

Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on 7th November 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), Peter Fleming (PF), Matthew Kettlewell (MK), Michelle Gee (MG)

In attendance: Carol Harris (Clerk) (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. Apologies were received and accepted from Jen Pallister, Michelle Gee notified Governors in advance that she would need to leave the meeting at 6pm.	
2.	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 recorded as a confidential item. Any discussion around child protection and individual children with SEND would remain confidential to this meeting.	
4.	To declare the notification of any other urgent business The Chair notified Governors that there was one item to discuss later in the meeting.	
5.	To approve the minutes of the meeting 21st September 2022	

	The minutes of the meeting 21 st September 2022 were agreed as an accurate record of the last meeting and were signed by the Chair to go in the Governor file.	
6.	<p>To discuss matters arising and address Governor actions</p> <p>There were no matters arising not already on the agenda for this meeting.</p> <p>It was noted that Governor actions had been completed apart from the Governor Annual Statement which was finalised and now ready to go on the website.</p>	
7.	<p>To declare the notification of any other urgent business <i>(The Clerk apologised for this item being included twice on the agenda)</i></p> <p>The Chair notified Governors of the need for confidentiality regarding this discussion.</p> <p>CR led Governors through the background of the situation that school was facing regarding the placing of a child with significant need at Moorside School.</p> <p>It was reported that there were significant concerns regarding the placement of this child all of which the local authority and senior SEA are aware. It was noted that there was a meeting planned for tomorrow (8th November) to discuss this further with the LA</p> <p>Discussion followed and questions raised as to the school's legal position, the authorities' manner in dealing with this situation, the time scales required for a response to letters written to the authority which had not been adhered to and the lack of evidence received by the school to support the authorities' actions.</p> <p>It was suggested that; the HT seek legal advice as to the position school is faced with, explore an independent educational psychologist report dependant on budget constraints, and potentially initiate a formal complaint regarding the manner in which the authority have dealt with this situation.</p> <p>All Governors agreed to support the Head and the Chair in whatever decisions need to be made regarding the placement of this child.</p> <p><i>(MG left the meeting at 17.55)</i></p>	

8.	<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 Following a recent visit from the Senior Education Advisor, Heather Russell CR reported that the Safeguarding report had been excellent.</p> <p>Thanks were expressed to PF and CL for his support at the visit.</p> <p>It was noted that the fire doors were no longer used for access to the classrooms by parents wishing to speak to the class teacher after school and that all visitors to school must come through the main entrance.</p> <p>There were also updated procedures for home visits to ensure the safety of children being taught at home for example. Any concerns are immediately followed up with Early Help.</p>	
9.	<p>School Strategy Plan – Update</p> <p>This plan had been shared with all Governors prior to the meeting.</p> <p>The Headteacher reported that Louise Wilson the School's SEA had complimented CR on an excellent Plan.</p> <p><i>GC.- Looking at the Development plan, understandably, wellbeing remains a priority. How possible is it to balance this out with a challenging budget?</i> <i>R.- All staff workload is carefully examined and we look at adapting existing schemes or programmes of work to address this. Now, instead of the weekly planning, this is now all on a PowerPoint presentation which is also saved on the one drive. This also enables support staff or supply to access this planning which even includes links to video clips for example thus cutting the time to search for such material.</i></p> <p>CR went on to explain that lesson observations can be an additional source of stress for staff. These have now been replaced by Lesson Study where groups of staff look reflectively at practice undertaken by peers rather than assessed by the Head teacher. The Head still maintains the overview including book looks and pupil voice for example. This is proving to have a positive impact on staff wellbeing and has enabled the KS1 and KS2 leads to be much more involved in the monitoring process.</p> <p>It was noted that the HT along with the Senior Leadership team are working together on a wellbeing project to benefit all.</p>	

	<p>Wellbeing will remain a priority on the SDP.</p> <p>CR also reported that there was always a wellbeing aspect included in all training days.</p>	
10.	<p>Head Teacher Interim Report</p> <p>This report had been shared with all Governors prior to the meeting.</p> <p>The HT led Governors through the report noting that;</p> <ul style="list-style-type: none"> • The Sports Premium report, previously presented to Governors, was now ready to be put onto the website. • Regarding Pupil Premium Strategy, it was noted that PF was due to visit school to look at this with CR. • Benchmarking and budget implications (This report had been shared with all Governors prior to the meeting). Looking at the red areas, it was reported that, due to some support staff fulfilling several roles and with nursery staff for example classed as support staff, that this looked higher in comparison. All anomalies can be explained as necessary expenditure. <p>It was decided that the revised budget would need to be looked at in more detail at the next financial meeting. The budget is currently showing a deficit going forward. Increased staffing costs and the rise in energy costs for example, have all impacted the budget.</p> <p><i>GC.- Please can you explain the data regarding Pupil Premium children on the target trackers in relation to national figures?</i></p> <p><i>R.- Post Covid national data has not been released yet but anomalies in data are already being addressed.</i></p> <p><i>GC.- Looking on page 3 of the report and the details of challenges, are there actions in place to address this?</i></p> <p><i>R.- Yes, however this data is skewed due to the part-time nature of SEND timetables.</i></p> <ul style="list-style-type: none"> • CPD Impact report (this report had been shared with all Governors prior to the meeting) CR reported that some of the training undertaken by staff had not met with the school's current high standards and expectations and the school were looking at alternative provision for training, possibly through the HARTS Alliance. <p>A positive impact of recent CPD had highlighted just how successful the building on skills taught in Early Years is having on learning throughout the school.</p>	

	<p><i>GC.- Are there any local schools already in the HARTS Alliance that we could work with?</i></p> <p><i>R.- We are already working with the Cathedral School in Ripon and have established strong links with them.</i></p> <p><i>GC.- Looking at the outcomes in Early Years and the high aspirations for children going forward, have the high levels achieved been moderated in detail?</i></p> <p><i>R.- Yes, Ripon Cathedral have moderated KS1 results with KS2 moderated by the LA.</i></p> <p>CR led Governors through the data to show projected figures however, it was important to note that new pupils joining the school can skew data.</p>	
11.	<p>Review/Approve any pupil residentials</p> <p>CR reported that additional staff would be accompanying the children on the trip to Marrick Priory later next year to support any additional need.</p>	
12.	<p>Governance</p> <ul style="list-style-type: none"> • Parent Governor vacancy – As there had been no other nominations for the Parent Governor vacancy, the Chair proposed that Jen Pallister change from being an Associate Member to become the Parent Governor. This would give JP full rights on the Governing Board. All Governors agreed the proposal. Action – The Clerk to check with JP that this is in order and change status on the clerking system. • Staff Governor – The Clerk notified Governors that the Staff Governor's (MB) term of office was due to expire in February 2023. It was discussed that MB would let the HT know whether or not she wishes to stand again. It is important to note that the staff as a whole will need to be notified and other nominations invited. The Clerk to email the HT to remind of procedure. • CPD and Governor training – The Clerk was asked about upcoming training for new Governors. Action – The Clerk to investigate CPD opportunities. It was also discussed that any Governor wishing to undertake any training to contact school. <p>Health and safety report- MK reported that he had visited school to monitor Health and Safety and that his report was to follow.</p> <p>Aspects of the report included;</p> <ul style="list-style-type: none"> ○ Minor injury reporting, numbers were slightly down on last year's figures. ○ There had been one reported accident which had required further treatment. 	<p>Clerk</p> <p>MB</p> <p>Clerk</p> <p>Clerk</p> <p>All Govs</p>

	<ul style="list-style-type: none"> ○ Snagging in the refurbished areas had been completed during the half-term break. ○ All of the refurbished areas look good with no further water ingress. <p>CR reported that regulatory fire drills and lockdown procedures had been practised by the whole school.</p>	
13.	<p>Policies – These policies had been shared with all Governors prior to the meeting.</p> <p>Regarding the Pay Policy, the HT notified Governors that some of the wording in the policy is likely to change. This new wording is already included in the document regarding the changes to sick pay and the impact that absence may have on pay increments.</p> <p><i>GC.- It appears that some policies are aimed at larger institutions, Heads in smaller settings will be more familiar with staff circumstances when looking at instances of absence?</i></p> <p><i>R.- Yes, however it is important to have such a policy in place for reference and protection for all parties,</i></p> <p>All governors agreed the policies presented.</p>	
14.	<p>Any Other Business</p> <ul style="list-style-type: none"> ▪ It was noted that the planned meeting for the 8th May 2023 would fall on the recently announced bank holiday for the King's coronation. All Governors agreed to move the meeting to Tuesday the 9th May 2023. Concerns were expressed regarding the implication that this bank holiday would have for the Year 6 SATs which traditionally take place that week. ▪ CR notified Governors that the school had been recognized as a Flagship School as part of the Quality Inclusion Mark. <p>The Chair thanked all Governors for their attendance and valuable contributions.</p>	
14.	<p>Key Dates for Governor attendance</p> <p>Dates of next FGB meetings previously agreed as follows (Mondays at 5pm) in school unless otherwise notified;</p> <ul style="list-style-type: none"> ➤ 9th January 2023 	

	<ul style="list-style-type: none"> ➤ 27th February 2023 ➤ 27th March 2023 ➤ Business meeting TBC ➤ Tuesday 9th May 2023 ➤ 10th July 2023 	
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Item no.	Action	By
12.	To check with JP regarding change to Parent Governor and update the NYES system accordingly.	Clerk
12.	To let the HT know of intention to stand as Staff Governor	MB
12.	To email the HT regarding the procedure for Staff Governor re-election.	Clerk
12.	To investigate and let school know of upcoming Governor CPD	Clerk
12.	To let school know of any training requirements	All Govs

The meeting closed at 18.50 hours.

Signed: Dated: