Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on Thursday 4th December 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 Kimberley Mearns (KM).

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

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 and Grace Foster-Lilly. Gillian Sulley (GS) the new Clerk to the Board had also sent apologies due to a clash of dates with another school.	
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 item identified during the meeting would be noted.	
4.	**To declare the notification of any other urgent business**.	

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	The Clerk notified Governors that there was an update regarding the renomination of CL as LA Governor. The meeting determined to accept and ratify the renomination of CL as LA Governor effective from the end date of his current term, being the 17th May 2026, for a term of 4 years. The revised end date for this term would therefore be the 16th May 2030. **Action –** The Clerk (CH) to notify Governor Support of this reappointment.	
5.	**To approve and sign the minutes of the last meeting 11th November 2025** **All governors agreed** the minutes to be a true and accurate record of the meeting, held on the 11th November 2025 and were signed by the Chair to be returned to the Governor file in School. The HT noted that since the minutes had been produced there had been an amendment to the Pupil Premium funding data which has been published on the website. The information contained in the minutes of the last meeting regarding the amounts of this funding were now inaccurate with the correct figures shown in the Pupil Premium Strategy and Report on the website.	
6.	**To discuss any matters arising and address any Governor actions identified** There were no matters arising. The actions identified in the minutes included: • The reappointment of CL as LA Governor to the Board. This had already been addressed under agenda item 4.	
7.	**Monitoring the wellbeing and Welfare of pupils, staff and stakeholders, including Safeguarding** The HT reported that: • The incidence of staff absence is currently high due to the usual seasonal illnesses in school. • Safeguarding will be addressed in the Health and Safety (H&S) report to follow as there were some areas that were duplicated. • The Safeguarding and Wellbeing Action Plan is in place, however, the H&S advisor, visiting for a premises paperwork inspection, didn't request documents including this Action Plan, and no agenda was supplied for the meeting. As a result, staff were unable to prepare for the visit as the purpose for the visit wasn't made clear prior to the inspection. Subsequently, the report from this visit is not a true reflection of the school or its policies and procedures.	

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	Again, regarding SEND, the report suggests that school is non-compliant as no request was made to view the relevant paperwork prior or during the visit. It was suggested that the HT, MK and Chair meet again with the advisor in order to provide them with the necessary, correct, documents. A robust discussion followed around this approach and inconsistencies with previous inspection practices. Governors expressed their concerns and fully supported the HT with the suggested approach. • New children have joined the school, some with significant need, which has led to some staff redeployment.	
8.	**Finance** The Chair led Governors through the financial reports and noted that: • Benchmarking shows the school as high in support staff/TA in relation to other schools. This was fully explained as a direct result of the substantial need throughout the school. • Technology is also showing as high, which is due to the upgrade to Windows 11 and investment in new hardware. The meeting determined to circulate the Revised Budget monitoring reports via email and to be agreed in the same way. Governors were asked to submit any questions or challenge to the Chair and School Business Manager as soon as possible so that the revised Budget can be submitted by the deadline of the 31st December. **Action –** All Governors The HT further explained that: • Staffing needs are increasing costs due to additional supply. However, a student from York University will be joining the school on a placement which not only will bring income into the school. Their experience and situation were explained, and it was noted that this placement would be from January to June 2026. *GC.- When is the next meeting with the LA regarding the financial situation?* *R.- These are annual meetings unless we need an external audit.* The Chair explained this in more detail and the implications for any surplus going forward.	All Govs
9.	**Head Teacher interim Report** This report had been shared with all Governors prior to the meeting. The HT led Governors through the key points which included: • The complaint previously reported to Governors had not been escalated to the next stage and was therefore resolved. *GC- Please can you explain more about the Healthy Child you refer to in your report?*	

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R.- This is a process whereby referrals are screened by Children and Families services and can involve Early Help, Living Well, Young Carers Support for examples.
The HT further explained that this was a programme which supports the child's health, physical wellbeing, emotional health and can offer counselling if needed. It can be for a range of need, but this is external support for the child rather than the whole family. This can again be referred further for specialist support if it was felt that this would be more appropriate.
The referral process was also explained along with the Ladder of Intervention used in school.

GC.- Unauthorised absence seems quite high in one particular year group, is there a reason for this and what steps are school taking to address this?
R.- This was an absence that the family applied for which has now been escalated to County.
This particular situation was explained in more detail.

GC.- Looking at behaviour and red flags, these appear to have reduced this year compared to last, is this a change in approach, management or the child/ren in question?
R.- Some children have moved school. Strategic changes in staffing and support for individual children has also had a positive impact.
The HT then explained how the nurture support employed throughout the school has also had a positive impact on behaviour.

- ATPM (Autumn Term Planning Meeting) – The HT explained that this is a meeting with County which looks at contextual improvement in data across the school. It was noted that Early Years are consistently above national data for GLD, Maths and Reading across the school are all also above national figures.
  There are stories behind those children not achieving expected levels and how these children's needs are being addressed.
  The Chair further explained that this had been a very positive meeting with some areas for development but had been a very supportive process. Now that school is classed as Category one, there is less monitoring from the LA.
  It was important to note that the SEF is thorough and detailed, however, it needs to be updated to reflect the new Ofsted Framework headings.
  Writing continues to remain a priority across the school.
  Statistics and data provided by the advisors was positive and the advisors understood the context of some of this data and the stories behind this.

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	Data collection and assessment were explained in detail and how this is also having a positive outcome for the children. **Action –** The HT to circulate the ATPM Report.	HT
10.	**Governance** • **SCR –** The Chair informed Governors that he had visited school to carry out the audit of the Single Central Record and had noted small recommendations to the staff for action. • **Health and Safety –** This had already been addressed under agenda item 7.	
11.	**Policies** These policies were shared with all Governors prior to the meeting and included; • **Attendance Policy –** It was explained that there had been some changes to the wording in this policy but no contextual changes. It was noted that, regarding authorised absence, 'Family Holidays' had been replaced with 'Leave of Absence'. The HT explained the policy regarding children who do not celebrate Christmas and how these children follow adapted timetables/activities rather than being withdrawn from school. The SLT had received positive feedback from parents regarding the inclusiveness of this provision for their children. **All Governors approved** this policy.	
10.	**Any Other Business** • The need for the marketing of the school with a view to increasing numbers was explored. A discussion followed around this, and Governors were asked to look at the website and feedback any comment. *GC.- How does school currently advertise provision for pre-school children?* *R.- Open days are successful and we are planning one for January. We are also targeting new housing developments but there is significant competition amongst other settings including schools and nurseries in Ripon.* Discussion followed around this and other suggested approaches. Outdoor Adventures and Sporting Influence clubs held on school premises during holidays allow access to children from the wider community. News reports, Facebook page and the Ripon Gazette are all useful media for advertising and raising the profile of the school however, social media can have both negative and positive impact. Fundraising and enrichment activities were also discussed.	

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	• All Governors agreed that moving the meetings to Thursdays was a positive with more Governors able to attend face-to-face.	
11.	**Key Dates for Governor attendance** All meetings to be held on Thursdays at 4.30pm unless otherwise notified. ➢ FGB 5th February 2026 ➢ FGB 19th March ➢ FGB 7th May ➢ FGB 18th June ➢ FGB 9th July	

Item no.	Action	By
9.	To circulate the ATPM Report	HT

The meeting closed at 17.40 hours.

Signed: …….. Dated: ……

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