

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery  
held on 14<sup>th</sup> July 2021 at 5.00p.m.**

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 which were accepted by Governors

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 to Governors and attendees**

Governors and attendees were welcomed to the meeting held in School.

**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**

The Chair notified Governors that there would need to be a discussion regarding the continued membership of the NGA and news regarding the catering contract.

**5. To approve and sign the minutes from the meetings of the 19<sup>th</sup> May and 23<sup>rd</sup> June 2021**

It was noted that the minutes of the 19<sup>th</sup> May needed to be amended regarding the monitoring of attendance data. The minutes were approved with this amendment and signed by the Chair.  
The minutes of the 23<sup>rd</sup> June 2021 were agreed as an accurate record and were signed by the Chair.

**6. To discuss any matters arising from the minutes.**

There were no matters arising.

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>• CR had notified all Governors prior to the meeting regarding a safeguarding issue which, although this did not concern any children in school, has had an impact on staff. Discussion followed around guidance offered regarding the matter and staff are being supported in accordance with guidelines and need. Appropriate risk assessments are already in place and will be maintained with the Chair to keep all Governors informed going forward.</li> <li>• Despite the changing of the government guidance from Monday, School will not be relaxing all of the current restrictions, however, the 500 mile Moorside run will still take place with one member from each family able to support their child(ren) and everyone will be socially distanced appropriately. Sports day will be held virtually with children competing in bubbles.</li> <li>• Some measures put in place for this academic year will continue into September including; <ul style="list-style-type: none"> <li>✓ Children will not change into PE kit in school. Each child has been given a free hoodie and will wear this as part of their PE kit to come into school on PE days.</li> <li>✓ Lunches will remain in KS2 classrooms due to staffing initially until a risk assessment has been carried out for the hall.</li> </ul> </li> </ul>	Chair
8.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including safeguarding.</b></p> <p>CR reported that staff needing to isolate and illness amongst staff is taking its toll on other staff trying to cover.</p> <p>CR also reported that school was trying to release staff where possible for subject leader time etc. but this has been very difficult due to staffing numbers.</p> <p>Staff have been amazing in showing resilience during a difficult term.</p>	
9.	<p><b>Head teacher Report/School Improvement Plan</b></p> <p>This report had been shared with all Governors prior to the meeting.</p> <p>Questions had been submitted to CR before the meeting regarding the report as follows;</p> <ul style="list-style-type: none"> <li>➤ <i>Regarding hate crime, are incidents reported to the police?</i> R. – CR explained the background around figures. This particular incident was dealt with internally, directly with the child involved. Should there be further incidents then further protocols would follow.</li> <li>➤ <i>Please could you clarify how fixed term exclusions are initiated and monitored?</i> R. - Fixed term exclusions will depend on what the incident involved, the length of the term of exclusion will also be determined by the nature of the</li> </ul>	

	<p><i>incident. If one child has more than one exclusion then a referral will be made and extra support would be offered internally as well as externally where appropriate. An exclusion gives the school time to review everything in place already for the child and reflect on whether any further actions are required to help to transition the individual back into school for a fresh start.</i></p> <p>➤ <i>Do staff review procedures around incidents such as these?</i>  <i>R.- Yes, all protocols are shared with staff. Safety plans are also in place and staff training updated according to need.</i></p> <p><i>GC.- Following the incident that occurred while we were in school on the 23<sup>rd</sup> of June, it was useful for us as Governors to witness first hand just how effective the systems that are in place for just this type of situation.</i>  <i>R.- Incidents such as that are rare. However, it does show just how well strategies such as those work and help with the management of behaviour.</i></p> <p><i>GC.- Do staff monitor how effective these strategies are?</i>  <i>R.- If the frequency of incidents such as these increase then risk assessments need to be adjusted. Each child's need is assessed and strategies changed accordingly.</i></p> <p><i>GC.- Are you happy that there are strategies in place to support staff if needed?</i>  <i>R.- Staff are really supportive of one another and CR is always available to offer support should anyone need it.</i></p> <p><i>GC.- Do all staff undertake prevent training?</i>  <i>R.- Yes, all staff undergo prevent training as a requirement. Governors are also invited to do this training if they wish. Safeguarding training is coming up in September and is a requirement for <b>all</b> Governors. School is carrying out <b>'Keeping Children Safe in Education'</b> training on the 6<sup>th</sup> of September to which all Governors are invited. CR to remind Governors nearer the time.</i></p> <p><i>GC.- Regarding the attendance data figures, are those national figures from 19/20?</i>  <i>R.- Yes, however, there was no national data available so yes it should read 19/20.</i></p> <p>CR reported that early year's data is not currently reported nationally, however, strategies put in place for children during the lockdown periods have helped maintain progress. The Nuffield Early Language Programme has also helped with progress and this will continue into next year.</p> <p>CR led Governors through the data in the report. It was noted that some of the time required for staff coaching and meeting as part of the Burley Woodhead Partnership was extremely ambitious in terms of teacher time and costs. Some of the discussions around the alternative SSP phonics programmes which would</p>	<p>All Govs CR</p>
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	<p>come at high additional cost to the school and a great deal of additional CPD time (we have already done 5 modules and 3 staff meetings with Burley Woodhead as well as 6 development days in school). As school has invested so much time into the Burley Woodhead partnership, we will continue to use their approach to teaching phonics and continue to closely monitor impact.</p> <p><i>GC.- Looking at the data, if we are at 59% ARE currently in reading and children need to achieve 82%, is this a realistic expectation? In which cohort?</i>  <i>R.- With staff delivering interventions that are already in place, this should be achievable. There will obviously be gaps with children not being in school however, these are already being addressed.</i></p> <p>Regarding the multiplication check, it was reported that there was no national data to highlight any gaps in the children's progress. This was a pilot test for this year.</p> <p>Writing was up from 34% to 50% in year 6. CR to prepare data analysis for next meeting.</p>	CR
10.	<p><b>School Improvement Partner SIA Report.</b></p> <p>No report has been received as yet. CR led Governors through key areas that were looked at including;</p> <ul style="list-style-type: none"> <li>• <b>EYFS Reforms.</b> (The intent document was shared with all Governors prior to the meeting) Staff have attended training and feel well informed for the start of the new academic year. There are still areas within the document to develop further with things to add but School now has a clear picture of what early year's provision should look like. However, it needs to be made clear that this is a progression document.</li> <li>• <b>Tapestry</b> is going well, parents are responding and communication is improved.</li> </ul> <p><i>GC.- Concerns were raised regarding the sharing of photographs, particularly from home to School.</i>  <i>R.- Governors were reassured that this platform was actually more secure than previous methods of communication and that the sharing of photos would be closely monitored.</i></p>	
11.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Monitoring</b> – KH visited school to monitor and observe the teaching of SRE in school and looked at the progression through Year 1, Year 3 and Year 5. Year 5 were looking at SRE as part of their science curriculum. It was noted that the teaching was very detailed, that staff were following the SRE policy and were very supportive of the children's needs. Report to follow. Going forward KH suggested visiting next year's</li> </ul>	KH



12.	<b>Policies</b> – All policies are current so none were presented.	
13.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Catering Contract</b> – It was reported that Taylor Shaw had been appointed as contractors for 6 local Schools including Moorside who would subsequently receive £800 as the hub school. The tender process fees had been based on 8 school's sharing so, as yet, the final costings haven't been agreed.</li> </ul> <p>Unfortunately, the contract had only arrived at school on the morning of this meeting and as a result CL and CR had not had the opportunity to look at it in detail. However, this contract needs to be ratified by the FGB in order for the September start.</p> <p>The only major change as far as CR/CL could see was regarding the notice period which had been changed to a 3 year exit clause. Due to Covid, investment in kitchen equipment, staffing and associated costs, the contractors have extended the length of the contract with a notice period of 1 month.</p> <p>The contractor was supposed to have highlighted the benefits of this to School however this was not evident in the contract.</p> <p>Discussion followed around the contract proposal with Governors commenting that;</p> <ul style="list-style-type: none"> <li>➤ If the product is good there shouldn't be a need to give notice.</li> <li>➤ Perhaps offer 1 years notice rather than the specified 1 month.</li> </ul> <p><i>GC.- As the hub school do we have to pay County for using the kitchen and all of the associated utility bills?</i></p> <p><i>R.- Funding has been provided for within the costings to take into account any additional bills plus the cost of the meals to School are actually cheaper as the hub school. It also means that we are getting better school meal provision and better quality.</i></p> <p>A meeting is to be held with the other schools to agree menus etc. which again should reduce costs.</p> <p><i>GC.- Do all of the other schools also see the contract and are given the option to feedback?</i></p> <p><i>R.- All schools will be consulted regarding the contract and some schools will also have additional costs such as transport for example.</i></p> <p>CR/CL to email all Governors with any relevant details regarding the proposed contract for their approval in order that School can proceed with the contract. <b>All Governors agreed with this proposal.</b></p>	CR/CL

	<b>Governors concluded the meeting by noting just what a difficult year this has been and by thanking the School and staff for all of their hard work in supporting the whole community.</b>	
<b>14.</b>	<b>Key Term Dates for Governor Attendance</b> Date of next FGB meeting. Agreed as follows (Wednesdays at 5pm unless otherwise stated) <ul style="list-style-type: none"><li>• 29<sup>th</sup> September 2021 in School</li></ul>	

The meeting closed at 18.55 hours.

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