

## Greythorn Primary School Local Governing Board

### Minutes of the meeting held remotely via Zoom on 2<sup>nd</sup> February 2022 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 1<sup>st</sup> December 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	On agenda
LGB2/3.1	Make a video about attendance to go on ClassDojo.	Head	Done
LGB2/5.1	Check the safer recruitment policy with the Trust to ensure changes made by the school are appropriate.	Head	Done
LGB2/5.1	Amend the attendance policy to include a clause that allows for discretion for children with exceptional circumstances.	Head	Done

Item	Action	Responsible	Outcome
LGB2/5.1	Amend the adverse weather policy to take account of staff as well as pupils.	Head	Done
LGB2/6.1	Speak to FOGSA about arrangements for PP children to purchase fundraising items.	Head	Done – see matters arising
LGB2/6.1	Arrange a curriculum link visit.	MP	Done – see gov visits below
LGB2/6.1	Confirm a date for a H&S visit.	FAD	Carried over – see gov visits below

#### Matters arising

The Head reported that FOGSA have allocated £500 for Pupil Premium children.

## 02 FINANCE REPORT

### LGB3/21-22/2.1 School Fund Audit

The school fund audit report was shared with governors prior to the meeting. It raised no concerns. The fund stands at £16,600 and the school has plans for how this will be spent.

**A governor raised a query about a miscellaneous receipt for £478.** The SBM said she would check what it was for and report back.

SBM

### LGB3/21-22/2.2 Report from the School Business Manager

The SBM referred to the December month end report previously circulated to governors. The Trust has confirmed that the carry forward from last year was £4,776. Total reserves now stand at £182k. The SBM noted the following points.

The sports grant was underspent due to Covid restrictions. They were able to carry this forward and the money has been allocated.

The Healthy Activities Fund is money received through the Council which was used to fund a sports coach for the school holidays. It was not a net increase in income.

Trips and visits income and expenditure were as expected.

Due to staff absence the school is having to spend more on supply. The teaching staff budget has increased as they took on a supply teacher working three days a week, which is offset by four TAs who have left. **A governor queried if the supply cover is a short term.** The SBM said yes, until they can recruit permanently. The post is being advertised again.

The school has appointed a premises officer working 30 hours a week. The previous postholder was full time so they have increased the cleaning budget to cover the additional hours.

The school has recruited additional midday staff so this budget has increased. **A governor stressed that they want midday staff who will engage positively with the children and contribute to the learning environment. They also need to know how to report safeguarding issues.** THE SBM confirmed that the new middays will need training, but they are eager and enthusiastic. The staff governor said they will have robust safeguarding training. The SBM



confirmed that there will be a probationary period.

The SBM noted that agency supply will be well over budget by the end of the year. They are monitoring the budget carefully but the school has experienced high staff absence due to Covid, other illness and bereavement. **A governor asked about insurance.** The SBM said they are claiming on the insurance, but it does not cover the full cost. She confirmed that the insurance is providing value for money and the additional wellbeing services are valued by staff.

The school has been told that energy costs could go up by 50% in April. They are with Notts County Council which are monitoring suppliers.

The Head has increased the CPD budget by £2k as staff training has increased this year.

The school has just over £11k in capital funding. They will use this to refurbish the Year 1/2 toilet block.

#### Capital projects

The Headteacher referred to the site improvement rolling programme shared with governors. She noted the priorities including the Year 1/2 toilets, a learning pod for staff, and new carpet and lighting in the corridor.

The KS1 playground is being resurfaced in the half term break at a cost of £50k. This will be paid for by the Trust. They will also finish the work in the Early Years area.

The Head noted that there are a number of children with complex needs and behavioural issues who often need to come out of the classroom to be in a calm, safe space. This takes a significant amount of staff time to manage. Therefore they are proposing to create a sensory nurture room, outdoor area and sensory garden as a designated space. Pam Parkin would be based there. The Head explained the support that would be available and how they could use the provision to benefit other children. It would also allow the library to be put back in its original space and to improve the facilities. She made a case for investing the reserves in these projects to support children's learning. It may cost up to £30k although they anticipate it would be less.

**A governor asked if there is a rationale to keeping the reserves. He noted that the Trust asks schools to keep 5% of their budget as reserves which would be £150k.** The SBM said they have spoken to the Trust and explained the immediate needs in the school. They believe the money should be spent on children in the school. **Governors agreed.**

**A governor noted that there is a presumption that SEND children should be included in the classroom. She asked how the nurture provision balances with the desire for inclusion.** The Headteacher said children often are dealing with issues outside of school. The room will give them a space to decompress and receive support, which then enables them to go back into the classroom. The intention is not that they are in the nurture room full time.

**A governors noted the increase in supply staff and energy costs and asked how much they intend to keep in reserves.** The SBM said the intention is to spend £80k of the reserves. She noted that the current high level of reserves is due to building work that didn't happen last year.

The Headteacher said she also wants to look at the staffing structure as the current model is not fit for purpose and is exacerbating the situation with the supply budget.

**Governors approved the programme of work and expenditure in principle. The SBM agreed to circulate quotes as they come in.** **SBM**

The Headteacher noted that she is moving the parental newsletter from weekly to every third week. **A governor asked if there was merit in a newsletter specifically aimed at the children. Year 6 could be involved in writing it.** Governors suggested that the Year 6's also be involved in the Golden Achievement. **The Headteacher welcomed the idea and said she would take it forward.**

6.45pm The SBM left the meeting.

**DQUASI visit**  
**Confidential item**

#### **04 DISCUSSION OF SCHOOL DATA**

Governors confirmed they had received the progress data prior to the meeting. The Headteacher noted that some children appear to have regressed and gave reasons why this might be. She explained the progress meetings recently held with staff.

**A governor asked how they engage parents of children where there are concerns.** The Head said they do this through the parents evenings. They share formal data at the end of the year. **A governor queried whether they should be communicating with parents more frequently.** The Head said she felt it was too soon to raise concerns with parents. There is more regular engagement with parents of children with SEND and she gave examples of this. There are four children with whom she has serious concerns. **A governor asked to what extent the children's progress has been impacted by Covid.** The Head said it has been significant.

**A governor queried the prompts in the report and how the Head is using these.** She said she is using these in discussions with teachers. **A governor queried progress in Years 1 and 2.** The Head said she seen significant improvement in Year 1 quality and gave examples. She discussed the need to raise expectations in Year 2. She discussed the opportunities for sharing good practice across year groups.

**A governor asked for feedback on pupil premium interventions and impact at the next meeting.** **HT**

**A governor noted that performance is stronger in the older years.** The Head agreed and noted that the strongest teachers are in KS2. She talked about how they are sharing excellent practice with teachers further down the school. **A governor stressed the need to ensure that TAs and other support staff have the same opportunity for development.** The Head agreed.

**A governor asked if there have been any exclusions this term.** The Head said no.

## 05 REPORT FROM THE CHAIR

### LGB3/21-22/5.1 Communication from Parents and Community

No communication from parents to the Chair.

### LGB3/21-22/5.2 Emergency Action Taken Since the Last Meeting

No emergency powers used since the last meeting.

## 06 REPORT FROM SAFEGUARDING GOVERNOR

### LGB3/21-22/6.1 Safeguarding Audit

Jess Hannan, the safeguarding governor, is meeting the Head in March about safeguarding and will speak to staff and children. She has completed the safeguarding training and asked whether all other governors have done so. **It was agreed that the Pam Parkin will check the training register and email governors who have not completed the training.**

PP

Jess Hannan said there were recommendations from the safeguarding training that she will discuss with the Head and Chair. The aim is to ensure all governors are challenging and checking safeguarding through their link roles. She will also speak to the Head about staff well being and the impact on safeguarding.

**Jess Hannan will arrange a meeting with the SBM to go through the single central register.**

JH

The safeguarding audit was submitted at the end of December.

The Head reported on the comprehensive safeguarding visit carried out by Ann Cruikshank in December. Governors have received the report. She confirmed that the audit outcome was largely positive. The senior team have gone through the audit and are working their way through the actions. She updated on the actions taken in response to the recommendations. The whistleblowing policy has been updated and will be shared with staff. They are sharing information with parents about safer use of technology.

## 07 POLICY MANAGEMENT

### LGB3/21-22/7.1 Policies Requiring Local Governing Body Ratification

Governors had reviewed the following updated policies:

SEND Policy

Accessibility Policy

Intimate Care Policy

**Governors approved all three policies.**

## 08 GOVERNOR MONITORING

### LGB3/21-22/8.1 Reports of Visits Undertaken to Date

Michael Pound reported on his curriculum link meeting with the deputy head. He noted the plan to review the enquiry topics. Many of the activities across subjects tie into the topics. He will review progress after half term and will visit when possible to review books and speak to staff.

The Chair reported on the parent council meeting where enquiry topics were also discussed. It was a positive meeting.



The Chair is continuing to meet regularly with the Headteacher.

**Fadi Al-Dairi will arrange a health and safety visit with the SBM for this term.**

**FAD**

Zahra Bilides is arranging a follow up visit after half term about Pupil Premium impact.

### **LGB3/21-22/8.2 Evidence of Governing Body Impact on School Improvement**

Questioning in the meeting

Approval of financial and staffing matters

Challenge during link visits

Focus on safeguarding and staff wellbeing

### **09 GOVERNOR TRAINING**

#### **LGB3/21-22/9.1 Reports back from training undertaken by governors**

**Governors were reminded to let the Head know about training completed so it can be added to the training record.** Governors do not need to send the certificates as the Head can access these.

**All**

### **10 DATES AND TIMES OF FUTURE MEETINGS**

23 March 2022 – note change of date

11 May 2022

22 June 2022

All meetings will be at 6.15pm.

### **11 AOB**

Jess Hannan proposed that staff wellbeing become a standing item on the agenda. She volunteered to be the link governor and to support in the school. **Governors agreed.**

### **12 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 8.40pm**

**Signed by the Chair:**

**Date:**

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

Item	Action	Responsible	Outcome
LGB3/2.1	Check miscellaneous receipt for £487 in the school fund and report back to governors	SBM	
LGB3/2.2	Circulate quotes for building work included in the site improvement programme	SBM	
LGB3/04	Report on Pupil Premium at the next meeting	HT	

LGB3/6.1	Email governors who have not completed safeguarding	HT	
LGB3/6.1	Arrange a meeting with the SBM to go through the SCR	JH	
LGB3/8.1	Arrange a H&S meeting for this term	FAD	
LGB3/9.1	Let the Head know about training completed – ongoing	All	