

## Greythorn Primary School Local Governing Board

### Minutes of the meeting held at the school on 23<sup>rd</sup> November 2022 at 6.30pm

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#### Membership (A denotes absence)

Martyn Harris, Chair	Zahra Bilides
Jess Hannan, Vice Chair	Pam Parkin
Fadi Al-Dairi	Michael Pound A
Bev Dolman, Headteacher	

#### In Attendance

Sara Gadzik, Clerk to the LGB	Chloe Whitehead, Geography Subject Lead
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#### 01 PRESENTATION ON GEOGRAPHY

##### LGB2/22-23/2.1 Geography subject lead

The Chair introduced Chloe Whitehead, subject lead for geography. Chloe gave an overview of the geography curriculum in each of the key stages. She explained the recurring themes and how they build on prior learning in order to increase long-term memory. She gave examples of how activities like field trips and VR are used to bring the curriculum to life, and how subjects like climate change, diversity and the impact of humans are taught with different year groups.

**A governor asked how she spot gaps in knowledge across different year groups.** Chloe explained how she works with teachers to ensure learning is evidenced in books and how she has used pupil voice to assess learning and key knowledge. She explained how she works with teachers to build confidence and knowledge in teaching geography.

**A governor asked if pupils know they are doing 'geography' as a subject.** Chloe said yes, they are explicit about which subject they are doing at the time. **A governor asked if Covid had an impact on geography knowledge.** Chloe said that pupils' outcomes were not impacted but they missed out on real life experiences.

**A governor asked how they utilise the diversity of the pupil cohort.** Chloe explained how they do this in geography and other subjects. **A governor asked if they link current news to the curriculum.** She said yes and gave recent examples.

**A governor asked if she checks understanding of the groups she doesn't teach.** Chloe said yes and explained how they used the whole school review last year to do this.

**A parent governor commented on the positive feedback she received from the VR experience.**

Governors thanked Chloe for her presentation and the high standard of work she had achieved.

7pm Chloe Whitehead left the meeting.

## 02 PRELIMINARIES

## ACTION

### LGB2/22-23/2.1 Apologies for absence

Michael Pound was absent from the meeting.

### LGB2/22-23/2.2 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.

### LGB2/22-23/2.3 Minutes of the Last LGB Meeting and Actions Arising

Governors noted that Fadi Al-Dhari attended in person at the last meeting. With that change, the minutes of the previous meeting held on 28<sup>th</sup> September 2022 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB4/2.2	<i>Carried over:</i> Invite the Deputy Head to the next meeting to present on Pupil Premium.	Head / agenda	Next meeting, to coincide with PP review
LGB5/6.1	<i>Carried over:</i> Send schedule of staff meetings to governors.	Head	Done
LGB6/3.1	<i>Carried over:</i> Review equality objectives at the next LGB meeting.	Head / agenda	Done – Head has updated progress on the website
LGB6/5.1	<i>Carried over:</i> J Hannan to talk through governors' responsibilities and plans for safeguarding at next meeting.	J Hannan / agenda	Carry over
LGB1/22-23/2.2	Circulate pecuniary interest forms for governors to sign electronically.	Head	Done
LGB1/22-23/3.1	Ask other local heads what external staff wellbeing support they provide, in order to inform governors' decision on purchasing standalone wellbeing provision.	Head	See Matters Arising
LGB1/22-23/4.1	Ensure all wellbeing actions are included in the SEF L&M section.	Head and Jess Hannan	Staff group will do this when they meet
LGB1/22-23/4.1	Review the organisation of swimming provision and ensure they are appropriately challenging for all pupils.	Head	Will happen in spring term
LGB1/22-23/7.1	Check Trust roles as listed in the Child Protection and Child on Child Abuse policies. Governors to approve policies by email.	Head / Governors	Done – policies now on website

### Matters Arising

The Head spoke to other FHT heads about staff absence insurance and well being support, and no one has a model similar to what they are looking for. The Trust is working on an HR strategy that will provide a well being offer that schools can buy into, so she is waiting to review this.

Jess Hannan asked for a TA representative to join the staff working group. Pam Parkin will ask for a volunteer. Jess volunteered to come in to talk to staff.

### 03 FINANCE REPORT

#### LGB2/22-23/3.1 Report from the Head Regarding Budget Position

*Papers were circulated prior to the meeting.*

The Head confirmed that the anticipated carry forward from last financial year is £119,327. They will have a final figure once the Trust year end is completed.

Month end for September shows one significant discrepancy; however this is due to the way the supply agency has invoiced and will balance out by the end of the year.

The Head said there have been substantial staffing changes since the budget was set at the beginning of the year. She will work with the Trust to review and amend the budget to reflect the current situation and will present the revised budget at the next meeting.

The Head explained the Trust's current finance administrative support model, how the Trust is supporting the school, where the gaps are and how she is addressing this with the Trust. They noted that the school's admin team is working very well together.

**A governor asked about staff absence.** The Head noted that Greythorn is 8<sup>th</sup> lowest on spend for staff absence of the 32 Trust schools. Last year they spent £16k and SAS cost £20k.

### 04 DISCUSSION OF DATA FROM LAST YEAR

#### LGB2/22-23/4.1 School On A Page (SOAP) and Data

The Head said there have been very few changes to the SOAP since the last meeting. Assessment is happening this week so she will update the data to share at the next meeting.

Multiplication is an area of focus on and there is an action plan for this. **A parent governor asked if there will be another practice booklet for children over Christmas.** The Head said yes.

In KS2 the focus is reading. The Head noted the high level of EAL (34%), especially pupils coming into KS2 from abroad.

#### Admissions

The Head said there are 50 children on the waiting list for KS2, many in catchment, and she has heard a high number of appeals. The current situation is not sustainable nor fair on children in catchment and she has emailed the local authority to demand a long-term, local solution. She has requested that the Section 106 money allocated to Greythorn is released and used to address the local admissions crisis. The Trust is supportive.

### 05 REPORT FROM THE CHAIR

#### LGB2/22-23/5.1 Communication from Parents and Community

The Chair noted that the trip to County Hall and to see Bussy Malone were well received.

**A governor asked for an update on the Parent Council.** The Head explained how they have reviewed the agenda planning so that the meetings focus on key issues. The Chair attends the meetings to pick up anything to be addressed by governors.

The Head said that parent survey indicated that communication is an area for development. This is an item for the SLT agenda. Overall the survey results were very positive; the Head went



through the percentages for each question.

**A governor suggested that class teachers use video messages** to keep parents updated on what children are learning and what they have learnt. He offered to support the school with this.

**A governor asked for an update on the open visits for EYFS parents.** The Head said they had about 18 families on the Saturday and 20 on the weekday. They are also getting positive feedback from social media and the leaflets. The new website is ready to go live.

Zahra Bilides gave a FOGSA update. FOGSA has recently given money for the new library. They doubled the amount going to the pupil hardship fund due to need. Funding is also going towards the sound system and outdoor provision.

**The Chair noted that the Head had a very positive performance review.** Governors offered their congratulations.

**LGB2/22-23/5.2 Emergency Action Taken Since the Last Meeting**  
None.

## **06 REPORT FROM SAFEGUARDING GOVERNOR**

### **LGB2/22-23/6.1 Safeguarding Audit and NCC Audit**

The Head and Jess Hannan as safeguarding governor met to review the NCC safeguarding form. The Head said she valued the open challenge and sharing of good practice. The Trust audit has taken place. The recommendations focus on refining good practice rather than serious issues. The NCC safeguarding audit is nearly finished. She will send to governors via email for comment and approval by the deadline of 20 Dec.

Jess Hannan said as part of her safeguarding visit she walked around school with the Head and talked with staff and pupils at lunchtime. She complimented the good practice she saw.

**A governor queried the change to the 'walking home' guidelines.** The Head explained why they have decided to follow the NSPCC recommendation that siblings must be over 16 in order to take responsibility for walking younger siblings home.

### **LGB2/22-23/6.2 Staff Well-being**

Jess Hannan has produced a report with outcomes and next steps from the staff questionnaire which the Head and Pam Parkin shared with staff. Pam said the feedback was positive.

Governors discussed the issues with workload. The next step is to convene a staff representative group to share ideas and feedback. They will also look at next steps.

## **07 POLICY MANAGEMENT**

### **LGB2/22-23/7.1 Policies Requiring Local Governing Body Ratification**

Governors noted the following policies:

Lockdown

Supporting pupils with medical needs

Acceptable use

SEND



The Head discussed how they introduce a lockdown drill without alarming pupils. **Governors approved all the policies.**

**Governors noted that the Child Protection and Child on Child Abuse policies were discussed at the last meeting and approved via email.**

## **08 GOVERNOR MONITORING**

### **LGB2/22-23/8.1 Reports of Visits Undertaken to Date**

Zahra Bilides met with the Deputy Head to discuss Pupil Premium actions and outcomes. She gave an overview of her visit, which included observing children in the classroom. She shared plans for an EAL session for parents, which she has offered to support.

Jess Hannan came in for a safeguarding visit, reported above.

The Chair has met regularly with the Head, and will come to the staff training session on reading. Jess Hannan volunteered to attend staff sessions on homework and feedback.

**Governors complimented the Head on the outcome of the Trust review.** The Head gave a synopsis of the activity that took place over the two days.

### **LGB2/22-23/8.2 Evidence of Governing Body Impact on School Improvement**

Safeguarding challenge

Pupil Premium visit

Suggestions for communicating with parents

## **09 GOVERNOR TRAINING**

### **LGB2/22-23/9.1 Reports from Training Undertaken by Governors**

Jess Hannan and the Chair attended the Trust safeguarding training.

## **10 AOB**

The Head said they have not progressed the uniform change because of families' concerns about cost of living. **Governors agreed to delay plans until the long term situation is clearer. A governor asked about the concern previously raised about the current red colour being a trigger.** The Head said this is still a concern, but the cost of living crisis is a higher priority.

All teachers have met their Performance Review targets. Governors agreed to recommend pay progression for all staff who are eligible for increments.

## **11 DATES AND TIMES OF FUTURE MEETINGS**

The next meeting is 2 February 2023.

## **12 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 8.35pm**

**Signed by the Chair:**

Date:

#### ACTION POINTS FROM THE MEETING:

Item	Action	Responsible	Outcome
LGB4/21-22/2.2	<i>Carried over:</i> Invite the Deputy Head to the next meeting to present on Pupil Premium.	Head / agenda	
LGB6/21-22/5.1	<i>Carried over:</i> J Hannan to talk through governors' responsibilities and plans for safeguarding at next meeting.	J Hannan / agenda	
LGB1/22-23/4.1	Spring term - review the organisation of swimming provision and ensure it is appropriately challenging for all pupils.	Head	