MINUTES OF THE FULL GOVERNING BODY MEETING Greenmount Primary School		
	Monday 25th September 2023 pm	
Venue	**Face to Face at School**	
Attendees present	Ms C Dyer – CD Mr D Griffith - DG Mr R Judge - RJ Mrs D Rowland -DR Miss C Kunce - CK Mrs G Cross - GC Mr B Pinder – BP Mrs A Hobson – AH	Parent Governor (Chair of Governors) Headteacher Co-opted Governor Staff Governor Associate Member Co-opted Governor LA Governor Parent Governor
Apologies	Mrs S Evans - SE Mr R Holt - RH Mr G Scott -GS Mrs L Mackenzie – LM Mr M Taylor - MT	Associate Member Co-opted Governor Co-opted Governor Parent Governor (Vice Chair of Governors) Parent Governor (Vice Chair of Governors)
In attendance	**Michele Eaton (ME)**	**Governance Clerk**

'The meeting met its quorum.'

AGENDA ITEM 1	**WELCOME & APOLOGIES FOR ABSENCE (opening prayer for faith Schools)**
	MT has resigned from the governing board due to other commitments. The governors would like to thank MT for his contributions as a governor. Apologies were received and accepted from SE, RH, GS and LM

AGENDA ITEM 2	**APPOINTMENT OF CLERK FOR 2023-24 (STATUTORY)**
	ME left the room. The governors unanimously voted ME as the clerk for the coming academic year.

AGENDA ITEM 3	**APPOINTMENT OF CHAIR & VICE CHAIR FOR 2023-24 (STATUTORY)**
	CD was nominated as the chair. CD stood unopposed. CD left the room the governors voted unanimously to appoint CD as the chair of governors for the coming academic year. LM was nominated as the vice chair. LM stood unopposed and the governors voted unanimously to appoint LM as the vice chair for the coming academic year. RJ was appointed as the vice chair for the finance committee.

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AGENDA ITEM 4	ANNUAL DECLARATIONS
	Governors were asked to sign the annual declarations form and statements of eligibility. Governors who were absent will need to sign these also. Governors also need to sign the code of conduct.

AGENDA ITEM 5	PART ONE MINUTES OF THE LAST MEETING 22nd May 2023)
	The part one minutes of the last meeting were received and approved by the governors.

AGENDA ITEM 6	MATTERS ARISING
	There were no matters arising.

AGENDA ITEM 7	GOVERNING BODY MEMBERSHIP 2023-24
	There are three terms of office to renew. RH has agreed to renew his term of office. CK has agreed to renew her term of office. GC has agreed to renew her term of office. CD will email ME the term of office review. There is one vacancy for a parent governor. ***AH asked if there needs to be a set number of parent governors on the governing body.*** DG stated there should be four parent governors. ***CD asked if there were any particular skills the governing body were looking for in terms of a parent governor.*** BP and DG have had a meeting about Equality, Diversity and Inclusion skills. Would the governing body want to appoint someone who has an education background. CD stated that she is currently the safeguarding lead governor but would like to hand this over to someone else where possible. BP suggested that it would be good to have someone with experience of the law which could cover a number of areas on the governing body.

AGENDA ITEM 8	COMMITTEE STRUCTURE & MEMBERSHIP 2023-24
	CD stated that the governor meetings will change slightly. Pupils and Curriculum Committee Chair LM, RH, DR, GS, BP, AH, DG and CK Finance, Premises and Staffing

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	Chair RJ, GC, RH, GS, AH, SE, DG and CK Goose Working Group is to be disbanded. There will need to be two separate governor panels for any appeals. The head teachers performance management will consist of the chair, vice chair and one other person. The SIP will be Clare Cheetham.

AGENDA ITEM 9	**REVIEW & CONFIRM GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2023-24**
	• Safeguarding lead is currently CD if anyone feels they have the skills around this area CD would be grateful of any support or for that person to take over the role. CD is due to meet with the safeguarding lead within school to ensure school are fulfilling their obligations towards safeguarding. DG stated that previously governors would meet termly with him and go through anonymised situations discussing what would be done. It would also be good for DG and governors to do the annual review together. ***RJ asked if it was a formal document and was it a Bury document.*** DG stated that it was a formal review of practice and was a Bury document. RJ stated that it would be good to have someone who had experience of identifying safeguarding issues. BP stated that it would be good to have someone who could scrutinise this area which maybe would be good if they had a legal background. 1. SEND – statutory- Currently LM will need to check if she wishes to continue. 2. Mental health and wellbeing (staff and pupils) AH would like to continue in this position. 3. Pupil Premium – GS and BP 4. Health and safety – RJ 5. GDPR champion – 6. Attendance - CD 7. Looked after children – CD. 8. SIP- RH 9. School Council – RJ 10. Equality, Diversity and Inclusion - BP

AGENDA ITEM 10	**TERMS OF REFERENCE 2023-24**
	This will be agreed at the next meeting.

AGENDA	**AGREEMENT OF PLANS FOR GOVERNOR DEVELOPMENT AND TRAINING**

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ITEM 11	
	The school are going to be using Governor Hub moving forward. CD will invite ME to join Governor Hub.

AGENDA ITEM 12	GOVERNOR SELF EVALUATION & ACTION PLANNING 23-24 (if not addressed in summer term)
	To be determined.

AGENDA ITEM 13	CHAIR'S ACTION
	There were no chairs actions to record.

AGENDA ITEM 14	HEADTEACHER'S SUMMARY UPDATE INCLUDING SAFEGUARDING
	DG went through his headteachers report. Governors received the report ahead of the meeting. This is on Governor Hub and DG went through key points of the report. **<u>Admissions</u>** Reception intake this year was 38 pupils. There are two teachers currently, but this may have an impact on future year groups. The school will need to consider the impact will be if the 2024 intake is above 30 pupils. There may be a need for split infant classes. It will be about the impact in year 3 for 38 pupils. ***CD asked how there came to be 38 pupils in reception.*** DG explained that the pupils above the PAN of 35 went to appeal. The Local Authority presents the appeal and DG attends to answer questions. Parental choice is a big factor, and the school had the space. ***RJ asked if the pupils are in two classes for the first three years of school.*** DG stated that it would depend on the 2024 intake. ***RJ asked how the 35 pupils are split across the two classes.*** DG stated that the split was random. ***RJ asked if this would be the same for this cohort in year 1.*** DG stated that if the intake next year is 30 or below then there will be one reception class and two year one classes. ***RJ asked if the Key Stage 2 classrooms are big enough for 38 pupils.*** DG stated that they are not big enough at the moment. There may be a need to move classes around to accommodate this.

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RJ asked how many of the 38 pupils are the school receiving funding for.

DG at the moment the school receive funding for 30 pupils. The funding for the other 8 pupils will be from April 2024. The current PAN is set at 35 and cannot be changed at this time.

RJ stated that there were other schools in the borough who were below their maximum numbers. Why would the local authority insist on Greenmount having 35.

DG stated that the demand for school places in North Bury was historically higher than the places available; currently the number of places is higher than the demand.

RJ stated that it would be good to meet outside of this meeting to discuss admissions going forward.

SEND

The number of SEND pupils continues to impact on the other pupils.

School had a meeting in school with a link Speech and Language Therapist (SALT). The SALT has met with every child alongside a member of school staff.

AH asked if the pupils they met with all had an EHCP.

DG stated that it was all pupils who had a SALT need. They will come back on a regular basis to support the pupils.

Staffing

A member of staff will be going on maternity leave. An advert has been put out for maternity cover this closes next week.

CD asked when the school were looking to appoint.

DG stated that the school would hope to appoint next week.

Pupil Premium Update

There will be a new PP strategy for the next meeting. This is an annual statement of how the school are using the PP and this needs to be updated by the end of December 2023.

Attendance

Greenmount is 96.7% against the national figure of 92.5%

Persistent absence is 4% against the national figure of 22.3%

The school are monitoring all pupils who had persistent absence in 2022-23

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The school are supporting four families through Team Around the Family (TAF) meetings.

CD asked who lead on those meetings.

DG stated that he and CK lead on those meetings.

RJ asked how the school were dealing with families taking holidays in term time.

DG stated that the school continue to deal with this on an individual basis.

Celebrations and Successes

Reading and Maths were very strong in Year 6. Progress scores in writing continue to be the biggest challenge.

Premises

The fence was generally well received. It has impacted positively on reducing vandalism. The school are awaiting quotes for the entry system. DG asked if the governing body would write a letter of thanks to the caretaker for all his hard work.

Finance

The income budget was £1 178 393 against the expenditure budget of £1 227 946 leaving an in-year deficit of £49 553.

The current carry forward in £69 939 including Goose income.

The predicted carry forward into 2024 – 2025 is £20 386 plus the Goose surplus which is currently.

£9 170

The current universal and Free School Meal (FSM) budget was currently less that in the past and the school are looking into why this is.

The school lettings have more than doubled.

Expenditure

The cost of the fence was less than had been predicted.

The budget for the intercom system is £2000.

There may be a saving on staffing costs depending on who is appointed to cover the maternity leave position.

There has been a saving of £1250 on midday salaries due to absence.

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The teacher pay increase has been partially funded by the DFE so there is an additional cost of £2700.

External Reviews of the Website and Curriculum

This was funded by the Local Authority. It was done with a high level of scrutiny and was conducted by an ex-inspector. There were some minor tweaks needed to the statutory information.

Two policy changes were needed which were the equalities and behaviour policies.

The curriculum is good. There were a couple of tweaks needed and some curriculum suggestions to improve beyond good.

Safeguarding

There have been some updates to the Keeping Children Safe in Education 2023. (KCSiE)

Gina Andrews is the new officer for safeguarding. The governors should read this document and familiarise themselves with it to understand the changes that have been made.

One of the main changes is to do with filtering and monitoring of computer systems. Staff need training on how they operate and these also need to be in the children protection policy.

The behaviour in school guidance has been updated and these need to be added to the school behaviour policy.

As the DSL DG has the responsibility to understand the filtering and monitoring systems.

When working with pupils with SEND there needs to be reasonable adjustments made.

Previously with regards to missing and absence from school where pupils were absent for 20 days or more this could be an indicator of abuse. This has now changed to include any unexplained period of absence.

In relation to safer recruitment of staff schools are now encouraged to complete online searches for prospective employees. School needs to be vigilant on safeguarding concerns. All staff have the responsibility to report any unacceptable behaviour.

The DSL needs to look at people who hire the premises as schools will need to investigate if anything occurs in relation to outside providers.

It is important to make it clear that any behaviour that can be seen as sexualised between children needs to be challenged by the school.

The NSPCC are scheduled to visit the school to talk to Years 5 and 6. Parents are informed when the NSPCC will be in school and some of them will keep the children at home on the day. It is difficult because parents have to be informed of the visit. There have also been

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	discussions around the Pants rule. ***AH asked if the pupils who were absent on the day whether the school could work with them once they returned to school so that they do not miss out on the information.*** There are changed to the prevent duty, so the school are just waiting for the home office training to be available. The forced marriage section has been updated and the age has increased from 16 to 18 years. CD stated that all governors need to read the updated version. Safeguarding training for governors is every three year. ***CD asked how often the staff have updated safeguarding training.*** DG stated that full training is every three years with the next one due in September 2024. There is an annual update which is provided at the September PAD. CD asked that a date be put in the diary for a safeguarding meeting.

AGENDA ITEM 15	**SCHOOL DEVELOPMENT PLAN 2023-24 FOR APPROVAL**
	The following are areas of focus for the School Improvement Plan • English and writing • Reading and phonics. The phonics check last year was successful. • Maths general • Maths times tables • Mental health and well-being. • My Happy Mind and Think Equal (this has been started in Reception with work on empathy and understanding thoughts through stories.) ***CD asked what the school does to support the mental health and well being of pupils and staff.*** DG stated that staff get to know the pupils in their class and ask pupils move through the school the staff pass the information onto the next class teacher. CK stated that pupils are affected by a number of issues outside of school and they can come and talk to any member of staff within school. CD stated that it was good to look through the eyes of a child who has had the impact of trauma. It is really good what the school are doing as a whole. These resources will need to be looked at to ensure there is money in the budget as it is good for the pupils wellbeing. ***CD asked if the governors could receive some feedback at the next meeting. It would also be good to see some examples from across the school to show the impact it is having.***

AGENDA ITEM 16	**FOOD STANDARDS**

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	This will be discussed at the next meeting.

AGENDA ITEM 17	EQUALITY, DIVERSITY AND INCLUSION-PRESENTATION FROM BRENT PINDER
	BP brought this item to the governors attention earlier in the year. This has been on the DFE agenda. It states what maintained school should publish online. The DFE would like governing bodies to collect diversity data. Individuals should not be identified and although they say it is encouraged each governing body should collect the information. It is to identify the make up of the governing body. This can be compared with the makeup of the current pupils within school. The governing body should consider this in future appointments to the governing body. BP has put himself forward as the link governor for EDI. There will need to be a role description for this role. Once there has been a survey of the governing body members there can be an analysis of the data and then some actions for approval. The EDI information will be published on the school website. ***RJ asked if the data for the pupils was available.*** DG stated that the information the school have is in relation to ethnicity and religion. ***CD asked BP if he would be able to create a survey to share with the governors.*** BP stated that he would create a survey. Some governors may not want to answer certain questions and this is okay. ***CD asked if this could be done before the advert for a parent governor goes out.*** BP stated that this could be done.

AGENDA ITEM 18	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
	CD stated that the child protection and single equalities policies had been sent to governors to read prior to the meeting. She asked if there were any questions. DG stated that the child protection policy needs information about the filtering and monitoring system added. The governors accepted and approved the children protection policy subject to DG making the changes with regards to filtering and monitoring. The governors accepted and approved the single equalities policy. The behaviour policy did not go out before the meeting so this will be considered in a future meeting.

AGENDA ITEM 19	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
	<u>Academisation</u> DG informed the LA about the school joining a Multi Academy Trust (MAT). The LA are going to arrange to meet with DG. The school have registered their interest with the DFE, and the

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	school will then be allocated a project lead to take the school through the process. David Stephens from BCET keeps in touch regularly and DG has a meeting with him this week. The school have been invited to join in with their CPD. The following are actions to take. • Write a letter to the parents and consult on this. • Look at legal advice. • Start the application which will be supported by the project lead. CD ***when the letter will go out to parents.*** DG stated that this would be in October 2023 ***CD asked if there could be a summary sheet of responses for if parents ask any questions the governors are all giving out the same correct information.*** RJ will produce a crib sheet for the academisation actions. RJ suggested asking RH if he would be the link governor for academisation. The governors agreed in principle subject RH agreeing to do this.

AGENDA ITEM 20	**DATE OF NEXT MEETING/S**
	Please refer to the meeting schedule circulated with the papers for all dates for the academic year. • FGB Monday 29th January 2024 at 6.30 pm • FGB Monday 20th May 2024 at 6.30 pm Action: Agree date for Headteacher's performance management.

AGENDA ITEM 21	**CONFIDENTIAL MATTERS**
	• Staffing update Please see the part 2 confidential minutes.

ACTION LOG		
Agenda Items from	Action Needed	By Whom

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Item 4	Governors to sign Annual Declarations, Code of Conduct and Statements of Eligibility.	All
Item 7	CD to forward the terms of office review to ME.	CD
Item 9	CD to confirm if LM is happy to continue as the SEND link governor.	CD
Item 9	Identify a GDPR champion.	
Item 11	CD to invite ME to Governor Hub.	CD
Item 15	My Happy Mind and Think Equal. CK and DG to share some feedback and examples from within school about how these resources have impacted pupils and staff. To bring this to the next governors meeting.	CK and DG
Item 17	BP to create a survey for the governors with regards to Equality Diversity and Inclusion.	BP
Item 18	To approve the Behaviour Policy at the next meeting.	All
Item 19	RJ to produce a crib sheet of academisation actions.	RJ
Item 19	CD to ask RH if he would consider being the link governor for academisation.	CD

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