

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 24<sup>th</sup> September 2020 at 5.00p.m. The meeting was held online.**

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

Apologies: All present

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> It was agreed that the posts of Chair and Vice Chair would have a term of office from this meeting up to the first meeting of the 2021/2022 academic year.  • Election of Chair The Clerk took the Chair for this item. CL was nominated as potential Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. CL was elected unanimously and returned to the Chair.  • Election of Vice Chair PF was nominated as potential Vice Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. PF was elected unanimously.	
3.	<b>Pecuniary Interests</b> The Chair reminded Governors to declare any pecuniary interests.	

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.	<b>To declare the notification of any other urgent business</b> See item 15 below.	
6.	<b>To approve and sign the minutes from 15<sup>th</sup> July 2020</b> The minutes of the 15 <sup>th</sup> July 2020 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.	
7.	<b>To discuss any matters arising from the minutes.</b> There were no matters arising.	
8.	<b>Testing the robustness of the headteacher risk assessment of opening the school to all pupils in line with government's guidance/Update on start of term</b> Governors received the Visit Report reviewing the effectiveness of School Covid Risk Assessment following the return to whole school occupation after the summer break. The meeting also received the re-opening handbook issued to staff.  Teachers were providing information on feedback forms monitoring the achievement of mini-targets eg engagement in lessons.  Catch-up funding would be used to support needs where required and across school eg laptop purchases.  Governor Question: Will access to laptops be in school or will they be taken home? Response: The newer laptops will remain in school with the older laptops being able to be taken home by pupils to support remote learning should pupils need to self-isolate or a lockdown be put in place. However, this doesn't cover concerns over access to broadband facilities.  Assessments based on Education Endowment Foundation guidance identified 7 children across the school in need of one to one support to assist catch up and this was in place.  Parents' evenings would be held online this year and were being pulled forward by 7 weeks to early November.	

Governor Question: In the Remote Education Plan it says feedback will be 'regular'. Please explain what regular means. Related to this, please tell us how marking is going under Covid. We know how important marking is for a teacher's planning as well as setting pupils' next step targets. Is slower turn around an issue?

Response: When learning remotely the teacher will be in daily contact with the pupils giving typed feedback to children and parents. Within school the staggered start and finish times are allowing self-marking to be completed and feedback given and for teachers to undertake marking in school. Pupils are keeping reading records at home and bringing in each half term.

Homework is mainly completed online.

MG entered the meeting 17.20hrs.

Management monitoring indicates teachers are performing well. Due to the extended time away from school last academic year, pupils have a reduced attention span, but teachers are working to improve this and have not lowered expectations to ensure pupils keep on track.

Governor Question: Does 'on-track' mean pupils' performance is as if there had been no disruption due to Covid-19?

Response: Pupils will be working towards expected standards (or greater depth) as normally and 'on-track' signifies they should meet those standards by the end of the academic year.

Governor Question: What plans are in place should key staff become unavailable due to eg illness, self-isolation?

Response: There is a plan in place, communicated to all staff, to ensure required actions are taken to allow the school to continue to function. The plan covers a range of anticipated scenarios.

Governors felt this plan was clear and comprehensive and would be helpful to staff if it was needed.

Governor Question: New guidance and rules have recently been brought into force. Are staff aware they are required to follow these as to fail to do so could bring the school into disrepute?

Response: Staff have been issued with the code of conduct. They have been told that they are expected to abide by the restrictions to avoid bringing the school into disrepute.

It was noted that parental feedback suggested that the wearing of face coverings (eg in corridors) would not be welcomed.

	<p>Assembly sizes had been reduced to 15 to allow for greater social distancing.</p> <p>The Head noted that some parents were failing to adhere to drop-off and pick-up times.</p>	
9.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>The Headteacher reported that the school had undertaken Boxall Profile assessments allowing support to be put in place where required and especially for pupils with EHCP/SEN requirements.</p> <p>TA support had been deployed appropriately to reflect the different requirements in each Key Stage.</p>	
10.	<p><b>School Development Plan Update</b></p> <p>The meeting received the School Development Plan Overview 2020-2021.</p> <p>Attendance was good at 95.73%, 96.17% if Reception was excluded from the figures and 95.95% without Nursery. This indicated that parents and children felt safe about using the school.</p> <p>Governor Question: How will Governor visits be conducted given the current restrictions? The process needs to allow for appropriate levels of challenge and support; and be safe and efficient.</p> <p>Response: The monitoring process will vary between the different priorities within the SDP.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>• CL and PF will continue to monitor financial issues and will do this largely remotely.</li> <li>• MK will take on the Health and Safety role. It was acknowledged that this would require some time on site in order to make appropriate inspections.</li> <li>• DP will take responsibility for Safeguarding. This may necessitate meetings with the school Safeguarding leads.</li> <li>• MG and PF will look at both Teaching and Learning; and Pupil Outcomes. They will work together to share practice and support each other to ensure a consistent approach, with MG leading on KS2 and PF, KS1. This may require meetings involving CR, MG &amp; PF outside school to establish the process.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Behaviour, Attendance and Personal Welfare would come under MB and DP. An immediate priority was the Inclusive Quality Mark assessment process in November.</li> <li>• CL would continue to monitor Leadership.</li> <li>• PF would continue to monitor Pupil Premium but would be joined by MK.</li> </ul> <p>Visits would be agreed via the Headteacher to ensure compliance with the Risk Assessment and to take into account the context of the circumstances pertaining to the school at the time.</p> <p>CR would issue the monitoring timetable. <b>Action Head</b></p>	<b>Head</b>
<b>11.</b>	<p><b>Local Lockdown Plan</b> Governors received the school's Remote Education/Lockdown Learning Plan. Issues had been discussed earlier in the meeting.</p>	
<b>12.</b>	<p><b>GB Meetings' Agenda Cycle and policy overview</b> Governors received the annual agenda cycle.</p>	
<b>13.</b>	<p><b>Governance Annual Statement</b> The Chair had reviewed the draft document prepared by the Clerk and would update the wording to reflect the merger of the two previous schools; the building works; and the impact of Covid-19/Risk Assessment. <b>Action Chair</b></p> <p>The website would be updated with new Governor details.</p> <p>The Chair reported that following Mary Kelly's resignation he had been in touch with the Local Authority regarding a replacement LA Governor. A response was awaited.</p>	<b>Chair</b>
<b>14.</b>	<p><b>Policies:</b> There were no policies required for review at the meeting although it was agreed to agree any revisions to the Complaints Policy via email.</p> <p>CR would review the dates for Policy reviews and amend the annual plan accordingly.</p>	
<b>15.</b>	<p><b>Any Other Business</b> The Head reported that the local authority had failed to include Moorside Primary School and Nursery on the website for school admissions. They had apologised for this and the school now</p>	

	<p>appeared. However, the failure to be included at a crucial time meant that the school had suffered from fewer parents considering it for their children.</p> <p>The situation meant the school was under the number of pupils it could take. As such, the Head had been informed that she must take pupils with additional support needs and would not be allowed to recruit other pupils unless the school did so. However, the Head had identified that the school could not always accommodate these needs on a pupil by pupil basis.</p> <p>Governors discussed the issue in detail and were supportive of the Head's position. They were keen to ensure all schools, including Moorside, were treated fairly.</p> <p>The Head would maintain contact with Governors over this matter by email.</p> <p>As this would be his last meeting Governors thanked the Clerk for his service to the Governing Body.</p> <p>There were no further items of business.</p>	
16.	<p><b>Dates of Next Meetings</b></p> <p>Dates of next GB meeting. Previously agreed as follows (Wednesdays at 5pm):</p> <ul style="list-style-type: none"><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> <p>One further date to be added in April 2021.</p>	

The meeting closed at 18.30 hours.

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