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Dated:...15th October 2018

Minutes of the Full Governing Board Meeting of Moorside Infant School held on 17th September 2018 at 5p.m.

Present: Chris Lea (CL), C Rowett (CR), Peter Fleming (PF), Mary Kelly (MK – Chair), Michelle Gee (MG),

Apologies: Louise White (LW) Executive Head, Shirley Burley (SB)

And Jonathan Heap (JH)

In attendance: Antonia Praud (Clerk)

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 Governors were welcomed to the meeting and were given a tour of the classrooms and library in the Junior school.</p>	
2.	<p>Apologies for Absence & Consent to Absence Apologies were received and accepted from Jonathan Heap (JH), Shirley Burley (SB) and Louise White (LW)</p>	
3.	<p>Declarations of Interest pecuniary or non-pecuniary and the Register of Hospitality. Note rules on confidentiality. Mary Kelly declared her role as Chair of Governors at Boroughbridge Primary School and Nursery. Governors were reminded of the confidential nature of discussion at Board meetings. Governors completed the annual declarations of interest and the annual register of gifts and hospitality.</p>	
4.	<p>To declare the notification of any other urgent business to be discussed None</p>	
5.	<p>Minutes of meeting held on 18th July 2018.</p>	
6.	<p>To discuss any matters arising from the minutes Agreed to get NYCC email addresses as Governor email is experiencing difficulties Governors agreed the minutes and confidential minutes of the last meeting.</p>	

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SCHOOL IMPROVEMENT

7.	<p>Teaching and Learning Update</p> <ul style="list-style-type: none"> • Handwriting policy update – in place. • New phonics reading scheme – in place. • First staff meeting – presenting the new teaching and learning files to all Members of Staff in both schools. All have the same contents and Staff will bring them along to staff meetings. • The School did not purchase a new Phonics reading scheme as they have asked parents to bring in books they had at home. Having reviewed books in school the plan is to apply for a grant or funding for the additional resources needed. • The school will do the sponsored read again from Usborne books – they match the funding. • The school will also ask the Friends for some money too. Reading improves Reading, Writing and Grammar- and is a key area of focus. • Governors noted that the Friends of Moorside are working really hard and are donating £600 – which will also contribute towards two authors/ storytellers coming into school. 	
8.	<p>Governor Administration:</p> <ul style="list-style-type: none"> • Code of conduct agreed and signed • Standing orders are being updated and will come to the next meeting • Membership – agreed to advertise the vacancies after the period of consultation • Annual declaration of pecuniary interests– signed • Website details – checked and details confirmed for GIAS database • Keeping children safe in education – all in attendance signed to confirm they had read Part One. 	
9.	<p>Head's Update:</p> <p>There have been a number of changes to the School Advisor team. Christine Windwood (CW) is the School's Lead Advisor. Steve Holmes is now a Headteacher in Ripon. CW has kept the Infants School as she was involved in the Statement of Action.</p> <p>Karen Butler – came in for first visit is now working with County as a School Improvement Advisor and is overseeing the Juniors.</p>	ALL

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	<ul style="list-style-type: none">• 20 Questions – Governors agreed to look at 3 questions per meeting.• Annual governance statement – has been prepared in draft.• End of year newsletter has been sent out• Headteacher report – CR is trialing a new template – that has been developed by CR, MK and Gail Lee from BBPS – it has the key statutory information at start• One inaccuracy – Governors noted the date should be amended on pupil premium - to 2018/19 <p>Priorities for this year: Governors noted the written priorities and success criteria for both schools for the year. CW reviewed them last week. Objective 3 and 4 for both schools are the same. Some of the actions for the objectives are different as the schools are in different places.</p> <p>CR is currently doing observations throughout both schools – and the outcome of that will impact on the steps for success.</p> <p>Objectives 1 and 2 – in the Infants School they are linked to the milestones on the statement of action which runs until December. In the Junior School they run on from last year. The focus areas being the wellbeing of children and Staff, continuing the nurture areas, and the PSA and Forest School work Staff continue to complete Boxhall assessments across the school.</p> <ul style="list-style-type: none">• SEN letter – There has been no response yet but CR has asked Jane Harvey to come and visit. She is meeting with us on 28th September. The School want her to see how the nurture provision is set up and how Staff measure the impact <p>Objective 2 – the effects of working with parents and parental engagement. This objectives runs through from last year to this. All Staff had this in their performance objectives last year. It covers, general engagement, parents meetings and supporting the childrens' needs.</p>	<p>MK</p>
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	<p>Data report: KS1: Governors noted that the data had improved since they received the report. One child left the school before the data was reported – so our data has gone up to 54% and 56% respectively.</p> <p>KS2: Writing has improved - this year the school would not be seen as coasting.</p> <p>Maths and Reading – progress has been made in year but not sufficient progress has been made from KS1. However, it is partly due to inaccurate assessments in KS1. Evidence can be seen when shown details of support, sen etc. CW confirmed the school should keep this evidence to be used as case studies</p> <p>Teachers have done case studies for every child in school that did not meet targets and this will be given to the next class teacher. Communication has improved significantly between years and Key stages. In summary - results are low for writing but the progress is much improved.</p> <p>Governors also noted some results were specifically cohort specific</p> <p>50% of staff are new so all staff are supporting each other.</p> <p>Leadership and Management: CR is setting up CPD and being specific to staff to what CPD is. Staff need to take ownership to and identify opportunities for CPD.</p> <p>Collaborative work : The School is in the North Star Alliance. It is still continuing with the Real Writing Project too. Staff have also been to visit a nurture provision in Huddersfield and are now setting up a KS1 provision.</p>	
10.	<p>Scheme of Delegation Approved.</p>	
11.	<p>Strategic Update See confidential minutes.</p>	
12.	<p>Finance Update Latest number on roll – confirms the schools are growing – with 177 (without nursery) Nursery numbers are low however so the school need to recruit for nursery for January</p>	CR

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	<p>Challenge– what impact does this have on the budget ? –The school can have 220. CR to check the impact on the monitoring report.</p> <p>Debbie Pitt is no longer the FMS Bursar. She was going to induct JP as a School Business Manager. The schools have not been informed who the new FMS Support will be.</p> <p>Governors noted the school is still attracting children with very high needs.</p> <p>Year 5 is a very full cohort – 34 children in the year with a high level of SEN need. The school have been lucky to recruit a qualified teacher who is paid as a TA in their class for support. The school had expected to lose some SEN funding as children moved on to new provision. However the Children have stayed on</p> <p>PAN for next year – Governors agreed 30 in a cohort – it is currently set at 36.</p>	CR
13.	<p>External reports: None.</p>	
14.	<p>Governor monitoring Pupil premium report (from PF) – Governors received a through report – thank you</p> <p>This term – MK conducted a walk-round – both schools to monitor environment for learning-classrooms seem very calm. Monitoring report to be compiled by MK.</p> <p>The Children were confident enough to speak to MK CR and MK are meeting to agree the schedule of monitoring and will share this with Governors.</p>	CR, MK
15.	<p>Safeguarding All read part One of Keeping Children Safe in Education. On October 16th – Governors are invited to attend an arranged staff CPD session on safeguarding. – (It starts at 3.45pm and finishes at 5.30-6pm)</p>	ALL
16.	<p>Policies:</p> <p>Budget management policy – agreed. Only change noted – to Jo Pawley’s (JP) title.</p> <p>Pauline Dunn is taking over the school administration and JP is becoming the Business Manager.</p>	

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17.	Governors structure chart: Reviewed – and will go on the website	MK
18.	LA Governor training: SIN Meetings –will now be held twice a year. The next one is at Pavilions on 13 November at 5pm.	ALL
19.	Next Actions: Pay policy – needs to come to the next meeting <i>if available</i> . MK will update the website FFT data training is on 21 st November at BBPS – for all Governors. CR will send the summer 18 data (updated after the child left) which resulted in a 2% uplift on all results across the board.	ALL MK ALL CR
20.	Trips: Challenge: Do you always have 2 residential? Yes, Year 5 go away for 2 nights – this will support the children who are reluctant writers. (based on the Wolf Brother texts) The schools is giving opportunities to children so all children have the opportunity to go on residential Challenge: Do some families say no? Not yet. It is so much cheaper as the cost is supplemented by school. It has had a full take up to date. Year 6 go in October Year 5 go in January The trips have been run in this way since 2013. Governors approved the 2 residential.	
21.	Correspondence: Letter from Stuart Carlton – stated that there will be individual scoreboards sent to each school. These have not been received to date.	
22.	Staffing See confidential minutes.	
23.	Date of next meeting 15 th October 2018	ALL