



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

Minutes of the Full Governing Body meeting of Greenfields Primary School
Wednesday 30th September 2020 at 5.00pm

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

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~~
Emma Mulholland

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 Revd. Liz Guest, Jose Tamayo, 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

Ric Salzedo attended the last meeting as an observer. He has agreed in principle to become a Governor and be the SEN lead.

Proposal: To appoint Ric as a co-opted governor.

Proposed: David Seconded: Debbie All present voted in favour. (No against or abstentions)

ACTION: Chair to welcome Ric to the GB and arrange the SCR checks

4 Safeguarding

This annual training update was led by Nicola, the school's DSL. All staff have seen the same presentation.

The Chair circulated the new Herts Child Protection Policy confirmation form (Appendix 2) and asked everyone to sign a copy before they leave. Absences will be covered at the next meeting.

New items within the policy detail are highlighted in yellow – some specifically relate to Covid-19. The policy now covers both physical and mental health concerns and Criminal Child Exploitation.

An overview of CPOMS's was also given.

Q: In the presentation slides security is not particularly highlighted?

A: The Health and Safety of the site and building covers it.

Q: Why do teachers not get information from CPOM's?

A: Often any action is confidential, so the teacher doesn't need to see what is happening or the outcome. If it is important the DSL will tell the teacher. Any outside agency communication is also recorded to complete the picture – the teacher doesn't need to see this detail.

Q: In terms of searching CPOMS, do you have difference levels of access for searching?

A: Only the 4 key DSL staff can search and see the whole story. DSL's may download a PDF of incidents to send to agencies as a password protected document.

Q: Is there any danger of being overwhelmed by the volume of entries into the system?

A: Yes, there are some days when there are a lot of behaviour issues logged. Sometimes there are a lot of notes and meeting updates to add, this can be time consuming. We ask staff to talk to a DSL as well as log an incident if it is particularly important so that any follow up is not delayed.

Q: I assume it's all backed up?

A: Yes, its cloud based and there is a 2-step authentication process for access.

Q: Once the action has been sent to the teacher it disappears.

A: Yes, this is a CPOMS issue that they will need to address. It has been raised.

Q: Now you are using it, should you find that you don't like it how easy is it to transfer to another system?

A: You can transfer to another school if they have CPOMS or, you can download a report on each child and password protect it to be sent.

Q: What triggers the information request to the next school?

A: If a student's data is removed from SIMS and they are transferred to a new school CPOMS gets a trigger that requests the data.

Q: Can parents stop the transfer of information?

A: They can request it, but we would be concerned if a parent didn't want the information transferred. We can deselect the behaviour record if requested.

Q: Are staff getting used to adding the right type of information to CPOMS?

A: Yes, they are now used to adding behaviour issues It's a good record in case we need a case in future to get additional help.

Q: Previously case reviews have highlighted a lack of communication. Has this improved?

A: Yes, we feel we do. Communication isn't always automatic, but we have good relationships both ways – everyone is busy, but they will share. Families First system is also useful.

ACTIONS: 1. Download and read the Sept 2020 DfE document Keeping Children Safe in Education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf

2. Chair will follow up safeguarding training with absent governors at the next meeting

3. Internal safe-guarding audit – Chair and Debbie will meet with Kate and then follow through with Nicola. (Thursdays or Fridays)

5 To approve the minutes of the virtual meeting held on 9th July 2020 (document circulated)

No additional comments or questions were raised.

6 Matters arising from the minutes of the meeting held on 9th July 2020

All Governors to download Piota Schools onto their smartphones – All but 1 governor has.

ACTIONS: One governor needs support to set up multiple school's information. Head will help.
Leave on the agenda to finalise at the next meeting.

Kim to be set up with Governor Hub by Clerk – Clerk has sent an access email

ACTION: Health and Safety Walk – Chair and Head to arrange

The minutes were signed by the Chair as a true and accurate record.

7 Questions on the Headteacher's report (document circulated)

Q: Page 2 – What is an environmental learning walk?

A: There is a checklist for each classroom of resources that we expect to be in each classroom

Q: One nursery child is looked after – what is the implication of this?

A: We will receive additional funding for him. He has significant additional needs. We are working on arranging emergency funding because of his needs.

Q: Page 3 – Breakfast club numbers are down, is this because of Covid-19?

A: The budget reflects a full breakfast club throughout the year. We lost March to July and now some families are no longer working, and it is not needed. Average attendance is 20 children. Although numbers are lower with Covid-19 restrictions the set-up is working well.

We've encouraged parents to pay online and have levelled the fee to one amount to make it easier. Most people are paying within the week which is also much easier.

Q: How is the cashless system working?

A: Much easier, a gentle reminder and most people pay.

Q: Nurture – At times we are catering for 1 child with additional needs? Is this a sustainable arrangement?

A: This child has particular medical needs and needs to be protected. He is moving to a different setting at half-term, so this is a short-term arrangement.

Q: We're moving fund from capital amount to main account to pay for outdoor areas. – See Sports Grant Update (separate document).

A: This is noted and approved.

Q: Page 6 – How are we proposing to use Covid-19 catch-up funding?

A: Head distributed the Recovery Action Plan document - £13,360 (£80 per pupil), will arrive October 2020 and February 2021.

It is proposed to use part of the funding for additional hours for year 6 in preparation for SATS. Members of staff have completed additional training to help with reading in years 6 and 5, and additional phonic teaching for specific groups. The governors approved the proposed spending plan.

Q: What is your general impression of the pupils so far this term? Have they been terribly affected?

A: You'd have to take this on an individual basis. Overall reading has suffered, writing is poorer, and maths has gaps. Some pupils have struggled with full days of teaching. Some pupils have more catch-up requirement than others.

Q: How much are we missing volunteers coming in to hear reading?

A: There is a gap and a lot of TA's are using their own time to support those who need to read. A member of staff has also had her timetable planned carefully in order to support this and we are already seeing it pick up. It's about providing regular support.

Q: SATS – Is there any suggestion that they may be made a bit more lenient?

A: This year's papers were not used so they may be issued this year. The bar had been raised significantly over the past 3 years and they need to account for the lost learning. With the continuing issue and local lockdowns there will need to be consideration if pupils are not always in school.

Q: Where do you advertise for new TA's?

A: On this occasion, due to the resignation being received in the summer break, the Head asked the SLT's if they knew anybody. We had a 1 day a week opening so the Head asked other Heads if they had any part-time TA's who would be interested.

Q: How is the School's Direct member of staff doing?

A: She is superb, very talented and very keen.

8 Update on Finance (HT)

The latest budget spreadsheet was circulated.

Hertfordshire are now banding children which will change the numbers slightly. In the meantime, the usual payments are present as per the budget.

The local council grant for the Forest School has been received and spent. The Head can already see the benefit for those able to use the school during and after school hours.

St Helens have donated some wooden kitchen equipment, a dolls' house and various storage cupboards which have all been gratefully received.

The early years garden refurbishment budget was underspent by £10K. There was not enough of our own AstroTurf to cover the planned play area and so this remaining area will be fenced off. This will cost approximately £1K.

As a result of these amendments the carry forward total has been revised.

The intended pay rise announced by the government is 2.75%. This is already virtually accounted for as the software allowed a 2.5% pay rise. The remaining amount can be found.

Covid-19 has cost a lot of money, but the school budget is still in a reasonably good place.

9 Update on Premises (Chair):

The outstanding groundworks outside the new doors has been completed. A small number of adjustments and trim needs to be finished off by the contractor. This will be done over the next week.

The heating project restarts on 12th October. This will be out of hours working. The boiler room is complete.

5-year Asset Management Plan (latest version circulated). This is colour coded to highlight the priority and completions. Heating and trees are shown red as the main priorities. Tree surgery has proven to be frustrating because of difficulties in obtaining quotations even after site visits.

10 Health & Safety (Chair)

Autumn Inspection – Chair and Head will arrange a date to do this in October (Item 6 Action noted above).

11 Policies for review and adoption

The Child Protection, Remote learning and Lettings policies have all been reviewed and updated where appropriate.

The Feedback and Marking and Behaviour policies are being worked on: these documents do not need Governor approval.

ACTION: HT: review overall policies summary document at the next meeting to check status on reviews / updates required

12 GB Skills Assessment (document circulated), Training Records

ACTION: These items will be carried over to the next meeting

13 Any Other Business

The Head asked that going forward in preparation for Ofsted she would like to invite a member of staff to come and talk about their curriculum area before the business element of the meeting. Knowledge of the curriculum is important, particularly English and Maths.

The Governors agreed to start in November with English. 45 minutes of the meeting will be given to the topic.

Q: How is the wellbeing of the school community as a whole?

A: The children are very happy to be back and have settled in really well. They've coped with the changes very well.

Parents have been pleased to get their children into school. Head has sent several reminders about social distancing and wearing face masks.

Staff are focussed on their jobs. It's a hard adjustment. Having the social distancing measures in place is difficult when you can't see the people you usually do. The Head is continuing the conversation about what can be done to

make things comfortable. Some things are not happening, but the Head is a good listener and is happy to adjust school life accordingly. E.g. class assembly will be filmed

On behalf of the GB the Chair thanked the Head for leading the school so well through a very difficult time.

Attendance – Four classes had 100% attendance last week. Overall, the school had 97% attendance. This is a great achievement. Two years ago, the school was at 91% and the current national average is 89%. Covid-19 could be an easy excuse, but the parents and pupils are pleased to be here and want to be here.

The Chair thanked all those present and ended the meeting ended at 7pm

Agreed as an accurate record of the in-person meeting held on 30th September 2020.

Signed:

Name	Governor Hub	Role	Information
Ric Salzedo	Need to register	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	
Jose Tamayo	✓	Parent Governor	Data Protection Officer
Emma Mulholland	✓	Parent Governor	
Kate Day	✓	Staff Governor (Ex-officio)	Headteacher
Kim May	18/6 not registered	Staff Governor	
Marsha Myers	✓	Associate Member	
Rev'd Liz Guest	✓	Associate Member	
<i>Vacancy</i>	<i>n/a</i>	<i>Associate Member</i>	
Karen Walton	✓	Clerk to the Governing Board	
Joanne Evans	n/a	Observer	Deputy Headteacher

GB Meeting Dates for Remainder of the School Year

2020: November 25th

2021: January 27th

March 31st

May 26th

July 7th