

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery
held on 4th November 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: Carol Harris (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.	Welcome Governors and attendees were welcomed to the meeting which was held online via Zoom. CL very kindly welcomed Carol Harris, new clerk to Governors.	
2.	Pecuniary Interests The Chair reminded Governors to declare any pecuniary interests. None declared	
3.	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.	
4.	To declare the notification of any other urgent business CR notified Governors of updated risk assessments to be covered under point 7.	
5.	To approve and sign the minutes from 24th September 2020 The minutes of the 24 th September 2020 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.	Chair
6.	To discuss any matters arising from the minutes. There were no matters arising.	

7.	<p>Testing the robustness of the head teacher's risk assessment of opening the school to all pupils in line with government's guidance/Update on start of term</p> <p>CR led the Governors through the updated risk assessments including;</p> <ul style="list-style-type: none"> • Staff training – All staff received appropriate training at the start of term in September and are all aware of updated risk assessments regarding Covid 19 measures. • Cleaning team – Following monitoring of the overall cleanliness in School, particularly in view of the extra measures regarding Covid 19, new measures have been introduced. Additional cleaning during the half-term break was necessary and all the cleaning team have received training in the safe storage and use of necessary cleaning products. A document has been put in place to identify cleaning routines in all areas of the School. Rather than the cleaning team working together, each member has their own designated area to avoid duplication. • Additional visitors to School – No visitors will be entering School premises unless for health and safety or essential business purposes. Any breach in Covid protocols are reinforced eg. Persons entering school without the required PPE. • Individual risk assessments are in place for vulnerable staff. • All necessary risk assessments are shared with any peripatetic staff. • Staff have the option to wear face coverings if they feel it necessary. • Strict rules are in place regarding the numbers in all spaces/rooms in School to limit face to face contact. <p><i>G.Q. We have seen a number of Risk Assessments documented; are you able to confirm that all staff have received appropriate training and coaching in order to properly implement all aspects of the risk assessments i.e how to properly apply cleaning solutions, storage of same etc. (COSHH) and these have been documented.</i></p> <p><i>A. Yes, all necessary training has been delivered and documented.</i></p> <p><i>GQ. Would staff be comfortable for Governors to visit School for monitoring purposes?</i></p> <p><i>A. School would prefer any monitoring 'visits' to take place virtually under the current circumstances.</i></p> <p><i>G.Q. As new term commences, do you think it appropriate to remind parents about arrival and departure procedures etc. and congregating on the playground?</i></p> <p>Discussion followed regarding the parent's sensible approach to the measures put in place by the School. Some concern was raised as to the lack of interaction between groups of children and the possible impact on their wellbeing. This is being addressed in various ways including the use of Forest School as this is an outside activity.</p> <p>MG reported that parents had been thanking staff for all their efforts in keeping</p>
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	their children safe and on the well received procedures and parental engagement with them.	
8.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding. <i>(This item followed item 9 in order that PP could deliver his report on Sports funding)</i></p> <p>CR reported that School was currently 6 staff down with track and trace being a particular problem. She is working hard to keep all bubbles open at the current level but employing supply staff is not an option as this just introduces other visitors into the School environment.</p> <p>Staff wellbeing is a particular concern as staffing different bubbles challenges staff skill set i.e. KS1 staff redeployed to KS2 and has personal implications regarding their own families. CR is aware of levels of staff resilience and has put extra support in place for all those who may need it.</p> <p>It may become necessary to close a bubble in School in order to maintain ratios. Much of CR's day is spent dealing with issues as a direct result of Covid.</p> <p><i>G.Q. If a member of staff is isolating can they continue to plan/assess from home?</i></p> <p><i>A. Yes, the teacher sends planning into School for delivery in class and then reviews this. CR is monitoring this. Staff have been amazing supporting other classes however their own wellbeing is being compromised.</i></p> <p>All Governors asked CR to convey their thanks to all staff.</p> <p><i>G.Q. At what point does staff crossing bubbles become a risk?</i></p> <p><i>A. No adults within School have tested positive for covid, some are isolating as a precaution. Social distancing is observed as much as is possible. School is currently managing by moving staff around classes, if this became too great a risk then bubbles would need to close.</i></p> <p>All Governors agreed that bubbles would need to close before bringing in outside staff to support School.</p> <p>CR would rather, where possible, all children remain in School for the benefit of all.</p>	
9.	<p>Head Teacher Interim Report</p> <p><i>Paul Price, School's sports lead, joined the meeting at 17.21</i></p> <p>PP delivered his report on Sports funding spending and impact. This report to be shared with all Governors. Key points in his report include;</p> <ul style="list-style-type: none"> • Forest School has proven to be a huge positive with impact across all areas of the curriculum particularly linking to topic work and has filled many of the gaps in the EYFS learning due to the initial lockdown period. • Playground games organized by staff have been hugely beneficial during breaks. 	

- Dance is continuing through an outside provider and will provide opportunities for enrichment activities particularly around Christmas themes however, this contract has ended with regard to curriculum provision.
- Additional focus on fitness and health following the initial lockdown period as children were less active.
- Strategy - linked to School Improvement Plan, looking at how all these things can be sustained ensuring continued high quality P.E provision.
- **Areas For concern** – Swimming is a particular concern. All year groups affected will not reach their end of year targets as a direct result of Covid. Transport costs/ logistics of using other pools than Ripon baths are being investigated once lessons can resume. Ripon Grammar School is a possibility but this has implications for engaging external coaching staff.
- Understandably fixtures with other schools cannot happen so need to look at extra in-house competitions.
- **Other positives** – There is a consistent, positive approach to P.E throughout School. Data collected is showing a positive impact.
- As Forest School took place during the initial lockdown it had proven beneficial to all children and families who accessed this provision.
- All bubbles now have to opportunity to access a variety of sporting activities/clubs after School.

G.Q. The data collected showing impact, what data is this?

A. This is data entered into the subject leader's log. There is data for every year group, SEND pupils, girls/boys etc. which shows the percentage progress for each group.

G.Q. Are external coaches also undertaking assessments?

A. Yes, and staff are also adding to the log.

G.Q. Lots of things are going well, is there anything else to focus on and is all of this sustainable through the winter months?

A. Playtime games are sustainable and are continuing. There are always areas for improvement, ensuring that all provision is accessible to all whatever their individual need is a priority. Forest School continues whatever the weather, where possible.

Positive feedback was received from Parent Governors regarding Forest School provision.

CR expressed her thanks to PP for all his efforts, echoed by all Governors.

PP left the meeting at 17.40

Discussion followed, it was felt that it was good for subject leaders to feed back directly to Governors. It was also encouraging that the spread of skills across all

	<p>staff meant that Forest School for example could be provided in most eventualities.</p> <p>HT report continued</p> <p>This report was shared with all Governors prior to the meeting. CR led Governors through key points;</p> <ul style="list-style-type: none"> It is testament to the School staff and parents that the attendance figures are so high. This is a true reflection of the hard work put in by all staff in maintaining standards and relationships. <p><i>G.Q. Are authorised/unauthorised absences due to Covid?</i></p> <p><i>A. The figure for 19/20 was across the whole year with a high rate of children going on holiday. All authorised absences are Covid related. One was an authorised holiday for a child under 5 as these children are not required to attend full time education until they turn 5. The percentage of absences should even out over the year.</i></p> <ul style="list-style-type: none"> The behavior policy has now been embedded throughout School which has seen a marked improvement in the number of reported incidents. Individual children can be identified in the reduction in behavior incidents, well done to all staff for strategies employed. Since the commencement of the nurture provision in 2018 there has been a downward trend in negative behaviour incidence for example 61 children received red cards which is now reduced to 30. Pupil Premium numbers are up as more disadvantaged families are moving to the School. Extra support is required for these children however, there needs to be a balance so that all children in School receive the support they need. There is not necessarily equality across School, will need to look at cohorts needing extra support. Extra coaching is taking place looking at peer to peer support. Pupil Premium catch up funding is directed at those who need it however, catch up funding has not been paid to School as yet. School has received the resignation of a 0.3 teacher. By moving current staff across, School can cover this 0.3 leaving one afternoon in Y6 which CR is preparing to cover herself. This will prove useful for monitoring purposes and she proposes to use a scheme of work which provides planning etc. so as not to increase workload excessively. <p><i>G.Q Are we trialling this for a set period of time?</i></p> <p><i>A. CR is waiting to hear from other staff as to implications for timetabling. Will review in the Spring term.</i></p>	
10.	<p>School Improvement Plan Report/other link reports.</p> <p>All Governors agreed that they had seen and read the reports shared prior to the meeting. There were no questions.</p> <p>CR thanked PF for feedback to EYFS staff, it is great for staff to receive such positive feedback from a Governor.</p>	

11.	<p>Health and Safety Premises report</p> <p>MK to set up virtual meeting with Mike Brown (H&S advisor).</p> <p>HSL ? has flagged up that the cold water tank needs replacing however, this is above the MASS spending limit so this is a matter for review. School are collating bids to refurbish the toilets in KS1 and removing the pre-fab unit as this is no longer fit for purpose. Hopefully this can be considered for action around March, depending on cost.</p> <p>Hope to get monitoring report in place for next meeting if meeting can be arranged with Mike Brown.</p> <p>No near misses were reported.</p>	MK
12.	<p>Policies</p> <p>Governors all received the necessary policies for this meeting; all had read and subsequently agreed that these policies be adopted at this meeting.</p> <p>SEND policy adopted as of the date of this meeting. The safeguarding and Performance related Pay policies were also adopted.</p> <p>Referring to a question raised prior to the meeting, CR explained that whether the acronym SEND or SEN is used depends on the context it is being used in. Both are correct but, for example, the policy would be SEND whereas you could refer to a child as having SEN.</p> <p>CR reported that School is being assessed for the Inclusion Quality mark. This is taking place on Thursday 12th November and she would be grateful if any Governor would be available to talk to the assessors? The assessor has already praised the website for its quality of inclusion.</p>	All Govs
13.	<p>Governance</p> <p>Any reports were addressed under point 10. All Governors read and agreed.</p> <p>It was reported that G. Craggs in Ripon were working with School to help to raise funds – watch this space.</p> <p>DP is organising a raffle, please support and buy tickets!</p> <p>The Governors all took this opportunity to thank all the staff at the School for all of their hard work particularly during these challenging times.</p> <p>CR reported that following staff performance management meetings a member of staff is to shadow CR regarding the Pupil Premium funding. This had been raised as an area of CPD for this staff member.</p> <p>CR offered an informal ‘catch up’ meeting for Governors if they felt it was necessary. This was declined unless CR felt that there were any important updates/news that she felt was necessary to share before the next FGB meeting.</p>	

	<p>PF advised that the NGA were constantly updating training information, please keep a look out for any training you feel is necessary.</p> <p>CH checked with Governors that they were happy for her to complete the meeting attendance sheet on their behalf – All agreed.</p>	
14.	<p>Key Term Dates for Governor Attendance</p> <p>Dates of next GB meeting. Previously agreed as follows (Wednesdays at 5pm):</p> <ul style="list-style-type: none">• 16th December 2020• 20th January 2021• 3rd March 2021• 19th May 2021• 14th July 2021 <p>One further date to be added in April 2021.</p>	

The meeting closed at 18.33 hours.

Signed: Dated: