

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery  
held on 3<sup>rd</sup> March 2021 at 5.00p.m.**

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

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

Kathy Hammersley (KH) joined the meeting as newly co-opted Governor at 17.07

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.

<b>1.</b>	<p><b>Welcome to Governors and Co-opt new Governor</b></p> <p>Governors and attendees were welcomed to the meeting which was held online via Zoom.</p> <p>All Governors agreed unanimously to co-opt Kathy Hammersley to the Full Governing Body of the school at which point Kathy was invited to join the meeting.</p> <p>All Governors then introduced themselves and explained their roles within the Governing Body.</p>	
<b>2.</b>	<p><b>Pecuniary Interests</b></p> <p>The Chair reminded Governors to declare any pecuniary interests. None declared</p> <p>The Clerk asked KH to complete a business interest form as a new Governor and reminded all Governors of this requirement. CH to email the form out to all Governors to complete digitally and return to the Clerk as soon as possible.</p>	Clerk
<b>3.</b>	<p><b>Confidentiality</b></p> <p>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.</p>	
<b>4.</b>	<p><b>To declare the notification of any other urgent business</b></p> <p>None declared.</p>	

5.	<p><b>To approve and sign the minutes from 3<sup>rd</sup> February 2021</b> The minutes of the 3<sup>rd</sup> February 2021 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.</p>	Chair
6.	<p><b>To discuss any matters arising from the minutes.</b> There were no matters arising.</p>	
7.	<p><b>Testing the robustness of the Headteacher’s risk assessment of opening the school in line with government guidance. Update.</b></p> <p>The new risk assessment was sent out to all Governors prior to the meeting for approval. There were no significant changes to discuss, all approved.</p> <p>CR reported that there was an ongoing issue with children and parents meeting up outside school in larger groups and that this brought concerns with bubbles potentially mixing. School is monitoring the situation in case there are any outbreaks of covid, which would require us to track and trace contacts. School is sending out the new Risk Assessment to all parents with a covering letter so this should address concerns.</p>	Head
8.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>Staff work load is more challenging to manage in the current climate, with up to 100 children in school and remote learning still in place. Staff are also preparing for the return of all pupils on Monday the 8<sup>th</sup> March.</p> <p>A back to school meeting for teaching staff was arranged, which included tasks for staff to identify key priorities for settling the children back into school and identifying areas and individuals for catch up support. The areas to prioritise are:</p> <p>Revisiting and referring to the School vision, rules and values, whilst maintaining a nurturing and PIVOTAL approach.</p> <ul style="list-style-type: none"> <li>· Highlighting the importance of hygiene rules and provide opportunities for children to discuss Covid-19/the spread of germs. Ensure that worry boxes are set up in classrooms</li> <li>· Provide learning activities and lessons on sleep, the importance of eating healthily and well-being (mindfulness).</li> <li>· Focus on basic maths skills daily – number bonds, times tables and mental maths strategies.</li> <li>· Assess phonics/reading and ensure that children have a book at the appropriate phase/level for them to change as per our quarantining rule, with the lowest 20% readers in each class being identified for daily reading, as well as guided reading sessions.</li> <li>· Ensuring that children have a clear purpose for learning and revise previous objectives covered this term so far, to enable them all to access lessons</li> </ul>	

	<p>positively to make progress</p> <ul style="list-style-type: none"> <li>· Structured play, team building activities and NURTURING classrooms activities.</li> <li>· Vocabulary games and modelled writing opportunities as much as possible across the curriculum.</li> </ul> <p>CR discussed aspects of the School's recent Assessment document (to be looked at in more detail under point 9.)</p> <p><i>GC – Are there currently any staff considered vulnerable who are not in School? R – No, any staff considered vulnerable have had their first vaccination. Any staff who have had Covid are still recovering and are back in School and School is monitoring their wellbeing.</i></p> <p><i>Staff recently presented 'The Masked Reader' video as part of World Book Day for children to guess who the reader may be, in addition to all that they are doing for children and families....this was to try and raise morale within the community.</i></p> <p><i>School is working hard to maintain the balance for staff support and welfare.</i></p>	
<p><b>9.</b></p>	<p><b>School Improvement Plan Report/other Governor Link reports.</b></p> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• MK reported that he is continuing to work with the contractors Willoughbys to carry out the repairs that were not on the original contractor's remit. The intercom system and lighting is now sorted.</li> <li>• The cold water tank is no longer required and so will be decommissioned.</li> <li>• MK to arrange a visit with Mike Brown (School's Health and Safety Advisor) in order to carry out a Health and Safety inspection for after Easter as this is now overdue.</li> <li>• The boiler is now fixed however there are still ongoing problems with the sink and heater in the wet room in the learning zone.</li> </ul> <p><i>GC – Are the sink and heater defective? R – Yes, the contractor agreed that there were still problems and confirmed that the heater was inadequate. They agreed to follow this up as this had been originally organised by Simpsons.</i></p> <p><i>GC – Was the fire foam completed? R – Yes, this was completed.</i></p> <ul style="list-style-type: none"> <li>• School has ordered 4 oil filled radiators to help with this situation at a cost of £180.</li> </ul> <p><b>Pupil Progress Update</b></p> <p>CR presented assessment data on screen sent out to all Governors prior to the meeting. Key points included;</p>	<p>MK</p>

- Data sent out was measured during the Spring term. Our initial data collection was in Autumn 1 and then Spring 1.
- Years 2-6 undertook online Maths and reading assessments. Others assessed by teacher assessments. Remote learning assessments may not be accurate as it is unknown as to whether they were carried out under test conditions.
- CR explained to Governors about GLD (Good Level of Development) in the Early Years and the areas of learning. Children are identified as Emerging, Expected or Exceeding at the end of Reception and target setting based on these judgements were discussed for the current Year 1 cohort.
- The current needs of each cohort was shared so that Governors have a clear idea of the impact that lockdown has had on pupils in Year 1 and the changes to statutory assessment reporting due to Covid.
- The EYFS framework is under draft to be reformed from September 2020. Governors to be updated as and when this happens.

*GC – Can you verify how a child is assessed as achieving or not achieving GLD alongside other children and what they would do to be exceeding?*

*R – If a child is identified as a 3 in each area, they would be exceeding ARE and so would be identified as exceeding. All children are assessed as individuals, based on evidence gathered in their learning journeys and our knowledge about the pupils.*

- Teachers are using class trackers to identify individual needs of pupils for catch up.

*GC – Do you expect to see a difference once children are back in school?*

*R – This will depend on the cohort. Staff have identified individual children's level of support and are addressing need accordingly. A lot will depend on how much remote learning was accessed. Staff are aware of children who will need specific, targeted support and this will be constantly monitored for progress.*

*GC – All Governors appreciate the wide range of need and the interventions that School is providing. Is there a wider problem with children not engaging in remote learning?*

*R – Intensive support will be provided for those children and many strategies used to encourage remote learning.*

- 11 new children joined the school during this recent lockdown.

*GC – When available, will national GLD be used as a comparison for our data figures?*

*R – The National standard is generally around 71%. Due to changes to the assessment recording following the first lockdown, numbers haven't been published since summer 2019. School strives to ensure that all children are supported from their individual starting points to achieve GLD in all areas.*

<p>10.</p>	<p><b>Finance</b> <b>School Catering Tender</b></p> <p>There is a need to look at the catering services provision to School in order to achieve better value, quality and choice. The uptake from free school meals children is low due to the fact that the children do not like some of the menu choices which is not extensive. All North Yorkshire Schools follow the same menu. There has been a decline in high quality promotion events and support for children with healthy eating. The food standard can also be poor due to the ingredients – eg the mince meals are lacking meat.</p> <p>The current providers are North Yorkshire County Caterers. Mellors had previously provided the meals but were not making a profit as numbers were too low.</p> <p>School will need to go to tender to secure a new provider. If School used Red Box in order to do this, the cost to school would be between £800 to £1,200 but this will be split with the other schools going to tender.</p> <p><i>GC – There is the need to go to tender for public services. Can you clarify the costings?</i></p> <p><i>R – If 8 schools were to join the tender process this would cost £800 however if more schools joined, this could be less.</i></p> <p>For individual isolation of pupils in receipt of free school meals Moorside put hampers together using produce from local shops in order to support families as those provided by County were inadequate. They were also charged at £25 per week which exceeds the FSM amount of £15. This would then be picked up by the school's budget. A menu and recipe suggestions were included with the suggested ingredients by North Yorkshire, which were purchased and delivered by our staff to ensure that children are fed well. This will continue for any families still in isolation. We also supplied vouchers to families during the National lockdown and provided milk for the nursery children.</p> <p>In summary:</p> <ul style="list-style-type: none"><li>• Only one local school is using County Caterers.</li><li>• No one from County Caterers has visited school to discuss provision yet.</li><li>• Parents who are eligible for universal free school meals (children in Year 2 or below) are not always taking up the free school meals due to poor quality and choices.</li></ul> <p><b>All Governors agreed provision needed improvement.</b></p>	
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	<p><i>GC – We do need to be conscious that any commercial caterer will be in it for the money and that County caterers will have a staff pool in case of staff absence.</i> <i>R – School did look at providing meals in house but were unsure as to who owned the fixtures and fittings and associated costs including and managing the catering staff team.</i></p> <p>Discussion followed around the provision and what information needed to be gathered. <i>GC – When is the current contract up for renewal?</i> <i>R – We needed to give notice in February, so have done so, but we can retract this.</i></p> <p><b>All Governors agreed to tender for the catering provision dependent on costs and kitchen equipment refit if necessary.</b></p> <p>CR to research implications for the tender process and update Governors.</p>	Head
11.	<p><b>Governance.</b></p> <p><b>Please could all Governors read ‘Keeping Safe in Education’ document and let Sally know once this is completed.</b></p> <p><i>GC – PF offered to arrange induction for new Governors. After this it is necessary to sign up for any further training via the school office.</i> <i>R – Yes please, could this be arranged.</i></p>	All Govs  PF
12.	<p><b>Policies</b> – All policies were sent out to Governors prior to the meeting. The updated version was shared on screen for all Governors.</p> <p><b>PHSCE/RSE Policy.</b></p> <p>It was noted that there was a requirement for a named RSE Governor.</p> <p>Discussion followed regarding the wording on the delegation of authority. The delegated Governor would be assigned responsibility for the RSE policy, making recommendations to the FGB regarding any necessary amendments to the policy. Kathy Hammersley volunteered to be the delegated Governor pending the usual checks for new Governors.</p> <p><b>All agreed, again pending the necessary checks.</b> The date has been amended on the policy and all other changes have been updated.</p> <p><i>GC – Please could we ensure that the text size and font be made the same for all policies to be published on the website?</i></p>	

	<p><i>R – This has already been done.</i></p> <p>CR proposed this policy for approval – <b>All agreed to approve this policy.</b></p> <p><b>Safeguarding Audit.</b> This was shared with all Governors prior to the meeting with comments/questions to be submitted before the meeting.</p> <p>All areas suggested by Governors prior to the meeting had been updated. There was not the need for a traffic management policy as there is no vehicular access permitted to school.</p> <p>CR proposed the Audit for acceptance by the FGB – <b>All agreed.</b></p> <p><b>SFVS.</b> This was again shared with all Governors for comment prior to the meeting.</p> <p>This document clearly shows the robust controls over the School's financial management.</p> <p>One point was noted; that that average staff salary appeared to be uncommonly high, this is explained by the inclusion of pension and national Insurance contributions which have distorted the figures.</p> <p><b>All agreed to sign off the SFVS document</b></p> <p><i>GC – Regarding outcomes, are children below average in reading, writing and maths?</i></p> <p><i>R – This data was taken from 2019 when that particular cohort was working below ARE. No National data will be published again this year due to the cancellation of standard assessment tests. CR is working with other local Head teachers to moderate and benchmark data against other schools.</i></p> <p><i>GC – This seems strange data to have on an SFVS statement?</i></p> <p><i>R – There is a historic link between standards within schools and investment spending.</i></p> <p>Regarding the upcoming start budget, things are progressing and the budget is projecting a positive carry forward figure (rather than deficit) to the new financial year.</p>	
<p><b>13.</b></p>	<p><b>Any Other Business</b></p> <p>A letter had been received from a member of staff returning from maternity leave thanking staff and Governors for the opportunity for flexible working. This member of staff also offered to increase their working hours from September from 0.66 to 0.88 if possible.</p> <p>CR recommended that Governors accept this proposal. Some other staff had asked to reduce hours so this would not have an impact on the budget.</p>	

	<b>All Governors agreed to accept this proposal.</b>	
<b>14.</b>	<b>Key Term Dates for Governor Attendance</b> Some discussion followed around the timing of the meeting still to be arranged. It was suggested that a meeting looking specifically at Governor processes/ monitoring etc would be useful. Date to be agreed at the next meeting.  Dates of next GB meetings. Previously agreed as follows (Wednesdays at 5pm): <ul style="list-style-type: none"><li>• 19<sup>th</sup> May 2021</li><li>• 14<sup>th</sup> July 2021</li></ul>	

The meeting closed at 19.00 hours.

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