

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
THURSDAY 26TH SEPTEMBER 2019, 5.30PM**

Attendance:

HEADTEACHER

Kate Day

LOCAL AUTHORITY GOVERNOR (1):

David Ray, *Chair*

PARENT GOVERNORS (3):

Nick Paul

Katie Tarrant

Jose Tamayo

STAFF GOVERNOR (1):

Kim May

CO-OPTED GOVERNORS (4):

~~Michelle Cheetham~~

Mark Skinner

Debbie Hartley

Vacancy

ASSOCIATE MEMBERS (3):

~~Zoe Baines~~

Marsha Myers

Vacancy

OBSERVERS:

Joanne Evans, *Deputy Headteacher*

Karen Walton

CLERK:

Vacancy

Strikethrough denotes non-attendance

1. WELCOME / CONSIDER AND CONSENT TO ABSENCES

The Chair welcomed everyone to the meeting.

Apologies for absence were received and accepted from Michelle Cheetham and Zoe Baines.

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 Co-opted Governors

The Chair informed the meeting that Niall McManus had resigned his position

The GB appointed Zoe Baines as a Co-opted Governor, effective 26th September 2019

3.2 Associate Member

The GB appointed Marsha Myers as an Associate Member, effective 26th September 2019

3.3 Parent Governors

The terms of office of two of the Parent Governors end in November and December 2019. Whilst Nick Paul has stated he will not stand for re-election, Katie Tarrant indicated that she would be prepared to do so. Therefore an invitation to all parents / carers will be required during October to invite further applications to join the GB.

ACTION: Headteacher

3.4 Clerk

Karen Walton attended the meeting as an observer and with a view to potentially taking up the role of Clerk. In the event that Karen is offered and accepts the position, a suitable Herts training event will need to be organised for her.

ACTION: Headteacher

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH JULY 2019

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 SCR data (item 48.11.1)

Governors provided the school office with the necessary personal documentation to keep the Single Central Record up to date

5.2 Mental Health Champion (item 45.2)

Marsha Myers, an ex-NHS mental health specialist, joined the GB to take up this role

5.3 Friends of Greenfields School (FOGS) (item 47.1)

The FOGS chair has been invited to attend the next GB meeting in November 2019. Meanwhile the HT is assisting FOGS in terms of developing a written constitution and audited accounts in preparation for their applying for charitable status

ACTION: Headteacher

5.4 Pupil Attainment Data (item 48.9.2)

The data requested in the previous GB meeting had already been distributed but was shared again in the meeting, along with appropriate explanations by the HT. This was the same data shown and commented on in the September 2019 HIP visit report, also distributed to the governors ahead of the meeting

5.5 Governor Faculty Links (item 48.17.5)

The following links were agreed in the meeting:

English – Katie Tarrant

STEM – David Ray

Behaviour / PHSE / Wellbeing – Marsha Myers

Early Years – Debra Hartley

Curriculum – Mark Skinner

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 Numerical Data

6.1.1 Pupil Numbers

	Number of Pupils on Roll September 2019	Applications to join pending	% of places filled
Nursery	23	7	88%
30 hours	9 (+3)	6	92%
Reception	21	1	67%
Year 1	27		90%
Year 2	27		90%
Year 3	21		70%
Year 4	27		90%
Year 5	19		63%
Year 6	25		83%
Whole School	190	8	81%

6.1.2 Pupil Attendance

To date	Since September 2019	Academic Year 2018-2019	Academic Year 2017-2018
Nursery	Staggered start, no data	89.2%	90%
Reception	94.7%	94.9%	91%
Year 1	98.4%	95.7%	80%
Year 2	94%	90.3%	97%
Year 3	96.6%	96.5%	93%
Year 4	98.1%	94%	97%
Year 5	95.9%	95.5%	95%
Year 6	97.5%	96.1%	95%
Whole School	96.8%	94.5%	93%

Last year 14 children had attendance less than 91% - 7%. Meetings with all families currently and working out how to improve these figures.

6.1.3 Teaching Quality

All classes have had drop-ins so far this term but no formal observations seen yet. Timetable for observations shared with all staff. Learning walks planned for w/c 30th including Maths Fluency walk by Mrs May. All classes considered to be on task and behaviour good.

6.1.4 Safeguarding

	Nursery	Reception	1	2	3	4	5	6
Team Around the Family		1	0	0	1	0	1	2
Child in Need	0	0	0	0	0	0	0	0
Child Protection Plan	0	0	1	2	0	0	0	1

	Nursery	Reception	1	2	3	4	5	6
Looked After Children	0	0	0	0	0	0	0	1

	Nursery	Reception	1	2	3	4	5	6
EHCPs (submitted)		0 (1)	0	1	3(1)	0	2	0

6.1.5 Number of Exclusions

Since September 2019	2018/19 Cumulative Total	2017/18 Comparison
0	?	?

2 children were sent home for 'cooling off' time this week for physical incidents. Both in the afternoon after the register had been taken. No formal exclusion needed.

6.1.6 Number of reported Racist Incidents

Since last Governing Body	2018/19	2017/18
0	2	0

6.1.7 Number of Written Parental Complaints

September 2019	2018/19 Comparison	2017/18 Comparison
0	0	Unable to confirm

6.2 Herts advisors – New HIP Linda Hardman

Met in summer holidays, handover from previous HIP Anne Peck. Last meeting with Anne in holidays working on SDP and SEF. Met with Linda 13/9 go through SDP, SEF and PPG as well as monitoring and evaluation cycles

Dates for HIP meetings / visits / JARV through the school year were shared with the GB.

6.3 Bids / Grants – successful bids for Kelloggs £1k, South Oxhey Parish Council £4k and Educuity £1k

These grants have been spent on Breakfast Club (new storage and resources), Nurture (new outdoor area resources), CPOMs and ICT equipment.

Educuity will provide STEM workshops, one for every class throughout the year. Free for children and saves us resources

6.4 Performance Management – all TAs and office staff completed. Class teachers planned for October, and the HTPM at end September.

6.5 Trips – beginning to book up. Trying to ensure meaningful and purposeful. Y5 Kidzania booked, Y6 Houses of Parliament sorted, Bletchley Park potential

6.6 Merchant Taylors' and St Helen's links – re-established for this year. Plan for boys to do writing mentoring and editing, girls to hear readers

6.7 Pupil Progress Meetings – initial ones completed with each class teacher. Children of concern identified and strategies discussed for staff to try. Intervention groups set up

6.8 Clubs

- Before School Club: £2.50 / £2 all fine. Average 6 children before 8am, 20 after 8am
- Multisports, choir, Little Acorns, game on football, all run at lunch time.
- Football, Tennis, Netball, Art, Gymnastics, Basketball, Computer, Science and Archery all run after school. Superstar sports running differently – we pay for the club and make money on top. Needs 8 to be viable

6.9 Herts Support and Outcomes – visits from HIP, EY support (Rebecca Massey), English report (Kirsten Snook) and Maths support (Gill Shearsby Fox). All positive. Kirsten Training Day for all staff on Phonics and Fluency, Gill – time to support Kim in new role as Maths Lead. Rebecca – Nursery and 30 hours help

6.10 Curriculum

	Early Years	1	2	3	4	5	6
Introduction	Sustainable Planet						
Autumn 1	People who help us This is Me	This is Me	Book of Adventure – This is Me	Angry Planet	Magic	Ancient Egypt	WWII
Autumn 2	Celebrations	Food	Food	Amazon	Ancient Greeks		
Spring 1	Globetrotters Weather	Stone Age	London	Charities	Autobiographies	Space	World Changers
Spring 2	Food	Animals	Famous People		Habitats		
Summer 1	Mini beasts	Seasons	Weather	Romans	Invaders	Local Study	Wonder
Summer 2	Journeys	Superheroes	Plants		Anglo Saxons		This is Us

Whole school Sustainable Planet: Y6 – Window, Y5 – The Giving Tree, Y4 – The World the Jack built, Y3 – Someone swallowed Stanley, Y2 – there’s a Rangtan in my bedroom, Y1 – Recycle Michael

6.11 Volunteers Meeting

Attended by 12 people and then a further 5 have volunteered. All supporting in class at some point during week. DBS and Safeguarding to be done first, but all invited in. All have been contacted and given times to read / help out / walk to swimming etc.

6.12 CPOMs / Safeguarding

This has now been installed and is running. All staff trained and using. Double signatures for access to cases, safe, GDP compliant, usable from home.

DSL meetings monthly. Adding Nurture staff member to team from Christmas

6.13 Pupil Premium Update

	Nursery	Reception	1	2	3	4	5	6	Total
PPG		3	4	5	5	4	4	13	38
Higher Level PPG								1	1

PP statement for website written but HIP checking first. PPG funding used to pay for phonics support, Nurture and some SLT and Office time for dealing with parents, families and data.

6.14 Sports Grant Update

Joined South Oxhey Sports Partnership again. Several other SO schools pulled out so watching how this works this year in the cluster.

6.15 Safeguarding Update (including Prevent)

Level 1 training – in house update using Herts Powerpoint delivered on 2/9. Prevent training done by all staff. Level 1 compulsory 3 year training on 25th Oct by John Mairs to which governors are invited

6.16 Continuing Professional Development Update

6.17 Staffing Update

Specialist French teacher is taking redundancy at the October half term. An agency supply teacher is being sought for one day per week to cover Y3, with the proviso of being available for the rest of the school year.

A new member of staff is being recruited on a full time temporary contract for the Nursery, anticipating the roll number exceeding 26 after Christmas.

There followed a Q&A session on the HT's report which addressed the following points:

- Further clarification on attainment data
- Y6 preparation for SATS papers
- Staff feedback on CPOMS – very positive
- Status and ownership of the SDP amongst the staff
- Status and content of the SEF
- Continued provision of French teaching versus statutory requirements for MFL

7 FINANCE UPDATE

The latest forecast is now showing a more balanced picture versus the previous deficits. This improved outlook is due to several factors including reduction in staffing costs, income from the nursery and lettings of the assembly hall.

8 PREMISES UPDATE

- 8.1 The Chair advised that the contract for the windows and doors project was expected to be signed next week, after which a kick-off meeting can be arranged at the school to approve the final details and agree an implementation schedule. Site work unlikely to start before the end of October
- 8.2 A temporary boiler is due to be installed in the next week or two. The replacement boiler and heating system project will start after the completion of the windows project, probably around March 2020.
- 8.3 The Chair reported on the repairs and ongoing improvements being made to the nursery pod, including internal and external decoration, tiling, toilets and installation of washing machine and drier.

8.4 The Chair reported the status of the fire hydrant bypass valve, adjacent the main water inlet meter, which is currently inoperable. Affinity Water have attended site but were unable to free-up the valve which now requires replacement. This is scheduled for half term week.

9. SAFEGUARDING / HEALTH AND SAFETY

9.1 Child Protection Policy (2019-2020)

The governors approved and signed Appendix B declaration forms for the latest CPP from Herts.

9.2 The HfL H&S audit report was circulated prior to the meeting. The identified actions are being progressed, including a new accident reporting book, medicine administrations, swimming pool risk assessment and asbestos log updates.

9.3 Additional H&S actions relate to:

- incorporation of the two recent asbestos survey reports, made as part of the major project works, into the overall school asbestos log
- completion of installation of the internal door hinge protectors

ACTION: Chair

9.4 A visit made by the local fire brigade did not highlight any problem areas and no need to integrate the fire alarms between the main building and nursery pod.

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

Debra Hartley is now regularly visiting the school to listen to Y4 readers.

11. ANY OTHER BUSINESS

11.1 A draft new Code of Conduct for parents and carers was distributed, following a recent incident wherein the Headteacher was criticised on social media. Governors were requested to read the draft and feedback any comments by next week so the document could be issued.

ACTION: Governors

11.2 The Chair raised the potential issue of falling child UK vaccination rates and whether the school might be vulnerable to an outbreak of measles or mumps. Data on school vaccination rates is not available and would require GDPR consent. Nevertheless, the falling national rates are a potential cause for concern and opportunities to highlight risks to parents / carers should be considered as far as practicable.

12. MEETINGS DATES FOR ACADEMIC YEAR 2019 - 2020

Dates for the remaining GB meetings, starting at 17.30 are:

28th November 2019, 30th January 2020, 26th March 2020, 14th May 2020, 9th July 2020

The Chair ended the meeting ended at 7.35pm

Agreed as an accurate record of the meeting held on 26th September 2019, on 28th November 2019

Signed: