

## Moor First School

### Minutes of the Meeting of the Full Governing Board held in the school on Wednesday 24<sup>th</sup> May 2023 at 5.00p.m.

**Present:** Mrs V Atherton (VA) (Headteacher), Mrs V Chapman (VC) (Chair), Mr M Dodd (MD), Miss R Gould (RG), Mrs V Jackson (VJ), Mrs C Smith (CS), Mr M Sutcliffe (MS), Mrs V Wood (VW).

**In attendance:**

Mrs N Kirby (NK), Clerk to the Governors.  
Mrs S Mayes (SM), Headteacher

#### 1. Apologies

**Resolved** - That apologies for absence be received and accepted from Mr M Chapman (MC), Mr J Garvey (JG).

#### 2. Welcome

Miss R Gould (RG) was welcomed as a new parent governor.

#### 3. Governing Board (GB) Matters

##### a) Membership

Mrs A Timbey sent in her written resignation. A vote was undertaken for a new Vice Chair, this was Mrs C Smith (CS), Mrs V Jackson agreed to become a Foundation governor. SM will take to next Trust meeting, 21<sup>st</sup> June 2023. VA to send out a letter for new Co-opted governor. RG to go on S&S committee. AT's subject roles were allocated to the following governors: -English-RG, Early Years-VJ. Safer Recruitment-MS. The following are temporary for CS -- CPD, initial teacher training, looked after children, pp, SEND. NK and SJ to amend staff handbook, website and GIAS.

##### b) Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

##### c) Register of Business Interests

Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school website.

**Resolved** - That the register of business interests has been updated (Autumn 2022).

##### d) Declaration of Interest Business and Pecuniary

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

##### e) Code of Conduct

All Governors agree to follow the Code of Conduct.

#### 4. Minutes of the Previous Meeting

**Resolved** - That the Minutes of the Local Governing Board meeting held on Wednesday 15<sup>th</sup> February 2023 was agreed by the governors.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

## 5. Matters Arising from the Previous Meeting

<b>Actions from Spring 2023 Meeting</b>
Parent governor deadline Friday 17 <sup>th</sup> February 2023 - <b>VA to look at applicants after half-term. Actioned and RG new parent governor</b>
Phonics - <b>VW in touch with Twinkl for help with delivering lessons. VW-looking at phonics and may require a different approach.</b>
PE - <b>how are staff measuring progress? BeeActive are new company and come Sept they will set up a traffic light system so staff can instantly assess the children.</b>
Target for absences 96.5% - governors wondered if this was too high. <b>SM to bring up at next Trust Meeting. SM-trust are staying at this percent.</b>
SM to find out if any Governor strategic training in relation to safeguarding is required, not just level 1 Safeguarding. <b>SM-undertaking audit at present and will find out if required when completed.</b>
The Governors could change the format of the Headteacher's report that suits them and also the content, as there maybe items that have been included in other correspondence e.g., events are publicised in other documents. <b>JT to amend template. Actioned</b>
School website, GIAS and staff handbook to be updated with amendments to link governors' structure - <b>NK and SJ to action-Actioned from last meeting. More amendments to be made after this meeting.</b>
Health & Safety - <b>VA trying new CO2 device in Early years. VA-to action with caretaker as require to take recordings at different times.</b>
Governors to email the school office to confirm that they have read and understood the safeguarding policies. <b>Completed, SM produced signed list of completion by governors.</b>
Safeguarding level 1. <b>MC to re-schedule with SM. MC has completed.</b>
"Churches Together"- <b>AT to obtain contact details and pass to SM. VA to action due to resignation of AT.</b>
Length of school day to be formalised - <b>VA and SM to action next half-term. SM-letter has gone out and will go out on newsletter Friday 26<sup>th</sup> May 2023.</b>
Website review - <b>VA to update JG after meeting. Actioned.</b>
VA to speak to Mary Gale regarding link governor training. <b>Actioned</b>
NK to email Entrust to see if any future dates for training on how to be OFSTED ready. <b>NK-None at present will keep monitoring.</b>

## 6. Reports

### a) Chair's and Vice-Chair's actions

The Chair reported that she had undertaken the following actions on behalf of the Governing Board since the last full Governing Board meeting:  
Signed the business continuity plan.

### b) Committees

#### Finance, Premises, Health and Safety (F, P, H &S) Committee

The minutes of the meeting which took place on Wednesday 8<sup>th</sup> February 2023 and Wednesday 29<sup>th</sup> March 2023 had been circulated with the agenda papers.

A verbal report was given by the Chair of the Committee pending availability of the minutes of the meeting which took place on Wednesday 17<sup>th</sup> May 2023 at 3.00pm.

**Resolved** – Accepted minutes of the meeting held on Wednesday 8<sup>th</sup> February 2023 and Wednesday 29<sup>th</sup> March 2023.

### **Staffing and Standards (S&S) Committee**

The minutes of the meeting which took place on Wednesday 8<sup>th</sup> February 2023 had been circulated with the agenda papers.

A verbal report was given by the Chair of the Committee pending availability of the minutes of the meeting which took place on Wednesday 17<sup>th</sup> May 2023.

**Resolved** – Accepted minutes of the meeting held on Wednesday 8<sup>th</sup> February.

### **c) Nominated/Link Governors**

**SEND report was sent to all governors.**

**Resolved** – the report received and accepted.

## **7. Headteachers' Reports (x 2-data and leadership)**

The reports had been circulated with the agenda papers.

**CS-school data is showing 3. Is that red cards?** VA-yes. Staff have been emailed new reports to fill in and eventually this be electronically set up.

**CS-noticed there was a big dip in Year 1 maths results**-SM-estimation based on Early years curriculum, National Curriculum is different. VA-got to build transition from Early Years to Year 1.

**CS-is this to do with part-time staff?** VA-no as the maths lead teaches maths and the other teacher teaches English.

VA-at the Ofsted meeting only 2 governors attended. Please can governors read the reports prior to the meetings and if they cannot attend send in questions.

**CS- please can this also apply to all committees and full governors.**

**VC-when is the next Ofsted meeting?** SM-one hasn't been set.

SM-from the data school is looking at writing.

VA-looking at a writing journey.

VA-awaiting scouts to agree letting charges by end of June.

**CS-the year 4 writing looks very good.**

VA-Early Years-tapestry-arranging more opportunities for parents to come and engage with their children. Training at the end of June for early years reading. Asking parents to attend, then if some are dedicated, they can be DBSd and they will have the skills help at school

VA-parents evening feedback-some ideas from parents: -

Plays at night for free. Costs to the school e.g., licenses.

Swimming for year 4-Swim in year 5 and costs to the school.

Music lessons-VA-again cost to the school and not many children take it up.

**VC- could we get teachers into teach?** V A-this does not always work and the subject leads look at the curriculum to see what is required.in KS2 they have to play 3 instruments.

Newsletter weekly-this would prove unproductive.

Teachers to deal with medical situations. -VA-there are enough first aid trained staff to ratio of children.

School assemblies-this is happening

**MD to reply to parents as a governor.**

### **Policies**

Allegations of Abuse made against a Person who works with Children

History

Music

Mixed Age

Alcohol and Drugs

Science

Religious Education

Collective Worship

**Resolved:** Policies received and accepted by the governors, except science, this wasn't included in the pack so to be emailed to the Chair to sign as Power to Act.

## **8. Safeguarding Updates (Section 1.4a and 1.4b of the Entrust GIP)**

- a) **Keeping Children Safe in Education 2022 (KCSIE)**
  - i. Strategic Review of Safeguarding Guidance for Governors
  - ii. Local Authority Audit

## **9. Strategic Leadership (Section 1.1 of the Entrust GIP)**

- a) General tasks for the summer term - **update strategic vision-VA-wait for SC advice and bring up at next meeting.**
- b) Strategic Leadership with reference to school attendance
- c) Minimum Expectations on the Length of the School Week
- d) Performance Management - **Co-heads midterm – 14<sup>th</sup> June with June Todd- rest of staff completed**
- e) Assessment- ASP and IDSR
- f) Spring Budget Implications – **Finance, Premises, Health and Safety Committee-F, P, H, S recommend budget.**

## **10. Finance Accountability (Sections 1.2 and 3.1 of the Entrust GIP).**

Always read in conjunction with your Scheme of Delegation

- a) Updated information on DfE's funding strategies
  - i. Sports Premium (Primary/Middle) – **currently under review for our website-VA-to be completed by end of July, passed to MD as PE Governor and to VC for power to act.**
  - ii. Pupil Premium-**VA-to do, there will be less as losing 3 in year 4.**
- b) Support Staff Pay Award and Teacher's Pay Award
- c) Total Asset Management Service
- d) Buying for Schools' Update

### **. Section 3.1**

- a) SFVS - **Finance, Premises, Health and Safety Committee – completed on time**
- b) View My Financial Insights Tool (VMFI)-SM-some parts irrelevant to Moor First setting.

## **11. Teaching and Learning (Section 1.3 onwards of the Entrust GIP)**

- a) Religious Education
- b) Ofsted review and research series
- c) Ofsted deep dive into Reading- suggested support for Governors
- d) Ofsted downgrading of outstanding schools.
- e) Relationship and Sex Education-**VA-to be taught this term.**
- f) The SEND and Alternative Provision (AP) Improvement Plan

## **12. Staffing and HR and Health and Safety (Section 1.5 of the Entrust GIP)**

- a) Emergency Alerts
- b) Use of Reasonable Force
- c) Defibrillators in Schools- Automated External Defibrillator (AED)

## **13. Other Information (Section 1.6 onwards of the Entrust GIP)**

- g) The Risk Protection Arrangements (RPA)

## 14. Training

VC-commented on how valuable Mary Gayle's training had been. Need RG to go on governor part 1 and 2. NK to arrange with SJ.

## 15. Reflection

VA-thank the governors for their continued support. It was agreed that governors would email the office dates and times of their availability to see the teacher to their subject.

VC-the academy appears to have gone quiet and didn't know the start date and end date of due diligence. VA-the process takes time and SM and VA receive emails every Monday with updates.

VC-how are the staff? VW-at the present it hasn't affected the staff much. VA-there was a staff meeting this evening to try and set out a plan.

## 16. AOB

To timetable autumn term, where two teachers are to present their action plan at the full governors' meeting-VA to decide.

VJ-is it possible to try and streamline the governors to the staff - will be on autumn's agenda.

## 17. Confidentiality (Part 2 of minutes)

**Resolved** - That the following items(s) be recorded in a confidential appendix to the minutes. The verbal minutes of the F, P, H & S and S & S.

## 18. Date and time of future meetings including committee meetings

S & S Wednesday 11<sup>th</sup> October 2023 at 5:00pm

F, P, H & S Thursday 19<sup>th</sup> October 2023 at 5:00pm

Full Governors' Wednesday 25<sup>th</sup> October 2023 at 5:00pm

**Meeting finish time: 6:35pm**

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Chair

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Date