

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
THURSDAY 24TH JANUARY 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*

CLERK:

Vacancy

Strikethrough denotes non-attendance

1. WELCOME / CONSIDER AND CONSENT TO ABSENCES

No apologies for absence were received.

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

3.1 LA Governor

The Chair informed the GB that he was continuing to work with the Herts Governance Team to source a replacement LA Governor. One potential candidate had been nominated but this person later withdrew his interest

ACTION: Chair

3.2 Associate Member

3.2.1 The Chair announced that Kate Shockley from Merchant Taylors' School had resigned from the GB due to family circumstances. She is still on maternity leave from MTs

3.2.2 The Chair has been in contact with MTs (Jonny Taylor) to source a potential replacement for Kate and is waiting to hear back

ACTION: Chair

3.3 Clerk

The Headteacher and the Chair described their current efforts to source a replacement for Liz Elgar who resigned her post over the Christmas break. The cost of the HfL clerking service for six FGB meetings per year is £1845, which will be the fall-back solution if the school is unable to appoint a new clerk at lower cost itself.

ACTION: Headteacher / Chair

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29TH NOVEMBER 2018

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

5. MATTERS ARISING FROM THE ABOVE MINUTES

5.1 GDPR

- 5.1.1 The Chair reported that Eastbury Farm School had now received their GDPR audit report and were happy to share the outcome
- 5.1.2 The Headteacher stated she had observed some GDPR non-compliances around the school and had shared these with the staff
- 5.1.3. As a next step forward it was agreed that Jose, our DPO, would meet with the Headteacher on 5th February to discuss the current status and required actions to achieve full compliance

ACTION: Headteacher / Jose Tamayo

5.2 Children Missing in Education

- 5.2.1 The Herts guidance document and report form were circulated to the GB as pre-read and it was agreed to formally adopt these as school policies, thereby meeting the requirements of the latest *Keeping Children Safe in Education* publication.
- 5.2.2 The Headteacher informed the GB that one child had been missing from school since the middle of December and this had been reported in accordance with the Herts guidance.

5.3 PTA (FOGS)

The FOGS chair was unable to attend the meeting but it was agreed that the invitation would remain open for a future opportunity to meet the GB, discuss the role and how the GB might be able to improve collaboration

ACTION: Headteacher

5.4 Pirate Ship

Costs for various pirate ship options for the KS-1 playground had been obtained and were being assessed. The ship would form part of a complete reassessment of the school's outdoor space and how this can be improved, as described in the new School Development Plan (Operations, Target Two)

ACTION: Headteacher

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

6. TO RECEIVE THE HEADTEACHER'S VERBAL REPORT

6.1 The Headteacher provided a comprehensive verbal report, her notes of which were subsequently shared with the GB members. The report included the following topics:

- Pupil numbers by classes, with the whole school roll currently at 184, representing 77% capacity
- Pupil attendance by classes, with the whole school currently at 94%
- Teaching quality assessed from classroom observations
- Safeguarding data
- New School Development Plan, copies of which were circulated in the meeting. This is still in draft form until finalised with the SLT. It generally follows the Ofsted inspection framework structure, i.e. Section 1: Outcomes for Pupils, Section 2: Teaching, Learning and Assessment, Section 3: Personal Development, Behaviour and Welfare, Section 4: Leadership and Management. There are then sections on Operations and on Parental / Community Engagement. In each section there are individual targets, outcomes, actions, costs and monitoring identified.
- School events. An events timetable has been created for the whole school. This is shared with all staff. WhatsApp groups have been set up for all staff and in smaller teaching / support groups to help communication. These have had a positive effect already with staff knowing what is going on in the school. David Gauke MP came in to award a Y5 pupil a special prize for winning his Christmas Card Competition.
- Support visits from Herts advisors. Kirsten Snook the County advisor for Literacy, visited on 15th January. Highlights include phonic changes to years 2 onwards, planning scrutiny to be carried out and future support in years 3 and 5.
- Pupil Premium update. There are currently 41 pupils eligible for pupil premium funding – 32 of which receive free school meals. Funding of £1320 is received per eligible pupil. We will receive just over £54k in PPG this academic year.
- Sports Grant update
- Governor involvement update
- Staff CPD and Performance Management
- New policies on Handwriting and Presentation, Marking and Feedback, Equality and the Code of Conduct for Staff have been issued

6.2 Attainment data

6.2.1 The current Y6 teacher assessment data indicated that their SATS performance could be borderline and highly dependent on the content of the tests

6.2.2 Of potentially greater concern is the Y5 data. The Headteacher described the school's plans for intervention in Y5 to try to improve this rather worrying situation

6.2.3 Y2 is another class where the data looks poor, with many children about a year behind on their progress. The Headteacher again described how she hoped to address this situation.

6.3 On-site headcount monitoring (safeguarding)

The Headteacher described a new online system that she recommends to be purchased and installed in the next financial year to better record who is on-site and logged-in / out (Refer SDP Operations Target 6). A detailed proposal with costs for presentation to the GB is being prepared. Anticipated costs were an initial ~ £2000 for purchase then £400 / year licencing.

ACTION: Headteacher

6.4 School Apps, Website and GIAS

- 6.4.1 The Headteacher briefly demonstrated a new App in progress of development, which can already be downloaded via PIOTA. This will allow smartphone access to the school's news, events, alerts, contacts etc. The cost for this is around £300 per year representing a significant saving versus the existing messaging system.
- 6.4.2 The governors' details on the school website were noted as requiring updating. Those details are however correct on the GIAS site (Getting Information About Schools)

ACTION: Headteacher

6.5 Parental Engagement

Parental meetings have been held with Year 6 parents and Year 5 parents, with year 2 taking place next week. These are meetings which highlight the importance of good SATs results but promote a growth mind set approach and encourage parents to support children at home and expose them to the style of questions they will face during the SATs. Attendance by Y6 parents / carers was good but by Y5 was disappointing

6.6 Policies for Endorsement by the GB

New / revised policies on Attendance and Behaviour were distributed to the GB with the meeting papers. The Chair passed his written comments to the Headteacher for finalisation, joint sign-off and publication on the school website / App.

ACTION: Headteacher

6.7 Prospectus

The Headteacher distributed copies of the revised School Prospectus for 2019/2020 for review and comment by the GB / Chair

ACTION: Chair

There followed a question and answer session on the Headteacher's report.

7 FINANCE UPDATE

- 7.1 The Headteacher reported that the school accountant would be visiting tomorrow and would provide an updated end-of-year forecast, which was not expected to show a deficit, mainly because of savings made on staffing costs (departure of Deputy HT, new HT teaching 1 day per week, Schools Direct teacher covering 1 day in Y5, and rationalisation of the French teacher's time). The updated status will be reported in the next GB meeting.
- 7.2 All staff salary increases, backdated to September 2018, had been implemented and accounted for.
- 7.3 The status of the School Fund account was reported
- 7.4 A new Staff Pay Policy is required which will need agreement by the GB.

ACTION: Headteacher

8 PREMISES UPDATE

- 8.1 The Chair advised that the school's 5-yearly fixed wiring inspection and testing had been completed. The inspection report is awaited but no major problems were discovered.
- 8.2 The school flat roofing and gutters have been totally cleaned and inspected. The roof covering, which was replaced in 2007, was found to be in generally good condition

- 8.3 The pitched roofing on the assembly hall requires inspection to determine its condition. It is believed this was not replaced at the same time as the flat roof. Inspection is necessary to decide whether a detailed independent inspection is required in order to prepare a capital bid to HCC, in which case this will need to be budgeted next financial year.

ACTION: Chair

9. SAFEGUARDING / HEALTH AND SAFETY

9.1 Health and Safety Policy

- 9.1.1 The Chair advised he had sent the Headteacher an updated policy draft which requires further input due to the departure of John Burt who was the previous H&S lead.

ACTION: Headteacher

- 9.1.2 The Chair requested the associated H&S Inspection Checklist be located on the shared drive, allowing a joint inspection to be made by himself and the newly appointed H&S lead.

ACTION: Headteacher

- 9.2 A proposal to install replacement vehicle entry and pedestrian entry gates had been circulated with the meeting papers and this was discussed. It was agreed to proceed with the lowest bidder's proposals on the basis that satisfactory references from other schools be obtained, and that the detailed requirements for the school office monitoring locations be agreed with the vendor. Safety features must also be confirmed as compliant with current regulations, however the Chair pointed out that the pedestrian gate will not be powered but will be fitted with a gas strut closer and magnetic lock, essentially similar to the front door entrance. It was agreed this contract would be financed using the Fund Account.

ACTION: Chair

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

- 10.1 Michelle Cheetham continues to maintain the governor training log. New HfL e-learning courses are now available in GDPR and EYFS.

- 10.2 It was agreed that the governors would take on link roles with specific classes, as follows:

- Nursery – Katie
- Reception – Nick
- Y1 – David
- Y2 – Debbie
- Y3 – Jose
- Y4 – Michelle
- Y5 – Niall
- Y6 - Zoe

11. ANY OTHER BUSINESS

None

12. DATE MEETINGS FOR ACADEMIC YEAR 2018 - 2019

Autumn term

Thursday 29th November, 5.30pm

Spring term

Thursday 24th January

Thursday 21st March

Summer term

Thursday 16th May

Thursday 11th July

The Chair ended the meeting ended at 7.30pm

Agreed as an accurate record of the meeting held on 24th January 2019, on 21st March 2019

Signed: