

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
THURSDAY 21st MARCH 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*

INTERIM CLERK:

Frances Nwanodi

Strikethrough denotes non-attendance

13. WELCOME / CONSIDER AND CONSENT TO ABSENCES

The Chair welcomed everyone to the meeting and introduced Frances Nwanodi as Interim Clerk for the current academic year.

14. 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.

15. MEMBERSHIP OF THE GOVERNING BODY

15.1 Local Authority Governor

The Chair informed the Governing Body (GB) that he had not received any information about potential governors from either the Local Authority (LA) or Merchant Taylor's School.

ACTION: Chair

16. TO APPROVE THE MINUTES OF THE MEETING HELD ON 24th JANUARY 2019

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

17. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24TH JANUARY 2019

17.1 Matters arising from the minutes of the meeting held on 29th November 2018 – Parent Teacher Association (PTA)

17.1.1 The Headteacher had extended the GB's invitation to the Chair of the Friends of Greenfields School (FOGS) to meet the GB and discuss the role and how the GB might be able to improve collaboration. The Headteacher will reiterate this invitation at the next FOGS meeting.

17.1.2 In response to a question from the Chair, the Headteacher confirmed that she attended FOGS meetings. There were usually 8 parents present at FOGS meetings.

ACTION: Headteacher

17.2 Matters arising from the minutes of the meeting held on 29th November 2018 – Pirate Ship

17.2.1 The Headteacher reported that FOGS had already committed £2,000 to support the Pirate Ship and had agreed to fundraise for the rest of the funds required.

17.2.2 The Headteacher informed the GB that the school had been advised against using the Sports Grant on capital expenditure.

17.2.3 Replying to a governor's question, the Headteacher said that the Pirate Ship would cost between £8,000 and £10,000 depending on the type of flooring that had to be used which would be determined by the height of the ship and the associated H&S requirements.

17.2.4 Governors discussed different options for raising funds for the Pirate Ship which included contacting local businesses and crowd funding. The Headteacher explained that the fundraising initiative had been highlighted in the school's newsletter, resulting in one company a parent works for donating £300.

17.3 The Headteacher's verbal report – onsite headcount monitoring system

17.3.1 The Headteacher informed the GB that the on-site headcount monitoring system had been purchased from Invenry and would be installed during the May half-term. She explained how the system would operate, highlighting the safeguarding element and the functionality for providing a back-up to class registers during a fire alarm evacuation.

17.3.2 A Governor queried if parents would have to sign in using the system. The Headteacher said they would not have to if they were only dropping off their children. The system had the capacity to register late pupils, but the school had not purchased all the features on offer.

17.4 The Headteacher's verbal report – School App, Website and Get Information About Schools (GIAS)

17.4.1 The Chair asked if the school had received any feedback about the School App. A Parent Governor commented that the School App was useful, providing parents with more information about what was happening.

17.4.2 The Headteacher said that the School App had been downloaded about 168 times and parents had said that it was very good. The Head would do exit interviews regarding the App and parental feedback to the App at the next Parents meeting.

17.4.3 The Chair asked if the Admin Staff were now able to update the website. The Deputy Headteacher replied that the Admin Staff had now received training on maintaining the website and the school had access to support for website maintenance.

17.4.5 The Deputy Headteacher said that any requests to update the website with information should be emailed to the Admin Staff and copied to her.

ACTION: Chair

17.5 The Headteacher's verbal report – Policies and Prospectus

17.5.1 The Headteacher confirmed that the Attendance and Behaviour policies had been amended and were published on the school's website. The same was true for the School Prospectus for 2019/20.

17.6 Premises Update

17.6.1 The Chair reported that he had inspected the pitched roof and it was in good condition which meant that the cost of a detailed inspection to prepare a capital bid was not required.

17.7 Safeguarding / Health and Safety

17.7.1 The Headteacher explained that she had taken on the responsibilities of the Health and Safety (H&S) Lead in school. She would review the H&S checklist prior to a joint inspection with the Chair.

ACTION: Headteacher and Chair

17.7.2 With regards to installing replacement vehicle entry and pedestrian gates, the Chair informed Governors that satisfactory references had been received for the successful contractor and the work would be started during the school holidays from 8th April 2019.

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

18. TO RECEIVE THE HEADTEACHER'S WRITTEN REPORT

18.1 Governors **noted** the Headteacher's written report which had been circulated prior to today's meeting and included information on the following areas:

- pupil numbers
- pupil attendance
- teaching quality
- safeguarding
- number of exclusions
- number of racist incidents
- number of written parental complaints
- progress against School Development Plan (SDP) targets 2018/19
- school events
- Herts Support and Outcomes
- Pupil Premium update
- Sports Grant update
- Curriculum update
- Governor involvement update
- Continuing Professional Development (CPD)
- Performance Management update
- Stakeholder views
- Staffing updated

- Policy changes

18.2 The Headteacher informed Governors that approximately £180 had been raised on Word Wednesday and this would go towards purchasing the spelling phone (page 9 of the Headteacher's Report). Also, Kathy Webb was the name of the writing consultant who had delivered Year 6 writing support (page 12 of the Headteacher's Report).

18.3 Progress against School Development Plan (SDP) targets 2018/19

18.3.1 The Headteacher reported that she had reviewed the SDP with the Deputy Headteacher. She referred Governors to the key on page 3 of her report, explaining that the items in red indicated targets that had yet to be achieved and should have been initiated by now. In some cases, research relevant to implementing activities had been completed.

18.3.2 Targets that were not due to have been started at this stage of the academic year had not been included in the report.

18.4 Pupil Numbers

18.4.1 The Headteacher emphasised that the numbers of pupils in school including the nursery had increased slightly to 188 whilst the numbers on roll, excluding the nursery were 169. Year 4 remained the smallest class. Two pupils would move to specialist provision in the Summer Term 2019.

18.5 Attendance

18.5.1 The general trend in attendance figures had been positive although in the last few weeks absence due to sickness had created a dip in this upward trend.

18.5.2 The Chair asked if the upward trend in pupils' attendance was due to one particular strategy being implemented by the school. The Headteacher replied that it was down to a range of strategies being used which included, amongst other things:

- attendance reports in the school's newsletter every fortnight,
- information on class doors, and
- rewards in assembly.

18.5.3 In reply to a Governor's question, the Headteacher said that the Education Welfare Officer had been supportive. The school had noticed improved attendance for children from fifteen families who had been contacted by telephone about their children's attendance. On the other hand, there were five families who had been contacted by telephone without any noticeable impact. These families would be invited into school for a meeting if the situation did not improve.

18.5.4 Responding to a Governor's question, the Headteacher said that 32 children had not been absent since the start of the academic year. Year 6 had been the first class in which all pupils had been in school for a week and as a reward they had had a non-uniform day. Two classes had had 99.6% attendance in a week. Year 3 had weekly attendance figures consistently between 98% – 99%.

18.5.5 The Headteacher reminded Governors that whilst a class might miss a reward for 100% weekly attendance, individual pupils who were meeting this target were included in the raffle box. Staff had noticed an improvement in pupils' attendance since the reward system had been introduced.

18.6 Governors' Questions

- 18.6.1 The Chair referred to target 7, page 5, specifically, 'Building Brilliance in Key Stage 1 (KS1) introduced and run Spring 2 onwards' and asked for clarification about what this was. The Headteacher replied that it targeted Pupil Premium children and parental engagement through parents and children workshops. Work on this area would start after the Easter holidays.
- 18.6.2 The Chair of Governors asked when the workshops would take place. The Headteacher answered that this had not been finalised. The workshops would involve parents of nursery and reception children. The school was purchasing resources for the workshops and parents would only receive them if they attended the workshops.
- 18.6.3 The Headteacher explained that the school had had to use Hertfordshire essentials which included the Maths lessons resources (Target 5, page 5). The school would be assessing the impact of the Hertfordshire learning resources and compare them to other resources, for example Maths Mastery.
- 18.6.4 The Deputy Headteacher commented that the plans were good and the HfL team were very supportive. The school had to improve the stretch and challenge aspects of pupils' learning. The resources had been a finalist in an education award and the school had only started using them this academic year.
- 18.6.5 The Staff Governor highlighted that the resources needed time to be used and embedded before the impact could be seen on pupils' progress.
- 18.6.6 Replying to a Governor's question, the Deputy Headteacher explained that the school was only using some of the English resources provided by Hertfordshire essentials.
- 18.6.7 The Headteacher responded to a question from the Chair by saying that a Maths Lead had been identified.
- 18.6.8 The Chair referred to target 8, page 6, and asked what the new reporting system would look like. The Headteacher explained that prior to attending parents evening, parents would receive data about their children's progress in the following areas depending on their year group:
- maths
 - reading
 - writing
 - phonics or spelling, punctuation and grammar
- 18.6.9 Parents would also be provided with information about:
- their child's next step for learning;
 - a grade for their child's current attainment,
 - a grade for their child's current attitude to learning and
 - their child's predicted attainment levels.
- The targets being provided to parents would be linked to the National Curriculum.
- 18.6.10 A Governor asked if the numbers attending parent evenings were better than previously. The Staff Governor confirmed that this had been the case. The Headteacher added that absent parents had been telephoned and discussions had occurred over the telephone if it had not been possible to arrange an alternative date for meeting in school.

- 18.6.11 The Chair referred to target 3, page 8 and asked how this would be implemented. The Headteacher explained that currently only PE and Special Education Needs and Disability (SEND) Leads in the local area met. The Headteachers group had agreed to support other subject leads to meet, with one Headteacher overseeing the process each term. The Headteacher added that four primary schools, including Greenfields, were looking at rewriting the curriculum and would consider ways to collaborate and share where possible. At present the Headteacher and Deputy Headteacher were carrying out the English and Maths Subject Lead roles.
- 18.6.12 In relation to Operations, target 2, page 5, the Chair asked who the Headteacher had targeted as volunteers to help with the structural erection of the outdoor play area. The Headteacher replied that she had spoken to some possible volunteers already about helping with the Early Years Foundation Stage (EYFS) out door area.
- 18.6.13 A Governor congratulated the school on the parental engagement achieved for the Day 100 event. The Headteacher thanked the Governor, adding that it was positive to see families in all classrooms enjoying the activities and some had asked when there would be similar events. A Governor commented that events like this would help change the trend and develop more positive parental engagement.
- 18.6.14 The Chair asked for an update on the student teachers. The Headteacher explained that the school's School Direct trainee had spent half a term at another local primary school whilst the school hosted an external trainee on her alternative placement. Both were strong trainees and had expressed an interest in staying at the school.
- 18.6.15 A Governor referred to the Safeguarding update on page 14, asking if the school's privacy settings on the ICT equipment needed to be updated in light of the current concerns relating to internet and social media usage. The Headteacher replied that she would investigate this.

ACTION: Headteacher

18.7 Purchasing ICT equipment

- 18.7.1 The Headteacher explained that the school was requesting authorisation from the GB for the purchase of ICT equipment from the school's fund account. At present the school had obtained one quote in the region of £9,000 and it would be sourcing two further quotations.
- 18.7.2 The Chair commented that the GB had already approved using £10,000 from the school's fund account to meet the cost of the replacement vehicle entry and pedestrian gates. The school was now in a position to fund this work through Capital funds using additional money given by the government this year.
- 18.7.3 A Governor asked what expenditure the school's fund account could be used for. The Headteacher replied that it could be used on anything apart from teachers' salaries.
- 18.7.4 In response to a Governor's question, the Headteacher said that the quotation was for 15 Chromebooks. One of the sets of laptops the school had was over 10 years old.
- 18.7.5 The Chair asked about the school's plans to purchase additional smartboards. The Headteacher said that this would have to come from the school's ICT budget. The school had benefited from some bulbs from St Helens for its interactive whiteboards. In the long term the Headteacher wanted the school to purchase smart televisions for use in the classrooms.

- 18.7.6 The GB **AUTHORISED** the purchase of 15 Chromebooks and charging unit using the school Fund account as the replacement vehicle and pedestrian gates no longer had to be purchased using money from the school Fund account.

ACTION: Headteacher

Kim May left the meeting.

19. FINANCE UPDATE

19.1 Budget

- 19.1.1 The Chair informed Governors that a detailed discussion of the school's finances would take place at the extraordinary GB meeting scheduled to take place on Tuesday 26th March 2019 at 17:30. The Headteacher circulated paper copies of the school's current financial year position and a business case for organisational change for the 2019/20 financial year.

- 19.1.2 The Headteacher explained that the school's financial position was challenging. The school was no longer using a supply agency for teaching cover and was relying on covering teachers' absences internally. One member of staff had left. This meant that the school was forecasting an end of financial year (2018/19) carry forward of about £37,000 compared to £800 as had been projected when the Headteacher had taken up her post in January 2019.

- 19.1.3 The school had received its indicative budget which showed a reduction for the 2019/20 financial year of about £30,000. Based on the school's current operational model, the school was projecting an in-year deficit of approximately £72,000 for the 2019/20 financial year, therefore action was needed to address the situation.

- 19.1.4 The Headteacher referred Governors to the documents that had been circulated at the beginning of the agenda item. ***Governors' discussion of the current financial situation and possible ways of addressing it have been minuted within Part Two, the confidential section of the minutes of the meeting.***

Kim May returned to the meeting.

19.2 Support Staff Pay Policy

- 19.2.1 The Headteacher explained that both the Support Staff and Teaching Staff Pay Policies that had been circulated with the agenda for today's meeting were Herts policies. In relation to the Support Staff Pay Policy, the Headteacher highlighted that the pay scales had been updated to reflect the nationally agreed terms and conditions.

- 19.2.2 The Chair requested that references to '*the Pay Committee*' be amended to '*a Pay Committee*'.

ACTION: Headteacher

- 19.2.3 The GB **RATIFIED** the Support Staff Pay Policy.

19.3 Teaching Staff Pay Policy

- 19.3.1 The Headteacher referred Governors to pages 5 and 6 of the policy where the GB had to decide which options to follow. She explained that the main difference arose from how teachers' pay rises were awarded, either through pay points in the pay scales or 'spot' pay rise calculations. The Headteacher advised that the GB followed the 'pay points' option.

- 19.3.2 In reply to a question from the Chair, the Headteacher said that the other maintained primary schools followed example 1, progression through pay points. She did not have information about what option the primary academies were using.
- 19.3.3 The Headteacher commented that she wanted to reinforce to staff that there was no automatic annual increment. A Governor concurred with this, adding that it was necessary to ensure accountability and pupil progression. The Chair added that this was in line with Ofsted highlighting that the school had to improve the quality of teaching and learning.
- 19.3.4 There was discussion about example 1 and example 3 with the difference being the discretion to award performance with a pay progression of more than one increment.
- 19.3.5 The GB **RATIFIED** the Teaching Staff Pay Policy with example 1 and an amendment to make it clear that staff were not entitled to an automatic annual increment.

ACTION: Headteacher

20. PREMISES UPDATE

20.1 5 Year Asset Management Plan

- 20.1.1 The Chair referred Governors to the 5 Year Asset Management Plan that had been circulated with the agenda. The document had been updated to indicate the school's current position and future plans for managing the school's assets. Using the Asset Management Plan enable the GB to demonstrate to Herts that it was maintaining the school's premises.
- 20.1.2 The Chair explained that Three Rivers DC had provided provisional Listed Building Consent for the work required for the planned windows and doors replacement project. It had transpired that consent was now also required from Historic England. The Chair was currently exchanging correspondence with Historic England and had emphasised the H&S risks associated with the existing windows and doors.
- 20.1.3 The Chair asked Governors to forward any questions that they had on this matter to him.

ACTION: Governors

21. SAFEGUARDING / HEALTH AND SAFETY

21.1 Health and Safety Checklist

- 21.1.1 The Headteacher stated that she would return the H&S checklist to the Chair.

ACTION: Headteacher

- 21.1.2 The Chair and the Headteacher would arrange a mutually convenient time for a H&S walk.

ACTION: Chair & Headteacher

22. POLICIES FOR REVIEW AND ADOPTION

22.1 Equality Policy

- 22.1.1 A governor highlighted that the references to the SEN Code of Practice on page 10 of the policy had to have the date of the SEN Code of Practice amended from 2001 to 2015.

ACTION: Headteacher

22.2 SEND Policy

22.2.1 A Governor asked if the school had an Inclusions Manager. The Headteacher confirmed that it did.

22.2.2 The Headteacher explained that Herts did not have a model SEND policy, rather it provided schools with a list of areas to include in the policy.

22.3 Homework Policy

22.3.1 The Chair asked if there was a guide to the amount of time pupils should spend on homework tasks every week. The policy appeared to suggest that Literacy and Numeracy homework was set daily.

22.3.2 The Headteacher clarified that Literacy and Numeracy homework was only meant to be set once a week whilst Reading homework was meant to be set five times a week. This would be made clearer in the policy.

ACTION: Headteacher

22.4 Lettings Policy

22.4.1 In reply to Governors' questions, the Headteacher said that:

- the school field was let at the weekends to a football club;
- the hall was sometimes let at the weekends for birthday parties; and
- the dining room could be hired out as well if requested.

22.4.2 The Headteacher clarified that once the policy was ratified by the GB, the school would be able to advertise its facilities were available for hire.

22.4.3 The Chair requested that references in the policy to '*Finance Committee*' were replaced with '*Governing Body*'.

ACTION: Headteacher

22.5 The GB **RATIFIED:**

- the Equality policy subject to the amendment noted in minute 22.1.1;
- the SEND policy;
- the Homework policy subject to the amendment noted in minute 22.3.2; and
- the Lettings policy subject to the amendment noted in minute 22.4.3.

23. REPORT ON GOVERNORS' TRAINING AND VISITS TO THE SCHOOL

23.1 The Chair informed governors that 'Modern Governor' and HfL were partnering which meant that there would be a wider range of courses available for Governors to access.

23.2 Michelle Cheetham reported that she had attended the Year 6 parents' workshop. She overheard some positive comments made by parents attending the event, indicating that parents had noticed an improvement in how the school was being managed.

23.3 Michelle Cheetham had completed a SEN Link Governor visit. She commended the Special Education Needs Coordinator's (SENCo) work. She highlighted that whilst SEN pupils had written targets, in some cases class teachers had not recorded progress updates on the SEN pupils' target sheets.

- 23.4 Link Governor visits had also been completed as follows:
- Michelle Cheetham - Year 4
 - Nick Paul - Reception
 - David Ray – Year 1, 4 and Maths Masterclasses at St Helens with Year 5
 - Jose Tamayo - Year 3 and a GDPR visit with the HT
- 23.5 The following school trips were noted:
- Year 5 to KidZania
 - An overnight visit to York House
 - Year 6 to the Houses of Parliament
 - Year 4 to the Open Air Museum
- 23.6 The Headteacher informed Governors that Years 2 and 3 would be visiting the Roald Dahl museum where they would be able to see the sources of inspiration for his stories.
- 23.7 The Chair reported that he was trying to organise an intergenerational school trip on the Ruislip Lido Railway with members of the Northwood Live at Home Scheme and KS2 pupils. The Railway would offer enough places on the train for free for one class, so the only cost involved was for transportation.
- 23.8 The Headteacher said that there would be a sports week with a range of activities and a Sports Day in the summer term.
- 23.9 The Chair thanked Jose Tamayo for providing Governors with a comprehensive report about his GDPR visit to the school. The Headteacher said that all staff had had GDPR training and the school was now focussing on ensuring the school office was compliant with the GDPR.

24. ANY OTHER BUSINESS

- 24.1 A Governor suggested that some time should be set aside at a future GB meeting to brainstorm possible ways of increasing the numbers of pupil on roll.
- 24.2 The Headteacher commented that she was developing a welcome pack for the flats being built nearby so that as soon as they were being marketed the welcome packs would be made available for prospective residents. It was important for the school to attract new pupils then ensure that they retained them on roll.
- 24.3 A Governor commented on how important first impressions were. Another added that the installation of the new vehicle and pedestrian gates might also positively change how the school was viewed by prospective families.
- 24.4 A Governor raised the issue of the school council's concern with food waste. The Headteacher explained that the school council were implementing a recycling project. The Chair added that it was the responsibility of Three Rivers to ensure that the food waste was collected from the school's premises.
- 24.5 The Headteacher said that if the school offered 30 hours per week for nursery pupils this might attract more families to the school.
- 24.6 The Chair commented that it was a good idea to set aside time to consider strategies the school could use to increase the numbers of pupils on roll.

ACTION: Chair

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

25.1 The GB noted that the next GB meeting would take place at 17:30 on Thursday 16th May 2019.

Summer term

Thursday 16th May

Thursday 11th July

The Chair ended the meeting ended at 7.35pm

Agreed as an accurate record of the meeting held on 19TH March 2019, on 16TH May 2019

Signed: