

Signed: *Ann Kelly*

Dated: *11th Dec 2017*

Summary Minutes of the Full Governing Board Meeting of Moorside Infant School held on 20th November 2017 at 5p.m.

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

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.	Welcome Governors were welcomed to the GB meeting.	
2.	Apologies for Absence & Consent to Absence MK - with consent.	
3.	Declarations of Interest pecuniary or non-pecuniary and the Register of Hospitality. Note rules on confidentiality. Governors noted the rules of confidentiality. 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	
4.	To declare the notification of any other urgent business to be discussed Pay Policy and Performance Management.	
5.	Minutes of the Governors Meeting held 25th September 2017 and 19th October Governors agreed the minutes of the meetings were an accurate record of events and they were duly signed. Matters Arising Sports Funding : <ul style="list-style-type: none"> • Mr Price released from class. • Both schools have additional £8k in sports budget. • Reviewing the School website. LW to check link to school website and feedback to Itchy Robot 	

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	<ul style="list-style-type: none"> • Agreed to promote the enhanced outdoor provision and opportunities e.g. archery at the school. Enjoying local sporting competitions planned. <p>Bullying update:</p> <ul style="list-style-type: none"> • Just had anti-bullying week. • Reviewed needs of pupils in school • Year One and Two have a new song – “Count on me” <p>A Governor asked – is the school free of mobile phone bullying incidents? Not aware of anything currently.</p> <ul style="list-style-type: none"> • Reviewed used of various technologies (Facebook, What’s App etc) • Planning support for parents – educating them about cyber bullying and language used in bullying. • Just completed wellbeing assessments. • Lots of positivity on the school Facebook page. <p>School Website: Working well</p> <p>Communication with parents: Agreed updates on website but to continue with text service too as popular with parents.</p>	<p>LW</p> <p>LW LW</p>
<p>6.</p>	<p>Governor Housekeeping Governors reviewed the nomination for potential new Associate Governor – Jonathan Heap – at both schools. Agreed MK to invite him to join – subject to positive second reference.</p>	<p>MK</p>
<p>BUSINESS OF THE MEETING</p>		
<p>7.</p>	<p>Executive Headteacher interim report All confirmed they had received and read the report.</p> <p>Governors reviewed the latest attendance figures and reasons for absence.</p> <p>Governors were positive to hear that the school are getting CPOMS</p>	<p>LW</p>

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– that can give regular updates and reports - both for safeguarding and attendance.

Governors noted that as a result of the resignation of a resignation, the Staffing structure had been updated. CR is now in Class (0.7 of timetable of which 0.1 is PPA – the remaining 0.3 is Deputy Head of the two schools)

Governors were informed that the Bursar is in school on Monday and the revised budget will be brought to meeting on 11th December.

Proposal – to backfill the remaining 0.3 timetable with a teacher on a 0.4 contract so have handover time/ cover/ ensure consistency and then use the TA to give speech and language therapy support – as there is a real need in this class.

Agreed Governors to have exit interviews with Staff when possible.

Governors noted mobility is still an issue – but it is cluster wide. The impact of open days by schools was noted. There is an increasing trend to offer open days to parents.

Governors reviewed the basic characteristics of the school – particularly with SEN need.

Governors reviewed all children on the SEN Register, the process of assessment to be placed on the register and also the interventions available internally.

External support is varied and accessible too. The school has just bought a package for an Educational Psychologist – receiving a half day every other week.

There are a number of children on the spectrum. Behaviours of the children in school vary.

The Schools are working with a number of specialists and have support from Hookstone Chase.

A Governor asked how the level of SEN compares nationally? National average is 10% so we are high needs. This reflects the location of the school. The needs of children across County are increasing too. It is a real challenge in school – it is noted that speech therapy is a particularly high need in Ripon and the surrounding area.

The School are managing the challenge by:
Use of an HLTA and TA in Year One – this is really having an

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	A Governor asked – do we have any in year progress data? AW and LW have met to go through data in detail. All Governors will receive a report in the Spring term.	
8	<p>External Advisor reports. LA Advisor is in on 7th December. LW is requesting a new support plan for the Infants School</p> <p>LW to meet with Strategic Services in December. Governors noted a lot of building is planned in the city.</p>	LW
9	<p>Governor monitoring visits The Governor monitoring ties up with the latest SDP. Agreed Governors to go round in two groups. Visits into class must be purposeful. Agreed – to receive summaries of the subject leader reports at the next meeting.</p>	ALL LW
10	<p>Safeguarding Had one incident – and reviewed procedures and update plan to ensure it will not happen again.</p> <p>Pay Policy – reviewed and agreed. R,R and R Policy – agreed</p> <p>Agreed to adopt all NYCC HR policies</p> <p>Safeguarding Governor – agreed. SB is the Safeguarding Governor.</p>	
11	<p>Governance All received latest training available. LW attended SIN training JH to complete DBS</p> <p>Governors agreed the role profiles for Chair and Vice Chair.</p> <p>Governors invited to all social events</p> <p>LW to check all Governors receive the school newsletter.</p>	JH
12	<p>Health and Safety Report on near miss and accidents to next meeting. A Governor asked if it could separate out anything linked to Eco/ Forest Schools</p>	LW

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13	Premises Nursery garden project completed.	
14	HT Performance Management Process completed. New targets set.	
15	Dates of Next Meeting (All at 5pm) 11 th December 2017 19 th February 2018 19 th March 2018 14 th May 2018 4 th June 2018 2 nd July 2018	ALL