

## Minutes of the Full Governing Board Meeting

**Moorside Primary School and Nursery**  
**held on Tuesday 23<sup>rd</sup> September 2025 at 4.30p.m in School.**

### *Nurturing Children to Succeed and Achieve*

Present: Chris Lea (CL)(Chair), Claire Rowett (CR)(HT), Matthew Kettlewell (MK), Kathy Hammersley (KH), Rachel Allen (RA), and Grace Foster-Lilly (GF-L)

In attendance: Carol Harris (Clerk) (CH)  
Helen Jemmett (HJ) *On Teams*

#### **Core Functions of a Governing Board:**

- Ensuring clarity of vision, ethos, Safeguarding and welfare of stakeholders 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 Jen Pallister (JP) 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 for one year, from this meeting up to the first meeting of the 2026/2027 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

KH was nominated as potential Vice Chair. There being no other nominations, Governors were asked to consider her appointment and vote on the nomination. KH was elected unanimously.

The HT expressed her thanks to both CL and KH for their continued support.

	<p>The Chair explained the situation regarding his appointment as LA Governor which is due to expire in May 2026 <b>Action</b> – The Clerk to check and confirm dates.</p> <p>Succession planning was also discussed as a priority going forward and Governors asked to think about what is best for the school in terms of Governor roles.</p>	Clerk
3.	<p><b>Pecuniary Interests</b></p> <p>The Chair reminded Governors to declare any pecuniary interests.</p> <p>No new interests were declared.</p>	
4.	<p><b>Confidentiality</b></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 item identified during the meeting would be noted.</p>	
5.	<p><b>To declare the notification of any other urgent business.</b></p> <p>The Chair notified Governors that he had an item that he wished to discuss under any other business under agenda item 10.</p> <p>The Clerk also expressed a wish to share an update later in the meeting under item 10.</p>	
6.	<p><b>To approve and sign the minutes of the meetings</b></p> <p><b>All governors agreed</b> the minutes to be a true and accurate record of the meetings, held on the 24<sup>th</sup> June 2025 and were signed by the Chair to be returned to the Governor file in School.</p> <p>There were no matters arising and all actions have been addressed.</p>	
7.	<p><b>Head Teacher report/SDP Updates and Overview</b></p> <p>These reports had been shared with all Governors prior to the meeting.</p> <p>The HT led Governors through her report updating Governors regarding new admissions across the school and the implications for staffing, particularly</p>	

support staff. The funding situation regarding these children was also explained including the classroom structure and impact on lunchtimes as an example. The SLT have identified the need for additional support staff on a supply basis in order to meet these additional needs.

- **Attendance** – It was reported that this was still impacted by holidays taken during term time however, other forms of absence were explained. It was important to note that school continues to follow policy and procedures relating to attendance.
- **Numbers on roll** – It was explained that numbers are up on predicted figures despite some mobility due to a variety of factors.
- **Safeguarding** – It was noted that training has been completed by staff. There was a Safeguarding meeting scheduled for the 9<sup>th</sup> of October with a visit by the new advisor Hillary Cave to which Governors were invited. School has been moved to Category 1 with the positives of this fully explained to Governors.  
Membership of the HARTS Alliance no longer represents a good investment for the school due to a substantial increase in charges.

The HT fully explained the circumstances surrounding an ongoing complaint. It was noted that school continues to follow policy and procedures and advice from County. Governors were advised that a complaints appeal panel may need to be formed, and as such, no details were shared at this time.

Discussion followed around this with Governors clarifying the processes involved.

- **Whole School data** – This report had been shared with all Governors prior to the meeting which the HT led Governors through. It was noted that the current Year 3 group needed some additional support and that interventions such as SHINE were being used to address this.

*GC - RWM data at end of Key stage was 57.7%, which is well below national average. Please highlight key actions to demonstrate how this position is to be improved.*

The HT explained this fully to Governors including the children concerned, how this was cohort specific, in some instances this was due to EAL, children with a SEND, specific medical needs or behaviour. The school has completed case studies for each instance and anomalies in the data fully explained. It was further explained how this looks in practice with the specific factors involved.

Discussion followed around issues surrounding the data and challenges in data gathering with specific cohorts.

	<p><i>GC.- Looking at Cyber Security: Do we maintain a register to show which staff have completed the training? Is there a cost /charge for the Cyber Security protection?</i></p> <p><i>R.- All staff sign to say that they have completed training, we get the training and protection through our NYC subscriptions to Veritau.</i></p>	
8.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Confirmation of Statutory Training</b> – All Governors present signed to indicate that they had undertaken and understood the KCSiE and other Safeguarding training offered to them. It has been recognised that Safer Recruitment Training needed to be updated, the HT and Mrs. Price were already booked on the refresher course for this.</li> <li>• <b>Agenda Cycle</b> – The meeting and agenda schedule had been shared with all Governors prior to the meeting which Governors <b>approved</b>, including the suggested meeting dates.</li> <li>• <b>Statutory Forms</b> – Governors updated the forms presented at the meeting, these included Business interest and Gifts and hospitality forms.</li> <li>• <b>Co-opted Governor Vacancy</b> – This was discussed and the importance of appointing the right person agreed by all Governors. All Governors were invited to offer suggestions for the role. It was also agreed to appoint HJ as an Associate member of the Board, bringing a specific skill set, experience and role as Deputy HT offering flexibility should the need arise.</li> <li>• <b>Draft Governor Annual Statement</b> – The meeting determined to look at this in detail at the next meeting. <b>Action-</b> The Clerk to add this to the agenda for the next meeting.</li> <li>• <b>Head Teacher performance management</b> – It was agreed that MK and the Chair would continue to support this process with the advisor and dates have been set for this to be carried out.</li> <li>• <b>SCR</b> – It was noted that the Chair is visiting school in order to carry out this audit.</li> <li>• <b>Scheme of Delegation – Action</b> – The Clerk to send this out digitally for approval.</li> <li>• <b>Instrument of Government and Standing Orders</b> – were <b>Approved</b> by all Governors present.</li> <li>• <b>Agree Panel Membership</b> – It was agreed that MK and the Chair would remain on the Staff Performance Related Pay Panel and would tie this in as part of the Pupil Premium monitoring process. <b>Governors agreed</b> to form other panels as required in view of the current complaints situation.</li> </ul>	<p>Clerk</p> <p>Clerk</p>

9.	<p><b>Policies</b></p> <p>These policies were shared with all Governors prior to the meeting and included;</p> <ul style="list-style-type: none"> <li>• <b>Charging and Remissions Policy</b>- The HT explained that a Holiday Club had been run at the school over the summer holidays which had been a huge success. It was important to note that there had been implications for the HT's time, however, it was felt that it was of benefit to the school both financially and in terms of community relations. The provider has rebooked additional sessions, offering discounted places to children attending Moorside. The full costings and potential income were explained to Governors. <b>All Governors agreed.</b></li> <li>• <b>Child Protection Policy</b> – The HT explained how this had been personalised for Moorside. <b>All Governors approved.</b></li> <li>• <b>Pay Policy</b> – The Chair explained that this policy had been adapted and that the part of this policy relating to performance related pay would not be implemented. <b>All Governors agreed.</b></li> </ul>	
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• The Clerk notified Governors of her intention to resign from her position with the Clerking Service and had given a term's notice ending on the 31<sup>st</sup> December 2025. She explained the reasons behind this decision which she had not taken lightly, and that this was in no way a reflection on her relationship with Governors or the school. She further explained that a new Clerk had been allocated to the School and Governors gave permission for the new Clerk to join the next two meetings in order to shadow CH to ensure an effective handover. It was noted that CH's last meeting would be that scheduled for the 9<sup>th</sup> December 2025. Governors expressed their sincere gratitude to CH for her work with the FGB and the school.</li> <li>• The Chair thanked Governors for their immense support for the school and for all that they do above and beyond their roles. He explained the reasoning behind effective succession planning and the ambitious targets for taking the school forward. He led Governors through Moorside's journey to date, celebrating the strengths, successes, and developments of the school. However, it was explained that there was now the need to strive for more, to achieve further improvement and excellence across the school.</li> </ul> <p>Discussion followed around the positivity across school and how this can be used to move the school forward led by the HT and SLT. Governors were asked to think about this approach and how to move the school forward to excellence also, how this can feed into the SEF.</p>	

	<p>Governors were asked to feedback to the Chair via email to present for discussion at the next meeting.</p> <p>The HT added that school had received very positive feedback from both students and lecturers involved in the teaching programme which was fully explained. Thanks were expressed to HJ for her significant involvement in this process.</p> <p>It was also noted that the website needed to be updated to reflect the positivity and successes of the school.</p> <p><b>All Governors agreed to</b> this approach and offered support where needed.</p>	
<b>11.</b>	<p><b>Key Dates for Governor attendance</b></p> <p>All meetings to be held on Tuesdays at 4.30pm unless otherwise notified.</p> <ul style="list-style-type: none"> <li>➤ FGB 11<sup>th</sup> November 2025</li> <li>➤ FGB 9<sup>th</sup> December</li> <li>➤ FGB 3<sup>rd</sup> February 2026</li> <li>➤ FGB 24<sup>th</sup> March</li> <li>➤ FGB 19<sup>th</sup> May</li> <li>➤ FGB 23<sup>rd</sup> June</li> <li>➤ FGB Thursday 9<sup>th</sup> July</li> </ul>	

Item no.	Action	By
2.	To check and confirm dates re CL's term of office as LA Governor.	Clerk
8.	To add the draft annual statement to the agenda for the next meeting.	Clerk
8.	To send the Scheme of Delegation out to all Governors for approval.	Clerk

The meeting closed at 17.50 hours.

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