

Greythorn Primary School Local Governing Board

Minutes of the meeting held remotely via Zoom on 1st December 2021 at 6.15pm

Membership
(A denoted absence)

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

In Attendance

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

01 PRELIMINARIES

ACTION

LGB2/21-22/1.1 Apologies for absence

There were no apologies.

LGB2/21-22/1.2 Declaration of interest

Governors were reminded of the requirement to declare interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

It was noted that Fadi Al-Dairi's wife is employed at the school as a classroom assistant.

LGB2/21-22/1.3 Minutes of the last LGB meeting and actions arising

Minutes of the meeting held on 6th October 2021 were accepted as an accurate record of the meeting.

Item	Action	Responsible	Outcome
LGB5/2.1	<i>Carried over from 19.5.21</i> - Share the site improvement plan with governors.	Head	Agenda for next meeting
LGB6/1.3	<i>Carried over 23.5.21</i> – Contact Jess Hannan about the link to the safeguarding training	M Pound	Done
LGB6/2.2	<i>Carried over from 23.5.21</i> – Use the newsletter to highlight to parents the financial investment the Trust has made in the school.	Head	Done
LGB1/8.1	Amend the whistleblowing policy to clarify what happens when a concern involves the Head	Head	Done

Agenda /
Head

02 FINANCE REPORT

LGB2/21-22/2.1 Report from the School Business Manager

The SBM referred to the financial report and outturn circulated prior to the meeting. She noted they have yet to receive the final carry forward figure from the Trust. Therefore the financial picture may change though not significantly. The carry forward currently stands at £178k. Although the current in year balance is forecast to be £43k, there are some significant improvements to site required, which will mean dipping into reserves. The SBM noted that reserves would only be used for one-off costs. She reminded governors that the 2022/23 budget is showing the school going into deficit. The school has also been told to expect energy costs to go up by 50% once the current contract ends, which is not budgeted for.

The SBM referred to the commentary in the outturn explaining where expenditure has changed since the budget was agreed in June. She pointed out that the Head authorised an increase in the supply budget by £5k, which is allowed in the financial policy.

She noted that the Trust have agreed to pay for the upgrades to the KS1 playground.

A governor asked whether there were energy efficiency grants available. The SBM said the Trust and LA have indicated not. The bid they had put in was not accepted. **A governor asked if they know what other MATs are doing.** The SBM said she is going to an SBM conference next week and she will look for options there.

The Head noted there is remedial work to do on the outer front door, as there is no security mechanism to stop children exiting.

The Chair noted that governors had approved by email the increase in the budget for the SENCO role to move from one to two days a week.

The Head noted that she is reviewing the TA structure to ensure it is fit for purpose.

In terms of the marketing the school, the SBM said they now have an active Facebook page and the new website. The Head said she is inviting potential parents to visit and she has shown several parents around the school.

The Head said she has been querying SEND funding with the County Council. Currently different areas in Nottinghamshire are funded for different amounts. The high school also takes a top slice, though this is changing. Some areas of the county have a family SENCO but Greythorn does not. She and the SBM calculated that the school receives funding for approximately 160 days of support per child. The school is funding the rest from its budget. They can apply to the county for shortfall funding. However a bid they submitted for a child who requires one to one care has been rejected. She has sent an email to the LA request feedback as to why it was rejected and a rationale to how the money is distributed and how it is monitored and accounted for. She also highlighted the anomalies in the funding. The LA has requested to meet with her and she has been told the bid will be escalated to another team. **Governors commended the Head for tenacity and persistence in getting support for pupils in the school.** The Head pointed out that they support the LA by keeping some children in school who should be in specialist provision. This is also impacting the budget.

The Head noted that the number of admissions appeals is also impacting the budget. The LA is encouraging parents to appeal and each hearing costs the school £300. The Head has also raised this with the Trust as, in her view, money which is meant for the education of Greythorn children is being spent on LA admin costs.

Governors thanked the SBM and her team for their hard work on managing the budget and other aspects of the school site.

6.45pm The SBM left the meeting.

03 HEADTEACHER'S REPORT

LGB2/21-22/3.1 Headteacher Report

The Head referred to her report which was circulated prior to the meeting. She drew attention to the following points.

Attendance. This has dropped to just below 96%, which is the national target. This is primarily due to families taking holidays. The aim is for 100% attendance to make up lost learning. The Head is sending letters to parents. **A governor suggested the Head make a short video about attendance to go on Dojo, as it has more impact than a note in the newsletter.** The Head agreed to do this.

Head

Staff absence. The Head noted that support staff absence figures were impacted by one person on long term sickness absence.

Exclusions. There have been three exclusions this term. **A governor asked about reintegration and how this was being handled.** The Head said both children have very complex needs. The parents are supportive and other agencies are involved. She discussed the changes they have made to the environment to reduce risk to others. They have one child on a phased timetable because he was not coping with full time. She is discussing with fair access team to see if they can extend the phased timetable. She will keep governors updated.

Premises. The Head noted that staff do not have a designated room for PPA so they work the staff room, which is not good for wellbeing. She is proposing to put a PPA pod opposite the school office. They could use the room next to the Head's office as a designated library. They could also build a pod where the old library is, to create three spaces. The cost would be about £18-19k. **A governor asked what the feedback has been from staff.** The Head said staff want a designated work space. The staff governor said she felt that that it would be appreciated by staff. It would show that the school values its staff. **Governors agreed it was part of a good wellbeing strategy and approved the spend in principle.**

A governor asked how often the library would be used. The Head explained how it might be used, including as a lending library for parents. They could ask FOGSA to support and there may be other funding they can tap into. She will put a strategy together. Governors supported this.

A governor commented on the new website and asked about further enhancements. The Headteacher agreed that this is a priority and she is putting aside time to improve it.



04 REPORT FROM THE CHAIR

LGB2/21-22/4.1 Communication from Parents and Community

No communication from parents to the Chair.

LGB2/21-22/4.2 Emergency Action Taken Since the Last Meeting

The Chair said he approved the pay progression points for five staff who had met their targets.

05 POLICY MANAGEMENT

LGB2/21-22/5.1 Policies requiring local governing body ratification

Governors confirmed they had reviewed the:

Exclusions Policy

Pupils with Additional Health Needs Policy

Safer Recruitment policy

Equality Policy

Attendance Policy

Adverse Weather Policy

The Intimate Care Policy and Visitors Policy will come to the next meeting. **A governor noted that the Trust will have model policies for many areas.**

A governor queried amendments that the Head had made to the safer recruitment policy. The Head agreed to check with the Trust. **Head**

The Head noted that Ann Cruickshank is coming in to do a safeguarding audit on Monday. The safeguarding governor will also attend.

The Head flagged an issue that the recruitment policy was not followed by the Trust as her references were not checked, which is a safer recruitment issue. She noted that all the other pre-employment checks were completed. That may impact the safeguarding audit on Monday.

A governor queried whether the attendance policy should have a clause that allows for discretion for children with exceptional circumstances. The Head agreed to amend the policy. **Head**

In regard to adverse weather, **a governor suggested some tweaks to the wording of the policy** to emphasise that children are a priority but this must be balanced with the safety of the staff. Also staff should be encouraged to consider their own childcare arrangements if possible, to avoid staff absence. **The Head agreed to amend the wording in the policy. A governor asked if staff would be able to switch to remote learning on a snow day.** The Head said yes and there is a policy to support this. **Head**

With the exception of the Safer Recruitment Policy, and with the amends above, governors approved the policies.

06 GOVERNOR MONITORING

LGB2/21-22/6.1 Reports of visits undertaken to date

The Chair confirmed that he meets with the Head fortnightly. He attended the parent council this term. The Chair met with the Head and Counsellor Wheeler to discuss options for accessing the Section 106 money.

Jess Hannan conducted a statutory safeguarding audit in November. She confirmed that the Head was up to date with all safeguarding issues and that it was a very productive visit. She will attend the external safeguarding audit on Monday. She will review the SCR via Zoom next week with the SBM.

Zahra Bilides carried out a Pupil Premium visit with the Deputy Head. They talked through case studies, how money is being spent, how teachers interact with the pupils. She also talked with pupils. They also discussed inclusivity and equality. In reference to the fund raising items sold through FOGSA (recipe book, Mother's Day gift) she asked whether Pupil Premium children are disadvantaged because they can't afford to buy these. **She asked whether the school could work with FOGSA to find an arrangement so Pupil Premium children are not excluded.** The Head concurred and agreed follow up with the Deputy Head.

Head

Michael Pound is arranging a visit to look at the curriculum.

MP

Fadi Al-Dairi said he had not received a response from his email to the caretaker about a health and safety visit. The Head asked him pick a convenient date and the caretaker will work around it. It was suggested that he conduct another visit in the new year when the new caretaker is in post.

FAD

LGB2/21-22/6.2 Evidence of governing body impact on school improvement

Challenge on safeguarding and other policies

Pupil Premium visit and challenge

Safeguarding visit and audit

Approval of spend for dedicated PPA space

07 SAFEGUARDING GOVERNOR UPDATE

Covered above.

08 GOVERNOR TRAINING

LGB2/21-22/8.1 Reports back from training undertaken by governors

All governors have been given courses to attend from the National College, to report back the next meeting. Governors were invited to attend safeguarding training on 11th January.

09 DATES AND TIMES OF FUTURE MEETINGS

2 February 2022

30 March 2022

11 May 2022

22 June 2022

All meetings will be at 6.15pm.

10 AOB

Confidential item.

11 CONFIDENTIALITY AND COMMUNICATION

It was agreed that one item under AOB be deemed confidential for the purpose of the minutes.

The meeting closed at 7.45pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Item	Action	Responsible	Outcome
LGB5/2.1	<i>Carried over from 19.5.21</i> - Share the site improvement plan with governors.	Head / Next meeting agenda	
LGB2/3.1	Make a video about attendance to go on ClassDojo.	Head	
LGB2/5.1	Check the safer recruitment policy with the Trust to ensure changes made by the school are appropriate.	Head	
LGB2/5.1	Amend the attendance policy to include a clause that allows for discretion for children with exceptional circumstances.	Head	
LGB2/5.1	Amend the adverse weather policy to take account of staff as well as pupils.	Head	
LGB2/6.1	Speak to FOGSA about arrangements for PP children to purchase fundraising items.	Head	
LGB2/6.1	Arrange a curriculum link visit.	MP	
LGB2/6.1	Confirm a date for a H&S visit.	FAD	