

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery  
held on 6<sup>th</sup> January 2021 at 5.00p.m.**

**The meeting was held online via Zoom.**

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), Caroline Davies (Bursar)

**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>Pecuniary Interests</b> The Chair reminded Governors to declare any pecuniary interests. None declared	
3.	<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.	
4.	<b>To declare the notification of any other urgent business</b> None declared.	
5.	<b>To approve and sign the minutes from 4<sup>th</sup> November 2020</b> The minutes of the 4 <sup>th</sup> November 2020 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.	Chair
6.	<b>To discuss any matters arising from the minutes.</b> There were no matters arising.	
11.	<b>Finance</b> (Governors agreed that Finance be discussed at this point on the Agenda in order that Caroline could leave the meeting following her report.)	

*The budget summary had been shared with all Governors prior to the meeting and the revised budget had been agreed in principle via email.*

CD reported that, looking at the budget summary, predicted figures were accurate however, on the revised budget, income figures were up substantially due to a significant increase in Nursery numbers.

*GQ. – Are the issues with figures changing due to the estimates regarding pay awards? These were planned over 2 periods, was that income carried forward?  
A.- Teacher pay awards are changing. This budget includes the new awards. Teacher pay and pension grants have also changed, these were increased 18 months ago, which the Government funded as a grant, guaranteed until August 2020. This is now fully funded via the National Funding Formula therefore, although it is shown as a grant in this budget, in future years this will be included in the main funding figures.*

Covid catch up funding is included in both income and expenditure figures within the budget. This will potentially continue.

The revised budget is as accurate as possible at this time.

*GQ.- Have we been reimbursed from the builders?  
A.- Yes, everything has been repaid from both NYCC and the builders.*

There have been changes to the Government furlough scheme. Initially this scheme was not applicable to school staff due to the fact most staff have multiple roles. This has now changed to allow schools to furlough staff from roles that generate their own income for example before and afterschool clubs. Currently clubs are running with 1 member of staff with another on standby on the premises, changing to this scheme may mean not running at a loss.

*GQ.- Regarding staff absence, have we saved on supply costs for staff absence compared to last year?  
A.- Not all absence monies are in yet, one member of staff is on long term sick leave which has needed some supply. School has not necessarily saved money, just not had to spend as much.*

*GQ.- Some of the nursery income was not shown on the revised budget, could this money actually be lost?  
A.- No, unfortunately this data hadn't actually been saved on the revised budget statement. The physical income would have been applied, it was just missed off the statement when it was produced.*

CD stressed the need for all governors to be aware of deficit budget predictions for future years. New funding formulae have made a huge, positive, impact on the school budget, however, improved numbers of pupils are still necessary.

	<p>CL stated that he felt School was managing costs effectively and that strategies around marketing were working. He was unsure as to how much more school could do. If these strategies were not working as well as they should then, of course, they would be re-examined.</p> <p>Perceptions of Moorside school are changing and the upward trend of admission numbers should continue, nursery numbers are increasing which should follow with admissions into school.</p> <p>Nursery is currently open full time to all in order to keep numbers up and provide support to those families who need it.</p> <p><b>The revised budget was formally agreed by all Governors.</b></p> <p>Looking at benchmarking figures, the teaching assistant hours will be higher compared to other schools of a similar size etc. due to the number of children needing extra support in class. Additional funding has been applied for.</p> <p>CD left the meeting at 17.31</p>	
7.	<p><b>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</b></p> <p>CR thanked all staff for their efforts under the current circumstances and rapidly changing situation.</p> <p>Monday's (4<sup>th</sup> January) Inset day had been attended by all staff who were able. Changes had been made and put in place for the opening of School the following day and a much more robust risk assessment put in place. CPD was also completed for all staff.</p> <p>Following a meeting on Monday (4/1/21) with the senior leadership team and CL it was decided to keep the Nursery open to support key worker families and vulnerable children. Parents have been informed. There are currently 12 nursery children and 29 vulnerable children in school with online learning in place for all children. 7 laptops are currently being loaned to families.</p> <p>Staff have been amazing with their quick response to the changing situation.</p> <p>There has been no information regarding how FSM children's needs are being met and CR feels let down by senior management regarding support and guidance.</p> <p>Cr shared new guidance detailing school's actions and also shared the school's Home School loan agreement and Remote learning policy on screen which will be sent out to all Governors after the meeting to be formally ratified at the next meeting. Generic email addresses will be given to parents to communicate with staff where necessary.</p>	HT

	<p>A peer support programme has been put in place to support all staff as needed.</p> <p>When staff are advised by unions not to come in to school, it is testament to the School ethos that these staff still attend school.</p> <p>MG praised staff for all their efforts and the strategies put in place by school.</p> <p>PF also expressed his gratitude and reiterated his positive comments regarding the opening of school and all of the hard work that has gone in to this.</p> <p>Many families have been extremely supportive of School which has really helped staff morale.</p> <p><i>GQ.- Are there systems in place to ensure children don't 'drop off the grid'? And are you happy with these?</i></p> <p><i>A.- Yes, staff are working hard to ensure all children are attending remote learning where possible and are maintaining contact with children and parents.</i></p> <p><i>GQ.- Does school need to do anything about milk provision for nursery children?</i></p> <p><i>A.- CR is still waiting to hear how this will be addressed by county.</i></p> <p>Some of the covid catch up funding has been used to buy new laptops which will be loaned out to disadvantaged pupils, hence the new loan agreement. Money raised by the Friends of Moorside has also funded extra learning platforms to enhance online learning.</p>	
8.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>CR reported that the mistake in the revised budget statement had had a massive impact on her wellbeing. It had caused a huge amount of personal stress and distress during an already difficult time.</p> <p><i>GQ.- Where did there error in the budget originate?</i></p> <p><i>A.- Initially it was put down to changes in the teacher's pay award, however, when this was questioned by CL the error was discovered in that significant income had been missed off the revised budget.</i></p> <p><i>GQ.- At this point CL asked all Governors whether or not they are supportive of and agree with the opening of school?</i></p> <p><i>Response.- Staff agreed that it was safe to open school with the measures that are currently in place.</i></p> <p><i>All Governors were in favour of school being open while staff and children are safe and all risk assessments are being followed. If cases were recorded in school, then this may change.</i></p>	

	<p><i>CR and staff agree that school is part of the community and needs to be open for those families who need it.</i></p> <p><i>GQ.- Do you need anything from the Governing Body?</i>  <i>A.- A £200 donation had been received from Ripon Lions to buy additional PPE and CR would like to be able to take the children out of school, for a walk even, just for fun. CR would really appreciate any Governor who wished to come along to accompany these children.</i></p> <p>CR thanked all Governors for their support and the offer of help.</p> <p>CR stated that, at this time, there is no plan to provide live online lessons. A home learning pack and pre-recorded lessons on video have been provided for all children which creates more flexibility for home learning. Live streaming of lessons are not suitable for all families for a number of reasons.</p>	
<b>9.</b>	<p><b>Head Teacher Interim Report</b></p> <p>CL suggested that the Governors discuss the HT appraisal before continuing with the report. All agreed and CR and MB left the meeting. CL, PF and the school's SIP had met with CR for the HT appraisal. They found that all targets had been met and everything was as it should be. All Governors agreed with the Appraisal Panel's suggestion that the recommended incremental increase should be applied with immediate effect.</p> <p>All other report content had been discussed under other agenda items.</p>	
<b>10.</b>	<p><b>School Improvement Plan Report/other link reports.</b></p> <p>All reports had been shared with Governors prior to the meeting.</p> <p>MK reported that he had an upcoming meeting with Mike Brown (School H&amp;S advisor) to discuss visits to school for inspection purposes. These visits should be biannually and MK is to follow this up. MK is happy to attend school to assist with the physical inspection of school premises, permissible under the covid guidance. MK to contact Mike Brown to arrange this.</p> <p>A snagging list has been sent to the contractors and issues with the boiler has been reported to Chris Pearson at County, still awaiting replies on these matters.</p> <p>The cold water tank is also still on the maintenance list for alteration.</p>	MK
<b>11.</b>	<p><b>Finance – Discussed after agenda item 6.</b></p>	

12.	<p><b>Policies</b></p> <p>All policies had been shared with Governors prior to the meeting.</p> <p>Following the change of a spelling on the Behaviour and Principles Policy, all policies were formally adopted by the Governing Body.</p> <p>The new Remote Learning policy to be ratified at the next meeting.</p>	Chair
13.	<p><b>Governance</b></p> <p>The clerk reported that she had been in contact with County regarding the LA Governor vacancy who had in turn put her in touch with a recruitment strategist (Gemma). Clerk to continue to liaise with Gemma to fill this vacancy.</p> <p>PF suggested that all governor's be aware of suitable candidates locally and report back if any names stood out.</p>	<p>Clerk</p> <p>All Gobs</p>
14.	<p><b>Any Other Business</b></p> <p>PF had submitted questions to CR via email prior to the meeting. She responded with the following;</p> <ul style="list-style-type: none"> <li>• <b>Re. Black history month.</b> This topic looked at all aspects of Black history and had been based on the Black Lives Matter campaign and recent news coverage. This follows the History curriculum with further information to be shared by the History subject lead. This topic does not just address Black history at the expense of other minority groups.</li> <li>• <b>Attendance Data.</b> Some children had missed school due to medical appointments with some unauthorised attendance due to underlying medical conditions. Some of these children may also be on part-time timetables. All absences could be explained.</li> <li>• <b>Re. Milestone Phonics.</b> The data regarding the Milestones Phonics didn't account for children who were not in school that day which can distort data. 2 children have recently entered this cohort who are EAL children which will also affect data.</li> <li>• <b>RE. Target Setting.</b> Each child has individual targets set and parents are informed as to progress. Y6 children had been assessed using SATs tests and all children will be assessed by teaching staff.</li> </ul> <p>PF thanked CR for her responses.</p> <p>CR reported staffing matters with one member of staff returning from compassionate leave recently with another taking compassionate leave to be with family. Another member of staff has given notice to leave later this year. All absences are currently being managed by existing staff with those on part-time hours possibly increasing depending on the budget. It may become necessary to appoint another member of staff again budget permitting, CR to consult Governors if the situation arises.</p> <p>School reports to be sent out in March depending on the situation at that time.</p>	

	CL suggested that, as the date of the next meeting was only 2 weeks away, the date of that meeting be moved to the 3 <sup>rd</sup> February. This may only consist of a brief update. All agreed.	
15.	<b>Key Term Dates for Governor Attendance</b> Dates of next GB meeting. Previously agreed as follows (Wednesdays at 5pm): <ul style="list-style-type: none"><li>• 3<sup>rd</sup> February 2021 (Please note date change)</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> One further date to be added in April 2021.	

The meeting closed at 18.47 hours.

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