

**Minutes of the Full Governing Board Meeting**

**Moorside Primary School and Nursery  
held on Tuesday 7<sup>th</sup> May 2024 at 5.00p.m in School.**

*Nurturing Children to Succeed and Achieve*

Present: Chris Lea (CL)(Chair), Michelle Ryder (MR)(Acting Headteacher), Matthew Kettlewell (MK), Rachel Allen (RA). Kathy Hammersley (KH), Jen Pallister (JP) and Kimberley Mearns (KM)

In attendance: Carol Harris (Clerk) (CH)  
Jo Pawley (JP) (School business manager)  
Claire Burland (CB) Subject Lead

**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.	<b>Welcome to Governors and apologies</b>  The Chair welcomed all Governors to the meeting held in School.  Apologies and reasons for absence were received and accepted from Mrs Rowett.	
2.	<b>Pecuniary Interests</b> The Chair reminded Governors to declare any pecuniary interests.  No new interests were declared.	
3.	<b>Confidentiality</b>  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.	
4.	<b>To declare the notification of any other urgent business.</b>  None declared.	
5.	<b>To approve and sign the minutes of the meeting 19<sup>th</sup> March 2024</b>	

	<p><b>All governors agreed</b> the minutes to be a true and accurate record of the meeting, held on the 19<sup>th</sup> March 2024 and were signed by the Chair to be returned to the Governor file in School.</p>	
<p><b>6.</b></p>	<p><b>To discuss matters arising and address Governor actions</b></p> <p>It was noted that all actions identified at the last meeting had been completed and that there were no matters arising.</p>	
<p><b>7.</b></p>	<p><b>Finance</b> (This agenda item was discussed following the Subject Leader reports)</p> <p>JP led Governors through the finance report and noted that;</p> <ul style="list-style-type: none"> <li>• A significant amount of additional funding had been received by the school, which was explained in detail.</li> <li>• Other variances included additional EHCP funding for one child and savings made including energy costs.</li> <li>• It is looking like there will be a positive carry forward with an even better position predicted for next year however, it is recognised that we need stability in pupil numbers going forward.</li> <li>• The Reception intake for September is predicted to be 23 however there are more children leaving from Y6. Staff are showing prospective parents around and this looks positive going forward.</li> <li>• All pay awards have been factored into the budget.</li> <li>• Buddies will need to be relaunched due to new government guidelines for wraparound care in schools.</li> </ul> <p><i>GC.- How have these rules changed from what we offer now?</i>  <i>R.- If there is demand from parents, we need to offer slightly longer hours. A survey for parents will look at requirements for families. If there isn't the demand for the additional hours, then we do not need to provide this. We will need to look at the feedback from this survey along with the impact for school staff.</i></p> <p><i>GC.- Is this provision structured?</i>  <i>R.- It is more child led with homely support after school. Charging for this could impact families significantly.</i></p> <p><b>All Governors approved the Start Budget for submission.</b></p> <p>JP left the meeting at 17.45 hrs.</p>	

**8. Subject Leader Reports – Maths and Science**

Heather Russell's reports had been shared with all Governors prior to the meeting.

CB led Governors through the reports and explained the inspection process to Governors. It was reported that in Science;

- The advisor looked at progression throughout the school and how this looks in the classroom.
- Planning had also been reviewed and all staff were using Zoom in, Zoom out as lesson starters.
- It was noted that all children can access the prompts for scientific discussion.
- The advisor looked at scientific working and language with a focus on the aspect of scientific working to enable greater depth.

MR went on to explain the processes behind planning further and how prior learning feeds into planning. There is fidelity across all planning documents and for assessment which leads into additional learning.

- Actions identified include; Labelling of books and planning for greater depth
- The Science Ambassadors impressed the advisor with their confidence in the subject.
- It was noted that staff would like to become a part of Great Science which was explained to Governors. Examples of science linking to other, cross curricular subjects were also explained to Governors.

*GC.- Are staff happy that progression towards continuity is happening?*

*R.- Yes, this is happening right across the school which is shown in the fidelity and progression in planning.*

*GC.- This seems a huge subject area, do you feel that you are given the time and support needed for this role?*

*R.- Yes, I am well supported by the SLT and given time out of the classroom to carry the role out effectively.*

In Maths we are looking at where next and this continues to be a priority.

CB explained Maths Mastery to Governors with the recognised need for fidelity across the school. It was also noted that;

- Sustaining the maths Hub and continuing to work with staff is a focus.
- The Claire's Christy programme for times tables has been adopted by school which has been recognized as an area for development. CB has attended training which has been cascaded to all staff. This has now been rolled out into KS2. CB went on to explain how this programme works in practice and what it looks like in the classroom. Also, the year groups now using this programme and the reasoning behind this were explained.

	<ul style="list-style-type: none"> <li>Mastery In Number used in KS1 gives the children the foundation for maths beginning with addition with some programmes identified for Y3, staff training for these programmes is carried out termly.</li> </ul> <p>MR and CB went on to explain how this all looks in practice with STEM sentences explained to Governors. It was important to note that all of this was in addition to the normal maths lessons and not instead of.</p> <p>Thanks were expressed to CB who left the meeting following her report.</p>	
<p><b>9.</b></p>	<p><b>Monitoring the wellbeing and welfare of pupils, staff and stakeholders, including Safeguarding.</b></p> <p>It was explained that this is all contained within the Headteacher’s report however, it was noted that;</p> <ul style="list-style-type: none"> <li>There has been a slight staffing restructure due to the maternity leave with a new teacher in Y2 being supported prior to MR taking up the Acting Head role.</li> <li>Appraisals have been carried out for all staff with very positive feedback and new targets set.</li> </ul>	
<p><b>10.</b></p>	<p><b>Headteacher Report</b></p> <p>This report had been shared with all Governors prior to the meeting.</p> <p><i>GC.- Looking at absences, persistent absence is up. Is this a concern? R.- Some persistent absence has been escalated and referred to County. Holidays taken in term time continue to remain a concern however, all are being addressed according to policy.</i></p> <p><i>GC.- Looking at Y1 are the numbers correct. Is there a reason for this year being so much highr?</i></p> <p>MR explained to Governors how attendance is measured ie. It is the number of sessions missed that indicate the level of absence. It was important to note that no holidays are authorised by the school.</p> <p><i>GC.- It is good to see the decreasing trend in Red Flag behaviours during the year and year on year. Is there any specific rationale for this? R.-The nurture provision has proven really effective and supportive for the children. There has also been some migration of children to other provisions. The Behaviour Policy is also embedded, and the children are well supported. The introduction of structured play has also been very effective.</i></p> <p><i>GC.- Looking at the data, Years 1,2,3 and 4 seem to be performing better across all areas and closer to targets. Is there any specific rationale for this and what actions are in place to improve Years 5 and 6 data?</i></p>	

	<p><i>R.- Years 5 and 6 were the last years taught in the old infant school and had a very different grounding. Covid also impacted these groups. Processes are in place to close these gaps.</i></p> <p>It was reported that Maths data is still an area for focus. Monitoring and training are ongoing. New assessment processes are being trialled to bring in line with SATs and the curriculum.</p>	
<p><b>11. Governance</b></p>	<ul style="list-style-type: none"> <li>• Governor Link reports included;</li> <li>i. <u>Health and Safety</u> – This report had been shared with all Governors prior to the meeting. MK noted that there were no H&amp;S concerns to report with the next visit due in July. There was a need for some cosmetic work to be carried out in the school kitchen and school was currently awaiting quotes for the works. Some drain covers need attention and continue to be monitored. It was suggested that these be addressed during the summer holidays.</li> <li>ii. <u>Behaviour and Attendance</u>- KM reported that she had visited school to monitor Behaviour and Attendance with her report to follow. She explained that she and Mrs. Price had looked at the systems and how effective these are. This monitoring is to continue, reviewing this effectiveness going forward. Concerns were raised regarding succession planning for the PSA role going forward and it was recognized that the sharing of information would be beneficial in this case. Discussion followed around how this may work in practice. It was noted that the Attendance Policy needs to be reviewed. <b>Action –</b> The Clerk to add this to the agenda for the next meeting.</li> </ul> <p>Discussion followed around the attendance policy and whether it was made clear to parents how the sessions are counted as absences. ie 2 per day. It was decided that MR would look at this and bring to the next meeting for approval. <b>Action - MR</b></p>	<p>Clerk</p> <p>MR</p>
<p><b>12. Policies.</b></p>	<p>All policies for Governor attention had been shared prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Governor Allowances – This <b>policy was approved</b> in principle on the basis that there were no changes to the existing policy.</li> </ul>	
<p><b>13. Any Other Business</b></p>		

	<p>The Chair updated Governors regarding the ongoing complaint status. It was noted that this had been escalated to Stage 2 and that it was all still ongoing and continues to be investigated. The Chair is being updated regularly.</p> <p>The Chair is still involved, supporting the family concerned and is monitoring the situation ensuring that all information is included in the investigation. A robust discussion followed around this situation and the Chair to keep Governors informed.</p> <p>There was no further business to discuss.</p>	
<b>14.</b>	<p><b>Key Dates for Governor attendance</b></p> <p>Dates of next FGB meetings previously agreed as follows (<b>Tuesdays</b> at 5pm) in school unless otherwise notified;</p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ FGB 9<sup>th</sup> July 2024</li> </ul>	

**There were no Governor actions identified.**

Item no.	Action	By
11.	To add the attendance policy to the agenda for the next meeting.	Clerk
11.	To look at the wording on the attendance policy and bring to the next meeting for approval.	MR

The meeting closed at 18.30 hours.

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