

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 31st January 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

Susie Gell, EYFS Lead	Sara Gadzik, Clerk
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PRESENTATION FROM SUSIE GELL ON EYFS

ACTIONS

Susie Gell gave an overview of the EYFS provision. She explained how teachers baseline knowledge, including emotional, personal and social aspects. From the baseline data, communication language and writing are foci for this year. She explained how they have zoned the classroom to link to areas of curriculum, and how communication features in each zone.

She outlined the weekly observation and feedback sessions and how this is used to tailor the enhancements. She explained how outdoor provision is zoned to cater for all children. She outlined the plans for the outdoor space to align more strongly to the curriculum.

She gave examples of how they support EAL children (18% of cohort). She explained the support for PP and SEND children and the bespoke provision. She explained the Widget programme and how this promotes vocabulary, language and communication skills. She showed governors the reflection book and explained how it is used to reactivate children's prior learning.

A governor noted the differentiation according to need, and queried if home learning is differentiated as well. Susie said that phonics homework is differentiated according to ability and teachers put home learning packs together for children who need additional scaffolding.

A governors asked about the impact of Covid and how they support children who are behind. Susie said once a child's starting point is established, interventions are put in place to ensure all children make progress. The Covid impact is lessening.

A governor asked whether they feed back to nursery providers on how prepared children are. Susie said she will reflect on how they can do this in a way that is manageable. They take children from 10-plus settings and these vary from year to year.

A governor asked how the change in 30 hour childcare will impact and whether they will benchmark to see what the impact is. Susie said they will monitor this.

A governor asked about the range of languages. These vary from Mandarin to Polish to French. EAL children have made excellent progress this year.

A governor asked Susie what she has learned as a teacher in her first year as EYFS lead. She



said she loves the role and her focus is on continually developing her practice so they can provide the best outcomes for the children.

Governors thanked Susie for her presentation. The Headteacher noted that the Trust EYFS lead visited this term and were extremely positive about the EYFS provision, the staff and how the children interacted. Staff were very confident.

Susie Gill left the meeting.

01 PRELIMINARIES

LGB3/23-24/1.1 Apologies for Absence

All present.

LGB3/23-24/1.2 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.

LGB3/23-24/1.3 Terms of office update

Michael Pound and Zara Bilides stood unopposed for parent governors. They have been re-elected for a four-year term.

LGB3/23-24/1.4 Minutes of the Last LGB Meeting and Actions Arising

The minutes of the previous meeting held on 13th December 2023 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB2/1.4	Arrange parent governor elections in January	Head	Done
LGB2/3.2	Presentation on EYFS at March meeting	Agenda	Done
LGB2/4.1	Contact councillor about bollards outside school	MP	Ongoing
LGB2/5.1	Clarify statutory safeguarding training for governors	Head	Done
LGB2/7.2	Schedule governor visits	Head / Chair	Done
LGB2/7.2	Refresh visit proforma	Head / Chair	Done

02 REPORT FROM THE CHAIR

LGB3/23-24/2.1

Partner Hub meeting information is available in the shared folder. The Chair attended the meeting.

LGB3/23-24/2.2 Key communications

The school had a letter from the DfE commending their phonics outcomes.

03 EDUCATION – SCHOOL PERFORMANCE

LGB3/23-24/3.1 Head's Report

The Headteacher gave an update on pupil numbers and on staffing. They have hosted SCITT interviews. The SCITT Lead said they have received many positive comments about the school

from SCITT interviewees and the SCITT staff.

Attendance for autumn 2 is 96.2%. PA overall has dropped to 9.12% and PP PA has dropped significantly. Pam Parkin explained the measures in place to support attendance. Care calls have been well received by parents. The Head noted the attendance policy has been refined to make the process and procedures very clear. They explained the challenges of engaging with some parents. **A governor asked if there are additional resources leaders need.**

The Head gave an update on the safeguarding action plan; they are monitoring to ensure changes are embedded. The Trust safeguarding lead is in school tomorrow and there is another audit at the end of term. The Head confirmed there is a strong safeguarding culture. **A parent governor noted that he had been impressed with the safeguarding measures he has encountered in school. The safeguarding link governor said she was satisfied from her visit that the safeguarding measures in the school are robust.**

LGB3/23-24/3.2 Feedback from link governor – children’s experience

Michael Pound fed back from his link visit on the curriculum. He spoke to staff, then observed a lesson and spoke to pupils to triangulate what he was told. Children were confident and knowledgeable. All the subject leads appeared to have a good grasp of their areas.

LGB3/23-24/3.3 Feedback from Trust activity

The Head reported on the DQASI visit last term focusing on pupil voice around safeguarding and personal and social development. The children were very confident and knowledgeable in answering questions about a range of topics including safeguarding, British values and protected characteristics.

04 EDUCATION SCHOOL IMPROVEMENT PLAN 23/24

The autumn SIP update was sent to governors prior to the meeting. There were no questions.

05 FINANCE

LGB3/23-24/5.1 Budget monitoring

The Head reported on the three KPIs ratings.

The school is at 99% for pupil numbers. Green rating.

Percentage of staffing budget is 78.3% which is slightly over – this is due to additional TA s for children with special needs. Amber rating.

Reserves stand at 7.2% of budget. Green rating.

The Chair confirmed there is a plan for utilising a portion of the surplus.

LGB3/23-24/5.2 Internal audit

The auditors noted a £10k deficit on the published figures. The Trust is investigating on the Head’s request; it is likely to be an in-year miscalculation.

LGB3/23-24/5.3 Confirmed reserves and outturn report

The reserves and outturn report are in line with predictions.

LGB3/23-24/5.4 Annual service contracts

None to note.

06 TARGETED FUNDING

LGB3/23-24/6.1 Feedback from link governor – target funding

The targeted funding (PP and sports funding) link governor has contacted the Deputy Head about setting up a meeting. They are planning to meet imminently.

07 ATTENDANCE, BEHAVIOUR AND SUSPENSIONS

LGB3/23-24/7.1 Feedback from link governor - attendance

Attendance – see Head's report above. There have been no suspensions.

Behaviour is generally good and improving. Pam Parkin gave an overview of the autumn behaviour log. Incidents are down significantly from the previous year. This is due in part to refining the behaviour policy and definition of what constitutes a yellow warning. A few high profile children are challenging and need support.

The Head noted that children were very articulate and clear about the behaviour expectations and consequences in their meeting with the DQASI. Pupils said that behaviour has improved.

08 SAFEGUARDING

LGB3/23-24/8.1 Statutory reporting including LA Section 175 audit

Completed in autumn term.

LGB3/23-24/8.2 Update on school's safeguarding audit and action plan

See Head's report above.

LGB3/23-24/8.3 Equality, racial and other safeguarding incidents

No significant issues to report.

09 STAFFING

LGB3/23-24/9.1 Performance management target setting 23/24

Teacher targets have been set; mid year reviews are scheduled.

A governor asked if TAs and admin staff have had performance reviews.

ACTION: The Head said will follow up and ensure a plan is in place for support staff to complete reviews.

HT

LGB3/23-24/9.2 Feedback on Headteacher performance management

Head's PM was completed; the Chair is attending the half term review.

LGB3/23-24/9.2 Staff well-being

Pam Parkin said that staff are still tired and working very hard. Two staff have experienced bereavements. There is support in place for staff who have experience personal or health issues. Feedback from staff is that they feel supported.

A governor asked what support there is for Pam, as mental health first aider. She said that the Head is there to support whenever she should need it.



10 ADMISSIONS

LGB3/23-24/10.1 Admissions marketing plan – link governor for marcomms

Open days before Christmas were well attended with about 80 families visiting. The Head noted that pupil admission numbers are low across the Trust due to the decrease in birth rate. June transition afternoons are in the diary. A governor noted that the new housing estate is promoting Greythorn as a feeder school. Pam Parkin said she will take leaflets to the developers' office. The Head has been meeting with the Trust marketing lead about promoting the school.

11 ESTATES

LGB3/23-24/11.1 Standards audit feedback

A governor asked for an update on the gate. The Head said she has met with the Trust lead about progressing this. Her priority is funding for the KS1 corridor refurbishment for the summer.

12 FAMILY AND COMMUNITY ENGAGEMENT

Zara Bilides gave an update on FOGSA activity. The Christmas fair was very well attended and raised over £1000. They still need committee volunteers. The Head will put a call in the parent newsletter.

Head

The school is inviting mums/female carers into school around Mother's Day. They will do the same for Father's Day.

The Chair attended the Carol Service and received positive feedback about the pupils singing at county hall.

The Head noted that in October the school hosted the partnership SCITT day on phonics. This was very well received. The Trust's Director of Education and system leaders visited recently as part of system leader induction, and gave very positive feedback about the children and the learning environment. The school has also been noted across the Trust for its provision and planning for PP children. The school was asked to share with Trust schools about its work on curriculum concepts.

A governor asked for more detail about the Head's system leader activity. The Head said after Easter she will be working across other schools in the Trust two days a week to support their school improvement. **A governor asked if this will be back filled.** The Head said the Deputy Head will step up on those days. Governors noted that the Head will bring back good practice into Greythorn as well as sharing the good practice with others.

A governor encouraged the Head to put all the achievements on Facebook so that parents can share them.

13 GOVERNOR TRAINING

Ashley Harper completed the governor induction training in October.

Zahra Bilides completed safeguarding training this term. All safeguarding training is recorded and up to date.

The Head noted that the updated visit form is available in the shared folder. It should be used for link visits including:



- Targeted funding
- Safeguarding
- Online safety
- Writing
- Finance, specifically contracts and purchasing
- Health and safety

Zahra Bilides will complete an EYFS visit next term.

Governors discussed arrangements for governor monitoring during SATs.

14 POLICIES FOR APPROVAL

The admissions policy and attendance policy were approved by email.

15 FEEDBACK TO LOCAL HUB BOARD OR TRUSTEES

None.

16 DATES AND TIME OF FUTURE MEETINGS

20 March, 15 May, 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
LGB3/9.1	Ensure that all support staff are scheduled to have a performance review.	Head	
LGB3/12	Include in the school newsletter a request for more FOGSA committee volunteers.	Head	