

## **Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 19<sup>th</sup> May 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), Kathy Hammersley (KH).

Apologies: Michelle Gee sent apologies and will arrive later in the meeting. This was accepted by the Governors.

In attendance: Carol Harris (Clerk), Caroline Davies (Bursar) and Jo Pawley (School Business Manager)

### **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>	<b>Welcome to Governors and attendees</b>  Governors and attendees were welcomed to the meeting which was held online via Zoom.	
<b>2.</b>	<b>Pecuniary Interests</b> The Chair reminded Governors to declare any pecuniary interests. None declared  The Clerk again reminded Governors about the business interest form which is a statutory requirement for all Governors; please could this be completed and returned to the Clerk as soon as possible. The Clerk will forward these to school as soon as they are collated to be stored in the Governor file.	Clerk
<b>3.</b>	<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.	
<b>4.</b>	<b>To declare the notification of any other urgent business</b> The ongoing tender process for the School catering service to be discussed later in the meeting during Finance.	
<b>5.</b>	<b>To approve and sign the minutes from 3<sup>rd</sup> March 2021</b> The minutes of the 3 <sup>rd</sup> March 2021 were agreed as an accurate record and will be signed by the Chair once face to face meetings resume.	Chair

6.	<p><b>To discuss any matters arising from the minutes.</b> There were no matters arising.</p>	
10.	<p><b>Finance</b> (This item was moved up the agenda to allow Caroline and Jo to leave the meeting following Finance)</p> <p>CD presented the figures for the year end which are looking much more positive for next year's budget. It was expected that there would be a sizeable difference in the outturn due to many factors. These included the allocated pots of funding due to covid with main areas of savings being in expenditure on utilities, contractors, and resources with a huge saving coming from learning and development resources in particular.</p> <p>Staffing levels have remained consistent and there has been little need for expenditure on supply. Thanks to the staff, although meaning an increase in their own workload, huge savings have been made due to staff covering supply where needed. Teaching assistants have covered bubbles enabling saving on CPD costs for example.</p> <p>CD also reported that the capital budget to be carried forward is also healthy.</p> <p>Regarding the start budget, an increase in admissions and interest in the Nursery provision is having an impact on figures and this is reflected in the budget. The first year is predicted to be a positive position, with the expected increase in numbers this is a realistic prediction. Although for years 2 and 3 it is showing a deficit, this should not actually be realised.</p> <p>The budget looks positive going forward.</p> <p><i>GC.- 12 months ago the picture looked bleak. However, we still have a job to do but looking at projected numbers going forward and with the nursery numbers increasing, the situation looks a little more positive even with the assumption that numbers through school remain at current levels.</i></p> <p>Regarding school meals, using benchmarking data from 6 other local schools, it shows that default payments for school meals were significantly lower than the others. Although time consuming, chasing up missed payments is making a considerable difference to the budget.</p> <p>In summary, CD reported that School is heading in the right direction. There is no point however, carrying too much profit forward, it was advised that this be spent on investment within school.</p> <p>DP's fundraising had been extremely successful in previous years and spending of this has been managed very frugally. School is now in a better position to be able to relax and utilise the budget.</p> <p>Pupil numbers can increase within the current staffing structure. Classes are not currently full and life outside the current 'bubbles' situation will be much more</p>	

	<p>cost effective.</p> <p><b>All Governors approved the start budget.</b> (CD left the meeting at 17.28)</p> <ul style="list-style-type: none"> <li><b>Tender for School's catering services</b> – Several providers are tendering for the supply of meals to the school. There are some questions around contract arrangements with a meeting/presentation being held on Monday (24<sup>th</sup>).</li> </ul> <p><i>GC.- Did we find out who actually owns the kitchen equipment?</i> <i>R.- Yes, this is owned by NYCC as fixtures and fittings of the school and will stay in school. The appointed contractor will supply any additional equipment such as salad bars, for example.</i></p> <p>Thanks were expressed to CR and JP for all their hard work in working through the tender process.</p> <p>The timeline for decision making may mean emailing Governors for a decision regarding the provision. NYCC need to know by the 1<sup>st</sup> June so we need a decision by Friday of next week. It was noted that the decision to change provider was mostly due to the quality and value for money of the current provision. The fact that children eligible for free school meals are still choosing packed lunches has the potential for future health issues. With a new provider, the take up for school lunches and, therefore, healthier options should improve the healthier eating initiative.</p> <p><i>GC.-It would be helpful if all the schools involved in this decision could agree a single supplier as this would be beneficial to all.</i> <i>R.- Not necessarily, whilst we wouldn't be financially any worse off, other schools may significantly suffer financially. This may be down to transport costs for example. It may not be realistic for all schools to agree a single provider.</i></p> <p>JP left the meeting at 17.39</p>	
7.	<p><b>Testing the robustness of the Head teacher's risk assessment of the wider opening of school to all pupils in line with Government guidance./Update.</b></p> <ul style="list-style-type: none"> <li>All appropriate risk assessments were shared with all Governors prior to the meeting.</li> <li>The changes to the risk assessment regarding the further lifting of restrictions were also shared.</li> </ul> <p>No Governor comments to note.</p>	
8.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including safeguarding.</b></p> <p>CR reported that there is currently 1 child in the application process for an EHCP</p>	

	<p>who is also attending on a part-time timetable which is closely monitored.</p> <p>Also that here are currently 2 children with persistent absence due to illness or the situation at home, again these children are closely monitored. More general absences are due to rearranged holidays due to covid and the usual bugs. DP and MB are monitoring attendance data but this has been very difficult due to the various lockdowns and their implications for attendance. Attendance is currently at 96% and above and children are recognising the importance of attendance figures and are becoming quite competitive.</p> <p><i>GC.- Do we have any attendance figures from other local schools to compare?</i>  <i>R.- Yes, at the headteacher's meeting last week it was reported that attendance figures were good across the county.</i></p> <p>Regarding staff wellbeing, it was reported that staff are generally ok; some had had a reaction to their vaccinations but that all staff were pulling together and continuing to work extremely hard. There have been concerns raised over the allocation of staff and to which classes for next year, this is perfectly normal as staff are trying to plan ahead for the upcoming year. As there are so many factors affecting this decision it is too early to speculate as to the deployment of staff/children/classes just yet.</p>	
9.	<p><b>Head teacher Report/School Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• <b>EYFS reforms-</b> CR led Governors through the principles behind the reforms including; <ul style="list-style-type: none"> <li>✓ Early language. 45% of children are coming into school below the expected standard. School has bought into the Nuffield Early Language Programme in order to address this.</li> <li>✓ Changes to early learning goals and assessment.</li> <li>✓ Safeguarding aspects are now being introduced into EYFS and also early literacy skills</li> </ul> </li> </ul> <p>Staff have undertaken research and training around the reforms and have produced a power point presentation which had been shared with all Governors prior to the meeting.</p> <p>The Tapestry App is now being used to illustrate early learning goals. This can be shared with parents and form a useful communication tool between home and school. This also reduces staff workload as the updating of the app is done instantly with notifications sent to the Head who then has an overview of all learning and progress.</p> <p><i>GC.- Do teachers get a summary report for each child as they are not physically documenting progress?</i>  <i>R.- Some staff are appointed as admin on the app . An overview is provided for each individual child which is accessible by all staff. We are currently just</i></p>	

*trialling how it all works but, as it is proving so successful, we hope to launch fully much earlier than planned.*

*GC.- Are teaching assistants as responsible for communicating with teachers?*

*R.- Before Tapestry the process was much more time consuming. Now teachers have a complete overview of each child. Using the new ipads with Tapestry allows more time for interaction with children.*

*GC.- Regarding the oral language skills, how long is the programme and how is progress measured?*

*R.- The programme runs over 20 weeks and the children's progress measured on the app. Evidence is collated over time and then a report is generated and impact assessed. This should continue in September and in the current cohort we have identified 2 children who would benefit from this approach.*

*GC.- 66% of children are anticipated to make expected progress in reading, is this a realistic expectation?*

*R.- We are using Reading Plus and not just PIRA data. This programme needs to be carried out 5 times a week and as families are not supporting this at home we do not have reliable data yet to base this on.*

- **Sports Premium** – (This report had been shared with all Governors prior to the meeting). This year has funded many different sports including a run for Dementia UK. It has also funded a sports coach. However, as the children have not been in school for the full term, data is not available to measure the impact of the sports premium spending.
- **SEND report** – (This report had been shared with all Governors prior to the meeting) As Jess Hunton has produced the SEND report CR requested a TLR point of 3.1 as recognition for all the extra work that Jess had put in producing the report and as joint SENCo. This has already been included in the start budget.

PF endorsed the use of the TLR point as recognition of such a task. The Chair asked all Governors if they supported CR's request. PF added that, had the amount been more substantial then Governors would possibly need more information.

**All Governors agreed the TLR point.**

*GC.- SEND children at Moorside are still above average for numbers of children but attendance is also above average?*

*R.- National figures indicate that the average number of SEND children per school is 1.7, however, there are currently 9 children with an EHCP at school.*

11.	<p><b>Governance.</b> (MG joined the meeting at this point)</p> <ul style="list-style-type: none"> <li>• <b>Associate Governor</b> – The question was raised as to whether or not a Governor needed to be an associate member of the FGB until he/she had undertaken training. The clerk reported that this was unusual, how much training, for example, should a Governor be required to do before becoming a full Governor? <b>All Governors agreed to remove this paragraph from the Governor page on the website.</b></li> <li>• <b>Renew the terms of CL and PF</b> – As the terms of CL and PF are due to end before the end of this term it was necessary to formally co-opt both Governors back on to the full Governing Body. CL and PF left the meeting in order for the remaining Governors to comment and vote on this proposal.</li> </ul> <p><b>All Governors agreed to co-opt CL and PF back onto the FGB.</b> (Chair and Vice-Chair elections to be carried out as standard at the first meeting in the new academic year, for now, both will continue in their present roles.)</p> <p>CL and PF returned to the meeting and the clerk informed them that they both had been formally co-opted back on to the FGB.</p> <p><b>Link Reports:</b> (All reports shared with all Governors prior to the meeting)</p> <ul style="list-style-type: none"> <li>• <b>Health and Safety Monitoring report-</b> MK reported that the visit from the new H&amp;S advisor went well and had been carried out without the staff having prior knowledge of the visit. This meant that there was a small list to create an action plan for improvements. This advisor was new to School and as a result had no prior knowledge of what had gone before which was really positive. All necessary works to be carried out as a result of the inspection have been approved for completion, MK to continue to monitor progress.</li> </ul> <p><i>GC.- Do all staff need training in Legionella testing procedures and is there a time frame for this?</i>  <i>R.- Not all staff are required to undertake this training, only those for whom it is relevant. There may be a necessity for another member of staff to undertake this training in case of the need to cover absence. It was thought that the caretaking staff had undergone this training, CR to confirm.</i></p> <p>Governors expressed their thanks to MK.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium Report-</b> PF fed back to Governors and highlighted key points in the report including; <ul style="list-style-type: none"> <li>✓ School currently has an above average number of children in receipt of Pupil Premium funding and that funds are allocated</li> </ul> </li> </ul>	<p>CR?</p> <p>MK</p> <p>CR</p>

	<p>wisely with children directly supported according to need. However, School has high expectations of all children which some of these children are not meeting.</p> <p><i>GC.- Do we have additional resources to bridge this gap?</i> <i>R.- CR reported that parental support for these children has been very restricted due to the majority of help available being still virtual. This was represented in the parental consultation figures. Marvellous Me messages are sent home regularly to encourage all children.</i></p> <ul style="list-style-type: none"> <li>• <b>Summer Term Monitoring-</b> CR sent out the Summer Monitoring Schedule to all Governors prior to the meeting and invited all Governors into School for monitoring purposes. If Teaching and Learning link Governors could let CR know if and when they would like to come, she will arrange with appropriate staff, possibly after half-term.</li> </ul> <p>Constructive discussion followed around the possibility of resuming Governor visits and the positive learning atmosphere around School generally.</p> <ul style="list-style-type: none"> <li>• <b>Additional meeting date-</b> It was felt that the additional meeting would be useful, perhaps with a specific focus ie. Governance procedures, monitoring, CPD etc. CR and CL to discuss possible dates and agenda items. The clerk offered support in creating an agenda for this meeting should she be able to help.</li> </ul>	CR/CL/ Clerk?
12.	<p><b>Policies-</b></p> <ul style="list-style-type: none"> <li>• An updated risk assessment had been distributed to all Governors prior to the meeting regarding latest government guidance on Covid Secure Arrangements. No comments to note.</li> </ul>	
13.	<p><b>Any Other Business</b></p> <p><i>GC.- Are there plans to replant/replace the tree in the outdoor learning area?</i> <i>R.- The tree was blown over in the wind and is not shown in any review of the outdoor area concerned. The canopy provides shade for anyone using the area, with gazebos also provided for additional shade as required. There are currently no plans to replant the tree.</i></p> <p>CR asked if any Governors could be available to help out with a walk next week, DP kindly offered her help.</p>	
14.	<p><b>Key Term Dates for Governor Attendance</b></p> <p>Dates of next GB meetings. Previously agreed as follows (Wednesdays at 5pm):</p> <ul style="list-style-type: none"> <li>• Next meeting date/time TBC</li> <li>• 14<sup>th</sup> July 2021</li> </ul>	

The meeting closed at 18.56 hours.

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