

**Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery  
held on 6<sup>th</sup> April 2022 at 5.00p.m in School.  
(This meeting was moved from the 23<sup>rd</sup> March 2022 due to illness)**

Present: Chris Lea (CL)(Chair); Claire Rowett (CR)(Headteacher); Peter Fleming (PF)(Vice Chair), Maureen Binks (MB); Matthew Kettlewell (MK); Kathy Hammersley (KH)

Apologies and reasons for absence: Received and accepted from Debi Pickard

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

**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 apologies**

The Chair welcomed all Governors to the meeting held in School. Apologies were received and accepted from Debi Pickard.

**2. Re-appointment of Michelle Gee as Parent Governor**

Governors were informed that the parents (and all eligible to be nominated as Parent Governors at the School) have been notified of the Parent Governor vacancy and nominations invited with a closing date for nominations of the 29<sup>th</sup> March.

Should there be more than one nomination then a vote by the parents will be initiated.

**3. Pecuniary Interests**

The Chair reminded Governors to declare any pecuniary interests.

None declared

Register of Business interest forms and Register of Gifts and Hospitality forms were completed by all Governors present and filed in the Governor file. The Standing Orders and the Governor Code of Conduct were both **agreed by all Governors.**

Governors will complete the self-declaration forms at the first meeting of the Autumn term.

4.	<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>	
5.	<p><b>To declare the notification of any other urgent business</b></p> <p>None declared.</p>	
6.	<p><b>To approve and sign the minutes from 19<sup>th</sup> January 2022</b></p> <p>The minutes of the 19<sup>th</sup> January 2022 were agreed as an accurate record of the last meeting and were signed by the Chair to go in the Governor file.</p>	
7.	<p><b>To discuss any matters arising from the minutes and address actions identified.</b></p> <p>There were no matters arising. All actions had been addressed and completed.</p>	
11.	<p><b>Sports Premium; Mid-year progress report</b></p> <p>This agenda item had been moved up the proceedings to enable PP to present his report to Governors. This report had been shared with all Governors prior to the meeting.</p> <p>PP led Governors through the report and highlighted key points including;</p> <ul style="list-style-type: none"> <li>• The 20,20,20 strategy was proving very successful in KS1 with the majority of the children engaging in the activities.</li> <li>• A para athlete is due to visit school, talking to all children and working on a circuit with pupils.</li> <li>• There is an upcoming meeting with other cluster schools to look at the school's participation in sport.</li> </ul> <p><i>GC.- Is this to arrange inter school competitions?</i> <i>R.- Yes, an opportunity to encourage participation on a wider level.</i></p> <p><i>GC.- Regarding the 30 minutes per day activity, how do we evidence this?</i> <i>R.- Playtimes include 15 minutes of structured activity. Through observations we can see positive changes in behaviour, children are generally calmer coming back into school and children are visibly enjoying and engaging in the activities.</i></p> <p><i>GC.- Is this not supposed to be 60 minutes?</i> <i>R.- The 20,20,20 strategy is to allow children 20 minutes to eat lunch, 20 minutes of active play and then a focussed 20 minutes of activities. All children are encouraged to participate.</i></p>	

- This strategy transmits through to KS2 however; these children access it differently due to lunchtime timings.
- Y5 Sports Buddies support Early years as part of their 20,20,20.

*GC.- Do we have data to support the red/yellow card system?*

*R.- Yes, Mrs Price tracks individuals receiving frequent red/yellow cards. These children may need additional support in play.*

*GC.- How are MSAs trained to support the children in the activities?*

*R.- Initially they worked with staff and learned the rules and games used. The MSAs, with other playtime staff, now support the sports leaders/buddies providing engaging activities for all children.*

Some concerns were expressed regarding the continuity of such support by adults with the incidence of staff absence. It is difficult for supply staff for example, who don't know or understand the behaviours of some of the children to be able to engage the children in the same way.

*GC.- Please can you explain who the Play Buddies are?*

*R.- These are currently 6 children from year 5 who are chosen as Buddies. They are trained in the rules/games/equipment and are given ideas for activities. They have hats to identify themselves in the playground and support twice a week. There are several benefits to this in that;*

- ✓ *it relieves staff to a degree,*
- ✓ *It upskills the Y5 children who all really enjoy participating. Three children from the original group train the next three and so on.*
- ✓ *Children are encouraged to come up with ideas of their own*
- ✓ *Younger children look up to older children as role models and this encourages communication between the age groups.*

*GC.- Looking at the technical/tactical skills expected in Y6, is this data as you would expect?*

*R.- No, the Y6 by this point should be stronger but due to several factors including; competitiveness overtaking skill, the boy heavy mix in the group and lack of opportunities for competitions due to covid, the children are not at the level we would expect.*

*GC.- How do we help the children achieve this?*

*R.- PP reported that he had joined some sessions to encourage better listening skills. Swimming has now impacted the time we would normally be working towards this.*

	<p><i>GC.- Once more inter school competition opens up should this improve the situation?</i>  <i>R.- Yes, also PP runs a sports club every term to offer further opportunities to develop this and encourage more children to participate.</i>  <i>GC.- Regarding the Forest Schools, how does this link to the curriculum.</i>  <i>R.- Forest School links to many aspects of the curriculum for example, children are currently looking at solids, liquids and gasses in science and we have linked to this by using camp fires for melting, boiling etc. This then builds skills to lead into the classroom.</i></p> <p><i>GC.- As a result of the catch up programme, can we measure the additional impact and achievement?</i>  <i>R.- Yes, once all of the data is in and collated.</i></p> <p>PP left the meeting at 17.40.</p>	
<p><b>8.</b></p>	<p><b>Testing the robustness of the Headteacher’s risk assessment of opening the school in line with government guidance. Update.</b></p> <p>The HT reported that, looking at the DfE website, attendance nationally is around 88% and fluctuating. Due to absences due to Covid and other seasonal bugs attendance at Moorside School is currently around 92% in a typical week with 96% the target.</p> <p>Workforce absence is extremely high nationally however, although Moorside School is sitting lower than we would like it is still positive in relation to national figures.</p> <p>Families whose children are at or below 92% attendance are monitored by School and referred to early help if necessary.</p> <p>Numbers on role are likely to be 196 after Easter due to children joining school in nursery; some are refugee families moving to the area and some children joining from other schools. Some of these families require additional support particularly where English is not the first language. EAL teams from County are coming in to offer support to children however, the difficulties with language are having a considerable impact on the effective communication with parents.</p> <p><i>GC.- Regarding support for refugee families, do we have a policy in place?</i>  <i>R.-Children joining the school are supported accordingly however; language difficulties can prove a barrier. School has requested additional support from the LA and our children are proving very successful in working with the new children. There is funded support for families with EAL needs but school needs more help.</i></p>	

<p>9.</p>	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>The HT reported that the incidence of Covid within the staff team has proven problematical with some leading to long term absence which has had a huge impact on the staff team. Juggling staff to support in areas where they would not usually work has led to difficulties for example, with ensuring the learning environment in the classroom is prepared for the children.</p> <p><i>GC.- Regarding the long term absence of staff, can we not use the insurance scheme to provide cover?</i>  <i>R.- We have to say that the LA have been very supportive. Health Assured has also provided support for staff wellbeing.</i></p> <p><i>GC.- What is Health Assured?</i>  <i>R. This is an app to support North Yorkshire employees in a variety of areas. For example, with finances, wellbeing and other advice and support.</i></p> <p><i>GC.- Do we have a contingency plan if senior staff are off sick?</i>  <i>R.- Yes, we have a series of flash cards, a bit like a flow chart, if senior staff are ill. We also have an arrangement with other schools should we need management support. Existing staff would be able to maintain provision for teaching and learning. Staff are now putting their planning on the cloud to enable any other member of staff to pick it up for cover purposes.</i></p>	
<p>10.</p>	<p><b>Head Teacher's Interim Report.</b> <i>This report had been shared with all Governors prior to the meeting.</i></p> <ul style="list-style-type: none"> <li>○ <b>SIP report</b> – This report hasn't been completed yet by the SIA. It will be shared with Governors once received by School.</li> </ul> <p>Much of the Head Teacher's report had already been addressed and discussed under agenda items 8 and 9.</p> <p><i>There were no further Governor comments to note.</i></p>	
<p>11.</p>	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>○ <b>Pupil premium Strategy</b> (Shared with all Governors prior to the meeting) – Priorities remain reading and writing along with maths as a focus. Looking at this however, maths appeared as a strength. There is a need to go back to the SEF and evaluate what we already do well, to check with a fresh focus and further acknowledge our strengths.</li> </ul>	

	<p><b>Governors supported this strategy and understood the need for caution in this approach.</b></p> <ul style="list-style-type: none"> <li>○ It was reported that Heather Russell, the School's SEA is due to visit for monitoring purposes.</li> <li>○ Subject leader reports had been received and will be shared with all Governors at the next meeting. The Clerk to add to the agenda. Monitoring had also been completed</li> <li>○ <b>Sports Premium Report</b> – had been received from PP earlier in the meeting.</li> </ul>	Clerk
12.	<p><b>School Improvement Plan report/Governor Link reports.</b> These reports had been shared with Governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Health and Safety- Thanks</b> were expressed to MK for his detailed report which had been shared with all Governors prior to the meeting.</li> </ul> <p><i>GC.- Reference is made in the report to the refurbishment of the KS2 area, please can you confirm how this is to be funded?</i></p> <p><i>R.- The toilets will be funded from the capital bid that was secured, it is hoped that the new classroom fire doors will be funded by this also. Devolved capital will be used for the sink areas, floors, repairs to the roof with the hope of stretching grants where possible. Some projects will need to be completed over the summer.</i></p> <p><i>GC.-The report also mentions items stored near to a boiler, is this an essential area for action?</i></p> <p><i>R.- This was flagged by the advisor however; further advice was sought from the service engineer who reported that there was no safety issue regarding the storage of these items.</i></p> <p><i>GC.- Are the fire doors an immediate action?</i></p> <p><i>R.- It was explained to the advisor that the fire doors had been identified as part of the ongoing refurbishment project with which she was satisfied.</i></p> <ul style="list-style-type: none"> <li>• The refurbishments to the classrooms and to the roof remain the priority.</li> <li>• The removal of the prefab building at the front of school will take place once adequate storage space has been created in school.</li> </ul> <p>○ <b>Attendance -</b></p> <p><i>GC.- Regarding DP's report on attendance, are there any families that you are concerned about?</i></p> <p><i>R.- Yes, these families are currently either being monitored and supported by School or have been referred to Early Help for further support and advice.</i></p> <p>It was noted that when talking to children for 'pupil voice' it was useful to mix the groups of children, including the Pupil Premium children, so as to allow for a broader spectrum of comment.</p>	

	<p>It was also noted how well our children communicate with visitors to school and this needs to be encouraged further. Due to covid restrictions many opportunities for this have been lost such as the 'Showcase' events previously held in school. It was recognised that there is a need to encourage a more diverse group from the parents and wider community to visit school and talk with the children.</p>	
<p><b>13. Finance</b></p>	<ul style="list-style-type: none"> <li>✓ <b>SFVS</b> – This had been sent out to all Governors via email for approval. <b>All Governors approved the SFVS.</b></li> <li>✓ The Chair reported that the draft start budget had been received by School. The in year position shows a deficit, however this shows as positive for year end 22/23 and for future years going forward.</li> </ul> <p><i>GC.- Is this based on 196 on role?</i> <i>R.- No, this is based on 175 on role, this doesn't take into account children in the nursery.</i></p> <p><i>GC.- With the increase in utility costs nationally, has this impacted the budget going forward?</i> <i>R.- This has been factored in by the Local authority with some protection within the budget.</i></p> <p>In order to show an action plan for minimising the potential deficit budget school has had to look at possible review to staffing levels</p> <p><b>Action</b> – Chair to produce a detailed financial report for the next meeting. The Clerk to add this to the agenda for the next meeting.</p>	<p>Chair Clerk</p>
<p><b>14. Governance</b></p>	<ul style="list-style-type: none"> <li>○ <b>Training</b> – It was reported that DP had completed the Governor training for Staff Wellbeing. CR had completed a Senior Mental Health training course which served to highlight what school is already doing well.</li> <li>○ <b>Business Meeting date/Agenda</b> – Governors were asked to consider the agenda for the business meeting in June. Possible agenda items could include;             <ul style="list-style-type: none"> <li>• Strategy for Governors,</li> <li>• succession planning,</li> <li>• looking at how the Governance works</li> <li>• Evaluation of the Governor's vision and achievements</li> <li>• Potential for academisation discussion</li> </ul> </li> </ul>	

	<p><b>Action</b> – All Governors to email the Chair with any suggestions for the agenda with a view to setting the date at the next FGB meeting. The Clerk to add to the agenda for the next meeting.</p>	<p>All Gobs Clerk</p>
<p><b>15.</b></p>	<p><b>Policies</b> – Had been shared with all Governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>○ <b>GDPR</b> – It was reported that the recent audit carried out had had a positive outcome. Only minor actions included the tightening up of information on the website for example.</li> <li>○ <b>Freedom of Information Policy</b></li> </ul> <p><i>GC.- Regarding the Acceptable use policy, are audits carried out? R.- Yes, school's ICT check staff laptops that are taken home.</i></p> <p><b>Action</b> – CR to confirm this with the School's ICT technician when next in school.</p> <p><i>GC.- Who is the school's IOA? R. – Veritau as auditors.</i></p> <p><i>GC.- Regarding the Clear Desk policy, are staff aware and who checks this? R.- This is monitored regularly by the Head Teacher and fed back to staff as required.</i></p> <p><b>Governors approved all policies</b></p>	<p>CR</p>
<p><b>16.</b></p>	<p><b>Any Other Business</b></p> <p>There was no other business to discuss.</p>	
<p><b>17.</b></p>	<p><b>Key Dates for Governor Attendance</b></p> <p>Dates of next FGB meetings previously agreed as follows (Wednesdays at 5pm) in school unless otherwise notified;</p> <ul style="list-style-type: none"> <li>➤ 18<sup>th</sup> May</li> <li>➤ Business Strategy meeting proposed for June 2022</li> <li>➤ 13<sup>th</sup> July</li> </ul>	



Item no.	Action	By
11.	To add Subject Leader reports to the agenda for the next meeting	Clerk
13.	To produce a detailed financial report for the next meeting	Chair
13.	To add above to the agenda for the next meeting	Clerk
14.	To email the Chair with suggestions for the business meeting agenda.	All Govs
14.	To add above to the next FGB meeting agenda	Clerk
15.	To check Acceptable Use audit with School's ICT technician when next in school.	CR

The meeting closed at 19.15 hours.

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