

CONFIDENTIAL**GOVERNING BOARD OF MOORTHORPE PRIMARY SCHOOL****FULL GOVERNING BODY MEETING MINUTES****DATE:**
17 November 2020**TIME:**
5:30 pm**LOCATION:**
Meeting held virtually**PRESENT**

Chair:	Mr M Howlett	
Headteacher:	Mrs D Birdsall	
Governors:	Mrs K Fullwood	Rev M Gallagher
	Mr G Hinchliffe	Mrs C Jones
	Ms T Mottram	Mrs J Peacock
	Mrs L Wathey	
In Attendance:	Mr C Thorpe (Observer)	Mrs C Turner (Observer)
	Ms V Jackson (Observer)	Mrs C Sykes (Item 7 only)
	Mrs E Jackson SEND-CO (Item 7 only)	Ms S Bradley (Observer Clerk)
Clerk:	Miss C Winter	
Apologies:	Mrs M Edwards	
Absent:	Mr M Spink	

ITEM**ACTION****PROCEDURAL ITEMS****1. WELCOME AND APOLOGIES**

The Chair welcomed governors to the meeting.

Mrs Fullwood the recently elected Parent Governor was welcomed to her first meeting.

Ms V Jackson was welcomed to the meeting as an observer who was interested in becoming a Governor.

Apologies

It was reported that apologies had been received from Mrs M Edwards.

It was reported that apologies had not been received from Mr M Spink

Resolved 16

That consent be given to the absence of Mrs M Edwards

2. DECLARATIONS OF INTEREST

Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items and to ensure they had signed the pecuniary interest form which would be held in

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<p>school.</p> <p>An example of a pecuniary interest was where a governor was related to, or close friends with, a contractor working in the school and an example of a personal interest was where a governor was related to a member of staff.</p> <p>Resolved 17 <i>That no declarations were made with regards to items on the agenda.</i></p>	
<p>3. CHAIR'S COMMENTS AND ACTIONS</p> <p>The chair reported on actions agreed during the recent Pandemic. He explained that he had met with the Headteacher to discuss the use of visors and masks in the playground. This was now included within the risk assessment.</p> <p>The Chair had been into school to observe a book scrutiny. He commented that progression in the pupils work could be clearly seen.</p> <p>There was no correspondence to report.</p> <p>Permission was granted by the chair for the following paperwork to be circulated at the meeting: Report about a proposal to set up a Social, Communication and Interaction Resource on the school site.</p>	
<p>4. CONSTITUTION OF THE GOVERNING BODY</p> <p>That the following membership changes be noted:</p> <p>Co-opted Governor Vacancy Consideration was given to the vacancy for the position of Co-opted Governor. Ms Jackson gave an overview of her role as a local PCSO and what she could bring to the role of Governor.</p> <p>The Headteacher explained that another person who wished to be considered for the position of Co-opted Governor had been due to attend the meeting that evening. Governors invited Ms Jackson to observe the rest of the meeting and agreed that they would discuss the vacancy after she had left.</p> <p>Parent Governor Resolved 18 <i>That Mrs Fullwood had been elected Parent Governor for a four year term of office.</i></p> <p>Resolved 19 <i>That DBS and Section 128 checks were still required for the following Governors: Mrs K Fullwood.</i></p> <p>Resolved 20 <i>That Mrs Fullwood will be the year 4 link Governor and Ms Mottram will be the Sports Governor.</i></p>	

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<p>5. PREVIOUS MINUTES 22 SEPTEMBER 2020</p> <p>Resolved 21 <i>That the minutes of the meeting held on 22 September 2020, being correct, be signed; and</i> <i>That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i></p>	
<p>6. MATTERS ARISING AND ANY ACTIONS</p> <p>Matters Arising From The Minutes</p> <p>Educational Packages The Headteacher reported that the phonics tracker had been purchased. Due to a shortage of time the purchase of maths and literacy shed still needed looking into.</p> <p>Staffing The Headteacher reported that interviews for the year 5 teaching assistant would be held the following day.</p> <p>Attendance The Headteacher reported that there had been no further cases of Covid 19 in school and attendance was really positive standing at 95.54% the previous week. A few pupils were isolating due to family circumstances.</p> <p>Wrap Around Provision The Headteacher explained that Frickley were running an after school club in the Sunflower centre and two pupils from the school were attending.</p>	
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
<p>7. HEADTEACHER'S REPORT</p> <p>Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following:</p> <ul style="list-style-type: none"> • All pupils and staff were back in school and there had been 1 confirmed case of Covid. Attendance rates were good. • Staff had gone above and beyond during the difficult time and despite absences and increased workload pupils were making progress. Staffing changes had been made to make the best use of teaching resources. <p>Questions were invited from governors.</p> <p>Q. How is the nursery child with ASD getting on? A. The pupils is doing well and coming in for an additional half hour per day.</p> <p>Q. Noting that nursery only runs in the morning at the moment and the teacher spends her afternoons doing artwork with pupils throughout school what will happen if the school has an afternoon nursery as well? A. The school doesn't want to lose this provision so other teachers are being</p>	

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<p>skilled up to deliver this.</p> <p>Q. What provision is being put in place for year 6 pupils? A. The current year 6 pupils need a lot of support to help them catch up. A lot of booster sessions have been put in place.</p> <p>Q. Is the Assistant Headteacher delivering boosters an effective use of time? A. If the Assistant Headteacher wasn't delivering boosters then he would be spending time in class teaching. Delivering the boosters gives the Assistant Headteacher an opportunity to get an overview of how pupils are doing and the teacher remaining in class gives stability to the pupils.</p> <p>Social Communication and Interaction Resource Ms Mottram, Mrs E Jackson and Mrs C Sykes joined the meeting. The Headteacher's report was halted at this point.</p> <p>Mrs C Sykes, Wakefield Council Service Manager for SEN was welcomed to the meeting. She provided details about a proposal to set up a Social, Communication and Interaction Resource on the school site. This resource would provide an enhanced level of support for pupils who had additional difficulties with a view to integrating them back into mainstream provision. Mrs Sykes ran through the responsibilities of this arrangement for the school, Local Authority and Governors. She explained that there were a number of benefits to the school including access to specialist staff and additional training.</p> <p>Q. How many pupils would access the provision? A. Looking at the space available there should be room for about 12 pupils but we would probably start with 6. The number would be discussed and agreed with Governors.</p> <p>Q. If the Resource is located in the Sunflower building where will breakfast club be held? A. The breakfast club could be moved into the main school building.</p> <p>Q. Why do you want to set up this provision at Moorthorpe? A. The school site has a suitable building and a reputation for being an inclusive school.</p> <p>Q. Would the proposal include more training for the school's SEN Governor? A. There would be additional training that the SEN Governor and staff could access.</p> <p>Q. Would pupils in the mainstream school be able to access Speech and Language Therapy practitioners in the specialist resource? A. Pupils in the mainstream provision will be able to access the specialist resources such as speech and language therapy.</p> <p>Mrs Sykes encouraged Governors to discuss the proposal and explained that she would be more than happy to have further conversations with Governors</p>	

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<p>and answer any questions they had. If Governors agreed to the proposal a SLA would be drawn up.</p> <p>Mrs Sykes and Mrs E Jackson left the meeting at this point.</p> <p>Governors discussed the proposal and felt that there were many benefits for the school. The Chair had been on a walk round of the site with Mrs Sykes and had a positive feeling about the proposal.</p> <p>Q. Can you get staff members' opinion about the proposal? A. The Headteacher had mentioned the proposal to staff at that evenings staff meeting. The SEND-CO and pupil premium lead had both been positive about the proposal and the Headteacher felt that other staff would feel the same when they had the full details.</p> <p>The Headteacher felt that the proposal would need to be carefully explained to parents.</p> <p>Action: That Governors will ask Mrs Sykes any further questions they have about the proposal and will let the Headteacher and Chair know if they support the proposals by Friday 27 November.</p> <p>The meeting returned to the Headteacher's report.</p> <p>Q. What happened in terms of provision for the free school meals pupils at half term and Christmas? A. The school had contacted parents of these pupils at half term, offered food and signposted them to other services. Morrisons were offering food packages to pupils who were isolating. There hasn't been any further information about the arrangements for Christmas.</p> <p>Q. How many Teach First graduates are there? A. This is a national tutoring programme which the school has registered with for English and Pupil Premium. There aren't any details about the number of graduates but if the school accesses this programme then the school would fund 25% of the cost which could come out of the catch up funding.</p> <p>Q. Would the catch up sessions for pupils run during normal school hours? A. The catch up sessions will run during school hours because the person delivering this needs to link in with the pupils regular teacher.</p> <p>Q. Noting the update about repairs to the floors is the school going to get all the repair work that is needed? A. As work is undertaken more issues come to light such as the burst pipe. Completing all of the repairs is a big job so will have to be done in stages and a contribution made from the schools budget.</p> <p>Q. Has there been any more information about what the government funding is for?</p>	

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<p>A. This funding hasn't been received yet. It will be up to the school to determine what the funding is spent on.</p> <p>Q. How are the curriculum afternoons working now that staff can't move between classrooms?</p> <p>A. The afternoons have been adjusted and seem to be working well. The school has kept on specialist provision from visiting teachers such as music.</p> <p>Q. What impact is the pupil wellbeing programme having?</p> <p>A. This programme is having a positive impact and is a good opportunity for the school to find out more about the pupils.</p>	
<p>Update about the SDP 2020/21</p>	
<p>Consideration was given to the update that was included in the Headteacher's report.</p>	
<p>Review and Agree Whole School Self-Evaluation</p>	
<p>Consideration was given to the document.</p> <p>Resolved 22 <i>That the Whole School Self Evaluation was received and approved.</i></p>	
<p>8. FINANCIAL POSITION AND OTHER RESOURCES MATTERS</p>	
<p>Governors noted that the Resources Committee had been held on 7 October 2020. The Committee had considered the financial position in detail, noting that the school was in a healthy financial position.</p> <p>Q. How much did the damage to the roof cost?</p> <p>A. The school has yet to receive the bill for this damage that was caused by young people climbing on the roof during half term. The school had used Engie because the work needed doing quickly.</p> <p>Q. How would you normally find a company to carry out work like this?</p> <p>A. Normally the school would get three quotes and present them to the Resources Committee.</p>	
<p>9. GOVERNING BOARD ANNUAL PLANNER 2020/21</p>	
<p>Schedule of Governor Monitoring and Evaluation Visits</p>	
<p>Governors noted that Mr Howlett had been in to observe an English book scrutiny. A maths book scrutiny would be set up.</p> <p>Headteacher Performance Management Governors noted that the Headteacher's performance management would take place on Monday 23 November.</p>	
<p>10. REPORTS OF COMMITTEES</p>	
<p>Resources Committee This item had been covered under financial position and other resources</p>	

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<p>matters.</p> <p>Standards Committee The Headteacher reported that data would be available in December. Governors agreed to set up a standards committee meeting to look at this.</p>	
11. POLICIES	
<p>There were no policies to report.</p>	
<u>COMMUNICATION ITEMS</u>	
12. SAFEGUARDING UPDATE	
<p>Governors received a copy of the Safeguarding – Lessons Learnt document.</p> <p>Resolved 23 <i>That Governors note the contents of the document.</i></p> <p>Mrs Jones had been on the safeguarding training and wanted to do safer recruitment training. The Headteacher was doing the NSPCC online safer recruitment course due to lack of availability of other courses.</p> <p>Ms Mottram was booked onto safer recruitment training but could not attend so offered her place out to other Governors. Mr Hinchliffe was also booked onto this training.</p> <p>The Headteacher reported that the school was working with a number of families. A few pupils had been referred to the EWO for non-attendance.</p>	
<u>GENERAL ITEMS</u>	
13. HEALTH AND SAFETY	
<p>This item had been covered under Headteacher's report.</p> <p>The Chair had visited the classrooms where work was being carried out with the caretaker.</p> <p>The Headteacher reported that a higher barrier had been erected next to the car park following concerns that pupils might be able to climb over.</p>	
14. ANY OTHER BUSINESS	
<p>Zoom Assemblies Rev Gallagher explained that she had done a zoom assembly on the harvest festival. As pupils might not be able to visit the church at Christmas she offered to conduct a Christingle zoom assembly.</p>	
15. DATES OF FUTURE MEETINGS	
<p>Resolved 24 the following dates were agreed:</p> <p><u>Full Governors:</u></p>	

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<ul style="list-style-type: none"> • <i>Spring Term 2021 – 19 January and 16 March 2021</i> • <i>Summer Term 2021 – 18 May and 13 July 2021</i> 	
16. IDENTIFICATION OF ANY CONFIDENTIAL ITEMS NOT FOR PUBLICATION	
<p>Mrs V Jackson was thanked for attending the meeting and left.</p> <p>Resolved 25 <i>That the following items be removed from the minutes available for public inspection.</i></p> <p>Co-opted Governor Vacancy Governors discussed the co-opted Governor vacancy.</p> <p>Action: That the other potential Governor who was due to attend the meeting should be contacted to see if he was still interested in becoming a Governor.</p>	HT
MEETING CLOSE TIME: 7:20 PM	

CHAIR