted for all the work that had gone into the report.</p> <ul style="list-style-type: none"> • List of questions and answers was extremely useful. • Very helpful to see issues in classes broken down • The Specialist teacher from Hookstone Case supports the belief that the school is underfunded for such significant levels of need within the school • Need to communicate to Parents to emphasise the good levels of learning achieved – and allay concerns they may have. Confirmed one method is via regular updates in the newsletter. 	
13	<p>Dates of Next Meeting (All at 5pm) 19th February 2018 19th March 2018 14th May 2018 4th June 2018 2nd July 2018</p>	ALL

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Actions from this meeting

Action	
1. LW and Bursar to check accuracy of the latest reports and share most up to date information	LW and Bursar
2. Send text to parents encouraging them to complete Parentview	LW
3. Bring draft SFVS to next meeting	CL and LW
4. All Governors move to use of secure emails	ALL
5. LW to bring end of year targets and predictions to next data meeting	LW