

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 15<sup>th</sup> July 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); Matthew Kettlewell (MKet); Michelle Gee (MG).

Apologies: Peter Fleming (PF)(Vice Chair).

In attendance: Andy Welsh (Clerk).

**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</b> Governors and attendees were welcomed to the meeting which was held online via Zoom.	
2.	<b>Governance Issues</b> MKet withdrew from the meeting for this item.  The Chair reported that MKet was interested in the role of co-opted governor at the school and recommended his appointment to the governing body having considered his application. After due consideration it was resolved to appoint Matthew Kettlewell as a co-opted governor with immediate effect for a term of four years.  MKet returned to the meeting.	
3.	<b>Pecuniary Interests</b> 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.	
4.	<b>Confidentiality</b> 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.	<p><b>To declare the notification of any other urgent business</b> The Chair identified a number of items relating to reports issued after the agenda had been distributed and these items were taken at this point in the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Reports of Visit March 2020 &amp; July 2020</b> It was noted that the March report contained technical inaccuracies including the date, name of school and name of headteacher and had taken too long to publish. These issues had been taken up with the local authority by the Chair and an apology had been received. The school had only received 3 out of the expected 8 visits and this meant the school ran the risk of not being able to evidence the improvements in performance that were being made. <p>The latest report showed consistency across school and an improving picture with a recommended move from Priority 4 to Priority 2. Governors thanked CR for her hard work to achieve this outcome and the Governing Body noted its thanks to the whole staff team.</p> <ul style="list-style-type: none"> <li>• <b>June Headteacher Report</b> Attendance had improved to close to national levels in March. The Head's letter to parents sought to work together with parents to build on this good progress. It was noted there would still be challenges to attendance in September.</li> <li>• <b>Safeguarding Audit</b> The draft document was received by the Governing Body. MK would update the relevant sections. <b>Action MK</b> Staff training and policies were in place post amalgamation. The school's health and safety adviser was due to review the lockdown policy and it was agreed that it was important to ensure testing was in place. Physical measures had been taken to ensure the lockdown policy could be implemented. Governors considered and agreed the following policies: <ul style="list-style-type: none"> <li>• Lockdown;</li> <li>• Looked After Children;</li> <li>• Medical Needs.</li> </ul> </li> </ul> </li> </ul>	MK
6.	<p><b>To approve and sign the minutes from 6<sup>th</sup> May 2020</b> The minutes of the 6<sup>th</sup> May 2020 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.</p>	
7.	<p><b>To discuss any matters arising from the minutes.</b></p>	

	There were no matters arising.	
8.	<p><b>Business critical decisions</b></p> <p>The Headteacher reported that there was a great deal of work in progress to ensure safe opening in September. Further guidance was expected from the DfE on 11<sup>th</sup> August and as a result certain plans may change. This would require careful communication with parents. It was agreed that Governors would receive an email containing the draft communication to parents on 25<sup>th</sup> August. This would allow Governors to comment before the final document was issued to parents, jointly signed by the Head and Chair. Governors were keen to ensure that the Head's wellbeing was safeguarded by allowing her to have a break during the summer holidays.</p> <p>MG entered the meeting at 17.34hrs</p>	
9.	<p><b>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.</b></p> <p>The Head confirmed that the school had been asked by the local authority to maintain contact with vulnerable pupils during the school holidays. Arrangements included text messages, emails and telephone calls on a regular basis. Support would continue with regards to providing food.</p> <p>The school had met with the Early Help Team and agreed how the team could better support the school in the outreach work it did. The Early Help Team recognised the support given to pupils and families by the work the school undertook.</p> <p>The impact on staff wellbeing of maintaining contact through the holidays was discussed and was agreed to be manageable.</p>	
10.	<p><b>Any issues arising from how the building is currently being used and remote working for staff.</b></p> <p>The tent in Early Years had worked well. Some parental support had been offered regarding a reading shed and mud kitchen which would support outdoor learning. Limited staff room space in school, given social distancing requirements, meant staff were being asked to do preparation, planning and assessment; and leadership work at home.</p>	
11.	<p><b>Support being given to parents and carers to help them educate their children at home.</b></p> <p>The school continued to issue goody bags and learning packs to parents although take up was below capacity. Parents were</p>	

	<p>sending in photographs of children's work. The Parent Governor outlined the incredible support provided by the school.</p> <p>On occasions where pupils were not contactable this was logged on CPOMS and followed up. The school has had contact with all pupils. Governors wished to note their thanks to the staff for their hard work in maintaining contact with children.</p>	
<p>12.</p>	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders.</b></p> <p>Staff were working additional hours due to a lengthening of the school day. There had been wide and ongoing discussions with staff and all staff were present in school. There is an excitement about the coming academic year. With 100 new pupils it will be a difficult year to manage. The coming training day will be used to allow staff to set up classrooms for September so they can go on their break knowing this task had been completed. The day would start with a Thank You Breakfast. The September training day would focus on Safeguarding.</p> <p>Pupil wellbeing had been good with only one Year 6 pupil dropping out after returning to school. Support for Year 6 transition had been put in place including walks to secondary schools and Zoom events. Hoodies and awards were being issued at a Leavers Zoom assembly and a get together would take place next year.</p> <p>Governors were concerned that the Head's wellbeing was considered. The Head reported that it had been a busy year but rewarding with a successful amalgamation, transformational building project and continued school improvement as well as the impact of Covid-19.</p> <p>Governor question: What feedback has been obtained from the parent survey? Response: The Buddies Club would be required to run in the school's bubbles next year which will not work for some parents. Many schools are providing no wrap around provision in September so Moorside's position is better than many. There are concerns about the number of parents dropping off at any one time regarding social distancing and traffic.</p> <p>Governor question: Is the impact of the former Moorside Infants data affecting the school?</p>	

	<p>Response: The 2016 entry year had low results for Reading, Writing and Maths but over the years there had been changes to the cohort, lots of support and new teachers.</p> <p>The Head took the meeting through the way the school and the Early Help Team worked together and how this was improving. There was a clear message about working together between the EHT, school and parents.</p> <p>The Governing Body thanked the Headteacher for her hard and successful work throughout the year.</p>	
13.	<p><b>Dates of Next Meetings</b></p> <p>These were agreed as follows (Wednesdays at 5pm):</p> <ul style="list-style-type: none"><li>• 24<sup>th</sup> September 2020</li><li>• 4<sup>th</sup> November 2020</li><li>• 16<sup>th</sup> December 2020</li><li>• 20<sup>th</sup> January 2021</li><li>• 3<sup>rd</sup> March 2021</li><li>• 19<sup>th</sup> May 2021</li><li>• 14<sup>th</sup> July 2021</li></ul>	

The meeting closed at 18.05 hours.

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