



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

Minutes of the Full Governing Body meeting of Greenfields Primary School
Wednesday 29th September 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):

Jose Tamayo

Marsha Myers

Vacancy

PARENT GOVERNORS (3):

Katie Tarrant

Emma Mulholland

Amanda Dumont

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 Mark, Ric, Jose and Marsha

Kim joined the meeting after the Safeguarding training.

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

There were no declarations.

The annual declaration was signed by each governor present.

3 Safeguarding

Following the annual refresher training, each governor present completed the CPP Appendix 2 form.

There is currently a lead DSL and a Deputy DSL. Another member of staff is being trained and will be an additional Deputy DSL. Staff are fully aware of who the DSL's are and how to manage a safeguarding issue.

Q: CPOMS contains a lot of information on each child, do the class teachers see the information on their pupils?

A: Staff can enter data on any child but will not see the full detail. The class teacher must be tagged if they should be aware of anything logged by someone else. Only DSL's see all of the information about individual children.

Q: When the DSL's are reviewing CPOM updates what does a usual day look like?

A: It varies, sometimes it's lots of minor issues and sometimes it looks like a lot but it's the tagging process and how the system presents data. For example, if an event involved multiple children, the event is logged against each child and we are notified about each entry although it may only be one event.

Q: Do we still have parenting classes?

A: Yes, we have access to classes and have a support worker. Step 2 is a referral service we can also use, and we now also have a Mental Health support worker.

Q: A comment was made that a lot of pupils come without having breakfast. Why is that?

A: Running late, not hungry, nobody at home insisted and often a family has run out of food.

Q: Was there anything specific in the new safeguarding documents about Covid?

A: No.

Q: Is there any clear recommendation about having a computer database, given the volume of data generated?

A: No, there are no recommendations, but CPOMS is great. It allows us to keep all records safely and transfer them to another school when the child moves on.

Q: In terms of E-safety and the Herts systems that the pupils use, e.g. Chrome Books – Is the security up to date?

A: The Herts system has a safe firewall and security and the Herts Intranet which pupils also use has all its own safety measures.

Q: So, we don't have to do anything ourselves to provide internet protection within the school?

A: No, Herts makes sure everything is secure.

4 Membership of the Governing Body

The Chair formally welcomed Amanda as a new Parent Governor. Amanda was able to attend the Governors' Day as part of her induction.

There is an Associate Member vacancy due to Rev'd Liz Guest moving to St Albans.

The school will keep links with the Church (All Saints) and encourage discussion about another member of the Church community becoming an Associate Governor.

5 To approve the minutes of the meeting held on 7th July 2021 (document circulated)

No further comments were made. The Chair signed the minutes as an accurate and valid record of the meeting held on 7th July 2021.

6 Matters Arising from the minutes of the meeting held on 7th July 2021

Parent governor nominations – complete.

Ofsted Ready Folders – complete.

Visions and Strategy Update familiarisation – complete.

7 Headteacher's report (written report)

Q: The attendance figures are great, are they being maintained?

A: The first week was good, the next few weeks have declined slightly due to coughs and colds. Attendance rainbows have been re-introduced which the children love and are keen to do well with.

Q: Have we still got parents taking pupils out?

A: There have been a few taking them out for holidays. Families need to have a warning before action is taken. As this is a new term this means we can't take action at this stage, but all parents know they should not take their children out of school.

Q: Given the relaxation of travel are we anticipating issues around half term?

A: I think families are still anxious about travel and can't afford travel so we are not expecting a difficulty. The summer term may be different.

The biggest hit school has had has been the lack of parental support for homework. Parents helped over the covid period and reluctant to continue.

Latest Herts Planning Primary School Forecast – Document circulated. The demand has decreased significantly this year and is predicted to do the same next year. But then 2023-24 shows a significant increase. The forecast for the next 5 years shows that there does not appear to be a case for closing any local single form entry primary schools. The places will be needed although next year will be tough for some.

Q: What is the reputation of these other schools like?

A: Most are good but one in particular is struggling, as reflected in the Planning Forecast. St Joseph is a Catholic school and always full.

Q: Good to see St Helen's support and their girls coming back to school. Are we contacting Merchant Taylors?

A: Not yet because the contact has moved on. St Helen's have been very pro-active and contacted us and trained their girls in what they can support with. It would be good if future support can be aware of what is expected and how they can support the pupils they work with. The York House link is still strong, particularly for science.

Q: The Governors' Pack, self-evaluation form (SEF) – how do Ofsted find the form?

A: They ask for it the day before the actual inspection. It does not have to be published but it's good to complete. In October Linda (Herts Improvement Partner) will work with the Head to update the form.

Q: Could Merchant Taylors' help with MFL?

A: Oak Academy has covered this. Listening to readers and reading to pupils will be more helpful.

Q: Is the Head's workload too high?

A: A supply teacher is working Wednesday afternoons for this term and is covering teaching time until Christmas. After Christmas a new member of staff is starting and will cover this time and a bit more. The supply agency that has been used on occasion is also good.

There is more concern about the Deputy Head taking on the Senco Role and training and so the Head has taken on some tasks.

The Head's teaching time is more reactive, a lesson that does not require a lot of preparation and regular marking. This is manageable.

£467.50 was raised for the Macmillan Coffee Morning which was excellent.

Today has been the first day of 'Cards on the Table' meetings with staff. There are gaps and staff have identified what can be done, but overall the comments have been positive and good.

The ECT course for newly qualified teachers has adjusted the PPA time structure so the course now runs for 2 years rather than 1 year. It has a financial impact as the course is longer, but evidence is showing that the impact on the teacher is positive.

8 Update on Finance (HT)

The departure of two members of staff who have not been identically replaced has helped the finances. New members of staff and some internal changes have filled the gaps as needed.

There is the potential in the New Year to have a new part-time TA across Years One and Two.

A request has also been sent to parents to hear children read. This voluntary service is invaluable.

Part-time funding for a Year 6 pupil has been approved. Although it is not a lot it will be useful.

9 Update on Premises (Chair)

The new Nurture Building has arrived and is in use. The company who supplied and built the room have been excellent.

The Head has a new office and the outstanding furniture will arrive soon.

The Deputy Head also has a new office and this new set up is working well.

Moving offices has made a big impact in the staff room. Small group meetings can now take place in the Head's office without disturbing the staff room and the Deputy's office can be used for 1-1 work and Mental Health support.

Q: Given all that we have done on the premises over the past few years, are we where we wanted to get?

A: The back gate (and the roof) are pending. The school structure now flows well. The staff appreciate having their own space and having different areas for meetings. The back gate update will depend on finances and the roof is not unsafe so will remaining pending for a while longer.

10 Safeguarding / Health & Safety (Chair)

Safeguarding – covered earlier in the meeting.

The H&S Walkabout will be planned this term.

ACTION – H&S Walkabout to be booked (Chair / HT)

11 Policies for review and adoption

Lettings – There was a big uptake on lettings over the summer holiday. Clicks hire on a Tuesday night and there were a lot of party enquiries. The policy has been updated so that families of the school have a reduced party rate. A Charity Quiz night is booked for November which will also be a good profit opportunity.

Q: Who opens the school for lettings?

A: There is a team – Chair of Governors, Head, Caretaker, Office Staff Member.

Staff Handbook / Staff Code of Conduct / Staff Health and Attendance – Circulated for information. No further comments were made.

Relationship & Sex Education Policy and Child Protection Policy – Accepted by all Governors present.

12 Governors

Updated Ofsted-ready packs – These were distributed and reviewed at the Governors' Day.

Feedback from Governors' Day (24/09) – It was a good day with a positive feeling. It was good to see the Governors now being able to engage with pupils and staff during the day.

13 Any Other Business

No Outsiders – Teaching the Equality Act in Primary Schools.

This programme has been purchased by the school from a grant. The Head showed examples of the programme content including age-appropriate books and talked about what the school is doing to help pupils understand and accept equality on all levels.

Q: Are there formal lessons?

A: We have anti-bullying week coming up, so it is planned to use the materials then. We are a school with diverse family situations so it is important for us to show the children that whatever their race, faith, sexual preferences, everyone is accepted equally.

Q: Do we have a lot of comments about inequalities?

A: Recently we have had comments about gay people, and we have had some examples in the past. The children are very aware these days and it's important that they learn it from school rather than perhaps through the mixed messages on social media.

The aim is to make it 'the norm' – acceptance of who you are. There will be a staff training day and the message is that it's ok to be who you are.

Q: What resources do we have?

A: We have books and lesson plans and the aim is for each class to have approximately 6 books per class for them to explore during the week. There are also scripts of FAQ's to support staff.

Q: How much did these resources cost?

A: We got a grant, the whole scheme cost approximately £400.

Q: What age group will do this?

A: All years from Early Years through to Year 6.

All governors present fully appreciated and endorsed the programme.

Head Performance Management – This is booked for Friday 22nd October. The Chair and one other governor are required. Debbie agreed to attend.

Agreed as an accurate record of the on-line meeting held on 29th September 2021.

Signed:

Name	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	
Emma Mulholland	Parent Governor	
Amanda Dumont	Parent Governor	
Kate Day	Staff Governor (Ex-officio)	Headteacher
Kim May	Staff Governor	
Marsha Myers	Associate Member	
Jose Tamayo	Associate Member	Data Protection Officer
<i>Vacancy</i>	<i>Associate Member</i>	
Karen Walton	Clerk to the Governing Board	
Joanne Evans	Observer	Deputy Headteacher

GB Meeting Dates for Remainder of the School Year

2021: December: 1st

2022: February: 2nd

March: 23rd

May: 25th (Budget presentation)

July: 13th