

Moor First School

Minutes of the Meeting of the Full Governing Board held in the School on Thursday 13th February at 5.00p.m.

1. Welcome: AS to the Governing Board

2. Present: Mrs V Atherton (VA) (Headteacher), Mrs V Chapman (VC), Mrs A Dale, Mr J Garvey (JG) (Chair), Miss R Gould (RG), Mrs C Smith (CS), Mr A Steventon (AS), Mr M Sutcliffe (MS), Mrs V Wood (VW).

In attendance:

Mrs N Kirby (NK), Clerk to the Governors.

3. Apologies:

Resolved - That apologies for absence be received and accepted from Mr M Chapman (MC), Mr M Dodd (MD)

4. FGB Matters

a) Membership

Governors' Term of Office	
Name	End of term
MC	25/10/2027
AD	15/05/2028
MS	17/10/2028
VC	17/09/2028
CS	25/10/2027
JG	01/02/2027
MD	28/02/2026
RG	01/05/2027
VW	12/10/2026
VA	01/01/2028
AS	12/02/2029
positions of COG and VCOG are elected annually	

b) Confidentiality-reminder that everything discussed in confidential

- c) Register of Interests-anyone to declare if they need to leave during certain discussions-nothing to declare
- d) Declaration of Interest Business and Pecuniary including Related Party Transactions-up to date, due autumn 2025
- e) Code of Conduct-all Governors agreed, up to date, due autumn 2025
- f) Governor acceptable use agreement-to sign at the meeting-NK to email to MD, MC and JG

5. Minutes of the Previous Meeting

Resolved - That the Minutes of the Local Governing Board meeting held on Thursday 17th October 2024 was agreed by the governors.

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

6. Matters Arising from the Previous Meeting

Actions from Autumn 2024 Meeting
Declaration of Interest Business and Pecuniary including Related Party Transactions-NK to contact VC to fill in her form-since the meeting VC has completed- actioned
Code of Conduct-annually-will be put onto GovernorHub-at the meeting everyone to sign to say they have read and understood it. -All present signed, NK to contact VC to sign or confirm via email- actioned and completed
General advice for the summer term with suggested tasks-see page4-6 of the GIP-VC to go through the list-Has it been actioned? -JG to action- JG has this been actioned? -JG confirmed completed
Nominated Link Governors-General review of Governor roles based on skills-see SEND, PP Governor role description on GovernorHub-VA to find role statements for all link Governors and for them to meet the teacher for the subject. VA-link governors need to visit as Ofsted are expected. JG-requires VA to end out role descriptions to governors and then arrange a date for a meeting- actioned
Future School Terms and Holiday Dates-INSET days 2025-2026-VA-awaiting details from the Biddulph Trust- previously sent to Governors-now need to be ratified-see section 18 for ratification
Prevent training-Spring Term-had certificates for AD & MS, emailed governors to remind them 26/01/2025. Emailed link to AS-26/01/2025. AS completed
360-degree audit, agreed to postpone as JG only just taken over as Chair- need to complete-emailed to Governors for completion
JG enquired whether there should be anymore Governor meetings during the year. It was agreed that link Governors will meet with VA- actioned
VA-19th November 2024 is her performance management with Sam Compton- actioned
CS-stated Website may not be accurate as she is still down as Co-Opted Governor-NK to check with LD- actioned

7. Reports

a) Chair's and Vice Chair's actions

Snow days-Chair- thanked staff and parents for helping to clear the snow and gritting. One of the main reasons the school had to shut for 2 days was that the food could not be delivered. Contacted council to see about receiving more regular grit. Visited school once a week meeting with staff and the Headteacher. No actions from Vice Chair.

HT Performance review completed, actions and objectives for coming year agreed.

Power to act (p-t-a) by Chair, see enclosed

Agreed that all policies will now include a version/amendments summary to track the history of changes, H&S policy identified as template. NK noted that this used to be the case but has lapsed.

As now all policies are up to date, in the future there will not be as many for p-t-a, they will be presented to all governors.

Resolved: Above policies and papers received and accepted by the governors

b) Committee reports

Pay Committee- in confidential appendix

c) Link Governors reports

Attendance-JG-previously distributed to full governing board on GovernorHub-**no issues to report**

Teaching and Learning-RG-**see attached**

Safeguarding/Behaviour-CS-Online procedures are also in place-My Concern. VA and end of Jan, all safeguarding up to date. VA has completed safeguarding 1-3 and Deputy Safeguarding Lead (DSL) completed 1-2. JG completed safer recruitment training. All staff know who to report to if there is an issue. VA and DSL meet half-termly. There is a new reward system. Also, behaviour is reported on Dcpro. Know which areas need targeting. There was and NLE deep dive in autumn term, there are 5 boys which are constantly monitored. VA-a concern is that some families are not prepared to refer children if school feels necessary. **Governors asked why this was the case and what could be done.** VA-sometimes down to parenting skills or they are in denial and also are not supportive of the school values. Parents/Carers have opportunities to attend assemblies. **The Governors asked if there was a suspension could a child be automatically referred?** VA replied that agencies will get involved without a signature. **AS enquired if there was a consistency of behaviour procedures and are the consequences consistent to protect the school against legal action.** VA confirmed that there are rigorous procedures and constantly monitored by her as safeguarding lead and the DSL.

Health and Safety: Premises and wellbeing -VC-congratulated Scott for the work carried out. Some items have not been completed due to time restraints. VA-this is also to be brought up at the budget.

Resolved – There were no issues and all reports were received and accepted by all Governors

8. Headteacher's Reports: all to read and take ownership of your link governor roles.

1) Termly Impact Report-VA & VW-year 1 and 2 greater depth has raised, so figures altered since submitted to governors following moderation by staff with SLT, emailed to RG prior. 5 year 1 children require daily keep up in phonics, tracked by Little Wandle, developing reading through the school. **MS asked VA if she was happy with results from a year ago.** She confirmed but now working on year 3 for times tables.

2) Self-evaluation form and school improvement plan-SEIP-VA explained that this report goes to OFSTED prior inspection-VA explained the layout of the report and that there are 8 pupil premium (PP) children. **JG-do the national figures show exempt children?** RG explained as a small school it is important to show these children as each child at Moor First counts as a high percentage.

3) Updated Governor Crib Sheet-**JG requested Governors to make sure they had read and understood it.** VA-need to monitor closely ks2 behaviour.

4) Annual Health, Safety and Wellbeing report

Resolved – That the reports were received and accepted by all Governors

9. Safeguarding Updates (Section 1.4 of the Entrust Governor Information Pack (GIP). **For information-VA had to complete safeguarding audit 1 and 2 before May 2025**

All are advised to note the information in the Entrust GIP.

- a) Document updates
- b) Prevent Duty update - reminder
- c) Digital and technology standards, Cyber Security Update and Support for the Online Safety Act
- d) Embedding the Whole School Approach to Mental Health-**JG are any staff Mental Health First Aid trained, as there are programmes run by the council. Will email VA when there are any.** VA is Senior Mental Health Lead and Mental Health First aider

10. Strategic Leadership (Section 1.1 of the Entrust GIP)-**For information-all governors**

a) Strategy -suggested tasks for the spring term 2025, **JG-does Moor First require a governance action plan?** VA-the crib sheet stands as this, but this is something can now be developed over time.

- b) Schemes of delegation
- c) Maintained schools what to publish online and statutory policies
- d) Academy related-not required
- e) Attendance changes and support
- f) Government budget changes
- g) Service level agreements (SLA)

11. Finance Accountability (Sections 1.2 and Section 3 of the Entrust GIP)-**For information-Pay Committee**

Always read in conjunction with your Scheme of Delegation

- a) Sports Premium
- b) Pupil Premium
- c) Support staff pay award and Teachers Pay policy
- d) School capital funding -an overview
- e) Resource management support
- a) Grants for schools

Section 3

- a) School Financial Value Standard (SFVS)
- b) Academy conversion important information
- c) Delegation choices
- d) School budget.

12. Teaching and Learning (Section 1.3 onwards of the Entrust GIP)-**For information-RG**

- a) Ofsted changes
- b) Curriculum and assessment review
- c) EYFS update
- d) Relationship/Health and Sex Education (RSE)
- e) Religious Education update
- f) Assessment update
- g) SEND update- empowering every student leveraging digital accessibility tools to close the attainment gap
- c) Generative AI in education

13. Staffing and HR (Section 1.5 of the Entrust GIP)-**For information-JG**

- a) Flexible working, School workforce planning.
- b) The worker protection act management and amendment to the Equality Act 2010, employment rights bill
- c) ITT training

14. Health & Safety (Section 1.6 onwards of the Entrust GIP)-**For information-VC**

- a) SCC access to school closure website

15. Additional information (Section 1.7 onwards of the Entrust GIP)-For information

- a) Acronyms and glossary support
- b) School census day
- c) Teacher's pensions- consultation on proposed changes

16. Training-Governor training both face to face and on-line training events.

CPD-adaptive teaching training offered to staff-£750-V.W volunteered

Chair/Vice Chair update

Clerk update

Safer Recruitment-VA and JG

SEND-AD

Prevent-AD, MS

Booked-Governor part 1- AS-26/02/2025

Part 2-19/03/2025

Safeguarding level 1 – A.D

17. Reflection-What have we achieved in this meeting that will improve outcomes for the learners in this school? JG- there have been a lot of improvement on standards and leadership since OFSTED. VA-there is Governor accountability for what they have achieved.

VC left the meeting at 6.30pm

18. Any Other Business (AOB)

Governors to discuss ways to simplify the presentation of the agenda-**AS to make a template and email to NK**

Ratification of INSET days-

1st and 2nd September 2025

23rd February 2026

1st June 2026 (possible wellbeing day TBC with governors)

20th July 2026 (Flexi-6 half hours twilight instead)

Resolved-all Governors agreed the INSET days

Data Retention Schedule required-**AD looking into**

NLE-update

Wellbeing day-to be confirmed-tbc-2nd June 2025 post OFSTED

Governor Roles-discussion took place, it was decided that **AD-GDPR and compliance regarding SEND and CS-safeguarding re SEND. MC-cyber security-Role for AS to be discussed at the next meeting**

OFSTED

How Governors can support with site improvement-VA requested if Governors could help. JG-requested a list of jobs requiring help on and to be emailed to all governors, VA to action

Update on pre-3-year old investigations-Ongoing meetings with entrust, they are of the opinion this should be able to function suitably at Moor First, there needs to

be further costings and planning undertaken before final agreement. VA concluded that school is not at a point where they can offer wrap around care.

Resolved-all governors agreed to under 3's if viable

VA- update on Sponsorship (author day, library-tree trunk seats- school texts)

VA-Trust are visiting in March and want to know what the school wants! Before school requires to know what the Trust are offering:- remain associate member, buy into deep dive or the school to remain on its own!

VA-Mrs Watson-Lazowski (AW-L) is expecting. Letter has been sent to parents of early years and advertising for scale 1-6. If and Early Careers Teacher (ECT) applies Mrs Crowcroft (AC) will teach an extra half a day.

Special thank you to: -

MS for attending a Gifted and Talented writing event with several of the pupils.

JG for assisting with the snow!

19. Confidentiality (Part 2 minutes)-which items to be in confidential minutes-Pay Committee verbal minutes

20. Date and time of future meetings including committee meetings if known.

Full governors Thursday 22nd May 2025 at Moor First - 5pm
Pay Committee TBC

Meeting finish time-6.50pm

Chair

Date

