

Minutes of the Full Governing Board Meeting

**Moorside Primary School and Nursery
held on Tuesday 6th February 2024 at 5.00p.m in School.**

Nurturing Children to Succeed and Achieve

Present: Chris Lea (CL)(Chair), Claire Rowett (CR)(Headteacher), Maureen Binks (MB), Matthew Kettlewell (MK), Kimberley Mearns (KM), Rachel Allen (RA) and Kathy Hammersley (KH)

In attendance: Carol Harris (Clerk) (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.

Apologies and reasons for absence were received and accepted from Jen Pallister (JP).

All Governors approved the nominations of Kathy Hammersley as Vice-Chair and the appointment of Rachel Allen as Staff Governor due to resignation of MB from the role (as of the date of this meeting).

KH and RA joined the meeting at 17.10 hrs.

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.

	Governors were notified that there may be items discussed later in the meeting regarding staffing and Safeguarding, the details of which are to remain confidential to this meeting.	
4.	To declare the notification of any other urgent business Governors were notified that there was a need to look at the procurement for the photocopier and areas for monitoring. To be discussed under Governance and AOB, agenda items 11 and 13.	
5.	To approve and sign the minutes of the meeting 5th December 2023 All governors agreed the minutes to be a true and accurate record of the meeting, held on the 5 th December 2023 and were signed by the Chair to be returned to the Governor file in School.	
6.	To discuss matters arising and address Governor actions It was noted that all actions identified at the last meeting had been completed and that there were no matters arising.	
7.	Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding. <u>Safeguarding</u> <i>GC.- Regarding the Current Cases Open to Agencies - Are these the same children/families being noted each term?</i> <i>R.- When referred to Early Help families can choose whether or not to access support. If families are not engaging then we re-refer. This can continue until we reach the Child in Need threshold. This is impacting staff wellbeing and leadership time. Other agencies are not fulfilling the necessary level of support for these families.</i> The HT went on to explain this further and reported that there was a need to get these teams to fully understand the responsibility regarding the Safeguarding of these children. It was reported that school is also providing food parcels for families in need. Welfare at home for some children is also a concern with school providing meals particularly breakfast. Attendance is also a concern for some children/families as this is at 80%. This continues to be addressed and monitored according to school policy. <u>Staff Wellbeing</u> – Staff are communicating well with the leadership team and are seeking support if needed.	

8. Head Teacher Report

The HT led Governors through the report which had been shared with all Governors prior to the meeting. Key points to note included;

- There were no exclusions to report this year.
- A complaint had been raised which the HT explained to Governors. The family concerned is not engaging with school which is making the situation more challenging. The potential need to form a complaints panel was recognised.
- Filtering and Monitoring - Smoothwall is reporting breaches however, there are some issues with the HT receiving these notifications when the school's IT technicians have been testing the systems. This has been reported to School's ICT who are dealing with it. Hence the data on the report. Staff are continuing to remain vigilant and are monitoring the safe use of technology.
- Bullying – the HT reported that there are 2 children currently being monitored and is low level however, this is being addressed by staff.
- Attendance is good with some seasonal bugs doing the rounds. Staff have been advised to continue to monitor hygiene in classes.
- Basic Characteristics – Some changes to these were reported to Governors with the documents shared in the meeting. The changes were explained and also the resultant impact on the support staff. It was noted that funding will be lost from next year due to some of these children leaving the school.
Discussion followed around arrangements and impact for these children.
- It was noted that there would be 3 more children joining from Nursery with numbers looking positive in Reception in September '24. An open morning is planned for Saturday 24th February which should raise the profile of the school and hopefully attract more families.
- Staffing- it was reported that classroom observations were being carried out with a focus on maths.
It may be necessary to recruit a 0.9 teacher, the HT and the school's business manager are currently looking at costings. Some staff may be redeployed according to staffing levels needed. The proposed class restructure due to maternity leave was explained to Governors.
- Red Card Data – The HT led Governors through the report.
GC.- Regarding the Breakdown of Red Cards - Has the benchmark for defining a "Red Card" changed, or is the reduction in numbers due to better management/staff training?
R.- The reduction in Red Cards in KS1 is due to a move to more structured play with support from the play leaders. This responsibility has also had a positive impact on Year 6 children. We have noticed

	<p><i>some inconsistency in some of the classes which staff are addressing according to the behaviour policy.</i></p> <ul style="list-style-type: none"> • CPOMS – this has also flagged some inconsistencies in reporting/logging of incidents and this is to be addressed by staff at an upcoming training day. • <u>Data</u> <i>GC.- Maths - What steps are being taken to close the gap between girls and boys (Y5 & Y6)? Reading - Y5, is there a reason why the girls target is not set above current levels? Writing - What steps are being taken to improve writing data, and in particular in Y6 to close the gap between boys and girls?</i> <p>Responding to this challenge the HT explained the data to Governors. It was important to note that this data can be skewed due to the mix and different numbers of children within the cohorts. The SHINE intervention is being used widely and is specifically targeted towards identified groups of children.</p> <p><u>In Reading</u>, some children have already met targets and we are looking at the next round of data. School is currently investigating the differences in the various means of assessment available including the PIRA and PUMA tests and Rising Stars. Appropriate targets will then be set.</p> <p>The HT went on to explain how the different tests work and what they look for. Ultimately, school will be looking at either the PIRA/PUMA tests or NTS depending on the best fit for the children. It was noted how the SATs tests fit with these assessment tools.</p> <p><u>In Writing</u> there has been a strong focus in Year 6 on SPAG and Reading which will also affect Writing which will be a focus for Greater Depth.</p>	
<p>9.</p>	<p>Finance - Update</p> <p>The Chair led Governors through the Finance updates reporting that;</p> <ul style="list-style-type: none"> • There had been a slight reduction in the predicted deficit due to the cutting of some costs and the staffing review. • He explained that he is confident that school are using any funding appropriately and that finances are well managed. • All staff are aware of the financial situation and are managing this without impacting the teaching and learning. • FOMS are already supporting financially as far as they are able. Thanks were expressed for all that they provide, • Numbers for next year really matter. 	

<p>10.</p>	<p>Send/Inclusion meeting</p> <p>The HT and Chair fed back from this meeting. The Chair explained the situation regarding the background for this meeting with the SEND team and the relationship and prior communications. It was noted that;</p> <ul style="list-style-type: none">• There had been little collaboration with school and there was a lack of understanding of the position faced by the school.• This meeting, held on the 22nd January 2024, had been attended by several departments.• Governors attending the meeting also felt unsupported by those attending from County and again stressed the apparent lack of understanding of the school's position and knowledge of the SEND requirements.• The Chair had requested information regarding the appropriate complaints policy to refer to in order to follow up the complaint made by school. <p>Discussion followed around this meeting and it was noted that no resolution had been reached and none of the school's questions answered.</p> <ul style="list-style-type: none">• The HT further explained the needs of the child concerned to Governors and how this high level of need has not been recognised by the SEND team.• The Chair has responded by email and has copied all of the attendees in order to escalate this complaint to stage 2.• The HT explained the difficulties faced by admitting a child with such high need into a mainstream.• Governors were informed that County were now providing the same caseworker for each child with an EHCP/ECAR in schools and the HT went on to explain how the different agencies are not communicating. <p>All Governors supported the HT and Chair in escalating this complaint to stage 2 and referring this matter to whichever authority was felt to be appropriate.</p> <p>Further discussion followed regarding the outcome of this meeting.</p>	
<p>11.</p>	<p>Governance</p> <ul style="list-style-type: none">• Co-opted Governor Vacancies – It was noted that these have been opened up in order to approach a wider audience.• Induction Governor – The Chair very kindly offered to be responsible for new Governor induction.• Governor Monitoring –<ul style="list-style-type: none">i. MK is to take on responsibility for monitoring Pupil Premium funding/spending.	

	<ul style="list-style-type: none"> ii. MB reported that she had sent the Attendance report to the HT for information. iii. Going forward, KH is to take on the responsibility for Behaviour and Attendance and will liaise with MB and Sally Price. iv. The Chair asked if any Governor would consider a role to look at Finance. He explained that this would be beneficial as part of succession planning which is good practice. He went on to explain the role further. It was suggested that shadowing the Chair in this role would be an option. <ul style="list-style-type: none"> • Health and Safety - MK led Governors through his report which had been shared with all Governors prior to the meeting. It was noted that; <ul style="list-style-type: none"> i. The new advisor had visited school for a walk through. As she was new to the school, she had a different approach. ii. Fire doors to the reception area may need to be addressed going forward. The advisor felt that this was a big space particularly in view of the server also being in that location. iii. The full report from the advisor is to follow. iv. Fire procedures need to be checked. 	
<p>12. Policies.</p>	<p>The SEND policy had been shared with all Governors prior to the meeting which was approved by all Governors.</p> <p>It was noted that there was a need to update the Parent Behaviour on Site policy to now include social media. This was agreed by all Governors.</p>	
<p>13. Any Other Business</p>	<ul style="list-style-type: none"> • As discussed under agenda item 4, it was noted that the Photocopier contract was up for renewal. The Chair explained in detail the benefits of the estimates received which would also include the provision of new machines. It was noted that some of the 'estimates' could be fluid however the estimate from RICOH was based on actual usage and as such would be the most accurate. The Chair recommended to accept the RICOH quote as it was the most competitive and appeared to offer the best value. All Governors agreed, • SFVS – The Chair confirmed that this had all been reviewed and checked and recommended the statement for approval. All Governors approved the SFVS for submission. It was important to note that the time lags for SEND funding coming into school when school were already providing support for children, continues to cause difficulties in financial management processes. 	

	<ul style="list-style-type: none"> • MK notified Governors that Mowbray School were looking to academise which may impact any shared access with Moorside. MK reported that he will continue to monitor the situation and keep the HT, Chair and Governors informed of any potential impact. Discussion followed around the impact for local children with SEND. • Sincere thanks were expressed to MB for all of her support over many years as Staff Governor and as a member of staff at the school and was wished every happiness in all of her new adventures. Rachel Allen was again welcomed to the board. 	
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"> ➤ FGB 19th March 2024 ➤ Business/Strategy meeting TBC ➤ FGB 14th May 2024 moved to Tuesday 7th May 2024 ➤ FGB 9th July 2024 	

There were no Governor actions identified.

Item no.	Action	By

The meeting closed at 18.50 hours.

Signed: Dated: