



# Minutes

Autumn Term 2021

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## Meeting of Greenfield St Mary's CE Primary School Full Governing Board (FGB) Meeting

Wednesday 20 October 2021  
via Microsoft Teams  
at 7.00pm

<b>Present:</b>	Mr Graham McGuffie Reverend Barbara Christopher Mrs Ruth Broadhurst Ms Sara Keaney-Duckworth Mrs Sarah Roberts Mrs Suzanne Hall Mr Sam Dainty Dr Mark Rahn	Foundation Governor (In the Chair) Foundation Governor Foundation Governor Foundation Governor Foundation Governor Headteacher Parent Governor Parent Governor
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<b>Also Present:</b>	Miss Maria Unwin	Clerk to the Governing Board
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<b>Absent:</b>	Mrs Debbie Dorobat Mrs Rachel Swanwick Mr Courtney Reece Dr Letizia Alterno	Foundation Governor Foundation Governor Parent Governor Parent Governor
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Prior to the start of the meeting, the Clerk confirmed that the meeting was quorate.

It was noted that the Chair had sent apologies for lateness, and as such, it was agreed that Mr Graham McGuffie would Chair the meeting.

### 1 Welcome/Introductions/Opening Prayer

The Chair welcomed everyone present and The Reverend Barbara Christopher opened the meeting with a prayer.

### 2 Governor Appointment and Governor Vacancy Recruitment

#### 2.1 Appointment of LA Governor

The Headteacher updated that there are two interested parties for this role. She has managed to make contact with one of them and will be discussing the role further with them after half-term.

She explained that she had not yet been able to contact the second interested party but would endeavour to do so.

It is hoped that the successful candidate will be in post in time for the December 2021 meeting.

## 2.2 **Outcome on the Foundation Governor Recruitment**

It was noted that Mrs Ruth Broadhurst had been reappointed as Foundation Governor.

## 2.3 **Governors are asked to consider a recruitment and communication plan to recruit governors to any vacancies using the identified governor skills gap to fill vacant governor posts.**

Governors noted that advertisements can be placed here:

1. School Website
2. Inspiring Governors Website <https://www.inspiringgovernance.org/>
3. Governors for Schools (includes a free training package) [www.governorsforschools.org.uk](http://www.governorsforschools.org.uk)
4. School Newsletter
5. Local Church Newsletters
6. Local Businesses
7. Oldham Children's Centre
8. Oldham Council's District Manager [www.oldham.gov.uk/neighbourhoods](http://www.oldham.gov.uk/neighbourhoods)

**RESOLVED:** Mrs Ruth Broadhurst was appointed as Foundation Governor for a four-year term of office.

The Headteacher to arrange for governor updates to be added to the school website and GIAS and the Clerk to update GovernorHub.

**ACTION:** Headteacher/Clerk

## 3 **Apologies and Consent for Governor Absence**

### 3.1 **Apologies for Absence**

Apologies for absence were received from Mrs Debbie Dorobat and Dr Letizia Alverno.

### 3.2 **Consent to Absence**

The governing board gave consent to those governors who had apologised for their absence.

## 4 **Register of Business, Pecuniary and Personal Interests**

Governors were reminded to complete and 'confirm' the declaration section on the governor personal profile on GovernorHub ([GovernorHub Quick User Guides 2021](#)) and list if they have:

- Any business, pecuniary and personal interests relating to companies (goods and services) and/or;

- Personal relationships with pupils, volunteers and members of staff associated with the school where a matter may be discussed at the meeting.
- Details of any other schools where they are governors.

Governors were advised that they must update GovernorHub with any new declarations whenever any of their personal circumstances change.

No further declarations were made at this point in the term.

The Clerk noted that the following governors had not yet registered their declarations and confirmation on GovernorHub:

- Mr Ryan Selby
- Mrs Rachel Swanwick

The Chair requested that governors update their declarations as a priority.

**RESOLVED:** that the Headteacher will arrange for the information on the GovernorHub register to be updated on the school website.

**ACTION:** Headteacher/Mrs Rachel Swanwick/Mr Ryan Selby

## 5 Approval of Minutes of Previous FGB Meeting

**RESOLVED:** that the minutes of the meeting held on 14 July 2021 be approved as a correct record and 'marked as signed' on GovernorHub by the Chair.

## 6 Matters Arising from the Last FGB Minutes

There were no matters arising from the minutes of the previous meeting that were not covered elsewhere on the agenda.

## 7 School Improvement

### 7.1 Headteacher's Report

The Headteacher's Report (including school business critical decisions) had been shared on GovernorHub prior to the meeting.

Main points referred to:

- 7.1.1 The Headteacher updated governors on how positive it has been to return to "normal" school life, where children are able to attend assemblies, and the school is able to welcome parents and volunteers into the school. She informed governors that there had been a COVID-19 outbreak in Year 5. Fortunately, the outbreak was contained to this cohort, after following advice from Public Health for that class to isolate in a bubble within school.
- 7.1.2 There are two classes above the Pupil Admission Number (PAN)– Class 4 and Class 6. After half-term, there is another child entering Reception, making the total number of pupils on roll 211.
- 7.1.3 Attendance remains high. There is a slight percentage drop, but it is high overall. There are coughs and colds circulating, as expected this time of year, and parents

are advised to be cautious, carrying out COVID-19 tests if they show any symptoms, so there may be more absences than in previous years whilst parents keep the children home to isolate until they receive their test result.

- 7.1.4 There have been four members of staff requiring isolation who tested positive for COVID-19 since the start of the school term.
- 7.1.5 There are no protected characteristics investigations to report on at this point. There has been one incident this week which has been dealt with and will be included in the next report.
- 7.1.6 There are no child protection issues, or bullying incidents to report on.
- 7.1.7 The number of children entitled to Free School Meals (FSM) has increased to seven.
- 7.1.8 The Headteacher updated governors on the new teachers who joined the school in September 2021, which have proven to be great appointments.
- 7.1.9 Mrs Parkin is extremely enthusiastic in her secondment role. She comes into school each Wednesday, in her SENCO role. The school is benefiting greatly from the secondment to the QEST Team, as Mrs Parkin is able to bring back ideas from other schools that she has learnt within her new role and implement them at St Mary's School..
- 7.1.10 There are now two children with Educational Health Care Plans (EHCP) in school. There are a further two children being assessed for an EHCP. There are 18 children being monitored and 19 children in receipt of SEN support in school.
- 7.1.11 Mrs Barlow continues to provide intervention for children classed as requiring SEN support, including those who access specific programmes to progress learning.
- 7.1.12 As part of her SEND role, Mrs Parkin is delivering reading inference intervention with Year 5 pupils as part of the catch-up programme.
- 7.1.13 Mrs Smith works one-to-one with a child and Mrs J Jones works one-to-one with two children at different times of the day.
- 7.1.14 Mrs Wibberley also undertakes targeted interventions with children in Key Stage 2.
- 7.1.15 Mrs Barlow facilitates a range of individual and group pastoral sessions each week to provide support for children across school with a range of needs including anxiety, self-esteem, social skills, behaviour, and bereavement. This approach is highly effective and ensures that the most vulnerable children are cared for and supported appropriately.
- 7.1.16 There are now six members of staff who are mental health first aiders ranging across the Senior Leadership, SEND Team and Teaching Assistants. This training has been instrumental in helping staff to understand the growing mental health needs of the children and staff team.

(Dr Mark Rahn joined the meeting at this point. It was agreed that Mr McGuffie would remain in the Chair.)

- 7.1.17 The PTFA have kindly donated funds to the school to invest in the Personal, Social, Health and Economic Education (PHSE) programme JIGSAW. JIGSAW is a whole-school approach and embodies a positive philosophy and creative teaching and learning activities to nurture children's development as compassionate and well-rounded human beings as well as building their capacity to learn.
- 7.1.18 The report listed the policies that have either been developed or reviewed, which have been approved at the appropriate committee meetings.
- 7.1.19 Curriculum including educational visits and visitors were listed within the report.
- 7.1.20 Collective Worship and Church Links were led through.

## **7.2a School Development Plan (SDP)**

- 7.2a.1 The Headteacher explained that this plan reflects what has been going on in school, having looked at the gap analysis.
- 7.2a.2 Work continues on embedding the Enterprise Environment Factors (EEF) recommendations on metacognition and self-regulated learning.
- 7.2a.3 The impact of learning Phonics for younger children has been reviewed, and the school day has been revised as a result. Assembly now happens last in the school day, so that children can into groups for Read Write in Reception, Years 1, 2 and 3, first thing in the morning. Children will be assessed in the first week back after half-term.
- 7.2a.4 In Key Stage 2, there is an emphasis on reading for pleasure. Staff will have some CPD on this and the school is engaging with the English Hub on reading for pleasure which will be implemented across Key Stage 2.
- 7.2a.5 Writing is not featured in the SDP at this stage but it will be shortly. The school will engage with joint CPD in the Spring Term with the Dovestones Learning Partnership (DLP) to look at interventions for Writing. This will be a bespoke programme, built by Louise Aspery, for the Doveshell Learning Partnership (DLP) schools. This will help with writing development.
- 7.2a.6 In terms of Maths development, school will be researching best practice differentiation within mastery approach classrooms. Marking and feedback is being looked at, in terms of how children can be coached through their understanding of Mathematics.
- 7.2a.7 School will continue to review the working on intent, implementation, and impact of the curriculum.
- 7.2a.8 **Governor Challenge/Support:** A governor asked if there are any financial hurdles of barriers to overcome in order to deliver on this plan.

The Headteacher advised that there had been, but she had been able to access funding from the National English Hub, and some funding from the school budget has been targeted for this necessary work. In addition, there has been the donation from the PTFA for the JIGSAW programme. The school has been able to overcome the barriers through various schemes and bids.

7.2b **English Implementation**

An update had been posted on GovernorHub for information.

7.2c **Maths Implementation**

An update had been posted on GovernorHub for information.

**7.3 School Improvement Partner's (SIP) Annual School Improvement Report (Last Year's Autumn Rolling Note of Visits – Next Visit 2 November 2021 – Sandy Dixie)**

7.3.1 The rolling note of visit was noted.

7.3.2 The next visit is due to be held on Tuesday 2 November 2021.

7.3.3 **Governor Challenge/Support:** A governor asked if this SIP replaces Mrs Eileen Arthur.

The Headteacher advised that this does not replace Mrs Arthur. This visit focuses on the Local Authority's agenda. Mrs Arthur will be re-engaged with the school to carry out school-specific visits.

**RESOLVED:** that the Headteacher be thanked for her report.

**8 Challenges Faced and Actions Taken – Summary Report**

8.1 The summary report was circulated on GovernorHub prior to the meeting, having been discussed at the Curriculum, Policy and Standards Committee meeting.

8.2 The Headteacher led through the headline statements.

8.3 Health and Safety was initially a challenge – the Headteacher has worked in collaboration with Headteachers in the DLP to produce appropriate risk assessment to protect the health and safety of staff and all stakeholders of the school.

8.4 ICT infrastructure – the school has invested in teacher laptops in order to be able to facilitate the online communication and home learning that would be necessary to continue delivery of effective education during the height of the pandemic. The school has also accessed hardware and broadband for most disadvantaged families.

8.5 Initial contact with children and families had been challenging due to technology available and the absence of staff. To remedy this, staff were put on to a rota to ensure coverage of key worker care and hardware was invested in to ensure staff were able to conduct wellbeing checks.

8.6 The home learning offer challenges and actions were led through, including the implementation of Google Classroom in order to facilitate home learning.

8.7 Actions around Mental Health were:

- Staff – there has been an open and honest approach throughout for staff to be able to discuss concerns, with a full negotiation of steps to put in place.
- Pupils – there has been an increase of pastoral support available, wellbeing checks implemented. Some children were accessing more support than others during lockdown .
- Several staff across all roles trained as mental health first aiders.
- There has been a focus on pastoral development, learning behaviours and mental health on return after lockdown, with whole school approach to making sense of the world after COVID-19 and lockdowns.
- Engagement in new PSHE programme, JIGSAW, is enabling children explore their feelings and learn respect, through themes such as ‘Being Me in My World’

8.8 **Governor Challenge/Support:** A governor commented that this is the first time they had seen this information presented in one document, and when it is viewed together like this, it gives a very strong and positive impression of what the school had to do. It is very helpful to see it all in one place.

8.9 **Governor Challenge/Support:** A governor asked if there is a critical mass of students who are below expectations compared with previous years.

The Headteacher confirmed that there had been a dip in standards. A data check is due this week, so there will be a greater understanding of how children are performing after that.

**RESOLVED:** that the Headteacher be thanked for the update.

## 9 Headteacher’s Performance Management

Governors to agree the appointment of Mrs Eileen Arthur as the Headteacher’s external adviser (School Improvement Partner(SIP)). The following three governors were given the lead governor role with responsibility for setting and reviewing the Headteacher’s Performance Management Objectives.

Lead Governor - Headteacher (Exec HT/Head of School) Performance Management Objectives

1. Dr Mark Rahn
2. Mr Graham McGuffie
3. Dr Letizia Alterno

Governors were made aware of the progress of the Headteacher’s Performance Management meetings.

**ACTION:** Clerk

## 10 Delegated Authority for Financial Transactions

The Headteacher explained that this is outlined in the Finance Policy, which was reviewed and approved in the Spring Term, by the Resources Committee.

**RESOLVED:** that the information be noted.

## 11 Admission Arrangements

The Admissions Committee will review arrangements on Friday 22 October 2021.

**ACTION:** Admissions Committee

## 12 Committee Structures and Lead Governor Responsibilities

### 12.1a Approval of Committee Structures & Membership for Next Academic Year

There were no amendments made.

### 12.1b Governor Leading Roles 2021-2022

A minor amendment will be made to class links, once the Headteacher has had the opportunity to discuss this with the relevant governors.

**ACTION:** Headteacher

### 12.2 Approval of Committee Terms of Reference and Delegation

There were no amendments made.

### 12.3 Approval of Lead Governor Terms of Reference and Delegation

There were no amendments made

## 13 Keeping Children Safe in Education (KCSIE) Statutory Guidance

Governors were reminded that the updated statutory guidance Keeping Children Safe in Education (KCSIE) 2021 came into effect from 1 September 2021. [Keeping Children Safe in Education \(GOV.UK\)](#)

Governors must confirm on GovernorHub that they have read and understood the updated guidance.

**ACTION:** All Governors/Mrs Rachel Swanwick

## 14 Management of Health and Safety in Education

The [Health & Safety School Governor Checklist](#) had been circulated to all governors prior to the meeting.

The Lead Governor for Health and Safety reported that she will be carrying out a visit to school on Friday 22 October 2021.

**ACTION:** Lead Governor- Health & Safety in Education

## 15 Committee Reports/Minutes

Governors reported back and shared the Five Point Summary Report from Committees of meetings that had taken place recently.

### 15.1 RE and Worship Committee

Mrs Sara Keaney-Duckworth has been welcomed as the Chair of the Committee.

**RESOLVED:** that the update be noted.

### 15.2 Finance Committee

The school finances remain tight.

The Committee continues to apply for bids wherever possible.

The roof works have been completed.

The school has received a schedule for the riverbank repairs to take place.

**RESOLVED:** that the update be noted.

## 16 Governor Reports (Visits/Contacts)

Dr Mark Rahn and Mr Sam Dainty had carried out a Maths visit, the details of which were shared at the Curriculum, Policy and Standards Committee.

Governors were reminded that they can access on GovernorHub an example [School Visit Form](#) for governors to complete.

**ACTION:** All Governors

## 17 Local Authority Agenda Item for Information – Schools Forum

Governors were asked to access and note the summary papers outlining discussions held at the meetings of the [Schools Forum](#) during the summer term on 19 May 2021.

**RESOLVED:** that the information be received and noted.

## 18 School Website Compliance

Governors were reminded of their duty to ensure that the school website is up to date (with all relevant web links working) and that the website must meet all statutory requirements. [www.gov.uk/guidance/what-maintained-schools-must-publish-online](http://www.gov.uk/guidance/what-maintained-schools-must-publish-online)

Governors can access on GovernorHub a [School Website Audit Template](#) to review the school website.

The Chair said would be useful if governors could visit the school website and provide any feedback or observations they might have.

**ACTION:** All Governors

## 19 Correspondence

There was no correspondence to share

## 20 Chair of Governors Update

Dr Mark Rahn provided a report which included feedback on the topics discussed at the last Chairs' Briefing Meeting.

The main points discussed were:

- The Chairs of the DLP recently had a very useful meeting. The Chairs believe that the DLP is a fantastic opportunity for the schools, and the Headteacher are making good use of the DLP for operational matters and cost savings. In terms of moving the DLP on, the Chairs thought that there is a real opportunity for the DLP to be outward facing, looking out to the community for sponsorships for example. There is work to be done in this area, and the Chairs will begin to discuss this in more detail.
- Governor Action Plan – this document had been put onto the GovernorHub at the end of last week. This document is a revised version of last year's strategy document. Dr Rahn had also put on a comparison to allow governors to see the difference from this year to last.

All governors were asked to ensure that they view the full report from the [Chairs Briefing](#) and weekly [Briefing to schools](#) regarding COVID-19 and [Oldham Learning](#) which can be found GovernorHub on the Oldham Governor Service [resources](#) tab.

**RESOLVED:** that the Dr Rahn is thanked for his report.

**ACTION:** All Governors

## 21 Governor Personal Development and Governor Training Undertaken

Governors and Lead Governors were encouraged to book on all relevant E-learning and training through [GovernorHub Training](#)

**ACTION:** All Governors

## 22 Clerk's Report

The Clerk provided the following updates:

### 22.1 GovernorHub Updates

The Clerk updated on outstanding actions required by governors for:

- Governors Prevent Training – Mr Ryan Selby and Dr Letizia Alterno have not yet completed Prevent Training, or marked it as complete on the system.

It was noted that Dr Alterno had previously communicated that she would not complete the training until it was mandatory.

(Prevent Training link: [www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk))

**ACTION:** Mr Ryan Selby/Mrs Rachel Swanwick

## 22.2 General Clerk Updates

- **Governor Training**

Governors were reminded to book on the following important governor training:

[Preparation for Ofsted and Effective Challenge](#) – Monday 1 November 2021.  
The session will cover changes to the Ofsted Inspection Handbook.

[Trauma & Mental Health -Informed Schools & Communities Training for School Governors](#) – Tuesday 12 October 2021 or Tuesday 17 May 2022.

- **COVID-19 updates**

The [Oldham Council website](#) will be updated with any key developments in the local situation. Governors, Clerks, staff and parents can sign up for weekly [email alerts](#)

- **Oldham Council Chief Executive and CCG Interim Accountable Officer Update**

Harry Catherall has been appointed as the new Interim Chief Executive at Oldham Council, and Mike Barker has been appointed as Oldham CCG's (Clinical Commissioning Group) Interim Accountable Officer, both have replaced Dr Carolyn Wilkins.

- **Oldham Learning**

Oldham Learning's new Chief Executive is Lucy Wood.  
Information and news updates will be shared on the Oldham Learning website [oldhamlearning.co.uk](#)

**ACTION:** All Governors

## 23 Date and Time of Future Meetings

**RESOLVED:** that the next meetings of the governing board should be held on:

Wednesday 1 December 2021 at 7.00pm

Wednesday 2 February 2022 at 7.00pm

Wednesday 23 March 2022 at 7.00pm

Wednesday 11 May 2022 at 7.00pm

Wednesday 13 July 2022 at 7.00pm

Mr Graham McGuffie's apologies were noted in advance for Wednesday 1 December 2021.

**ACTION:** Headteacher/Governor Support Service

## 24 Urgent Items at the Discretion of the Chair

The following urgent items were discussed.

### 24.1 School Holiday Pattern for 2022-2023

The school holiday pattern was submitted for consideration. It was noted that it follows the same pattern as this school year.

**RESOLVED:** that the School Holiday Pattern for 2022-2023 be approved and uploaded onto the school website.

**ACTION:** Headteacher

**24.2 Parental Complaint**

The school is processing final stage of a parental complaint where a governor panel is being convened.

As with all complaints it is appropriate for governors to be informed of the lessons learnt that come out of this process once it has concluded.

**ACTION:** Headteacher/Chair

**25 Confidentiality**

There were no items of confidential business.

**26 Closing Prayer**

(There being no further business, governors were thanked for their attendance and the meeting was closed with the saying of the Grace at 8.13pm).

Minutes 'Marked as Signed' by the Chair on GovernorHub