PART 1 MINUTES OF THE FULL GOVERNING BODY MEETING Greenmount Primary School		
Date	**Monday 29th January 2024 6.30 pm**	
Venue	**Face to Face at School**	
Attendees expected	Ms C Dyer – CD Mr R Judge – RJ Mrs L Mackenzie - LM Mr D Griffith - DG Mrs S Evans - SE Mr R Holt - RH Mrs D Rowland -DR Mrs G Cross - GC Mr B Pinder – BP	Parent Governor (Chair of Governors) Co-opted Governor (Vice Chair of Governors) Parent Governor (Vice Chair of Governors) Headteacher Associate Member Co-opted Governor Staff Governor Co-opted Governor LA Governor
Apologies	Miss C Kunce – CK Mrs A Hobson – AH	Associate Member Parent Governor
In attendance	**Michele Eaton (ME)**	**Governance Clerk**

'The meeting met its quorum'

AGENDA ITEM 1	**WELCOME & APOLOGIES FOR ABSENCE (opening prayer for faith Schools)**
	The chair welcomed governors to the meeting. Apologies were received and accepted from CK and AH.

AGENDA ITEM 2	**DECLARATIONS OF INTEREST**
	There were no new declarations of interest.

AGENDA ITEM 3	**DECLARATIONS OF ANY OTHER BUSINESS**
	There were no declarations of any other business.

AGENDA ITEM 4	**PART ONE MINUTES OF THE LAST MEETING (25th September 2023)**
	The minutes were received as a true record of the minutes of the previous meeting. This is subject to the actions in matters arising.

AGENDA ITEM 5	**MATTERS ARISING AND ACTION LOG AS PRESENTED**
	Item 11: Greenmount will continue to use the secure governor area on the school website to store documents related to governors meetings. Greenmount will not be using Governor Hub at this point.

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ACTION LOG		
Agenda Items	Action Needed	By Whom
Item 4	Governors to sign Annual Declarations, Code of Conduct and Statements of Eligibility.	All This is completed by all governors.
Item 7	CD to forward the terms of office review to ME.	CD This is ongoing.
Item 9	CD to confirm if LM is happy to continue as the SEND link governor.	CD LM has agreed to be the SEND link governor. Completed
Item 9	Identify a GDPR champion	RJ will be the link governor for GDPR. Completed
Item 11	CD to invite ME to Governor Hub.	CD The school will continue to use the governors secure area of the school website to store documents. The school will not be using Governor Hub. Completed
Item 15	My Happy Mind and Think Equal. CK and THE HEAD 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 CK was not at the meeting due to illness so this will move till the next meeting.
Item 17	BP to create a survey for the governors with regards to Equality Diversity and Inclusion.	BP Brent has created an EDI survey and produced the data from the survey. Completed
Item 18	To approve the Behaviour Policy at the next meeting.	Completed this was approved by the governors.
Item 19	RJ to produce a crib sheet of academisation actions.	RJ Produced the crib sheet for the parent consultation

AGENDA ITEM 6	**GOVERNING BODY MEMBERSHIP AND DIVERSITY**
	<u>Governors' EDI</u> BP carried out an EDI survey of the governors. The results were collated and The head shared the presentation with the governors. Eleven governors completed the survey. **<u>Governor Vacancies</u>** • To note Mr Scott's resignation with effect from 6/12/23 • To appoint Mrs Evans as co-opted governor (to replace Mr Scott) The governing body approved Mrs Evans as a co-opted governor.

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	• To decide upon any criteria when advertising replacement Parent Governor The governors discussed the parent governor vacancy and ways in which this could be addressed moving forward.

AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
	Governor training is available through One Education which is provided by the local authority. If governors do any relevant training within their own work this can be used as a governor. Please send any certificates to ME. The headteacher reported that he had attended some safer recruitment training with the NSPCC. It was very child focused in relation to safeguarding. If any governors would like to undertake the training the headteacher can share the details. The key messages are • Do not let time pressures dictate recruitment. It is better to not appoint than to appoint the wrong person for the role. • To include safer recruitment information in the advert. • To include a statement about safer recruitment in the safeguarding section of the school website. • To decide if the school wish to include online checks before recruiting. • To ensure the self-disclosure sections of the applications are stored securely before shortlisting and that they are password protected. • During the interview include a question about the code of conduct of colleagues. • During the interview are there any negative indicators. • During the interview ask the candidates if they feel the recruitment process has been fair. • To rewrite the current reference request email to include information about the legal responsibility of the referee. • To stress that the school will follow up references for inconsistencies and further detail. • To make some improvements to the induction procedures. • To continue to increase training with regards to safeguarding for all staff. ***RJ asked if the school follow up references both verbally and in writing.*** BP and SE will look at how to complete online checks for a prospective employee. **Action: ME to send a reminder to governors with regards to training via One Education. www.burygd.co.uk.** **Action: Governors to send links to relevant training to ME to collate and put on the secure governor area on the school website.** **Action: The headteacher to share the details for the NSPCC safer recruitment training with governors who would like to undertake this training.**

AGENDA ITEM 8	GOVERNING BOARD VISITS/REPORTS ATTENDED SINCE LAST MEETING
	There were no matters to consider for this agenda item.

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AGENDA ITEM 9	CHAIR'S ACTIONS
	There has not been any chair's actions since the last meeting.

AGENDA ITEM 10	COLLABORATION AGREEMENT
	<u>Action:</u> The headteacher will discuss this with some other local headteachers and will share this at the next meeting.

AGENDA ITEM 11	HEADTEACHERS REPORT
	The headteacher shared the following information. Admissions for September 2024. The final numbers are not published till April 2024. There are currently 25 first place choices. ***CD asked if the school are likely to get any of the second place choices.*** The headteacher stated it would depend on the final number of pupils and the places available. If all schools have low numbers this year then everyone may get their first choice. ***LM asked if there are any siblings within the first place choices***. The headteacher reported that there are around 10 siblings this year. This will impact the budget for 2025 to 2026. ***LM asked if this would mean the school would need one teacher in reception.*** The headteacher replied yes, but the school would still need the four teachers across Key Stage 1. There are 37 pupils in reception so there will be a need for two teachers in Year 1 next year. **<u>Staffing</u>** Mrs Bowler who is an HLTA will be retiring in the summer. She currently teaches French across the school. The headteacher can also speak French. The school will need to decide what they would like to do moving forward. There are not as many student teachers as the school had expected. **<u>Attendance</u>** The headteacher met with RJ to discuss attendance. The information is available within the headteacher's report. The is currently one pupil who is a major cause for concern. ***CD asked if the report needed to be shared with the governors with the level of detail that is contained within it.*** The headteacher stated yes, the governors need to be made aware of the situation. ***LM asked for clarification of TAF (Team around the Family)*** The headteacher stated that it is a multi-agency approach to support families. It can be difficult to co-ordinate the various agencies for meetings.

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	Online Safety The school now has Senso installed on all the laptops. The head receives critical alerts which are then investigated. There have been a number of violations which have been flagged up by staff and pupils. They have all either been a mistake or genuine research related to the curriculum. Some acronyms can produce notifications again these have been legitimate searches. The headteacher included complaints within the report. The details of the complaint are not shared with the governors however the governors do need to be made aware that complaints have been sent either to the school or the chair of governors. Currently there is one at stage 2 and one at stage 3. ***LM asked what the chair does when they receive a complaint.*** CD stated that the chair will formally respond to the complainant. The complaints are then dealt with accordingly and in line with the schools complaints procedure. The governors commented on the wealth of experiences the pupils have had at school throughout the year.

AGENDA ITEM 12	**SCHOOL PLANS FOR 2024 EXAMS**
	The SAT's assessment will not longer take place in Year 2. The school can choose to still do the tests but they are now optional. The school will use the same tests in year 2 that are used in the other year groups in school. This will enable the school to measure attainment in reading, writing and maths across the school. The reception baseline test will be used to measure progress in primary schools. ***LM asked if the tests the school will use in year 2 are similar to the SAT's.*** The headteacher reported that they are similar but use a different scoring system. The key stage 2 SAT's will take place in May 2024. It is recommended that governors observe the administration of the SAT's test during the week to ensure the process is followed correctly. ***CD asked if governors would be available to visit the school during SAT's week.*** RJ stated that he would be available. The headteacher stated that the year 6 pupils will complete some practice SAT's papers in the run up to the tests so they are familiar with the layout and what to expect. There are 35 pupils in year 6 who are all taking the test. There are no pupils disapplied and no modified tests this year. The year 6 teacher is taking paternity leave just after Easter. CK will go into year 6 and the supply teacher will cover year 5. The headteacher reported that the year 6 pupils will go to PGL the week after half term.

AGENDA ITEM 13	**SCHOOL DATA**

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	This will be looked at during the next committee meeting. Assessments being completed this week. Dashboard data was out in December 2023

AGENDA ITEM 14	REVIEW OF SCHOOL IMPROVEMENT PLAN
	CK was going to present a review of "My Happy Mind." This will be postponed until CK returns who is currently absent from school due to illness. The headteacher had provided an update for the governors ahead of the meeting. The SLT completed a review of the SDP in the first week back to school in January 2024. The head has provided an update for the governors ahead of the meeting. The document has been rag rated. ***CD asked if Emma Fishwick will attend and report on EYFS at the next LGB meeting.*** The headteacher reported that this would take place. ***LM asked if the school felt they were where they should be at this point.*** The headteacher reported that SLT looked at a selection of writing books to look at. The school are starting to see the impact of the staff training around writing. The pupils are learning from the texts, analysing them and using this to create their own writing. ***RH asked if this was something that governors would be able to see the impact of schools plans and the impact on the pupils progress.*** The headteacher stated he would set a date for the governors to look at the writing and go through The headlines. The headteacher will send out a draft plan. ***CD asked about the year 4 times table check.*** The headteacher stated that on the inset day in January the staff discussed the times tables. The staff are aware that times tables is the responsibility of all staff in school not just within year 4. The school have put milestones in place for each year group. ***LM asked what the results have been like in previous years.*** The headteacher reported that the times table check was only statutory for the first time in 2023. The national result was 29% and the school achieved 22%. GD in maths in year 2 in 2023 was 11% and national was 16%. **Action: The headteacher will set a date for governors to look at the writing and go through The headlines. The head will then send out a draft plan.**

AGENDA ITEM 15	READINESS FOR OFSTED DOCUMENT
	The head shared two documents with the governors. The format was created by a school improvement company that Bury use to work with heads. 1. A summary sheet of the main priorities of the school linked to the SDP. The school exam data for the last two years. The two years previous to that there was no data due to Covid. There is also the attendance data. The numbers on roll. The numbers of

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	staff in school. A section on finance. Pupil Premium and Sports funding. 2. This is a list of questions that governors have been asked during an inspection. There are also model answers alongside them. Where the information is highlighted in yellow The headteacher will provide some more information. The head will continue to update these documents. They are available online within the governors secure area of the website. ***BP asked if the documents could be placed in a more general area on the secure governor area on the school website.*** The headteacher stated that governors should read the documents and then prepare any questions they have for the next meeting. The headteacher will create a folder for the documents on the governors secure area of the school website. ***RJ asked what the school were most concerned about in relation to Ofsted.*** The headteacher stated that currently Ofsted are focusing on attendance, safeguarding, wellbeing and the curriculum. ***RH asked with regards to the curriculum what are the concerns.*** The headteacher stated that it is in regard to making sure the curriculum meets the needs of the National Curriculum. **Action: The headteacher to create a folder for the two readiness for Ofsted documents shared in the meeting this evening.** **Action: Governors to read the two documents and prepares any questions they may have for the next meeting.**

AGENDA ITEM 16	**FINANCE UPDATE**
	Schools Financial Value Statement This is the document which has questions about the school's financial procedures. It needs to be submitted by the end of March 2024. ***RH asked that where the school have responded with in part for some of the questions, is this a concern?*** The headteacher reported that some of the questions were based on last year where they were not fully achieved. Some of them are to do with the school's financial status. ***RH stated that he could see why some of the responses were in part. Will this be detrimental?*** The headteacher reported that the report is sent every year and the school have never heard back in regard to it. The important question for governors is that they agree it is representative of the school. ***SE asked about the comment that the chair is in the first year of the role and is competent in financial management.*** The headteacher stated that this refers to RJ who is the chair of the finance committee. The governors approved the document.

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The headteacher will print off a copy for CD to sign and then it can be sent off.

Budget

The headteacher and RJ met to discuss the budget. When the budget was set at the beginning of the year there was a carry forward from 2022/23 of £69 939. After the budget was set there was a projected carry forward for 2023/24 of £20 386 plus the Goose in year profit. This has always been kept separate but the Local Authority have now put the two together.

There has been a lot of changes this year. The income has not been what was projected. The Free School Meals grant was less that the school were expecting. The money for Covid catch up and tutoring was not as much as expected. There were not as many teaching students as expected. However, the lettings have gone up quite significantly.

There has been additional expenditure through the teacher and support staff pay increases which the additional funding did not cover fully.

The Senso software has been installed on all computers. There has been an increase in electricity costs.

There has been some savings. The Local Authority paid for the gate entry system.
The headteacher and governors would like to thank the PTA and the parents for all the fundraising they have done for the school.

The budget that the school set for buildings is higher than the actual amount spent.

The indicative budget is due by 29th February 2024. The income will be up due to the pupils numbers being higher this year. However, teacher pay rises have been agreed by the government. The school does not know yet how much of the pay rises will be funded. There is also the ongoing impact of SEND needs which will impact the budget.

RJ reported that the school should stay in the black as next year the school will benefit from the larger pupil numbers this year. The school should stay in the black at the end of the year depending on the funding for the teacher pay increases.

RH asked about the funding for the teacher pay increases. Are the school at a disadvantage due to the more expensive teachers? Are schools with less experienced teachers at an advantage.

The headteacher reported that some of the funding is based on the schools disadvantaged profile which for Greenmount is very low.

CD asked about grants for the solar panels for school.

The headteacher stated that the school had looked at this option previously. The roof of the school would need extra strengthening to support the panels. This is therefore not an option.

Action: The headteacher to print of the SFVS document for the chair to sign.

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AGENDA ITEM 17	COMMITTEE MINUTES (since the last FGB)
	These are on the governor secure area on the school website for the governors to read.

AGENDA ITEM 18	REVIEW OF TERMS OF REFERENCE FOR COMMITTEES
	Terms of Reference The headteacher has reviewed these and put a copy on the governors secure area of the school website. The changes are that the Goose working group has been removed and target setting which is no longer statutory.

AGENDA ITEM 19	PUPIL AND STAFF WELLBEING
	The school are offering school staff wellbeing check ins. The staff have said they would value this. They have been given the choice of which member of the SLT they would like to speak to. It is not linked to performance. It is for the individual member of staff to decide the agenda of the meetings. ***CD asked about a staff survey that was discussed last year.*** The headteacher reported that CK and AH had completed some work on this. ME will place this on the agenda for the next meeting. ***CD asked if the staff wellbeing check ins were as a result of the survey.*** The headteacher reported that this was already being planned before the survey. Next week is pupil wellbeing mental health week. ***CD asked if this meant the pupils were off timetable for the whole week.*** The headteacher stated that there were a lot of activities for the pupils to get involved with but they would not be off timetable all week. There are a number of outside providers offering art, yoga, dance and relaxation. ***CD stated there is some emotional school avoidance how are the school dealing with this.*** The headteacher reported that there are some pupils who are avoiding school. The school have been approached by Manchester University to be a part of a year long project with a trainee Educational Psychologist. They are doing some action research and school will be a case study. There has been an initial briefing session. There will a session every half term to discuss a particular issue within school. The Educational Psychologist will offer strategies for the school to work with. It is also about school culture and any additional changes that can be made. The meeting was with the pastoral team, the Senco, CK The head and a couple of other members of staff. It was well received by the staff. The school were very impressed with the Educational Psychologist. **Action: ME to put this on the agenda for the next meeting.**

AGENDA ITEM 20	SCHOOL WEBSITE COMPLIANCY
	RJ will be responsible for looking at this and reporting back.

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AGENDA ITEM 21	PROCEDURES/POLICIES FOR REVIEW/APPROVAL
	Documents to ratify: These were discussed and agreed at the Joint Committees' Meeting 27th November 2023: • Behaviour Policy • SEND Policy • Scheme of Financial Delegation • Accessibility Plan • Whole School Pay Policy : This is a Bury policy and HR write this policy. These have all been discussed apart from the Whole School Pay Policy. The governors approved the whole school pay policy. ***RJ asked why the behaviour policy does not include the parental behaviour.*** CD stated that the behaviour policy was only for the pupils. The parents would be asked to follow a code of conduct.

AGENDA ITEM 22	ACADEMISATION UPDATE
	The DFE have not contacted school. The link person for BCET has spoken to Jess Macfarlane who is the link for the DFE. The governors would like it to be minuted that the governors are becoming restless and bordering on being cross that there has not been any communications. David Stevens will meet with the headteacher to create a document to show what Greenmount can bring to BCET and what BCET can bring to Greenmount.

AGENDA ITEM 23	SUCCESSES AND CELEBRATIONS
	See head teachers report for information about this.

AGENDA ITEM 24	DATE OF NEXT MEETING/S
	Please refer to the meeting schedule circulated with the papers for all dates for the academic year. • FGB Monday 20th May 2024 at 6.30 pm

AGENDA ITEM 25	CONFIDENTIAL MATTERS
	Please see the separate document for these minutes.

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