

## Minutes of the Full Governing Board Meeting of Moorside Primary School and Nursery held on 18<sup>th</sup> May 2022 at 5.00p.m in School.

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

Apologies and reasons for absence: All Governors were present.

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 and apologies

The Chair welcomed all Governors to the meeting held in School. There were no apologies as all Governors were present.

#### To Approve the LA Governor Nomination

CL left the room in order that his nomination as LA Governor to the board was discussed.

CR explained the nomination process to the Governors.

It was reported that the necessary application and reference procedures had been successfully completed and the Local Authority had nominated Mr Lea to the board as LA Governor.

**All Governors approved the nomination of Mr Lea as LA Governor.**

CL returned to the meeting. It was noted that his initial term of office would end on 17<sup>th</sup> May 2026.

*GC. Please can you confirm where we are regarding the Parent Governor vacancy?*

*R.- This is all in hand and has had to go to a vote. We will be discussing this later in the meeting.*

2.	<b>Pecuniary Interests</b>  The Chair reminded Governors to declare any pecuniary interests.  None declared	
3.	<b>Confidentiality</b>  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.	<b>To declare the notification of any other urgent business</b>  None declared.	
5.	<b>To approve and sign the minutes from 6<sup>th</sup> April 2022</b>  The minutes of the 6 <sup>th</sup> April 2022 were agreed as an accurate record of the last meeting and were signed by the Chair to go in the Governor file.	
6.	<b>To discuss any matters arising from the minutes and address actions identified.</b>  There were no matters arising. All actions had been addressed and completed.	
8.	<b>Finance</b> This agenda item had been moved up the proceedings to enable JP and CD to present the Finance report to Governors and present the Draft Start budget for approval. This report had been shared with all Governors prior to the meeting.  CD reported that the Start Budget had already built into it;  <ul style="list-style-type: none"> <li>• A minimum funding guarantee that had been set at 2%</li> <li>• No funding cap</li> <li>• An increment of 3% for teaching and non-teaching staff</li> <li>• An increase to allow for increases in utility costs</li> </ul> <p><i>GC.- Do we know if County buy energy forward?</i>  <i>R.- Yes they do through YPO however, this contract is coming to an end. Utility costs are predicted to rise by 55% for electricity, 63% for gas with an additional 3% for water. We do need to be aware of the potential for rising costs.</i></p> <p><i>GC.-What budget will these additional costs come out of?</i>  <i>R.- These additional costs are already built into this budget.</i></p>	

- A supplementary grant had been put in place to help with increased costs. This would be a permanent award going forward. This would be an additional amount of £97 per pupil with an extra £85 per child in receipt of free school meals.
- The budget had been set assuming an intake of 25 pupils for September with an increase to 30 going forward.
- Capital spending had been allocated to the refurbishment of the classrooms.

It was noted that the budget was looking positive going forward mainly due to the increasing trend in admissions.

*Discussion followed around the positive feel around School and the excellent feedback expressed by new parents all of which is having a positive impact on budget figures.*

The Chair thanked all of school staff for this positive turnaround. It showed that the hard work in planning strategy has paid off.

CR replied that the staff have all been working extremely hard and that due to the constraints placed on any additional staffing, all staff had been working above and beyond what is required of them. Staff skills and stability have proven a huge benefit to School.

It was reported that the October census figures would lead into the revised budget later in the year.

**All Governors approved the Draft Start Budget.**

Thanks were expressed to CD and JP for all their hard work, and they subsequently left the meeting at 17.20.

The Chair reported that it may become necessary, due to the growth in numbers, to look at the potential to increase staffing levels.

It was also recognised that EAL is becoming a particular area of need. School is currently receiving 2 hours support per week with this but it was felt that this was substantially inadequate. Current staff and school leaders are meeting these additional needs at the moment; however, this is a concern that needs to be addressed.

It was reported that the Nursery is now full due to staffing ratios.

*Discussion followed around future staffing structures and implications for this.*

	<p><i>GC.- If a child has recognised refugee status what funding becomes available to School?</i></p> <p><i>R.- There is a one-off payment of £450 to aid the integration of the child into the School but that doesn't cover all of the costs involved. Parents cannot apply for Pupil Premium funding until all of the necessary checks and paperwork have been completed.</i></p> <p><i>Discussion followed as to the best way to provide support for families and School.</i></p> <p>It was decided to look at the current situation in School, discuss with the leadership team as to prioritising need and prepare a strategy to plan for meeting need. <b>Action-</b> CR to speak to staff team.</p>	CR
7.	<p><b>Testing the robustness of the Headteacher's risk assessment of opening the school in line with government guidance/Monitoring Staff/Pupil/Stakeholder wellbeing and welfare – including Safeguarding-Update.</b></p> <p>CR reported that;</p> <ul style="list-style-type: none"> <li>• Several children currently have individual Risk Assessments in place.</li> <li>• Recent exclusions are a direct result of the lack of support to both families and School by the relevant outside agencies involved.</li> <li>• Policies and procedures are in place to protect staff and children which are being rigorously followed.</li> </ul> <p><i>GC.- Is there a need to review the Behaviour on Site Policy?</i></p> <p><i>R.- Yes, however, some behaviours cannot be predicted so there is a need for flexibility.</i></p> <ul style="list-style-type: none"> <li>• Staff have been amazing throughout and are proving very resilient, there needs to be a constant awareness of all strategies employed and policies and procedures followed according to risk assessments.</li> </ul> <p><b>All Governors agree and support actions taken by School and the Leadership team. Also support any necessary strategies going forward.</b></p> <p><i>Discussion followed as to how best to support staff regarding policies and the application of these procedures.</i></p>	
9.	<b>Head Teacher Report/School Improvement Plan</b>	

The HT report, SIP and associated data and documents had all been shared with Governors prior to the meeting.

*Governor Challenge and questions were received prior to the meeting and included;*

- *GC.- Several EYFS areas are coloured yellow on the SDP. Overall, is provision and staffing in EYFS where you want it to be? What areas, if any, still need improvement?*

*R. This is the first year of the new Early Years Framework and is the new system. Tapestry observations have been flagged as red areas for development.*

*Yellow areas highlighted are children not making ARE progress due to these children having low starting points due to individual need. These children are being identified for individual, creative target setting.*

- *Some CPD areas are coloured yellow? Why? Is CPD having impact? Will governors receive a report in the summer showing the impact of CPD spending this year?*

*R.- There is CPD that is happening constantly which should possibly be highlighted as green. This needs to be embedded and evaluated further before that happens. Regarding the Reading CPD, there has been a significant change in the reading system used across School which we will revisit on our next training day. There has been no feedback from appraisal meetings as yet.*

CR reported that by the year end data, there will be a more accurate picture of where we are.

- *GC.-This is the first time that I have noted an entry for Young Carers. Is the school satisfied that children are receiving all of the appropriate support that they are entitled to?*

*R.- There are a growing number of children becoming eligible for support. North Yorkshire County Council (NYCC) provides external support which ensures that these children's needs are being met.*

- *GC.- With regard to persistent absence numbers, please can you identify the numbers/trend excluding Covid?*

*R.- The letters sent out to parents has had an impact on persistent absence data. Parents appear to be more cautious. Figures are split to show the reasons for absence and the difference between covid and non-covid absence.*

- *GC.- Reporting the weekly absence figures on the weekly newsletter seems to be really useful and makes families think?*

*R.- Yes, parents appear to be taking this seriously.*

	<p>➤ <i>GC.- Looking at the crib sheet for Governors, it starts with 2019 data, do we have tracking to show where we are now?</i>  <i>R.- Yes, all of this information is contained in the SEF and information in the Data report.</i></p> <p>The HT noted that the crib sheets had been provided to give Governors a reference for key areas and clarify knowledge. Governors need to show an understanding of the school curriculum, teaching and learning with an overall feel for the school.</p> <p>It was reported that data from NYCC was the only data available for comparison figures; there was no National data as yet.</p> <p>➤ <i>Has the SEF been completed?</i>  <i>R.- Yes and has been saved to the cloud for information.</i></p> <p><b>Action-</b> CR to email to all Governors.</p> <p>➤ <i>Is it worth adding the School Vision to all Governor documents?</i>  <i>R. It is possible, the vision is displayed throughout school, we need to be aware that it doesn't just become wallpaper. It is more important to understand it, live by it and make decisions in light of it.</i></p> <p>It was noted that HR and Staffing had been discussed under agenda item 8 (Finance)</p> <p>Regarding bullying incidents – It was reported that School were aware of an incident which had involved some name calling and had been recorded and dealt with following school policy. Staff continue to monitor the situation.</p> <p>The HT also reported that an incident had occurred while off premises at swimming involving a member of staff at the facility. The School has followed the complaints policy and children have been withdrawn from further lessons. A meeting is due to be held in school with the management team from the facility in order to resolve the matter.</p>	CR
10.	<p><b>School Improvement Plan Monitoring and other Link Governor Reports.</b></p> <ul style="list-style-type: none"> <li>○ <b>Health and safety-</b> MK noted that there was nothing to report at this meeting and that there had been no near misses reported.</li> <li>○ <b>Behaviour and Safety</b> – It was noted that DP is coming in to School to monitor safeguarding w/c 6<sup>th</sup> June. <b>Action</b> – DP to set date/time with CR.</li> <li>○ <b>Governor monitoring</b> – CR reported that it had been difficult to allocate Subject Leader time for staff to produce their reports with the incidence of staff needing to cover other classes. Governors who would like to come</li> </ul>	DP/CR

	<p>into school for monitoring purposes, please arrange a suitable date and time with CR.</p> <ul style="list-style-type: none"> <li>○ <b>School improvement Partner</b> – CR reported that the SIP's visit had focused on areas in Priority 2, looking at years 3 and 4, EYFS, writing and the SEF.</li> </ul> <p><i>GC.- Please can you clarify within Priority 2?</i>  <i>R.- It was looking at pupil outcomes, making sure that subjects are taught consistently throughout school and that pupil outcomes are improving.</i></p>	All Govs
11.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>○ A date was set for the business/strategy meeting discussed at the last meeting for <b>Tuesday the 21<sup>st</sup> June at 5pm in School. Action</b> – CR and CL to liaise to produce a suitable agenda for discussion using concepts discussed at the last meeting. For example, where were we, where are we now, is future planning where we want to be? Also looking at succession planning.</li> <li>○ Summer term monitoring had been discussed under agenda item 10.</li> <li>○ Governor CPD – It was noted that CL and PR had undertaken Ofsted training on the 5<sup>th</sup> May 2022 with MK to undertake the same training on the 6<sup>th</sup> June 2022.</li> <li>○ Parent Governor Vacancy- CR reported that school was waiting for one candidate to complete their statement in order that the vote could be undertaken. 1 parent had withdrawn from the voting process. It was suggested that the successful candidate be invited to the Strategy meeting once the result was announced.</li> </ul>	CR/CL
12.	<p><b>Policies</b></p> <p>All policies had been shared with Governors prior to the meeting.</p> <p>CR explained that the Governor Expenses policy was in place in order that Governors may claim for travel for example for attending conferences/ courses etc.</p> <p><b>All Governors agreed all Summer 1 policies</b></p>	
13.	<p><b>Any Other Business.</b></p> <p>CR thanked all those Governors (and Clerk) who had come into School and supported the School with the invigilation of the SATs tests for Year 6.</p>	
17.	<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>➤ Business Strategy meeting <b>Tuesday 21<sup>st</sup> June 2022</b></li> <li>➤ 13<sup>th</sup> July</li> </ul>	
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Item no.	Action	By
8.	To discuss support required for refugee/EAL families with staff in order to prepare a strategy/plan.	CR
9.	To email SEF to all Governors	CR
10.	To arrange date and time for Safeguarding monitoring with CR	DP/CR
10.	To arrange a date and time for monitoring visits.	All link Govs
11.	To prepare agenda for strategy meeting	CR/CL

The meeting closed at 18,46 hours.

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