

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 22nd June 2022 at 6.15pm

Membership
(A denoted absence)

Martyn Harris, Chair
Jess Hannan, Vice Chair
Zahra Bilides
Fadi Al-Dairi (via video link)
Pam Parkin
Michael Pound
Bev Dolman, Headteacher

In Attendance

Lynn Eadie, School Business Manager (part of the meeting)
Sara Gadzik, Clerk to the LGB

01 PRELIMINARIES

ACTION

LGB6/21-22/1.1 Apologies for absence

There were no apologies.

LGB6/21-22/1.2 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.

LGB6/21-22/1.3 Minutes of the Last LGB Meeting and Actions Arising

Minutes of the previous meeting held on 11th May 2022 were taken as a true record and were signed by the Chair.

Item	Action	Responsible	Outcome
LGB4/2.2	Invite the Deputy Head to the next meeting to present on Pupil Premium	Head	Moved to autumn
LGB5/1.3	Contact the Trust to clarify the timeline and pilot arrangements for the new website rollout	Head	Done
LGB4/6.1	Present synopsis of behaviour log at next meeting	Head	Matters arising
LGB5/1.3	Share update about FOGSA's contribution to the school – school newsletter	Z Bilides / Head	Matters arising
LGB4/8.2	Arrange Ofsted training session for governors at the next meeting	Head	On agenda
LGB5/2.1	Amend the lettings policy and circulate to governors	SBM	Done
LGB5/6.1	Send schedule of staff meetings to governors	Head	Incomplete
LGB5/5.1	Circulate proposal for after school club	Head	On agenda

Head

Head



Matters Arising

Zahra Bilides and the Head will write a summary of FOGSA's work this year to go in the final parents' newsletter. Zahra shared positive feedback from the picnic, which raised about £2000 for the school.

**Z Bilides
/ Head**

The Trust has said the website template will be ready at the end of August. The Head will update governors in the autumn.

The Head said the Trust is creating a template to report on behaviour. She will share this from September with governors.

LGB6/21-22/1.3 Re-election of Co-opted Governors

Fadi Al-Dhari's term of office ends in October. He confirmed he would be happy to stay for another term. **Governors unanimously agreed to co-opt Fadi Al-Dhari to a second four-year term.**

02 FINANCE REPORT

LGB6/21-22/2.1 Budget Setting 2022/23

Governors confirmed they had received and reviewed the most recent budget outturn and three-year budget forecast. The May outturn shows a £63.5k year-end deficit which was anticipated. The proposed budget shows a surplus of £16k in 2022/23. The following year shows a £50k in-year deficit, and year three shows an £80k in-year deficit, with reserves of £2,000. The SBM explained the detailed process she had gone through with the Trust to set the budget.

She said that pupil numbers are predicted to remain static over the three years, with surplus places in the local area. However the Head noted an influx of pupil in Year 1 next year, bringing the number to PAN. The SBM said each pupil brings £4,300 into the budget. They have increased class sizes in KS2 from 45 to 48 in order to make up the deficit in the lower years. **A governor asked if this is within the statutory limit.** The Head said yes. **A governor asked if this is the physical maximum they can take.** The Head said yes.

The Head noted that there are 61 pupils on a waiting list in the upper years. She has done eight appeals and has three more. None have been upheld.

The SBM noted the cost of the School Advisory Service, which provides sickness insurance and well-being support, is £19,245. She is seeking a comparison quote; however it is unlikely to be significantly less. She queried whether governors wished to continue. **A governor asked if they know what other schools are doing.** The SBM said some schools have no insurance and put the money into a contingency fund. **A governor asked about the cost of absences in a normal year.** The SBM said they have never recouped the full amount of the insurance. However staff do use the well-being service. She outlined the support offered. **A governor recommended that as part of the staff survey they seek opinions about the well-being service.** This was agreed.

**J
Hannan
/ Head**

The SBM agreed to seek alternative quotes from well-being providers, without staff insurance.

SBM

The SBM said the photocopier lease ends in September and she will seek other quotes before renewing.



All the building work agreed previously by governors will be completed in the summer break. The library will also be completed though costs have not been finalised. **Governors agreed to spend an additional £20k from this year's budget to complete the library and other internal work. This has been factored into the budget.**

Governors confirmed that they were satisfied that the budget has been reviewed thoroughly for value for money and it is a realistic budget.

The Head talked about plans to market the school and to improve the other classrooms. The cost is factored into this year's budget. **Governors approved the three-year budget.**

Governors discussed and made suggestions for increasing the profile and reputation of the school. **A governor asked if they knew how many parents who looked around the school decided to send their children.** The SBM said about two-thirds. **A governor asked if they know why parents chose not to send their children.** The Head said many asked about the Ofsted report, attainment data and the curriculum.

The Head gave an update on the attainment data.

A governor asked at what point they would need to take action on the predicted £50k deficit.

The SBM said before the beginning of the new year. Governors discussed possible actions to reduce the budget deficit if pupil numbers do not increase.

Governors thanked the SBM and the Head for all the work they have done to improve the school and to set a realistic budget.

7.25 The SBM left the meeting.

03 HEADTEACHER REPORT

LGB6/21-22/3.1 The Head's Report

The Head noted that her report follows the new template from the Trust. She gave an overview of the data in the report. She gave her rationale for the Ofsted ratings and shared her ambitions for the school. **A governor asked how the curriculum has changed since the previous inspection.** The Head explained the changes implemented since she took on leadership of the school. She highlighted the work done to ensure pupils are accessing the full national curriculum and that this is embedded.

She asked for governor feedback on the new format of her report. Governors agreed it was a good overview and useful snapshot. **Governors asked for a verbal report on other areas of the school at each meeting. Link governors will also update on their areas at meetings.**

The Head shared ten key questions that Ofsted is likely to ask governors during an inspection. Governors discussed how to ensure they were up to date with the school's work in each area. **A governor recommended that they bring the equality objectives to the next meeting for review and consideration. This was agreed.**

Agenda

The head suggested that from September governors each link with one of the five areas of the Ofsted framework. **Governors agreed with this and suggested that they report back on their**



findings at the next meeting. The Chair agreed to action this.

Chair

The Head noted that the recent DQUASI visit was very positive about the early years' environment.

8pm Fadi al-Dhari left the meeting.

LGB6/21-22/3.2 Staffing Update

The Head gave an update on staffing and the rationale for staff moves and changing roles in the autumn. She gave context for staff who are leaving at the end of the year.

A governor asked about recruitment to the vacant posts. The Head said it was very positive response and shared the background of the staff coming in. New appointments will also increase leadership capacity.

LGB6/21-22/3.3 School Uniform

The Head will chase the company for samples of the new uniform.

LGB6/21-22/3.4 After School Club

The Head confirmed that the after school provision has improved since she spoke to them about issues raised at the last meeting. She is monitoring closely. The company has asked for a meeting with the Head and Chair which is being scheduled.

04 REPORT FROM THE CHAIR

LGB6/21-22/4.1 Communication from Parents and Community

The Chair said there is one ongoing parental complaint which has been escalated to the Trust. There is another ongoing incident regarding a parent; a member of staff will attend court to give a witness statement.

Governors noted the positive email feedback received from a parent recently.

LGB6/21-22/4.2 Emergency Action Taken Since the Last Meeting

None.

05 REPORT FROM SAFEGUARDING GOVERNOR

LGB6/21-22/5.1 Safeguarding Audit

As safeguarding governor, Jess Hannan noted that the external safeguarding audit was completed in the autumn and a Trust audit was completed in the spring. She and the Head met recently to discuss additional measures going above the statutory minimum.

Jess noted that all governors have a responsibility for safeguarding and need a good level of understanding in order to effectively challenge during their visits. **She proposed that at the next meeting she talk governors through responsibilities and the added activity she would like to undertake.** At subsequent meetings they would discuss specific aspects of safeguarding.

Governors agreed.

**J
Hannan**

The Head gave an example of how the safeguarding governor worked well with the school to ensure that the school met the requirements for the photography disclaimer for sports day.

A governor asked when the SCR was last reviewed by the safeguarding governor. She said March. She will review it again in the summer.

LGB6/21-22/5.2 Staff Well-being

Jess Hannan, Pam Parkin and the Head gave an update on their discussions about staff well-being. Jess said that they proposed to undertake a short survey of staff early in the next term. This will be a benchmark and help to formulate the well-being action plan for next year. They will involve staff in drafting the questions.

From September, the Chair will carry out exit interviews with leaving staff.

06 POLICY MANAGEMENT

None this meeting.

07 GOVERNOR MONITORING

LGB6/21-22/7.1 Reports of Visits Undertaken to Date

Jess Hannan has visited to review safeguarding and to discuss staff well-being. The Chair has met several times with the Head between meetings. The Chair will attend the last staff meeting of the year to speak to staff and thank them for their hard work and commitment this year.

LGB6/21-22/7.2 Evidence of Governing Body Impact on School Improvement

- Staff well-being initiative from governors.
- Safeguarding support and challenge.
- Ideas to help promote the school.
- Budget challenge and approval.
- Discussion and proposals about staff insurance and well-being service.

08 GOVERNOR TRAINING

LGB6/21-22/8.1 Reports back from training undertaken by governors

The Chair asked everyone to circulate training they have completed.

Jess Hannan commended the National College training to governors, in particular the equality and diversity modules. **All governors agreed to complete at least one of the equality training modules.**

All

Jess Hannan is starting a qualification in staff well-being from the Royal College of Psychiatrists.

The Head noted that the school has received the Sports Mark Gold Award. They are looking into the character quality mark next year. The Trust SEND review is taking place on Monday.

LGB6/21-22/09 Ofsted planning

Covered above.

09 DATES AND TIMES OF FUTURE MEETINGS

The Headteacher will circulate dates.

10 CONFIDENTIALITY AND COMMUNICATION

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

Zahra Bilides said she has been approached about taking on the Chair of FOGSA next year and queries whether this would be a conflict of interest. Governors agreed it was not, as long as it was declared at the beginning of meetings.

The meeting closed at 8.35pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Item	Action	Responsible	Outcome
LGB4/2.2	Invite the Deputy Head to the next meeting to present on Pupil Premium.	Head	
LGB5/6.1	Send schedule of staff meetings to governors.	Head	
LGB6/1.3	Include a roundup of FOGSA's work in the last parents' newsletter of the year	Z Bilides / Head	
LGB6/2.1	Include questions about the well-being service in the staff survey.	J Hannan	
LGB6/2.1	Seek quotes for standalone well-being service, without staff insurance.	SBM	
LGB6/3.1	Review equality objectives at the next LGB meeting.	Agenda item	
LGB6/3.1	Assign governors to each of the Ofsted areas and agree plan for reporting back.	Chair	
LGB6/5.1	J Hannan to talk through governors' responsibilities and plans for safeguarding at next meeting.	J Hannan / Agenda item	
LGB6/8.1	Complete one of the equality training modules	All	