

Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 6th May 2020 at 5.00p.m. The meeting was held online.

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

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

In attendance: Andy Welsh (Clerk); Jo Pawley (School Admin)(to item 6 only); Caroline Davies (Bursar) (to item 6 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.	<p>Welcome</p> <p>Governors and attendees were welcomed to the meeting which was held online via Zoom.</p> <p>Peter Fleming and Michelle Gee both attempted to join the meeting via Zoom and by telephone but it was not technically possible for them to do so. That being the case their apologies were noted.</p>	
2.	<p>Governance Issues</p> <p>The Clerk introduced this item setting out the issues raised in his email of 28th April 2020.</p> <p>It was agreed to postpone the following items until the first meeting in the 2020/2021 Academic Year or the next face to face meeting whichever the sooner:</p> <ul style="list-style-type: none">• Election of Chair and Vice Chair.• Annual declaration update.• Policy Updates <p>In the meantime all existing roles, policy and procedures would remain in place.</p>	
3.	<p>Pecuniary Interests</p>	

	The Chair reminded Governors to declare any pecuniary interests. MK declared her role as Chair at Boroughbridge Primary School. DP indicated that the school had procured from her husband's business and the Clerk agreed to send a new declaration form for her to complete.	Clerk/DP
4.	Confidentiality The Chair reminded Governors of the need for confidentiality and the meeting determined that no part of the minutes needed to be a confidential item.	
5.	To declare the notification of any other urgent business The Head would give an update regarding the building works (see 11 below).	
6.	<p>Business critical decision:</p> <ul style="list-style-type: none"> Finance - outturn and start budget <p>The Head had circulated a draft budget which the Governors considered.</p> <p>The carry forward from 2019/2020 was better than expected and the school had benefited from the Local Authority settling the additional utility bills for the extra charges incurred due to the building works. The school will dip into deficit through the year but not to the extent that would require a licence to be obtained.</p> <p>Some planned savings were assumed in the budget and these would require action with the support of HR. It was recognised that the coming year would be challenging for all.</p> <p>The Bursar noted that the budget had been set assuming no impact from Covid-19. This was the planning assumption required by NYCC. It would allow the setting of a baseline budget against which the impact of the current and future restrictions in place would have. This would allow for the identification of compensatory payments if and when they became available.</p> <p>The Bursar made clear that the school would need to address an underlying overspend and Governors would need to consider this matter in future meetings. This was the case even after considering a rise in pupil numbers. Windfall payments as a result of amalgamation had ceased.</p> <p>It was noted that recruitment of additional pupils had been limited given the delayed building works and now the Covid-19 restrictions.</p>	

	<p>It was noted that the final accounts for Moorside Infants had been closed with a deficit of £48,550. The deficit did not have an impact on the current school accounts.</p> <p>Governors thanked the Bursar, Head and the school for ensuring the schools financial issues were being managed in an appropriate way.</p> <p>JP & CD left the meeting at 17.39hrs</p>	
7.	<p>To approve and sign the minutes from 26th February 2020</p> <p>The minutes of the 26th February 2020 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.</p>	
8.	<p>To discuss any matters arising from the minutes.</p> <ul style="list-style-type: none"> • NGA Learning Link Setup – had now been set up. JP to be given administrator rights via Clerk/Chair. 	Clerk/Chair
9.	<p>Business critical decisions (other than finance discussed at item 6).</p> <p>The Chair noted the Headteacher's report which had been previously circulated and which Governors had submitted question on in advance of the meeting (see attached).</p> <p>In response to a question, it was noted that NYCC could furlough staff but the school did not have the power to do so. NYCC had furloughed kitchen staff. The remaining staff were either working from home or from school.</p> <p>Governors wished to know whether all staff were engaged and contributing. The Head reported that this was the case. Extensive CPD was underway with all staff taking part and activities being individually logged. Staff are attending school (where possible) on a week in week out rota. Activities at home include making resources. Where necessary staff have been provided with school laptops to enable them to work from home.</p> <p>The teaching staff have a weekly Zoom meeting. Learning packs are made ready for parents for Mondays each week with helpful feedback being received from a number of parents.</p> <p>About 80% of pupils are accessing resources online. Four are not responding and these are being investigated. Where pupils are unable to access learning online parents have been</p>	

	<p>providing other evidence of the work being undertaken eg photographs.</p> <p>The theme this week had been around VE Day.</p> <p>It was noted that the extensive action plan was a working document and would, therefore, change as it was regularly updated.</p> <p>Staff appointments continued to be made as set out in the report.</p>	
10.	<p>Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHP plans, the children of key workers, associated risks, issues etc.</p> <p>This was detailed in the Headteacher's report. It was noted that the school had taken in a number of very young children and was providing a valuable service to the local community.</p>	
11.	<p>Any issues arising from how the building is currently being used and remote working for staff.</p> <p>The Head gave an update following discussions with the Local Authority. Staff at the contractor had been furloughed and therefore work had ceased. NYCC were following up on some snagging and other issues. Issues of a security or health and safety nature would be expedited as soon as possible.</p>	
12.	<p>Support being given to parents and carers to help them educate their children at home.</p> <p>This was as set out in the Headteacher's report. The Head also noted the emotional impact of the various communications staff and parents got from the media, unions, LA, government etc.</p>	
13.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders.</p> <p>The Head reported that wellbeing issues rose and fell at different times. However, there was lots of communication both formal and informal. The uncertainty over how the situation may develop was giving concerns.</p>	

	The Head was asked whether families were aware that the laptops loaned to them needed to be returned to school. This was confirmed to be the case.	
14.	Date of Next Meeting <ul style="list-style-type: none">• 15th July 2020 at 5.00pm	

The meeting closed at 18.05 hours.

Signed: Dated: