

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 19<sup>th</sup> September 2019 at 5.00p.m.**

Present: Chris Lea (CL)(Chair); Claire Rowett (CR)(Headteacher); Maureen Binks (MB); Mary Kelly (MK).

Apologies: Peter Fleming (PF); Michelle Gee (MG).

In attendance: Andy Welsh (Clerk)(AW)

**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.

<b>1.</b>	<b>Welcome</b> Governors were welcomed to the meeting. Consented apologies were received from PF and MG.	
<b>2.</b>	<b>Declarations of Interest pecuniary or non-pecuniary and the Register of Hospitality</b> None, other than MK as Chair at Boroughbridge Primary School.	
<b>3.</b>	<b>Note rules on confidentiality and determine if any item should be recorded confidentially.</b> Governors were reminded of the confidential nature of discussion at Board meetings. No items were to be recorded as a confidential minute.	
<b>4.</b>	<b>To declare the notification of any other urgent business.</b> The Chair noted the recent resignation of Jonathan Heap (JH) and would raise this under AoB at the end of the meeting.	
<b>5.</b>	<b>To approve and sign the minutes of the meeting held on 17<sup>th</sup> July.</b>  The minutes of the meetings of the 17 <sup>th</sup> July 2019 were approved as an accurate record of the proceedings and signed by the Chair.	
<b>6.</b>	<b>Matters arising</b> There were no matters arising that were not covered in agenda items although it was noted that the Chair should be receiving	

	<p>invitations to GSIN meetings and a new monthly email from the DfE.</p>	
7.	<p><b>Headteacher's Report</b> This report had been issued prior to the meeting and questions submitted by Governors to the Head as follows:</p> <p><b>Governor Challenge:</b> In the EY report there is reference to losing two 'working at' pupils. What reasons were given for leaving? <b>Response:</b> The Head explained the circumstances which were out with the control of the school.</p> <p><b>Governor Challenge:</b> Are other agencies involved in working with the family where attendance is very low? <b>Response:</b> The school works with families and attendance was at 100% this so far year in the case of the child with the lowest lowest attendance record. It was noted that children under 5 are below statutory school age although they are encouraged to attend. Holidays are still an issue and the School communicates the need for pupils to attend all through the school year through the newsletter and home school charter.</p> <p>See also confidential minute.</p> <p><b>Governor Challenge:</b> What is the evidence of the impact of the various interventions put in place? <b>Response:</b> The Head explained that initiatives were evaluated before implementation in terms of their expected impact, and during and after implementation in terms of actual impact. Examples included Reading + which had boosted reading abilities in KS2 and the Maths TRG project. There are regular pupil progress meetings and the impact of initiatives is seen here. <b>Governor Challenge:</b> Is progress rapid enough? <b>Response:</b> The Head reported that good progress had been made with the exception of the Year 2 results. Outcomes in KS2 have shown rapid improvement although historically poor data from the Infant school meant progress was not shown accurately.</p> <p>The Head asked if the report was helpful, in particular the data. Governors commented positively on the report in terms of content and presentation.</p>	

<p>8.</p>	<p><b>School Development Plan Update and delegation of monitoring areas (incl. sports premium and pupil premium)</b> Governors welcomed this report and felt the executive summary and detailed report were appropriate to help them oversee school improvement.</p> <p>It was agreed that CR would update the Governor roles attached to each priority area to reflect the recent changes made. These would be appended to the minutes for information</p>	<p><b>Action CR</b></p>
<p>9.</p>	<p><b>Autumn Term School Improvement Plan (SIP) Priorities, including whole school data reporting and targets</b> The Head reported that monitoring of Teaching and Learning had already begun. MK was scheduling a visit so she could meet the appropriate lead. This would be combined with a Safeguarding visit.</p>	
<p>10.</p>	<p><b>Building Works – see confidential minute</b></p>	
<p>11.</p>	<p><b>Staffing Structure Changes</b> Governors received the current management staffing structure.</p> <p>A staff grading process was underway as a result of additional duties allocated to an individual.</p> <p><b>Governor Challenge:</b> How are you managing across the two sites? <b>Response:</b> Additional resource is being deployed to make up for the need to run two locations in a safe and effective manner. It may be that NYCC would fund the additional costs once these had been calculated.</p>	
<p>12.</p>	<p><b>Governor-Led Nursery</b> CR reported that this would not commence until the building works had been completed.</p>	
<p>13.</p>	<p><b>Standing Items and Governance</b></p> <p><b>Safeguarding</b> – the impact of the building works was monitored constantly and measures updated daily or as required. The HT reported on an issue unrelated to building works.</p> <p><b>Health &amp; Safety</b> – NYCC were supporting the management of risks associated with the building works.</p>	

<p>The H&amp;S Governor Role Description had been updated and would be circulated appended to the minutes for comments.</p> <p>It was agreed the role was better separated from the Finance role. It was agreed that the Chair would be the H&amp;S Governor until a new Governor was appointed who would take up the role.</p> <p><b>CPD/training</b> – MK was attending the GSIN meeting and NGA regional conference. It was agreed to postpone the Data Session planned for 9<sup>th</sup> October in order that the session could use actual data from the school. There was a HARTS Alliance Governor Training event on 9<sup>th</sup> October. Headteacher Performance Appraisal and Complaints training were noted by the Chair as important, and he will be attending. The Clerk agreed to circulate dates of NYCC training events. MK reported she would get views on the effectiveness of the NGA online learning modules and report back.</p> <p><b>Governor Skills Audit</b> – it was agreed to follow up the missing audit form.</p> <p><b>Allocation of Governors to Monitoring / Link Roles</b> – to be updated by the Head as noted above in line with the SDP priorities.</p> <p><b>Independent Advisor for HT Performance Review</b> – it was agreed to ask Karen Butler to carry out this role.</p> <p><b>Panel Membership for HT Performance Review</b> – was agreed as CL, PF and MK.</p> <p><b>Panel Membership for Staff Performance Related Pay</b> – agreed as PF and the Head.</p> <p><b>Panel Membership for Review / appeals re Staff Performance Related Pay</b> – agreed as CL, MG and MK.</p> <p><b>Panel Membership for Complaints Appeals</b> – agreed to appoint as appropriate to the complaint and that external Governors (ie from another school) could be used if necessary.</p> <p><b>Governing Body Annual Statement</b> – had been drafted and the Chair would pass to the Clerk who would insert Governor attendance data.</p>	<p><b>Action CL/Clerk/All</b></p> <p><b>Action Clerk MK</b></p> <p><b>Action Clerk</b></p> <p><b>Action CL/Clerk</b></p>
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	<p><b>Scheme of Delegation:</b> this was covered under the budget management policy. For non-financial items MK agreed to copy the NGA version for the Head and Chair to review.</p> <p><b>GB Meetings' Agenda Cycle and policy overview</b> – was agreed as per the pre-circulated documents.</p>	<p><b>Action MK/CL/CR</b></p>
14.	<p><b>Receive Any Reports</b> MK's visit was noted.</p>	
15.	<p><b>Policies</b> Budget Management Policy: Scheme of Delegation – was agreed noting that the School Business manager would be able to deputise in relation to the matters in this policy in the Head's absence. Head and Chair to sign.</p> <p>Adoption of HR and NYCC policies – approved.</p> <p>Delegation of Central Record of Recruitment (SCR) – it was agreed MK would review in her Safeguarding visit.</p>	<p><b>Action CR/CL</b></p>
16.	<p><b>Any other business</b> The Chair reported that JH had resigned and that he had brought some feedback to the Chair's attention. This was discussed by the Governing Body. MK would follow up on a potential new Governor and the Chair would follow up on a potential nominee from the Cathedral.</p> <p>There were no other items of business.</p>	<p><b>Action CL MK</b></p>
17.	<p><b>Date of Next Meeting</b> Dates of next GB meetings all at <b>4.30pm</b>:</p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> October 2019</li> <li>• 4<sup>th</sup> December 2019</li> <li>• 15<sup>th</sup> January 2020</li> <li>• 26<sup>th</sup> February 2020</li> <li>• 1<sup>st</sup> April 2020</li> <li>• 6<sup>th</sup> May 2020</li> <li>• 15<sup>th</sup> July 2020</li> </ul>	

The meeting closed at 18.52 hours.

Signed: ..... Dated: .....