



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

**Minutes of the Full Governing Body meeting of Greenfields Primary School**  
**Wednesday 26<sup>th</sup> May at 5.00pm**

**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~~

(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**

Welcome to Kate (Art & DT), observing the subject presentation.

Apologies for absence were received and accepted for Jose, Zoe, Mark and Marsha.

Kim arrived during the Finance discussion onwards

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

There were no declarations.

**3 Curriculum**

Anabella Fernando presented the Governors with an overview of History & Geography at Greenfields.

Q: In terms of OFSTED deep dives, are these treated as separate subjects?

A: Yes.

Q: Are the Historical and Geographical Associations specifically for teachers?

A: Yes, they are specifically for teachers and they cover all years from primary to University. The Geographical Association is a subsidiary of the National Geographical Society.

Q: Is membership as an individual or as a school?

A: As a school. Their CPD material is a key benefit and that they both have professionally qualified staff, not just teacher / educational input.

Q: In terms of the National Curriculum is the History curriculum fairly open or is it prescriptive? History is such a vast subject?

A: Both History and Geography are very prescriptive. History covers specific topics and specific periods of time where you can choose a topic although it is detailed. The Rising Stars resources are useful and cost effective so the school is looking to buy into it. The price is £60 per year group per annum.

Q: Schemes of work are available, but do we have enough hardware resources? E.g. Globes etc

A: Some areas we do, some areas we don't. e.g. The Atlas' with Yugoslavia as a country have now been disposed of. The focus is accessing both primary and secondary resource material. The internet is helpful, especially due to the Covid situation – lots of museum artefacts are now online and Google Earth is very useful.

Q: Do parents get to see the presentation?

A: All presentations are kept ready for OFSTED / others to see as evidence.

Q: Do you think pupils enjoy history?

A: It's all about bringing it to life. Pupils are fascinated about dinosaurs, war and the changes in living history – what they have in comparison to their (grand)parents. It's important to expand their world.

Offers of local resources were made:

David – Chiltern Open Air Museum

Karen – Local History Society and Map Historian

Anabella was thanked for all her hard work throughout the school (not just early years.)

Anabella and Kate left the meeting.

#### **4 Membership of the Governing Body.**

The current Chair's term ends 8/7/21.

Anyone who would like to nominate themselves or another (by agreement) should send the nominations to the Clerk by the end of June for consideration at the next meeting on 7<sup>th</sup> July.

**ACTION** – Nominations for Chair to be sent to the Clerk by 30/6/21

In the absence of nominations, the current Chair is willing to stand for another year.

A Vice Chair also required.

#### **5 To approve the minutes of the meeting held on 14<sup>th</sup> April 2021 (document circulated)**

Part 1 will be published on the website and held at the school.

Part 2 will be kept confidential.

No further comments were made. The Chair signed the minutes as an accurate and valid record of the meeting held on 14<sup>th</sup> April 2021..

#### **6 Matters Arising from the minutes of the meeting held on 14<sup>th</sup> April 2021**

Environmental Policy – Comments received from the school have been incorporated in the new policy

GovernorHub for all training records – The chair reconfirmed that all training should be logged.

#### **7 Headteacher's report (document circulated)**

Q: Have the new joiners now started?

A: We now have a class of 30 in year 3 and another 2 pupils starting after half term.

Q: Teaching quality – what is happening about science?

A: English and Maths happen regularly, the other subjects are reviewed in turn each term. Science has just been completed this week and a Book scrutiny has also taken place.

Q: What is AFL?

A: Assessment for learning – Teachers ask the class what they already know about so the subject can be adapted and taught appropriately.

Q: What is Metacognition?

A: Thinking about your learning and how you process. Some learn through listening, some learn through doing. Metacognition is understanding how you learn and what else pupils can do to support their learning.

Q: What is FEP?

A: Focussed English Plans.

Q: What is the Summer Success Programme for Maths?

A: This is the Herts maths catch up programme. All classes have completed diagnostic assessments to highlight the gaps. The next 5 weeks of teaching will aim to cover the identified gaps.

Q: If OFSTED did come in this term, what data do we have to show them?

A: Mainly internal, teacher-led data. The current OFSTED focus is what are we doing to help pupils move forward. Pupils have effectively missed a year of in-school education, so the emphasis is on bridging the gap. We do have historical entry data and can show this against current data. Hertfordshire tests will still happen. The school have asked to be moderated for Year 2 phonics. The current Year 1 will take the phonics test in the autumn.

Q: Wellbeing – What is 'No Outsiders'?

A: This is a project called 'No Outsiders' – it helps pupils to understand the world we live in now in terms of race, equality etc – we are one group.

Q: Gradual resumption of normality – New South Oxhey Leisure Centre Pool, sounds great!...but how to get to it?

A: Pupils are walking to it although it is further. It is a lovely brand-new pool and the school has a specific time slot to use it.

Q: Looking forward – Jumper with names on the back, what is this for?

Y: To help celebrate our 70<sup>th</sup> year the jumper would be part of the school uniform for the year. It would incorporate everyone's names on the back inside a large number 70. The cost will be approximately the same as a normal school jumper.

All governors approved.

Q: Safeguarding Update – What can we do to recognise Donna?

A: We have several teachers currently absent and Donna has been exceptional. A letter from the governors recognising her work and dedication to the school would be appreciated.

**ACTION** – Chair to write to Donna

Q: Are the sick members of staff near to coming back?

A: Both have occupational health meetings after half term.

Q; Are there any staff leaving?

A: Not voluntarily. Lesley is retiring and she will be greatly missed. She has asked if she can volunteer as a reader. Ashley has joined the staff as NQT. Some temporary support staff contracts will come to an end.

Head is pleased that attendance remains high and that the school now has 200 pupils (from ~175 when the Head started). The Head thanked the Governors for their support and encouragement.

## **8 Update on Finance (HT)**

Review & Approval of Budget –

Two draft budgets have been circulated.

£6.5K covid funding has been received. Funding has also been received from Harrow for a looked-after child and the nursery garden project costs were lower than anticipated. This meant that there is an additional carry forward of +£20K.

Potential difficulties are with contracts that are ending and funding being reduced as EHCP-supported pupils leave. With TA flexibility and an agreed reduction of hours, there is just enough funding available for another TA in year 2. If hours are not reduced, there would need to be a cut in a member of staff.

Therefore, two budget scenarios are presented – with or without a TA. The important point is that the school is financially viable and will remain positive for the next 5 years. Neither budget includes any additional funding – there may be 2 additional needs pupils who will receive funding.

Discussion amongst the governors concluded that a TA in every class is preferred. A TA in every class would mean no TA for one afternoon in Year 2.

The Governors appreciated that the Head has based the budget on the worst-case scenario and funding opportunities do become available. Only confirmed numbers have been included in the budget and parents support as much as possible.

The October census will be sent to Hertfordshire to plan for next year. This year the school has taken a financial hit due to lower pupil numbers. However, next year numbers have already increased. Next year there are no teacher pay increases although TA's get a local authority increase.

All governors approved the budget with the extra TA.

SFVS –

The SFVS report has been completed and circulated. There were no questions or comments. The Chair signed the report.

Hertfordshire County Council Audit –

The Head and Chair have met with the HCC Auditor. A draft report has been seen and commented on. Once finalised the report will be circulated. The main point is that the school is financially sustainable.

The audit suggested that the school is overstaffed. However, there are 2 unqualified teachers who cannot teach unaccompanied, and the staff operate effectively and successfully and feel they are at their limit.

Overall, the outcome is positive and gives HCC perspective of the school budget situation.

## **9 Update on Premises (Chair)**

New nurture building status –

Planning permission has been approved. The next stage is to review the electrics – this is happening on Wednesday 2<sup>nd</sup> June.

Q: Is there a possibility of funding for this building?

A: The school wrote to HCC with all of the details and asked if a retrospective grant was possible. Unfortunately, it is not. The building will be installed during the summer holiday.

## **10 Safeguarding / Health & Safety (Chair)**

The Audit can now be completed. Actions to complete include Safer Recruitment and the SCR audit.

**ACTION** – Date to be set by Debbie with the office for an in-person SCR meeting.

## **11 Policies for review and adoption**

Behaviour –

The school is a 'Steps' trained school – that looks at the reasons behind the behaviour and how to deal with it. The policy has been updated. An important value is not to praise or reprimand pupils publicly. This was trialled and it was felt that behaviour was not always actioned consistently throughout the school. A compromise has now been established and documented in the policy. The policy is published on the website.

All governors approved the policy.

RSE (Relationships & Sex Education) -

This is a new policy (previously delayed due to lockdown). There has been a change in RSE and parents can no longer remove their child from the class. The policy details what is taught in each year group. From Year 4 RSE is taught in single sex lessons. The policy will be published on the website.

All governors approved the policy

Environmental Protection Policy –

The policy will be published on the website.

All governors approved the policy.

Q: How is the RSE teaching going so far?

A: This is a summer term scheme of work. Parents know it will be taught next term.

Q: As the new policies are going on the website, will parents be told when they are available via the app?

A: Yes, Parents will be advised.

Q: Are the policies based on Herts templates?

A: The RSE policy is based on the PSHE recommendation.

Q: Will RSE teaching be mixed up during the week?

A: Yes, it will happen over 2 or 3 days over two weeks. The content is mandatory. Some RSE sessions have started and overall pupils are mature and sensible.

## **12 Governors**

All governors were given a skills assessment form to complete for the records.

All governors were given a Childcare Disqualification Regulations Declaration form to complete.

GB training records on GovernorHub – The chair reconfirmed that all training should be logged.

Policy on resumption of school visits – Governor visits are now possible.

The Head has asked the governors to attend a Pupil Voice session and to re-establish class links. Visits to be arranged in September.

**ACTION** – Visit date(s) to be confirmed, possibly on the same day as the September Governor meeting.

## **13 Any Other Business**

OFSTED – The Head is updating the Governor OFSTED Ready packs. These will be ready for September.

School Vision – Will be updated and circulated for comment at the next meeting

**ACTION** – Chair to update and circulate the School Vision

Ric sends his apologies for the next meeting, 7<sup>th</sup> July.

The Head invited the Governors to:

Year 6 Production – Let the games Begin – 23<sup>rd</sup> (5pm) and 24<sup>th</sup> June (5.30pm)

Nursery and Reception Graduation – Thursday 15<sup>th</sup> July – 9am and 10.30am

Year 6 Leavers Assembly – Friday 16<sup>th</sup> July, 9am –. The Governors cup will be awarded.

**Agreed as an accurate record of the on-line meeting held on 26<sup>th</sup> May 2021.**

**Signed:**

<b>Name</b>	<b>Governor Hub</b>	<b>Role</b>	<b>Information</b>
Ric Salzedo	Need to register	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	
<i>Vacancy</i>	<i>n/a</i>	<i>Associate Member</i>	
Karen Walton	✓	Clerk to the Governing Board	
Joanne Evans	n/a	Observer	Deputy Headteacher

GB Meeting Dates for Remainder of the School Year

2021: July 7<sup>th</sup>