

**HERTFORDSHIRE COUNTY COUNCIL**

**GREENFIELDS PRIMARY SCHOOL**

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING  
THURSDAY 29<sup>TH</sup> NOVEMBER 2018, 5.30PM**

Attendance:

**ACTING HEADTEACHER**

David Smith

**LOCAL AUTHORITY GOVERNOR (1):**

*Vacancy*

**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~~

Zoe Baines

*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 No apologies had been 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 Vacancy for role of Vice Chair**

3.1.1 The Chair had approached Michelle Cheetham regarding the possibility of her being nominated for the role of Vice Chair however she was unable to take on the extra commitment at this time and so the role remained unfilled.

3.1.2 The Chair invited all Governors to consider nominating themselves for the role of Vice Chair.

**3.2 Vacancy for Local Authority Governor:** The Chair reported that Herts Governance had forwarded details of a candidate for the role of Local Authority Governor, with whom the Chair is now in contact.

**3.3 Vacancy for Co-opted Governor:** The Governing Body unanimously agreed to elect Debra Hartley into the role of Co-opted Governor.

**3.4 Vacancy for Associate Member of the Governing Body**

3.4.1 The Chair: suggested that a governor with an Early Years background might be useful, as former Associate Member Carole Prior had previously filled this role.

3.4.2 Finance and HR were also suggested as useful backgrounds or skills in prospective Associate Members or Governors and all members were asked to consider possible contacts.

**3.5 Kate Shockley**

3.5.1 The Chair agreed to contact Kate Shockley to ask if she wished to continue as an Associate Member in view of her non-attendance of meetings over a period of over six months.

**ACTION: Chair**

3.5.2 The Governing Body agreed that it should aim to maintain the link between Greenfields and Merchant Taylors' School

**4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26<sup>TH</sup> SEPTEMBER 2018**

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

**5. MATTERS ARISING FROM THE MINUTES**

**5.1 GDPR Policy (Item 7.2)**

5.1.1 The Chair agreed to contact Eastbury Farm School, which had recently undergone a GDPR audit, in order to see the report of their audit and arrange for the Chair and Jose Tamayo to visit and discuss it with them.

**ACTION: Chair**

5.1.2 Niall McManus agreed to arrange for Jose Tamayo to meet with Northwood School's Data Protection Officer.

**ACTION: Niall McManus**

5.1.3 Zoe Baines also offered to meet with Jose to discuss GDPR at St Helen's School.

*Michelle Cheetham and Nick Paul arrived at this point*

**5.2 Children Missing in Education (Item 11.2)**

5.2.1 The Governing Body noted that drafting a Children Missing in Education Policy remained a point for action.

5.2.2 The Chair agreed to try to locate a Herts model policy, make it specific to Greenfields and then then bring to the Governing Body for ratification.

**ACTION: Chair**

*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 WRITTEN REPORT PLUS ADDITIONAL UPDATE**

*Circulated prior to meeting*

**6.1 Staffing:** Michelle Cheetham asked why two job-share members of the teaching staff had left the school. The Headteacher replied that the members of staff had not stated their reason however the authority they had gone on to work for was Hillingdon, which offered London Weighting and therefore higher rates of pay.

### **6.2 Pay Award**

6.2.1 The Chair asked if there was a performance-related element to the Pay Award, to which the Headteacher replied that there was not and that it was intended to reflect the increased cost of living.

6.2.2 The Chair asked how other schools were implementing the Pay Award. The Headteacher explained that they were implementing it according to these same recommendations and advised that if Greenfields were to do it any differently, staff retention and morale could be adversely affected. The Governing Body noted this.

6.2.3 Both Nick Paul and Zoe Baines requested specific figures relating to the Pay Award and the impact it would have on the wider school budget. The Headteacher agreed to request these from Janet Eavis from Herts, who was due to visit the school within the next few weeks. It was the Chair's and the Headteacher's understanding that the expected pay awards had been included in the most recent forecast but this would be confirmed.

**ACTION: Headteacher**

6.2.4 The Governing Body agreed to the implantation of the Pay Award as recommended in the Headteacher's Report.

### **6.3 Quality of Teaching**

6.3.1 The Headteacher wished it to be noted that the NQT on the staff had made very good progress and he was very pleased with her teaching and her work so far.

6.3.2 Michelle Cheetham remarked how Year 6 had made significant progress from 2017-2018. The Headteacher commented that Year 6 had been fortunate to have had consistency and good quality teaching plus they were a smaller class than average.

### **6.4 Attendance**

6.4.1 The Headteacher was disappointed to report that the lowest attendance figure this term had been 87.7%.

6.4.2 Zoe Baines asked whether it was the same few children with persistently poor attendance and the Heateacher confirmed that it was and that some were from the same few families.

6.4.3 Zoe Baines asked what reasons had been identified for poor attendance. The Headteacher explained that term-time holidays accounted for some and that Herts having its autumn half-term one week later than neighbouring boroughs this year had also impacted on attendance. He added that there were also more complex and ongoing issues relating to certain families.

6.4.4 The Headteacher reported that the Attendance Improvement Officer from Herts had not yet made their termly visit to the school. Nick Paul suggested this be chased up if they made no arrangement to visit before the end of term.

6.4.5 Michelle Cheetham asked what action was being taken to tackle low attendance. The Headteacher replied that incoming Headteacher, Kate Day was aware of the issue, which would be one of her major priorities, and that she was in the process of developing a plan.

## **6.5 Behaviour**

- 6.5.1 The Headteacher reported that issues with behaviour were ongoing and that incoming Headteacher Kate Day was aware.
- 6.5.2 The Chair asked the Headteacher what outcomes he hoped for the five children whose behaviour was causing particular concern by September 2019. The Headteacher replied that he hoped that that three would be reallocated to schools that would be better able to meet their needs, one might move to alternative provision and the other was in fact expected to improve significantly, in which case they could remain at Greenfields.
- 6.5.3 Nick Paul asked what strategies were in place for the child who had been excluded four times. The Headteacher explained that there was a plan for the child, including a reduced timetable and the possibility of teaching the child off-site, and that the school was working with the child's carers.

## **6.6 PTA (FOGS)**

- 6.6.1 In answer to Zoe Baines's question on how PTA priorities set, Joanne Evans clarified that the teaching staff help set the objective.
- 6.6.2 At the suggestion of Michelle Cheetham, the Headteacher agreed to invite the Chair of the PTA to attend a future Governing Body meeting.

**ACTION: Headteacher**

## **7. UPDATE ON FINANCE, INCLUDING HERTS FINANCIAL SUSTAINABILITY WORKSHOPS FEEDBACK**

- 7.1 **Janet Eavis:** The Headteacher reported that Janet Eavis from Herts would be coming to the school on Friday 7<sup>th</sup> December and would clarify the impact of the Pay Award on the school's budget, which would be reported back to the Governing Body (*see Item 6.2.3*).

### **7.2 Herts Financial Sustainability Workshops feedback**

- 7.2.1 The Chair reported that there had been two events; one attended by Headteacher, Chair, Joanne Evans and the other attended by Chair, Joanne Evans and Kate Day. All agreed that the second of these was more useful and focused.
- 7.2.2 The Chair reported that consultants and specialists from Herts gave advice on raising money and controlling costs and there was also insight into the practices of other schools regarding financial sustainability.
- 7.2.3 The Chair explained that what had been learned at these workshops would be put into practice in setting the budget, making the school more attractive to the community (which imminent improvement and modernisation would help with – *see Item 8.2*), engaging in outreach work, utilising social media, building on the school's relationships with parents and carers and generally raising its profile in a positive way.

## **8. UPDATE ON PREMISES**

### **8.1 LED lights**

- 8.1.1 The Chair reported that the whole school had now been fitted with LED lights, which were expected to make savings of around 60% on lighting power as well as eliminating various performance and safety issues (fluorescent lights not working, buzzing, flickering, exposed glass tubes, discoloured / distorted diffusers)

8.1.2 The approval letter from Salix for funding had been circulated prior to the meeting. The Chair explained that the school would repay the interest-free loan over a period of five years, with the first payment to be taken in April 2019.

## **8.2 Capital bids for replacing boiler(s) plus windows and doors**

8.2.1 The Chair reported that the following two major capital funding bids had been recommended for approval by Herts CC:

- Replacement of the boilers (heating and hot water) - contractors and surveyors are due at the school in April 2019 and the main disruptive part of the work (piping and control system replacement) would need to take place during the 2019 summer holidays
- The complete replacement of the windows and doors. This project is expected to be at least partly executed with the school in operation, requiring sequential relocation of classes into the assembly hall for about a week

8.2.3 The Governing Body congratulated the Chair on this successful result and thanked him for the work he had done on submitting these bids.

## **9. SAFEGUARDING**

### **9.1 Health and Safety, Security**

9.1.1 The Chair confirmed that the main issues identified during Health and Safety walkabouts he had made with John Burt had now been, or will soon be, resolved, especially as many related to windows, doors (e.g. lack of hinge protection) and lighting.

9.1.2 The Chair added that the "Coal Hole" storage space had now been cleared out and made safe for use.

9.1.3 Post-meeting note: the school was visited by James Ottery, Health and Safety Manager, HCC, on 27<sup>th</sup> November 2018. This visit related to previous correspondence about the security concerns, reported during several HfL reviews, in terms of both the site perimeter and the building. He was accompanied by John Burt.

Mr Ottery made the following recommendations in a subsequent email:

1. *Lock the rear gate properly during the school day; this will need to be managed manually and opened up at beginning/end of school day etc.*
2. *Review supervision levels when pupils are using external areas ensure these are appropriate for the layout of the site and the play areas. (It's sometimes helpful to mark expected locations for supervisors on an external plan). Identify any blind spots due to walls, trees, bushes, play equipment, etc.*
3. *Lack of direct view of the main door from the office. School to explore feasibility of relocation of office / internal remodelling. This has been considered previously and would involve relocation to where the adult toilets are currently. An office here with window for reception would improve security / surveillance; Staff and location of office would be clearly visible on entry (whilst this is signed on entry visitors can easily circulate around the school). Clarify if there are any issues in this with Historic England due to listed status*
4. *Obtain costings for internal fencing from the main pedestrian gate to segregate visitors from existing free access around the school and the playground. This could be easily done with minimal ground work / loss of play space; height and style of internal fencing is a decision for the school.*
5. *Vehicle gate left open; reminder to staff and visitors to close gate on leaving / entering. In the longer term consider the use of automated electronic gates to control entry.*

The first recommendation, that the rear pedestrian gate should be kept locked throughout the day between 9am and 3pm, was implemented by the school, effective the following week.

Regarding the 5<sup>th</sup> recommendation, the Harling quotation for automated gates for the vehicle entry, previously shared with the GB, was around £10,000. The Chair undertook to obtain additional quotations so that the GB and the new Headteacher can review the viability of this project in the New Year. (The Chair does not believe it is practicable to expect staff and visitors to open and close the vehicle gates manually because they are heavy and difficult to operate due to the support posts having moved).

**ACTION: Chair**

- 9.2 Keeping Children Safe in Education:** Niall McManus underlined the importance of school staff having read and understood the 2018 Department of Education document 'Keeping Children Safe in Education', explaining that the dissemination to staff of this document had been identified as extremely important during Northwood School's recent Ofsted inspection.

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

- 10.1 Herts for Learning online training log:** The Chair circulated a printout of his Herts for Learning training log in order to demonstrate this tracking facility available via the website.

- 10.2 Herts for Learning training information/updates:** All Governors and Associate Members are confirmed that they were receiving Herts for Learning Governor training information and updates to their email addresses.

### **10.3 Greenfields Governors' training log**

- 10.3.1 Michelle Cheetham agreed to circulate the log she was keeping of training completed by governors and encouraged governors to select courses in order to expand their skills sets or enable them to undertake specific duties for the Governing Body, e.g. Headteachers' Performance Management.

**ACTION: Michelle Cheetham**

- 10.3.2 Michelle reminded all Governors to notify her when they had completed training of any kind related to their duties on the Governing Body.

- 10.4 Governor visits:** The Headteacher encouraged governors to visit and walk about the school at least once per term.

## **11. ANY OTHER BUSINESS**

### **11.1 Pirate ship for Nursery playground**

- 11.1.1 Kim May reported that she was raising funds via the Sports Council for equipment for the Nursery playground and that she was waiting for Key Stage 1 playground brochures plus costings and also advice regarding appropriate safe surfacing around the equipment.

- 11.1.2 Kim explained that she would also be looking into securing funding from other sources plus she would request a visit to Bushey and Oxhey School to see their pirate ship.

- 11.1.3 The Chair agreed to assist in researching options

**ACTION: Chair / Kim May**

**11.2 Whole school Christmas performance:** The Headteacher invited all governors to the whole school Christmas performance at 9.15am on Tuesday 18<sup>th</sup> and Wednesday 19<sup>th</sup> December.

**12. DATE MEETINGS FOR ACADEMIC YEAR 2018 - 2019**

**Spring term**

Thursday 24<sup>th</sup> January

Thursday 21<sup>st</sup> March

**Summer term**

Thursday 16<sup>th</sup> May

Thursday 11<sup>th</sup> July

*The Chair ended the meeting ended at 7.15pm*

**Agreed as an accurate record of the meeting held on 29<sup>th</sup> November 2018, on 24<sup>th</sup> January 2019**

**Signed:**