

## Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery  
held on Tuesday 11<sup>th</sup> November 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), Jen Pallister (JP)

In attendance: Carol Harris (Clerk) (CH)  
Helen Jemmett (HJ) *On Teams*  
Gillian Sulley (New Clerk shadowing CH)

#### **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.

Gillian Sulley, the new LA Clerk, was introduced and welcomed to the meeting. Gillian will be taking over the clerking role from January 2026.

Apologies and reasons for absence were received and accepted from Grace Foster-Lilly (GF-L), Rachel Allen (RA), and Kimberley Mearns (KM).

#### **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.**

	None declared.	
5.	<p><b>To approve and sign the minutes of the last meeting 23<sup>rd</sup> September 2025</b></p> <p><b>All governors agreed</b> the minutes to be a true and accurate record of the meeting, held on the 23<sup>rd</sup> September 2025 and were signed by the Chair to be returned to the Governor file in School.</p>	
6.	<p><b>To discuss any matters arising and address any Governor actions identified</b></p> <p>There were no matters arising.</p> <p>The actions identified in the minutes included:</p> <ul style="list-style-type: none"> <li>• The Clerk to investigate the term of office of CL as LA Governor. The Clerk explained that an LA Governor is only allowed to serve two terms. As CL is coming to the end of his first term in this role, he is eligible to be renominated for another four-year term. <b>Action-</b> The Clerk (CH) to notify Governor support as this process can be quite lengthy.</li> <li>• The Draft Annual Governor statement – Discussion followed around the need for this particular document as school already publishes FGB minutes on the website which contain all of this information. The meeting determined that this document was no longer necessary.</li> </ul>	Clerk (CH)
7.	<p><b>Monitoring the wellbeing and Welfare of pupils, staff and stakeholders, including Safeguarding</b></p> <p>The HT explained Safeguarding concerns regarding children joining the school. Ability to meet need was also discussed and that the SLT had applied to the LA for additional funding to support these children.</p> <p><i>GC._ Did these children not have an EHCP at their previous school? R.- No. We have had no further information from these schools as yet, but we are following this up.</i></p> <p>The HT continued to explain the situation regarding these children and detailed how the budget implications were restricting staffing to be able to meet the needs of these children.</p> <p><i>GC.- Would there be a time lag between applying for additional support and receiving it? R.- Yes, it takes around 5 weeks for additional funding to be allocated once the application has been submitted. However, for these children we need to gather two terms of evidence, adding the time to prepare the application, we could be looking at a year all the time struggling to meet need.</i></p>	

	<p>The HT reported that persistent absence is already causing concern. Parents meetings have taken place earlier in the term than they would have traditionally, and the staff team are highlighting these concerns with the parents. However, holidays in term time continue to cause attendance issues. Governors were notified that there was an attendance meeting scheduled to take place on the 8<sup>th</sup> December 2025 with the LA.</p> <p>Governors requested clarity regarding the suspension included in the HT report which was fully explained. It was noted that school continues to follow policy and procedures for these situations.</p>	
<p><b>8.</b></p>	<p><b>Head Teacher interim Report</b></p> <p>This report had been shared with all Governors prior to the meeting. The HT led Governors through the key points which included:</p> <ul style="list-style-type: none"> <li>• <b>The SDP</b> – The HT advised Governors to read the main priority pages and any subject priorities which were relevant to monitoring areas, also Reading, Writing, Assessment and wider curriculum. Performance management has taken place for Subject Leads who are able to discuss subject specific monitoring that ties into the SDP.</li> </ul> <p><i>GC.-Is this a Local Authority (LA) template?</i> <i>R.- It was originally however I (HT) have personalised and modified it to fit our setting.</i></p> <p>Governors discussed the size and content of the document. The HT further explained specifically how milestones need to be met and measured. Writing was used as an example of how the document looks in practice.</p> <p><i>GC- How useful is this for the staff and teaching as a whole?</i> <i>R.- The SLT share the document with staff particularly regarding the success criteria. This is a working document which develops as the terms progress and is reviewed regularly. It also provides a useful summary for Governors.</i></p> <p><i>GC.- On the Criteria for Success, one area has a numerical measurement but not all?</i> The HT explained this in detail and how this would look at a curriculum review to inform planning and implementation going forward.</p> <p>Discussion followed with the HT clarifying how this looks with regards to expectations for children and setting of standards for progression documents in all areas. It was discussed that this ensures fidelity in all subjects across the school regarding standards for all children.</p> <p><i>GC.- How do you measure the success criteria?</i></p>	

*R.- This is assessed termly, offering staff CPD where necessary, perhaps investing in further resources. Assessment underpins this measuring of success.*

The HT explained that the Autumn Term Planning Meeting (ATPM) was scheduled for the 2<sup>nd</sup> of December and the reasoning behind why it is so late in the Autumn term. It was further explained in detail that school has been graded as Category One which reflects that the LA have no significant concerns regarding the school, and how the different factors such as data, staff mobility etc feeds into this which is reviewed annually. Moderation and assessment are also carried out to determine the level of support required.

- **Budget** – The HT reported that there was a meeting scheduled with the LA regarding the budget deficit to look at the in-year and projected deficit going forward. Governors were assured that the SLT were aware of the position with an action plan already in place. The reasons for this deficit were fully explained including: the lack of funding for children joining the school after the census date, some with additional needs, staff absence and maternity leave. This additional spending almost equates to the predicted deficit.

The Chair assured Governors that the school has managed the budget position effectively and that the budget deficit is mostly down to these unforeseen circumstances which have been addressed by the SLT. It was discussed that pupil numbers need to increase while maintaining current staffing levels. Marketing and promotion strategies were also explored particularly in view of the housing developments happening locally, links with the developers and raising the profile of the school were also discussed.

- **Pupil Premium (PP) Strategy** – This document had been shared with all Governors prior to the meeting.

The data contained within the document was explained and how the children are identified and targeted to meet national figures. The impact of the PP Strategy was fully explained and how children are supported according to their individual needs.

It was noted that this policy needs to be reviewed every 3 years.

*GC.- Regarding the allocated funding, please can you explain the difference?*

*R.- This is because we can fund some school meals from this funding.*

*GC.- On Page 3, is the reference to Covid still valid?*

The HT fully explained these figures which also show additional catch-up funding. The continuing impact of Covid was also discussed including some children who missed out on early years development with Social and Emotional development also impacted.

	<p><i>GC.- Some of the summary totals don't seem accurate? R.- The School Business Manager will check these before uploading the document to the website.</i></p>	
9.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Health and Safety report</b> – MK explained that the scheduled meeting with the advisor had been cancelled by them and needed to be rearranged. This was to be a paperwork review. It was explained that one incident had been reported, investigated, and actioned following policy.</li> <li>• <b>SCR</b> – The Chair informed Governors that he was due to visit school to carry out the annual audit of the Single Central Record.</li> <li>• <b>Complaints Panel</b>- As there was already a complaint ongoing the meeting determined to review this as necessary with a named panel discussed according to skill set, possible conflict of interest etc, allowing the ability to triage the complaint according to need.</li> <li>• <b>LA Governor update</b> – This had already been addressed under agenda item 6.</li> </ul>	
9.	<p><b>Policies</b> These policies were shared with all Governors prior to the meeting and included;</p> <ul style="list-style-type: none"> <li>• Complaints Policy – this was <b>approved</b> for 2025 – 2027.</li> <li>• Performance Related Pay Policy – this had been <b>approved</b> at the previous meeting with amendments.</li> <li>• Behaviour Policy – <b>Approved</b> for 2025/26</li> <li>• SEND and Local Offer policies to be brought to the meeting scheduled for the 5<sup>th</sup> February. <b>Action</b> – The Clerk (GS) to add to the agenda for this meeting.</li> </ul>	Clerk (GS)
10.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• JP raised the question of AI, and whether school had received any guidance as to the acceptable use in schools.</li> </ul> <p>The HT explained that some companies are hard selling AI products to schools however, the DfE have advised that these are not to be used as tools for Teaching and Learning. Curriculum and Safeguarding concerns are being addressed by school and acceptable use explored.</p> <p>A robust discussion followed around the use and practicalities of AI in primary schools particularly in report writing which wouldn't work due to the individuality of all of the children. This has been reviewed by the SLT who are not advocating the use for staff in school and have questioned the relevance for use, currently, in primary settings. If it was felt that this would be useful for</p>	

	<p>reducing staff workload for example, then it may be something we could consider going forward.</p> <ul style="list-style-type: none"> <li>• KH asked if it would be at all possible to look at changing the days of the FGB meetings.</li> </ul> <p>Discussion followed around the availability of Governors and Clerks in order to do this and the meeting determined to change the days of the meetings to Thursdays with immediate effect. <b>The date of the next meeting therefore was moved from the 9<sup>th</sup> December to the 4<sup>th</sup></b> with the meeting time of 4.30pm to remain unchanged. Please see all amended dates below.</p>	
<b>11.</b>	<p><b>Key Dates for Governor attendance</b></p> <p>All meetings to be held on <b>Thursdays</b> at 4.30pm unless otherwise notified.</p> <ul style="list-style-type: none"> <li>➤ FGB 4<sup>th</sup> December</li> <li>➤ FGB 5<sup>th</sup> February 2026</li> <li>➤ FGB 19<sup>th</sup> March</li> <li>➤ FGB 7<sup>th</sup> May</li> <li>➤ FGB 18<sup>th</sup> June</li> <li>➤ FGB 9<sup>th</sup> July</li> </ul>	

Item no.	Action	By
6.	To initiate the process for the renomination of CL as LA Governor.	Clerk (CH)
9.	To add the SEND Policy and Local Offer to the agenda for the FGB meeting scheduled for the 5 <sup>th</sup> February.	Clerk (GS)

The meeting closed at 18.00 hours.

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