

Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on 21st September 2022 at 5.00p.m in School.

Nurturing Children to Succeed and Achieve

Present: Chris Lea (CL)(Chair), Claire Rowett (CR)(Headteacher), Maureen Binks (MB); Kathy Hammersley (KH), Kimberley Mearns (KM), Jen Pallister (JP), Peter Fleming (PF), Matthew Kettlewell (MK)

In attendance: Carol Harris (Clerk) (CH)
Loren Fidler (New Clerk in training, shadowing CH)

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 also welcoming and introducing Loren Fidler to Governors.

KM had arranged to arrive later in the meeting.

2. To Elect Chair and Vice-Chair

It had been previously agreed that the posts of Chair and Vice Chair would have a term of office from this meeting up to the first meeting of the 2023/2024 academic year.

- Election of Chair

The Clerk took the Chair for this item. CL was nominated as potential Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. CL was elected unanimously and returned to the Chair.

- Election of Vice Chair

PF was nominated as potential Vice Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. PF was elected unanimously.

The HT expressed her thanks to both CL and PF for their continued support.

3.	<p>Pecuniary Interests</p> <p>The Chair reminded Governors to declare any pecuniary interests.</p> <p>None declared</p> <p>Governors present completed/updated Register of Business Interest forms and Gifts and Hospitality register forms as agreed at the last meeting. Completed forms were returned to the Governor file.</p> <p>Action – MG to complete/update the relevant forms when next in school.</p> <p>CR declared that she was now a Governor at another local Primary School and would add this to her return.</p>	MG
4.	<p>Confidentiality</p> <p>The Chair reminded Governors of the need for confidentiality and the meeting determined that no part of the minutes needed to be recorded as a confidential item.</p> <p>Any discussion around staffing would remain confidential to this meeting.</p>	
5.	<p>To declare the notification of any other urgent business</p> <p>CR notified Governors that the PAN would need signing off.</p> <p>It was noted that the PAN (Pupil Admission Number) needed to remain at 30.</p>	
6.	<p>To approve the minutes of the meeting 11th July 2022</p> <p>CR noted a minor amendment to page 3 in order to clarify a point. Action- Clerk to add wording to make this clear and email to CR to print off for file.</p> <p>The minutes of the meeting 11th July 2022 were agreed, with this amendment, as an accurate record of the last meeting and were signed by the Chair to go in the Governor file.</p>	Clerk
7.	<p>To discuss matters arising and address Governor actions</p> <p>There were no matters arising.</p> <p>Actions still to complete included;</p> <ul style="list-style-type: none"> The meeting to look at pupil voice was still to be arranged. CR to liaise with KH and KM. It was discussed that the exit questionnaire for Year 6 	CR/KH/

	<p>would be better done earlier in the term due to the end of term activities for the group. It was suggested that this be carried out in April and could include fears and anxieties regarding the transition to secondary school and wellbeing.</p> <p><i>GC.- What format will this take?</i> <i>R.- This will be done with groups of children of around 6 or 7. Each group will contain a mix of children to ensure a varied response.</i></p> <p>Going back to the PAN (mentioned under agenda item 5) CR noted that numbers over 30 become difficult to manage and that at KS1, 30 is the maximum number anyway.</p> <p>It was proposed that the PAN be set at 30, all Governors agreed.</p> <p>Action – The Chair to sign and return to Jo Pawley for submission to NYCC.</p> <p><i>KM joined the meeting at 17.26</i></p>	<p>KM</p> <p>Chair</p>
8.	<p>To complete Register of Gifts and Hospitality/Business Interest forms</p> <p>This was completed under agenda item 3</p>	
9.	<p>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.</p> <p>Safeguarding</p> <p>KCSiE Document – It was noted that there have been updates to this and it is a requirement for all Governors to read the entire document. Governors must also sign to declare that they have read and understood the document. Once read, please could all Governors email CR to let her know that this is completed.</p> <p>Prevent Training – All Governors were advised that this is also a requirement. Action-CR to send link to all Governors.</p> <p>Governors reported that recent safeguarding training had been useful. It was noted that Andrew Hall sends out regular briefings which are also useful, containing National data, regular updates and case studies. Governors can also sign up for these should they wish.</p>	<p>All Govs</p> <p>All Govs/CR</p>

10.	<p>HT Report/School Improvement Plan Update and SDP Priorities</p> <p>These documents had been shared with all Governors prior to the meeting. Governor Challenge included;</p> <p><i>GC.- On the HT report, looking at persistent absence, it says that 15.54% = 47 pupils, please can you clarify just what this means?</i> <i>R - CR explained to Governors how persistent absence figures are calculated. On the data this number should be 37% not 47%. This is worked out on numbers of sessions attended. Last year the possible number of sessions a child could attend was 63 000. If absence due to covid is taken out, there were 12,750 sessions not attended. Unauthorised absence figures also have an impact.</i> <i>This data is based on last year's figures and we also have to take out any child under 5 who legally doesn't have to be in school.</i> <i>The data reflects 15.4% of sessions not pupils.</i> <i>There are issues with parents understanding the impact of persistent absence and how it impacts on their child's education and well being.</i> <i>Children are supported by staff using NYCC 'Pathways' and case studies are recorded.</i></p> <p><i>GC.- How many children do we currently have on roll?</i> <i>R. - 181.</i></p> <p><i>GC- Do all schools present this information?</i> <i>R.- Yes and there is a template/proforma to use however this needs to be altered to make reading the data clearer to show that is the number of sessions missed rather than the number of pupils.</i> <i>These figures also include children with an EHCP and those who are attending on a part-time basis due to need.</i></p> <p>Action – CR to amend report and template.</p> <p><i>GC.- Please could you explain why children may need to attend school on a part-time basis?</i> <i>R.- These may be children with specific medical or behavioural needs. We meet with parents to agree how best to meet these needs, agree how many hours to be spent in school and provide a home learning package. This is then reviewed every 2 weeks.</i></p> <p>It is important to note that children on a part-time timetable who, for example, attend 8 out of 10 sessions are still shown as having 80% attendance despite them having attended all of their possible sessions.</p>	CR
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<p><i>GC.- Looking at the summary SDP, it mentions 'Little Wandle'. Is this a new programme for the school or one staff are already familiar with?</i></p> <p><i>R.- This is the new Phonics SSP programme that we have bought into. Staff have received training as part of their CPD and are already using this, successfully, in school.</i></p> <p><i>GC.- Has this replaced another programme?</i></p> <p><i>R.- Yes, the original Letters and Sounds – this is updated. We are still following the recommendations of the Burley Woodhead English Hub</i></p> <p><i>GC.- Referring to the SDP much is made of consistency in planning and implementation as a measure of success? Who will monitor consistency and how? Also, how does this fit with staff workload?</i></p> <p><i>R.- Staff meetings are planned to look at SDP areas to ensure consistency through school. Focus will continue with staff CPD and staff will be given time for monitoring. This is a very systematic, organised approach. Subject leaders will monitor lessons and again, time will be given for staff to carry this out.</i></p> <p><i>GC.- Looking at data on the SDP for summer 2022, what is the story behind areas shaded red, especially Y3 Girls Maths outcomes?</i></p> <p><i>R.- Some of this data has been skewed due to some Y6 SATs being re-marked and National figures weren't reliable for comparison as a result. Any gaps in KS2 have been identified and a targeted intervention, called SHINE, has been implemented. This uses PIRA and PUMA tests to target specific areas of need.</i></p> <p><i>GC.- Regarding the SDP, what support is needed from Governors to ensure success criteria is met?</i></p> <p><i>R.- Governors need to continue to monitor in their subject specific areas as before, feeding back and challenging where appropriate.</i></p> <p>At this point the Chair informed Governors that Debi Pickard had stood down as Parent Governor and that parents have been notified of the vacancy on the weekly newsletter. The closing date for responses being the 30th September.</p> <p>Link Governor roles were then discussed with CL becoming the Safeguarding Lead Governor and Curriculum Link Governors to be KM, MG and KH.</p> <p>Governors were asked to email CR with any particular preference for Governor roles/responsibilities or any changes that they wish to make regarding current roles. Action- CR to send out the Monitoring roles and schedule to all Governors and to look at the overview for school.</p> <p><i>GC.- How are these areas assessed?</i></p>	<p>CR</p>
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	<p><i>R.- The new curriculum is closely monitored with progress becoming more in line with National figures. This is difficult to judge however due to gaps because of Covid and the lack of National data. Teaching strategies are enabling all children with pupil outcomes as the focus.</i></p> <p><i>GC.- Have there been any 'tweaks' to the curriculum due to the changing requirements of the DfE?</i></p> <p><i>R.- Our curriculum has always been broad and balanced. Schemes have been introduced to utilise staff skill sets, for example Music Express, while specialist staff have been brought in for other aspects. There are obviously constraints in the budget to be aware of.</i></p> <p>Action- CR to email the following to Governors;</p> <ul style="list-style-type: none"> ○ Links to KCSiE document – MUST read ○ Links to Prevent Training ○ Monitoring Roles ○ Monitoring Schedule <p><i>GC.- Looking at the EYFS data, it shows that ELG were met in 3 areas, how many areas are there?</i></p> <p><i>R.- This was one child who met 3 of the 7 areas.</i></p> <p><i>GC.-Looking again at the red areas, are you happy that there is provision and resources available to meet need?</i></p> <p><i>R.- SHINE is a priority and this has been implemented for Maths and Reading for those children who need it, however this was not accounted for in the budget. There is the need to increase staffing to provide additional support for SEND pupils which, again, has not been included in the budget.</i></p> <p>CR explained the SEND data to Governors. These figures clearly show the need for additional support. Some T.A.s may need to be redeployed within school to meet the need initially.</p> <p><i>GC.- Are there a number of children that are likely to move to specialist provision?</i></p> <p><i>R.- School is currently providing support for some children who have additional needs which are difficult to meet in a mainstream setting.</i></p> <p>All Governors agreed to support the HT and School in any way that was felt necessary.</p> <p>It was also noted that funding from the EHCPs was not covering the additional staffing needed to support these children and as such, should these children move to specialist provision, there would be little impact on the budget.</p>	<p>CR</p>
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	It was reported that an additional T.A has been appointed on a temporary basis until half term, to ease the pressures on staff wellbeing and to provide additional support.	
11.	Governance <ul style="list-style-type: none"> It was decided to review the draft Governor Annual Statement at the next meeting. Action – The Chair to complete and Clerk to add to the agenda. 360° review of the Chair. It was decided that it would be more valuable to conduct this review later in the year. It was discussed and it was felt that this is quite a lengthy document and could, perhaps, be modified to better suit the needs of this FGB. Action – The Clerk to send a copy to the Chair. FGB Agenda cycle and Policy Overview. These documents had been shared with all Governors prior to the meeting. The HT asked if Wednesday was the best day for everyone for meetings or could it be changed? All Governors agreed to move the meetings to a Monday, still at 5pm. Action- CR to liaise with the Clerk to set dates for meetings going forward. Parent Governor Vacancy. This had previously been discussed under agenda item 10. Skills Audit. It was decided to conduct the Skills Audit biannually with any new Governors joining the FGB to complete as part of their induction. Governors CPD. The Clerk to continue to keep School informed of upcoming training opportunities. Governor Monitoring and Link Governor Roles. This had previously been discussed under agenda item 10. Agree independent advisor for HT performance review. It was reported that this process has now changed and that schools can no longer request a specific advisor. There was some discussion around how this now works with PF and JP offering support. Single Central Record. It was noted that DP had reviewed this however; it is a requirement that this is also verified by an external agency. Action – CR to arrange. Panel Membership. It was agreed that the Staff Performance Related Pay Panel would still be PF with the HT. Review/and appeals of this panel would be CL in the first instance. It was noted that there was a need for a panel to consider flexible working requests/appeals. The complaints panel membership would be decided depending on the nature of the complaint once received. 	<p>Chair/ Clerk</p> <p>Clerk</p> <p>CR</p> <p>CR</p>
12.	Policies – These policies had been shared with all Governors prior to the meeting.	

	<ul style="list-style-type: none"> • Charging and remissions Policy- It was noted that any charges under this policy are liable for VAT. <i>GC.- Do we generate much income from hiring out areas of the school?</i> <i>R.- Not really as it happens so infrequently. It can actually cause more problems and involve costs which mean that it may not be viable. Outdoor areas are hired out to the Forest School provider which is fine. We need to have a policy in place and in theory we will hire the hall out if it is for the benefit of our children..</i> • Pay Policy- This will be looked at in the next meeting. Action – The Clerk to add to the agenda. • Complaints Policy- This policy will be considered in 2023/24 academic year. • Volunteer Policy – This is mandatory for all over 16s coming into school for Safeguarding. <p>Governors approved all policies presented</p>	Clerk
13.	<p>Any Other Business <i>GC.- A Governor raised the question of the demographic and diversity of staff.</i> <i>R.- There is an Equality Policy in place and Moorside offers interviews for staff based solely on the candidates skill set and suitability for the role. Following the influx of multi-national refugees into school, support was requested from the Local Authority. It is important to note that some educational certification is not recognised in all countries and so candidates may not have the correct qualifications for the job applied for.</i> <i>Cultural support was also applied for and excellent support is currently being provided for families by the LA.</i></p> <p>Health and Safety. MK informed Governors that he would email the latest H&S report out to all.</p> <p>He reported that the H&S advisor had visited school, mostly to look at paperwork and had identified H&S training as an action. This is to be undertaken at the January training day which had already been arranged.</p> <p>It was also noted that substantial repairs and refurbishment had been carried out during the summer holidays, just being completed before the children returned to school.</p> <p>Thanks were expressed to MK for all of his hard work and diligence during these refurbishments and for ensuring that work was completed on time.</p> <p>Open Day CR notified Governors that School was holding an open day for EYFS on Saturday the 1st October in order to encourage prospective and current parents</p>	MK

	to come in and look around school. KM offered to share this information on social media.	KM
14.	Key Dates for Governor attendance Dates of next FGB meetings previously agreed as follows (Mondays at 5pm) in school unless otherwise notified; ➤ FGB 7 th November 2022	

Item no.	Action	By
3.	To complete Register of Business Interest/Gifts & Hospitality forms when next in school.	MG
6.	To amend minutes and return to CR for file	Clerk
7.	To arrange pupil conference, Y6 exit questionnaire	CR/KH/KM
7.	To sign off the PAN and return to JP	Chair
9.	To read KCSiE and sign to say completed and understood	All Govs
9.	To undertake Prevent Training	All Govs
9.	To send link for above to all Governors	CR
10.	To amend persistent absence data and template	CR
10.	To email Governors required documents	CR
11.	To complete the Draft Annual Governor Statement	Chair
11.	To add above to agenda for next meeting	Clerk
11.	To send a copy of the 360° review to CL	Clerk
11.	To liaise with CH to set future meeting dates	CR
11.	To arrange external verification of SCR.	CR
12.	To add Pay Policy to the agenda for the next meeting.	Clerk
13.	To email H&S report to all Governors	MK
13.	To share information regarding the EYFS open day on social media.	KM

The meeting closed at 19.05 hours.

Signed: Dated: