

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery
held on 3rd February 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) Michelle Ryder (MR) (SENCo and PHSCE Lead)

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.	
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 CL declared that there was to be some discussion regarding the photocopier contract.	
5.	To approve and sign the minutes from 6th January 2021 The minutes of the 6 th January 2021 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.	
12.	Any Other Business <i>(This matter was discussed at this point in the meeting in order for Governors to consider the financial implications of the new photocopier contract)</i>	

	<p>CL reported that the current contract for the photocopier had come up for renewal and that there were several options with varying costs. Five different companies had been approached and wide ranging quotes obtained. Because of the sums involved this needed approval from all Governors.</p> <p>Quotes for a 3 year lease ranged from £9900 to £14000 with a 5 year lease ranging from £15000 to £20000.</p> <p>It was suggested to Governors that the best value quote was from Ricoh at £9969 for a 3 year contract which was cheaper than the current contract with Xerox. CL offered all Governors the opportunity to look at figures before making a decision or alternatively, give CL and CR the authority to go ahead with the best value option.</p> <p>All Governors agreed to go with the new 3 year contract with Ricoh as best value.</p> <p><i>GC – Does School need 2 photocopiers?</i> <i>R – Yes, as there are 2 wings of School each with 100 children, all staff need access to a photocopier/printer.</i></p> <p><i>GC – Would the Ricoh copiers fit in the spaces where the current copiers are?</i> <i>R – Yes, they are all fairly standard.</i></p> <p>CL recommended that the Ricoh contract be taken up which all Governors agreed. CR to action.</p> <p>Also under finances, it was asked that Governors look at the tender for catering services at the next meeting. Clerk to add this item to the agenda.</p>	<p>Head</p> <p>Clerk</p>
9.	<p>School Improvement Plan report/Other Governor link reports <i>(This agenda item was brought forward so that MR could leave the meeting following her report)</i></p> <p>MR introduced the new RSE/PHSCE policy for consideration by governors prior to wider consultation. This is a difficult subject to lead as there is no National assessment criteria, it is now much more about safeguarding/online safety and wellbeing.</p> <p><i>GC – Is there a specific timescale for this to be agreed?</i> <i>R – Yes, the policy needs to be implemented by Summer 2021.</i></p> <p><i>The policy was shared with all Governors prior to the meeting with MR providing an overview on a powerpoint presentation for all Governors shared on screen during the meeting. This will be sent out to all Governors following the meeting for their consideration.</i></p>	MR/CR

GC – Please could you explain the staff decision not to discuss certain aspects of the subject?

R – Often there are children within the Year 6 cohort who are not ready for some of the Sex Education content. School will undertake certain assessments prior to lessons which indicate whether or not a child is mature enough to access this content and it is more beneficial to leave until they get to Year 7. There are videos available for parents to share with their children if they feel that this is more appropriate.

GC – Why is this better left for Year 7? Do we know that it will be taught then?

R – This is why it is not statutory in Primary education as it is part of the curriculum for Year 7. It does overlap with Year 6 science however. As a school we know if our children are ready or not. School will cover this as a foundation prior to going on to secondary school focussing more on healthy relationships. The content will depend on the cohort and need.

GC – Would it be more reassuring for parents to know that if this subject isn't covered at primary school that it would be at secondary?

R – Letters will be sent out to all parents with the policy explaining what the primary focus is and that there are videos and other support materials available.

CR felt that there may be some challenge from this policy as there are children in school from different cultures who may have different beliefs.

GC – Would there be any particular faith group that you feel may not want to participate?

R – Historically, CR had experienced a Muslim child whose parents didn't want them to take part. This was resolved by splitting the group into boys and girls and explaining to parents.

MR shared a powerpoint presentation to show how the RSE/PHSCE policy is determined.

GC- CL asked for clarification as to what governors were being asked to approve?

R – We are looking at the PHSCE policy intent. There is a curriculum intent included in all subjects and, as RSE is relatively new, we need a policy in place.

GC- Will parents understand what this policy is about?

R – We can add to the policy to make it clearer and there will be a covering letter for parents attached to the policy once it goes out for wider consultation.

GC – Do we need to agree this policy tonight or can we have time to consider it and bring again to the next meeting to ratify?

R – Please could all governors read and consider the policy and email CR with any comments/questions before the next meeting which can then be brought for

	<p><i>approval.</i> <i>PF agreed that it would be beneficial to have time to consider this policy and was grateful that there was this package available to assist teaching such a sensitive subject.</i></p> <p>Cr suggested that an information session for parents would also be a possibility.</p> <p>All agreed to read, consider and submit any questions/comments, prior to the next meeting, regarding this policy to CR in order to be able to agree this policy at the next meeting.</p> <p>Clerk to add this policy to the agenda for the next meeting.</p> <p>Governors thanked MR for her excellent presentation. MR left the meeting at 17.56.</p>	<p>All Govs</p> <p>Clerk</p>
7.	<p>Testing the robustness of the Headteacher's risk assessment of opening the school in line with government guidance. Update.</p> <p>Lateral flow testing has started for staff, with staff testing on Sunday and Wednesday evenings. There has been 1 positive test which came back as negative when tested again. Should there be any positive tests it may be necessary to close a bubble. This appears to be working well so far. No further positive tests have been reported in school.</p> <p><i>GC – Do staff feel any more reassured?</i> <i>R – Yes, vulnerable staff who were previously not in school are now coming into school due to testing being carried out. Also due to individual risk assessments where appropriate.</i></p>	
8.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</p> <ul style="list-style-type: none"> CR reported that concerns had been raised regarding online communication between children while at home. School are effectively being asked to deal with home issues and safeguarding. School has contacted the parents of these children to address these issues and will be looked at again during internet safety week which was due to be the following week. There was a concern regarding domestic abuse which led to a referral. Incidents such as this are also adding to staff workload as the referral process is extremely lengthy. There are also concerns raised over the length of time it is taking for the early intervention team to contact vulnerable children. It was reported that 5 vulnerable children are returning to school which means that class bubbles are increasing in number. There is no limit to 	

	<p>the number of children per bubble. It is becoming increasingly difficult to balance attendance against staff and pupil wellbeing.</p> <ul style="list-style-type: none"> The level of need is exceptionally high across school with juggling of staff between bubbles a necessity. 	
10.	<p>Finance</p> <ul style="list-style-type: none"> School had looked at the possibility of using the furlough scheme to help with the budget. The last lockdown resulted in a considerable loss due to not being able to furlough staff however; the rules around this have now changed. It is possible to furlough staff from wrap around care with school paying 100% of staff salary (80% coming from the government). However, with the increasing number of children in school, more staff are needed to cover and so the option to furlough staff is not viable. <p>GC – Governors asked for this position to be clarified. R – There are currently too many children requiring wrap around care to be able to furlough any staff even if it meant running clubs at a loss.</p> <p>A large percentage of children at School are Pupil premium children and as such may need substantial additional support. Pupil Premium children not attending school are being monitored at home and monitoring forms have been sent out. Any child attending school is receiving all the support that they need. School is continuing to monitor any gaps in learning and juggling staff according to need, all of which can be evidenced.</p> <ul style="list-style-type: none"> CR shared projected admission information for next year with numbers currently at 179, with her personal target of 180 by Easter a possibility and shared possible scenarios looking at the strategic direction of the School going forward. <p>A lengthy discussion followed looking at a variety of options regarding the necessity for an increase in numbers required for the budget position for next year. All governors were asked to think strategically about potential ways to increase numbers or other alternatives to reduce the costs within school.</p> <p>Governors asked for a more detailed proposal regarding the options discussed and the impact that some of the options discussed would have on existing classes and school structure, before being able to form a definitive picture of how all the different options may look.</p>	Head
11.	<p>Governance.</p> <p>CR shared the screen during the meeting for all Governors looking at the latest DfE guidance for governors regarding the monitoring of remote learning. This document would be useful for giving a focus for governor monitoring.</p>	

	<p><i>GC – Would it be possible for CR or a member of staff to feedback regarding remote learning monitoring?</i> <i>R – Of course, CR would be happy to present this to governors.</i></p> <p><i>GC – Are there catch up programmes still in place?</i> <i>R – Yes, there has been additional investment in new laptops, interventions, CPD and software from the Government catch up funding all of which are helping to address gaps in learning.</i></p> <p>School is planning to carry out parent consultation meetings in March for feedback from parents. Overall, any feedback from both pupils and parents has been very positive.</p> <p><i>GC – How many devices were loaned out to families?</i> <i>R – 13 devices are currently on loan to families. Only 2 families are not engaging in the online learning so doorstep visits are planned for these families.</i></p> <p>CR reported that a member of staff had offered Governors the opportunity to sit in on a zoom meeting with children if they so wished.</p> <p><i>GC – Do we need to document Governor monitoring?</i> <i>R – This can be addressed by presenting data at FGB meetings. CR also offered individual Governors the opportunity to meet with her to support them in the monitoring of 'their' subjects.</i></p> <p><i>GC – Would it be worth staff coming to a FGB meeting to feedback on monitoring processes?</i> <i>R – School would be reluctant to add to staff workload. Staff are currently putting together the evidence for remote learning onto the individual Subject Leader Log. All Governors will receive these after half-term. CR to present at a future meeting.</i></p>	Head
12.	<p>Any other business (Contin)</p> <p>MK provided Governors with an update regarding Health and safety matters. MK met with Mike Brown (School's health and safety advisor) on the 11th January. There were a few actions to complete before a full Health and safety inspection is carried out, possibly after half-term.</p> <p>There was to be a snagging meeting on the 15th February to discuss snagging issues.</p> <p><i>GC – Why are the contractors not agreeing to complete works?</i> <i>R – They are denying knowledge of some aspects of the work and some was not on their original remit.</i></p> <p>A temporary repair has been carried out on the boiler, currently awaiting a part,</p>	

	<p><i>GC - Did H & S say anything about portable heaters? R – No, no guidance came back. If school need to buy any need to buy the right ones. The contractor is supposed to supply portable heating if there is a delay in fixing the boiler.</i></p> <p>MK to ask Mike Brown for guidance regarding the suitability of types of portable heating.</p> <p>The cold water tank is still to be repaired, MK to chase.</p>	<p>MK</p> <p>MK</p>
13.	<p>Key Term Dates for Governor Attendance Dates of next GB meeting. Previously agreed as follows (Wednesdays at 5pm):</p> <ul style="list-style-type: none"> • 3rd March 2021 • 19th May 2021 • 14th July 2021 <p>One further date to be added in April 2021.</p>	

The meeting closed at 18.54 hours.

Signed: Dated: