

Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on 18th September 2023 at 5.00p.m in School.

Nurturing Children to Succeed and Achieve

Present: Chris Lea (CL)(Chair), Claire Rowett (CR)(Headteacher); Kathy Hammersley (KH), Jen Pallister (JP), Peter Fleming (PF),

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 and reasons for absence were received and accepted from Matthew Kettlewell (MK), Maureen Binks (MB) and Kimberley Mearns (KM).

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 2024/2025 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. Pecuniary Interests

	<p>The Chair reminded Governors to declare any pecuniary interests.</p> <p>None declared.</p>	
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 safeguarding would remain confidential to this meeting.</p>	
5.	<p>To declare the notification of any other urgent business</p> <p>All Governors were reminded that they were required to read all of the Keeping Children Safe in Education document and the updated Child Protection Policy which would also need to be approved. Governors were asked to watch the Filtering and Monitoring video as soon as possible. This is one of the major updates to the KCSiE document.</p> <p>Finance – The Chair reported that he had updated all Governors regarding the Financial position via email over the summer and that there were no further updates.</p> <p>He noted that the head of finance at NYC had replied regarding SEND provision but that there had been no response regarding the funding for this. A meeting held over the summer at NYC identified the need for a meeting with school.</p> <p>A meeting is scheduled for the 28th September with Janet Crawford, the new head of Inclusion, who has asked Amanda Newbould, among others, to attend. Governors agreed the importance of these heads of department understanding the school's position and the issues relating to the SEND process.</p> <p><i>GC.- Is there any update regarding the progress in the admission of the child with an SEND we have discussed previously?</i></p> <p>CR updated Governors regarding this child's particular need and those of other proposed admissions to the school.</p> <p>Discussion followed around the difficulties around provision for SEND admissions going forward.</p> <p>CR went on to explain how the Nurture provision is meeting the needs of all pupils.</p>	

	<p>The Governors continued to discuss this, identifying the problems associated with the process for admissions of children with SEND without the funding required to support this.</p> <p>The Chair reported that there were no further updates regarding the formal complaint made last year which is still under review by the HT and Chair.</p> <p>It was noted that the length of the EHCP process continues to impact the budget. Next steps will be to discuss this in detail at the meeting on the 28th September and governors suggested that this meeting be minuted.</p> <p>Action – The Chair to keep Governors informed.</p>	Chair
6.	<p>To approve the minutes of the meeting 10th July 2023</p> <p>The minutes of the meeting 10th July 2023 were agreed as an accurate record of the last meeting and were signed by the Chair to go in the Governor file.</p>	
7.	<p>To discuss matters arising and address Governor actions</p> <p>There were no matters arising.</p> <p>All actions have been completed. The HT reported that she had contacted the HARTS Alliance regarding the HT performance Management review. The cost of this would be £350 against the NYC charge of £450. It was explained that this includes an advisor to provide guidance and a report following the review.</p> <p>All Governors agreed to approach the HARTS Alliance in order to arrange this review. Action – The HT to initiate contact.</p>	HT
8.	<p>To complete Register of Gifts and Hospitality/Business Interest forms</p> <p>This meeting determined that these forms would be brought before the next meeting for updating. Action – The Clerk to add to the agenda and bring to the next meeting.</p>	Clerk
9.	<p>Monitoring the Wellbeing and welfare of pupils, staff and stakeholders, including 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>	All Govs

	<p>Prevent Training – All Governors were advised that this is also a requirement. Action-The HT to send link to all Governors.</p> <p>This had also been discussed under agenda item 5 in detail.</p> <p>Attendance was looking positive thus far however term time holidays continue to impact this. Colour coding on newsletters helps parents to understand the data.</p> <p>Safeguarding concerns in terms of referral numbers so far this term were explained to Governors with information about the delays in receiving support from outside agencies.</p> <p>Heather Russell is due to visit school to look at Safeguarding training for all and other Safeguarding processes. All Governors will be invited to attend if possible.</p> <p>Smoothwall – The Chair explained that this is new software to look at internet access via the school server by stakeholders. This is in addition to existing systems and checks. These are described in detail on the updated Child Protection Policy shared with all Governors prior to the meeting. This has added another level to the existing systems which creates a daily report highlighting any potential issues or attempted breaches. The HT and Chair continually monitor these reports with School's ICT also carrying out random checks. These reports of potential breaches will be shared with all Governors at FGB meetings contained within the HT reports.</p> <p><i>GC.- Have there been any particular concerns that have triggered the need for this system?</i> <i>R.- This is due to the updates to the KCSiE document which is a must read for all Governors and forms part of the Filtering and monitoring aspect. All Governors are required to watch the video for further details.</i></p> <p>(A handout was circulated at the meeting for all present detailing access to this training video)</p> <p>The Chair continued to explain the Smoothwall systems to Governors. The HT reported that the recent Safeguarding training highlighted a potential problem regarding the hiring of school to outside providers. This has meant that clubs such as the football, which is run by outside provision, can no longer continue on site.</p>	All Govs/ HT
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.</p>	

- Pupil Premium updates – The HT invited PF to come into school to look at the impact data for Pupil Premium in order to prepare the report for the FGB. It was noted that anomalies in data represent the different cohorts with stories and case studies evidenced.
- Sports Premium – This is an area for focus as School needs to look at the funding and provision for all pupils. It was noted that there was a need to attend further sporting competitions, possibly through Sporting Influence.
Sporting fundraisers were discussed possibly including a 'Cycle Round the World' event.

The HT led Governors through the School on a Page document that had been shared with all Governors prior to the meeting. Key points highlighted included;

- Anomalies in the maths data are due to mobility issues within Y6.
- The stories and case studies evidenced are reinforcing the resulting data.
- Each child in receipt of Pupil Premium achieved the required score in the phonics screening check.

GC.- When looking at the data, we understand that there are case studies and stories behind individual children but are there robust strategies in place to support these children?

R.- Aspirational targets and the right support is offered at the right time for each child. This is clearly demonstrated in school. Support is already in place for both the children and parents where necessary.

- Pupil's personal phones are now banned from the school site due to various issues. School carries out spot checks to ensure that this is being observed.
- Attainment data is showing that attainment in Reading, maths and writing is good and Governors are referred to the report sent out prior to the meeting. CR went on to explain the Early learning Goals to all Governors and how these form a benchmark going forward.

GC – Please could you clarify the maths data as shown on the SOAP for the end of KS1?

R.- The HT explained this data in detail with regard to the cohort still in school and how this data relates to the different cohorts in the school. CR also explained how national averages are applied.

	<p>CR went on to add how the mobility of children within the system can influence the data. School aims to be inline or above the national figures but this can be entirely cohort dependent.</p> <p><i>GC.- Is each cohort's attainment monitored as they progress through school? R.- Yes, absolutely. However, not every child will have attended Moorside for the whole of their school journey. The stories behind the data are also closely monitored and support put in place. The data we receive from other schools may not always be accurate with case studies not reported in the data.</i></p> <p>The HT then went on to explain the testing and assessment processes to Governors.</p>	
11.	<p>Governance</p> <p>The HT asked if it would be possible to look at moving meetings to a Tuesday due a number of factors. Governors present discussed the practicalities of this and all agreed if it were possible. Action – The Clerk to check diary dates and feed back to the HT and Chair.</p> <ul style="list-style-type: none"> • Co-opted Governor vacancy. The HT updated Governors regarding this vacancy and explained about a potential candidate. <i>GC- Are there any noticeable gaps in the skill set of the current FGB? R.- MG carried out much of the marketing and PR for the School.</i> <p>Discussion followed around this and the suitability of possible candidates. Action.- The HT to investigate possible candidates.</p> <ul style="list-style-type: none"> • 360° review of the Chair. It was decided that it would be more valuable to conduct this review later in the year once all reviews had been received. Action – The Clerk to follow these up. • The Draft Governor Annual statement – is complete and on the website. • FGB Agenda cycle and Policy Overview. These documents had been shared with all Governors prior to the meeting. All approved. • 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. All Governors were reminded of the requirement to read the updated Keeping Children Safe in Education document and sign to show that this has been read and understood. This is also the case for the Child Protection Policy. 	<p>Clerk</p> <p>HT</p> <p>Clerk</p> <p>All Govs</p>

	<p>Governors expressed difficulties that they had experienced in accessing these documents however PF, CL, KH, MK and KM have, prior to the meeting, confirmed that they had read and understood these documents.</p> <p>The HT confirmed that the training Log for Governors is maintained in school and kept in the school office.</p> <ul style="list-style-type: none"> • Governor Monitoring and Link Governor Roles. This had been shared with all Governors prior to the meeting. It was suggested that JP and KM to assist with Curriculum monitoring. Action – All Governors to look at the monitoring plan for review and feed back to the HT. All of the Governor roles were explained to Governors. • Agree independent advisor for HT performance review. This had been discussed and agreed previously under agenda item 7. • SCR – The Chair informed Governors that he would be auditing this. All Governors agreed. • Panel Membership. It was agreed that these panels would be convened and addressed as the need arose. • Self-Declaration – The Clerk explained the nature of this form. Action – The Clerk to send out to all Governors for signature. 	<p>All Govs</p> <p>Clerk</p>
12.	<p>Policies – These policies had been shared with all Governors prior to the meeting.</p> <ul style="list-style-type: none"> • Admissions – The HT notified Governors of the need to amend the wording on this policy to say that admissions to the Nursery will be at the Head Teacher's discretion due to numbers. The HT then led Governors through the changes to how parents are charged for the Nursery provision. <p>Governors approved the changes to this policy.</p> <p><i>Governors noted just how the changes to the Complaints Policy made the process so much clearer with the flow chart clearly illustrating procedures.</i></p> <p>Governors approved all policies presented.</p>	
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> • JP asked if it would be worth having a Governor board in school for the children's information. <p>Discussion followed around this including whether or not this would be useful for the link/curriculum Governors to increase awareness. The HT suggested</p>	

	<p>that Governors be invited to additional school events/assemblies to raise the profile of Governors.</p> <ul style="list-style-type: none"> It was also suggested that the sharing of knowledge of particular areas for Governor responsibility somehow be facilitated at meetings. This may be particularly useful when looking at succession planning. <p>The practicalities of this were discussed by Governors and if this would be possible through the monitoring reports. It was suggested that this could form part of the Strategy meeting in the summer.</p> <p>Action – The Chair and HT to meet to look at how this could be worked into the agenda cycle.</p>	HT/ Chair
14.	<p>Key Dates for Governor attendance</p> <p>Dates of next FGB meetings previously agreed as follows (Tuesdays at 5pm) in school unless otherwise notified;</p> <ul style="list-style-type: none"> ➤ 5th December 2023 ➤ Monday 29th January 2024 – TBC ➤ 19th March 2024 ➤ Business/Strategy Meeting – TBC ➤ 14th May 2024 ➤ 9th July 2024 	

Item no.	Action	By
5.	To keep Governors informed regarding the budget relevant to EHCP process.	Chair
7.	To contact HARTS Alliance to carry out HT Performance management review.	HT
8.	To add updating of Governor forms to the agenda and bring relevant forms to the next meeting.	Clerk
9.	To read all 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	HT
11.	To check diary dates for moving meetings to a Tuesday and feed back to HT and Chair.	Clerk
11.	To look at potential candidates for the Co-opted Gov vacancy.	HT
11.	To review Governor monitoring schedule and feed back to HT	All Govs
11.	360 review of the Chair. To complete and return and the Clerk to follow up.	All Govs/Clerk
11.	To send Self-declaration forms to all Governors. All Govs to sign and return.	Clerk/All Govs

The meeting closed at 19.10 hours

Signed: Dated: