

Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 4th December 2019 at 5.30p.m.

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

Apologies: None.

In attendance: Andy Welsh (Clerk); Jo Pawley (School Business Manager)(JP to item10)

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, in particular Debbie Pickard was welcomed as the new Parent Governor.	
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. An item regarding the report of the Headteacher Performance Review Committee was raised under 4 below which was minuted confidentially.	
4.	To declare the notification of any other urgent business. It was agreed to take an issue regarding the Headteacher Performance Review Committee for which a confidential minute was taken.	
5.	To approve and sign the minutes of the meeting held on 16th October 2019. The minutes of the meeting of the 16 th October 2019 were approved as an accurate record of the proceedings and signed by the Chair.	

6.	<p>Matters arising The following items were raised:</p> <ul style="list-style-type: none"> • Website Update. CR presented the new website to Governors. This had been updated following training received by JP. Itchy Robot, the website provider, had now become more helpful. CR also took Governors through the Sharepoint facility that had recently been opened to them. Governors thanked JP & CR for their work on the website and Sharepoint. • Scheme of Delegation. It was agreed to update the Scheme of Delegation to make it clear that the Governors may remove any rather just co-opted Governors. • School Improvement Adviser's Report to Circulate. This had been circulated. <ul style="list-style-type: none"> ◦ Governor Challenge: The report, while very positive, suggests that support could be better used in EY and Y1 to maximise learning. Is this judgement fair, and if so what is being done to ensure support staff have the greatest impact possible? Response: The Head had requested this area be looked at. Unfortunately, during the visit there was a high level of staff absence which meant that support staff were not deployed into their usual roles. It was not, therefore, surprising that the judgment was made. However, the SDP does identify the need to maximise the use of TAs. ◦ The Head clarified a typo in part of the report and it was noted that the layout and wording could have been altered to make the understanding easier for Governors. ◦ The Head reported that an experienced HMI would be leading some joint training for staff in January (alongside Cathedral Primary) around Ofsted 'deep dives', followed by Governor Training in February. • NGA Learning Link Setup. It was agreed that this should be pursued as the additional c£90 investment in Governor CPD would be an effective use of school resources. • Curriculum Overview Circulated to Governors. This had been circulated to Governors and various documents could now be accessed via the school website and Sharepoint site as demonstrated earlier in the meeting. The Intent for the whole curriculum had been completed and those for individual subjects were being developed 	Chair
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	this term. Using a common vocabulary across all areas was important.	
PART A	SCHOOL IMPROVEMENT	
7.	<p>School Strategy Plan: Update re Building Works</p> <p>The Chair and Headteacher gave an update on the delivery of the current building programme. Following correspondence with the Local Authority two senior NYCC staff (Andrew Dixon and Paula McClean) had attended a meeting with the Head and Chair. This was a positive meeting at which the school was able to demonstrate evidence of the impact of the poor delivery of the building project on the school's pupils, staff and leaders. There had been a noticeable improvement in project and site management following the meeting.</p> <p>In terms of the works themselves it was noted that progress had been further delayed and bad weather may bring additional delays although the works would soon be watertight. Handover was now anticipated during half term in February 2020.</p> <p>Further planning was required to ensure the move was carried out with as little disruption as possible and in a way that supported staff who have already been asked to contribute a lot to the process.</p> <p>MG entered the meeting 18.06hrs</p> <p>It was clarified that the school had provided its requirements for the outdoor play area as well as other aspects of the project. Whilst she had and would continue to make clear the requirements of the school the Head could not be expected to take design issues on board that were in the professional domain of the contractor.</p> <p>The Local Authority was writing a letter to parents regarding the delays.</p>	
8.	<p>Headteacher's Report</p> <p>This report had been issued prior to the meeting with some questions to the Head being received in advance.</p> <p>It was noted that Karen Butler of NYCC would be delivering the second part of the data training at 1.30pm on Tuesday 10th December.</p>	

	<p>Governors had requested further details on the number of children with 'Red Cards' and this had been circulated prior to the meeting. This data would be included in future Headteacher reports. The reduction in numbers was felt to be positive. The Head reported that for some pupils with Social Mental and Emotional Health (SMEH) needs the Red Card system was not appropriate and alternative actions were taken. Positive tracking of good behaviour was used.</p> <p>Governor Challenge: What happens if pupils are repeatedly given Red Cards? Response: There is a review system in place that will escalate matters if there is persistent poor behaviour. This could include the teacher, or at a later stage the Head, meeting with parents and potentially a home-school contract being put in place.</p> <p>Governor Challenge: Do supply teachers understand the behaviour systems as this is often a weakness in schools? Response: The school only uses staff to cover that know the school well including existing part-time staff.</p> <p>Governor Challenge: The meeting noted the improvement in attendance data and wondered if there were actions being taken that could be repeated. Response: Some parents had been motivated by the class level data being included in the regular newsletter. Letters from the Head and other recognition strategies were a motivation.</p> <p>It was noted that the Head issued legal letters in line with policy and this sometimes made relationships with those parents affected difficult. Governors noted this but reinforced their support for the Headteacher who was duty bound to apply the rules.</p>	
9.	<p>School Improvement Plan (SIP) Monitoring The Head reported that the current term's monitoring actions have been carried out where possible. Staff absence had meant some activities have been delayed but they will be completed by the end of term.</p> <p>The PHSE Lead for NYCC had visited the school and undertaken some scrutiny of PHSE work and training for all staff with planned follow up monitoring.</p>	

	A new monitoring schedule for the coming term would be established. It was agreed that pupil outcomes would be monitored by the Chair and DP.	Head
PART B	BUSINESS AS USUAL	
10.	<p>Finance Monitoring Report, Revised Budget and Forward Plan; & Benchmarking</p> <p>The Chair noted that the information contained in the papers should be treated in utmost confidence. Papers were tabled showing the proposed revised budget and benchmarking data from the Schools Financial Value Standard and NYCC benchmarking data. The papers had been prepared following a meeting between the Chair, Headteacher, Bursar and School Business Manager.</p> <p>It was noted that the school faced the same difficulties faced by many schools in that costs were being tightly controlled but income levels were not high enough. While there may be some uplift to funding following the general election this would likely be limited and the timescale was uncertain.</p> <p>Additional funding could come from a growth in pupil numbers and housebuilding in the local area could have a positive impact on this. A risk would be other local schools taking in more pupils. The forecast assumed some modest growth in pupil numbers as previously discussed with NYCC.</p> <p>Costs were being managed as shown in the benchmarking information. Notably, staff costs were not excessive. This was partly as a result of having a teaching Head and no non-teaching deputy. SEN costs were not being matched by the funding available and this is a national issue but affects this school in particular given the higher than average numbers of such pupils. The spend on Learning Resources was high compared to other schools and would be looked at.</p> <p>Premises costs are expected to fall following the new building project although this has not yet been factored into the forecast as the values are unknown at this stage.</p> <p>The revised budget and forecast was agreed. It was agreed that the revised budget should be submitted with a narrative/commentary outlining why the school faced the financial issues it did and what it was doing to proactively</p>	

	manage the situation. It was felt this would assist the dialogue with NYCC. JP left the meeting 18.55hrs	
11.	<p>Standing items and Governance</p> <ul style="list-style-type: none"> • Safeguarding – Audit/Draft Approval Sign Off was not required at this meeting. This item would be taken at the 6th May 2020 meeting. The Head gave an update on training for Designated Safeguarding Lead Deputies. • Health and Safety/Premises Report (including near misses) – There were no significant issues to raise. The HSE had inspected the building works and the outcome was positive. • Governor CPD / training – PF and MK had attended the Autumn Term Governor School Improvement Network and reported back on the Inspection Framework and other issues. It was agreed to check the National Policy document against the Policy Schedule for Moorside Primary. • Governor Recruitment – <ul style="list-style-type: none"> • The potential new Governor identified via the Dean at Ripon Cathedral had visited the school to help him with his consideration of the suitability of the role. As yet, he had not responded on the matter. • The Parent Governor invitation had been issued and Debi Pickard selected as Parent Governor. • Review/Approve any pupil residential(s) – The Head proposed a residential visit to Marrick Priory Outdoor Education and Residential Centre. After discussion it was agreed that the trip should take place. 	
12.	<p>Receive any reports: PF, MK and MG had submitted reports, previously circulated, for which they were thanked.</p> <p>PF reported that everything was in place with respect to staff appraisals and reassured Governors that targets were being set that were robust and linked to the SDP. Support was in place to assist staff in reaching their targets.</p> <p>CR reported that teacher appraisals had been completed by the 31st October deadline but that TA appraisals had been delayed due to sickness absence.</p>	

	<p>MK had issued the slides for the NGA Regional Conference. PF indicated he would be happy to also attend these conferences in future and MK confirmed that this would be possible within the school's membership plan.</p> <p>MG had looked at progression maps and was impressed by the long-term plan for every subject area.</p> <p>Governor Challenge: Are we on track with the curriculum subject level plans and if not will we be able to catch up?</p> <p>Response: The additional work caused by the building project had meant time to work on this had been lost so teachers were behind. However, plans and support were in place to ensure this work was completed this term. The workload to complete this task well was considerable.</p> <p>Governor Challenge: Are there suitable links within the curriculum to ensure that pupils have sufficient knowledge in one subject to do well in the other (eg the maths curriculum is phased so as to assist with the learning in geography and other subjects).</p> <p>Response: Yes, that is the case. The new curriculum does have resource implications, eg to support geography it would be beneficial to have a globe, world map and UK map in each classroom.</p> <p>MG left the meeting at 19.22hrs</p>	
13.	<p>Policies</p> <p>The following policies were considered:</p> <ul style="list-style-type: none"> • Behaviour – approved. • Anti-Bullying Policy – approved. • Attendance – approved. It was noted that parents had a responsibility to make sure their children were collected on time. In some cases, eg where children were having to be placed in the after school club, it may be necessary to charge parents. The policy would be altered to make this clear. 	
14.	<p>Any other business</p> <p>There were no other items of business.</p>	
15.	<p>Date of Next Meeting</p> <p>Dates of next GB meetings all at 4.30pm:</p> <ul style="list-style-type: none"> • 15th January 2020 • 26th February 2020 • 1st April 2020 	

	<ul style="list-style-type: none">• 6th May 2020• 15th July 2020• Data Training at 1.30pm on Tuesday 10th December 2019.• Ofsted/Monitoring Training at 1pm on Monday 3rd February 2020.	
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The meeting closed at 19.30 hours.

Signed: Dated: