

**HERTFORDSHIRE COUNTY COUNCIL**

**GREENFIELDS PRIMARY SCHOOL**

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING**

**THURSDAY 16<sup>th</sup> MAY 2019, 5.30PM**

Attendance:

**HEADTEACHER**

Kate Day

**LOCAL AUTHORITY GOVERNOR (1):**

*Vacancy*

**PARENT GOVERNORS (3):**

Nick Paul

Katie Tarrant

~~Jose Tamayo~~

**STAFF GOVERNOR (1):**

Kim May

**CO-OPTED GOVERNORS (4):**

~~Michelle Cheetham~~

~~Niall McManus~~

Debbie Hartley

David Ray, *Chair*

**ASSOCIATE MEMBERS (3):**

Zoe Baines

*Vacancy*

*Vacancy*

**OBSERVERS:**

Joanne Evans, *Deputy Headteacher*

Mark Skinner

**INTERIM CLERK:**

Frances Nwanodi

*Strikethrough denotes non-attendance*

**26. WELCOME / CONSIDER AND CONSENT TO ABSENCES**

26.1 The Chair welcomed everyone to the meeting and introduced Mark Skinner who was observing the meeting as a prospective governor.

26.2 The Governing Board (GB) **RECEIVED** and **ACCEPTED** apologies for absence from Michelle Cheetham, Niall McManus and Jose Tamayo. Zoe Baines had sent apologies for lateness and would be joining the meeting in due course.

**27. DECLARATION BY GOVERNORS OF INTERESTS, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA**

Frances Nwanodi declared that she was Clerk to the Trust Board for Veritas Educational Trust and Clerk to Governors for Grange Park Infant and Nursery School.

**28. MEMBERSHIP OF THE GOVERNING BODY**

28.1 The Chair informed the GB that he had had a discussion with the Local Authority (LA) about appointing a LA Governor. The LA had explained that the role of the LA Governor was to maintain a connection between the school and the LA. The Chair suggested it would be appropriate for either himself or Michelle Cheetham to become a LA Governor.

**ACTION: Chair**

**29. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> MARCH 2019**

29.1 *The minutes were agreed to be an accurate record of the meeting and were signed by the Chair.*

29.2 The Headteacher thanked the Interim Clerk for producing detailed minutes of the previous meeting.

**30. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> MARCH 2019**

**30.1 Matters arising from the minutes of the meeting held on 24<sup>th</sup> January 2019 – Friends of Greenfields School (FOGS)**

30.1.1 The Headteacher explained that a member of FOGS had planned to attend tonight's GB meeting, but they had had to attend a wake instead. There would be a representative from FOGS at July's GB meeting

**ACTION: Headteacher**

**30.2 Matters arising from the minutes of the meeting held on 24<sup>th</sup> January 2019 – The Headteacher's verbal report**

30.2.1 The Deputy Headteacher confirmed that the Admin staff were updating the school's website and requested that any emails to them about updating information on the website were copied to her as well.

**30.3 The Headteacher's written report**

30.3.1 The Headteacher confirmed that ConEd had reviewed the school's privacy settings to ensure that pupils were not able to access inappropriate or unsuitable content online and to review the school's privacy notices, checking that they were in line with the General Data Protection Regulations (GDPR).

30.3.2 With regards to purchasing ICT equipment, the Headteacher reported that the delay in ordering the Chromebooks had meant that they were no longer in stock. Therefore, the school had ordered higher specification laptops. A new desktop computer for the Headteacher had also been purchased.

30.3.3 The Headteacher explained that there would be an issue upgrading to Windows 10 with some of the school's existing ICT equipment – the oldest set of laptops on trolleys, the desktops in classes, staff laptops and the Admin staff's computers. ConEd had assured the school that the computers could be patched and kept in use until the 2020/21 financial year when they would need to be replaced.

30.3.4 *Zoe Baines joined the meeting.*

30.3.5 The Headteacher informed the GB that the Parish Council had some money to share between schools, approximately £4,000. Schools had to write an impact statement and submit it to the Parish Council. Although the Parish Council had suggested using the funds to subsidise breakfast clubs, the Headteacher would present a case for using the funds to support upgrading the school's ICT equipment. She added that there was some money in the ICT budget.

30.3.6 ConEd would start patching two laptops per week to minimise the disruption to the school.

30.3.7 A Governor asked how many laptops were affected. The Headteacher replied that the 15 Lenovo laptops could be patched but the older set of laptops, could not be patched.

30.3.8 A Governor asked what the school wanted in terms of new ICT equipment. The Headteacher replied that she would be asking staff this question. She was aware that staff were not utilising the desktop computers in the classrooms rather they were using laptops. It would cost the school approximately £4,000 to put a laptop and visualiser in each classroom and approximately £1,000 to replace the two desktop computers in the Admin Office.

### **30.4 Policies for review and adoption**

30.4.1 The Headteacher confirmed that all amendments to policies that had been agreed at the last GB meeting had been made and, where necessary, the policies had been published on the school's website.

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

## **31. TO RECEIVE THE HEADTEACHER'S VERBAL REPORT**

### **31.1 Pupil Numbers**

31.1.1 The Headteacher informed Governors that there were 194 pupils on roll as at 10<sup>th</sup> May 2019, including Nursery, compared to 186 in January 2019 so it was 81% full. Whilst 10 pupils had joined the school two pupils had left the school due to their Special Educational Needs and Disabilities (SEND).

### **31.2 Pupil Attendance**

31.2.1 The Headteacher highlighted the improvement in pupils' attendance data with last week having 98% attendance. 9 classes had had non-uniform days as a reward for having 1 week's 100% attendance, with 3 classes achieving this for two consecutive weeks and 2 classes achieving this for three consecutive weeks.

31.2.2 A Governor asked if this was a result of pupils pressurising their parents to get them into school. The Headteacher said that this was the case for some, especially for pupils in classes that were on track to be rewarded for 100% attendance.

31.2.3 The Headteacher informed Governors that she had received 6 letters from parents requesting to take their children on holiday during term time. In reply to a question from the Chair of Governors, the Headteacher explained that if the pupils' attendance was below 95% then there would be a meeting with the Education Welfare Office (EWO) but if it was above 95% then no action would be taken.

31.2.4 Governors commended the improvement in pupils' attendance data.

### **31.3 Teaching Quality Percentages**

31.3.1 The Headteacher circulated the 2018-19 Joint Annual Review Visit Report arising from the Hertfordshire Improvement Partner's visit which had taken place on 27<sup>th</sup> March 2019. The visit had involved learning walks which both the Headteacher and Deputy Headteacher had participated in and provided quality assurance by comparing how the school graded its performance alongside how the School Improvement Partner graded the school.

31.3.2 The Headteacher informed Governors that 80% of the teaching was graded as good and 20% as requiring improvement which was an improvement to the review in June 2018 when 20% was graded as inadequate, 30% as requiring improvement and 50% as good. The Headteacher wanted to have consistently good teaching, adding that one teacher represented 10%.

### **31.4 Safeguarding**

31.4.1 The Headteacher provided Governors with a breakdown of the numbers of pupils in different safeguarding categories as follows:

- Team Around the Family 14
- Child in Need 0
- Child Protection Plan 2

There was currently one Looked After Child and six pupils with Education Health Care Plans (EHCPs). Two pupils were being assessed for EHCPs.

### **31.5 Exclusions**

31.5.1 The Headteacher reported that there had not been any exclusions since January 2019.

### **31.6 Racist Incidents**

31.6.1 The Headteacher reported that there had not been any racist incidents since the last GB meeting.

### **31.7 Formal complaints**

31.7.1 The Headteacher reported that there had not been any formal complaints this academic year.

### **31.8 Joint Annual Review with Hertfordshire School Improvement Partner**

31.8.1 The Headteacher requested that Governors read the Joint Annual Review report that they had received. The visit had been carried out 11 weeks into her Headship and its findings indicated that all the actions being implemented were moving the school forward.

#### **ACTION: All Governors**

31.8.2 In the morning, the visit had entailed learning walks to review teaching, the quality of the learning and the school building. In the afternoon there had been meetings which covered assessment and safeguarding.

31.8.3 The overall grade descriptors for the school (page 1 of the report) are detailed below with 2 being Good and 3 being Requires improvement:

- Effectiveness of leadership and management 3
- Quality of teaching, learning and assessment 3
- Personal development, behaviour and welfare 3
- Outcomes for pupils 3
- Effectiveness of the early years provision: quality and standards 2
- Overall effectiveness 3

31.8.4 The Headteacher referred to the summary of agreed actions on page 9 of the report. She explained that the safeguarding check had been scheduled for June 2019; training for Teaching Assistants (TAs) had been organised and actions to reduce low level disruption were being implemented.

31.8.5 The Chair of Governors commented that the report was positive, and he had had a private conversation with the Hertfordshire Improvement Partner. He highlighted that Anne Peck had been the 5<sup>th</sup> Improvement Partner that had been assigned to the school in recent years. The Headteacher said that she had requested that Anne Peck remain as the school's Improvement Partner.

31.8.6 In response to a Governor's question, the Deputy Headteacher said that the review had been based on the old Ofsted Framework. Subsequent reviews would be based on the new Ofsted Framework.

31.8.7 The Headteacher added that she and the Deputy Headteacher were attending training on the new Ofsted Framework.

### **31.9 Early Years Foundation Stage (EYFS) Moderation**

31.9.1 The Headteacher reported that the school had had the EYFS moderated for the third year in a row. All the school's judgements had been upheld.

31.9.2 The Headteacher informed Governors that the outdoor EYFS area had been revamped over the Easter break and invited Governors to go outside and view the area.

### **31.10 New Entrance Gates and Sign-in System**

31.10.1 The new entrance gates had been installed over the Easter holidays, greatly improving how parents perceive the school's security. To date there had not been any complaints from parents.

31.10.2 The new computerised sign in system would be installed by Invenry during the May half-term.

### **31.10 Performance Management**

31.10.1 The Headteacher's Performance Management had been completed after March's GB meeting.

31.10.2 The Headteacher would be carrying out teaching staff's reviews over the next week.

### **31.11 School Trips**

31.11.1 The Headteacher reported that pupils' behaviour on school trips had been very good.

### **31.12 Merchant Taylors and St Helens links**

31.12.1 Pupils from St Helens were visiting the school to listen to pupils reading.

31.12.2 Pupils from Merchant Taylors were working with a group of Year 5 and 6 Pupil Premium boys. They were spending 45 minutes on sports activities and 45 minutes having conversations on a 121 basis with pupils. This was going very well with the Merchant Taylors pupils interacting well with pupils with SEN.

31.12.3 The Headteacher expressed her appreciation of the support from St Helens and Merchant Taylors.

### **31.13 Data Challenge Meetings**

31.13.1 The Headteacher said that the Data Challenge meetings had taken place at the end of the previous term. They had discussed all pupils and agreed the interventions to be implemented to support pupils. Pupil targets had been set for the summer term. There were some pupils who were working just below the expected levels.

### **31.14 Before and After School Clubs**

31.14.1 The After School Club had been closed following consultation with parents. There was a range of activities provided by external organisations during the evenings at school and one parent had been provided with this information following a complaint about the closure of the After School Club.

31.14.2 The Before School Club had 3 children before 8am and 15 children after 8am.

### **31.15 Hertfordshire Support and Outcomes**

31.15 The Headteacher outlined the following support the school had received from Hertfordshire:

- Support with the school's budget plan
- School Development Plan and Self-evaluation Form
- Planning for Years 3 and 5
- Maths planning for years 1 and 2
- EYFS

### **31.16 Standardised Assessment Tests (SATs)**

31.16.1 Year 6 had completed their SATs and Year 2 was currently mid-way through their SATs.

### **31.17 Pupil Premium Update**

31.17.1 There were currently 39 Pupil Premium children in the school with another child receiving the higher level Pupil Premium Grant.

31.17.2 The Headteacher would be consulting with parents about using the Early Years Pupil Premium Grant for offering 30 hours in the nursery class.

### **31.18 Sports Grant Update**

31.18.1 The Headteacher reported the following planned use for the Sports Grant:

- £5,000 for Sports Week
- £5,000 for outdoor equipment
- £2,000 for EYFS outdoor equipment
- the Play Rangers and Sports Partnership

31.18.2 The Headteacher outlined the ongoing changes to how the Sports Clusters were working, emphasising that the school would continue to participate in a Sports Cluster to ensure pupils had access to a wide range of sports activities.

### **31.19 Safeguarding Update**

31.19.1 The Headteacher reported that the Safeguarding policy had been rewritten and Level 1 training had taken place at school.

31.19.2 Safeguarding lead meetings had taken place. There appeared to be an upward trend in challenging cases.

### **31.20 Governors' Involvement Update**

31.20.1 The Headteacher said that Michelle Cheetham had participated in a teaching staff interview panel.

31.20.2 The following Governor visits were noted:

- Health and Safety walk                      David Ray
- Reception link visit                              Nick Paul
- Year 4 link visit                                      Michelle Cheetham
- Year 4 Tenor Horn Assembly                  Katie Tarrant

31.20.3 The Headteacher encouraged Governors to do more Governor visits and invited Governors to attend the Parents' Curriculum meeting planned for Thursday 23<sup>rd</sup> May 2019.

### **ACTION: Governors**

### **31.21 Staffing**

31.21.1 The Headteacher reported that 2 full-time TAs would be leaving the school at the end of May 2019 and 2 part-time School Meals Supervisory Assistants (SMSAs) would be joining the school in June 2019

31.21.2 The school was staffed for the 2019/20 academic year. There had to be some discussion about how Nurture would be used in the 2019/20 academic year.

31.21.3 The Chair of Governors questioned if the school had adequate staffing for 2019/20 as only one Newly Qualified Teacher (NQT) had been appointed and the school had wanted to appoint two NQTs. The Headteacher explained that by operating EYFS as a phase, the school had one named teacher who covered the current projected combined number of pupils for the nursery and reception. If these pupil numbers increased, then the school would have to recruit another teacher.

31.21.4 The Chair of Governors asked when the pupil numbers for 2019/20 would be confirmed. The Headteacher replied that the numbers would not be certain until the start of the academic year. She was comfortable with the staffing plan.

31.21.5 The Chair of Governors queried why the school's Reception was no longer full when it had been previously. The Headteacher replied that the school's nursery cohort had reduced, and other local schools were experiencing similar drop in EYFS numbers. In addition, the school's grade as Requiring improvement along with having an Interim Headteacher at the beginning

of the 2018/19 academic year would have had an impact on parents' choice. Marketing the school would be critical to increasing numbers on roll.

31.21.6 In reply to a Governor's question, the Headteacher explained that the ratio of teachers to pupils in nursery was 1:13. At present the school had 12 pupils enrolled in the afternoon nursery class with 2 more pupils requesting this session.

## **32. FINANCE UPDATE**

### **32.1 Agree on the school's budget for the 2019/20 financial year**

32.1.1 The Headteacher circulated the 2018/19 budget monitoring report, the 2019/20 Budget Report, the 5 year budget plan and a 3 year budget plan.

32.1.2 She highlighted that the school had had approximately £86,845 carried forward from the 2017/18 financial year to the 2018/19 financial year. The carry forward at the end of the 2018/19 financial year had reduced to £39,953. The school was now in a position where it was unable to submit a balanced budget. Hertfordshire County Council had agreed to accept the school submitting an in-year deficit budget

32.1.3 The Headteacher continued by explaining that the school would have to pay redundancy to two members of staff who had requested voluntary redundancy and Hertfordshire County Council would not help the school make these payments.

32.1.4 The Headteacher explained that the school expected to increase its revenue by approximately £50,000 through the 30 hours nursery offer. Therefore, although the three year budget plan had in year deficits, the forecast was that the size of the in year deficit would reduce year on year.

32.1.5 The Headteacher said that the consultation process had been rigorous and had resulted in no forced redundancies.

32.1.6 The Headteacher replied a Governor's question by saying that the revised structure was right for the school, enabling it to deliver the curriculum to a high standard. The boundaries that Governors had set in a meeting to discuss restructuring scenarios had been maintained.

32.1.7 In reply to a Governor's question, the Headteacher said that staff taking voluntary redundancy would be leaving the school at the end of the summer term.

31.1.8 The Headteacher informed Governors that the school still did not have clarity on what exceptional need funding it would receive. One pupil with an EHCP would be leaving at the end of the current academic year. Hertfordshire County Council did not automatically provide schools with additional funding for pupils with EHCPs. In other areas whilst schools was expected to fund the first £6,000 of a pupil's EHCP, the Local Authorities would provide the remaining funds. The Headteacher said that she had raised this matter with the District Representatives who had agreed to take the question to the Council meeting.

31.1.9 The Headteacher explained that the school's Nurture programme provided for children who had high needs through a personalised timetable and mentoring. Therefore, the school was very rarely turned down requests for additional funding because it could demonstrate the additional support it was already providing pupils.

31.1.10 The Headteacher explained that the school had to submit its budget to the Council by 17<sup>th</sup> May 2019.

31.1.11 The GB **APPROVED** the 2019/20 budget and **AUTHORISED** the Headteacher to submit it to the Council.

**ACTION: Headteacher**

### **33. UPDATE ON PREMISES**

#### **33.1 Boiler and Heating System**

- 33.1.1 The Chair reported that there would be a boiler and heating survey next week. Hertfordshire County Council would decide how it managed the process for procuring the installation of a new hot water and heating system. There was a separate boiler for the hot water system which would make the process easier.
- 33.1.2 A Governor asked if there was a tentative date for the work to take place. The Chair replied that there was not.

#### **33.2 Windows and Doors**

- 33.2.1 The Chair reported that progress with getting agreement for the renewal of the school's windows and doors was slow due to the Grade II Listed building requirements. However once the method statement had been agreed, confirmation of the discharge of conditions could be obtained. There would be a 8 week planning application period after which the work could commence.

#### **33.3 Nursery Pod**

- 33.3.1 The Chair reported that the material on the exterior of the nursery pod roof was beginning to wear away. The company that had installed the structure was no longer trading. At present it only posed an aesthetic issue as there were no internal leaks. This was a matter that would have to be returned to in the future.

#### **ACTION: Chair**

### **34. SAFEGUARDING / HEALTH & SAFETY**

- 34.1 The Chair reported that the school's Health and Safety Audit by Hertfordshire County Council was due to take place on 1<sup>st</sup> July 2019. The school had reviewed the audit checklist which the Council had provided, and it had identified corrective actions which needed to be implemented in relation to the premises and procedures that were being followed. There were no urgent or serious actions, and some had already been implemented.
- 34.2 The Chair explained that the fixed electrical standards had changed which had resulted in some remedial work being required which was categorised as important but not hazardous. This had been estimated as costing £2,000 and the Chair proposed that it could be delayed until the 2020/21 financial year.
- 34.3 A Governor asked what the remedial work was. The Chair replied that it related to additional isolations around the consumer units.
- 34.4 The Headteacher explained that the fire alarm in the nursery class was not connected to the alarm for the rest of the building. The local Fire Brigade would be coming to review this.
- 34.5 A Governor asked if a quotation had been obtained for the remedial work that had been identified as required. The Chair responded that only one quotation had been obtained from the company that had carried out the survey.
- 34.6 Governors discussed if the remedial work could be carried out by a standard electrician or if it required specialist skills; and a range of options for securing a suitably qualified person to complete the work.
- 34.7 Additional quotations for the remedial work will be obtained, as required anyway by financial procedures

#### **ACTION: Chair**

### **35. POLICIES FOR REVIEW AND ADOPTION**

- 35.1 The following policies had been circulated to Governors prior to today's meeting:
- Child Protection Policy
  - Safer Recruitment Policy
  - Whistleblowing policy
  - Intimate Care Policy
  - E-Safety Policy
  - Charging and Remissions Policy
  - Complaints Policy
  - Health & Safety Policy
- 35.2 The Headteacher explained that all the policies were standard Hertfordshire policies which had been adapted for the school.
- 35.3 With regards to the Charging policy, the Headteacher explained that it had been amended to reflect where schools could legally ask parents for contributions towards school trips. The school was asking parents to help towards the cost of swimming lessons. The school only had a requirement to provide swimming lessons for one year but was enabling pupils to have swimming lessons for two years.
- 35.4 The GB **ADOPTED** the following policies:
- Child Protection Policy
  - Safer Recruitment Policy
  - Whistleblowing policy
  - Intimate Care Policy
  - E-Safety Policy
  - Charging and Remissions Policy
  - Complaints Policy
  - Health & Safety Policy

### **36. DISCUSS STRATEGIES FOR ADVERTISING AND MARKETING THE SCHOOL**

- 36.1 The Headteacher circulated some marketing material which had been developed to advertise the nursery class. The A5 postcard could be used in local shops and health centres whilst the A4 folded leaflet detailed the school's 30 hours nursery offer. There was also a banner which could be displayed on the school's fence.
- 36.2 The Chair commented that the strategy was to attract pupils into the nursery class then focus on retaining them for the rest of their primary school education. The Headteacher agreed, adding that the next stage for developing marketing materials would be for Key Stage 1 (KS1).
- 36.3 The Headteacher explained that work was ongoing to improve the outdoor play space. The Year 1 outdoor play area had had the fencing removed. The Pirate Ship was going to be installed in time for the Summer Fair so that it could be launched at the Fair. This had meant that the Headteacher had committed funds to the purchase prior to receiving the funds being donated by FOGS in order to ensure that it would be installed in time for the Summer Fair. FOGS had already made a commitment to support the purchase of the Pirate Ship by donating £5,000 to the school and they had already raised £5,500.
- 36.4 A Governor asked if the Car boot sale was successful would the school organise another one. The Headteacher said that they would as long as they were successful with selling stands. The Car Boot sale would be open between 7am and 12pm.
- 36.5 The Headteacher explained that the school's information pack for different age groups was being revised. In reply to a Governor's question, the Headteacher said that the information packs would be made available in the marketing suite for the new development.

- 36.6 Governors commented that the distribution of marketing materials and having a banner on the school's fence were positive activities, especially as the school's entrance was concealed.
- 36.7 The Chair asked if the school's 30 hours nursery offer was being advertised on the school's website. The Deputy Headteacher replied that it was not but it could be added to the website. The Headteacher added that the photographs on the website would be updated.
- 36.8 Governors **AGREED** that the school should start using the marketing materials that had been developed for the nursery class and requested that the 30 hours nursery offer be included on the school's website.

**ACTION: Headteacher and Deputy Headteacher**

- 36.9 The Chair asked Governors to think about further ways the school could be marketed.

**ACTION: Governors**

- 36.10 A Governor asked how many pupils were enrolled in the nursery for September 2019. The Headteacher replied that there were currently 25 pupils which meant that the school could take one more pupil or 14 more pupils because of the adult to children ratio being 1:13.
- 36.11 The Chair asked what the capacity of the nursery class was. The Headteacher replied 36.

**37. REVIEW GOVERNING BOARD PERFORMANCE AND PROCEDURES, INCLUDING FINDINGS FROM GOVERNOR VISITS**

- 37.1 This item was not covered.

**38. REPORT BACK ON GOVERNORS' TRAINING AND VISITS TO THE SCHOOL**

- 38.1 The Chair said that there were a range of e-learning courses available to Governors. A Governor commented that the new e-learning system was not as user friendly as its predecessor as it appeared that training modules had to be completed in one sitting because the facility to save and exit was no longer available. The Governor would confirm this before feeding back to HfL

**39. ANY OTHER BUSINESS**

- 39.1 A Governor asked if there were any governor terms of office coming to an end. The Chair replied that he would review this and report back at the next GB meeting.

**ACTION: Chair**

- 39.2 Zoe Baines highlighted that as she was currently on maternity leave, she was unable to access emails going to her St Helen's email account. The Chair mentioned that she had a Greenfields email account which could be reactivated.

**ACTION: Deputy Headteacher**

**40. DATES OF GOVERNING BODY MEETINGS FOR ACADEMIC YEAR 2018 - 2019**

- 40.1 The GB **NOTED** that the next GB meeting would take place at 17:30 on Thursday 11<sup>th</sup> July 2019.
- 40.2 *Kim May and Mark Skinner left the meeting.*
- 40.3 The meeting closed following the confidential section of the meeting.

*The Chair ended the meeting ended at 7.40pm*

**Agreed as an accurate record of the meeting held on 16<sup>TH</sup> May 2019, on 11<sup>TH</sup> July 2019**

**Signed:**