

---

# Moorlands School Federation

---

## Full Governing Body Meeting Tuesday 5 July – 18.15

### MINUTES

#### Attendees:

Lou Abercrombie (LA)	Parent Governor (MJS)
Simon Weiss (SW)	Community Governor
Jon Bentley (JB)	Community Governor
Binky Clark (BC)	Vice-Chair of Governors/Acting Chair of Governors
Ruth Balch (RB)	Chair of Governors
Caroline Cronin (CCr)	Co-opted Governor
Rachel Godfrey	Staff Governor
Clare Griffin-Felton (CGF)	Head Teacher
Sam Laite (SL)	Community Governor
Robin Nash (RN)	

- 1. Apologies** were received from Johnny Norris.
- 2. Declaration of Business Interests** – None.
- 3. Minutes of last meeting** – were approved as a correct record.
- 4. Matters Arising:** Question to CGF about Place2Be and its replacement. CGF confirmed that we do want an alternative service but that there has been no time to address it or look at the impact on the budget. Place to be will continue in the meantime as it is vital we support the wellbeing of pupils in this area.
- 5. Chair's Update:** RB was congratulated for her new role as National Leader of Governance. Link Governors were reminded that all reports should be in ready for presentation by the next FGB. BC confirmed the appointment of a new Clerk (Becki) to the Trust, who will be in place for the new school year to cover both FGB and Committee meetings.  
Academy status has had little movement due to the same on-going issue with the Local Authority. The Partnership Trust are pushing it as hard as possible, but with many schools now converting it is likely we will get caught up in the backlog. BC to represent the Governors frustrations to the The Partnership Trust.  
Exit Questionnaires have been given to all staff leaving. All staff have also been given a one question questionnaire plus a lengthier one from the Trust.  
Strikes CGF confirmed that no teachers took part in strike despite agreeing with the reasoning for it. The staff felt that the timing was not right and that it would have been too disruptive to the school in its transition week. CGF to pass on the Governors thanks for this understanding and sympathies with the strike.
- 6. Headteacher's report:** New format report in line with what the Trust will require as an academy.  
EAL There is some disparity between data on SIMS and actual numbers of EAL, due to incorrect form filling by parents. This will need to be addressed, particular around children with dual nationality. From Sept every EAL child must be assessed under new criteria provided by the government. There are issues with this already, as broad statement answers need some clarification. Due to being recommended as a BANES Centre of Excellence for EAL, BC confirmed an EAL Governor will be appointed and their role will include looking at the new assessment criteria.  
Questions from Governors – clarification required about the KS1 age related table, with an explanation that there is a big proportion of EAL children in this cohort which will affect

---

results. Also meaning of WRAT – making it clear whether a child is just a low achiever as opposed to having a particular learning difficulty.

Discussion over **Behaviour and Attitudes** being the number one issue in the junior school. CGF reported issues in the current Year 6 cohort arising from more EAL students and how well they have integrated, faced with remixing of classes between Sept and Jan coupled with lack of English language. With the political backdrop of Brexit, there has also been an escalation in racist attitudes. Actions being taken include:

Year 6 children have been split into four smaller groups.

Police have attended school for their Crime and Consequence Presentation, which has reinforced the School Rules.

The Organisation SARI, who work with children and adults and look at living with diversity, is going to come in next school term.

The school is hoping to celebrate Diversity Week around the International Day of Languages at the end of Sept.

SEAL time in school is focusing on general differences among us and there will be more regular circle time when these flash points occur. Teachers have also had Mindfulness Training, providing activities for the children around slowing and calming situations.

**Prevent Training** was carried out via workshops last term with CGF colleague from Wiltshire. As a result a TA reported a potential issue and guidance was given on how to manage it. CGF now mindful of this in dealing with some of the current Year 6 racist attitudes.

Quality of teaching question– CGF said that she wasn't concerned about any underperforming teachers and that quality was measured across the school year. One teacher who had been underperforming has now turned it around. Quality is monitored through book looks and learning walks.

RB said it was great to see successes and questioned BC on what evidence has been seen to support these. BC confirmed that data could be tracked from 3 years ago when CGF was challenged over phonics success, to the year on year data since demonstrating improvement. Furthermore Quality of Teaching is being monitored in C&A.

CGF distributed the Year 6 SATs moderation report as further evidence of learning improvement. The A4A report and its review next week were further cited as evidence for improvement in wellbeing of the children.

The KS2 SATs results have shown that with Reading and Writing we are broadly in line with national average, whilst Maths is slightly below. However Spelling, Punctuation and Grammar are above. The school are very pleased with these results and noted that quite a number of children achieved 99/100 – just below the ARS

Action for next year is to ask the subject leaders to analyse the papers and assess what our learning issues are. Spelling is an issue. This and handwriting will have more weighting in future. Findings will come back through to **C&A**.

## **7. Verbal reports from committee chairs**

### C&A from BC

Staffing – 3 NQTs appointed – thanks to CCr for help in recruitment.

With Liz Ennew leaving, Ellie Amato has been appointed Acting Assistant Head for Terms 1 and 2, with the hope to appoint a Federation Deputy Head from Term 3. The money saved has been used to appoint two Partnership Trust Learning Leaders to provide support across both schools..

The new staff organisation is seen as a better design which will enable further development of our middle leaders and reflects the next stage in our journey beyond Good Collective Worship policy passed.

---

Attendance policy passed – will need to readdress with recent court case. Attendance levels already not as strong, with holiday applications up and an increase in unauthorised absences.

### Finance from SW – see attached presentation

Format of reporting is a work in progress. We want to be able to track budget throughout the year from planned through to spent. We also aspire to benchmark the budget against other schools. The financial reports we now get have a number of KPIs included which we can monitor.

In summary:

Infants: In year surplus / deficit gone from -21K to -6K

Juniors: In year surplus / deficit gone from -14K to -4K

Benefits born out of TA remix amongst the two schools and lower pay grade for the new Deputy.

Questions arising – teacher to pupil ratio is too low at juniors due to small classes in current years 4 and 5 which will be continued next year. This needs to be higher in the long term.

Why is the Infant School 15% higher on Leadership Budget? - 2 phase years across 3 year groups rather than four.

Why are infant pupils so much more expensive than juniors out of the classroom (£1433 vs £923) – is it down to 6 classes vs 9. To be followed up in resources

CGF reported that not having a Business Manager on site full time has been hard to adapt to, making Strategic Management more difficult. The interim arrangements in place for converting to an academy were only intended from Jan to March. This has had an impact on CGF and the Office staff, in particular not knowing how long the interim period will continue to last

BC suggested inviting Suzy to steering group to present the difficulties of the interim period.

### Resources

Apart from Academy Conversion and Finance Planning, the outstanding issue has been Health and Safety. Due to a recent accident, there are issues with the safety of 29 doors, potentially requiring replacement. Ian will be testing a new door closer, protector and wedge system costing £500 over the summer. If this doesn't work, a much bigger budget will be required to replace the doors.

## **8. Planning of governor workload and training**

RB, BC and JN are going to analyse governor preferences of roles required.

Next year is our last academic year before Ofsted revisit and we need the confidence that all Governors can speak confidently and openly with them. The three main areas that remain important are ensuring clarity of vision, ethos and strategic direction, holding the HT to account and Finance management.

BC presented the new look format of the Governing Body, holding fewer meetings per term to allow for governors to share the load through training, link governing and new areas of responsibility. Every governor must make an active contribution.

BC sees the Governing Body akin to Harry Potter and his comrades. A team of Governors working together doing different roles to support the team in its vision of supporting the school.

---

Discussion over the duplication of work with MAT and governing body. Agreed we bridge the gap between statutory and good practice. Our schools need governance that to knows the community well and is able to provide the personal motivation for staff.

**9. Parent questionnaire feedback**

Graphic representation of the most used words in the parent questionnaire generated a clear message that the school has “Happy Children”.

The NPS results help us to identify areas we need to improve and indicate numbers of parents who are likely to moan about the school against parents who are likely to praise the school. Our NPS score was 46, which is a high benchmark already and indicates that we have a high number of parents who are likely to recommend the school. However, we need more respondents as the current system counts a parent of 3 children as 3 people. With just over 110 people answering the questionnaire, what proportion is this of parents in total?

Issues highlighted included comments about type of sports available in school and communication issues. Communication will always be an issue with parents wanting a variety of levels. JB felt that more is better than less.

**10. Governors Annual Report to Parents**

Discussion about how to communicate the questionnaire results. There was suggestion for a new Video / Audio approach and to then observe what the uptake is. Furthermore, any new computer system should be able to monitor the number of people receiving and reading email communication. For now, RB will put together an end of year report using the ‘Happy Children’ Word Bubble graphic and including the top three main issues generated from parent comments.

**11. Staff thank yous**

Cards divided out to be completed by Wednesday 13<sup>th</sup> July.

**12. AOB**

CGF updated on three appeals in Year 3 admissions. This will bring the Year 3 PAN to 63 plus a possible further one.

DHT appointment needs to go out at the start of Sept. A group of people are needed to put this together. BC to meet with CGF next week and will sort out what panel will interview.

CGF plans to visit the school to see each candidate in action, where possible.

Reports – there are glitches in the Pupil Tracking System, with incorrect information being generated on reports. If this isn’t resolved, all years will be given a “where your child is at” type report at the least.

RN asked about CGF hopes for the next Ofsted results. CGF confirmed she would always aim for outstanding, however realistically it will be good. Issues in behaviour, attitudes and well-being would fall short of the impeccable standard expected. However, CGF would hope for some outstanding elements.

**13. Date of next meeting: TBC**