



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

Minutes of the Governing Body meeting of Greenfields Primary School
Thursday 30th January 2020 at 5.30pm

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

~~Michelle Cheatham~~

Mark Skinner

Debbie Hartley

Zoe Baines

LOCAL AUTHORITY GOVERNOR (1):

David Ray, *Chair*

ASSOCIATE MEMBERS (3):

Marsha Myers

(Revd.) Liz Guest

Vacancy

PARENT GOVERNORS (3):

Katie Tarrant

Jose Tamayo (Late Arrival)

Vacancy

OBSERVERS:

~~Joanne Evans, Deputy Head Teacher~~

STAFF GOVERNOR (1):

Kim May (Late Arrival)

CLERK:

Karen Walton

1 Welcome – To consider and approve absences

Apologies for absence were received and accepted for Michelle Cheatham and Joanne Evans.

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

• **Single Central Record Information –**

Liz and Zoe to phone Vicki in the office with information needed to complete the record.
All Section 128 checks are complete.

ACTION: Liz and Zoe

4 Level 1 safeguarding training update

Nicola Weller (SENCO & DSP) took the Governors through the Level 1 training.

The Governors asked if all staff do online training like the Governors?

Prevent is the only online course for staff. Most DSL safeguarding training is face to face.

CPOM's – Information can be added but only the 3 DSL staff can see the complete file. How does that work?

The DSL staff can review the complete file and get advice on what to do. They can give access or additional information to relevant staff if needed.

Jose arrived at 6pm.

Are privately fostered children classed as looked after children?
Special Guardianship Older children are, others depend on the conditions of the Child Arrangement Order.

What is working well at Greenfields?
CPOM's is excellent. Being a small school also helps, we get to know the families.

What are the challenges?
The rise of need is tending to be around poverty and domestic abuse. We have a good working relationship with the appropriate support services.

How do the Police help?
Through Operation Encompass the school is notified of any domestic abuse situation by 8am the next morning. Communication has improved.
The missing link is with the NHS services. The school doesn't know if any issue has been taken to NHS services.
The Family First Assessment Process takes time but is good. Not everyone is on it so the opportunity for families to not have to repeat information is missed.

All present governors signed the attendance form and acknowledged that they have read the Keeping Children Safe Policy.

ACTION: HT to include the Safeguarding leaflet and Continuum of Need information in the governor's pack.

ACTION: All Governors to read Keeping Children Safe in Education, Annex 1

Kim joined the meeting at 6.30pm.

5 To approve the minutes of the meeting held on 28th November 2019 (document circulated)

No additional comments or questions were raised.

6 Matters arising from the minutes of the meeting held on 28th November 2019

Point 10 – Statutory Policies – Action complete.

Point 12 – Review of GB Vision & Strategy

Intent statement for the curriculum has been issued.

Ofsted Information Pack – The Content list has been circulated. The last Inspection Report has been added. Governors may be asked what has been implemented and changed since the last Inspection Report.

Typical Ofsted Q&A List – The Chair is continuing to collate questions. Information in the Ofsted Governor Pack will also address some questions.

Linda Hardman, Herts Improvement Partner is coming to the school on Thursday 27th February. Linda offered to share potential Ofsted information requests with Governors. The majority of Governors can attend in the afternoon (1.30pm).

ACTION: Headteacher to confirm Governor information session with Linda.

When Ofsted call – how many Governors would be expected to attend the inspection?
It is understood that many Governors work and therefore as many Governors as possible are expected to attend. The Ofsted inspectors do offer flexibility on timings to accommodate governors as best they can. Last time the Inspectors met Governors at 8am and at 5pm.

ACTION: Headteacher to provide a list of what would be required of Governors over and above the usual.

The Chair signed the minutes for the records.

7 To receive the Headteacher's verbal report - document attached – questions only due to time constraints

How full is the Nursey aiming to be?

The nursery currently has 30, with 23 who could move to Reception in September. Seven will remain in Nursery and seven applications have been received. It is anticipated that there will be (nearly) 30 in September.

There are 15 paying families and 8 pupil premium families that are being supported.

Currently 22 in the afternoon nursery.

Feedback from a January joining family is very positive.

Deep dive in Maths – Areas for development – what is “differentiation”?

This is about providing accessible learning with the same work for all children, including those who are struggling with basic maths concepts. Previously different levels of work were offered, now the aim is to provide the same work with different access strategies.

What are “non-negotiables”?

Using capital letters to start a sentence and full stops to finish a sentence. Children should be able to form their numbers properly and do calculations in their heads rather than using fingers. The non-negotiable statements need to be written in appropriate language and put on the classroom wall.

“More needs to be made of next-steps marking”?

Rather than just ticks, a comment had been added. Children were not responding to the comments and so the school is adapting how this is actioned.

“Verbal Feedback was not specific enough” – what was the feedback about?

This is being clarified in the records.

“In guided reading which is changing” – what is happening?

Historically there were small groups and carousel reading. Now there is more whole class reading, and activities are taking place.

The Governors drew attention to the Christmas Fayre. It was a great concept and a great profit and it was good to see the Year 6's taking responsibility. A good opportunity for everyone to apply practical maths and handle their money.

TLA Support – Do we need any additional specific support for the NQT's?

Herts Training is arranged. Jill has also done some onsite training and Jo Evans mentors them on a weekly basis.

Is the Headteacher happy with the support they are receiving?

The NQT's are good at asking for support, CPOM's also provide an instant flag if issues occur.

The current NQT was trained here for a year before qualifying, this has been a great foundation.

Purple Mash – Has got good feedback. It offers lots of resources and support. We are using it mainly for the computing resources – it comes as a complete package. It can be used across the curriculum and it's great! Staff and children are using it, everything is saved in the cloud, access is easy at home and at school. The school have selected a 5year package over 2 payments.

AK has been appointed – she will be back at Half Term to complete the course and will be employed from July 2020.

A new School Direct student will join in September and is likely to be placed in Year 3. The post is cost neutral.

8 Update on Finance (HT)

Overspend occurring in Computing, training, hardware, whiteboards, although there is now only 1 classroom without an interactive whiteboard.

The first batch of laptops need replacing urgently.

Hardware is gradually being replaced and installed.

A new server has been installed. There were a few teething problems but it's working now.

Next year the school will look to purchase chrome books (approximately £11K).

It's good to note that the Whiteboards and Server are costs that won't be repeated in the next budget.

One of the screens shattered overnight. Con Ed reacted immediately and replaced the screen the same week.

The Budget is on track to be within the required boundaries for the carry forward into next year. The figures are looking better than first predicted.

School Financial Value Statement – The Chair and Head are meeting to complete for assurance purposes.

9 Update on Premises (Chair)

External windows and doors were finished this afternoon with a short snagging list to complete.

The final inspection from Hertfordshire Building Control is to be done (w/c 3rd February). Hertfordshire have been very accommodating and installed 3 new doors (staff room, dining room plus extra width door in Y4 for use as future office).

There are four internal doors that need replacing. The school needs to pay for one door, Hertfordshire will pay for three. This work is planned for half term. Changing the internal doors will mean that doors can be locked, and the school can be made more secure during lets.

Monday 3rd February – Boiler and heating replacement planning meeting.

The whole heating and water distribution system for the whole school main building is being replaced. This also involves the gas and water mains. This project will be disruptive to the school so the meeting is to plan how the work will be completed. It will take 4-5 months.

If the project is long term is there an opportunity for a portacabin?

We will have to look at possibilities after Monday's meeting. Woodhall school may have space the school can share.

The nursery roof leaked but this has now been fixed.

The toilets had recently been blocked. An emergency plumber cleared the problem.

10 Safeguarding / Health & Safety

A Health and Safety walk has been booked in. A lot of the historical health and issues related to premises which have now been or very soon will be resolved (i.e. relating to doors, windows, water supply).

11 Statutory Policies – document attached

Covered above.

12 Report back on governors' training and visits to the school

Governors are reminded to complete a visit form each time they visit the school.

ACTION: Governor Visit Report word document to be circulated with minutes (Chair)

13 Ofsted readiness

- **Information packs**
- **Questions for governors**
- **Updated vision statements showing status**

The contents of the folder have been updated. Governors were advised that it's best practice to come to an Ofsted meeting with the folder so it can be referred to. This is acceptable.

ACTION: Paper copies to be provided for all Governors (Headteacher)

Future minor amendments will be emailed to all Governors for printing and adding to the folder.

14 Any Other Business

- **Code of Conduct declaration**

The Code of conduct declaration was circulated and signed by all Governors.

ACTION: Michelle will be asked to sign the Declaration at a later date (Chair).

Agreed as an accurate record of the meeting held on 30th January 2020, 26th March 2020

Signed:

Name	Role	Information
Michelle Cheetham	Co-opted Governor	SEND 16/3/17-15/3/21
Debbie Hartley	Co-opted Governor	Safeguarding / EYFS 29/11/18-28/11/22
Mark Skinner	Co-opted Governor	Humanities & Art / Curriculum 11/7/19-10/7/23
Zoe Baines	Co-opted Governor	26/9/19-25/9/23
David Ray	LEA Governor	Chair of Governors 11/7/19-10/7/20
Katie Tarrant	Parent Governor	PE & English 28/11/19 - 28/11/23
Jose Tamayo	Parent Governor	Data Protection Officer 1/9/17-31/8/21
<i>Vacancy</i>	<i>Parent Governor</i>	
Kate Day	Staff Governor (Ex-officio)	Headteacher
Kim May	Staff Governor	28/1/19-27/11/23
Marsha Myers	Associate Member	Behaviour & Wellbeing 26/09/19 – 25/9/23
Rev'd Liz Guest	Associate Member	28/11/19 – 27/11/23
<i>Vacancy</i>	<i>Associate Member</i>	
Karen Walton	Clerk to the Governing Board	Started 28/11/19
Joanne Evans	Observer	Deputy Headteacher

Dates for the remaining GB meetings during the 2020 academic year, starting at 17:30:

- 26th March 2020
- 14th May 2020
- 9th July 2020