

## Greythorn Primary School Local Governing Board

### Minutes of the meeting held at the school on 23<sup>rd</sup> March 2023 at 6.30pm

#### Membership (A denotes absence)

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

#### 01 PRELIMINARIES

#### ACTION

##### LGB4/22-23/1.1 Apologies for Absence

It was noted that Fadi Al-Dairi would be late to the meeting. Apologies were accepted.

The Chair noted that because the Clerk was unable to attend, the meeting would be recorded in order to complete the minutes. The recording will be deleted as soon as this is done.

##### LGB4/22-23/1.2 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.

##### LGB4/22-23/1.3 Minutes of the Last LGB Meeting and Actions Arising

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

Item	Action	Responsible	Outcome
LGB3/22-23/4.1	Circulate the feedback policy to all governors	Head	Outstanding
LGB3/22-23/4.1	All governors to send an updated picture and bio	All	Outstanding
LGB3/22-23/4.1	Include a request for new FOGSA committee members in the next newsletter and at parents evenings.	Head	Done

#### 02 FINANCE REPORT

##### LGB4/22-23/2.1 Update to include Compliance with Finance Policy and Controls

The Head said the school's recent finance report provided by the Trust was not circulated to governors as it contained several inaccuracies. She has spoken with the Trust. The school's finance link from the Trust is leaving in June. The Head proposed that Claire in the school admin team oversee the finances until the Trust has a new link finance officer in place. Governors unanimously agreed. **The Head will email the Trust to inform them of this.**

**Head**



## Staffing

- Confidential matter –

## Limetrees

The Limetrees contract was shared with governors prior to the meeting.

The Head noted that per the contract, notice must be given by April to terminate the contract by September 2024. She reported that Limetrees still has not resolved the payment issues which were raised with them in July, and they have now increased prices further.

The Head talked through the options:

- Go out to tender and ask Limetrees to reapply
- Stay with Limetrees
- Run the provision in house

Governors considered the pros and cons of each option and how an in house provision might be staffed. After discussion, governors agreed to inform Limetrees that the school is terminating the contract and going to tender. Limetrees are welcome to resubmit a bid. This will give the school time to investigate the feasibility of running provision in house. **The Head agreed to make arrangements to inform Limetrees.**

Head

## Summer Term arrangements

The Head brought governors up to date with discussions with the Trust to fill her role when she leaves at Easter. The Trust has selected a person from outside the Trust to step in as interim head on a three-day week basis. **Governors expressed their reservations about the arrangement.** The staff governor noted the amount of work staff this arrangement will create for staff.

The Head proposed that the Deputy Head act up as head on the two days the interim is not in school. She shared arrangements to back fill the Deputy Head's two-day teaching role in Year 5 and to give additional leadership support. **A governor asked for more detail about the person picking up the two-day Year 5 teaching role and whether this was a development opportunity.** The Head agreed it was and outlined the advantages of this option, as opposed to using supply. **Governors supported the Head's proposal.**

**A governor asked if there are areas that the Head is concerned could dip with the interim leadership arrangements.** The Head outlined possible risk areas. She explained the safeguards in place to mitigate risks and reassured that she is sharing as much information as possible.

## **03 HEADTEACHER'S REPORT**

### **LGB4/22-23/3.1 Discussion of Head's Report**

Governors received the Head's Report prior to the meeting. The Head drew attention to two areas.

## Behaviour

The Head reported that TAs are having additional behaviour training and all recently staff have had inclusion training. She gave an overview of the complex needs of children and interventions in place.

**Governors asked about supervision at lunchtimes.** The Head gave details and explained the changes they are making to promote positive behaviour at lunch. A governor asked what impact lunchtime behaviour is having on children's learning. The Head said the bigger impact is from the complex needs children when they disrupt class time. The legacy of Covid is also a factor.

**Governors asked for an update at the next meeting on the impact of changes to lunchtime arrangements on behaviour.**

Head

#### EYFS

- Confidential item -

**A governor asked for an update on attendance and persistent absence.** The Head confirmed that attendance remains above national and shared the latest data. She went through each year group and gave further details on PA children. The Head gave examples of how they are working with families to help get children into school and where it has been successful.

**A governor asked for an update on punctuality.** The Head said they continue to address this and gave an overview of measures in place. She noted that children who are routinely late also tend to be PA.

The Head shared details of a one half-day suspension.

The Head gave an update on admissions numbers.

The Head gave an update on ECTs' progress.

**The Head will update the SIP and SEF before she leaves at Easter and circulate these to governors.**

Head

#### **04 REPORT FROM THE CHAIR**

##### **LGB4/22-23/4.1 Communication from Parents and Community**

The Chair had a complaint from a parent regarding strike action and the child's class being closed. The Head shared her response. She noted that fewer staff were available on the second strike day to cover classes. The parent was satisfied with the response and the complaint was closed.

#### Trust Governance

Michael Pound attended the latest Trust Hub meeting in place of the Chair.

The Chair noted the governance document being published from the Trust which suggests that the Trust prefers school LGBs to meet three times a year. Governors discussed how they hold the school to account and agreed that a meeting each half term helps them to keep in touch with the school and deal with issues as they arise. **Governors agreed to stay with six meetings per year.**

##### **LGB4/22-23/4.2 Emergency Action Taken Since the Last Meeting**

None.

## 05 REPORT FROM SAFEGUARDING GOVERNOR

### LGB4/22-23/5.1 Safeguarding Audit

A governor queried who was checking the safeguarding audit, following the resignation of the safeguarding governor at the last meeting. The Chair confirmed he had reviewed it and was happy to sign it off.

The Head had approached an individual about joining the governing body as safeguarding governor but he was not able to commit at this time. **Michael Pound agreed to act as safeguarding governor in the interim until a governor with safeguarding experience is co-opted.**

The Head recommended that governors sign up to the Andrew Hall safeguarding weekly update. Governors agreed.

### LGB4/22-23/5.2 Staff Well-being

The staff governor said that staff are anxious about the impending leadership changes, especially as the Trust has only very recently told staff about the arrangements for the head and interim head roles after Easter. Governors expressed their disappointment in how the decision-making process and announcements were handled.

**Governors asked the Head and staff governor to convey governors' deep gratitude to staff for the work they have been doing.** They recognised that the period of change is unsettling for staff.

## 06 POLICY MANAGEMENT

### LGB4/22-23/6.1 Policies Requiring Local Governing Body Ratification

Four policies were circulated prior to the meeting:

ECT

First Aid

Charging and Remissions

Health and Safety

There were no changes. **Governors approved the policies.**

## 07 GOVERNOR MONITORING

### LGB4/22-23/7.1 Reports of Visits Undertaken to Date

The Chair has been meeting with the Head fortnightly.

Zahra Bilides will meet with Deputy Head to review Pupil Premium next term.

### LGB4/22-23/7.2 Health and Safety

There have been issues and faults with the intruder alarm. The Head is approaching the Trust to see if they will cover replacement. She noted that the Trust recently paid for a new filtration tank which needed replacing.

Some of the windows are old and faulty and in need of replacing. They have locked some of the windows to mitigate the risk. This was noted during the conditions survey and the Head is chasing the Trust for a copy of the report. **Governors requested a copy of the conditions report for the next meeting. The Chair will raise this at the next Trust Governor Hub meeting.**

Chair

There are issues with lighting in some parts of the school. The school has had a quote for LED lighting and the installation is very expensive. The Head has also raised this with the Trust.

#### **LGB4/22-23/7.2 Evidence of Governing Body Impact on School Improvement**

- Limetrees contract – quality of breakfast and after school club
- Focus on lunchtime behaviour
- Staffing decisions

#### **08 AOB – THANK YOU**

Governors offered their sincere thanks to the Head for all the hard work she has put in to improve the school in the time she has been here. They wished her best of luck in her new role. Zahra Bilides also thanked the Head on behalf of FOGSA.

#### **09 DATES AND TIME OF FUTURE MEETINGS**

The next meeting is 17 May 2023 at 6.30pm.

#### **10 CONFIDENTIALITY AND COMMUNICATION**

It was agreed that two items on the agenda (under items 02 and 07) be deemed confidential in the minutes.

**The meeting closed at 8.35pm**

**Signed by the Chair:**

**Date:**

#### **ACTION POINTS FROM THE MEETING**

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	Outstanding
LGB4/02	Email the Trust to inform that Claire in the school office will manage finance in the interim.	Head	
LGB4/02	Inform Limetrees of the contract retender.	Head	
LGB4/02	Update on lunchtime behaviour at next meeting.	Head	
LGB4/02	Update SIP and SEF and circulate to governors.	Head	
LGB4/07	Request a copy of the school conditions survey from the Trust to review at the next LGB.	Chair	