



GREENFIELDS PRIMARY SCHOOL
Ellesborough Close, South Oxhey, Watford WD19 6QH

Minutes of the Full Governing Body meeting of Greenfields Primary School
Wednesday 5th October 2022 at 5.00pm

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

~~Mark Skinner~~

Debbie Hartley

Zoe Baines (Chair)

~~Ric Salzedo~~

LOCAL AUTHORITY GOVERNOR (1):

David Ray (Vice Chair)

ASSOCIATE MEMBERS (3):

~~Jose Tamayo~~

Sneha Patel

Kim May

PARENT GOVERNORS (3):

Katie Tarrant

Emma Mulholland

Vacancy

OBSERVERS:

Joanne Evans, Deputy Headteacher

STAFF GOVERNOR (1):

Shelagh O'Shea

CLERK:

Karen Walton

1 Welcome – To consider and approve absences

Apologies for absence were received and accepted for Mark and Ric.

Unfortunately, Amanda Dumont had to resign from the Governing Board due to family and work commitments.

Katie's term will end in November.

Two new parent governors will be recruited for appointment in November.

2 Declaration by governors of interests, pecuniary or otherwise, in respect of items on the agenda

There were no declarations.

3 Membership of the Governing Body

Zoe's Co-opted governor term expired in September. She has agreed to extend the term for another 4 years. This was supported by Debbie and Mark (via text). All those present approved the appointment.

David will remain as LEA governor.

Kim was nominated as an Associate Governor by Debbie, seconded by Katie. All those present approved the appointment.

Shelagh was nominated by the staff as Staff Governor and unanimously appointed.

Chair Vacancy – Zoe was nominated Mark Skinner nominated, seconded by Emma. All those present approved the appointment.

Vice Chair Vacancy – David was nominated by Zoe, seconded by Sneha. All those present approved the appointment.

Terms of office to end shortly:

Parent Governor	Katie Tarrant	7/11/22
Co-Opted Governor	Debbie Hartley	28/11/22

From November the Board will have the following vacancies:

2	Parent Governors
1	Co-Opted Governor

The positions will be advertised in the school newsletter.

The agreed changes to the GB membership need to be reflected in:

- School website
- GIAS
- HfL / GovernorHub

4 To approve the minutes of the meeting held on 13th July 2022 (circulated)

No further comments were made. The Chair signed the minutes as an accurate and valid record of the meeting held on 13th July 2022.

5 Matters Arising from the minutes of the meeting held on 13th July 2022

Discuss membership of governing body – resolved.

Governor visits to be recorded - forms were circulated and completed at the Governor day.

Policies – the Head circulated current versions of all policies for ratification at this meeting.

6 Discussion with Kathy Dunnett – Future Chair and organisation of Governing Body

This agenda item was not required as the vacant positions have been filled. Kathy did not attend the meeting.

7 Head Teacher's Written Report – Comments and Questions (circulated)

Pupil numbers – This information is already out of date. To help with understanding the numbers the Hertfordshire forecast of roll numbers in South Oxhey was circulated. Pupil numbers are visibly decreasing. In the next five years there are potentially there between 28 and 514 surplus Reception places in the area for the need. This trend is reflected in Nursery which is half the size this year.

ACTION – Herts Council Primary School Forecast circulated with these minutes

Changes to the original numbers published in the Head's report:

26 pupils in year 2

21 pupils in year 3

24 pupils in year 6

A couple more enquiries have also been received.

Census day is Thursday 6th October 2022, Greenfields will record 193 pupils.

Q - Have we ever taken absences any further than a warning letter?

A – No. To fine you need evidence of 15 unauthorised absences in the previous 2 terms.

Attendance was really high in the first week and is now at approximately 95%. The attendance rainbow is being used.

Q – Have there been any covid cases?

A – Two members of staff but none identified with the children.

Q – Are there any persistent absences routed in anxiety?

A – There are couple children further up the school and we have applied for year 4 to work with Brain Buddies.

Q –Do you know how long your support for Abbots Langley will continue for?

A – The member of staff the Head is covering for is on a phased return starting after half term. The agreement is to work with them until Christmas.

Q – How is the school doing with the Head's absence?

A – It's working well as the Head has set expectations and has robust process in place.

The Head gave credit to all the staff for working so well together and particularly to the Deputy Head for their support.

Roof survey – This has been completed, the report is pending. The bid round deadline for Capital Bids is 20th October and justification for the application is clear. It is hoped that the roof will be replaced in the next 2-3 years.

Solar panels – The idea was to instal ground based panels on land at the front of the car park. The main problem is funding and obtaining the various permissions required. Solar for Schools has been approached for funding and they are reviewing the proposal.

Heat Decarbonisation Plan for Greenfields School – A report was produced earlier this year by HCC but not circulated. The school will not be seen as a priority for decarbonisation of heating because the gas boilers were replaced just two years ago. Unfortunately, this also disqualifies the school from directly bidding for solar power funding from the Public Sector Decarbonisation Scheme managed by Salix. Solar power funding will only be granted for schemes that use the power to replace fossil-fuel heat.

Three Rivers Transition Needs Summary – Document circulated. Three Rivers identified just over 50% of reception children do not require additional support. In comparison, Greenfields have nearly 50% of reception children that have an intense need. A similar pattern is shown for Nursery children.

ACTION – Thee Rivers Transition Needs Summary circulated with these minutes

Q – What types of issues do these children have?

A – A lot have EAL requirements.

Q – Are the effects of lockdown still showing an impact?

A – Yes, there are issues with communication and behaviour. This year may be different as children are going to pre-school groups again. The impact continues as pupils progress through the school.

Finance – We received the latest forecast yesterday. The budget was planned at the end of last year. Over summer the government changed requirements for staff pay rises and energy costs. This means that there is now no carry over in the forecast. This figure also takes into account that the Head is currently working for another school for 2 days a week.

Q – Do you think that Greenfields is becoming the school that parents refer to as the SEN school?

A – Yes, we are inclusive in class and we have a good reputation.

8 Review of 3-5 year vision and strategy plan (circulated)

Document circulated and the following amendments were suggested:

1. To be rated as at least good in every Ofsted category – achieved.

Next target – To maintain good and strive to achieve outstanding in at least 2 specific areas.

Review children's attainments at key points – Reception, Year 2, Year 6.

2. Maintaining quality teaching and support staff with mentoring.

3. Parental engagement is an issue. Whilst most will engage with the app, physical presence for school events is low.

Potential for focused coffee morning(s) for SEN topics. Class assemblies are now open to visitors again and are well attended. Class emails work. Ideas for other parent interaction points include stay and play, come for lunch, experience a lesson, meet the teacher.

Keep working hard to engage parents in children's education.

4. For the premises – consider how we operate the school on a daily basis (turn lights off, thermostat controls etc), physical changes (insulate the roof, solar panels), eco credentials (electric car charges).
Long term aim will be to become carbon neutral.

5. Aim to be a school of choice.
Consider marketing opportunities.

6. Attendance is important. Add a point about persistent absence confirming the use of the warning letter and potential fine.

To Add: Governors – Succession planning to be considered and also consider the skill sets required e.g. Marketing per point 5.

Are there any partnership / fundraising opportunities we could tap into?

It is possible that in the next few years Government policy may enforce the formation of Academies. This may become another consideration. Consider potential partnership opportunities.

Q – Are there parent rep's for each class?

A – FOG's asked for a rep with mixed reactions. Each class has a what's app group.

Q - Is there an opportunity for an adults EAL class? Some colleges offer this course for free.

A – This could be explored.

ACTION – Updated plan recirculated for comment with these minutes

9 Policies for review and adoption (circulated)

Following the policy checklist, all policies were ratified by the Chair.

All policies will now undergo an annual review for ratification at the September Governors Meeting.

Q – Were there any significant updates that affect us?

A – No, any changes were minor and were highlighted in the documents circulated.

Q – Do we include the Governor's code of conduct?

A – Will be prepared for the next meeting

ACTION – Governor's code of conduct to be circulated for ratification at the next meeting

10 Any other business

Governor day feedback – Some written comments were received.

Behaviour was excellent throughout the day.

Given that we have a level of need amongst children each classroom was calm and focused.

Parent comments were also received – They were recommended Greenfields and both parents and children are very happy here. Children also appreciate visitors coming into classes.

One parent wanted to talk the SEN governor, who was not present. Another governor spoke to them and the school is dealing with the comments raised.

The governors complimented the staff for the good organisation of all classes.

Agreed as an accurate record of the on-line meeting held on 5th October 2022.

Signed:

Remaining Governing Body Meeting Dates for the School Year

(October 20th 2022 – 3.30pm, Level 1 Refresher Safeguarding training)

December 7th 2022

February 8th 2023

March 22nd 2023

May 17th 2023

July 12th 2023