



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

Minutes of the Full Governing Body remote meeting of Greenfields Primary School
Thursday 14th May 2020 at 2.00pm using Microsoft TEAMS

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

~~Mark Skinner~~
Debbie Hartley
Zoe Baines

LOCAL AUTHORITY GOVERNOR (1):

David Ray, *Chair*

ASSOCIATE MEMBERS (3):

Marsha Myers
(Revd.) Liz Guest
Vacancy

PARENT GOVERNORS (3):

Katie Tarrant
Jose Tamayo
Emma Mulholland

OBSERVERS:

Joanne Evans, Deputy Headteacher

STAFF GOVERNOR (1):

Kim May

CLERK:

Karen Walton

1 Welcome – To consider and approve absences

Apologies for absence were received and accepted for Mark Skinner.

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

Co-opted Governor and SEND governor positions are available.

The Chair has a contact who is interested in the co-opted governor position. This will be pursued as lockdown allows.

ACTION: Chair

4 To approve the minutes of the virtual meeting held on 26th March 2020 (document circulated)

No additional comments or questions were raised.

5 Matters arising from the minutes of the meeting held on 26th March 2020

CEOP link – The website is being built and the link can then be updated.
Band runner game / Thiinkuknow – Outstanding due to other priorities.
DSL Training – Currently on hold as this needs to happen face to face.
Drug Talk – Also currently on hold.
Knife Crime – This was booked but will now be moved to the next academic year.

The Governing Body noted that all other points for action had been either fulfilled or would be covered within the agenda of this meeting

The Chair signed the minutes for the records.

6 To receive the Headteacher's written report

The Governors expressed thanks for how the free school meals have been handled during this time.

The Head explained that all key worker hub children are all receiving a free hot meal every day. The Eden Red voucher scheme has not been successful, but Herts catering is providing weekly cold lunch ingredients which are being delivered to families. The Head will pass on thanks to Kate for organising everything.

The Chair asked the HT for her current thoughts on the school re-opening to additional children, i.e. beyond the key worker children.

Following the government guidance, the Head and Deputy have been working on the reintegration of children into school. Parents have been asked how willing they would be to send their children to school. 54% - would look to send children back if they could, 46% said they would not.

Due to shielding and medical reasons some year groups do not have adequate staff. The staff are concerned about the school experience and memories the Y6 children should have. Currently the Nursery would not have any regular staff available for June / July. It is unreasonable to ask Nursery children to socially distance with strangers.

Due to the ongoing heating replacement project, not all classrooms will be available in June and July. The dining hall and assembly hall will be used instead which will help with social distancing. The available KS2 classrooms will be used for the key worker children.

Taking into consideration the government guidelines and the specific circumstances of the school, the Head proposes that:

Key Worker Hub will continue to operate
Reception and Year 1 return to school from June 8th
Nursery would not re-open in June / July.
Year 6 would not return to school formally but would be given an opportunity to attend individually for a short time in July to collect their leaver's hoodies, belongings and certificates and say goodbye to staff. A leavers event would be planned when it is appropriate.

The Governors supported this decision which will now need to be communicated to parents

ACTION: HT.

Q - How directive is this – is this a legal requirement?

A - It is up to the governing board as each school's circumstances are different.

Q - Parent Questionnaire – was the response level as expected?

Year 6 parents are particularly hard to engage with but yes, the responses were in line with expectations.

Q - For the years that we are bringing back before the end of term is this with a view to provide a curriculum-based education?

A - No, this is for childcare. No formal education will be given. The aim is to support mental and emotional wellbeing.

Q - What will the timings be – half days?

A - No. The school will effectively be split into two groups. Monday and Tuesday will be for group A. Wednesday will be a deep clean, Thursday and Friday will be for Group B. Wednesday will also be PPA time as those not in school need work set. There will be different teachers for each group to help prevent any cross infection.

Q - Are other schools doing similar things?

A – Yes. The Key Worker Hub school with has been operating with Woodhall school and St Joseph's. We are in close contact with other schools.

The Chair reminded the Governors that we also need to consider September plans. The building work will have finished by this time and this will significantly improve availability of classrooms.

7 Update on Finance (HT)

The budget needs to be approved keeping in mind that the figures were proposed prior to Covid-19 situation. We need to consider if the budget is still valid considering the current circumstances.

The last financial year finished with a £53K (5%) carry forward. This is a massive turnaround from last year. (Deficit of £72K). £6.5k is sports funding and will need to be allocated specifically to sports.

The Head would like to thank all the staff for their sacrifices to support this.

Staffing figures will be affected as one member of staff is pregnant. The costs this incurs and the way this is managed will be monitored.

The Early Years Outdoor Area needs to be updated. This area is a key selling point for new parents. Proposals have been circulated for consideration. £41K has been put aside in the budget (as a maximum). Key changes are a change in flooring and the addition of play equipment.

Every member of staff has a pay rise if they are eligible. Performance Management processes have helped identify why this deserved.

No IT needs are anticipated for this year now that White Boards have been replaced.

A new phone company will also help with savings.

Pupil numbers for Nursery and Reception are also looking good.

Q – Previous consideration has been given to converting the old nursery back into a classroom. This would then allow the office and entrance in the main building to be reconfigured. From September we may need to find additional available space – should we expedite work to make it more useable?

A – Nurture use the area for storage. The plans to make the conversion are in the budget for 2022. We cannot afford both projects this year – either early years garden or offices and toilets. The old nursery is also a staff prep area. They still need somewhere to work from. The proposal is to leave the plans as they are for now.

Q – Is there anything in the budget that can be seen now that will be affected by Covid-19 situation? e.g. Lettings, extra cleaning.

A – Nothing of significance. The Lettings income is kept low anyway as it is unpredictable. There is finance for cleaning.

Q – Is PPE needed?

A – There are funds for this if needed.

Q – Will breakfast club run?

A – Not this term. We cannot mix age groups or encourage contact. This will be reconsidered in September.

Q – Will Covid affect parents deciding to put their children into Nursery for 30 hours in September?

A – Parents need the time because they are working. We would get 5 days of funding even if the child attends for 3 days. We submit the figures next month for September and can't see the details changing at this stage. January may be different.

Q – How will we staff Nursery with the pregnancy?

A – We are waiting for HR to confirm what we can do and if (at all) the person can work. We will have to juggle teachers and TA's but it all depends on what we are allowed to do.

Q – Is the plan to use the Nursery pod for Year 1?

A – Yes, as the smallest class of 21 children they will fit.

The Budget was approved.

8 Update on Premises (Chair):

There is a small amount of outside work to finish from the windows and doors project. Wet weather and Covid has delayed the finish but the aim is to finish before the children come back in September.

The heating project is ongoing. There have been changes as the design contractor submitted plans to the local authority without discussing it with the school. Re-worked plans need to be submitted to the Council for approval. The work that is being done is very good quality, some areas have been finished – kitchen, dining room, hall.

Quotes have been obtained for the redevelopment of the Nursery Outdoor Space. These were circulated before the meeting. The Head and Chair prefer the quote from Eden Play (£33,750). The Head explained some comparison points for each proposal. A positive local reference has been obtained for Eden Play and a second reference will also be sought. Eden Play have also visited the school. The price will be negotiated. The work would involve a 3 week build and then install so it is practical to do this over the summer holidays. Further conversation is happening.

The Governors agreed to proceed with Eden Play.

ACTION: HT / Chair to progress

9 Safeguarding / Health & Safety

The anticipated Ofsted Inspection may be delayed although this is not confirmed.

A Governor-led safeguarding audit was completed 2 or 3 years ago. We have a process and it would be good to initiate it again at an appropriate time. It is good practice to show it in the governors' plan.

ACTION – Chair to update the audit protocol and share for comment

10 Policies for review and adoption

Management of the Schools Fund Account. The fund currently has approximately £25K. The spending of it is down to the governing body to monitor and approve. The account has been recently audited.

ACTION – HT and Chair to develop a policy.

12 Report back on Governors' online training

No visits to report.

It is important that everyone on the GB is registered on Governor Hub. To do this each person should use their Greenfields School email address.

Email format: Firstname.Lastname@greenfields.herts.sch.uk
Governor hub log in: Thegrid.org.uk/leadership/governors

**ACTION: Clerk to email everyone their Greenfields School email details
Everyone to confirm back that they have access
Clerk to ensure everyone is set up on Governor Hub**

13 Any Other Business

Each Governor has been linked to a year group / teacher. Please check in with each of your partners.

The governors commented that if they do make contact not everyone responds. We were encouraged to make contact again.

ACTION: Each Governor to check in with their school link

A Single Central Records Audit will be happening over the next week. Some Governor information is missing.

ACTION: Please reply to Vicky if she asks for information for the SCR Audit.

Q- How are staff in general?

A – It is nice to be in work and we are adapting although it is hard to maintain distancing sometimes. All staff and TA's have been brilliant and have been great at keeping in touch with pupils and parents – emails and telephone calls. Some staff are shielding, and they are doing what they can from home. Nobody has complained, everyone has pulled together.

Although Mark had sent his apologies for the meeting, he asked for the following comments to be recorded:

A reflection on how well the school had prepared for and conducted itself during this very strange time. Thank you for keeping us apprised David and Kate.

The document outlining what the staff, parents and children were being asked to do on the run up to the school closure, I thought to be outstanding. I really appreciate, and believe we should appreciate how, although the continued support for learning had been actioned, Kate and the SLT clearly value the wellbeing and safety of the whole community at Greenfields. This is clearly followed through with the request from Kate to "touch base" with members of staff and ensure that they know we care and appreciate them.

As a member of teaching staff at another school, I can only state how much gestures like this are welcomed.

The initial letter to the parents had such a caring tone.

I also believe we should acknowledge how well Kate has handled challenge after challenge - building works, budget, staffing, and now forced closure, but not total closure and trust that we as governors will continue to support her- especially during this time of uncertainty.

Well done everyone

Also, may I record that having seen the plans for the play area I think it to be a worthwhile venture and fully support it.

I also would like to say how fantastic it is that we have been able to get so far with the boiler work.

I am sure that quite a lot of the meeting will be taken up with how to implement the government advice before June, and I believe, given the way the school dealt with the closure, it will be well thought out.

Date for the remaining GB meeting during the 2019 – 20 academic year:

- 9th July 2020, 2pm

The Chair ended the meeting ended at 3.15pm.

Agreed as an accurate record of the virtual meeting held on 14th May 2020.

Signed:

Name	Role	Information
<i>Vacancy</i>	<i>Co-opted Governor</i>	
Debbie Hartley	Co-opted Governor	
Mark Skinner	Co-opted Governor	
Zoe Baines	Co-opted Governor	
David Ray	LEA Governor	Chair of Governors
Katie Tarrant	Parent Governor	
Jose Tamayo	Parent Governor	Data Protection Officer
Emma Mulholland	Parent Governor	Proposed
Kate Day	Staff Governor (Ex-officio)	Headteacher
Kim May	Staff Governor	
Marsha Myers	Associate Member	
Rev'd Liz Guest	Associate Member	
<i>Vacancy</i>	<i>Associate Member</i>	
Karen Walton	Clerk to the Governing Board	
Joanne Evans	Observer	Deputy Headteacher