

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 1st February at 6.30pm

Membership (A denotes absence)

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

In Attendance

Sara Gadzik, Clerk to the LGB	Sarah Cox, Deputy Head
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PRESENTATION ON MATHS AND PUPIL PREMIUM

The Chair welcomed Sarah Cox, Deputy Head, to give an update on maths and Pupil Premium.

Maths

The Deputy Head reminded governors that the school uses White Rose maths plus the key knowledge progression document (KKPDs) from the Trust; this is a mastery-based approach. She gave examples of lesson planning prompts that are accessible to teachers. She explained the school's approach to maths teaching and how they provide deeper learning for higher achievers. She noted the challenges of teaching mixed age groups and explained the support for these teachers. The multiplication table check is a high priority and she gave examples of how they are preparing children for the tests.

She explained how they plan to engage parents through parents' meetings. This is in response to feedback from the parents' group. She is part of a university research group this year with other schools that is looking at how to support pupil premium children to perform better in maths. She gave an example of a mini project assessing whether manipulatives could improve learning.

A governor asked for more detail on the preparation for the multiplication tests. The Deputy Head confirmed they are doing mock tests and explained how this works. The Head noted that the children have said that the tests are stressful. **A governors asked about the lunchtime intervention sessions, who these are aimed at, and what the school is doing for children who are far from reaching full marks.** The Head explained other interventions that are in place.

Pupil Premium

The Deputy Head and Zahra Bilides meet once a term to review the Pupil Premium. About 11 per cent are PP. She went through the data by age group and other characteristics. All PP children have had access tuition through the catch up funding, although this has now stopped. **A governor asked how the tuition was provided.** The Deputy Head explained how it was delivered, which children accessed it and in what subjects.

They majority of PP money goes into quality first teachings, subsidising wider opportunities such as residential trips, supporting individual pastoral needs and improving attendance.

There are attendance issues with some PP children which are addressed directly with individual families. The percentage of PP children working at age related across all areas is quite low; she outlined initiatives to address this. **A governor asked how they can help to support the school.** The Deputy Head said that the discussions with Zahra has been very helpful. Zahra has brought in FOGSA support and has also very useful in providing parental views and suggesting ways to engage parents, both for PP and maths.

A governor suggested that a video may be more helpful and less intimidating for some parents than a meeting. The Deputy Head agreed to look into this.

6.50pm Sarah Cox left the meeting.

01 PRELIMINARIES

ACTION

LGB3/22-23/1.1 Apologies for Absence

Apologies were noted and accepted from Jess Hannan.

LGB3/22-23/1.2 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.

LGB3/22-23/1.3 Minutes of the Last LGB Meeting and Actions Arising

The minutes of the previous meeting held on 23rd November 2022 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB4/21-22/2.2	<i>Carried over:</i> Invite the Deputy Head to the next meeting to present on Pupil Premium.	Head / agenda	Done
LGB6/21-22/5.1	<i>Carried over:</i> J Hannan to talk through governors' responsibilities and plans for safeguarding at next meeting.	J Hannan / agenda	Matters Arising
LGB1/22-23/4.1	Spring term - review the organisation of swimming provision and ensure it is appropriately challenging for all pupils.	Head	Matters Arising

Matters Arising - Safeguarding

Jess Hannan has written a short guide for governors. See safeguarding item below.

Matters Arising - Swimming

The school looked into provision at another venue but this was not practicable. They have requested an additional instructor for the current groups. Pam Parkin noted the increased number of pupils who cannot swim at all; they are trying to put in additional sessions next year.

A governor asked whether they had speakers come into talk to the children in assembly about learning to swim. The Head agreed she would pursue this.

LGB3/22-23/1.4 Governing Body Membership

Governors unanimously agreed to reappoint Martyn Harris, Chair, as a co-opted governor for a four-year term until July 2027.

The Chair said that regretfully Jess Hannan has stepped down from the governing board for personal reasons. Governors formally thanked Jess for her commitment to the school over many years. The Chair and Head will look for another governor with safeguarding experience.

The Chair also noted that the Head will be leaving at Easter. Interviews for her replacement will be 24th February. The Head gave an overview of staffing changes.

02 FINANCE REPORT

LGB3/22-23/2.1 Update to include Compliance with Finance Policy and Controls

The Head noted that governors had received the end of month statement for December. She reminded that governors agreed last year to set a deficit in-year budget. The end of year budget position appeared to be positive; this was an accounting issue due to the timing of invoicing.

There have been some staffing changes not reflected in last year's budget which have now been rectified. The Head went through staffing changes in the current budget. They are also discussing with the Trust how to get accurate budget figures in a more timely manner.

The overall picture is that this year is positive, next year is more uncertain. Recruitment into EYFS is looking lower for next year but this is the case for all schools in the area. Pupil Premium funding is also decreasing due to the changing cohort. On the positive side they have received some top up funding for children they are supporting.

The Head acknowledged the support from Claire at the Trust in clarifying the budget position.

03 DATA OVERVIEW

LGB3/22-23/3.1 Academic Data

Data was shared prior to the meeting. Overall the data is showing a positive picture. The Head noted the areas which require additional focus.

Confidential item

The Head drew attention to the data on greater depth in KS1; she said in some year groups expectations are not high enough. She explained how this is being addressed in pupil progress meetings. With Year 3 she is pushing the level of challenge to make sure that children have deeper learning that will secure greater depth.

A governor queried the level of boys' reading in Year 3. The Head noted this is a focus for the phase group. She explained how it is being addressed with teachers in pupil progress meetings.

A governor noted the importance of handwriting in achieving greater depth and queried how the school is addressing this. The Head outlined the measures to support and improve handwriting. **The governor suggested sending examples home to parents so they understand the expectations.** The Head agreed and explained how they plan to engage parents.

LGB3/22-23/3.2 Attendance Data

The Head noted the impact of the strep A outbreak on overall attendance figures. She drew attention to the high level of persistent absence. Letters have gone out and leaders are holding meetings with parents. They are making it clear they will involve welfare officers. She noted that in the majority of cases there are other familial factors involved.

A governor queried the number of pupils with high numbers of lates. The Head agreed this is an issue and outlined measures in place. Letters have gone out to targeted families. The children with high levels of lates also tend to be PAs. The Head confirmed they are taking a strict line with parents and making clear the impact on children's access to learning. **A governor asked about the trend over time.** The Head said that attendance last year was lower but that was Covid related. Punctuality was about the same; it is the same families.

The Head noted that they were investigating whether they can automate the gate barrier; however they have been made aware that the school leases but does not own the land. She has requested a meeting with Highways to see if they will give permission.

04 REPORT FROM THE CHAIR

LGB3/22-23/5.1 Communication from Parents and Community

The Chair has one email from a parent about a suspension. He responded to the email.

LGB3/22-23/5.2 Emergency Action Taken Since the Last Meeting

The Chair approved additional hours for the SENCO, to be used at the Head's discretion.

05 REPORT FROM SAFEGUARDING GOVERNOR

LGB3/22-23/5.1 Safeguarding Audit and NCC Audit

The safeguarding audit was submitted to the LA and the Trust.

Jess Hannan submitted the following guidance which was shared with governors.

Our duty is to do our functions with a view to safeguarding and promoting the welfare of children. This is not just the safeguarding governor's role. The training we undertake should ensure that we are able to strategically challenge to ensure that the policies we have in place are effective. It is everyone's role.

When we do our visits, do we do them with the lens of safeguarding? For example, health and safety – How is this keeping children safe?

Think about the questions you ask as part of your work:

How are staff?

How is the environment?

How are children?

Key questions:

Do pupils feel safe and protected?

How do you know?

Actions:

- Think about questions you can ask or visits to gauge the above
- Think about questions you can ask the headteacher or chair of governors about safeguarding in governor meetings – be curious about safeguarding.

Our narrative needs to show that we put the needs of the children first and that we know pupils feel safe and protected and we know why.

LGB3/22-23/5.2 Staff Well-being

The staff governor said staff are tired and they are anxious about Year 6 SATs and the change of Headteacher. The Chair said he will inform staff as soon as he has any information to share.

A governor asked about the staff response to industrial action. The Head said seven staff were on strike today but the school remained open. She has had some supportive emails from parents; they were appreciative that the school was open. **A governor asked about planning for the next strike day.** The Head talked through different scenarios and how they would cope with these.

06 POLICY MANAGEMENT

LGB3/22-23/6.1 Policies Requiring Local Governing Body Ratification

Policies for approval:

SEND

Admissions

Complaints

ECT

A governor noted a typo on the cover of the complaints policy. The Head will rectify this.

A governor asked whether the feedback policy has been updated, as this was discussed in the staff meeting he attended. The Head said yes and will circulate this to governors. **Head**

There were no other questions. All the policies were approved.

The Chair asked all governors to send an updated picture and paragraph about themselves to go on the website by 17th Feb. **All**

07 GOVERNOR MONITORING

LGB3/22-23/7.1 Reports of Visits Undertaken to Date

Staff Meeting focusing on reading – M Harris, 30 Nov. He said staff's enthusiasm for reading was apparent throughout.

Finance scrutiny visit with the Head – M Harris, 2 Dec.

Staff Meeting focusing on feedback and marking homework – M Pound, 8 Dec. He said it was a very positive session with input from a wide range of staff. The focus was on consistency. **He noted that not all parents are aware of the marking scheme and what the symbols mean.** The Head said she will address this through the homework policy.

Meeting with the new SENCO – M Harris. He gave an overview of the focus areas for the SENCO.

Meeting with Sarah Cox about curriculum – M Pound. He talked about the key knowledge progression documents (KKPDs) from the Trust. **He asked how the school is drawing on expertise of parents as well as other experts.** The Head said this is something they want to pursue. **Governors suggested that a careers fair may be a good start.** The Head said they are planning this for the summer term. **Another governor suggested inviting parents to complete a questionnaire to identify areas of expertise.**

General operational support visit – F Al-Dairi, 1 Feb.

Zahra Bilides noted that there is a FOGSA disco coming up. She is concerned about the future of FOGSA because of the very small number of active parents. **The Head agreed to put a call for new committee members in the next newsletter.** They will also advertise it at parents evenings.

Head

LGB3/22-23/7.2 Evidence of Governing Body Impact on School Improvement

Pupil premium link visits and discussion

Suggestions for improving parental engagement and input

Budget scrutiny

Attendance at staff meetings and link visits

08 AOB – SCHOOL CALENDAR 2023-24

Governors noted the proposed dates. **They agreed the proposed schedule.**

09 DATES AND TIMES OF FUTURE MEETINGS

The next meeting is 22 March 2023.

10 CONFIDENTIALITY AND COMMUNICATION

It was agreed that one item under agenda 03 be deemed confidential in the minutes.

The meeting closed at 8.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Item	Action	Responsible	Outcome
LGB3/22-23/4.1	Circulate the feedback policy to all governors	Head	
LGB3/22-23/4.1	All governors to send an updated picture and paragraph about themselves to go on the website by 17 th Feb.	All	
LGB3/22-23/4.1	Include a request for new FOGSA committee members in the next newsletter and at parents evenings.	Head	