

## Greythorn Primary School Local Governing Board

### Minutes of the meeting held at the school on 21<sup>st</sup> June 2023 at 6.30pm

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#### Membership (A denotes absence)

Martyn Harris, Chair	Zahra Bilides
Fadi Al-Dairi	Pam Parkin
Carl Elder, Interim Headteacher	Mike Pound

#### In attendance

Sarah Cox, Deputy Head (also Interim Head two days a week)	Sara Gadzik, Clerk
Ashley Harper, observer	Sinead O'Grady, English and KS1 Lead

#### PRESENTATION FROM SINEAD O'GRADY

#### ACTIONS

Sinead O'Grady explained her role and shared phonics screening results and KS1 data, including Year 2 reading, writing and maths outcomes, and comparative data from the previous year. Governors congratulated staff on outcomes.

Sinead gave an update on English and reading, which she has led since Easter. She outlined the priorities for the next year and explained the sequencing used to help improve vocabulary.

She explained the CPD she has undertaken and how this will benefit the school. She gave details of the Reading for Pleasure course and how they encourage parents to read to children at home. **A governor asked whether they have considered the use of talking books.** Governors discussed the options available. **A governor asked how they ensure low income families have access to the technology.** The Interim Head explained the resources available from the school.

The Interim Head commended Sinead for the leadership and skills she has shown since taking on KS1 in September. The Interim Head noted the positive impact of Read, Write Inc.

6.45pm Sinead left the meeting.

#### 01 PRELIMINARIES

##### LGB6/22-23/1.1 Apologies for Absence

There were no apologies for absence. The Chair introduced Ashley Harper who is interested in joining the governing body. A round of introductions were made.

##### LGB6/22-23/1.2 Declaration of Interest

Governors were reminded of the requirement to declare an interest, either direct or indirect, for items of business on the agenda. There were no declarations.

It was noted that Fadi Al-Dairi's wife is employed at the school as a classroom assistant.  
It was noted the Zahra Bilides is Chair of FOGSA.

### LGB6/22-23/1.3 Minutes of the Last LGB Meeting and Actions Arising

The minutes of the previous meeting held on 17<sup>th</sup> May 2023 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB3/4.1	Circulate the feedback policy to all governors	DH	Done
LGB4/02	Inform Limetrees of the contract retender by September. Double check the contract and cancellation notification date.	DH Chair	On agenda
LGB4/02	Circulate updated SIP and SEF to governors.	Head	Done
LGB5/04	Send copies of previous minutes to the DH for posting on the website	Clerk/DH	Done
LGB5/05	Check protocol for safeguarding policies re changing Head's name	DH	N/A

## 02 FINANCE REPORT

### LGB6/22-23/2.1 Report on finance

The chair noted that due to reduced capacity in the Trust, financial information was incomplete, and they would not be able to agree the budget at the meeting. The Chair asked governors to review the current budget and submit questions to him, to be forwarded to the Trust. The final proposed budget would be circulated by email **and governors agreed to approve this by email**. Deadline for budget approval is 30<sup>th</sup> June.

The Chair noted the approx £25k in-year surplus at the end of this financial year. About £20k will be set aside in next year's budget for the new Head to allocate as needed. The Chair noted the three-year budget and the positive forecast for year three.

**A governor asked for an update on the reserves policy.** The Chair said the Trust still expects schools to keep a 5% reserve.

*Note: The following financial information was shared and agreed by governors by email following the meeting.*

Reserves as at 31/8/22 - £204,293 is the end of year audited revenue carry forward.

22/23 Projected in year surplus - is £25,934

Projected in year surplus for 23/24, 24/25 and 25/26 - are £3643, £18508, -£447778

the likely reserves at end of 25/26. - the reserves at the end of 25/26 were forecast to be £207601.

The final copy of the Executive Summary and Full Ledger Code printout were circulated to governors by email.

The key difference for 23/24 is that the budget includes £20k contingency expenditure for the new Head. The numbers above for 23/24 onwards will be impacted by that £20k should it be fully used.

On this basis, governors approved the budget.

### 03 HEADTEACHER'S REPORT

The Interim Heads went through the information in the Head's Report.

Whole school attendance is 95.5%. This is slightly below the Trust's target of 96.5% but above national average.

#### Staffing:

They made a strong appointment of a Year 3/4 teacher to fill a vacancy.

A staff member is coming back from maternity in September.

One TA is leaving at the end of term and a level 3 TA has been advertised.

#### Trust visits and support:

The DQUASI is coming in once a week; deep dives have included maths and SEND. A specialist teacher is coming in once a week to support EYFS; this will continue into the autumn term. The Trust teaching and learning lead is supporting a member of staff who has recently taken up a similar role in the school. There has been extra support for ECT mentoring.

#### SEND:

Staff are working with September starters to ensure the transition process is robust. **A governor asked if they are expecting more children with complex needs.** Pam Parkin said nationally there is a trend of more complex needs. She gave details of the children coming in and how the school works with outside agencies to support them. **A governor asked about the school's policy on parents seeking agency support privately.** The Interim Head said they welcome whatever support is best for the child.

The Interim Head explained what the school is doing to support SEND children in the upper years to transition to secondary school. **A governor asked about the current waiting times for CAMHS.** Pam Parkin explained how they access mental health services and why it is so difficult to involve CAMHS.

The Interim Head explained how they are supporting Pupil Premium children this term to ensure there is no decrease in learning near the end of term.

#### Racist incidents:

The Interim Head shared details of one racist incident this term. All parents were informed and it has resulted in a change to playtimes schedules. All children involved were sanctioned and have had additional interventions and reflection time over a week to ensure they understand the significance. The Chair confirmed he was copied into correspondence as appropriate. **A governor suggested using Refugee Week to raise awareness.** He offered to come in to support in his professional role.

#### Safeguarding:

There have been no safeguarding referrals since the last meeting. Staff have had training on unconscious bias.

#### Compliance:

The Trust compliance officer has visited and has confirmed that he was happy that all areas are



being dealt with.

Behaviour:

For summer 1 behaviour incidences have decreased. Most of these involve a small group of children. Pam Parkin explained the support in place for each of the children causing concern. She explained how the school works with parents so they understand what is appropriate behaviour. The new lunchtime procedure continues to work well.

**A governor asked about the frequency of parent councils.** The Interim Head said this would be for the new head to lead. The indication is that they will continue.

The Chair thanked the Interim Heads for their hard work over the last term.

#### **04 REPORT FROM THE CHAIR**

##### **LGB6/22-23/4.1 Communication from Parents and Community**

The Chair shared positive feedback he has received from parents this term.

##### **LGB6/22-23/4.2 Emergency Action Taken Since the Last Meeting**

None.

##### **LGB6/22-23/4.3 Lime Trees Contract**

The Chair updated on the Lime Trees retender. He and the Trust have reviewed the contract. They are proposing to give Lime Trees one year's notice in order to go out to tender, with the aim of having a new contract in place for September 2024. **Governors agreed.** Lime Trees have offered a reduction in fees which has been communicated to parents.

**Action: The Chair will write officially to Lime Trees.**

**Chair**

#### **05 REPORT FROM SAFEGUARDING GOVERNOR**

##### **LGB6/22-23/5.1 Safeguarding Audit**

**Action: Mike Pound will come in before the end of term to complete the termly safeguarding audit.**

**MP**

##### **LGB6/22-23/5.2 Staff Well-being**

Pam Parkin said that all staff have put in an incredible amount of hours. The Trust visits have added to workload. She is supporting a few staff members.

**A governor asked if they have any indication of the arrangements for the upcoming strikes.**

The Interim Head said it is likely to be a similar arrangement to last time.

#### **06 POLICY MANAGEMENT**

##### **LGB6/22-23/6.1 Policies Requiring Local Governing Body Ratification**

No policies for approval.

#### **07 GOVERNOR MONITORING**

##### **LGB6/22-23/7.1 Reports of Visits Undertaken to Date**

Fadi Al-Dairi has spoken to the site manager and will undertake a H&S visit before the end of term.

**FAD**

Mike Pound will undertake a safeguarding audit before the end of term.



Zahra Bilides will undertake a Pupil Premium visit before the end of term.

**ZB**

Mike Pound, Zahra Bilides and the Chair attended the summer picnic.  
Governors are attending the end of term assemblies.

### **LGB6/22-23/7.3 Evidence of Governing Body Impact on School Improvement**

Questioning on reading resources

Questioning on support for SEND children

Decision on Lime Trees contract retender

### **08 GOVERNOR TRAINING**

#### **LGB6/22-23/8.1 Reports from governors of training undertaken**

No training undertaken this term.

### **09 AOB**

Governors discussed Inset days. The Interim Head will speak to the new head about moving an Inset day from December to September.

### **10 DATES AND TIME OF FUTURE MEETINGS**

The Chair will liaise with the new Head and circulate dates by email.

### **11 CONFIDENTIALITY AND COMMUNICATION**

It was agreed that no items be confidential for the purpose of the minutes.

**The meeting closed at 8.05pm**

**Signed by the Chair:**

**Date:**

### **ACTION POINTS FROM THE MEETING**

Item	Action	Responsible	Outcome
LGB6/	Write to Lime Trees formally informing of contract retender.	Chair	
LGB6/	Complete safeguarding audit before end of term	MP	
LGB6/	Carry out visits: Pupil Premium H&S	ZB FAD	