

Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 16th October 2019 at 5.00p.m.

Present: Chris Lea (CL)(Chair); Claire Rowett (CR)(Headteacher); Maureen Binks (MB); Mary Kelly (MK); Peter Fleming (PF); Michelle Gee (MG).

Apologies: for lateness from 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.

1.	Welcome Governors were welcomed to the meeting.	
2.	Declarations of Interest pecuniary or non-pecuniary and the Register of Hospitality None, other than MK as Chair at Boroughbridge Primary School.	
3.	Note rules on confidentiality and determine if any item should be recorded confidentially. Governors were reminded of the confidential nature of discussion at Board meetings. No items were to be recorded as a confidential minute.	
4.	To declare the notification of any other urgent business. It was agreed to take an issue regarding the NYCC School Improvement Adviser role as AoB.	
5.	To approve and sign the minutes of the meeting held on 19th September 2019. The minutes and confidential minutes of the meeting of the 19 th September 2019 were approved as an accurate record of the proceedings and signed by the Chair. There was a discussion as to the necessity of confidential minutes and it was noted that these were for confidential as opposed to sensitive items.	

6.	<p>Matters arising The following items were raised:</p> <ul style="list-style-type: none"> • Delegation Planner. MK had provided the NGA model adapted for a Primary School. CL would review this alongside the model from NYCC-CYPS and update for CR to publish on the website. In response to a question it was reported that the website was difficult to update and that the School Business Manager was about to receive training from the website provider to make this easier. It was agreed that she should report back to the Governing Body as to what the abilities and limitations on managing the website were and who was responsible for what aspects. There may be lessons to learn from Governor oversight of such projects (ie the new website) in future. • Governing Body Annual Statement. This was agreed as per the draft circulated previously. MK and the Clerk would identify the attendance from the previous year so it can be included in the document prior to publication. 	<p>Action CL/CR</p> <p>Action CR/JPawley</p> <p>Action Clerk/MK</p>
PART A	SCHOOL IMPROVEMENT	
7.	<p>School Strategy Plan: Update The Chair and Headteacher gave an update on the delivery of the current building programme. NYCC School Improvement and Health & Safety staff were due to visit the school to help make an assessment about whether it was possible to move the children and staff into the new areas. It was thought, given the current state of the works, that this would be unlikely. Any delay would not only affect this school but also the provision at Mowbray School as they will use part of the premises freed up by the move, once refurbished. It was essential that a viable fire evacuation plan and lockdown plan were in place prior to the move.</p> <p>Whilst works were having an impact on teaching and learning, in particular, the environment, actions have been taken to mitigate the impact (eg ear defenders, playing of calm music and relocating children to less affected areas).The lack of additional space is impacting on the ability to provide the appropriate level of support for children experiencing emotional and behavioural issues. Outdoor provision was also being affected with a canopy being very delayed.</p> <p>Staff and children's wellbeing is continuously considered and measures put in place to support.</p>	

	CR would email Governors following the meeting with NYCC staff.	Action CR
8.	<p>Headteacher's Report This report had been issued prior to the meeting with some questions to the Head being received in advance.</p> <p>Governor Challenge: Y3 has a poorer attendance rate than other year groups? Why is this? What action is being taken? Response: There have been issues in this year group with individual attendance and children being taken out of school on holiday. The school does follow the legal process but parents seem willing to pay the fines imposed. Work continues to persuade them this is detrimental to their children's education eg through newsletters, Parent Forum.</p> <p>Governor Challenge: In Nursery and Reception you have around half the youngsters without English as their first language. Have staff got the skills needed to deal with this? Is any additional training needed for teachers or TAs? Response: There are a wide range of languages spoken by pupils in these classes although many of the pupils also have good English skills. There are various strategies in place to support these pupils including language programmes, use of pictures to facilitate communication, welcome displays in native languages, meeting with families and settling in processes. Some Pupil Premium funding is used in this area.</p> <p>Governor Challenge: Looking at the data, boys in KS1 have done well in Maths and Reading but not so well in Writing. Response: The pupils were given a good start in Early Years and their transition to Year 1 with high quality teaching and consistent teacher and TA support. The work on Phonics has also assisted here. The application of Cursive Handwriting has been difficult with some inconsistencies. Although this is difficult there will be benefits longer term.</p> <p>Governor Challenge: Is there an issue around boys fine motor skills? Response: Support is given in this area eg Just Dance, Dough Disco, pencil grip and posture training.</p> <p>There was discussion as to the format of the Headteacher's Report and whether it should follow the new Inspection Framework. It was recognised that adjusting the format would</p>	

	<p>be helpful, especially to Inspectors, but that the school could be confident it was doing the right things and need not change its reporting just because the Framework had changed.</p> <p>Lesson Observation and performance management actions were being undertaken. The Head was pleased with the progress identified so far. The splitting of Topic and Writing books had worked well.</p> <p>The attendance officer was supporting children and families to improve attendance. There had been a wellbeing week which had gone well.</p> <p>Under behaviour and welfare, the meeting discussed the fact that Nurture was important to get every pupil to the right place to learn. There was concern over the off-site use of social media.</p>	
9.	<p>School Improvement Plan (SIP) Monitoring MG entered the meeting 18.00hrs</p> <p>The Head reported that the School Improvement Adviser had visited recently and had reviewed the SIP Priorities, the SEF, data and had conducted a learning walk. There was a sense of embedding the progress made in the previous year and the school was now seeing the impact of those measures.</p> <p>The Adviser felt the Priorities were right for the school. There was significant Middle Leader Development happening. Governors confirmed they were happy with the SIP Priorities and their responsibilities. The Headteacher has shared the new curriculum intent with the governors and LA adviser. The School Improvement Adviser had indicated that oracy could be more prominent based on the focus in school and actions taken to improve speech and language.</p> <p>The Headteacher issued a copy of the relevant parts of the new Ofsted Framework to each Governor. These had highlighted areas where the Head felt Governors could easily detect progress (green), although continued challenge was welcomed. Other parts were highlighted (yellow) to show where more evidence might be required. All felt this was a useful monitoring tool.</p> <p>The Headteacher agreed to circulate the School Improvement Adviser's report once available.</p> <p>Governors were reminded that they should undergo online Prevent Training. Headteacher to circulate the weblink.</p>	Action CR

	<p>MK had completed SEND Governor Training. She also reported that the NGA Learning Link had been evaluated as good. It was noted that the school would need to establish the correct account details for all Governors to participate. The cost was £70pa but would allow the school to save £200 by not using Modern Governor anymore.</p>	<p>Action CR</p> <p>Action CL/CR</p>
PART B	BUSINESS AS USUAL	
10.	<p>Standing items and Governance</p> <ul style="list-style-type: none"> • Safeguarding – MK had circulated her feedback from a recent training session and referred to the responsibilities of the governing body, the Inspection Framework and the role of the link governor. Inspectors would want to see safeguarding running through activities and procedures/policies throughout the school. The Annual Safeguarding Report should be received at the Governing Body in the Summer Term allowing time to react to any earlier Safeguarding Audit. NYCC had asked for an interim report in November. There was discussion as to the role of Governors and the SCR. The biggest Prevent Risk for NY was far right boys. MK distributed a handout with Questions and Answers for Governors to read after the meeting. MK would further digest the training she had received and report back to the GB. MK handed the training materials to the Chair/Head for safe storage. • Health and Safety/Premises Report (including near misses) – Much of this had been discussed under the item on building works. An incident where a digger had been used outside of its permitted area was noted. This had quickly been brought to the attention of the contractor and was not expected to recur. The H&S Lead Governor role description and checklist had been distributed to Governors with the minutes of the previous meeting. • CPD / training – CL had undertaken Headteacher Appraisal training. His Complaints training had been delayed. MK, as well as the training noted above, had attended the Y&H NGA Conference in York and would distribute notes when available. The conference included interesting information on Inspection under the new framework from a Governor point of view. Governors needed to understand the overview of the curriculum and 	<p>Action MK</p>

	<p>how it was managed. The Head agreed to circulate a copy of a recent presentation to parents on this matter.</p> <ul style="list-style-type: none"> • Governor Skills Audit – The Clerk had issued the results of the skills audit. This showed a positive outcome with most required skills being covered. Areas such as premises where there was a shortage were supplemented by support externally eg NYCC. • Governor Recruitment – A potential new Governor had been identified via the Dean at Ripon Cathedral and the prospective Governor would visit the school shortly to help him with his consideration of the suitability of the role. The Parent Governor invitation letter would be sent before half term. • Review/Approve any pupil residential(s) – No new approvals were required. 	<p>Action CR</p> <p>Action CR</p>
11.	<p>Receive any reports:</p> <ul style="list-style-type: none"> • Including Governor Monitoring/Links; School Improvement Advisor and Subject Leader reports <p>There were no reports to receive other than noted earlier in the meeting.</p>	
12.	<p>Policies</p> <ul style="list-style-type: none"> • Performance Related Pay Policy 19/20 – the issuing of this policy to the school had been delayed. The Chair would review and circulate to all for approval prior to October 31st. • Safeguarding / Child Protection Policy – approved. • SEND policy and local offer (annually) – approved. 	
13.	<p>Any other business</p> <p>It was noted that there was a potential change to the School Improvement Adviser allocated to the school and that communication about this had been poor. This resulted in the Chair writing a letter of complaint to NYCC. It was agreed that it was vital that the Local Authority continue to provide good support to the school as it continued on its journey of improvement.</p> <p>The Head reported that she had received a Brexit preparedness letter and that necessary measures were being taken.</p>	

	<p>MK offered the opportunity to Governors to attend the NGA annual conference in Birmingham in November.</p> <p>All agreed that the class teacher for the room the meeting was held in should be given feedback about the impressive environment for learning that had been created.</p>	
14.	<p>Date of Next Meeting</p> <p>Dates of next GB meetings all at 4.30pm:</p> <ul style="list-style-type: none">• 4th December 2019• 15th January 2020• 26th February 2020• 1st April 2020• 6th May 2020• 15th July 2020	

The meeting closed at 19.07 hours.

Signed: Dated: