GREENHILL PRIMARYSCHOOL GOVERNING BOARD

Minutes of the meeting held in school on **Wednesday 26 November 2025 at 5.30pm**

PRESENT	John Lambert (Chair)	Matthew Dawson (Headteacher)
	Emma Bullock	Sonya Robertshaw
	Chris Fletcher (virtually)	Jo-Anne Sanders
	Jimmy Haddock (Jhad)	Joanna Winster
	Jake Hanwell (Jhan)	

IN ATTENDANCE: Pam Foreman (Clerk – Governor Support Service) Virtually

ACTION

1.00 APOLOGIES FOR ABSENCE

All governors were present.

2.00 MEMBERSHIP MATTERS

2.01 Governors discussed membership issues, including terms ending and plans to fill vacancies.

2.02 Governors noted that the term for Emma Bullock, Parent governor would end on 27 June 2026.

2.03 There was currently one parent governor vacancy. The Governing Board discussed options to fill this vacancy and was completing a skills audit to understand any gaps before advertising the parent governor post. The Chair of Governors and Headteacher would meet to discuss. **Headteacher/ JL**

3.00 DECLARATION AND REGISTER OF INTERESTS

There were no new declarations of interest.

4.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

4.01 The Headteacher indicated that documents had been numbered to make it easier for governors to link them to agenda items. The following documents were shared prior to the meeting to support the Headteacher report:

- Headteacher Report November 2025
- Appendix 1 Demographics for HT Report November 2025
- Appendix 2 Autumn 1 Whole School Attendance Statistics
- Appendix 3 Whole School Curriculum Enrichment 25-26
- Appendix 4 Greenhill Primary School Enriching Initiatives 2025-26
- Appendix 5 Parents Questionnaire Autumn 2 2025
- Appendix 6 Parents Questionnaire Comparison 2021 - Aut 25

Pupil Numbers

4.02 Pupil Admission Number was 45 in Reception and Year 1, and mixed classes were in place in Year 3 and Year 4. Mixed classes will be in place in Year 1 and 2 in 2026/27 and in Year 5 and Year 6 in 2027/28.

4.03 As discussed in the Teaching, Learning and Pupil Support Committee meeting, the Nursery admissions number was 26 however, demand was growing. The school was looking to increase nursery numbers to 39.

Resolved:
Governors approved the increase from 26 to 39 places in Nursery.

4.04 The school was looking at funding options to increase the nursery setting and could get a grant of up to approximately £150,000, the application deadline was 11 December 2025. The school had discussed plans to refurbish and have an indoor/outdoor room with a company that currently works with the Local Authority. The Local Authority have been to inspect the space and school hoped to have this provision in place for autumn 2026 and another member of staff would be deployed to ensure there were the correct staff to child ratios in place.

4.05 Governors asked if there was a waiting list for Nursery places. The school confirmed there was and may need to cap 30 Hours placements dependant on numbers.

[C Fletcher joined the meeting]

4.06 Governors discussed the impact of capping hours on parents and the school approach to this. It was acknowledged that the school provided an excellent provision for families and were flexible however some parents may want to use different provisions if they did not receive the 30 hours.

Staffing

4.07 The Headteacher reported that the two Early Career Teachers (ECTs) have settled well into their roles and are well-supported by mentors and a tutor within school. The Teacher Apprentice and Year 2 maternity cover teacher have also started well with us. As the SEND need continues to increase across school, an additional one to one member of staff is required. This position is currently being filled by a supply member of staff, with an advert currently live. School have also looked to increase the number of teaching assistants in school (one in Key Stage 2 and one in Nursery), in order to meet the needs of our children. These positions are also being filled by supply staff, as recruitment takes place for the second time.

4.08 Governors asked if staff were taught different teaching skills to enable them to deliver to different years groups. The school explained there were many experienced, knowledgeable, and flexible staff in school and staff were allocated across year groups based on their skills.

4.09 Governors asked if there was a formal time commitment for an apprentice to be in school. The Headteacher clarified that the apprentice is place for one Year.

4.10 The school reported that recruitment of Teaching Assistants was challenging so therefore school was filling the vacancies with supply cover. Governors asked if the school is able to take supply staff on more permanently. The school explained to the process of converting supply staff to permanent staff whilst ensuring the school did not incur additional costs for a move from temporary to permanent appointments.

Curriculum

4.11 The Headteacher explained that the Ofsted report (December 2024) showed that school made rapid progress and the full curriculum was being taught across the school. This continues to be the case this year, as the school was focussed on embedding the curriculum offer. The school will be focusing on assessment, monitoring the subjects, and ensuring there is consistency across teaching and learning (delivery), and staff continuous professional development (CPD) had taken place to provide staff with the knowledge and skills to do this.

4.12 Governors were informed that Headteachers had received an introduction to the new curriculum and were assured that it would not be released until spring 2027 for implementation in September 2028.Governors asked if there were significant changes, the Headteacher confirmed the new national curriculum will be digital and machine-readable, to support teachers to more easily sequence their school curricula. Expected changes would ensure every young person has the basics of reading, science, and maths, alongside the knowledge and skills required for life and work. Key areas of reform were discussed and included making citizenship compulsory in primary, broader, future-facing computing, home learning, and a focus on birth to five-year-olds.

Behaviour

4.13 The Headteacher reported that school was reviewing the effectiveness of our behaviour policy, and this has begun with collecting invaluable insight from staff and pupils The purpose is to ensure that procedures and systems are clear, impactful and support pupils well, whilst integrating the new learning of the Zones of Regulation. There were regulation stations in each classroom. A new regulation room was being added (for up to six pupils). Staff communicate with parents on ClassDojo, and school was developing a consistent approach across school for using ClassDojo.

4.14 The Headteacher provided an overview for a child who had been excluded for 9.5 days for refusing to follow instructions, being unsafe and being physically violent to adults which the school did not tolerate. There had been incentives and rewards put in place and the child was now doing well. There were two pupils at alternative provision. One of these pupils now had an EHCP and has been given a start date at a specialist setting in September 2026.

Attendance

4.15 Attendance was discussed by the Teaching, Learning and Pupil Support Committee. Attendance and punctuality continue to be a focus with a range of strategies now embedded. The ‘grab and go’ breakfast continues to impact positively on punctuality. The Headteacher and Pupil and Family Support Officer (PFSO) meet each half term to discuss and set personal targets for individual pupils whose attendance is below 90%. There has been an increase in the number of children who have been absent from school, due to taking holidays during term time and the arrival of new pupils with low attendance (these two groups equate to 35 persistent absentees).

4.16 Staff received CPD on developing the approach to supporting pupils with attendance. New practices are now in place. Governors noted that this is

impacting positively, as last half term, 186 pupils achieved an award for over 96% attendance, and 123 pupils achieved 100% attendance.

Personal Development

4.17 The Headteacher reported that the personal development area was recognised by Ofsted as a strength and continues to offer a range of opportunities for pupils. School is continuing to enhance this offer, adding balance biking in Year 1, which will ensure that all Year 1 children can ride a balance bike by the end of the academic year. This half term, school have also introduced additional swimming lessons in Year 5 and Year 6 to pupils who have not yet achieved the expected standard by the end of the key stage. School was aware of the financial impact but acknowledged the importance of swimming as a life skill. The school used their own transport and the Quarry Hill Swimming pool.

Friends of Greenhill (FROGS)

4.18 The annual calendar for the FROGS is in place. After the Christmas Fair, the existing members will have delivered all of the projects. The blueprint is now in place, so that these can continue each year and a call for volunteers has been included in the newsletter

Leadership and Management

4.19 The Special Educational Needs Coordinator (SENDCo) is delivering weekly briefings to class-based support staff, in order to update them on current practice.

Early Years (EY)

4.20 There are a number of new staff in the setting and Clare Glanville (LA Consultant) has delivered two days of CPD so far this year, which is part of a five-day package. This has been extremely well-received by staff, who have been developing their intensive interactions.

4.21 The school was chosen to host the EY CPD focusing on good practice and assessment. The school EY Leader shared good practice and the team, along with the EY Consultant, discussed the school bespoke planning of the EY framework with colleagues from across the city.

Other updates

4.22 All of the building and site works over the summer were successful including the crib wall. The school would apply to increase the capacity of our Nursery by accessing a grant from the Department for Education (DfE) (See 4.04).

4.23 Feedback from the parent questionnaires continues to be positive (see appendix 5 and appendix 6).

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 The Safeguarding governor visit was discussed at item 10.00.

5.02 The following governor visits would be scheduled for the spring term and governors will share written reports with governors:

Wellbeing – S Robertshaw **SR**

Pupil Premium – John Lambert **JL**

5.03 The following NOVACS (Notice of Visit and Contact) were circulated prior to the meeting and had been discussed by the Teaching, Learning and Pupil Support Committee:

- NOVAC Greenhill 20250917 PSHE and Healthy Schools (see identified next steps at 15.04)
- 23092025ConsNovacGreenhillPrimaryEYFSCGSH (early years)
- 2025 09 10 Greenhill Term 1 Novac (including attendance)
- Data Desktop Greenhill 2025 (no recommendations)

6.00 MINUTES OF THE LAST MEETING

Resolved:

The minutes of the meeting held on **Wednesday 1 October 2025** were agreed as an accurate record and the Chair was authorised to sign.

7.00 REVIEW ACTIONS AND MATERS ARISING

7.01 Declarations of Interest and Code of conduct (minute 3.02 and 5.02): Action closed; Chris Fletcher had submitted a declaration of interest and signed the code of conduct.

7.02 **Governor development and succession planning (minute 13.08):** Action closed; The skills audit was discussed at 2.03 and the Governor Action Plan including any training required by governors was discussed at item 13.00.

7.03 **Governor confirmation regarding policies (minute 16.01):** Action outstanding; Governors were asked to sign to confirm they had read and adopted the following policies using the google form on the governor drive: **Governors**

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education

8.00 COMMITTEE REPORTS

8.01 Committee minutes were circulated to governors prior to the meeting, and it was confirmed the following statutory items from autumn committee agendas have been addressed:

Resources committee 6 November 2025

8.02

- Mid-year budget review has been approved and signed
- Educational visits follow risk assessment procedures
- Appraisal policy has been approved
- Governor expenses policy has been approved
- Pay and appraisal policies are being effectively implemented
- Headteacher's pay progression has been agreed

8.03 Audit of school funds was deferred to the next meeting.

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- Safeguarding procedures are robust (including safer recruitment and single central record)
- Admissions lists and attendance registers are in place
- Promotion of general pupil wellbeing meets requirements
- Medical conditions policy has been approved

- The national curriculum is being taught
- Arrangements are in place for a daily act of collective worship
- Agree the allocation of government grant funding

8.05 The Relationships and sex education policy was being developed and would be shared with governors once available

9.00 PRESENT END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS (TOR 1.02)

9.01 End of Year results had been discussed at a previous Full Governing Board meeting and again in the recent Teaching Learning and Pupil Support Committee meeting. The school had sent papers for remarking however there had been no change to the data. The data was on the website.

9.02 The Headteacher explained that pupil progress meetings had taken place, and staff were looking at where the gaps were and ensured teaching staff are supported in delivering quality first teaching, alongside identifying, and implementing clear, precise, timed, impactful interventions for underachieving pupils. School highlighted the need to narrow or close the gap between children receiving Pupil Premium (PP) and non-PP children and had put plans in place such as access reading skills sessions, after intensive phonics interventions and one to one or group mentoring whenever required.

9.03 The Headteacher reported there was a focus on core skills in Early Years where 57% of pupils achieved a Good Level of Development. The school explained that self-regulation impacted the data.

10.00 SAFEGUARDING UPDATE

10.01 The following documents were circulated prior to the meeting:
Greenhill Safeguarding Visit 14.11.25
Designated governor checklist 2025-2026

[J Sanders left the meeting]

10.02 The Safeguarding governor explained that the Designated governor checklist was shared at the Safeguarding training, and he used the Governor Check List when checking the Single Central Record and confirmed that all process and procedures were robust, and files were up to date and took governors through the statutory requirements, evidence and any actions.

10.03 It was confirmed that the Headteacher and Chris Fletcher were Safer recruitment trained.

10.04 The governor proposed that a questionnaire for school staff be shared to complete which included questions about safeguarding, Governors were happy for the questionnaire to be issued pre-Christmas, and the analysis will be shared with governors when available. **CF**

[J Sanders re-joined the meeting]

10.05 The Safeguarding governor had agreed with the previous Local Authority Safeguarding Lead that he could provide one to one supervision for the Headteacher however, the new Safeguarding teams felt this was a conflict of interest and therefore the Safeguarding governor could no longer provide one to one supervision.

10.06 Governor understood that the Headteacher must have regular one to one supervision and approved expenditure should he want to source external support.

11.00 POLICY APPROVAL STATUTORY (TOR 1.05)

11.01 The following policies were shared with governors prior to the meeting and were approved:

- Equality and Information Objectives Policy
- Guidance for staff working in educational settings on the use of digital technologies and social media
- Online safety

11.02 The following policies would be brought to the next meeting for approval:

- Capability Policy
- Teacher Pay Policy

FGB

12.00 APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW

12.01 The budget had been reviewed in detail by the Resources Committee and approved. Discussions were evidenced in the minutes of the Committee meeting which had been shared with all governors.

12.02 The school reported that the projected carry-forward position into 2026 now stands at a reduced deficit of £3,440 (from a previous deficit of £73,540).

12.03 The school had previously completed a deficit action plan which was sent back for amendments however as the carry forward deficit is now below £10,000, the school is no longer required to submit a formal Deficit Action Plan to the Local Authority.

12.04 The Headteacher explained that they would not risk the Quality of Education or safety of pupils and would resource for the needs of the school such as add more staff if needed.

12.05 Governors discussed the transformation programme and overall context for Special Educational Needs and Disabilities (SEND) funding. The school explained there would be a further 20 applications for Education, Healthcare Plans (EHCP) in the pipeline and there were delays in the approval process however school was ensuring pupils received the support they needed, the cost of which was covered from the school budget.

12.05 The budget review virement form was circulated to the full governing board for information prior to the meeting and was signed by the committee Chair and would be returned to the Local Authority by the end of December 2025.

13.00 GOVERNOR DEVELOPMENT

13.01 The Chair of Governors reported that he was creating a presentation using the skill audit analysis to determine governor development and for succession planning and to create a Governing Board Action Plan. This would be shared at the next meeting. **JL**

13.02 The school had six training credits left for Leeds for Learning courses. Governors were signposted to the governor training available on Leeds for Learning including the free Governor update sessions, which were video recorded and could be accessed at any time. There were videos available outlining the content of governing board meeting agendas. Governors were also reminded of GovernorHub which included a valuable source of online information on a wide range of school governance topics.

14.00 CHAIR'S BUSINESS

The Headteacher reported that a parent had been banned from school premises until the end of term due to threats to staff. The Police had been informed. Governors supported the Headteacher in their action and confirmed that the right level of support for staff was provided and issues were addressed to ensure parents know what is not acceptable.

15.00 ANY OTHER URGENT BUSINESS

There was not any other urgent business.

16.00 DATE AND TIME OF NEXT MEETING

16.01 Governors were invited to join school for Christmas dinner on 11 December 2025.

16.02 Future meetings would take place on the following dates:

Teaching Learning and Pupil Support	Wednesday	09:30:00	28/01/2026
Resources	Thursday	09:30:00	05/02/2026
Full Governing Board	Wednesday	17:30:00	11/03/2026
Resources	Thursday	09:30:00	07/05/2026
Teaching Learning and Pupil Support	Thursday	09:30:00	10/06/2026

The meeting closed at 7.30 pm

Signed (Chair):
Date: