



Minutes

Summer Term 2021

Meeting of Greenfield St Mary's CE School Governing Board

Wednesday 12 May 2021
via Microsoft Teams
at 7.00pm

Present:	Dr Mark Rahn	Parent Governor (Chair)
	Mr Graham McGuffie	Foundation Governor
	Reverend Barbara Christopher	Foundation Governor
	Mrs Ruth Broadhurst	Foundation Governor
	Ms Sara Keaney-Duckworth	Foundation Governor
	Mrs Sarah Roberts	Foundation Governor
	Mrs Suzanne Hall	Headteacher
	Mr Courtney Reece	Parent Governor
	Mr Sam Dainty	Parent Governor
	Dr Letizia Alternò	Parent Governor
	Mrs Rachel Swanwick	Foundation Governor
	Mrs Debbie Dorobat	Foundation Governor

Also Present: Miss Maria Unwin Clerk to the Governing Board

Absent: Mr Ryan Selby Staff Governor

Prior to the start of the meeting, the Clerk confirmed that the meeting was quorate.

1 Welcome/Introductions/Opening Prayer

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

2 Appointment of Chair of Governors

Voting for the Chair took place.

RESOLVED: that Dr Mark Rahn is appointed as Chair for the ensuing year.

3 Appointment of Vice-Chair

Voting for the Vice-Chair took place.

RESOLVED: that Mr Graham McGuffie is appointed as Vice-Chair for the ensuing year.

Dr Rahn explained that when his term of office ends in 2023, he will not stand for re-election. Mr McGuffie also confirmed that he will not stand for re-election when his term of office ends in 2024, therefore, there needs to be a succession plan in place for when the current Chair and Vice-Chair's terms of office come to an end.

4 Governor Appointments

4.1 The Chair explained that there had been five enquiries in recent weeks in relation to the vacancy for the Local Authority governor. He said that two of the applications had been discounted as they named other schools as their preferred school, leaving three applications for consideration. The Chair had uploaded their applications to GovernorHyb

4.2 The Chair acknowledged that one application is from a parent of a Class 3 pupil.

4.3 The Chair referenced the skills audit that governors had completed in the past. The Headteacher advised that this needs to be updated by governors, as governors have attended training in some areas since they last completed this. The skills matrix is on [GovernorHub](#).

The Headteacher would circulate the audit after the meeting and asked that governors complete this at their earliest convenience.

ACTION: Headteacher/All Governors

4.4 Once the skills audit has been completed by governors, any gaps in knowledge can be identified. The applications for the interested parties could then be viewed to see who the best fit for the governing board might be.

4.5 The Chair would update the three candidates on the next steps.

ACTION: Chair

5 Appointment of Clerk to the Governing Board

RESOLVED: that Miss Maria Unwin is appointed as the designated Clerk to the Governing Board for the ensuing year.

6 Apologies and Consent for Absence

6.1 Apologies for Absence

An apology for absence was received from Mr Ryan Selby.

6.2 Consent to Absence

The governing board gave consent to the governor who had apologised for his absence.

ACTION: Governor Support Service

7 Notification and Agree Any Other Urgent Business

There were no items declared at this point of the meeting of Any Other Urgent Business to discuss.

8 Register of Business, Pecuniary and Personal Interests

Governors were requested to complete the declaration section on the governor's personal profile on GovernorHub and list:

- 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 reminded that they are required to update GovernorHub with any new declarations whenever any circumstances change.

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

ACTION: All Governors

9 Minutes

RESOLVED: that the minutes of the meeting held on 24 March 2021 be approved as a correct record and 'marked as signed' on GovernorHub by the Chair.

10 Matters Arising

10.1 Arising from minute 6 (Matters Arising), the Church was used as a polling station last week and it worked successfully. This might mean that the school is not approached again and the Church may be used as a polling station going forward.

10.2 Arising from minute 9.12 (Communication Working Party), a governor asked if all actions in relation to the website had been completed. The Headteacher advised that the school office is still waiting information from governors on their profiles which need to be updated.

The Chair asked if the governors who are required to submit this information know that this is required from them. The Headteacher would check with the office and ask for them to contact governors who are still to submit information.

ACTION: Headteacher/Governors

11 Headteacher's Report

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

Main points referred to:

- 11.1 There are now 212 pupils on roll, which take the school over its Pupil Admission Number (PAN) by two. There had been an application for two children through the Fair Access process who have come into Oldham from Fleetwood. They have settled in well to school.
- 11.2 There is a significant difference in the budget as this is set on the October 2020 census which was 205 pupils and there are now 212 pupils.
- 11.3 Systems in school are continually being monitored.
- 11.4 There has been no COVID-19 bubble closure since the return from the second lockdown.
- 11.5 There have only been a few families who have had to isolate during this time.
- 11.6 All measures are still in place and staff are still mindful of safety routines.
- 11.7 The attendance is averaging 97.9% which is very high. At some schools, they are conscious that parents are a little bit anxious about sending children back to school. Fortunately, the parents at this school have full faith in the school keeping their children safe and they are continuing to send children to school each day.
- 11.8 The School Business Manager, Mrs Shirley Slater, left the school on Monday. She sends her thanks for the present she received. Mrs Kath Taylor is the interim will be Business Manager, with a view to taking on the role permanently. She has been trained up to cover Mrs Slater in this role. In the meantime, the school will not advertise for an administrative assistant until the requirements of that role are known.
- 11.9 An update on a member of staff's potential development opportunity was shared with governors.
- 11.10 There has been a significant increase in the number of pupils with SEND. There are now two children who have Educational Health Care Plans (EHCP) in school and a further two are being compiled. This has a significant impact on the teaching assistants in school, as schools have to fund the first £6,000 of an EHCP before they are entitled to any funding.
- 11.11 Staff are currently trialling materials from the JIGSAW scheme over this term and it is hoped that the scheme will be fully implemented in September 2021.
- 11.12 There continues to be a focus on behaviour for learning. The school has found that the focus, concentration and learning to learn skills have slipped a little over lockdown. To get back into the routine of school life has been a difficult task for some children. The school has had to really focus on what good learning looks like, and work on children's concentration levels and listening skills in order for them to be good learners.

- 11.13 School is still cautious about extracurricular clubs and the mixing of bubbles. This will be reviewed in June 2021 once the social distancing guidelines are known and decisions will be made at that point.
- 11.14 **Governor Challenge/Support:** A governor was curious to know why the incidents of bullying reported in Autumn 2020 and Summer 2021 were reported and investigated but not logged.
- The Headteacher explained that the incidents in question were isolated incidents which were not found to be bullying.
- There is now a robust system in place with the CPOMS system to review bullying and this will show historic reports of bullying.
- 11.15 **Governor Challenge/Support:** A governor asked if there had been any development with the national tutoring programme.
- The Headteacher advised that there had been no developments on this just yet.
- 11.16 Governors discussed the financial constraints around SEND, and how this had been managed in previous generations.
- 11.17 **Governor Challenge/Support:** A governor commented that music lessons had been discussed at the previous meeting. The governor asked if there were any plans to recommence them.
- At the moment, the school still cannot mix bubbles. The latest guidance this week has said that music lessons can go ahead as they did before, so it is expected that this can be done from September 2021.
- 11.18 **Governor Challenge/Support:** A governor asked if the residential will go ahead this year.
- As far as the Headteacher is aware, the residential will be going ahead. Parents were surveyed and confirmed that they are happy to go ahead. The guidance allows this from 17 May 2021, so it is expected that it will go ahead as planned.
- 11.19 Governors recorded their thanks to Mrs Shirley Slater for her involvement with governors over the years and for the support that she had given to them.
- 11.20 Governors also recorded their praise for pupil attendance. Governors were pleased to see that attendance levels are so high and the children and staff should be congratulated for their efforts.

RESOLVED: that the Headteacher be thanked for her report.

12 School Development Plan (SDP)/School Improvement Plan (SIP)/SEF

The School Development Plan (SDP)/School Improvement Plan (SIP)/SEF was shared with governors prior to the meeting or at the meeting.

- 12.1 The Headteacher had included the development plan that was set last year. Due to COVID-19, there have been some changes in priorities and other areas that could not be completed due to the lockdown.
- 12.2 The strategic overviews on the first page have been completed, with just a few that will be completed shortly.
- 12.3 Coaching training will be attended by a number of staff.
- 12.4 Next year, Metacognition, Learning to Learn and Behaviour Learning will all be developed further. There will be a maths approach, too.
- 12.5 The focus for next year was detailed. Staff meetings have been held to evaluate where staff and the school are up to from a teaching perspective, in order to plan the focus for next year.
- 12.6 Behaviour Learning, mental health and pupil wellbeing has come out very strongly as a priority. The number of children with anxiety, confidence, self-belief issues is high. The school is referring to external agencies for support in this area.
- 12.7 There have been significant changes in the Early Years curriculum which will be in place for September 2021.
- 12.8 A focus on reading is required, particularly in the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1). The school has engaged with another school who will carry out a Phonics audit together, with a focus to getting reading back on track.
- 12.9 **Governor Challenge/Support:** A governor asked if the referrals being made for support with children's mental health and wellbeing reflects the national picture.
- The Headteacher confirmed that it did; there are a lot of schools seeking similar support.
- 12.10 Staff have had training on how to complete Early Help assessments. There is now a key person who will support the processing of applications from Saddleworth and Lees schools.
- 12.11 **Governor Challenge/Support:** A governor asked if the Headteacher would welcome any support with the implementation of the national tutoring programme, considering other pressures that she is facing at the moment.
- The Headteacher confirmed she would most definitely welcome support, but once the school is back on track. Once the school knows where support needs to be targeted, the Headteacher will draw on services like these for support.
- 12.13 The Chair asked committees to condense some thoughts about their review of lockdown and bring them back to the next meeting to be shared.

ACTION: Governor Committees

- 12.14 The Headteacher asked if there is anything else that governors feel need to be included in the SDP.

There was nothing else governors felt should be included.

Governor Challenge/Support: a governor commented that they have missed seeing the data as it helps guide the school.

- 12.15 It was noted that for Ofsted inspections, data showing progress since lockdown ended will be important.

- 12.16 The questions for the parental questionnaire were shared.

Governor Challenge/Support: governors fed back that the third question should be changed to sound more upbeat; rather than ask if there is anything parents would like to raise, this could be changed to, "What have the positives been?" or, "Is there anything else you'd like to see?"

- 12.17 **Governor Challenge/Support:** It was suggested by governors that a fourth question be added on how parents would like to receive communications from school.

- 12.18 **Governor Challenge/Support:** A governor commented that open ended questionnaires yield qualitative responses and they are difficult to systematise. The governor asked if it would be helpful to share a bundle each with governors for them to systematise and bring back responses for the Headteacher.

It was agreed that this would be helpful.

ACTION: Headteacher/All Governors

13 Catering Update

- 13.1 The Headteacher provided an update explained that the school is currently in the process of TUPE transferring the kitchen staff across to school employment.
- 13.2 The Headteacher has had several meetings with Dukefield and held TUPE meetings with staff in the kitchen, along with the Trade Unions.
- 13.3 The kitchen staff are all delighted to be moving over to school employment. This will happen by 1 July 2021.
- 13.4 Parents will be informed shortly and will be consulted on a new school menu.

14 School Policies for Review

The relevant committees were requested to review any policies and report back to the governing board which had been reviewed and approved.

CPS Committee to review the following:

- a) Social Networking Policy

- b) Communication Agreement
- c) Complaints Procedure
- d) Music Policy

Resources and Premises to review the following:

- a) Pay Policy – LA adopted

RE/Worship/Pastoral to review the following:

- a) Volunteer Protocol
- b) SEND Policy
- c) Safeguarding Policy

ACTION: All Governor Committees

15 Management of Health and Safety

- 15.1 The [Health & Safety School Governor Checklist](#) had been circulated to all governors prior to the meeting.
- 15.2 The Lead Governor for Health and Safety had circulated a report prior to the meeting.
- 15.3 Mrs Broadhurst advised that the most urgent action is in relation to two trees. The Headteacher advised that she had signed the order form for these actions today.
- 15.4 Dr Alterno advised that she had spoken with the PTFA and they have agreed to repair the outside classroom. The Headteacher advised that the floor, the roof, and the supporting timber in the roof are all rotten, so it will be a big job to repair this. No quotes have been received just yet. The room remains unusable until works are complete.

16 Minutes or Reports from Committee Meetings

- 16.1 The five-point summary report from committees had been shared prior to the meeting.
- 16.2 It was noted that the school will be undertaking some standards assessments so there will be some internal data for governors to digest.
- 16.3 The Chair has reached out to Ms Sam Berry from the PTFA to link up the conversation between the PTFA and CPS Committee around resources.

17 Local Authority Agenda Items for Action - Appraisal Policy (Teachers 2021)

Governors were informed that all schools must have an agreed Appraisal Policy and Pay Policy. The LA Appraisal and Pay Policies for Schools have been updated and revised following consultation with trade union representatives.

The [Appraisal Policy \(Teachers 2021\)](#) was available to governors prior to the meeting for their consideration.

RESOLVED: that the policy be approved and adopted.

18 Local Authority Agenda Items for Action - Pay Policy for Schools (2021)

The [Pay Policy for Schools \(2021\)](#) was available to governors prior to the meeting for their consideration.

RESOLVED: that the policy be approved and adopted.

19 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 Spring term on Wednesday 13 January 2021.

RESOLVED: that the information be received and noted.

20 Chair of Governors Update

There was no update available from the Chair.

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.

ACTION: All Governors

21 Governor Vacancy Recruitment

It was noted that Mrs Ruth Broadhurst's term of office was due to end on 1 July 2021. She confirmed that she would be happy to continue in her role and, as such, The Reverend Barbara Christopher would take this to the PCC for approval.

ACTION: The Reverend Barbara Christopher

22 Governor Personal Development and Training

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

ACTION: All Governors

23 Clerk Update

The Clerk provided the following updates:

23.1 GovernorHub Updates

- Governor Registration on GovernorHub
 - All governors are registered on GovernorHub.
- Governors DBS recorded on GovernorHub

All governors have a DBS check in place.

- **Governors Prevent Training**
(Prevent Training link: www.elearning.prevent.homeoffice.gov.uk)

Ms Sara Keaney-Duckworth
Dr Letizia Alterno
Mr Ryan Selby

Dr Alterno noted that she had opted out previously and will not be completing the training whilst it is not compulsory.

23.2 **General Clerks Updates**

- [Oldham Learning](#)

Oldham Learning link: www.teacholdham.co.uk

- **Digital and Remote Learning**

It is recommended that all Oldham school governors watch the recording of the recent Governor Training that was delivered by Louise Astbury (OSFC EdTech Demonstrator School Lead, Assistant Principal Oldham Sixth Form College and School Governor).

The slides for the presentation are in [GovernorHub](#) resources.

Watch the video on YouTube: [Supporting Digital Strategies in Your School](#) (43mins)

- **Coronavirus - COVID-19**

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 for email alerts here:

www.oldham.gov.uk/info/200609/contact/1425/sign_up_to_email_alerts

Additional support is available to look after your mental health and wellbeing being on the. [Oldham Council](#) website.

24 **School Lettings**

There had been no school lettings this term.

25 **Date and Time of Next Meeting**

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

Wednesday 14 July at 7.00pm

ACTION: Headteacher/Governor Support Service

26 Any Other Urgent Business

There were no items of Any Other Urgent Business to consider.

27 Confidentiality

There were no items of confidentiality.

28 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 8.22pm).

'Marked as Signed' by the Chair on GovernorHub Date: