



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

Minutes of the Full Governing Body meeting of Greenfields Primary School
Wednesday 7th July 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):

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 Mark, Liz, Ric & Zoe.

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

There were no declarations.

3 Curriculum

Kate W presented the Governors with an overview of Art & Design at Greenfields.

Q: What do you mean by Sketchbook and how is it used?

A: It's a plain white page book, pupils can stick photos of any models / 3d artwork in it. We really encourage them to draw in it and so that it shows the progress of the topic. It is not published but is for the pupils to see their work and progress.

Q: Is photography included?

A: Yes, there is an element of photography although it is not a main topic. The class I-pads are particularly useful.

Q: Do you meet with the science lead to discuss how science and DT interact with the different topics?

A: Yes, the curriculum covers some areas, so we plan together so that the lessons are cross purpose – science and DT.

Q: It's a resource intensive subject, with a lot of consumables – are we able to provide enough?

A: It is much better now, we were able to get funding and were able to order supplies e.g. each class now has its own set of paintbrushes and clay is replenished as it is used.

Q: How is Art & DT marked?

A: We not mark (verbal feedback) as the lesson progresses and give advice. Written marking is noted on the evaluation, not in the actual sketchbook as what is in the sketchbook is a piece of art and should not be amended, this is the pupil's work.

Q: Over the years, TA's have been important in supporting Art & DT. Where do the recent staff changes leave us?

A: For a long time TA's were used to cover PPA time and this was a creative lesson. The lessons were dependent on the creativity of the TA but this has now changed. We have lots of TA's skilled in lots of areas who often offer to stay to help with classes. A lot of TA's stay beyond their hours in the afternoon to support the Art lessons.

Q: Do we still have an art club?

A: Yes, it's very popular with approximately 30 pupils. There is a minimal charge to cover costs. Art Club Leaders change per term. The club is for Reception to Year 4. The hall has been developed for their work and all pupils see the Art Club work during lunchtime.

It may be possible to arrange a visit to the Art department at XXX (Debbie offered) College in future.

The school is developing relationships with St Helens as they have facilities like food tech rooms which may be useable in future.

A lot of children are good with Lego and don't see that as a DT, the school is expanding the pupil's idea of what art and DT means.

Kate was thanked for her presentation and enthusiasm for the subject.

4 Membership of the Governing Body.

The current Chair's term ends on 8th July. No nominations were received. The current Chair has agreed to remain in office for another year. This was unanimously agreed.

Jose Tamayo's term as Parent Governor is also due to end in August 2021. He no longer has children at Greenfields but is happy to remain on the Governing Board. Jose was thanked for his invaluable support with GDPR Regulations. It was unanimously agreed to accept Jose as an Associate Governor from September. The vacancy for a new Parent Governor will be advertised in September.

ACTION – Chair and Head to circulate an invitation for Parent Governor nominations in September.

5 To approve the minutes of the meeting held on 26th May 2021 (document circulated)

No further comments were made. The Chair signed the minutes as an accurate and valid record of the meeting held on 26th May 2021.

6 Matters Arising from the minutes of the meeting held on 26th May 2021

Nominations for Chair – discussed under point 4 above.

The Chair has met with Donna and personally thanked her for her hard work and support.

The Safeguarding Audit – discussed under point 10 below.

Dates for next year's meeting – agreed under point 13 below.

Vision and Strategy – discussed under point 12 below.

7 Headteacher's report (verbal report)

The end of term is extremely busy with reports, sports day, changing covid guidelines.

Numbers -

The school now has more than 200 pupils even with some families moving. Year 2 now has a full class and a waiting list.

Year 6 has 19 pupils and currently coming into Reception are 25. (5 are completely new to the school). This is good for a year of low birth rates.

Nursery will start September with 19. This is low, but the highest in South Oxhey, as it is another low birth year. Two more are also on the waiting list to start in January.

Attendance

This year has been the hardest and the most difficult to manage. Attendance is currently at less than 95% which needs to improve, but Covid situation has not helped. Some families sent children abroad and did not come back after the borders re-opened, there has also been a chicken pox outbreak and some families generally have low attendance. As a result of re-bookings due to the pandemic a number of families have also gone on holiday. Attendance rainbows and reporting will be reintroduced in September.

Q: In terms of restarting in September and avoiding the quarantine process – what's happened?

A: All staff have been written to. Some are going away but all staff (except one due to personal choice) are now double jabbed so if the return quarantine requirement is scrapped it will be fine.

Q: Is there anything we can encourage parents to do?

A: There have been exceptions this year because of covid and from September we will be confirming with parents that holidays are not authorised and will be followed up. Pre-covid attendance was going up so this can happen again.

Q: What outside support do you have?

A: We have a council attendance officer. The school can justify the top 10 of absences for medical / family reasons and we broadly have the same attendance levels as every other school locally. If a school pushes too much, families change schools – we have children who have moved from other schools, and this is reflected in some attendance figures.

When lockdown lifted, we had 96% attendance but this term we have struggled. Re-booked holidays are the main reason.

Bubbles

Bubbles will be ending officially on 19th July. This week we have relaxed bubbles slightly for outside activities. We have been fortunate and not had to close a bubble but others schools have. It's important for Year 6 to leave properly. Some parents were unhappy that they couldn't attend sports day, but when the reasons were explained this was accepted. Parents have been reminded to wear masks outside school. Some parents have come in for assembly and parents have been socially distanced, wearing a mask and temperatures have been taken. This has worked well. The Year 6 production has also happened.

Transition –

Transition meetings between classes are going well. Two classes are left to do. Different year groups have different gaps – writing, reading – approximately 1/3 of the year has been missed. Gaps will be addressed and will be formally reported on at the next Governors meeting.

Staffing –

Nicola Weller has resigned following long term sick leave. This has left the school without a SENCO. Ellen has covered this term (1 day a week) and will do 2 days a week from September. Jo will also train for the role and will take over with Ellen's support in January.

Q: What form does the training take?

A: 8 face to face days – 1 day per term. The course take a year.

Q: How many SENCO hours are there currently?

A: 2.5 days SENCO with additional tasks. Next term we have allocated 2 full days with the other tasks being delegated to other staff.

Vicky is now signed off until September with conversations continuing. Beth and Donna have been covering the role with Kate and Jo.

Q: Is the looked-after child continuing in September?

A: Yes, the aim is that he will become a permanent South Oxhey resident although he may not stay at Greenfields

Lesley has retired next week but is volunteering from September.

Through lockdown we took on 2 temporary dinner ladies to have one dinner lady per class. We do not have the funds for both, so one member of staff will be taken on permanently (Charlene).

Nicola leaving is a massive budget adjustment. Jo taking on SENCO, Ali and Marie have been brilliant in Nursery and in September Ali and Shelagh will job share.

The remaining budget has meant that Bobbie is going to become a permanent year 5 TA and Alison will become an Intervention TA (Year 2 and 1, 11.30am -3.30pm).

Beth is joining the nurture team and from September will be supporting the transition for children and an EHC child. We also hope to employ an NQT for 2 days a week.

Finance –

The staffing adjustments mean that we now have a projected carry forward of £8K. Donations and funding are coming in. The budget is a worst case scenario and we can manage.

Q: When will we hear about funding for the EHC?

A: Hopefully on Friday with funding from September although this may be delayed until January.

Q: How is Ashley, the NQT doing?

A: Still doing fabulously, she is already planning and preparing for next year. The course has changed to 2 years with day release to attend the course.

Q: So who is covering Year 3 when Ashley is out?

A: As Jo is her mentor, she has been in the classroom observing and supporting so it makes sense for Jo to cover.

Q: Because Nicola is leaving and she was 1 of the 3 safeguarding leads, is anyone else being trained?

A: Vicki may train and Ellen is trained so the aim is to ask one of them. Kate and Jo are refresher training next week. Because of the work involved, it needs to be someone out of class.

Q: Is the office going to be reorganized over the summer holiday?

A: Nurture will move to the new garden pod. Jo will move to the Head's current office and the Head will move to the old staffroom. This will ensure leadership in both wings. Sneha our mental health officer is going to come in on Fridays and use Jo's office as Jo does not work on Fridays.

8 Update on Finance (HT)

Covered above in point 7 during the Head's verbal report.

9 Update on Premises (Chair)

Planning for the new Nurture building continues. The pre-visit by the electricians has been made to figure out the cabling route. The ground screw foundations are being installed on the 29th July with the actual build happening week commencing 9th August. The electrics and climate control will happen the week after.

10 Safeguarding / Health & Safety (Chair)

Governor safeguarding audit – This is now complete. A couple of minor issues were identified and resolved before submission but the final report has now been completed. No significant actions remain.

11 Policies for review and adoption

None.

12 Governors

Ofsted-ready Governor packs - Governors returned their folders for updating and redistribution in September

ACTION – All Governors to return the Ofsted -ready folders to school for updating

School vision update (document circulated) –

The Chair encouraged all governors to read and understand what has been considered since the last inspection. In particular, the status of each item has been updated in the last 3 years.

ACTION - All governors to read and familiarise themselves with the updated Vision and Strategy document.

Resumption of school visits -

Several Governors have been coming into the school. Visits can resume as normal in September.

Governors' Day (Autumn term 2021) –

Confirmed for Friday 24th September.

13 Any Other Business

Meeting dates for 2021/ 22 – Meetings will take place at 5pm at the school unless otherwise notified:

September: 29th

December: 1st

February: 2nd

March: 23rd

May: 25th (Budget presentation)

July: 13th

Nursery and Reception Graduation – Thursday 15th July – 9am and 10.30am

Year 6 Leavers' Assembly – Friday 16th July, 9am –. The Governors' cup will be awarded. Please attend either event if you are able to.

In Mark's absence, he has asked that we convey his admiration for how well he thinks the school has been doing this year under such strange circumstances. He hopes that all the staff have a real rest over the summer break. All governors agreed.

Agreed as an accurate record of the meeting held on 7th July 2021.

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	<i>n/a</i>	Observer	Deputy Headteacher

GB Meeting Dates for Remainder of the School Year