

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 17th May 2023 at 6.30pm

Membership (A denotes absence)

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

In attendance

Sarah Cox, Deputy Head (also Interim Head two days a week)	Sara Gadzik, Clerk Heidi Ackroyd, SENCO
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PRESENTATION FROM THE SENCO

The Chair welcomed the SENCO, Heidi Ackroyd, to the meeting to speak about the school's approach to SEND. Heidi explained her role and responsibilities. She gave an overview of the code of practice, including the expectations of governors.

ACTION

She explained how they identify, assess and make adjustments to support children with additional needs. She gave an overview of the SEN support register and how they include parent and pupil voice. She explained the graduated approach the school has adopted. She gave examples of the interventions used to support pupils. She went through her priorities for this term including transition, intervention trackers and training for staff.

A governor asked what strategies are in place to encourage children to be accepting of SEND children. Heidi talked about the PSHE curriculum but noted that this has not been an issue due to the respectful and inclusive culture in school. **A governor asked how the proportion of special needs compared to other schools.** Heidi said it is slightly below average, especially compared to schools in the city. She noted that there may be differences in how schools identify the numbers of children with additional needs.

A governor asked how it is decided which pupils receive additional funding. Heidi explained the moderation process.

Governors thanked Heidi for her thorough and informative presentation.

6.55pm Heidi Ackroyd left the meeting.

01 PRELIMINARIES

LGB5/22-23/1.1 Apologies for Absence

There were no apologies for absence.

The Chair shared details of a new prospective safeguarding governor. The Chair will arrange a meeting which other governors are welcome to attend.

LGB5/22-23/1.2 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.

LGB5/22-23/1.3 Minutes of the Last LGB Meeting and Actions Arising

The minutes of the previous meeting held on 22nd March 2023 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB3/4.1	Circulate the feedback policy to all governors	Head	Outstanding
LGB3//4.1	All governors to send an updated picture and bio	All	Done
LGB4/02	Inform the Trust that they wish Claire in the school office to oversee finance while a new Trust finance link is recruited.	Head	Done
LGB4/02	Inform Limetrees of the contract retender by September. Double check the contract and cancellation notification date.	Head Chair	Outstanding
LGB4/02	Update on lunchtime behaviour at next meeting.	Head	Head's report
LGB4/02	Update SIP and SEF and circulate to governors.	Head	Outstanding
LGB4/07	Request a copy of the school conditions survey from the Trust to review at the next LGB.	Chair	Done

Matters arising

Governors thanked Michael Pound for collating the governor bios to go on the website.

02 FINANCE REPORT

LGB5/22-23/2.1 Update to include Compliance with Finance Policy and Controls

The Interim Headteacher shared the latest financial information provided by the Trust. The school is on track for an in-year £30k deficit as previously agreed. Budget setting is ongoing between the school and Trust. The school is reviewing the subject leader budgets to ensure funds are being used to support children.

The school has allocated budget for supply costs to cover staff training and preparation, including cover for focused subject reviews, report writing half days, and planning for September.

Governors commended the school for keeping the budget on track as forecasted.

03 HEADTEACHER'S REPORT

LGB5/22-23/3.1 Discussion of Head's Report

The report was received and read by governors in advance of the meeting. Discussion concentrated on questions from governors.



Governors commended the staff for the focus and effort on recruitment into foundation stage for next year, which has been successful. Reception will be full with 45 pupils. **A governor asked what has made an impact.** Staff said positive word of mouth from parents and the Saturday visits have been successful.

A governor queried the 11 days unpaid leave for staff and asked if this was usual. The Head said this related to two members of staff and it has not happened again since Easter.

A governor asked for an update on standards in early years. The Interim Headteacher said the support teacher from another Trust school is continuing to come in while the EYFS lead is on maternity leave. Foundation teachers have been working very hard; they are enjoying working with the support teacher and are much more confident.

The Interim Head noted that the DQUASI spent time in early years during his visit and was very positive about the changes. The support teacher also gave positive feedback.

Governors challenged the Interim Head on how they ensure standards will be sustained. The Interim Head said early years continues to be a priority. He shared the feedback from the DQUASI following his visit, including:

Improvements in the whole school learning environment
The atmosphere in school felt calm and purposeful
Displays look very good and give a positive impression
Staff appear relaxed and confident
This marks a fresh start for EYFS

Governors asked the Interim Headteacher to extend thanks to all the staff for their hard work.

A governor referred to the information on lunchtime behaviour. Pam Parkin said this continues to improve as pupils become used to the new routine. Lunchtime is much calmer. Incidents recorded on CPOMS have reduced. Leaders are working with staff to make sure there is consistency in routines across all staff. **A governor asked if this extends to all support staff including sports coaches.** Pam confirmed it does.

A parent governor said he noted calm lunchtime behaviour when in school recently. Another parent governor said feedback from children has been generally positive about the changes.

A governor asked for more detail about the behaviour data. The Interim Head gave examples of behaviour in the 'other' category. Governors noted the reduction in incidents of serious poor behaviour.

A governor asked about access to the end of year residential trips. The Interim Headteacher confirmed they are subsidising the cost for about 10 children so that everyone can go who wants to.

DQUASI Visit

Governors noted the positive feedback from the DQUASI visit.

04 REPORT FROM THE CHAIR

LGB5/22-23/4.1 Communication from Parents and Community

No communication to note since the last meeting. The Chair said he has had positive verbal feedback about the smoothness of the change in leadership.

A governor noted that recent copies of governor minutes were not on the website. The Clerk will send the final versions to the Interim Headteacher to put on the website.

Clerk /
SC

LGB5/22-23/4.2 Emergency Action Taken Since the Last Meeting

None.

05 REPORT FROM SAFEGUARDING GOVERNOR

LGB5/22-23/5.1 Safeguarding Audit

Pam Parkin confirmed there were no safeguarding issues that required governors' attention. **A governor noted that all the safeguarding policies still refer to the previous head.** The Interim Headteacher will query the best course of action, as the head will change again in September.

SC

LGB5/22-23/5.2 Staff Well-being

Pam Parkin noted that staff are working incredibly hard and are ready for the half term break. Feedback is that the change in leadership has gone well and staff are positive.

On behalf of FOGSA, Zahra Bilides asked that thanks be conveyed to staff for their work to recruit new volunteers. It has been a massive boost to the FOGSA team.

06 POLICY MANAGEMENT

LGB5/22-23/6.1 Policies Requiring Local Governing Body Ratification

Accessibility Policy – no changes

Admissions Policy – The Interim Head went through minor changes which came from the LA.

Uniform Policy – a governor pointed out some ambiguity on what colour shirt was allowed.

Governors noted the cost of living crisis and desire to reduce costs for parents. **Governors agreed that the policy will state that from September 2025, all shirts must be red.** Until then red or white shirts may be worn. White shirts will continue to be allowed for PE.

With those changes, governors approved the policies above.

07 GOVERNOR MONITORING

LGB5/22-23/7.1 Reports of Visits Undertaken to Date

Zahra Bilides and Michael Pound came to the staff SATS briefing and spent a morning monitoring SATs. They observed that all staff knew what to do and why and behaved appropriately.

The Chair has met with the Interim Headteacher several times this term.

Governors were encouraged to attend the Golden Greats and leavers assemblies in July. Fadi Al-Dairi will attend on the Monday and Zahra Bilides on Tuesday.

LGB5/22-23/7.2 Health and Safety

A governor asked about progress with installing bollards on the drive. Governors reiterated the risks to children posed by unsafe driving and parking by some parents. The Chair said double yellow lines will be put in. If that doesn't help, he will pursue the bollards next term. Pam Parkin noted the enforcement officer has been present recently which does have an impact.

LGB5/22-23/7.3 Evidence of Governing Body Impact on School Improvement

Challenge on and monitoring of EYFS

SATs monitoring

Decisions on school uniform cost

Measures to improve pupil safety during drop off/pick up

08 GOVERNOR TRAINING

LGB5/22-23/8.1 Reports from governors of training undertaken

SATs briefing – Michael Pound and Zahra Bilides

Safeguarding training – Michael Pound. He said the training indicated that Greythorn is modelling good practice in safeguarding.

09 DATES AND TIME OF FUTURE MEETINGS

The next meeting is 21 June 2023 at 6.30pm.

12 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
LGB3/4.1	Circulate the feedback policy to all governors	DH	
LGB4/02	Inform Limetrees of the contract retender by September. Double check the contract and cancellation notification date.	DH Chair	
LGB4/02	Circulate updated SIP and SEF to governors.	Head	
LGB5/04	Send copies of previous minutes to the DH for posting on the website	Clerk/DH	
LGB5/05	Check protocol for safeguarding policies re changing Head's name	DH	