

## Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery  
held on 17<sup>th</sup> October 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), Kimberley Mearns (KM), Jen Pallister (JP) 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.

There were no apologies as all Governors were present.

#### 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 Chair reminded Governors that the discussion around the feedback from the recent Ofsted inspection would remain confidential to this meeting and determined that this discussion did not need to be recorded in confidential minutes.

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

PF reminded the Chair that he would need to leave the meeting at 6.30 pm due to another commitment as previously agreed.

5.	<p><b>To approve and sign the minutes of the meeting 18<sup>th</sup> September 2023</b></p> <p><b>All governors agreed</b> the minutes to be a true and accurate record of the meeting, held on the 18<sup>th</sup> September 2023 and were signed by the Chair to be returned to the Governor file in School.</p>	
6.	<p><b>To discuss matters arising and address Governor actions</b></p> <p>It was noted that all actions identified at the last meeting had been completed and that there were no matters arising.</p> <p>At this point in the meeting the HT led the feedback from the recent Ofsted visit with a reminder as to the need for confidentiality. Discussion followed regarding points raised in the draft report.</p>	
7.	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>The HT reported that the communication regarding Safeguarding concerns raised by school with the LA is inadequate. The lengthy timescales involved in the procedures are cause for concern and are proving difficult for staff to manage which is then impacting staff wellbeing.</p>	
8	<p><b>School Strategy Plan</b></p> <p>This had been shared with all Governors prior to the meeting as had the Autumn Term Planning Meeting report.</p> <p>It was noted that the school remains at Category 2 currently.</p> <p><b>All Governors approved</b> the Strategy Plan.</p>	
9	<p><b>Head Teacher Interim Report</b></p> <p>The HT led Governors through the report which had been shared with all Governors prior to the meeting.</p> <p><i>GC.- Looking at the number of Red Cards in the data particularly in Years 1 and 2, would you expect this number to be this high?</i></p> <p><i>R.- This data shows children already receiving additional support and Nurture provision but the incidents may be logged differently.</i></p> <p>The HT went on to explain how the Red Card system works and for some children referrals to outside agencies will follow from this information.</p>	

Children are assessed using the Boxall profiles and children are enabled and encouraged to develop resilience.

*GC.- Persistent absence figures seem high?*

*R.- This is due to it being so early in the year as data is based on the percentage of sessions missed. Children under 5 can skew this data as can children with an SEND who are on part-time timetables. These children still count in absence figures even though they are fulfilling their attendance capabilities.*

*A Governor Challenge had been received prior to the meeting regarding detail in the SEA Inclusion report.*

The HT explained to Governors in detail as to how this point had come about. It was noted that the Head Teacher had been working with and supporting families outside of expected working times. It was reported that the HT had been managing the wellbeing of families that the SEND team and outside agencies should have been supporting, particularly over the summer holiday period. It was recognised that the HT could choose how and when to respond to these agencies however, it was felt that there was an expectation of her co-operation. Due to the commitment of the HT towards the school and families she had felt that this support was invaluable for the welfare of these families and children.

*GC.- Is there an out of hours email for families regarding Safeguarding concerns?*

*R.- Yes, however there are two ways to approach this depending on the concern. One is to signpost families to the appropriate support and two, the HT will report directly to child services.*

*GC.- Looking at the data for EAL, it appears that there is a significant rise in number. Is school feeling supported with adequate funding?*

*R.- School receives £450 per refugee child for school uniform, trips etc. Unfortunately, the EAL team have recommended Moorside to some families who live a distance from school which has caused some problems with time keeping and attendance. This is an improving picture however and school continues to support these families and the children are doing really well. There are drop-in sessions available for families with an interpreter to help with reports and other information.*

It was noted that there are some cultural differences between some families which may have the potential to cause difficulties however, school has identified this and is managing this situation sensitively and effectively.

*GC.- Looking at the Sports Premium funding, it is unclear as to whether or not school is meeting the water safety requirements?*

	<p><i>R.- School cannot afford to subsidise swimming lessons however, staff are provided to take the children to the sessions. This should be funded by parental contributions. There are National Curriculum requirements for swimming but these should not be included in the sports premium report as this has different criteria. This is a generic report and so this needs to be removed.</i></p> <p><i>All children will have two terms of swimming and there is also a catch-up group for children not reaching the required standard.</i></p> <p>It was noted that parental contributions vary and are not always reliable.</p> <p><i>GC.- Looking at the CPD impact report, it is to be recognised that this is a difficult area to measure so well done for an excellent report.</i></p> <p><i>R.- School has bought into CPD for Early Years and all staff take responsibility for maintaining and updating skill sets. CPD is disseminated throughout the staff as necessary.</i></p>	
10.	<p><b>Review/Approve any Pupil Residentials</b></p> <p>The HT explained that Marrick Priory has been booked for January which <b>all Governors approved.</b></p> <p>The importance of the fundraising carried out by FOMS in order for children to access such trips was discussed and recognised by Governors who expressed their gratitude to all involved.</p> <p>Several ideas to support fundraising were discussed including approaching Heck Sausages for their support.</p>	
11.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>KCSiE</b> - It was noted that <b>all</b> Governors had signed to say that they had read and understood the updated KCSiE document.</li> <li>• <b>Co-opted Governor Vacancy</b> – The HT reported that excellent links had been established with Ripon Library and that a suitable candidate had been identified. <b>Action</b> – The HT to approach to gauge interest and report back to the next FGB meeting. The Clerk to add this to the agenda for that meeting.</li> <li>• <b>Link reports</b> – Had all been shared with Governors prior to the meeting. PF led Governors through the Pupil Premium report.</li> <li>• <b>Health and Safety Report</b> – It was noted that this report is to be circulated following the meeting. MK reported that there were no major concerns and that Lauren Grant, the new H&amp;S advisor, would be visiting to carry out the paperwork audit.</li> </ul>	HT/ Clerk

	<ul style="list-style-type: none"> <li>• <b>Governor CPD</b> – The Clerk to resend the list of courses available to the HT and Chair for information.</li> <li>• <b>Smoothwall Update</b> – The HT explained to Governors that this was flagging up incidents however, it was time consuming to monitor. Smoothwall blocks inappropriate content which the School's ICT technician also checks during his visits.</li> </ul> <p><i>GC.- On the HT alerts, do you get the actual wording used?</i>  <i>R.- Yes, however this is causing some issues for staff logging onto websites between home and school for planning purposes. This has also been useful for identifying children who require additional support with ICT.</i></p>	Clerk
11.	<p><b>Policies.</b></p> <p>It was noted that the SEND policy would need to be reviewed in January and that HR had not yet sent out the Performance Related pay Policy as yet.</p> <p>All other HR and NYCC policies were <b>approved by all Governors.</b></p>	
12.	<p><b>Any Other Business</b></p> <p>There was no other business to discuss.</p>	
13.	<p><b>Key Dates for Governor attendance</b></p> <p>Dates of next FGB meetings previously agreed as follows (<b>Tuesdays</b> at 5pm) in school unless otherwise notified;</p> <ul style="list-style-type: none"> <li>➤ FGB 5<sup>th</sup> December 2023</li> <li>➤ FGB <b>Monday</b> 29<sup>th</sup> January 2024 - TBC</li> <li>➤ FGB 19<sup>th</sup> March 2024</li> <li>➤ Business/Strategy meeting TBC</li> <li>➤ FGB 14<sup>th</sup> May 2024</li> <li>➤ FGB 9<sup>th</sup> July 2024</li> </ul>	

Item no.	Action	By
11.	To approach potential Co-opted Governor candidate and Clerk to add to the agenda for the next meeting.	HT/Clerk
11.	To resend the CPD courses to the HT and Chair	Clerk

The meeting closed at 18.30 hours.

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