

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 15th May 2024 at 6.15pm

Membership (A denotes absence)

Martyn Harris, Chair	Zahra Bilides	Michael Pound
Fadi Al-Dairi	Pam Parkin	Tae Carpenter, Headteacher
Ashley Harper		

In attendance

Charlotte Mason, DT Lead	Sara Gadzik, Clerk	
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PRESENTATION FROM CHARLOTTE MASON ON DESIGN AND TECHNOLOGY CURRICULUM	ACTIONS
<p>Charlotte explained the Design and Technology (DT) curriculum and how it is tailored to Greythorn. She explained the five strands and how these are built into the lesson sequence. She gave examples of aspects of the DT curriculum, including cooking and nutrition, and electronics and CAD. She explained how DT supports the enquiry topics across the school and gave examples of how it links to the strands of learning.</p> <p>She explains how the subject is made accessible for pupils with EAL and SEN. She explained how she ensures planning and resources are up to date in all year groups.</p> <p>Governors reviewed a sample of DT books. A governor noted the 'plan, do, review' as an excellent foundation for future study and work. A governor noted the breadth of the DT curriculum and how well it is tailored to all age groups.</p> <p>A governor commented on the importance of physical skills, and asked what skills children are taught in the older years. Charlotte explained some of the tools used in KS2 including age-appropriate knives and sculpting and carving tools. She explained how they build motor skills.</p> <p>A governor asked for more information on how DT links to enquiry topics. Charlotte gave examples, for instance making Greek salad during the enquiry topic on Greek civilization. During the sustainability topic they upcycled clothing.</p> <p>A governor asked what her main challenge is as DT Lead. She said it is understanding each child's starting point, as they are all different. It requires teachers to adapt teaching on the spot to ensure they support and stretch all children.</p> <p>Governors thanked her for her presentation.</p> <p><i>Charlotte Mason left the meeting.</i></p>	
01 PRELIMINARIES	
LGB5/23-24/1.1 Apologies for Absence	
All were present.	

LGB5/23-24/1.2 Declaration of Interest				
There were no declarations of interest against the agenda. It was noted that: Fadi Al-Dairi's wife works at the school. Zahra Bilides is chair of FOGSA.				
LGB5/23-24/1.3 Terms of office update				
No end of terms upcoming.				
LGB5/23-24/1.4 Minutes of the Last LGB Meeting and Actions Arising				
The minutes of the previous meeting held on 20 th March 2024 were taken as read and approved.				
Item	Action	Responsible	Outcome	
LGB4/13	Arrange to update the governors' page on the website	Head	Done	
02 REPORT FROM THE CHAIR				
LGB5/23-24/2.1 Key messages from local hub				
None to share. The next local hub meeting is in June. ACTION: The Chair reminded all governors to complete the self-evaluation questionnaire from the Trust.				ALL
LGB5/23-24/2.2 Key communications				
Governors congratulated the Head and staff on the successful Ofsted outcome. ACTION: The Chair agreed to send treats for the staff on behalf of the LGB. The Head noted the positive coverage in the West Bridgford Wire about the Ofsted report.				Chair
03 EDUCATION – SCHOOL PERFORMANCE				
LGB5/23-24/3.1 Head's Report				
The Head went through the key points in the report. <u>Budget</u> The three-year budget forecast is very tight. She is looking closely at next year's expenditure and speaking to staff about how they can make savings. Greythorn is not unusual; the majority of schools are struggling with budgets. They are looking closely at how they use the TAs they have to support the growing needs of pupils. The Head noted the £60k overspend on the current budget, compared to forecast, due to additional TA support needed for high needs children. The school has a strong reputation for supporting children with SEN and, while this is positive, it means that they have a higher than average number of pupils with additional needs. A governor asked how much additional staffing they ideally would need for children coming in. The Head said there are at least three children starting with significant needs and no funding for another TA to support them. A governor asked about additional needs funding. Pam Parkin confirmed they are trying to access more funding but the LA budget is very tight.				

<p>A governor asked whether volunteers could come in to provide additional support. A Head there would be extensive training and safeguarding required.</p> <p>A governor asked about pupil numbers in the lower years. The Head gave the latest figures. The low birth rate nationally means there are spare places across all schools in the area.</p> <p>A governor asked how much of the budget surplus they can use to underpin the coming year. The Head said if they continue to spend as they are, the reserves will be depleted in two years.</p> <p>The Head explained some of the options they have considered and shared the conversations she has had with the Trust.</p> <p>The Head confirmed they are putting additional effort into marketing the school as widely as possible to the community.</p> <p><u>Ofsted</u></p> <p>The Head confirmed that the Trust, including the central team and other Trust heads, provided helpful support before and during the Ofsted visit. It was a team effort from across the Trust.</p> <p>A governor asked how they ensure they are even better at the next Ofsted. The Head said she and the SLT are continuing to implement new initiatives and they are renewing the vision for the coming years. This will lead to action plans and milestones.</p>	
<p>LGB5/23-24/3.1 Feedback from Link Governor – Children’s Experience</p>	
<p>It was noted that the Ofsted report commented extensively on children’s experience and the inclusive nature of the school. The report said:</p> <p>“The school celebrates and values its diverse community. Pupils are happy. They feel safe and well cared for. One pupil stated: ‘Teachers always push us to be the best we can be. If you ever feel down or sad, the adults here will always listen to you and help you.’”</p> <p>It also commented positively on behaviour:</p> <p>“Behaviour is a real strength of the school. Classrooms are calm and purposeful. Pupils consistently show high levels of engagement. They listen intently and display positive attitudes towards their learning. Pupils are polite and respectful of each other and staff. Pupils take pride in the range of extra responsibilities they can take on. The school considers pupils’ character education when planning these responsibilities.”</p>	
<p>04 ADMISSIONS</p>	
<p>The Head went through the marketing activity they have planned and initiated. They have already started marketing for next year.</p> <p>A governor asked if they talk in parental meetings about experiences the children will have further up the school. Pam Parkin said yes; they talk about residential, extended swimming lessons and clubs and more. A governor recommended they talk to parents about the maths challenge and other academic pursuits.</p>	

05 FINANCE	
LGB5/23-24/5.1 Budget monitoring	
Covered above.	
LGB5/23-24/5.2 Annual service contracts	
Governors approved the cleaning contract. The Head confirmed they receive a good service and have a good relationship with the cleaning company.	
06 TARGETED FUNDING	
LGB5/23-24/6.1 Feedback from link governor – target funding	
Zahra Bilides gave an update on her most recent meeting. She also noted that as a parent she helped with swimming and was impressed with the new structure of the lessons. It appears to be money well spent.	
07 ATTENDANCE, BEHAVIOUR AND SUSPENSIONS	
LGB5/23-24/7.1 Update this term	
Attendance is very positive at 96%. Lateness has reduced. PA is 7.82% which is very positive. Pam Parkin confirmed they continue to visit families at home and follow up absences quickly.	
08 SAFEGUARDING	
LGB5/23-24/8.1 Statutory reporting including LA Section 175 audit	
<p>Governors discussed specific cases with two families where there are wellbeing concerns.</p> <p>Ashley Harper went to the Notts County safeguarding meeting in her role as safeguarding governor. She shared the key points from the meeting. She explained the proposed changes to the needs led front door system. It should mean the number of referrals increase. The county is changing the neglect toolkit. The county has flagged the language that children use in regard to adults in the home and how schools response to that, which will be covered in their upcoming review. The cybersecurity update recommends that cyber security is covered in the disaster recovery plan.</p> <p>ACTION: Ashley to schedule a safeguarding audit for the summer term.</p> <p>A governor asked if the school has contingency plans if a server goes down. A governor noted that most of the school resources are on Dojo or One Drive which have additional security built in.</p> <p>Governors noted the external verification from Ofsted of the school's safeguarding procedures.</p>	<p>AH</p>
09 STAFFING	
LGB5/23-24/9.1 Confirmation of completion of performance reviews	
All teaching staff performance reviews were completed in October. Almost all TA reviews are complete. All office staff are complete.	
LGB5/23-24/9.2 Feedback on Headteacher PM by link governor	
The Head's performance review has been completed.	

10 ESTATES	
LGB5/23-24/10.1 Standards audit feedback	
Work is starting in May half term in foundation, the KS1 corridor and some classrooms. The rest of the scheduled works will be done in summer.	
11 FAMILY AND COMMUNITY ENGAGEMENT	
Covered above. Governors noted the upcoming spring concert and family BBQ.	
12 GOVERNOR TRAINING AND VISITS	
<p>Ashley Harper completed Trust finance training.</p> <p>The Chair met with Amy Mansour to talk about writing. He came in to observe two lessons and gave an overview. Both were very positive.</p> <p>Zahra Bilides is meeting with the EYFS lead after half term to review EYFS.</p> <p>Michael Pound is coming in to review online safety in June.</p> <p>Fadi Al-Dari supported with the Ramadan Club. He observed SATs and experienced the start of the school day with Pam on the school gates.</p> <p>All governors come into school during SATs week to observe. They confirmed it was very positive and thorough. Governors noted the personalised and inclusive approach to the children with special needs.</p>	
13 POLICIES FOR APPROVAL	
Governors discussed the need for an asthma policy and what would be included. This will come to a future meeting.	
16 DATES AND TIME OF FUTURE MEETINGS	
26 June, 6.15pm	
17 CONFIDENTIALITY AND COMMUNICATION	
It was agreed that no items be confidential for the purpose of the minutes.	
Signed by the Chair:	
Date:	

ACTION POINTS FROM THE MEETING

Item	Action	Responsible	Outcome
LGB5/2.1	All to complete the Trust self-evaluation survey	All	
LGB5/2.1	Chair to arrange to send treat for the staff following Ofsted	MH	
LGB5/8.1	Summer term safeguarding audit to be arranged	AH	