MINUTES OF THE FULL GOVERNING BODY MEETING Greenmount Primary School		
Date	**Monday 20th May 2024 6.30 pm**	
Venue	**Face to Face at School**	
Attendees expected	Ms C Dyer – CD Mr D Griffith - DG Mrs S Evans – SE Mr R Holt – RH Mrs D Rowland -DR Miss C Kunce – CK Mr B Pinder – BP Mrs A Hobson – AH Mr C Wood – CW	Parent Governor (Chair of Governors) Headteacher Co-opted governor Co-opted Governor Staff Governor Associate Member LA Governor Parent Governor Parent Governor
Apologies	Mr R Judge – RJ Mrs L Mackenzie – LM Mrs G Cross – GC	Co-opted Governor (Vice Chair of Governors) Parent Governor (Vice Chair of Governors) Co-opted Governor
In attendance	**Michele Eaton (ME)**	**Governance Clerk**

'The meeting met its quorum'

AGENDA ITEM 1	**WELCOME & APOLOGIES FOR ABSENCE**
	The chair welcomed everyone to the meeting. CW was welcomed as a new governor. Apologies were received and accepted from RJ, LM and GC.

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

AGENDA ITEM 3	**DECLARATIONS OF ANY OTHER BUSINESS**
	DG put forward the following two items for any other business. DG would like to discuss the pupil places planning document from Bury council. There is a PTA project proposing element of sponsorship which has not been done this way before.

AGENDA ITEM 4	**PART ONE MINUTES OF THE LAST MEETING (29th January 2024)**
	The minutes of the last meeting were received and approved as a true record of the meeting.

AGENDA ITEM 5	**MATTERS ARISING AND ACTION LOG AS PRESENTED**
	To note whether the following matters arising have been completed or not.

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ACTION LOG	Greenmount 29.01.2024	
Agenda Items	**Action Needed**	**Outcome**
Action Log 29.01.2024	CD to forward the terms of office for review to ME.	**Completed**
Action Log 29.01.2024	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.	**C**ompleted at joint committee meeting
	29.01.2024	
Agenda Item 7	ME to send a reminder to governors with regards to training via One Education. www.burygd.co.uk	**Completed**
Agenda Item 7	Governors to send links to relevant training to ME to collate and put on the secure governor area on the school website.	Ongoing
Agenda Item 7	Governors to send copies of certificates from relevant training to ME.	Ongoing
Agenda Item 7	DG to share the details for the NSPCC safer recruitment training with governors who would like to undertake this training.	**C**ompleted
Agenda Item 10	DG to discuss a collaboration agreement with other local headteachers and to share the findings at the next meeting.	**I**n progress
Agenda Item 14	The head 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.	**U**pdate within agenda
Agenda Item 15	The head to create a folder for the two readiness for Ofsted documents shared in the meeting this evening.	**C**ompleted
Agenda Item 15	Governors to read the two documents and prepare any questions they may have for the next meeting.	
Agenda Item 16	The head to print of the SFVS document for the chair to sign.	**C**ompleted

AGENDA ITEM 6	GOVERNOR TRAINING REQUIRED/ATTENDED
	CD asked governors to send any certificates to ME to upload to the school website. Governors are invited to attend the school safeguarding training in September 2024 alongside the school staff. CW has completed safeguarding training as part of his job. CW will send a copy of the certificate to ME to upload onto the school website.
Action	All governors to send any certificates they have to ME. CW to send a copy of his safeguarding certificate.

AGENDA ITEM 7	GOVERNING BOARD VISITS/REPORTS ATTENDED SINCE LAST MEETING
	A number of governors visited the school on 5th March 2024. Feedback from this was shared at the Joint Committee Meeting on 11th March 2024.

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AGENDA ITEM 8	GOVERNORS' DEVELOPMENT PLAN
	RH stated that he met with DG in February 2024 to look at key priorities that governors should have in terms of their own roles development as well as monitoring the SDP plan and ensure it is relevant to the needs of the school. This plan will cover the period from January 2024 to August 2025. There are three key priorities. **Priority 1 is around Academisation.** RH is the link governor for academisation. School are looking to become an academy by April 2025. CD stated that she is attending a heads and chairs meeting on Thursday 23rd May. Would this be suitable for RH to attend. DG stated that once the next phase of the journey starts there will be a number of meetings with Bury College Education Trust (BCET) where it would be more appropriate for RH to attend. **Priority 2 is around learning walks.** RH stated that when governors are able to back up with evidence what they are being told about the way in which the school is running. There was a learning walk on the 5th March 2024 and this was fed back to the governors at the meeting on 11th March. **Priority 3 is around the reading into writing journey.** SE has agreed to lead on this priority. SE will look at the reading to writing journey within the school. SE will meet with CK before the end of the summer term. RH would like to thank all governors for the work they have completed so far on this.
Action	RH will develop a pro forma/aide memoire for the governors to use when visiting school for a learning walk.

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

AGENDA ITEM 10	COLLABORATION AGREEMENT
	DG stated that three schools have agreed to have a collaboration agreement with Greenmount. Holcombe Brook Old Hall Emmanuel Holcombe DG explained to the governors that if there was an emergency committee meeting there may not be enough governors from Greenmount to convene a panel. In this instance the school would be able to call upon governors from the other three schools to support this. Governors

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	from Greenmount could also be asked to support the other schools if they were in the same position.

AGENDA ITEM 11	HEADTEACHER'S REPORT
	DG had shared the report with the governors ahead of the meeting. The intake for September 2024 is 26 pupils who are definitely attending and one pupil who is not yet confirmed. There will still be single age classes in the infants. Staffing for the classes will be shared with parents/carers after the half term holidays. The year 1 class of 37 will stay together but will have 2 teachers. Both teachers will teach all pupils but they will have their own responsibilities within this. In year 2 the class teacher is returning from maternity leave. In Key Stage 2 (KS2) The teachers are staying in the year groups they are already teaching. **SEND** All schools across Bury are feeling the challenge when it comes to supporting pupils with SEND. Bury Council Local Authority SEN Local Inspection Report has been published and there is a lot of work needed to make improvements. DG stated that as a school the SEND provision has gone through some challenges. As a result the DG met with Cath Atherdon (CA) who is the head of SEND. CA is proactive and listens to the needs of the school. CA then works together with the school to try and identify ways in which problems could be solved. CA is looking at supporting the school in September 2024 to look at the systems that are currently in place and see if there are ways in which this can be adapted to meet the needs of the SEND pupils at Greenmount. ***CD asked what this would look like within the school.*** DG stated that there would be some support for the SENCo to take away some of the pressure and give all teachers more responsibilities. All staff are responsible for pupils with SEND. To improve the way in which information it communicated to parents and carers. To ensure parents/carers understand that once a pupil receives a diagnosis this does not automatically mean the pupil will receive an EHCP. CA is looking for some schools to work alongside the Local Authority to develop the paperwork that the SENCo's have to complete. At the moment this is quite onerous and being part of this means that schools can have an impact on what happens going forward.

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SEND is also part of 2024/25 School Improvement plan.

CD asked that as the SENCo will be sharing the class responsibility. Will the SENCo be able to have some extra time to concentrate on this role.
DG stated that the school has been able to free up one day per week from September for SENCo time.

CD stated that within some reports from community paediatricians there were statements that if the pupil received a neurodiversity diagnosis this would automatically mean the pupil would receive an EHCP. This is not correct and needs to be communicated with the community paediatricians.

CD stated that she was happy to support the school as a governor and write a letter to them if need be.
DG stated that there is an increasing number of pupils on the CAMHS waiting list and some parents are going private to obtain a diagnosis. These reports will often state that a pupil needs an EHCP.

RH asked about the comment within the report where parents/carers are pushing for their child to have an EHCP. RH asked if this was a rising trend and what are the implications of this.
DG stated that some of this was around diagnosis. The services who provide the diagnosis may guide parents/carers to apply for an EHCP assessment. Parents can apply for this themselves. This is then shared with school, who have three weeks to submit the paperwork in relation to the pupil in order to meet the statutory deadline. The Local Authority will then decide whether they will carry out the assessment or not. If school are able to meet the needs of the pupil within school then this is more likely to be rejected.

CK stated that if the school feel the pupil should have an EHCP then they will apply for it.

CD stated that there will need to be more communication with parents/carers around some areas but particularly around EHCP's.

Attendance
DG and RJ were due to meet to discuss this but unfortunately RJ was not available.
DG stated that the main issue for attendance is over families taking holidays in term time. One pupils attendance was very low. The school have completed a lot of work with the family and this has improved since the Easter holidays.

CD asked about the changes that will take place with the attendance guidance from DFE.
DG stated that there were some changes around attendance and authorisation of absence. The fine will be increasing to £80 per parent, per child. There are a number of other changes.

DG, RJ and CD met with the PTA to help them understand the financial position of the school. They would like to thank the PTA for their continued support of the school and for everything they do for the school.

CD stated that governors would be welcome to attend a PTA meeting if they wished to.

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	RJ visited school during the SAT's to oversee the process. DG took the governors through the data from the dashboard. ***RH asked that in terms of the areas where there has been a decrease do the school have the evidence to support why this may have occurred.*** DG stated that the school have the chronology of all the absences for these pupils and the actions that the school have taken to support this and the agreements that have been made between school and families. RH stated that in an Ofsted visit the governors would have the knowledge of any background information and be able to talk about it.

AGENDA ITEM 12	**REVIEW OF SCHOOL IMPROVEMENT PLAN**
	This was shared with the governors ahead of the meeting. The main SIP visit will be at the end of term as this relies on the end of year data which is not available till then. The school implemented Little Wandle Phonics Scheme over a year ago and this is now embedded across into year 2 and is extended for those pupils who need it beyond year 2 term 1. The Phonics Screening Check will be completed after the May half term. There are some pupils within year 2 who need to repeat it if they did not achieve it in year1. CK reported that the school had a visit form the My Happy Mind staff. They did a whole morning of activities and left some resources for the pupils. This was really successful and it was great to see it working across the school. The PTA have agreed to fund My Happy Mind for the next academic year. It is partly funded but the PTA will fund the remaining amount. This academic year three teachers have been on four individual days training with the National College for excellence in teacher maths. They have been looking at developing a mastery approach to teaching maths. The school will look into which other members of staff will be able to attend the training in 24/25. Year 4 and 5 are working on the mastering number programme. The school have been a pilot school for the scheme. It is based around improving the understanding of relationships between numbers within multiplication and division. The Year 4 times tables check will take place in June 2024. The results will be shared with governors at the next meeting. Ben Coop (BC) who is the maths lead has delivered some CPD during a staff meeting. This involved him teaching while the staff observed him and then discussion were had after the observation. BC is also a local leader for maths education and he is working with other schools to support

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	their development of maths teaching. CK reported the following to the governors in relation to English. The school are currently developing reading into writing. This is a change in the way in which English is now taught across the school. CK has developed a yearly overview for each year group. Many of the books the teachers are now using are picture books or contain shorter text. This is because it is sometimes difficult to link writing to long chapter books. The content of the picture books hooks the pupils in to help develop their writing. The staff and pupils are able to use opportunities to give and receive instant feedback where the pupils then have the chance to respond. ***DR asked if there was still a checklist for writing.*** CK stated that there was still a checklist in Year 6 but across the other year groups it is done in a more natural way within the editing and improving stage. There is also more linking of grammar to the writing. Grammar is taught as part of the writing process rather than as a separate subject. CK shared with staff what a good lesson looks like. DG stated that teachers will build on what has happened in the previous years and prepare the pupils for what will come up in the next year group. This has been a significant change for the staff so it is still being embedded. Also the way in which the marking is done is changing. More of the marking is verbal and at the point of the pupils completing the work to make it more meaningful and have an impact. There will be writing moderation across the school with staff supporting each other and being consistent on what greater depth should look like. SE stated that changing the way in which feedback is delivered is more instant and therefore pupils will progress quicker. CK shared writing books from the pupils with the governors.

AGENDA ITEM 13	**FINANCE UPDATE**
	The finance documents were shared with the governors ahead of the meeting. The 25/26 projections are from the Local Authority and may not necessarily be correct. There was a deficit at the start of the year. Some costs from last year should have gone on the list to be included but they were not so it does look worse than it is. Some extra income should have been in last years budget but they will now go into this years budget. The money from the Local Authority is not enough to sustain expenditure within school. The school will look at the schools own generated income to offset some of the deficit. This year the income from Goose will be included in the school budget. There was an agreement at the last meeting that the fees for Goose will increase by 50pence

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	per hour from September 2024. The expenditure assumes the following: There were three midday assistant who were due to retire but they have now said they are not retiring this year. There is a temporary teaching assistant who will work for 12 hours a week to support a pupil in Year 2. School can afford this going forward it will need approval from the governors. The cover for PPA time next year is one afternoon short. DG had put himself in for cover but this is now in the budget to be covered by an HLTA. This will need approval from the governors. Some new chairs have been obtained for Year 5 and 6. The school has received some free from another school who had ordered too many in error. The PTA have agreed to fund Forest School up till March 25.
Resolution	**The governors approved the temporary contracts for the part-time teaching assistant for 12 hours and the HLTA position. These will both be reviewed in March 2025.**

AGENDA ITEM 14	**COMMITTEE MINUTES (since the last FGB)**
	Minutes from the Joint Committee Meeting held on 11th March 2024 have been circulated and are available on the Governors' Shared Area Actions/updates: • PTA has agreed to fund the My Happy Mind programme for 24/25 • Update on Writing included in this agenda (HT report)

AGENDA ITEM 15	**PUPIL AND STAFF WELLBEING**
	• Update on action research with Manchester University DG stated that there is more information on the research project that the school are working on with Manchester University. A trainee Educational Psychologists from Manchester University is working alongside a Bury Educational Psychologist on emotionally based school non-attendance. Greenmount have been identified by the Local Authority as a school they would like to work with due to successes with the service in the past. The school identified an action team which consists of DG, CK as mental health lead, the PS3 team, the SENCo and the Year 4 teacher. The team have met three times. The first meeting was around introductions and how it would work as an action team. In the first meeting the group identified how they could build a school community that was a safe and nurturing place for everyone in school. For some pupils they were not feeling it was safe and nurturing and so they did not want to come to school.

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	At the second meeting there was some input from the Educational Psychologist around a model with regards to a school relational policy and practice. Discussion was around developing three key areas in developing relationships. How the school responds to trigger points in school and how to regulate emotions. How to repair and restore things when they have gone wrong. Strengths within school were identified and there were links to My Happy Mind and the work the school has been doing with trauma informed schools. The team felt the school needed to do more work on restoring and repairing as this was identified as a gap. In between the second and third meetings the team carried out some research. There was a pupil survey with Year 6 around anxiety and explored this in depth. This was also explored with staff to obtain an initial understanding of what they understood from the language that is being used around this. One outcome was that things around restorative work was an area for development. Staff need the right skills to be able to listen to what the pupils are saying. There needs to be time to explore the conflict and what a resolution might look like. Making sure that relationships are restored afterwards to build up the trust again. The next meeting the team will start to implement this. The Educational Psychologist will be delivering some training in September 2024. He will work with the team initially and then will all staff including lunchtime staff and Goose staff. **<u>Staff Wellbeing</u>** During last term there was an offer for staff in regard to being able to speak to a person of their choice for an emotional check in. Staff did take advantage of this. No-one was forced to take part. This gave staff a safe environment to be able to vent within a safe space.

AGENDA ITEM 16	**SCHOOL WEBSITE COMPLIANCY**
	Report back from Mr Judge / Mr Griffith The school website was compliant. There are a couple of tweaks needed around how to find some of the content on there.

AGENDA ITEM 17	**PROCEDURES/POLICIES FOR REVIEW/APPROVAL**
	1. Parental Behaviour 2. Charging and Remissions 3. Educational Visits 4. Online Safety 5. Single Equalities (NB objectives will be reviewed at the Joint Committees meeting) 6. Attendance and Punctuality - these need to be changed in light of the new guidance on attendance. There is a Local Authority meeting towards the end of June. DG will update the document after this meeting. NB the following policies will be distributed for discussion at the Joint Committee Meeting: • Uniform

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	• Acceptable Use (Staff) • PSHE and Drugs Education • Supporting Pupils with Medical Conditions
Resolution	Policies 1 to 5 above were approved by the governors. Policy 6 above will be updated and then it can be approved by the governors.

AGENDA ITEM 18	**ACADEMISATION UPDATE**
	DG shared the updates with regards to academisation. The application is progressing well with the DfE. They have had a number of conversations with BCET. DG emailed the DfE to ask for information to share with the governors around what is happening. The application will be going to the advisory board in July 2024. BCET have been told that there are no issues with the application. Hopefully the school should know the decision in July 2024. The conversion work will then begin. There will be an increase in workload. ***RH asked if the conversion was reliant on the capacity of the Local Authority.*** DG stated that he had received an email from the LA to say that they were aware of the situation but they do have a lot of schools that are currently becoming academies so the process may not be as quick as the school would like. DG stated that one of the local neighbouring schools made the decision to go with BCET as well. It is a school that Greenmount have worked well together with. The central team from BCET have been looking at the visions, values, branding and raising the profile. ***BP asked if any other schools were on the pathway to join BCET.*** DG stated that there are other schools but it is for them to share the information when they are ready.

AGENDA ITEM 19	**ANY OTHER BUSINESS**
	The Pupils Places Planning Document has been received by school and needs to be considered by the school and governors. Bury LA need to reduce 647 school places across Ramsbottom, North Manor and Tottington by September 2028. They are strongly suggesting that schools have unusual admission numbers and will need to look at reducing places to multiples of 15. Currently the PAN for Greenmount is 35. The LA are urging governors to look at making the reduction for Greenmount to 30. The consultation will last for 6 weeks between October and January but it would not take effect until September 2026. DG has asked for clarification of the process and where the school stands with this in relation

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	to the academisation. This will be discussed further at the committee meeting in July 2024 and then at the FGB in September 2024. BCET will also be involved in these discussions. The next PTA project is to develop a new netball/basketball facility on the top yard. They would like it to be done in a way that will be appealing to outside organisations to come and hire it. The PTA have suggested having advertising boards around the perimeter of the facility. BP stated that the school would need to make sure the sponsors were appropriate. ***RH asked that the PTA come back to the governors with ideas of who the sponsors could be so these can be approved.*** CW stated that the school could look at replacing these on a yearly basis. The PTA are also looking at applying for a grant for a community facility usage. ***BP asked about having staff in the building when it was hired out.*** DG stated that the organisations who were hiring the facility would need to staff it. ***A governor asked if there would be links to local netball/basketball teams.*** DG stated that this was something that the school could look at. ***RH asked about lighting for the facility.*** DG stated that this has not been discussed yet. CD stated that the PTA are looking at using this as a drive for the next project. ***RH asked about the suitability of the surface on the playground.*** DG stated that the school will obtain some quotes for a new surface.

AGENDA ITEM 20	**DATE OF NEXT MEETING/S**
	Suggested FGB dates for 24/25: • Monday, 30th September 2024 • Monday, 27th January 2025 • Monday, 19th May 2025 These dates have now been agreed.

AGENDA ITEM 21	**CONFIDENTIAL MATTERS**
	Please see separate document.

Action Log	**29.01.2024**	
Agenda Item 7	ME to send a reminder to governors with regards to training via One	**Completed**

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	Education. www.burygd.co.uk	
Agenda Item 7	Governors to send links to relevant training to ME to collate and put on the secure governor area on the school website.	Ongoing
Agenda Item 7	Governors to send copies of certificates from relevant training to ME.	Ongoing
Agenda Item 10	DG to discuss a collaboration agreement with other local headteachers and to share the findings at the next meeting.	Completed
	20.05.2024	
Agenda Item 6	All governors to send any training certificates they have to ME.	
Agenda Item 6	CW to send a copy of his safeguarding certificate.	
Agenda Item 8	RH will develop a pro forma/aide memoire for the governors to use when visiting school for a learning walk.	

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