

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery
held on 10th November 2021 at 5.00p.m in School.**

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 and reasons for absence: Received and accepted from Michelle Gee

In attendance: Carol Harris (Clerk) (CH)

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

The Chair welcomed all Governors 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

None declared.

5. To approve and sign the minutes from 29th September 2021

The minutes of the 29th September 2021 were agreed as an accurate record and signed by the Chair.

6. To discuss any matters arising from the minutes.

There were no matters arising.

7.	<p>Testing the robustness of the Headteacher's risk assessment of opening the school in line with government guidance. Update.</p> <p>CR fed back to Governors following the recent report received from the School's Health and Safety advisor. It was noted that there were several discrepancies between what was said during their visit and actions detailed in the report. MK had visited School and gone through the actions stated in the report with CR and Pauline (the School's staff H & S officer). Governors suggested that the advisor be made aware of the inaccuracies and that School feedback to them at their next visit. CR and MK have annotated the report in order to do this.</p> <p>CR to attend the next meeting in January.</p> <p><i>GC.- It was discussed that it is possible to overlook major issues when there are so many minor actions detailed in such a report.</i></p> <p>CR informed Governors that there were significant Health and Safety concerns regarding a child in school whose needs were not being met by the outside agencies involved with the children.</p>	CR
8.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</p> <p>CR reported that staff absence, due to covid and other factors, has negatively impacted the supply budget which has been recognised in the revised budget statement.</p> <p>All staff are working extremely hard however, staff meetings and training sessions are all positive.</p> <p>Consideration of staff wellbeing is a constant factor in decision making.</p> <p><i>GC.- In terms of wellbeing, are all staff vaccinated?</i> <i>R.- School is really not allowed to ask about medical choices specifically, but is making sure that any staff with underlying health issues are supported appropriately. The use of Lateral Flow testing is continuing for all staff.</i></p> <p><i>The staff absence scheme has changed and is less flexible regarding long term absence.</i></p>	
9.	<p>Head Teacher Interim Report. This report had been shared with all Governors prior to the meeting.</p> <p>CR led Governors through the report. Key points highlighted included;</p> <ul style="list-style-type: none"> • DP and MB had met to review and monitor attendance figures, a report to follow. • The School Development Plan (SDP) had been sent out and the feedback from the School's Improvement Advisor (SIA) had been positive. 	DP/MB

	<p>One action was regarding the Curriculum intent, currently School is following a catch up programme however, this needs to have a targeted end date.</p> <ul style="list-style-type: none"> • Safeguarding – Through a meeting with the Local authority, it has been suggested that we should monitor by talking to boys and girls separately. • It was reported that Safeguarding information posters were on display throughout school. • It was also noted that all staff are up to date with Safeguarding training including having read the KCSiE document. • A Safeguarding Audit is to be carried out on Friday 3rd December specifically looking at Sexual Harrassment and Peer on Peer abuse. • CPD – Ian Clennan was working with staff to provide Talk for Writing training. This is a whole staff project which is working in conjunction with the Burley Woodhead initiative. School is still working closely with Heather Russell and so is hopeful to have all key areas in line with National data by Christmas. • CR reported that a grant had been approved to provide CR with CPD to become a DofE Senior Mental Health Lead. School is currently recognised as a Centre of Excellence hub and will host meetings for other local schools, the next meeting being on 24th November which is all day in School. Any Governor attendance would be appreciated. • Pupil Premium/Sports Premium reports- It was noted that the updated Pupil Premium impact report needs to be on the website by the end of December. CR reported that School was using a template to complete regarding the spending of catch up funding and Pupil Premium spending. Some of the funding had been ring fenced to provide the delivery of the National Tutoring Programme. CR to email all Governors with the Pupil Premium Strategy and the Sports Premium Strategy along with any associated reports. <p><i>GC.- Regarding the meeting with Heather Russell, have we received a report on her findings?</i> <i>R.- This was represented in note form with a few recommendations. It appeared to be predominantly a fact finding mission on her part. Of course these notes can be made available to any Governor who would like to read them.</i></p> <p><i>GC.- Looking at the attendance data, were there many persistent absences?</i> <i>R. – Most of the recorded absences were as a result of Covid, usual bugs for this time of year and occasional unauthorised absence. Because some of the codes for absence don't always allow for the different reasons for absence due to covid, it can make these difficult to record. School will investigate persistent absence at 92% which is below the North Yorkshire benchmarking figure. School operates a walking bus to school in order to encourage improved attendance.</i></p> <p>MB and DP to present a report on attendance figures at the next meeting.</p>	<p>All Govs</p> <p>CR</p>
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		MB/DP
10.	<p>Review/Approve any Pupil Residential</p> <p>CR reported that a residential trip to Marrick Priory Outdoor Education and Residential Centre was planned for the 5th to the 10th of January 2022. Generally School will not be allowing mixed bubbles on trips and each trip will be risk assessed on a case by case basis.</p> <p><i>GC.- So do you think that the Marrick Priory trip will go ahead?</i> <i>R. – Yes, at this current time, that is the plan.</i></p>	
11.	<p>School Improvement Plan Monitoring/Other link reports</p> <p>PF fed back to Governors following a visit to School looking at Staff Appraisal and Pay procedures. (Report shared with all Governors prior to the meeting)</p> <p>Points highlighted included;</p> <ul style="list-style-type: none"> ✓ The purpose of the visit was to ensure that the Staff Pay and Appraisal policies were being followed consistently and to discuss any applications for UPS. ✓ It was noted that the visit highlighted a very positive picture with fair yet challenging targets set for staff. ✓ Opportunities for progression were offered appropriately. ✓ Policies and procedures were all in place, understood by staff and were followed consistently. <p>It was noted that there was nothing to add regarding the SIA's visit and subsequent report which had been discussed under agenda item 9.</p> <p><i>There were no Governor comments to note.</i></p>	
12.	<p>Health and Safety/Premises Report</p> <p>MK informed Governors that there was nothing to add to the previous discussion addressed under agenda item 7 and that he would circulate his report following this meeting.</p> <p><i>There were no further Governor comments to note.</i></p>	MK
13.	<p>Policies</p> <p><i>GC.- Do we have a record that staff have read the policy documents?</i> <i>R.- Yes, School keeps a record and there is a sheet to sign when staff have read the policies. All staff are made aware of new policies that have been added.</i></p> <p><i>GC.- Regarding the pay policy, do we include the recent changes to the staff absence policy?</i> <i>R.- With so many variances in the nature of School staffing, each instance is looked at on a case by case basis.</i></p> <p>All Governors agreed the Pay Policy.</p>	

	<p>Safeguarding and Child Protection Policy – There have been some amendments to this policy which is an NYCC statutory document. CR reported that this is not the content of the policy but areas to personalise for the School however, it appears that some aspects of the policy are locked for editing and that some of the links don't work.</p> <p><i>GC.- What period does this cover?</i> <i>R.- This policy is for 2021/22 however this policy needs to be agreed each year.</i></p> <p>All Governors agreed to adopt the NYCC Safeguarding policy.</p> <p>SEND policy – It was noted that this policy states that two Nurture groups will be offered – one in Key Stage 1 and one in Key Stage 2, however in the current circumstances, school are prioritising Key Stage 1.</p> <p><i>GC.- Just to note that the SEND policy and the Local Offer documents look different ie. Fonts etc? Would they look better if presented in the same way?</i> <i>R.- CR to action this.</i></p> <p><i>GC.- What is the difference between SEND and SEN?</i> <i>R.- It was explained that SEND relates to all Special Educational Needs and Disabilities which is the legislation around provision. SEN refers to the Special Education Need of an individual child or person.</i></p> <p>It was noted that some highlighted areas within the SEND policy cannot be changed as this policy is locked for editing.</p> <p>All Governors approved the SEND policy.</p>	CR
14.	<p>Governance</p> <ul style="list-style-type: none"> ○ Annual Governance Statement - CL reported that this was almost complete, it just needed attendance figures from the Clerk, CH to send. The statement will be presented at the next meeting, the Clerk to add to agenda. ○ Governor link reports had been addressed under agenda items 7, 9,11 and 12. ○ The Code of Conduct document was explained to all Governors and CR will circulate a copy to all Governors following the meeting. This was approved by all Governors and signed by the Chair. 	<p>Clerk</p> <p>CR</p>
15.	<p>Any Other Business</p> <ul style="list-style-type: none"> ➤ PF expressed concerns regarding the predicted budget and the need to increase pupil numbers at School. He suggested the possibility of raising the profile of the School both in the immediate community and the wider area. He also suggested the possibility of a small group of Governors to work with School to investigate this and the increased marketing of the 	

	<p>School. CR agreed this and said that School would appreciate any additional ideas and suggestions.</p> <p>Discussion followed around the raising of the Google profile and updating of information provided by Google for families looking for schools in the area.</p> <p>All Governors agreed PF's suggestion and an 'ideas sharing' meeting was proposed with a view to developing an action plan. KH, PF and DP all volunteered to be involved with this, CR to coordinate a date to meet.</p> <p>➤ Catering Update – It was reported that School will be leaving Taylor Shaw and returning to NYCC provision. Despite assurances, there had been no improvement in the service provided by Taylor Shaw and NYCC have agreed to reinstate the service previously provided to school. Some discussion followed around the issues experienced by School. School will be returning to NYCC provision on the 31st December 2021.</p> <p><i>GC.- It was suggested that School make parents aware of this change. R.- Agreed that School will inform parents.</i></p> <p><i>GC.- Would it be a good idea to talk to the children about the school meal provision? R.- CR to talk to the School Council.</i></p> <p>➤ CR reported that there were safety concerns around the use of the Lead Lane entrance/exit. These had not been experienced when School was maintain a staggered start/end of the day but now families are all arriving, parking and dropping off at the same time, issues are occurring. School is limited as to the actions it can take as this is a highways issue however, road safety is being addressed in School. Lauren Doherty has been booked to come and speak with the children in February and staff have provided a road safety talk to all children.</p> <p><i>GC.- Are there yellow zigzags marked on the road at the entrance to school? R.- Yes, but these are faded and not clear.</i></p> <p>➤ Governors were invited to upcoming Christmas events including;</p> <ul style="list-style-type: none"> ❖ The Christmas Market on Wednesday 15th December at 2.30 pm in School. ❖ Various performances of the Nativity which are advertised in the newsletter 	<p>KH/PF/ DP/CR</p> <p>CR</p> <p>CR</p>
16.	<p>Key Term Dates for Governor Attendance</p> <p>Dates of next FGB meetings agreed as follows (Wednesdays at 5pm in School unless otherwise notified)</p> <ul style="list-style-type: none"> • 8th December 2021 • 19th January 2022 	

	<ul style="list-style-type: none">• 23rd March• Business meeting TBC• 18th May• 13th July	
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The meeting closed at 18.35 hours.

Signed: Dated: