



Minutes

Spring Term 2022

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

Wednesday 2 February 2022

via Microsoft Teams
at 7.00pm

Present:

Mr Graham McGuffie	Foundation Governor
Mr Ryan Selby	Acting Headteacher
Mrs Ruth Broadhurst	Foundation Governor
Reverend Barbara Christopher	Foundation Governor
Dr Letizia Alterno	Parent Governor
Mrs Sara Keaney-Duckworth	Foundation Governor
Dr Mark Rahn	Parent Governor (Chair)
Mrs Sarah Roberts	Parent Governor
Mrs Courtney Reece	Parent Governor

Also Present:

Miss Maria Unwin	Clerk to the Governing Board
------------------	------------------------------

Absent:

Mrs Suzanne Hall	Headteacher
Mrs Rachel Swanwick	Foundation Governor
Mrs Debbie Dorobat	Foundation Governor
Mr Sam Dainty	Parent 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. Governor Appointments and Governor Vacancy Recruitment

2.1 Appointment of Local Authority Governor

It was noted that the action for the appointment of Local Authority Governor would be completed upon the Headteacher's return to school.

ACTION: Headteacher

2.2 Foundation Governor (term of office ending 7 March 2022)

It was noted that the reappointment of Mrs Rachel Swanwick had been approved by the PCC and would be formally reappointed at the next PCC meeting.

RESOLVED: Mrs Rachel Swanwick was appointed as Foundation governor for a four-year term of office.

2.3 Foundation Governor Ex-Officio (term of office ending 15 March 2022)

It was noted that the reappointment of the Reverend Barbara Christopher had been approved by the PCC and would be formally reappointed at the next PCC meeting.

RESOLVED: Reverend Barbara Christopher 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, Single Central Record (SCR), and Get Information About Schools (GIAS) DfE webpage.

ACTION: Headteacher/Clerk

3. Apologies and Consent for Governor Absence

3.1 Apologies for Absence

An apology for absence was received from Mrs Suzanne Hall.

It was noted that Mrs Rachel Swanwick had been unable to attend for the last four meetings, including this one. The Chair said that he would contact the governor to discuss any barriers she might have to attending the meetings.

ACTION: Chair

Governors agreed that face-to-face meetings may make meetings more accessible for those with IT difficulties and therefore a unanimous decision was made to return to face to face meetings from the next meeting onwards.

3.2 Consent to Absence

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

ACTION: Governor Support Service

4. Register of Business, Pecuniary and Personal Interests

Governors were reminded they must complete and 'confirm' their declaration section on their governor personal profile on GovernorHub ([GovernorHub Quick User Guides 2021](#))

Governors were advised that they must also update GovernorHub with any new declarations if and when their personal circumstances change.

No further declarations were made at this point during the meeting.

ACTION: Rachel Swanwick

5. Approval of Minutes of Previous FGB Meeting

RESOLVED: that the minutes of the meeting held on 1 December 2021 be approved as a correct record and 'marked as signed' on GovernorHub by the Chair.

ACTION: Chair

(Mr Courtney Reece joined the meeting at this point.)

6. Matters Arising from the last FGB Minutes

- 6.1 Arising from minute 4 (Register of Business, Pecuniary and Personal Interests), Mrs Rachel Swanwick's declaration form remains outstanding.

ACTION: Mrs Rachel Swanwick

7. Governor Code of Conduct

Governors were asked to review and agree to the Governors Code of Conduct which must be uploaded to GovernorHub.

Governors were reminded that they must note their confirmation on their personal profile in GovernorHub.

ACTION: All Governors

8. School Improvement (Including Headteacher's Report)

8.1 Acting Headteacher's Report

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

Main points referred to:

8.1.1 COVID-19 Update

The number of COVID-19 cases since Christmas 2021 has been very low compared to other schools in the area.

There are currently seven children in Year 6 who are off with COVID-19. This has been discussed with Public Health, and they have provided the school with Lateral Flow Tests for every child in Year 6. Classes are not being closed down into bubbles at this time.

There was one teacher absent from school with COVID-19 last week, and one teacher the week before.

The Site Manager had also been absent from school with COVID-19 for a week. The Acting Headteacher commended the cleaner and other staff who had assisted in cover the Site Manager's tasks in his absence. The Site Manager continued to work from home on paperwork-related activities during his absence from school.

- 8.1.2 The Headteacher is due back into school on Monday 7 February 2022. Mr Selby will stay out of class until half-term in order to have a thorough handover and transition with the Headteacher.
- 8.1.3 The Office Administrator had now taken up post. The Acting Headteacher informed governors that she is making good progress and that she is very keen to learn all that the role entails.
- 8.1.4 There will be a member of teaching staff beginning their maternity leave at Easter 2022. Maternity cover arrangements are being explored.
- 8.1.5 Cover arrangements to cover staff absences were led through with governors.
- 8.1.6 This item was deemed to be confidential and would therefore not appear in the papers to be made available for public inspection.
- 8.1.7 There are currently two children in school who have Educational Health Care Plans (EHCP). There had been two more applications made recently, both of which were declined. One family had taken this to the mediation stage, with the Acting Headteacher in attendance at the mediation session, and the decision was overturned with the EHCP granted. A provision map has now been put into place for this child. The second family have decided against mediation and will instead submit an immediate appeal. In the meantime, the school has allocated the child additional support with a Teaching Assistant (TA).
- 8.1.8 Due to the increasing Special Educational Needs & Disabilities (SEND) numbers in school, the Acting Headteacher has asked Mrs Parkin (SENCO) to rank the children in terms of their needs to ensure that support is being given where needed.
- 8.1.9 **Governor Support/Challenge:** A governor said that there had been a number of complaints from parents in relation to SEND and that it needs to be a priority for the school to be successful in the applications for EHCPs and for this to be in place quicker than they currently are.

The Acting Headteacher assured governors that this is a priority and is one of the actions that he and the Headteacher will prioritise upon her return. He explained that following the two plans that were declined, he reviewed the applications to see what was lacking in order for the plans to be refused, and it was identified that the applications were missing the proof that the children require more support than the school is able to cover under the current staffing structure and funding. This learning will be applied to all future applications.

- 8.1.10 The Acting Headteacher explained that children have been identified for whom EHCPs are required. They have been identified at an early stage and there is now a focus on gathering the evidence over time to demonstrate where the children are not keeping up with their age groups. There are certain actions that need to be completed before the submission for an EHCP, and the school is focussing on ensuring early identification and gathering evidence at an early stage in order to secure earlier intervention.
- 8.1.11 **Governor Support/Challenge:** A governor asked that there be a future agenda item on EHCPs and how the process can be moved forward.

It was agreed that this would be an agenda item for the meeting on 11 May 2022.

ACTION: Governor Support Service – Agenda Item

- 8.1.12 **Governor Support/Challenge:** A governor asked if there are behaviour plans in place for those children who display behavioural issues.

The Acting Headteacher explained that there had been behaviour plans in place but they had not proven to be effective. There is also the difficulty in that the behaviour plans resulted in children having time out of class, needing an adult to supervise, and there isn't the capacity in the staffing structure to support this. Contact has been made with other schools for advice on the packages they use.

- 8.1.13 A governor shared their recent experience of being involved with an Ofsted inspection, and explained that there had been a big focus on SEND, and understanding what the learning loss had been for children with SEND following the school lockdowns compared to the learning loss of those who do not have SEND. The school is expected to know how big the gap is between the cohorts.

8.2 School Development Plan (SDP)

- 8.2.1 Mrs Eileen Arthur (School Improvement Partner (SIP)) had carried out a second visit. During this, she advised that there are a lot of actions on the School Development Plan (SDP) to deliver in a year's time, she discussed instead prioritising the school's main concerns, which are behaviour and writing. The SDP has been amended slightly to reflect this.
- 8.2.2 Subject leader targets are being looked at within performance management meetings to improve knowledge in their subject areas. Staff are asked to write a short report at the end of the academic year on their subject area, focussing on the strengths and any areas for development, and what support is needed to push that subject further, and what steps they will take to make their subject more successful. These reports will be submitted to governors.
- 8.2.3 Reading was considered to be in the embedding and monitoring stage rather than actively pursue phase.
- 8.2.4 Staff meetings have been put into place from Reception through to Year 6 to look at progression, strengths, and weaknesses.
- 8.2.5 Mathematics and curriculum implementation are in the monitoring stage.
- 8.2.6 The Jigsaw scheme is in the monitoring stage. Until this has been in place for a year, it is not possible to properly assess its impact, but feedback has been very positive and staff are enjoying it.
- 8.2.7 The Acting Headteacher discussed the importance of staff wellbeing and informed governors that a staff questionnaire is shared regularly with staff. There have been four responses received so far. There has been one request to revisit marking in order to reduce workloads, and another request to introduce breaks for staff in Diamonds which have been introduced.
- 8.2.8 The Acting Headteacher touched upon changes made to rewards and consequences.
- 8.2.9 Instagram is now being used to showcase the positive activities taking place in school. There has been a lot of positive feedback on this.

8.2.10 A governor fed back that the governor responsibilities on GovernorHub are not correct. The Clerk asked the governor to submit any alterations they would like made and the Clerk would update this.

ACTION: Dr Letizia Alternò/Clerk

8.3 School Improvement Partner's (SIP) Annual School Improvement Report

8.3.1 This report has been produced by Mrs Sandy Dixie, the Local Authority appointed School Improvement Partner (SIP).

8.3.2 Governors recorded their thanks to the Acting Headteacher for his leadership during the absence of the Headteacher. It has been during difficult times, given the COVID-19 pandemic, and whilst very challenging, governors appreciated the hard work and effort that Mr Selby had put into the role.

RESOLVED: that the Acting Headteacher be thanked for his report.

9. Full Health and Safety Audit

9.1 Business

The Business Health and Safety Audit had been uploaded onto GovernorHub for information.

9.2 Facilities

9.2.1 The ground outside of the Reception classroom is very slippery. The PTFA are keen to fund the works required here. The school is currently awaiting samples of AstroTurf to place in this area. It is estimated that this will cost between £600 - £1,400, depending on the quality of AstroTurf chosen.

9.2.2 The school has submitted a bid for a new boiler. The Acting Headteacher explained that he had received a phone call from Bradburys, the building company, explaining that the Diocese is not keen to replace boilers with new boilers, as the government would like to focus on introducing the use of different types of energy. An option being considered is ground sourced heating systems in schools. This is a much more expensive option, but they are keen to try this in schools which require new boilers. In the long run, it is expected that this could reduce bills and will have a longer lifespan. At this point, it is not certain if the school will be selected to trial this, but it is an option being considered.

9.2.3 Many of the actions within the report have already been actioned.

9.2.4 Mrs Broadhurst advised that she would provide a sharps bin for any disposed sharp objects.

10. Management of Health and Safety in Education

The [Health & Safety School Governor Checklist](#) was available to governors prior to the meeting.

The Lead Governor for Health and Safety in Education reported that she carried out a walk around of school in the previous week. She reported that the works in the playground is urgent and essential. The rubber ground is no longer in good condition and

is very slippery. There has been one incident where an adult has fallen whilst carrying a child. This needs to be addressed as a matter of urgency.

Most of the wooden equipment under the trees is moss-covered and rotten and this needs to be removed. The PTFA have discussed hiring a skip and asking as many volunteers as possible to take down the outside classroom to dispose of it and create an area that can be used for gardening during the summer. It was noted that a thorough risk assessment would be carried out prior to this.

The actions surrounding the river wall are ongoing, and the responsibility lies with the Local Authority for this. The works are scheduled to take place during the half-term holidays. There is currently no danger to the children or the school grounds.

11. A St Mary's "Approach" to COVID-19 that can be communicated with Parents

11.1 Governors agreed that this topic had moved on since this approach was first discussed and therefore this action is no longer relevant.

11.2 Governors agreed that they would continue to operate under government advice.

12. Communication Questionnaire with Parents

12.1 The Chair explained to governors that the Dovestones Learning Partnership (DLP) Chairs had discussed ways of making the DLP more commercial with the ability to raise funds, though they are unsure of how to communicate this.

12.2 The Chair, Dr Alterno and Mrs Keaney-Duckworth agreed to form a small subgroup to create a questionnaire to parents on what they value about communication, including what level of detail they are interested in, if they feel informed, if they have a preferred communication channel and whether they would appreciate hearing communications about news within the community.

ACTION: Chair/Dr Alterno/Mrs Keaney-Duckworth

13. Appointment of Subject Governor and Individual Governor Appointments

It was agreed that at the next governing board meeting, the governor roles should be discussed in full. It was noted that the Headteacher has a master copy of roles and responsibilities of governors and it would be helpful to review this.

ACTION: Headteacher / Governor Support Service – Agenda Item

14. Committee or Special Meeting Reports/Minutes

Governors reported back and shared the updates of the committee meetings that had taken place recently.

14.1 Diamonds Committee

The five-point summary of the Diamonds Committee meeting held on 2 February 2022 was submitted for consideration by the governors.

Main points referred to:

Governors discussed a proposed fee increase for Diamonds. The morning session would remain at £5.50, but the afternoon session from 3.15pm – 5.00pm would increase from £5.50 to £6, and that the 5.00pm – 6.00pm fee would remain at £2.

Governor Support/Challenge: A governor asked if the 50p increase is enough to cover the expenditure.

The Chair explained that a higher increase had been considered, however, instead they discussed increasing communication around Diamonds to try to raise the number of children attending.

In order to try to raise numbers, parents will now be able to book on to the following day's session until 10.00pm, whereas the cut-off had previously been 7.00pm.

Governor Support/Challenge: governors agreed that this makes the session more accessible for those parents who make work later and do not have the opportunity to book onto the session before the 7.00pm cut-off and instead source alternative care.

- RESOLVED:**
- I. that governors approved the request to increase the session fee for the 3.15pm – 5.00pm slot to £6 from September 2022; and
 - II. that the update from the committee be noted.

14.2 **Resources Committee**

The five-point summary of the Resources Committee meeting held on 2 February 2022 was submitted for consideration by the governors.

Main points referred to:

The school boilers are now in need of replacement.

The flooring outside of the Reception classroom is dangerous and needs to be replaced urgently.

The governors' account is making payment back into the school budget for the heating system. It still owes £4,300 for the Class 6 roof.

Volunteers are required for the Resources committee, as the meeting is struggling to achieve a quorum and therefore decisions cannot be made. Mrs Keaney-Duckworth commented that she would consider joining the committee, but the time of the meeting prevents her from doing so.

- RESOLVED:** that the update from the committee be noted.

14.3 RE and Worship Committee

The five-point summary of the RE and Worship Committee meeting held on 14 January 2022 was submitted for consideration by the governors.

Main points referred to:

There are a small number of children who are in receipt of positive relationship plans. The reward system "Over and Above" is now tied to the SCARF values.

Safeguarding is high profile because of COVID-19 and Ofsted and there is a meeting planning for the Spring term on this.

RESOLVED: that the update from the committee be noted.

15. Governor Reports (Visits/Contacts)

Governors updated on their lead governor responsibility areas and visits/contacts that had taken place with school and staff during the term.

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

ACTION: All Governors

16. Local Authority Agenda Items for Action

16.1 Pupil Admission Numbers (PAN)

Governors were reminded that the Local Authority must be involved at the earliest opportunity with regards to any proposed changes to the school's pupil admission numbers (PAN). There were no planned changes to the pupil admission numbers.

16.2 Improving Pupil Attendance – Safeguarding

Governors were reminded of the importance of pupils attending school, as non-attendance is considered a serious safeguarding concern.

Governors were requested to access the Governors 'Quick Guide to Improving School Attendance' which contains a range of governor questions. As well as the EBSA Guidance September 2021 document.

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 autumn term on 22 September 2021 and 17 November 2021.

ACTION: All Governors

18. School Website Compliance

Governors were reminded of their statutory duty to ensure that the school website is up to date (with all relevant weblinks working and updated policies uploaded). The school website must meet all statutory requirements. www.gov.uk/guidance/what-maintained-schools-must-publish-online

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

ACTION: All Governors/Lead Governor – Website Compliance

19. **Chair of Governors Update**

The Chair provided a brief update on the status of three complaints.

The Chair would like to send a letter from governors to parents, thanking Mr Selby for covering the Headteacher role, and welcoming Mrs Hall back to school. Dr Alterno agreed to compose this.

ACTION: Dr Alterno/Chair

All governors were asked to ensure that they view on GovernorHub in the Oldham Governor Service [resources](#) tab the full presentation from the [Chairs Briefing](#), the weekly [Briefing to schools](#) (includes COVID-19 updates) and [Oldham Learning](#) updates.

RESOLVED: that the Chair is thanked for his report.

ACTION: All Governors

20. **Governor Personal Development and Governor Training Undertaken**

Governors and Lead Governors were reminded of the importance of accessing governor training and were encouraged to book on all relevant E-learning and training through [GovernorHub Training](#) or www.oldham.gov.uk/governortrainingprogramme

ACTION: All Governors

Dr Alterno had attended a Safeguarding e-training course on 27 January 2022.

The Revered Barbara Christopher had attended Diocesan training recently, but GovernorHub did not recognise the dates being entered. She would try to input this again.

Mrs Sarah Roberts had attended external training on ADHD, Safeguarding and Spelling.

21. **Drills**

21.1 **Fire Drill**

A fire drill had not yet taken place so far this term.

ACTION: Headteacher

21.2 **Critical Incident/Lockdown**

A critical incident drill/lockdown had not yet taken place so far this term.

ACTION: Headteacher

22. Clerk's Report

The Clerk provided the following updates:

22.1 GovernorHub Updates

Governor Declarations and Confirmations

The Clerk updated on outstanding actions required by governors for:

- Governor Declarations of Interest – Mrs Swanwick to action
- Governors Prevent Training - Mrs Swanwick governors to action
(Prevent Training link: www.elearning.prevent.homeoffice.gov.uk)

ACTION: Mrs Swanwick

Governor Support and Challenge Questions

The clerk reminded governors that Ofsted Inspectors like to see evidence in governing board minutes of Governor Support and Challenge Questions being asked by governors.

Regular 'Governors in Action' news posts are added to the GovernorHub Noticeboard providing examples of governor questions that governors can ask.

ACTION: All Governors

22.2 General Clerk Updates

- **Governor Training**
Governors were reminded to book governor training and on the following important governor training:

[Health & Safety Responsibilities of a School Governor](#) | 16 March 2022

[Trauma & Mental Health - Informed Schools & Communities Training for School Governors](#) – 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 re-appointed as Oldham Council Chief Executive to April 2025.

ACTION: All Governors

23. School Lettings

There had been no school lettings this term.

24. Date and Time of Future Meetings

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

Full Governing Board Meeting Dates & Times

Wednesday 23 March 2022 at 7.00pm

Wednesday 11 May 2022 at 7.00pm

Wednesday 13 July 2022 at 7.00pm

ACTION: Governor Support Service

25. Urgent Item at the Discretion of the Chair

25.1 Staffing update

The Acting Headteacher explained to governors the personal circumstances around a staff member requesting exceptional circumstance absence which was in line with the staff handbook.

RESOLVED: Governors unanimously agreed to paid leave absence for the staff member.

ACTION: Acting Headteacher

26. Confidentiality

There were no items of confidential business.

27. 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 8.52pm).