

Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 8th December 2021 at 5.00p.m on 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 and reasons for absence: Received and accepted from Michelle Gee to arrive later in the meeting.

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

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 on Zoom.

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 10th November 2021

The minutes of the 10th November 2021 were agreed as an accurate record and will be signed by the Chair at the next available opportunity.

<p>6.</p>	<p>To discuss any matters arising from the minutes.</p> <p>There were no matters arising.</p> <p>It was agreed that the Clerk add a table to the end of the minutes detailing actions for Governors.</p>	<p>Clerk</p>
<p>7.</p>	<p>Testing the robustness of the Headteacher’s risk assessment of opening the school in line with government guidance. Update.</p> <p>CR reported that there had been 3 positive Covid cases in one class with 1 in another. Staff have been deployed throughout classes according to the School’s risk assessment with no crossing between bubbles. Due to the swift action taken by School no further cases were reported.</p> <p>Testing in classes has been increased and any vulnerable staff are following their individual risk assessments.</p> <p>The School Nativity performances were able to go ahead due to the robustness of the School’s risk assessments and protocols being adhered to.</p> <p><i>GC.- How are staff managing with split staffrooms etc?</i> <i>R.- The fact that staff are managing this is testament to the incredible staff we have. They have proven to be flexible when dealing with the difficulties arising from the room not designed to be used as a staffroom and the associated isolation from other staff members.</i></p>	
<p>9.</p>	<p>Finance. (This item was discussed at this point on the agenda to allow CD and JP to leave the meeting following their report) This report had been shared with all Governors prior to the meeting.</p> <p>CD led Governors through the Budget Monitoring report, key points highlighted included;</p> <ul style="list-style-type: none"> • Looking at the revised budget, it is showing a predicted deficit budget going forward but, looking at the trends, this is unlikely to be the case. • All of the latest figures are written into this budget and with future numbers predicted to increase, the trend looks promising. • School clubs are doing well. • The income for nursery is shown as reduced due to smaller anticipated numbers going forward. • Challenges to the budget will come due to general costs such as utility bills set to increase substantially, increased staffing costs, pressures around Covid which also has an implication for staffing etc. The budget has been revised, where possible, to cover potential changes in circumstances. 	

	<ul style="list-style-type: none"> Although School is looking at a potential deficit, this may not happen. There is an upward trend; however, this may take a while to show in figures. It is possible that School will need to submit a deficit budget plan to the Local Authority. <p>JP reported that enquiries for admission to School have been increasing.</p> <p><i>GC.- The Chair noted that School is successfully managing the budget costs that School has control over. Outside factors such as the increasing utility costs which will have budget implications are beyond School's control.</i></p> <p><i>GC.- What does the picture look like generally across North Yorkshire in comparison with other schools?</i></p> <p><i>R.- Due to the number of Pupil Premium children which bring income into School, Moorside compares favourably. Unfortunately, as Moorside is a City school, it hasn't benefitted from the recent changes to sparsity funding which has considerably boosted the income of other schools.</i></p> <p><i>Moorside is well funded and not underfunded in comparison with other schools. In maintaining the number of classes and single form entry this has associated additional staffing costs. This is also why this is shown as red on the Benchmarking data. Basically, just need an increase in numbers.</i></p> <p><i>GC.- Are other schools in similar situations also facing a deficit budget?</i></p> <p><i>R.- The trend appears to be moving away from deficits in other schools, it appears to be an improving position. An increase in numbers at Moorside, particularly in the Nursery, would help our situation.</i></p> <p>All Governors approved the revised budget.</p> <p>Thanks were expressed to CD and JP for all that they do with the monitoring, tracking and reporting of School finances.</p> <ul style="list-style-type: none"> Benchmarking- This is the comparison between Moorside, other local schools and national data. CD reported that nothing looked untoward in the figures and that this does indicate an upward trend in pupil numbers. It shows that the leadership aspect of the School is understaffed and other anomalies are due to the structure of the School as previously discussed. <p>Thanks were expressed to JP and CD who left the meeting at 17.30.</p>	
<p>8.</p>	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</p>	

	<p>CR reported that, due to the current Covid situation, this is a difficult climate for staff.</p> <p>Twice weekly meetings are taking place for staff to discuss concerns and for support to be offered.</p> <p>Depending on the Covid levels in School, one teacher may need to return to virtual lesson delivery. This would be delivered as before with support for the children provided in the classroom. School is monitoring the situation.</p>	
<p>10.</p>	<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"> • CR notified Governors of a bullying situation which is happening outside of School time. This is being addressed and support offered by the proper authorities. CR noted that online safety is taught at age appropriate level to all children in school and that School was following all safeguarding protocols. • A safeguarding audit took place on Friday 3rd December with positive feedback from the advisor. • A safeguarding concern has been referred to Early Help who will then refer on for further support. Staff are continuing to monitor the situation and provide support for families in need, however, staff are finding this increasingly difficult. • Persistent absence figures are including absences due to Covid which is distorting the figures. <p><i>GC.- Regarding the persistent absence data, does this mean 16.9% of all pupils?</i></p> <p><i>R.- These figures are based on cumulative absence which in turn is based on the actual sessions that the child has missed, these figures show those sessions missed.</i></p> <p>CR explained to all Governors how this data is gathered and data prepared.</p> <p><i>GC.- What is classed as persistent absence?</i></p> <p><i>R. Children should be in school for 100% of sessions. If a child's attendance falls below 92% we then monitor and class as persistent absence. North Yorkshire generally measure at 90%.</i></p> <p><i>GC.- How difficult is it to know if it is Covid, are there systems in place to monitor absence?</i></p> <p><i>R.- There is a Covid code that we use in the register if children have been tested and are positive or are waiting for results. A report is sent to the DofE reporting absence daily.</i></p>	

	<p><i>GC.- Is there a risk of parents just choosing not to send their child/ren to school due to Covid where there may be other safeguarding concerns?</i></p> <p><i>R.- The parents are required to send confirmation of a positive PCR test result in to school to show that they have actually attended for a test. Parents are required to ring each day to inform school of absence and if the child needs to be away from school for the 10 days isolation then home learning packs are provided and the situation is monitored.</i></p> <ul style="list-style-type: none"> • HT Performance management – CL reported that he and PF had carried out the HT Performance Management review with the School’s SIA. The recommendations following this review are detailed within the confidential minutes attached to this meeting and are stored in School in the Confidential Governor file in accordance with School policy. <p>All Governors approved the recommendations expressing their thanks to the HT.</p>	
<p>11.</p>	<p>Safeguarding. (Included in HT report shared with all Governors prior to the meeting and some content discussed under agenda item 10) CR reported that;</p> <ul style="list-style-type: none"> • Following up previous safeguarding concerns discussed with Governors at the last meeting, it was reported that School is continuing provision for the child concerned. The Local Authority has confirmed that school is doing all that it can despite the HT’s misgivings. HT to confirm this position with the LA. <p><i>Discussion followed around appropriate provision for the child in school. Governors also offered support for the HT and staff.</i></p> <p>MK to visit school to look at how best to provide support for school from a health and safety perspective.</p> <ul style="list-style-type: none"> • CL thanked staff and DP for their help with the recent Safeguarding Audit. 	<p>HT</p> <p>MK</p>
<p>12.</p>	<p>School Improvement Plan Monitoring/Other link reports Much of this agenda item had been discussed under agenda item 10.</p> <p>DP reported that she had been into school to audit the Single Central Record and had noted that there may be some confusion regarding Risk assessments and DBS checks for volunteers coming into School. This had been checked by Jo Pawley and documentation had proved to be in order.</p> <p>It was determined that;</p> <ul style="list-style-type: none"> ✓ All volunteers need to sign in to School premises ✓ Risk Assessments are in place for volunteers helping in school. 	

	<p>✓ DBS checks are not required unless a volunteer is working with children unsupervised by staff.</p>	
13.	<p>Health and Safety/Premises Report MK reported that there was nothing to add to his report shared at the previous meeting with the next visit from the School's H & S advisor being in early January. HT and MK to attend.</p> <p><i>GC.- Do we need to action the shelving identified in the report? R.- Staff have been advised as to how to safely use these areas.</i></p> <p><i>GC.- Regarding the near miss incident, please can you clarify what had happened? R.- This was down to a child not following a clearly set out care plan. School had followed all protocols and provision according to the care plan and the matter had been addressed with both the child and parents.</i></p> <p>MG joined the meeting at 18.12 hrs.</p>	MK/HT
14.	<p>Policies</p> <p>It was noted that the Behaviour and Safety Policies were due to be reviewed in March 22. The Clerk to add to the agenda for the March meeting.</p> <p>There were no other policies to review.</p>	Clerk
15.	<p>Governance</p> <ul style="list-style-type: none"> ○ The Chair reported that the Annual Governance statement was now complete and available on the website ○ The Skills Audit had been a very useful experience and had shown few areas for development within the Governing Board. One of the areas highlighted for development was strategic leadership; however, with the general mix of personnel on a Governing Board, you would not expect everyone to have experience of this. Any of the other areas noted for development will improve as Governors gain experience on the Board. Any Governor who feels that they need any further support to contact CL or CR. 	All Govs
16.	<p>Any Other Business</p> <ul style="list-style-type: none"> ❖ CR reported that School had received Government funding for School Led Tutoring from January. This funding will pay for current staff (not full time) to deliver a national tutoring programme. Teaching assistants are at capacity, however the music and French teacher could help with the provision of this by rotating the children so as not to miss the same 	

	<p>lessons each week in order to receive this. There are currently 13 children in years 3,4,5 and 6 that have been identified who would benefit from this programme to help catch up with gaps in learning.</p> <ul style="list-style-type: none"> ❖ School has 2 potential candidates to interview for the maternity leave position, which is positive. ❖ An update regarding the catering provision – School is on track to return to provision by County Catering in January. Christmas dinner was a success however. Staff morale is much improved with and end to the current situation in sight. 	
16.	<p>Key Term Dates for Governor Attendance</p> <p>Dates of next FGB meetings agreed as follows (Wednesdays at 5pm on Zoom unless otherwise notified)</p> <ul style="list-style-type: none"> • 19th January 2022 • 23rd March • Business meeting TBC • 18th May • 13th July 	

Item #	Action	By
6.	To add a table detailing actions for Governors	Clerk
11.	To confirm safeguarding position with LA	HT
11.	To arrange H&S visit to school	MK
13.	To attend January H&S visit	MK/HT
14.	To add Behaviour and Safety Policies to Agenda for March	Clerk
15.	Let CL or CR know of any CPD requirements	All Govs

The meeting closed at 18.28 hours.

Signed: Dated: