

## Minutes of the Full Governing Board Strategy Meeting

Moorside Primary School and Nursery  
held on 10<sup>th</sup> July 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); Peter Fleming (PF), Matthew Kettlewell (MK), Michelle Gee (MG) and Kathy Hammersley (KH)

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 Kimberley Mearns (KM) and Jen Pallister (JP)

#### **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.

The HT notified Governors that the discussion around the bullying incident would remain confidential to this meeting.

#### **4. To declare the notification of any other urgent business**

Michelle Gee notified Governors of her intention to stand down as a Co-opted Governor to the Board effective of the date of this meeting. She expressed her regret but offered to continue to support school wherever she can.

	The meeting determined to discuss this vacancy at the next FGB meeting. <b>Action-</b> The Clerk to add this to the agenda for the first FGB meeting in September.	Clerk
5.	<b>To approve and sign the minutes of the meeting 9<sup>th</sup> May 2023</b>  <b>All governors agreed</b> the minutes to be a true and accurate record of the meeting, held on the 26 <sup>th</sup> June 2023 and were signed by the Chair to be returned to the Governor file in School.	
6.	<b>To discuss matters arising and address Governor actions</b>  It was noted that all actions identified at the last meeting had been completed and that there were no matters arising.	
7.	<b>Finance</b> <ul style="list-style-type: none"> <li><b>Updates –</b></li> <li>The Chair reported that there were no further updates regarding the Licensed Deficit Budget Application. Caroline Davies (Bursar) (CD) is to attend a meeting in September with NYC and it was felt that CD has a good understanding of the school and its finances. This meeting is linked to the provision of SEND funding and CD is happy to speak on behalf of school. The delay in the timescales for SEND funding is having a significant impact on the school's budget position.</li> <li>The monitoring report shows an in year overspend of £10,000 was in part due to an initial input error re GTA hours and a reclaim by LA of some SEND funding for a pupil no longer at the school.</li> <li>Staff pay rises continue to impact the budget.</li> <li>Benchmarking shows more TAs than locally, however these support staff meet the SEND need and actions on the 8 EHCPs that we have in school. Ratios in nursery mean that additional TA support is also needed in the provision (29 children - 1:8)</li> </ul> <p>Discussion followed around the support need for a pupil with a SEND. Funding may not cover the actual EHCP need and structure. There are a considerable number of children with an EHCP across the school.</p> <p><i>GC.- Is this the case across all schools?</i>  <i>R.- Yes, however the only data available to compare is the Pupil Premium figures.</i></p>	

	<p>The Chair went on to explain the procedure for the admission of pupils with a SEND and the lengths that school and staff are going to to meet the needs of these pupils.</p> <p><b>All Governors agreed</b> that this situation is not ideal and offered support for the HT and staff particularly regarding the admission of pupils with greater need who aren't yet in receipt of any funding. A lack of communication between outside agencies, parents and school is causing difficulties when admissions are looking to place children in schools.</p> <p><b>The meeting concluded that</b> SEND provision is having a huge impact on finances, staffing levels and the provision of appropriate support for some children despite the best efforts of the school.</p>	
8.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>The HT reported that;</p> <ul style="list-style-type: none"> <li>• A new PCSO, Philip Wright, had visited school to provide safety workshops for the children looking at cyber bullying and vaping amongst others. This was then followed up with more specific workshops for individual groups of children. He appears to have quickly established an excellent rapport with school and the children.</li> <li>• School is currently supporting families with vulnerable children who have concerns for the summer break.</li> </ul> <p><i>GC.- Do these concerns get passed on to the secondary schools if these children are in Year 6?</i>  <i>R.- Yes, this information is passed digitally via CPOMS. Any cause for concern can be passed on.</i></p>	
9	<p><b>Head Teacher Report</b></p> <p>The HT led Governors through the report which had been shared with all Governors prior to the meeting.</p> <p>Governors sent questions before the meeting which included;</p> <p><i>Please can you explain more about the Year 4 multiplication check?</i>  <i>R. CR led Governors through this check and explained that the current data looks positive. The range of results can be explained due to the number of children with a SEND in this cohort and the subsequent high needs of these children.</i></p>	

The HT went on to share the information document for parents with Governors and detailed the training that staff had completed about the check. It was made clear that mistakes are easily made given the conditions for the multiplication check, for example keyboard skills. It was also noted that an information evening had been held for parents.

*A comment received prior to the meeting - Looking at the data for KS1, it is great to note that we are in line with national figures.*

*Looking at the current cases open to agencies: Do the numbers refer to individual children or are there multiple entries for some children?*

*R.- The open cases could refer to children in the same family but with different agencies but these figures relate to individual children.*

The HT then went on to explain this data in greater detail to Governors.

*Looking at the unauthorised absences, you have previously advised the actions being taken by school to try and tackle this issue however, the numbers appear to be a concern. Is there any information to show what the national or regional picture is?*

*R.- There is no national data to compare. It seems that fines are not a deterrent however; school continues to issue the letters to parents in line with school policy. There are no changes to the level of authorised absences.*

A discussion followed around this and staff absences due to strikes. It was agreed that absences due to holiday in term time can adversely affect the children's social situations in the playground as well as the impact on learning.

*Regarding the Statutory reporting, please can you clarify the situation with the remaining referrals?*

*R.- These were children still waiting for screening but may now be shown in data under a different agency.*

*Looking at the bullying incident I think this is the first reported bullying incident that I've encountered since my time in post. Completely understanding the need for confidentiality etc., I would be interested in understanding, in general terms, the process for handling the report, and any interventions that were required (if appropriate). For example, were any conversations held with the wider class, or was anything identified that has resulted in a change to process / policy within school?*

The HT reported this incident fully to Governors explaining that this had happened outside of school, how school had followed policy and that the incident had been referred to the proper authorities.

	<p><i>Regarding the SEA visit report looking at PSCH, please can you explain what links to PSED Curriculum from EYFS?</i></p> <p><i>R.- These are links to actions, both on the website and SIP.</i></p> <p>The HT went on to explain that;</p> <ul style="list-style-type: none"> <li>• There was a need for a consistent approach to assessment. A different approach had been identified between the different key stages which the HT is currently monitoring.</li> <li>• The disparity in some of the report findings which are unclear and sometimes contradictory.</li> <li>• Actions are already been undertaken to address some of the areas identified for further development.</li> </ul>	
10.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Skills Audit</b> – it was agreed to update these biannually with a need to update if any significant training or upskilling as necessary. It was felt that this was useful and identifies any areas for CPD.</li> <li>• <b>360° Review of the Chair</b> – It was felt that this was a useful tool and it was agreed to send this out to Governors to look at at the first meeting in September. <b>Action</b> – the Clerk to send out to all Governors and Governors to complete and return to the Clerk over the Summer break.</li> <li>• <b>GB structure</b> – It was felt that the FGB structure and meeting schedule works well. There is an excellent distribution of skills and attributes. The number of meetings is appropriate. <b>Action</b> – The HT and Chair to put agenda cycle together for the next academic year and consult with Clerk for meeting dates going forward.</li> <li>• <b>Governor link roles</b> – The HT led Governors through updates to the SDP including areas that were already successfully in place. It was agreed to currently maintain roles with the HT to monitor going forward. It was discussed that there may be a need for some Governors to shadow those in existing roles to gain experience in those areas and to facilitate succession planning. The HT is to put a plan together as new staff are now in place and early monitoring in September would be useful.</li> </ul> <p><i>GC.- Are the foundation subject monitored?</i></p> <p><i>R.- Yes, the Subject Lead reports are updated regularly. Governors need to know that robust systems are in place for monitoring and understand this from a strategic perspective rather than operational.</i></p> <ul style="list-style-type: none"> <li>• <b>HT performance</b> – It was suggested that the HARTS Alliance also provide this as a service and the cost would be less. The quality of previous support was discussed and some concerns raised. <b>Action-</b></li> </ul>	<p>Clerk/ All Govs</p> <p>HT/ Chair</p> <p>HT</p>

	<p>The HT to contact the HARTS Alliance and investigate the process further.</p> <p>The panel was agreed to be the Chair and PF with any Governor who wished to shadow this process to let this be known to the Chair.</p> <ul style="list-style-type: none"> <li>• <b>Code Of Conduct – All governors agreed</b> the Code of Conduct, which had been shared with all Governors previously, for the academic year 2023/24.</li> <li>• <b>Standing Orders – All governors agreed</b> the Standing Orders, which had been shared with all Governors previously, for the academic year 2023/24.</li> <li>• <b>Staff Performance Related Pay Panel –</b> It was noted that, should any member of staff wish to apply for UPS (Upper Pay Scale), they would need to collate evidence from over the year to present at their performance management review in October. PF is currently on this panel but again, Governors were invited to express an interest to shadow the process to the Chair.</li> <li>• <b>Appeals –</b> Governors agreed to continue this as is on a case by case basis.</li> <li>• <b>Draft Governor annual statement –</b> The Chair to prepare this Statement – <b>Action-</b> the Clerk to send the Chair the register of Governor attendance for the year.</li> </ul>	Clerk
11.	<p><b>Policies.</b></p> <p>It was noted that there were no policies to bring before Governors for approval at this time and it was explained that not all policies need to come to the FGB for approval.</p>	
12.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• The HT reported that school had been awarded the Healthy Schools Gold Award with the Certificate to follow. The logo can also be added to school stationary. <b>Governors expressed their congratulations</b> to the HT and staff for this award which was a significant achievement. It was noted that the Wellbeing Policy had also fed into this. It was discussed that this should be celebrated in the media also.</li> <li>• The Chair expressed his thanks to all of the staff and Governors for their support over this year, a sentiment echoed by the HT.</li> <li>• Thanks were also expressed to MG for her contributions and support over the years.</li> </ul>	
13.	<p><b>Key Dates for Governor attendance</b></p> <p>Dates of next FGB meetings previously agreed as follows (<b>Mondays</b> at 5pm) in school unless otherwise notified;</p> <p>➤ FGB 18<sup>th</sup> September</p>	

Item no.	Action	By
4.	To add the co-opted Governor vacancy to the agenda for the meeting in September.	Clerk
10.	The Clerk to send out 360° review to all Governors and Governors to complete and return to the Clerk over the Summer break.	Clerk/All Govs
10.	To put meeting agenda cycle together for next academic year and let Clerk know dates of meetings.	HT/Chair
10.	To contact the HARTS Alliance regarding the HT performance panel options.	HT
10.	To send the Chair the register of Governor attendance for the year.	Clerk

The meeting closed at 18.30 hours.

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