

Greythorn Primary School Local Governing Board

Minutes of the meeting held at the school on 13th December 2023 6.30pm

Membership (A denotes absence)

Martyn Harris, Chair

Zahra Bilides - A

Michael Pound

Fadi Al-Dairi

Pam Parkin

Tae Carpenter, Headteacher

Ashley Harper

In attendance

Amy Fairclough, Subject lead for RE

Sara Gadzik, Clerk

PRESENTATION FROM AMY FAIRCLOUGH ON RE CURRICULUM

ACTIONS

Amy Fairclough gave an overview of the RE curriculum. Weekly lessons allow in depth discussion of issues between class teacher and children. She described how discussion is captured, particularly in early years. The school's religious make up has changed in recent years. The largest group now identify as non-religious, second is Christian, then Muslim; this has impacted how she structured the curriculum. She gave examples of how difference religious practices are explored.

She gave example of how knowledge within a curriculum strand (belonging) is built on through the year groups. She explained how real-life experiences and pupil reflection is woven into the curriculum and gave examples.

She explained the two focused reviews including pupil interviews, book scrutiny and observation. She noted how pupil feedback from the first cycle was used to make changes to activity and presentation of the curriculum. Feedback from the second review cycle showed this was positive. The second review focused on SEND children and led to changes in how they involve SEND children, particularly using scaffolding. This has been cascaded to other subjects. Assessment was scrutinised in the second review cycle; this is a wider school priority.

A governor asked about the KYPD statement for RE and how they link the curriculum to the enquiries. Amy explained how they have tailored the KYPD to Greythorn and gave examples. **A governor asked for more detail about how RE learning is assessed.** Amy explained the stages of assessment and gave examples of techniques for ongoing assessment in class.

A governor asked about the impact of having a high number of non-religious children. Amy explained how they include children of no faith in discussions and make the curriculum relevant to them. **Governors commended this approach.** Amy explained how they involve the wider community and make parents aware of what is happening.

Governors thanked Amy for her presentation.

01 PRELIMINARIES

LGB2/23-24/1.1 Apologies for Absence

Apologies were accepted from Zahra Bilides.

LGB2/23-24/1.2 Declaration of Interest

Declarations

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.

LGB6/22-23/1.3 Minutes of the Last LGB Meeting and Actions Arising

The minutes of the previous meeting held on 27th September 2023 were taken as read and approved.

Item	Action	Responsible	Outcome
LGB1/4.3	Discuss increasing number of Limetree places	Head	Done
LGB1/5.1	Invite parents to FOGSA meeting	Deputy/ ZB	Done
LGB1/6.1	Update the safeguarding policy	PP	Done
LGB2/9.1	Complete KCSIE update modules from National College	All	Done

Matters Arising

Limetrees has agreed to increase the number of places.

LGB2/23-24/1.4 Terms of office update

Zahra Bilides and Michael Pound's terms end in Feb 2024.

ACTION: The Head will arrange a parent election in January.

HT

02 FINANCE REPORT

Ref Finance Report in the shared drive.

The Head referred to the autumn comments. Expenditure is £20k higher than forecast due to some items not being included in the original budget. Staffing is 74.8% which is below the Trust target of 75%. Reserves are 10.8% of budget; the Trust target is 5%. Some reserves are being spent on TAs to support three children with complex behaviour issues. The Head said this has had a positive impact on the school and children. **A governor asked if the TA supporting the child has a break during the day**, to support wellbeing. Pam Parkin confirmed they do.

Overall finances look strong overall with a healthy carry forward. **Governors congratulated** the school for maintaining a healthy budget but also using reserves sensibly to benefit the school.

A governor asked if they anticipate needing more TAs as the year progresses. The Head said yes and explained the level of need, particularly in EYFS. Pam Parkin gave examples of children with additional needs who are joining the school, and the impact on staffing. **A governor asked about projected need for 2024-25**, as cohorts move up. The Head anticipated the level of need and corresponding funding requirements need to increase. **A governor asked if it is impacting staff sickness rates.** The Head said it is impacting staff wellbeing, rather than sickness. **A governor asked if there a way of quantifying the impact on staff.** The Head will consider a staff



survey. **Governors discussed the challenges of deploying supply staff.** Relationships with staff are key for high need children.

A governor noted the projected deficit a few years ago and asked what the school has done to improve the financial position. The Chair noted that pupil numbers have increased, particularly in Foundation stage.

03 UPDATE FROM THE HEAD

LGB2/23-24/3.1 Head's Report

Governors confirmed they had received and read the report.

A governor asked for the latest progress on the safeguarding action plan. The Head confirmed all areas are now green. She noted how quickly and effectively staff worked as a team to address the actions in the report. She commended Pam Parkin for her hard work to ensure CPOMs was up to date.

A governor asked for an update on the process for reporting and following through first aid incidents. The Head explained the previous process and how this has been changed so that systems and follow through actions are now very clear. All staff have had training.

A governor asked for an update on recruitment and staffing. The Head shared the outcome of recent recruitment activity and staffing for next term.

Governors commended the Head for a clear and concise report.

LGB2/23-24/3.2 Feedback from School DQASI Visit

The DQASI visit is tomorrow. All the actions from the previous meeting have been completed. Ongoing work is being done with subject coordinators to improve their fluency in articulating their subjects.

ACTION: Governors requested a presentation by the new EYFS lead at the next meeting.

Agenda

LGB2/23-24/3.3 Building works

The Head met with the Trust estates manager to discuss capital priorities. New carpet will be installed in some classrooms over Christmas. Two classrooms have had new storage units. In KS1 the sinks will be boxed off. For summer holiday, there are plans to have the KS1 corridor completely refurbished. They are reviewing and refreshing the three-year maintenance plan.

04 REPORT FROM CHAIR

LGB2/23-24/4.1 Communication from Stakeholders

The Chair reported that Greythorn children attended the turning on of the Rushcliffe Christmas lights, which was well received.

The Chair had one communication about the ongoing parking issues. The Head shared her frustration that a minority of parents are still refusing to park responsibly and are being a nuisance to neighbours. The PCSO has attended recently which did have some impact. A governor asked about installing bollards on the pavement.

ACTION: Michael Pound offered to contact the local councillor.

MP

LGB2/23-24/4.2 Emergency Action Since the Last Meeting

The Chair approved the expenditure on teaching assistants. This was approved at the meeting.

05 REPORT FROM THE SAFEGUARDING GOVERNOR

LGB2/23-24/5.1 Safeguarding Audit

Michael Pound has completed a handover to Ashley Harper as the new safeguarding governor. They carried out a joint safeguarding visit this half term. Ashley will schedule a meeting with relevant staff for next term. Ashley asked for clarity on which National College training modules are required for governors and teachers, as there were approximately 20. The Head explained which training staff undertake.

ACTION: The Head will clarify the statutory and additional training for governors.

HT

Ashley noted that the gangs and exploitation module and child on child abuse module were particularly enlightening.

LGB2/23-24/5.2 Staff Wellbeing

Pam Parkin noted that staff are exhausted at the end of term. Everyone is working very hard. Pam said that the Head has settled in quickly in her first term and has built a good rapport with staff. Staff find her very approachable. The Head shared her positive reflections on her first three months in the school. She commented on how well everyone, including governors, pull together to support the school. She gave as an example the last minute support for the Christmas fair.

The Chair asked that the Head and Pam pass on thanks to all staff from the governors for their hard work and commitment this term.

06 POLICY MANAGEMENT

LGB2/23-24/6.1 Policies requiring ratification

Behaviour policy

First aid policy

Whole school child protection policy

Whistleblowing policy

Lockdown policy

A governor asked about the number of paediatric first aid trained staff. The Head said all staff will be trained in the new year. **A governor asked about mental health first aid.** Pam Parkin and the Head are trained mental health first aiders. EpiPen and inhaler training will run next term.

All policies were approved.

Staffing pay increments were approved by email.

07 GOVERNOR MONITORING

LGB2/23-24/7.1 Reports of Visits Undertaken to Date

Michael Pound participated in staff recruitment interviews.

The Chair meets with the Head fortnightly.

Michael and Ashley undertook a safeguarding visit.

Fadi Al-Dairi supported at the Christmas fair.



Michael is visiting on Monday to observe lessons.
The Chair is attending the Christmas concert next week.
Michael is attending the Golden Greats assembly on 22nd Dec.

The Head suggested that visits next term link to the school priorities and are timetabled.

ACTION: The Head and Chair will schedule visits for the rest of the academic year at their next meeting.

**HT /
Chair**

The Chair and Head will refresh the visit proforma as this was not used under the previous Head.

LGB2/23-24/7.2 Evidence of Governing Body Impact on School Improvement

- Actions in support of increasing safety outside the school (parking)
- Follow up on first aid training and processes
- Discussion on assessing impact of high needs children on staff
- Questions and monitoring through governor visits

08 GOVERNOR TRAINING

LGB2/23-24/8.1 Reports from governors of training undertaken

Ref the list of governor training held by Pam Parkin.

9 DATES AND TIME OF FUTURE MEETINGS

20 March, 15 May, 26 June

10 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be confidential for the purpose of the minutes.

The Head thanked governors for making her feel so welcome and for their support in her first term.

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

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