

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 20th March 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

Heidi Ackroyd, SENCO	Sara Gadzik, Clerk	
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PRESENTATION FROM HEIDI ACKROYD ON SEN

ACTIONS

The Chair welcomed Heidi Ackroyd who gave an update on SEN. There are 40 children on the SEN register and 14 who carry additional funding. SEMH is the biggest need, which includes ADHD. Second is communication and interaction, including autism.

Heidi explained her work with pre-school settings to support transition, and how they work with educational welfare to support children with anxiety-related non-attendance. She gave examples of work with parents to support with behaviour out of school. She explained how she works with secondary school SENCOs to support transition. **A governor asked if the secondary schools were receptive and if they reported a positive impact.** Heidi said yes and gave examples of how they work together.

Heidi explained how she works with teachers to ensure adaptations are used effectively in class. This includes CPD and working with teachers individually in planning sessions. Adaptations include scaffolding, task ladders, chunking, and assistive technology. Her aim is to make sure all learners achieve.

A governor asked whether they are seeing an impact of the CPD and support. Heidi confirmed that provision for special needs children is more effective. The profile of SEN has increased and teachers are more proactive about finding effective adaptations for children with SEN.

A governor asked what her priorities are for the next year. They are transition from F1 to F2, and F2 to KS1; maximising the amount of funding; undiagnosed communication needs; and ensuring all teachers take responsibility for all children so that no child is limited in what they can achieve.

A governor asked how much support they receive from outside health professionals. Heidi said it is often difficult to get paediatrician involvement. She has attended medical appointments with parents in order to understand issues.

A governor asked how much advance notice they receive before a child with SEN starts at the school. She said it varies. She will work with preschool settings and observe children prior to starting, when they are aware there is a SEN need.



A governor asked about TA support and how they manage the additional staff workload for children with complex needs. The Head acknowledged it is a challenge, and teachers' time is stretched. They regularly move TAs around to maximise the support. All schools are in a similar situation.

Martyn Harris, SEND governor, confirmed he will meet with Heidi in the summer term. It was agreed that in future the SENCO will present to the LGB once a year in the summer term.

Governors thanked Heidi for all her work and her presentation.

Heidi Ackroyd left the meeting.

01 PRELIMINARIES

LGB4/23-24/1.1 Apologies for Absence

All were present.

Governors thanked Fadi Al-Dhari and Zahra Bilides for bringing in food for Ramadan and for explaining the traditions associated with breaking the fast.

LGB4/23-24/1.2 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.

LGB4/23-24/1.3 Terms of office update

No end of terms upcoming.

LGB4/23-24/1.4 Minutes of the Last LGB Meeting and Actions Arising

The minutes of the previous meeting held on 31st January 2024 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB3/9.1	Ensure that all support staff are scheduled to have a performance review.	Head	All are scheduled
LGB3/12	Include in the school newsletter a request for more FOGSA committee volunteers.	Head	Done

02 REPORT FROM THE CHAIR

LGB4/23-24/2.1 Key communications

None to share.

03 EDUCATION – SCHOOL PERFORMANCE

LGB4/23-24/3.1 Head's Report

All confirmed they had received and read the report.

The Head gave an update on staffing including maternity cover and TA support for pupils with SEN.

A governor noted the requirement for the school to commit £6k for each child diagnosed with special needs and asked **where this is taken from**. The Head confirmed it comes from school reserves.

A governor queried the quality of the supply cover. The Head confirmed that she is happy with the current staff, and would not take on long term supply who were not sufficiently skilled. **A governor asked about feedback from parents in the class impacted**. The Head said they have been supportive. She invited parents to drop in to meet the new teacher.

A governor recommended that the school look again at whether to take out staff insurance cover. The Head and Chair agreed they will review this when setting next year's budget.

A governor queried the racist incident noted in the report. The Head explained the situation and remediation. Governors were satisfied with the resolution.

A governor asked for an update on recent Trust reviews. The Head confirmed the DQASI visits have taken place. They have been demanding but thorough. She gave details of the recent geography deep dive and the feedback from the Trust's EYFS specialist and English lead visits.

04 EDUCATION SCHOOL IMPROVEMENT PLAN 23/24

No changes since the last meeting.

05 FINANCE

LGB4/23-24/5.1 Budget monitoring

Governors noted the budget update. **They agreed** that the unplanned spend from the school's reserves for additional TA support was appropriate and proportionate. The Head confirmed that the financial KPIs are green.

A governor asked about pupil numbers for next year. There are 30 first place choices for nursery but this may increase. Pam Parking explained how they work with nurseries and families to ensure children are prepared to enter early years.

The Head confirmed they are receiving good support from the Trust finance partner.

LGB4/23-24/5.2 Confirmed reserves and outturn report

No update since the last meeting.

LGB4/23-24/5.3 Annual service contracts

In response to a governor question, the Head confirmed that the Limetrees contract has been extended by a year. They will go out to tender next year for before and after school provision.

The Chair noted that he has spoken to the IT provider about its service levels. The provider has committed to being on site once a week and resolving all outstanding issues by the end of term.

06 TARGETED FUNDING

LGB4/23-24/6.1 Feedback from link governor – target funding

Zahra Bilides carried out a visit on sports premium funding and a visit on pupil premium funding.

She gave a synopsis of the additional sporting activity and how this is matched to children's interests. She explained the sports mentoring programme and the positive effect. During the PP visit she did a learning walk to see how the funding is used. She gave an example of a child she witnessed who dealt with her emotions in a much more productive way than previously. It was clear that staff tailor lessons to individual need. **She raised a concern about the amount of time that staff need to spend completing paperwork.** The Head agreed it is time consuming but they must meet the statutory requirements. It is not out of choice.

07 ATTENDANCE, BEHAVIOUR AND SUSPENSIONS

LGB4/23-24/7.1 Update this term

Covered in the Head's report. There were no suspensions this term. The number of behaviour incidents (19) in spring 1 is a reduction from previous. Pam Parkin explained mitigations they have put in, especially during outdoor play, to address some low level behaviour issues in KS1.

The Head gave details of an ongoing concern with a group of children and their families. She outlined the mediations, mentoring and restoration conversations happening to alleviate the situation. **A parent governor commended the school for how it has handled a specific incident that she witnessed.**

Governors commended school for the work on attendance which is currently 96.09%. PA is 9.39%. **A parent governor commented that she recently had a child off poorly and praised staff** for the effective communication and care shown including phone calls, door step visit and consideration for the family.

08 SAFEGUARDING

LGB4/23-24/8.1 Statutory reporting including LA Section 175 audit

Nothing to report.

LGB4/23-24/8.2 Update on school's safeguarding audit and action plan

Ashley Harper completed a safeguarding visit last week and two audits. The school is following policy. The work staff are doing is very impressive. She also noted the significant time it takes to complete paperwork and the impact on staff.

She recognised the threshold for agency support is high, and recommended that the school is clear when they are flagging pupils, even if it does not trigger support. **She recommended a change to the website** to make it more transparent about how parents seek support.

She commended the positive culture and behaviour children demonstrated on the day she visited. It felt very inclusive.

LGB4/23-24/8.3 Equality, racial and other safeguarding incidents

Covered in Head's report.

10 ADMISSIONS

LGB4/23-24/10.1 Admissions marketing plan – link governor for marcomms

Open days are in the diary. They are working with the Trust on their marketing plan, and reaching out to parents via Twitter and Facebook.



11 ESTATES

LGB4/23-24/11.1 Standards audit feedback

The Trust carried out a full estates review in March, including an audit of potential work. Items noted were minor, such as guttering and chairs in the staffroom. They are waiting for the report.

Works at Easter includes air conditioning in KS1. The full KS1 refurbishment will be in the summer and include ceilings, windows and lighting.

12 FAMILY AND COMMUNITY ENGAGEMENT

The Chair spoke to Councillor Wheeler who was very impressed with the school and has provided funding for additional books.

The Chair received one complaint from a parent, which was investigated and found there was no cause to answer.

A governor asked if the school has contacted children's charities that would offer support with SEND or behaviour. The Head agreed she would like to pursue this. She shared an example from another Trust school that works with a refugee charity. Governors supported the idea.

13 GOVERNOR TRAINING AND VISITS

In addition to visits reported above, Michael Pound undertook a visit to see how literacy is being embedded. He also looked at the Read Write Inc phonics programme. It was a positive experience with minor points to follow up on. The next visit in April will include an observation of how English is taught in lessons.

Martyn Harris also undertook a school visit to review English.

A governor asked how staff feel about being observed by governors. The Head and Pam Parkin said they welcome visitors and are not phased by it.

HT

A governor noted the governors' page on the website needs to be updated.

ACTION: The Head will arrange for office staff to do this.

Fadi Al-Dairi is carrying out a health and safety visit this week

Fadi is carrying out a finance visit the following week

Zahra Bilides will come in next term to review EYFS

Martyn Harris and Zahra are coming to the spring concert.

14 POLICIES FOR APPROVAL

Governors confirmed they had received and read policies for:

SEND

Anti bullying

Safer recruitment

Managing allegation

Online e-safety

There were no questions. **All policies were approved.**

15 AOB

The Head noted the work to make the learning environment more engaging. She has received positive comments from visitors about the reception area. They are working on corridor displays to make sure they showcase the curriculum.

There was very good attendance at the mothers' day event. The fathers' day event will be in June.

There have been several football matches with many wins for both boys' and girls' teams. The Head said it was wonderful to see how excited boys and girls are about the matches. Children with additional needs represented the school at an inclusion sports event and had an excellent time.

16 DATES AND TIME OF FUTURE MEETINGS

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
LGB4/13	Arrange to update the governors' page on the website	Head	