

Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on 27th March 2023 at 5.00p.m in School.

Nurturing Children to Succeed and Achieve

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

In attendance: Carol Harris (Clerk) (CH)

Paul Price (PE Subject Lead) (*Arrived 17.15 left the meeting at 17.30*)

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 Kathy Hammersley.	
2.	Pecuniary Interests The Chair reminded Governors to declare any pecuniary interests. No new interests were 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 individual children and aspects of the budget would remain confidential to this meeting.	
4.	To declare the notification of any other urgent business None was declared	
5.	To approve and sign the minutes of the meeting 27th February 2023	

	<p>All governors agreed the minutes to be a true and accurate record of the meeting, held on the 27th February 2023 and were signed by the Chair to be returned to the Governor file in School.</p>	
6.	<p>To discuss matters arising and address Governor actions</p> <p>It was noted that the Chair would be feeding back from the meeting with the Local Authority regarding the SEND complaint later in the meeting.</p> <p>It was noted that all actions identified at the last meeting had been completed.</p>	
7.	<p>Monitoring Staff/Pupil/Stakeholder wellbeing and welfare – including Safeguarding</p> <p>The HT reported that this had been a difficult half-term. The pressures and issues that are reported and strikes had all impacted staff wellbeing. Staff continue to be supported by the HT.</p> <p>It was noted that, despite this being a shorter half-term, the same amount of work has been undertaken. Staff feel pressured by challenges from parents and feeling overwhelmed by workload. Report writing is a part of these pressures with 3 reports and 2 parents evening in a year. It was noted that parents receive a full report at the end of the year.</p> <p>Reports for the Spring term will go out in the first week of next term to help with staff workload.</p> <p>Safeguarding updates – it was noted that Safeguarding updates are contained in the HT report.</p>	
8.	<p>Head Teacher Interim Report</p> <p>This report had been shared with all Governors prior to the meeting. CR led Governors through the report highlighting key points which included;</p> <ul style="list-style-type: none"> • Attendance – Looking at the data and the DfE absence report, attendance at the school is above national figures. It was noted that the school would like attendance to be at 96%, back to pre-covid levels. Difficulties maintaining attendance is partly down to the lack of external support for families. <p>The HT reported that school had changed the method for data collection which now only looked at children over 5. It was noted that persistent absence is up slightly and staff are monitoring this closely. Attendance letters sent out to parents have had a positive impact and face to face</p>	

meetings with parents whose child's attendance has fallen below 80% has also had an impact, this is then monitored on a 10 day programme.

The HT explained persistent absence to Governors, how data is collected and strategies used to support families.

GC.- What time scale do you use to measure this?

R.- This is measured every 2 weeks with support offered to families if there is no improvement. Should this continue then this is escalated in line with the attendance policy. Face to face meetings with parents has had a positive impact on persistent absence data.

Persistent absence will decrease over time due to the number of sessions increasing. Holidays taken in term time continue to be a concern.

GC.- Is there a fine for parents doing this?

R. Yes and letters issued. We also ask for evidence should children be absent due to medical issues for long or regular periods of time.

The HT reported that there was to be a monitoring meeting with the SEA tomorrow to look specifically at attendance.

GC.- Could the letter sent to parents be considered insensitive in some cases?

R. – Letters are sent out on a case by case basis.

The HT explained that it was important to continue to monitor children not attending school as there may be safeguarding concerns and could lead to children missing from education.

Governors felt that attendance and persistent absence were managed well by the school and there appeared to be an improving picture due to the strategies employed.

GC.- On the HT report, looking at the red flag behaviours, would it be worth listing the number of students who have reached the threshold of 3 within the period to offer support if needed for these students?

R.- Due to the numbers in the classes, should we list numbers it may lead to the identification of individuals. It may be that this data could be due to other factors and red cards are not a common occurrence for that particular child.

The HT went on to explain that the card system and events are reviewed every week in staff meetings. Support is offered to students and parents are contacted. Should there be no improvement then interventions take place with nurture and targets are set for individuals.

Should the behaviours happen outside school then the Ladder of intervention is implemented which may lead to further referrals to the Children and Families Service if necessary. Children often are more settled at this time of year due to a number of factors and Red cards naturally decrease however this system is monitored closely and all policies followed.

- **Sports Premium Mid-Year Report** – (This report had been shared with all Governors prior to the meeting) Paul Price (PP) led Governors through the report and highlighted that;
 - Following a visit from a paralympian in the Summer term 2022, it was reported that funding had been made available which had paid for additional sports equipment, this visit has also helped to raise the profile of PE in school.
 - The format of the report had been changed to allow this to become more of a working document.
 - It was noted that Pupil Voice will need to be an area for focus.
 - The Holi colour run was a huge success; the children enjoyed the whole event, particularly the running.

GC.- How much was raised for the Action Duchenne charity?

R.- We raised £960 to date.

- It was reported that PP had attended training through Sporting Influence which had been very useful and has also provided CPD opportunities for staff.
- JD Sports, an independent sports provider, would be visiting school to lead taster sessions in a variety of sports with a view to possibly leading after school clubs. This would be chargeable to parents.
- There was a plan to look at traditional British games around the time of the Coronation.
- It was noted that there will be a sports day later this year with opportunities for parent participation.
- Sports Premium funding had been confirmed for the next two years.

Gc.- Can you see an improvement in fitness levels and wellbeing amongst the children?

R.- Yes, there is an upwards trend, Forest School, PE and structured activities at playtimes/lunchtimes have all helped. Swimming has also restarted and some year groups are now where they should be. It is interesting how we measure this and we have already identified pupil voice as a valuable tool.

- Dance is now not happening in the same way so we will need to

look at this provision.

- Cluster events have been organised to give the children the opportunity to compete against other local schools. There is a cost of £700 for this but will enter the children into 10 different competitive events over the year.

Thanks were expressed to PP for his comprehensive report. *(PP left the meeting at 17.30)*

- **School Improvement Reports-** These reports had been shared with all Governors prior to the meeting.

GC.- (Challenge received prior to the meeting) Looking at the reports, - Should there be subject leader reports for Maths and English/literacy? Are the desired outcomes monitored by the subject leader (or another staff member) to check for success?

R. – The HT reported that assessments had been carried out and that this data needs to be analysed and fed back to the Subject Leads. Regarding the monitoring this is all reported on the overview and is happening all the time. Observations etc. all feed into the SDP.

KM. left the meeting at 17.35

- **Pupil Premium Mid-Year Report –**

GC.- (Received prior to the meeting) The Pupil Premium report indicates that the PP numbers and % have approximately doubled from 32 (18%) to 63 (36%) in 3 years. Has there been any change in definition of PP?

R.- This is still based on low income families however, we have reviewed the Pupil Premium strategy to ensure that the needs of all children are met. Within these figures there are children of refugee families and those children in receipt of free school meals. There are no looked after children in the data.

The HT continued to report that the allocation of Pupil Premium can depend on a number of factors such as parents going back to work after periods of leave for example maternity leave, decreased income due to covid, family breakdowns and there are also 15 children from refugee families in receipt of Pupil Premium.

GC.- (Received prior to the meeting) Are you able to articulate any additional pressures this is putting on school and how these are managed effectively?

R.- The pressures haven't changed however, Sally Price's caseload has increased, due to looking at improving attendance and supporting vulnerable children and families. SP is supported by the HT in order to manage workload.

*GC.- (Received prior to the meeting) Are all/majority of PP within catchment?
R.- We currently have 10 pupils from service families in school however only 1 of those is in catchment. 52 children in receipt of free school meals are in catchment. Many parents are now choosing Moorside over their own catchment schools.*

It was noted that;

- A grant bid has been submitted to the National Lottery to work in partnership with the Ripon Trauma Centre as a community hub for adults within the community – and this in turn will support the children. Updates will be shared in due course, when the outcome of the bid is returned.
- Following the success of the Mother's Day afternoon tea school may look at future Dad's events with the possibility of a sporting event. However it was felt that school may need to consider the sensitivity of this.
Discussion followed around this regarding the diversity, demographic and cultural, of the whole school community.
- **SDP** – It was noted that the assessment data is currently being collated with this being a short term. Data is on track however it won't give a true picture until all areas of the curriculum have been completed, for example in maths. The use of the SHINE intervention has had a positive impact and this has been put in place for those children in years 2 to 6.
- **Subject Leader's reports-** These reports had been shared with all Governors prior to the meeting) It was noted that;
 - Not all of the Subject Leaders reports had been finalised due to the review and reflection needed to look at national figures. Music is currently delivered by specialist provision however; this could be taught effectively by current staff.
 - The HT is taking on the SL for Music with Art and DT being reviewed.
 - Regarding the delivery of RE, NYCC is currently reviewing the programme so this is still being developed in school in line with national changes.
 - School had collated enough evidence to achieve Gold Level in the Active Lives Scheme. This looked at staff wellbeing, healthy eating and activity levels for children. Helen Jennings, a member of the school's support staff is helping with this.

GC.- Is there a benefit to school in achieving this award?

R.- Yes, it gives a focus to ongoing work. It can make development stronger and spotlight the work already being carried out.

	<p><i>GC.- Regarding the Inclusion Quality Mark visit, have we had any feedback? R.- Yes and the link has been sent out to Governors. However, it was felt that the report was not reflective of the school and so the findings were challenged. I (HT) met with the CEO of the Inclusion Quality Mark to discuss the approach of the inspector on the day. As a result, school was revisited and the new report is now on the website.</i></p>	
9.	<p>Finance</p> <p>The Chair led Governors through the Finance updates and reported that;</p> <ul style="list-style-type: none"> ➤ There was nothing further to report from the Licensed Deficit Application. School would need to make up the deficit despite the additional rise in costs being outside of the school's control. County have agreed to look again at this due to a disparity in funding between Moorside and local rural schools. Sparsity funding and the implications of this were discussed. ➤ Looking ahead, numbers on role and staffing levels are the main factors within the deficit. Savings could be made in staffing however; looking at the budget going forward, there is the possibility that this will be positive In Year for 23/24. ➤ Nursery needs to grow and the HT reported that an open day was scheduled for the 22nd April 2023. <p>Discussion followed around the possible restructure of the Nursery provision in association with Reception and the possibility of providing a holiday club. The HT also reported that due to the high need in school all staffing levels can be justified. Benefits are being explored as to the use of specialist teaching in Music, RE and Forest School etc. for managing PPA time.</p> <ul style="list-style-type: none"> • The HT reported that Mr. Rishi Sunak had replied to her letter of concern discussed at the last meeting and had declined her offer of a visit to the school. <p>SFVS – It was noted that this had been approved at the last FGB meeting on the 27th February 2023.</p> <p><i>MK left the meeting at 18.15</i></p>	
10.	<p>Governance</p> <ul style="list-style-type: none"> • School Improvemnet Plan and other Link Governor Monitoring reports • SEND – The Chair had shared the recent SEND monitoring report with all Governors prior to the meeting. It was noted that; 	

	<ul style="list-style-type: none"> ○ It was discussed with the SEND lead that it was necessary to ensure that all children are able to access the curriculum and are monitored accordingly. This is a particular strength of the school but there are areas where it is more difficult to adapt particularly when waiting for responses from County and other outside agencies. <i>“There is a very real challenge therefore to ensure all solutions and strategies adopted are “smart” in order to ensure whole school inclusivity. This is an area that will require ongoing monitoring to ensure overall effectiveness.”</i> It was noted that all admissions of children with SEND are provided for and supported by an EHCP. <p>All Governors approved the SEND Policy at this point.</p>	
12.	<p>Policies – This policy had been shared with all Governors prior to the meeting.</p> <ul style="list-style-type: none"> ○ Records of Management Policy <p><i>Governor challenge received prior to the meeting included;</i></p> <p><i>GC.- On page 4 appendix the numbers need to be completed?</i> <i>R.- This has been done.</i></p> <p><i>GC.- On page 2 who is the IAO?</i> <i>R.- This is the HT who has recently undertaken training by Veritua.</i></p> <p>The HT also reported to Governors that all records are kept in the Archive room which is locked. All records are arranged in order and properly archived.</p> <p>All Governors approved this policy.</p> <p>Discussion followed around Subject Access Requests. The HT explained the process to Governors and the possible reasons behind such requests.</p>	
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> ➤ Governors were notified that the meeting to be held on Tuesday 9th May will need to start later due to the Bursar having prior commitments. This meeting will therefore start at 6pm. ➤ The date for the Business/Strategy meeting was set as the 26th June 2023 at the usual time of 5pm. ➤ The Chair fed back to Governors regarding the recent complaint about the length of the EHCP process and outcomes for one particular family. The errors in the decision making process by NYCC and the lack of 	

	<p>evidence provided to support their decision were explained. This complaint was not upheld which the Chair has challenged. The meeting eventually took place after several attempts however, none of the issues which formed part of the complaint have been addressed nor have the questions raised been answered.</p> <p><i>GC.- Can this matter be escalated?</i> <i>R.- Yes, this can be referred to the DfE and Ofsted</i></p> <p>A robust discussion followed around the processes and shortcomings of the review procedures. Action- The Chair to keep Governors informed.</p>	Chair
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"> ➤ FGB Tuesday 9th May (Date changed due to extra bank holiday) To start at 6pm ➤ Business/Strategy Meeting 26th June ➤ FGB 10th July 	

Item no.	Action	By
13.	To keep Governors informed regarding the ongoing complaint to NYCC.	Chair

The meeting closed at 18.50 hours.

Signed: Dated: