

Minutes of the Full Governing Board Meeting

Moorside Primary School and Nursery
held on Tuesday 19th March 2024 at 5.00p.m in School.

Nurturing Children to Succeed and Achieve

Present: Chris Lea (CL)(Chair), Claire Rowett (CR)(Headteacher), Matthew Kettlewell (MK), Rachel Allen (RA) and Kathy Hammersley (KH)

Jen Pallister (JP) (attended on Teams)

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 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.

Governors were notified that there may be items discussed later in the meeting regarding individual SEND children the details of which are to remain confidential to this meeting.

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

None declared.

5.	<p>To approve and sign the minutes of the meeting 6th February 2024</p> <p>It was noted that in the minutes the wrong initials had been used for an action, the Clerk amended the minutes accordingly.</p> <p>All governors agreed the minutes to be a true and accurate record of the meeting, held on the 6th February 2024, with this amendment, and were signed by the Chair to be returned to the Governor file in School.</p>	
6.	<p>To discuss matters arising and address Governor actions</p> <p>It was noted that all actions identified at the last meeting had been completed and that there were no matters arising.</p>	
7.	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</p> <p>The HT reported that, due to this having been such a short term that this had impacted data collection and targets and this additional pressure on staff needs to be recognised. Parent’s evenings have been delayed to support staff workload. The SLT also read through all reports so it is important to recognise this impact.</p> <p>The data in the HT report reflects seasonal absence due to the usual winter bugs etc.</p> <p>Some concern was expressed for families in need not being supported by outside agencies. School are managing the situation according to policies.</p>	
8.	<p>Head Teacher Report</p> <p>The HT led Governors through the report which had been shared with all Governors prior to the meeting. Key points to note included;</p> <ul style="list-style-type: none"> • The investigation of an historic incident (outside school) and subsequent behaviours has triggered the necessity for a suspension. The HT explained the situation to Governors who were reminded of the confidential nature of this discussion. She further explained the school’s concerns and the procedures that school is following according to Safeguarding procedures and policies. <p>Discussion followed around this situation and concerns expressed for the wellbeing of those concerned. An exclusion has been actioned for 8 days while trying to access further support. Work is being sent home but there is a lack of engagement with this. The HT and Chair continue to monitor this</p>	

situation and will keep Governors updated going forward. The need was noted for a multi-agency meeting. All actions have been recorded and logged.

- Two complaints have been received which are unrelated to the above. These are being dealt with according to procedures and policy. No details were shared with Governors should the need arise to form a complaints panel.

- **Attendance**

GC- Attendance data shows that we are below the national average, What actions are in place to remedy this?

R.- Attendance targets are aspirational with National figures at 96%.

The HT went on to fully explain the data behind the attendance figures in the report. It was important to note that school is currently above national figures.

GC- Are there any further updates regarding the Filtering and Monitoring systems?

R.- Mrs Price is currently investigating this. Smoothwall is not doing what it is supposed to and so we are looking for a partial refund of costs incurred so far. Alerts are not being received by the HT and Mrs Price and a complaint has been lodged with County. Staff continue to monitor the safe use of IT in the classrooms. The Chair and HT continue to monitor the situation and will report back to Governors with any updates.

The HT reported that Heather Russell had visited school and further explained the visit and relevance to attendance. It would be a requirement from September to upload attendance data to the County system.

It was noted that school is following the Attendance policy as some children have been identified in the persistent absence figures. The HT went on to explain the codes used for absence reporting.

- **The Inclusion Quality Mark** – It was reported that the school has attained Flagship status. The HT went on to explain the projects happening through school and how the system works.
- **Pupil Premium Report** – This report had been shared with all Governors prior to the meeting. MK, the link Governor, explained the process and that there were no concerns with the report.

GC.- Looking at the Early Interventions, are there others besides SHINE?

R.- Yes, we use the Nuffield Daily Language intervention, Little Wandle Catch Up Phonics among others, depending on need.

The HT went on to explain these further to Governors which have had a positive impact thus far. All children are assessed and the appropriate

	<p>intervention put in place. The Nurture Intervention was also explained regarding attendance.</p> <ul style="list-style-type: none"> • Health and Safety – MK noted that this report was to follow and it was noted that there was little of any significance to report. The Fire Risk Assessment had been reviewed and the fire doors to the reception/office area were now deemed a priority. The costings for this would be around £2 000 which would need to come from the capital funding. <p>The Minor injuries reports had been reviewed again with nothing significant to note. Two members of staff had undertaken defibrillator and Paediatric first aid training. One minor accident had been reported which had required school to adjust areas of access for children.</p>	
<p>9.</p>	<p>Finance - Update</p> <p>The Chair led Governors through the Finance updates which had been shared with all Governors prior to the meeting, reporting that;</p> <ul style="list-style-type: none"> • A meeting had been scheduled for the following week to discuss the financial situation and that the Chair, HT and Mrs Pawley had met with the Bursar to look at the start budget. • There was still the prediction for a deficit budget for next year. • Staffing – The Chair explained that staffing is being managed effectively throughout school. There are currently 8.5 FTE staff but ratios will mean that this may need to increase from September with the predicted numbers for Nursery and reception. • The need to increase pupil numbers which impact directly on the budget was discussed. • Costs, such as staffing, have increased but the Chair explained that all other costs in school are being managed effectively. • It has been recognized that it may be possible that school has been underfunded in both Nursery and with EHCP's. This is being followed up and school are continuing to support families in need. • Predicted numbers for Reception are up for the September intake. • It was noted that it is possible that additional funding may be allocated for this year which the SLT are monitoring closely. • It was discussed that the deficit previously predicted may not be as severe due to the variances in funding. <p><i>GC.- How soon do you know if a child will receive Pupil Premium funding? R.- As soon as they join the school, it is based on the parent's National Insurance number.</i></p> <p><i>GC.- Looking at the Nursery, how soon will those children join Reception?</i></p>	

	<p><i>R.- This depends on when the child turns 4. It can also make a difference if the child joins from another provider. Our Nursery isn't currently suitable for children under 3.</i></p> <p>Discussion followed around this and the implications for staffing ratios. It was agreed that the Chair would keep Governors up to date with any discussion regarding finance which will be a focus for the next meeting.</p>	
<p>10.</p>	<p>Governance</p> <p>The HT noted that an email received from Governor support had caused some concern regarding the LA Governor position. The Clerk and LA Governor (The Chair) reassured Governors that this was a generic email and that the LA Governor situation on this FGB was unaffected.</p> <ul style="list-style-type: none"> • Co-opted Governor vacancies – it was reported that no responses had been received as yet but that this situation continued to be a focus going forward. <p>It was noted that all other reports had been received and discussed under agenda item 8.</p>	
<p>11.</p>	<p>Policies.</p> <p>All policies for Governor attention had been shared prior to the meeting.</p> <p><i>GC.- Looking at the Information Security Policy, do we need a named person to be the IAO?</i></p> <p><i>R.- This is Mrs Pawley who currently completes and reports on any data breaches under delegated responsibility for the HT.</i></p> <p><i>GC.- Is the data protection system protected by fire doors as is suggested in the policy?</i></p> <p><i>R.- The H&S advisor has said that the fire extinguisher provided is sufficient however, these are the fire doors that were discussed earlier.</i></p> <p>The HT went on to explain that all data is backed up both at school and on the one drive at County.</p> <p>It was recognised that the wording may need to be amended on the policy. Action – The HT to investigate this.</p> <ul style="list-style-type: none"> • Data Protection Policy - All Governors approved this policy. • Information Security Policy – All Governos approved this policy. 	<p>HT</p>

	<ul style="list-style-type: none"> • Pupils, Parents and Guardians Privacy Notice – All Governors approved this Notice. 	
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Governors were informed of a meeting with the HR investigating team regarding the complaint made regarding the Inclusion Team by the School. The Chair explained this further and detailed the impact that this ongoing complaint had had on school and staff. It was noted that there were 3 lines of enquiry to follow and the HT explained this further. The Chair is to keep Governors informed. Discussion followed around this and the ongoing situation as well as possible implications for more children going forward. • The Clerk informed the Chair of an upcoming Symposium for Chairs. Action- The Clerk to send the details of this to the Chair. • Details of the HT’s upcoming maternity leave were shared with Governors. This included that Michelle Ryder would be attending the next FGB meeting with the HT also attending where feasible. The situation regarding the deployment of staffing was also explained. 	Clerk
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"> ➤ Business/Strategy meeting – the need for this meeting was discussed and it was agreed that no date for this needed to be set at the present time. ➤ FGB 14th May 2024 moved to Tuesday 7th May 2024 ➤ FGB 9th July 2024 	

There were no Governor actions identified.

Item no.	Action	By
12.	To investigate the wording around the back up of data on the Information Security Policy.	HT
13.	To send details of the Symposium for Chairs to the Chair.	Clerk

The meeting closed at 18.25 hours.

Signed: Dated: