

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery
held on 19th January 2022 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

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 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 8th December 2021 It was noted that the details around the HT performance management, and any subsequent discussion around staff pay, should be recorded in the confidential minutes alongside the meeting minutes. The Clerk to amend and send to HT and Chair.	Clerk

	The minutes of the 8 th December 2021 were agreed as an accurate record with this amendment and will be signed by the Chair when next in School.	
6.	<p>To discuss any matters arising from the minutes.</p> <p>There were no matters arising. Actions addressed included;</p> <ul style="list-style-type: none"> ✓ A table for Governor actions had been added to the minutes. ✓ A Health and Safety inspection had been arranged for the 10th of February 2022. MK noted that he would arrange a monitoring visit to School just before that. ✓ Regarding Governor CPD, CR reported that there was a Governor School Improvement network meeting to be held on Monday 24th January on Teams which could be useful for all Governors. Please let the office know if you would be interested in attending. 	MK
7.	<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 the residential visit to Marrick Priory had been a huge success. The children had a wonderful time and the staff were immensely proud of all of the children involved. CR wrote to parents to praise the children for all of their efforts.</p> <p>It was reported that Marrick Priory themselves had been incredibly supportive and had assisted with funding for vulnerable children.</p> <p>Regarding the current risk assessments for Covid, CR reported that County had produced an updated risk assessment which School had adapted and was now being monitored and on the website for information.</p> <p><i>GC.- Where did the grants for Marrick Priory come from?</i></p> <p><i>R.- Marrick Priory themselves gave £65 each for vulnerable children with very generous donation of £500 from a parent's business which was used towards the cost of the bus. We also received a grant from the Rotary club of £1000 for which we were extremely grateful.</i></p>	
8.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</p> <p>CR reported that she had concerns regarding staff wellbeing. Some staff were openly discussing concerns however, there were some staff saying that all was fine when CR suspects that this is not the case.</p>	

	<p>CR noted that she is trying to support staff as far as this is possible with open communication encouraged at all levels. All staff are stretched particularly with the need to cover absence due to the continued effect of Covid.</p> <p>CR continues to monitor the situation and wellbeing is addressed at every staff meeting. The focus of a recent monitoring visit by Heather Russell had been changed so as not to add to the burden on teaching staff.</p> <p><i>GC.- How are the children doing?</i> <i>R.- The children are being amazing considering and are proving to be very resilient. Class 3 have had a bit of a wobble recently due to the decreased numbers in the class due to Covid absence. Staff are working hard to keep School as 'normal' as possible.</i></p> <p><i>GC.- Are there any family issues arising due to Covid?</i> <i>R.- Children in need who are not attending school due to Covid continue to be monitored.</i></p> <p>The staff Governor noted that CR is doing an amazing job under the circumstances and is under the same pressures as the rest of the staff and more.</p> <p>Governors expressed their support and thanks to the Headteacher for all that she is doing.</p>	
9.	<p>Head Teacher Report. This report had been shared with all Governors prior to the meeting and on screen during.</p> <p>The HT led Governors through the report with key points highlighted including;</p> <ul style="list-style-type: none"> • Attendance is good despite the circumstances and is consistently above that of the average for North Yorkshire. • Holiday requests from parents are being considered and granted on a case by case basis. <p>SIP Progress/SDP These data reports were shared with all Governors prior to the meeting and on screen during.</p> <p>Governor comments were invited and included;</p> <p><i>GC.- Regarding the statement that subject leaders have a clear picture of the curriculum coverage and that further monitoring arrangements have been agreed, how do you know that this is the case?</i></p>	

	<p><i>R.- Every subject leader had been allocated additional time to prepare their data analysis report. Staff are continuing to monitor every year group and this data is then moderated.</i></p> <p><i>GC.- Do subject leaders disseminate this information to all staff?</i></p> <p><i>R.- Yes, at a meeting last week subject leaders fed back to staff looking at areas to action and targets for monitoring.</i></p> <p>All Governors were asked to arrange monitoring visits to school according to the Monitoring plan.</p> <p><i>GC.- Regarding the SDP, please could you clarify what it means if no column is highlighted?</i></p> <p><i>R.- Any areas not highlighted are due to be carried over, some may not have proven a priority under the circumstances. Green indicates that this area has been completed or achieved with yellow showing areas continuing or being monitored.</i></p> <p><i>GC.- Looking at the data, what do the figures in brackets represent?</i></p> <p><i>R.- The data looks at all children working in year groups. Looking at the reading data for the year 3 cohort, it shows that, following assessment at the end of reception, children achieving GLD was at 53.8%. The data for Summer 21 shows that 72% achieved ARE with 48% at Greater Depth. The figures in brackets represent the percentage of children working at or expected to achieve greater depth.</i></p> <p>CR went on to explain the collation of figures further and explained that the National Tutoring Programme funding was being used to support targeted children.</p> <p>Some data may appear skewed due to the make-up of that particular cohort which makes it difficult to analyse patterns in achievement.</p> <p><i>GC.- On the maths data the targets for Year 2 seem ambitious?</i></p> <p><i>R.- Due to lockdown we were unable to assess this cohort and so don't have attainment data to use as a benchmark. On the return to School only 7 families sent their children so the majority of this group missed a huge chunk of school time which means that data is skewed due to Covid absences. The targets are aspirational due to the qualities being shown in class and children are targeted for support according to need.</i></p>	<p>All Govs</p>
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	<p><i>GC.- Looking at the reading data for Year 2 there seems to be a disproportionate gap between girls and boys?</i></p> <p><i>R.- The need of the SEND children in this group is related to communication which means that these children are not achieving as a direct result of their SEN. School is addressing this by looking at alternative strategies and have introduced creative writing themes such as 'Robots' which will have cross curricular links. There is a competition running to encourage all children to improve their writing. Staff are working hard as a team to enable all children and provide creative writing opportunities for all.</i></p> <p>Aspire (ASP) Data CR explained that this is linked to national published data which, due to Covid, isn't available. Because of this, CR has been collaborating with Cathedral School (which is a similar school) and also Holy Trinity for moderation purposes. PIRA and PUMA assessments represent the data in graph form which provides a useful tool for benchmarking</p> <p><i>GC.- The National Tutoring, is that the funding provided for catch up due to Covid?</i></p> <p><i>R.- In a way, School is continuing to utilise class teachers to deliver the programme with specialist teachers used to cover classes, for example; French, RE and music teaching. The programme is more effective if delivered on a 1:3 ratio of staff to students.</i></p> <p>Staffing. CR reported that, subject to the usual checks being satisfactory, a maternity cover had been appointed.</p>	
10.	<p>School Improvement Plan report/Governor Link Reports (The SIP had been shared with all Governors prior to the meeting and the summary on screen during the meeting) It was noted that a member of staff from KS2 had attended a meeting with the HARTs Alliance which focussed on action areas for Governance. These included clarity in Governor roles and responsibilities. CR gave examples of the type of questions asked by Ofsted to Governors which Governors felt were useful. CR to send out to all Governors for information.</p> <p><i>GC.- It was noted that St. Aidan's School had recently gone into special measures following their recent Ofsted. This appears to have been mainly due to unsatisfactory safeguarding procedures.</i></p> <p><i>R.- This is an area that School is constantly monitoring and updating where necessary. Actions from the recent safeguarding audit included;</i> ✓ Photos of Governors to go on the School website</p>	CR

	<ul style="list-style-type: none"> ✓ Reminders of Safeguarding and keeping safe have been displayed around School ✓ Support from the community police officers <p>GC.- It was suggested that photos of staff and Governors also be displayed for parents information.</p> <p>R.- IT was agreed that this was a good idea, however, it was important for children to understand that all adults in school are available to talk to should the need arise.</p> <p>H&S Report There was nothing further to add following the previous report.</p>	
11.	<p>Finance</p> <p>It was noted that there was nothing to add to the report already presented to Governors at the last meeting.</p> <p><i>GC.- It was noted that there had been a new pupil attending the residential trip. Does this mean we have an increase in pupil numbers?</i></p> <p><i>R.- Yes, we had 2 new children join last week and further children joining us from another local school.</i></p>	
12.	<p>Governance – Plans for monitoring</p> <p>The HT reported that the Governor Monitoring schedule was now complete for the Spring Term and that this would be sent out to all Governors for information.</p> <p>Please could all Governors check this and let CR know if there are any areas that are not covered.</p> <p>CR requested that Governors also contact School to arrange monitoring visits.</p>	<p>CR</p> <p>All Govs</p> <p>All Govs</p>
13.	<p>Any Other Business</p> <p>GC. – Following up the School meals situation, how are the school dinners now?</p> <p>R.- The transition back to North Yorkshire went really well and the situation is much improved. The children, and staff, are enjoying the meals and it has been noted that there is much less waste. School appears to be being well supported by the caterers.</p>	

	<p><i>Kitchen staff appear much happier and are grateful to School for resolving the situation.</i></p> <p><i>It has been noted how much more fresh produce is being used which, again, has led to an improvement in provision.</i></p> <p>CR invited Governors to come into School for monitoring purposes.</p>	
14.	<p>Key Term Dates for Governor Attendance</p> <p>The Clerk reminded Governors that a date still needed to be set for the business meeting and asked Governors to consider setting a date and think about an agenda for the meeting.</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"> • 23rd March • Business meeting TBC • 18th May • 13th July 	

Item no.	Action	By
6.	To arrange a H&S monitoring visit prior to inspection on 10/2/22	MK
9.	To arrange link Governor monitoring visits.	All Govs
10.	To send examples of Ofsted questions to all Governors	CR
12.	To send out Governor Monitoring Schedule to all Governors.	CR
12.	To check Governor Monitoring Schedule and let CR know of any changes	All Govs

The meeting closed at 18.08 hours.

Signed: Dated: