

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery  
held on 29<sup>th</sup> September 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), Michelle Gee (MG)

Apologies: All Governors present

In attendance: Carol Harris (Clerk) Paul Price (PE Lead) (PP)

**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.

**10. (The item regarding Sports Premium, part of the Head Teacher's report, was moved to this part of the agenda to enable PP to leave the meeting following his report.)**

This report had been circulated to all Governors prior to the meeting.

PP reported that;

- PE lessons are all happening as normal and various after school clubs are also up and running.
- Zoom dance lessons continue to be provided successfully
- Hoodies have been provided for all children which look great and are raising the profile of PE lessons.
- Sports day went ahead and also a successful charity fun run which raised over £1000 for Dementia UK and enabled parents to return to School.
- Forest School is continuing and is showing to be particularly effective supporting emotional wellbeing and social skills.

**Targets include;**

- Swimming for all children (however, sports funding doesn't support the swimming provision, this is paid for by parental contributions)
- Further structured play at playtimes.

	<ul style="list-style-type: none"> <li>• Further potential for access to after school clubs for Pupil Premium children.</li> <li>• An innovation morning at the next inset day with staff taking part in using PE equipment to invent team games. This would also support staff wellbeing.</li> <li>• Inter school sports competitions possibly netball, rounders and cross country inviting other local schools to compete.</li> </ul> <p><i>GC. – Do we know yet how much swimming will cost parents at the new swimming pool?</i>  <i>R.- The cost shouldn't be much more than it was previously, the new facilities will be priced as the same as other local provision. Being able to walk to the new pool also limits the cost.</i></p> <ul style="list-style-type: none"> <li>• Swimming will start with the year 6 children and then a staggered start for all other year groups. All children will have swimming lessons, those who already have lessons outside school will still take part.</li> </ul> <p>Discussion followed regarding the benefits of swimming for all children's health and wellbeing.</p> <p><i>GC.- Are the MSAs involved in the structured play at lunchtimes?</i>  <i>R.- Yes, all are more involved as are staff who are on duty. Year 5 sports leaders are also taking part. Unfortunately, because of the problems with the catering at lunchtimes, timings of playtimes are proving difficult.</i></p> <ul style="list-style-type: none"> <li>• School is hoping to be able to offer additional sports such as karate and yoga, again to support the health and wellbeing of the children.</li> </ul> <p><i>GC. – How do we measure the impact of sports provision?</i>  <i>R.- We look at the sports outcomes and PE data. All children start off as Working Towards and are assessed as the sessions progress. Interim data is then again looked at to provide targets for progression.</i></p> <p><i>GC.- The percentage figures on the report don't add up, it looks like we have overspent in some areas?</i>  <i>R.- PP to check these figures with school's business manager perhaps looking at the spending allocation percentages. This could be costs involved with Forest school provision but PP to check data.</i></p> <ul style="list-style-type: none"> <li>• A grant from 'Cash for Kids' paid for some of the hoodies for the children with FOMS buying the rest with no cost to parents.</li> </ul> <p>Thanks were expressed to PP for his report. PP left the meeting at 17.24</p>	PP
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<b>2.</b>	<p><b>Election of Chair and Vice-Chair</b></p> <ul style="list-style-type: none"> <li><b>Election of Chair</b></li> </ul> <p>The Clerk took the Chair for this item. CL was nominated as potential Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. CL was elected unanimously and returned to the Chair.</p> <ul style="list-style-type: none"> <li><b>Election of Vice-Chair</b></li> </ul> <p>PF was nominated as potential Vice Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. PF was elected unanimously.</p> <p>It was previously agreed that the posts of Chair and Vice Chair would have a term of office for one year and so would be from this meeting up to the first meeting of the 2022/2023 academic year.</p>	
<b>3.</b>	<p><b>Pecuniary Interests</b></p> <p>The Chair reminded Governors to declare any pecuniary interests. None declared.</p>	
<b>4.</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>5.</b>	<p><b>To declare the notification of any other urgent business</b></p> <p>The Chair notified Governors that there would be an update regarding the situation with the new catering arrangements and an update on Finance. The clerk notified Governors that there would be an update on Governor safeguarding training.</p> <p><b>The meeting decided to discuss the update regarding the catering provision and finance matters at this point on the agenda.</b></p> <p><b>Catering</b></p> <p>CR and CL led governors through the issues with the new provider and the implications for school. These included;</p> <ul style="list-style-type: none"> <li>Various issues had been experienced from the beginning which appeared to be more than just teething problems. Already, 3 meetings have been held in order to attempt to rectify the situation with a further meeting scheduled for tomorrow (Thursday 30<sup>th</sup>) with both the service provider and Red Box (the company involved in the initial tender process).</li> </ul>	

- An action plan had been requested from the provider in order to address issues.
- A decision needs to be made by half-term as to the way forward.

Options include;

- To continue with Taylor Shaw
- To end the contract with Taylor Shaw and return to NYCC provision who were second choice. However, it is currently unclear as to how we go about this.
- To initiate in house provision this is workable but would need considerable investigation.

Currently, the whole provision is unsatisfactory with issues on a daily basis.

Issues include;

- Health and Safety concerns
- Quality of both cooked food and raw ingredients
- Staffing and staff training

All of which are having an impact on the day to day running of school. Many hours have been spent trying to resolve the situation and there are concerns for the wellbeing of staff and children as a result.

*GC.- A governor expressed their concern at recent events and stressed the support from all Governors for the headteacher in rectifying the situation. The meeting was reminded that this was a decision supported by the whole Governing Body and not one individual.*

*GC.- As the hub school providing meals to other schools, are they happy with the meals supplied?*

*R.- Where staff were cooking 150 meals per day previously, they are now expected to cook 240 with the same staffing structure and time constraints. Other school's meals are being cooked and sent out first and then Moorside children's meals prepared and served after that. This leads to inadequate quantities of the children's meals, wrong choices served to children as there is just not enough, staff having to go to a local supermarket to buy more food and the quality of the food served is poor. This is having a huge impact on staff and children.*

School has also received complaints from parents regarding the quality of the provision.

*GC.- Are we required to provide meals for the other schools?*

*R.- Yes, this was all part of the original agreement however, some aspects of the agreement were not made clear. For example, other schools are returning the used serving tins dirty for our staff to have to wash up after service.*

	<p><i>GC.- Do we know of any other schools affected?</i>  <i>R.- No, others do not appear to be experiencing problems such as the supply of ingredients for example.</i></p> <p><b>Chair to email Governors with an update or for comments once the meeting has taken place, should the need arise.</b></p> <p><b>Finance</b>  CL updated Governors on the financial situation of the School.</p> <p>He reported that, as Governors had had to set a deficit budget going forward, it was necessary to produce an action plan to address this and submit to NYCC. CR and CL had looked at budget spending with the School's business manager and specific areas in which to reduce spending to produce a balanced budget in future years.</p> <p><i>GC.- Are pupil numbers where we expected them to be?</i>  <i>R.- We have lost a few siblings of children who had joined school in year 6 and subsequently left to go on to secondary school. However, there were other families looking around school so with some army postings changing frequently, numbers have levelled out.</i></p> <p>The chair offered all governors the opportunity to view the action plan should they so wish.</p> <p><b>Safeguarding</b>  The Clerk suggested looking at this under Governance and Governor CPD.</p>	Chair
6.	<p><b>To approve and sign the minutes from the meeting of the 14<sup>th</sup> July 2021</b></p> <p>It was noted that the minutes of the 14<sup>th</sup> July needed a minor amendment regarding the wording of the contract with the new catering company to read "for 1 month" rather than "of 1 month"</p> <p>The minutes of the 14<sup>th</sup> July were agreed as an accurate record with this amendment and were signed by the Chair.</p>	
7.	<p><b>To discuss any matters arising from the minutes.</b></p> <p>There were no matters arising.</p>	
8.	<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>	

	<p>CR shared the updated risk assessment and contingency plan with all Governors prior to the meeting.</p> <p>She reported that some staff were isolating due to positive cases at home. School was cautiously planning a Halloween Disco in association with the FOMS but limiting the number of adults/parents attending.</p> <p>It was also reported that there were a number of children away from school with the usual time of year illnesses, not covid related.</p> <p>All Governors agreed that this was a sensible, common sense approach.</p>	
9.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including safeguarding.</b></p> <p>CR reported that a recent exclusion had negatively affected associated staff.</p> <p>The usual Wednesday morning staff briefing has been reinstated and is proving a useful platform for the support and assessment of staff needs.</p> <p>Staff were still covering for one another due to Covid related illness and absences and were experiencing the higher level work load common to this time in the year.</p>	
10.	<p><b>Head teacher Report/School Improvement Plan and SDP Priorities</b></p> <p>These reports had been shared with all Governors prior to the meeting.</p> <p>CR led Governors through the report highlighting key points which included;</p> <ul style="list-style-type: none"> <li>Regarding staffing, it will become necessary to advertise for a temporary post possibly from February. CR to keep Governors informed going forward.</li> <li>Data – This is not currently reported however, internal data is used to identify children who may need additional support. There appears to be no pattern to the trends in the data and doesn't appear to be cohort specific. SEND group monitoring continues to track individual need. CR also led Governors through any data anomalies.</li> <li>CR is working together with the headteacher from Cathedral School, being a similar size etc, looking at EYFS data and reforms to compare and contrast.</li> </ul> <p><i>GC.- Looking at the targeted children, those identified as needing additional support, do you feel that you have the resources and support to meet these needs?</i></p> <p><i>R.- Yes, phonics screening will happen for those children who have not accessed this and this will support early reading targets with the consistent</i></p>	

	<p><i>use of the White Rose Maths Hub providing additional interventions in maths. Catch up funding has been allocated which alongside Pupil Premium funding has provided additional support with TAs being deployed creatively. (These figures are available to view on the website)</i></p> <ul style="list-style-type: none"> <li>Whole school writing focus has proved successful however we also now need to focus on maths and reading as priorities. Extra time is made available for interventions and support during assemblies for example.</li> </ul> <p><i>GC.- Does this take the children away from collective acts of worship? R.- The children are only out briefly, all children attend at least two assemblies each week. Other times are also made available for the interventions.</i></p> <p><i>GC.- When do you expect to see results from these interventions? R.- It depends on the nature and duration of the intervention. Some, for example, last for 20 weeks while others are measured on impact. School will analyse this Autumn term's data and review progress. School's aim by the end of this academic year is to have as many children as possible back on track.</i></p> <ul style="list-style-type: none"> <li>Behaviour and attendance- The usual bugs related to a return to school at this time of year has affected attendance figures. Some holidays have been requested and these have been dealt with on a case by case basis.</li> </ul>	
11.	<p><b>Governance.</b></p> <ul style="list-style-type: none"> <li><b>Agenda cycle and policy overview</b> – This was shared with all Governors prior to the meeting. There were no Governor comments to note.</li> <li><b>Governance annual statement</b> – To be reviewed at the next meeting, Clerk to add to the agenda for the next meeting.</li> <li><b>LA Governor</b> – The clerk reported that she had been in contact with Governor Support regarding the vacancy for an LA Governor. One possible solution would be to nominate an existing Governor, possibly someone whose term of office would be coming to an end, as the LA Governor and then replacing the existing Governor be they co-opted or parent. All Governors were asked to consider this proposal and let the Clerk, Head or Chair know if they would be interested in taking on this role.</li> </ul> <p><i>GC.- Would there be any additional responsibilities as the LA Governor?</i></p>	<p>Chair Clerk</p> <p>All Gobs</p>

<p><i>R. – No, the nominated person would have the same responsibilities as all existing Governors.</i></p> <ul style="list-style-type: none"> <li>• <b>Governor Monitoring –</b> <ul style="list-style-type: none"> <li>➤ KH provided all Governors with a written copy of her report from the last meeting. There were no additional Governor comments to note.</li> <li>➤ MK had provided all Governors with a Health and Safety monitoring report at the meeting following a visit from the School's advisor. CR noted that there were some possible inaccuracies contained with the report that she will discuss at the next advisor's visit. CR to follow up. It was reported that there was upcoming Health and Safety training for staff.</li> <li>➤ MG has visited to School to monitor the Catch up Curriculum with a report to follow.</li> </ul> </li> </ul> <p><i>Thanks were expressed to all link Governors for their time and reports.</i></p> <ul style="list-style-type: none"> <li>• <b>Skills Audit –</b> This was sent out to all Governors prior to the meeting for completion. There were still a couple outstanding, the Clerk to resend and to send completed forms to the Chair to collate results.</li> <li>• <b>Chair 360° review –</b> CR and Clerk had met to collate the results from this review. Anonymity was maintained and a report created to present to the Governors. This report is attached to these minutes for all Governors to view. There were no Governor comments to note. However, addressing one of the action points noted on a return, CR wished all Governors to know that information shared during the FGB meetings is all relevant to an inspection and will continue to give all Governors the information that they need to successfully respond should the need arise. Should any Governor wish for further information in a particular area then please don't hesitate to ask.</li> <li>• <b>Governor CPD –</b> Following a recent briefing, the Clerk stressed the importance of Governor safeguarding training. It is imperative that all Governors read the Keeping Children Safe in Education (KCSiE) document and have a comprehensive understanding of the school's safeguarding procedures and policies. It also necessary for Governors to complete further training regarding the safeguarding of children as and when it becomes available.</li> </ul> <p>The clerk wished Governors to know that a training schedule for Governors is due to be published imminently and that she will share this with all Governors just as soon as it arrives.</p> <p><i>GC. – It was suggested that, in the meantime, some training could be disseminated by other Governors who had undertaken the required training</i></p>	<p>CR</p> <p>MG</p> <p>Clerk/Chair</p> <p>All Gobs</p> <p>DP/KH</p>
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	<p><i>for example 'Introduction to Governance'. This was agreed as a good idea and DP offered to help with this.</i></p> <ul style="list-style-type: none"> <li>• <b>Governor Link Roles</b> – It was agreed that these would remain as is until the next review.</li> <li>• <b>HT Performance Review</b> – It was agreed that Heather Russell, the School's SIA would be included on this panel.</li> <li>• <b>SCR</b> – Jo Pawley is maintaining this.</li> </ul> <p>Membership of other panels to remain in current format.</p>	
12.	<p><b>Policies- all policies had been sent out to all Governors prior to the meeting for comments.</b></p> <p><i>GC.- Regarding the charging policy, why is there a charge for some clubs and not others?</i>  <i>R.- Some clubs have a cost involved in the provision. Some clubs however, are run by staff voluntarily to support the children's wellbeing or to fulfil teaching standard requirements.</i></p> <p><i>GC.- Are we still hiring out the school hall?</i>  <i>R.- Yes, but with restrictions in place.</i>  <i>GC.- Regarding the Volunteer Policy, should it say 'regularly' when we are talking about replacing school staff?</i>  <i>R.- All Governors agreed to change the wording on the policy. CR to amend.</i></p>	CR
13.	<p><b>Any Other Business</b></p> <p>CR invited Governors to accompany children on upcoming trips. These were;</p> <ul style="list-style-type: none"> <li>• The School of Sanctuary Service at the Cathedral on Wednesday 6<sup>th</sup> October. <i>DP offered to attend.</i></li> <li>• A trip to the Botanical gardens on Friday 8<sup>th</sup> October.</li> </ul> <p>Any Governor who may be interested to please let CR know.</p>	DP
14.	<p><b>Key Term Dates for Governor Attendance</b></p> <p>Dates of next FGB meetings. Agreed as follows (Wednesdays at 5pm in <b>School</b> unless otherwise stated)</p> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> November 2021</li> <li>• 8<sup>th</sup> December 2021</li> <li>• 19<sup>th</sup> January 2022</li> <li>• 23<sup>rd</sup> March 2022</li> <li>• Business Meeting TBC</li> </ul>	

	<ul style="list-style-type: none"><li>• 18<sup>th</sup> May 2022</li><li>• 13<sup>th</sup> July 2022</li></ul>	
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The meeting closed at 18.55 hours.

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