



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

Minutes of the Full Governing Body meeting of Greenfields Primary School
Wednesday 25th November 2020 at 5.00pm using Microsoft TEAMS

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

Mark Skinner
Debbie Hartley
Zoe Baines
Ric Salzedo

LOCAL AUTHORITY GOVERNOR (1):

David Ray, *Chair*

ASSOCIATE MEMBERS (3):

~~Marsha Myers~~
(Rev.) 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 Marsha Myers, Jose Tamayo.

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

There were no declarations.

3 Curriculum

The head of English (Jo) gave an overview of English and Phonics with an update on progress and strategy for this subject area. The rationale behind the English curriculum in the school is a key Ofsted consideration and the presentation followed the Intent, Implementation, Impact framework.

The Governors congratulated Jo on the good work being done. It was acknowledged that being able to read fluently when children move to secondary school is key and makes future development easier.

Governors and volunteers miss coming into school to listen to children. It will be good to come back, hopefully after Easter.

Q: Has any reading been focused on current topic e.g. Black History other news topics?

A: Yes, we have text on refugees, mental health etc. Jo keeps a close eye on new texts that are released as authors write in response to current news. The school also has a number of texts focusing on diversity – different cultures, experiences of coming to the UK etc.

The Head thanked Jo for an excellent presentation. It's clear to see the hard work that has gone into English at the school and in putting the presentation together.

4 To approve the minutes of the meeting held on 30th September 2020 (document circulated)

No additional comments or questions were raised. The minutes were signed as accurate and complete by the Chair.

5 Matters arising from the minutes of the meeting held on 30th September 2020

SCR Checks for Ric – This was delayed due to the second lockdown and will be completed asap.

Piota School App – Ric to be set up when he comes to the office.

Policies Status Summary Document – The Head will arrange for this to be circulated

ACTION: HT to send Policies document to clerk for circulation.

6 Questions on the Headteacher's report (document circulated)

Q: Mental health of children – How are the therapy nurture groups going? Has there been an increase in demand?

A: Yes, definitely an increase. The SEN supports are now both working full time. There is a waiting list for drawing and talking therapy. The Nurture club at lunchtime is also full. The Head is keeping an eye on children and recommending those that need help immediately. The majority of children are good at coming into school and are not so unsettled, but there are needs.

Q: Friday finish time – Responses to questionnaire sent to parents are in the report, Governors' thoughts asked for.

Discussion:

Total number of parent responses: 103

1pm finish: No 72 Yes 31

2pm finish: No 52 Yes 51

3.30pm finish: No 48 Yes 55

Staff responses:

1pm 10

3.30pm 6

2pm 1

Q: What are we trying to achieve by finishing at a different time? Is it to allow PPA time?

A; The original decision was made in the summer to support PPA before any other Government guidance was in place. The Head and Deputy were teaching during PPA cover across the school – this contradicted the protective bubble ideal as it effectively broke each bubble. Finishing early and sending afternoon homework was a trial. Teachers have struggled to teach the foundations subjects efficiently in just 4 afternoons and the Head and Deputy are now more comfortable covering the PPA time, keeping the full school day to finish at 3.30pm. This will provide consistency and routine.

Q: Should this change happen in January or after Easter? To be in line with the current Government covid-19 thinking that things will settle at Easter.

A: The Head would like to change to 3.30pm finish in January. There has only been 1 bubble issue since September.

It was felt that as long as the change can be managed safely and confidently, it should change in January

Some governors have spoken to other parents – the parents support the 3.30pm finish as they understand that this will be better for staff and for children's teaching time.

Further discussion supported the 3.30pm finish.

Unanimous decision was made by the Governors to support the school in finishing at 3.30pm on Fridays. This to be implemented in January 2021.

Q: Lettings – The Dance School is returning in December – how permanent is this?

A: They are starting back next week as the other venue they use is not covid-19 safe. They have not confirmed January yet.

Q: A TA has decided that this is not the career move she was hoping for, is there anything specific that the Governors should understand about this situation?

A: This person moved from a four-form entry school. She moved to Greenfields during covid-19 and had to bubble with a small group. She misses the interaction with a larger number of people.

7 Update on Finance

Head has issued the latest details.

Next year's budget (2021-22) will be set on 29th March 2021.

8 Update on Premises (Chair)

Snagging list from windows and doors project – This is now complete.

Boiler and heating system project – This should complete this weekend (27th November) with a final inspection with all the stakeholders on 7th December.

Refurbishment of old nursery for Y1 / future use of the Nursery Pod – The pod is not suitable as a classroom both in size and legal requirements particularly with regards to sound. The use of this room is under consideration as detailed in the Head's report. This leaves the school short of another meeting room. Consideration is being given to a garden office type construction to be possibly installed between the pod and the biodome. This will cost approximately £30K. A site visit by one of the preferred design vendors has been arranged for December.

Roof and drainage survey – The Chair has been talking to Hertfordshire CC about the school roof and drainage. There are a growing number of problems with drainage and roof leaks / overflows. Quotes are being obtained to make a survey which will then be used to submit to Hertfordshire for a capital bid for major upgrading. This will include all guttering and drainage.

Rear pedestrian gate – A quote is being obtained to automate this and light the area adequately. This will further improve safety and site security.

Classroom awnings – A quote is being obtained to refurbish the awnings for the south side of the building, classrooms 2-6, so they work properly.

Tree surgery – Completed for this financial year. Logs are available for collection if anybody would like them.

Q: Will the new garden office link into the heating system?

A: No, it will be a separate building with electric heating only and no other services in the present concept.

9 Safeguarding / Health & Safety (Chair)

Safeguarding audit – 2/3 complete. Date for final stage to be confirmed.

ACTION: Chair / HT

Autumn H&S inspection – Internal walk around complete.

Water risk assessment – The Hertfordshire-appointed contractor will do this. The whole system is now mains fed which simplifies the assessment.

Q: Do we need to make sure the roof tanks are drained and isolated?

A: Yes, they are and they are isolated but, as they are part of the listed building, they cannot be removed.

10 Policies for review and adoption

Child Protection Policy – This has been updated in accordance with the Herts' policy and accepted to go onto the website.

Equality Policy Update – This is a work in process. We are required to have a published policy and objectives documents.

ACTION: HT to progress

11 GB skills assessment & Training records

Deferred until the Governors can meet in person.

ACTION: Governors to send the Chair details of training completed over the past 3-4 years to be collated.

12 Any other business

Feedback – One of the governors recommended the school and a prospective family visited the school. They were blown away by the school and were amazed. They were really pleased by how well they were looked after and how good the school is.

Q; How is the Forest School going?

A: It's wonderful and the photographer took some great photographs of it in action recently. We've also had a donation of all-in-one outfits so can now kit out a whole class. It's joyous to see how much fun the children have with it. This week they are going to start sawing. The skills, confidence and language is really developing in those who may struggle in class. They are getting so much learning. There is so much mud and the children love it! The afterschool club is offered to years 1-3 and is growing. A day at half term was attended by 15 children despite the rain! For Macmillan, parents were asked to donate for bulbs in memory of people they love. Every child was able to plant a bulb and the children are talking about seeing their bulbs come up.

Q: How is the Teach First student doing?

A: She's doing really well. The College assessor has sent a glowing progress report and also complimented the school. It's like watching an experienced teacher.

Q: Is there a plan for the next 6months?

A; Year 5 until Feb half term, increasing hours. 9 weeks in year 2, 9 week in year 5. Depending on covid-19 she may also visit other partner schools. She finishes in June with 1 day a week at Uni.

The Head thanked Kim as she does an amazing job as a mentor and is a great support to teaching students.

The Chair thanked all those present and ended the meeting ended at 7pm

Agreed as an accurate record of the virtual meeting held on 25th November 2020.

Signed:

Name	Governor Hub	Role	Information
Ric Salzedo	✓	Co-opted Governor	
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	
Kate Day	✓	Staff Governor (Ex-officio)	Headteacher
Kim May	18/6 not registered	Staff Governor	
Marsha Myers	✓	Associate Member	
Rev'd Liz Guest	✓	Associate Member	
Vacancy	n/a	Associate Member	
Karen Walton	✓	Clerk to the Governing Board	
Joanne Evans	n/a	Observer	Deputy Headteacher

GB Meeting Dates for Remainder of the School Year

2021: January 27th

March 31st

May 26th

July 7th