

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
WEDNESDAY 26TH SEPTEMBER 2018, 6.00PM**

Attendance:

ACTING HEADTEACHER

David Smith

LOCAL AUTHORITY GOVERNOR (1):

~~Emma Maitland Gray, Vice Chair~~

PARENT GOVERNORS (3):

Nick Paul

Katie Tarrant

Jose Tamayo

STAFF GOVERNORS (1):

Kim May

CO-OPTED GOVERNORS (4):

~~Michelle Cheetham~~

~~Niall McManus~~

David Ray, *Chair*

Vacancy

ASSOCIATE MEMBERS (4):

Debbie Hartley

~~Kate Shockley~~

Vacancy

Vacancy

OBSERVERS:

John Burt, *Deputy Headteacher*

~~Joanne Evans, Deputy Headteacher~~

CLERK:

Liz Elgar

Strikethrough denotes non-attendance

1. WELCOME / CONSIDER AND CONSENT TO ABSENCES

- 1.1** Apologies for absence were received and accepted from Emma Maitland-Gray and Niall McManus.

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

There were no declarations

3. REGISTER OF GOVERNORS' BUSINESS INTERESTS

- 3.1** Governors completed and signed copies of the Register of Governors' Business Interests, which would be filed in the school office.

4. ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY

4.1 Election of Chair of the Governing Body: The Governing Body unanimously re-elected David Ray as Chair of the Governing Body.

4.2 Election of Vice Chair of the Governing Body

4.2.1 There were no nominations in the meeting for the election of a new Vice Chair, however the Chair undertook to discuss this with Michelle Cheetham to see if she would be interested in the role.

ACTION: Chair

5. MEMBERSHIP OF THE GOVERNING BODY AND ANNUAL SIGNING OF THE GOVERNOR CODE OF CONDUCT

5.1 LA Governor

5.1.1 The Chair announced that Emma Maitland Gray had given notice of her resignation as of 4th October, after the recruitment process for the new Headteacher had been completed.

5.1.2 The Governing Body noted that Emma's departure would leave the Local Authority Governor vacancy to be filled.

ACTION: Chair / Clerk

5.2 Associate Member

5.2.1 Zoe Baines introduced herself and explained her role as Development Director at St Helen's School in Northwood.

5.2.2 The Governing Body agreed Zoe as an Associate Member of the Governing Body and Zoe agreed to forward her contact details to the clerk.

ACTION: Zoe Baines

5.2.3 The Governing Body noted that there remained one Associate Member vacancy.

5.3 Co-opted Governor: The Governing Body noted that there remained one Co-opted Governor vacancy.

5.4 Code of Conduct: Governors completed and signed copies of the Code of Conduct, which would be filed in the school office.

5.5 Appointment of New Headteacher

5.5.1 The Chair reported that there had been eight applicants for the post of Headteacher, six of whom had come to visit the school and three of whom had been subsequently shortlisted for the post by the panel. He notified governors that interviews and selection exercises were scheduled for Wednesday 3rd October, to be observed by a governor panel consisting of himself, Vice Chair Emma Maitland-Gray, Michelle Cheetham plus the school's Herts Improvement Partner Anne Heywood.

5.5.2 Governors were asked to attend a brief meeting following the recruitment process in order to formally ratify the appointment of the new Headteacher, should one be made.

6. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH JULY 2018

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

7. MATTERS ARISING FROM THE ABOVE MINUTES

7.1 GDPR Privacy Notice (Item 7.1)

7.1.1 The Chair reported that the GDPR Privacy Notice for Parents / Carers was now on the school website.

7.1.2 The GDPR Privacy Notice for governors was signed by those governors not present at the previous governing body meeting.

7.2 GDPR Policy (Item 7.3): Jose Tamayo reported that the policy was still in the process of being finalised and that this remained a point for action with the Chair.

ACTION: Chair /Jose Tamayo

7.3 Outlook email addresses (Item 11.1): Jose Tamayo reported that his Greenfields Outlook email still did not seem to work and he agreed to get this fixed. Other governors reported their school email was now working.

ACTION: Jose Tamayo

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

8. TO RECEIVE THE HEADTEACHER'S VERBAL REPORT

Written report to be given for next meeting

8.1 Teaching and effective classrooms

8.1.1 The Headteacher reported that although he had found classrooms to generally be well-organised, there appeared to be inconsistencies in how children were managed.

8.1.2 The Headteacher reported that full observations and classroom visits would be reported on in his written report at the Governing Body meeting in November.

ACTION: Headteacher; Clerk [for agenda]

8.2 Behaviour

8.2.1 The Headteacher remarked that behaviour was generally good however there are extremes of poor behaviour among a minority of children that had a large impact on the running of the school and its staff. He reported that discussions were taking place on how best to manage this and to support staff and children.

8.2.2 The Headteacher reported that he had liaised with Herts for Learning SEN regarding the provision of appropriate and necessary support and that SEN teacher Nicola Weller had contacted parents in order to meet with them to discuss provision and to gain their support.

8.3 Staff training

8.3.1 The Headteacher reported that raising standards in teaching, plus literacy and handwriting had been among the topics covered during the most recent INSET day.

8.3.2 John Burt reported that he would be attending an Essential Maths course on teaching up-to-date Maths and getting the best results, and that he would cascade to other staff.

8.3.3 The Headteacher reported that the new caretaker, Anthony, had met with Pete, the caretaker at Woodhall, and that they would have a mutual exchange going forward.

8.3.4 The Headteacher explained that there would be a block on staff training until further notice due to the cost of both the training itself plus and cost of supply staff to cover absence, however this would be reviewed regularly.

8.4 Incentives and awards for children: The Headteacher spoke of the “Green Book” assembly to acknowledge children’s success and good work, the Golden Dustpan award for the tidiest classroom and the Attendance Award given in assembly.

8.5 Attendance

8.5.1 The Headteacher reported that Attendance was variable and currently a fraction over 95%, with Year 3 being consistently the best and the lowest class scoring 84%

8.5.2 The Headteacher explained that although some incidences of term time absences were due to genuine medical issues, a significant amount of could be linked to family term-time holidays therefore he suggested that the Governing Body discuss whether to pursue this further.

8.5.3 In response to Nick Paul’s question about roll numbers, the Headteacher replied that, as would be expected, numbers had risen in Reception however they remained stable overall.

8.5.4 The Headteacher stated that improving attendance would be a top priority for the new Headteacher and would be included in the next Headteacher’s Report to the Governing Body.

ACTION: Headteacher; Clerk [for agenda]

8.6 Budget - Revised Forecast

8.6.1 The Headteacher reported that there had been some anomalies with staffing due to leavers and starters.

8.6.2 He also reported that extra and unforeseen costs had been incurred such as having to dispose of old toilets seats which could have contained asbestos and also essential tree surgery.

8.7 Governor question: Nick Paul asked the Headteacher if there was any area in particular on which he intended to focus during his time in his interim role. The Headteacher replied that it would be dealing with the challenging behaviour of a minority of children, which is having an effect on others.

8.8 Headteacher’s Report: The Headteacher advised governors to consider what they would like to be included in the Headteacher’s Report, plus its format, going forward.

9. GOVERNING BODY SCHOOL VISION STATEMENT

9.1 Greenfields School: 3 – 5 Year Vision and Strategy

9.1.1 The Chair circulated and talked through the document and asked governors to consider it in their own time and report back with any suggestions. These would be discussed and agreed in 2019 with the new Headteacher

9.1.2 Nick Paul suggested that the Vision and Strategy be monitored on a rolling basis.

9.1.3 Kim May suggested that “Attainment” be divided into sub-categories such as Gifted and Talented and SEN.

10. UPDATE ON PREMISES

Chair had circulated “Five Year Asset Management Plan’ for information prior to the meeting

10.1 Replacement Windows and Doors

10.1.1 The Chair reported that a surveyor had visited the school a few weeks previously and produced a detailed cost estimate for submission to Herts CC to update the capital bid.

- 10.1.2 The Chair confirmed that the bid for funding had already been registered by Herts CC and would automatically be considered at their project review cycles every October.
- 10.1.3 The Chair underlined that all plans required approval from Three Rivers Council due to the school's listed building status and that this affected the fenestration, materials of construction and colours to be used, as well as the project execution plan.
- 10.2 Lighting Upgrade** *The document 'Summary of LED Lighting Upgrade Proposals' had been circulated prior to the meeting*
- 10.2.1 The Chair explained the conditions of the Salix Energy Efficiency Loan Scheme and that the overall savings in electricity costs should offset the six-monthly loan repayments over the six years period of the loan.
- 10.2.2 The Chair confirmed that only two providers as shown on the summary document were now left for consideration and the Governing Body agreed this.

11. SAFEGUARDING

The following documents were circulated prior to the meeting:

- **DfE Keeping Children Safe in Education 2018**
- **Greenfields School Child Protection Policy**

- 11.1** John Burt talked through the updated DfE document, highlighting key changes. Governors signed and submitted the declaration that they are familiar with its contents, and that of the school's updated Child Protection Policy, and aware of their safeguarding roles and responsibilities.
- 11.2 Children Missing in Education:** John Burt agreed to discuss with the Headteacher the drafting of a Children Missing in Education Policy.
ACTION: John Burt; Headteacher

12. REPORTBACK ON GOVERNORS' TRAINING AND VISITS TO THE SCHOOL

Visits:

- 12.1 Arranging governor visits:** It was clarified that governors must contact the Headteacher in order to arrange their visits to the school and that the expectation was for each governor to visit the school once per term, as stated in the Visit Policy and the Code of Conduct.

Training:

- 12.2 Herts for Learning E-Learning for Governors:** The Chair agreed to check with Michelle Cheetham and cross-reference with the Governors' Training Matrix to see how the new E-Learning courses for governors, now available from HfL, could help meet the training needs of the Governing Body.
ACTION: Chair

13. ANY OTHER BUSINESS

13.1 KS-2 SATs results: At the request of the Chair, John Burt agreed to ask Joanne Evans to post the 2018 SATs results to the school website.

ACTION: John Burt / Joanne Evans

14. 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 7.50pm

Agreed as an accurate record of the meeting held on 26th September 2018, on 29th November 2018

Signed:

POST MEETING NOTE

Further to item 5.5.2 above, members of the GB convened on Wednesday 3rd October 2018 for feedback from the day's recruitment event from the recruitment panel (Chair, Emma Maitland-Gray, Michelle Cheetham).

The members of the GB who attended this meeting were the Headteacher, Katie Tarrant, Nick Paul, Jose Tamayo, Debbie Hartley, Kim May.

The Chair explained the process which had been followed during the day and the outcome recommended by the panel of governors, supported by the HIP. This outcome, which was to make an offer to the preferred candidate that evening, was ratified by the GB. The Chair undertook to take the necessary action on this and update the GB accordingly later that evening by email.