

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 15<sup>th</sup> January 2020 at 5.00p.m.**

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

Apologies: Chris Lea (CL)(Chair).

In attendance: Andy Welsh (Clerk); Jo Pawley (JP)(School Business Manager)(Items 1-6 and 10 only) ; Caroline Davies (CD)(Bursar)(Items 1-6 and 10 only).

**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.	<b>Welcome &amp; Apologies</b> Governors and attendees were welcomed to the meeting. Apologies were received from Chris Lea (Chair) and from DP for lateness. In the absence of the Chair the meeting was chaired by the Vice Chair Peter Fleming.	
2.	<b>Declarations of Interest pecuniary or non-pecuniary and the Register of Hospitality</b> None, other than MK as Chair at Boroughbridge Primary School.	
3.	<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.	
4.	<b>To declare the notification of any other urgent business.</b> No items were declared.	
5.	<b>To approve and sign the minutes and confidential minutes of the meeting held on 4<sup>th</sup> December 2019.</b>  The minutes and confidential minutes of the meeting of the 4 <sup>th</sup> December 2019 were approved as an accurate record of the proceedings and signed by the Chair.	
6.	<b>Matters arising</b> The following items were raised:	

	<ul style="list-style-type: none"> <li>• <b>NGA Learning Link Setup</b> – it was agreed to defer this matter to the next meeting. JP agreed to follow the matter up with the Chair. <b>Action JP</b></li> </ul>	JP
	<b>It was agreed to move item 11 up the agenda.</b>	
11	<p><b>Finance</b>  <b>Monitoring Report, Revised Budget and Forward Plan; &amp; Benchmarking</b></p> <p>The Bursar (CD) reported that the latest monitoring exercise had just been completed and that it showed a current bottom line deficit. The Head reported on some potential positive changes to items such as utility and supply costs which might improve the current position but it was likely the school will have a deficit by the year end.</p> <p>DP entered the meeting at 17.14hrs</p> <p>The costs of staff absence had been higher than expected with a number of staff being off work during last term. CD reported that the monitoring process was very detailed. It was positive that new children were joining the school although the impact of Year 6 leaving at the end of this academic year would be felt as the numbers in this class were larger than the expected intake in Reception and other years.</p> <p>It was noted that the majority of new pupils joining the school during the year had additional needs and this brought additional requirements for support staff therefore increasing expenditure. It was clear that the transitional funding given to support the amalgamation of the two previous schools would end and that pupil numbers, whilst growing, were not yet at a level where the school was meeting its Pupil Allocation Number. The start budget for 2020/2021 would be compiled in the next few weeks and this would be a major focus at either the next meeting or a potential extra meeting before the end of March so that the Governors could consider what action they might need to take in line with their duty to ensure the financial stability of the school.</p> <p><b>Governor Challenge:</b> What funding might the school see as a result of pledges made during the recent General Election?  <b>Response:</b> There would be an uplift in per pupil funding from £3,750 to £4,000 from next year. However, it was difficult to see anything further than that given the Government had already pledged additional funding to raise the starting salaries of NQTs (thereby creating a pressure to restore differentials for existing staff). There was also a significant issue in relation to SEN</p>	

	<p>funding which was particularly under pressure in North Yorkshire.</p> <p>Governors considered the SFVS presented by CD. The dashboard report was reviewed and areas where the school was particularly out of kilter with national benchmarks were reviewed in detail:</p> <ul style="list-style-type: none"> <li>• Teaching staff costs as a percentage of total income was low because having a teaching Headteacher skews the figures as does the use of external sports teaching staff. PF confirmed that staff do get adequate PPA time and good practice was displayed in terms of staff wellbeing.</li> <li>• Energy costs were high but this reflected the ongoing building works. There would be a refund to the school of the energy costs of the building works in due course. The new boiler should operate more effectively in future reducing costs further.</li> <li>• Educational support staff costs were high given the number of pupils with SEN although the school was successful in getting EHCPs approved.</li> </ul> <p>CD explained the review process for maintained schools in deficit positions.</p> <p>Governors approved the SFVS, thanked CD and JP for their support and agreed to review the school's finances again at the next meeting.</p> <p>CD and JP left the meeting at 17.45hrs</p>	
<b>PART A</b>	<b>SCHOOL IMPROVEMENT</b>	
<b>7.</b>	<p><b>School Strategy Plan: Update re Building Works</b></p> <p>The Headteacher gave an update on the delivery of the current building programme having attended a site meeting earlier in the day. The main extension should be complete by 7<sup>th</sup> February 2020. There was an expectation on behalf of the contractor that the move into the new accommodation would be completed by 10<sup>th</sup> February which the Headteacher had challenged. Discussions were underway with the local authority as to the support that could be provided. This would include delaying the move to allow an orderly decant. The Head is proposing that the LA support an educational visit for pupils in affected classes so that they do not miss a day of education, this proposal was supported by the Governing Body.</p> <p>There will be some further disruption to the school site to allow the drive to be widened. Governors were asked if they would be able to volunteer to help during key times in the school day</p>	

	during the anticipated two days of this disruption and were supportive of this.	
8.	<p><b>Headteacher's Report</b></p> <p>The Head's report had been circulated in advance and Governors had submitted questions to the Head prior to the meeting.</p> <p>There were 7 new children in school and 9 new in the nursery bringing the numbers to only 3 short of those predicted. The roll stood at 182 out of 220 so recruitment was going in the right direction despite the impact of the building works.</p> <p>The impact of the amalgamation on pupil numbers was still evident, due to the fact that the provision in the Early Years was incomplete during the application period although the Head had ensured this was clear in the report.</p> <p>The White Rose Maths Reasoning Project is going well and the lead has conducted a visit which generated positive comments, resulting in the school being awarded some additional funding as the project was being extended for a further two years. The visit had resulted in feedback that the school had the right strategies in place. Some children in specific cohorts are working on filling gaps in conceptual knowledge before accessing age-appropriate learning in line with their peers.</p> <p>The performance of Pupil Premium pupils with SEN was a concern.</p> <p>Sometimes pupils were not able to demonstrate that they are working at the expected standard in tests but their books showed they were performing at expected standard in lessons.</p> <p>The school have an adviser booked to conduct a deep dive on Reading. The same adviser would be able to comment to Governors as she was conducting the Governor training on 3<sup>rd</sup> February 2020.</p> <p>Governors discussed the support given to EAL children in Nursery. The Head reported that the aim was to have pupils ready for later school years with appropriate language skills where possible. This involved support for the pupils, staff training and interactions to support parents/family environment. The school had conducted audits using external and internal</p>	

	<p>sources which showed the positive impact of strategies to support language acquisition to allow catch up by Year 2.</p> <p>There were a number of actions highlighted in yellow on the School Development Plan. While these had not been completed by the end of last term they were all now on track for completion in the next few weeks with activities booked and work planned in.</p> <p><b>Governor Challenge:</b> Please give an update on Teaching and Learning.</p> <p><b>Response:</b> EYFS was the area where most rapid progress was required. The ending of a period of maternity leave would mean an experienced EY and SEN specialist would be in school giving a boost to this area. Generally, staff had been given support to help understand and respond to the new Ofsted Framework and there was some good and outstanding teaching across school. LA monitoring was planned for later in the month.</p> <p><b>Governor Challenge:</b> Given we have known for two years that improvements were required, what barriers exist to improving EYFS further?</p> <p><b>Response:</b> Improvements have been seen but the effect of the building works has slowed progress given the disruption to learning experienced. The provision was Inadequate and moved to Requires Improvement. It was anticipated that performance would improve further but this will require continued rigorous support for pupils. Further time to embed changes would also be required.</p> <p>Governors liked the report format and presentation.</p>	
9.	<p><b>School Improvement Plan (SIP) Monitoring</b></p> <p>The document had been circulated to Governors with the papers for the meeting.</p> <p><b>Governor Challenge:</b> What input is required from Governors in the current term?</p> <p><b>Response:</b> The meetings have been timetabled as per the schedule issued. Governors had been allocated against the four priority areas and it was hoped Governors would contact the Head to make arrangements for visits in the appropriate weeks.</p> <p>The subject on a page reports were very helpful and would assist Governors when talking with subject leaders. It was felt more appropriate for Governors to see how the process of pupil</p>	

	progress meetings was handled ie to monitor the monitoring, rather than attend the pupil progress meetings themselves. The Head invited the Governors to attend the deep dive reviews.	
<b>PART B</b>	<b>BUSINESS AS USUAL</b>	
<b>11.</b>	<p><b>Standing items and Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding</b> – there were no significant safeguarding issues but the following were brought to the attention of Governors by the Head: <ul style="list-style-type: none"> <li>• Issues around toilets given the building works.</li> <li>• Works being carried out in classrooms requiring safety checks and tidying up to be done.</li> <li>• The Head was to attend the Safeguarding Network meeting on 28<sup>th</sup> January 2020 for an update.</li> <li>• The Early Help Team were delivering training on Adverse Childhood Experiences on Wednesday 22<sup>nd</sup> January 2020 at 3.30pm to approximately 4.45pm. Governors were welcome to attend.</li> </ul> </li> <li>• <b>Health and Safety/Premises Report (including near misses)</b> – the Head informed the meeting that there were issues with parking on the roads adjacent to the school. This was making driving conditions unsafe and therefore represented a potential risk to children. The Highways authority had been unable to help and the matter had now been taken up with North Yorkshire County Council Road Safety team. As well as hopefully taking measures outside of school the Road Safety team were also attending school to deliver assemblies on road safety. The Head had asked parents to park considerately in a recent newsletter. New gates on the drive for both Moorside and Mowbray schools would be installed and these would be independent of one another.</li> <li>• <b>Governor CPD / training</b> – MB and DP were to attend NYCC Governor Induction training on the 6<sup>th</sup> and 25<sup>th</sup> March 2020. It was important for Governors to attend the Ofsted/Monitoring Training on 3<sup>rd</sup> February. Governors should inform the Head/Office of training attended so the records could be updated.</li> <li>• <b>Governor Recruitment</b> – CL and MG were to determine whether the prospective Governor from the Cathedral was interested in taking the position up. <b>Action CL, MG</b></li> </ul>	CL, MG

	<ul style="list-style-type: none"> <li><b>Review/Approve any pupil residential(s)</b> – there were no trips to approve although Governors gave their in-principle approval to the educational visit mentioned at 7 above to assist with the move into the new facilities without disrupting the education of pupils affected.</li> </ul>	
12.	<p><b>Receive any reports:</b> CL had submitted a visit report and the Head will forward this to Governors. <b>Action CR</b></p> <p>It was noted that a new school improvement adviser had been allocated to the school. They had an EYFS specialism which would be helpful.</p>	CR
13.	<p><b>Policies</b> <b>Accessibility Plan</b> – it was agreed that this item be deferred until the July meeting to allow time for the building works to be completed and an assessment of the impact made. It was noted that NYCC would provide someone to complete an updated Travel Plan.</p>	
14.	<p><b>Any other business</b> MK reported that she had investigated matched funding from Marks and Spencers and that this was available only to their charity of the year.</p> <p>All confirmed they were happy with the School Development Plan update.</p> <p>Regarding the impact of the meeting, Governors felt they had discharged their statutory duties around setting the strategic direction; holding the Headteacher to account for improving school performance and supporting her to do so; and maintaining the financial stability of the school. They felt better informed and as a result better equipped to challenge and support the Head.</p>	
15.	<p><b>Date of Next Meeting</b> Dates of next GB meetings all at <b>5.00pm</b>:</p> <ul style="list-style-type: none"> <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> <li>Ofsted/Monitoring Training at 1pm on Monday 3<sup>rd</sup> February 2020.</li> </ul>	

The meeting closed at 18.51 hours.

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