



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

**Minutes of the Full Governing Body meeting of Greenfields Primary School**  
**Wednesday 23<sup>rd</sup> March 2022 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~~  
~~Sneha Patel~~

**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 Katie, Kim, Mark and Marsha.

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

There were no declarations.

**3 Curriculum presentation: PSHE (Ellen Dupree)**

The learning Intent and class detail from Student Voice surveys (conducted February 2022) were circulated at the meeting.

The presentation was circulated after the meeting with these minutes.

Q: How is the RSE policy going?

A: Most pupils are fine. Two pupils needed additional support following the lessons as they were not expecting the content delivered.

Q: Due to the pandemic, will it be a couple of years before we see the impact of the changes?

A: The summer term is when RSE is taught, and it depends on the maturity of the pupil. Last year the summer term PSHE class was taught in the Autumn to maintain the flow of information.

Q: Do we feel that year 4 understood the Student Voice questions or did they just agree because they feel they should?

A: The Year 4 teacher explained each question, but the answers do not seem to reflect this.

Observations from student voice survey:

Year 4 – It's good that pupils recognise that they shouldn't judge a person by the colour of their skin as this has been an issue in the past.

Years 5 and 6 want to learn about how to handle money – this will be explored.

Year 4 Brain Buddies is popular.

During assembly talk is about family in a variety of formats, the pupils accept the variety and are accepting of different situations represented.

Q: How much of the PSHE topics are covered by class teachers?

A: Year 4 use Brain Buddies for a term, all other sessions are covered by teachers. There is a booklet to follow, but due to changes in legal requirements teachers are beginning to ask for more support.

The challenge is being fluid enough to respond to the needs of each class group at the time.

Some topics are not covered by the curriculum e.g. Pandemic, Online safety, Ukraine.

Using outside agencies to talk about topics has a good impact and makes conversations more meaningful.

Computing / Social Media usage is become a prominent topic and is being taught earlier than anticipated because different home situations seem to allow the use of different platforms despite age restrictions.

Q: How are the topics chosen?

A: The PSHE Association send us termly information with topics and resources.

Q: This is a very powerful curriculum with a variety of topics. How many hours a week is PSHE taught?

A: 45-60 minutes and then additional assemblies, discussions during the week.

Parents are advised which term RSE lessons will happen but not specifically when. Since September 2020 all pupils attend the lessons (parents cannot exclude their children). Classes are split into boys and girls as they have different questions, although they are taught the same topics.

Q: Can you tell us more about the PSHE Association?

A: We signed up a couple of years ago and the resources really support the teaching of PSHE. They are very communicative and send out resources regularly. There is no annual subscription, but it is similar to the History Society etc.

Ellen was thanked for her excellent presentation.

#### **4 To approve the minutes of the meeting held on 2<sup>nd</sup> February 2022 (document circulated)**

No further comments were made. The Chair signed the minutes as an accurate and valid record of the meeting held on 2<sup>nd</sup> February 2022.

#### **5 Matters Arising from the minutes of the meeting held on 2<sup>nd</sup> February 2022**

Computing presentation – Circulated.

Internal H&S Walkabout TBA – See point 9 Safeguarding / Health & Safety below.

Modern Governor Accounts and Governor Hub – All governors present are now connected.

Rear Gate to be ordered – Head confirmed fitting for 11<sup>th</sup> April.

Energy Saving discussion (Chair & Caretaker) – See point 8 Update on Premises below.

Critical Emergency Lighting to be fixed – Complete. Five critical lights have been fixed including in the hall, corridor to main entrance and emergency ceiling lights.

Governor Online Prevent training – See point 11 Governors below.

#### **6 Head Teacher's Report - Questions**

Jo temporarily left the meeting whilst pay scales were discussed.

Proposed: Staff pay scales and rises were discussed in line with what has been factored into the budget.

The proposed pay scale changes were approved by all governors present.

Q: Three EHCP plans have been turned down, with 7 in the pipeline. Why are they not going through?

A: One child does not have a formal diagnosis of AHD yet; the funding will come through when it is confirmed. The second and third children need more evidence to support their applications.

Q: Are there any good learning points from this first round of applications?

A: There are lots of detailed learnings including copying word for word any information provided by a professional into the application. In future we will also be much tighter on record keeping to be able to provide more substantial evidence.

Q: Nursery – potentially growing to 28 are there enough adults?

A; Technically the class is 26 and so the adult:child ratio is high, but this will even out in September.

Q: Safeguarding – It was a very positive report. What is happening with the actions recommended by Linda?

A:

RAG all elements of safeguarding – This was completed not so long ago and will be repeated.

Herts CC Report format to be used – All elements are included but in a different format. The head has cross checked the report with the suggested format.

More PSHE detail needs to be on the website – At the time of the assessment the year group overviews had been taken down for review and update. They will be uploaded when complete.

Record reasons for relocations – Records are kept showing where pupils move to, a new column has been added to identify why pupils move. Generally, pupils move because they leave the area.

Q: Please explain the attendance number for Reception, what is happening?

A: Attendance is not compulsory until a pupil is 5 years old. Reception has pupils above and below this age. We only have to report on those who are 5 and above although we encourage good attendance from the beginning to encourage good habits.

Q: Wednesday 20<sup>th</sup> October – Louise McCourts will be attending the school to deliver Level 1 Year 3 refresher training. Is the date correct?

A; The actual date is Thursday 20<sup>th</sup> October.

**ACTION:** All governors to attend

Q: Numbers on roll – What is a “fair access request”?

A: A military family is moving into the area and have requested a school place.

Q: Maths Leader from September – What is happening?

A: The vacancy for Kim is being advertised. An ECT visited last week although the budget has allowed for a more experienced teacher. An experienced teacher is visiting on Friday and another teacher is coming to view on Monday. If the Head has to temporarily take on the role, Maths is in an excellent place and would be manageable for a year whilst another member of staff is trained into place.

Q: Arbor - Does this impact the management of financial controls?

A: Arbor could do payments, but we will not use it for this initially. All financial management systems are connected and are manageable.

Q: New link for St Helens – How is this going?

A: The Head had a really positive meeting with the new contact. Years 4-6 are going to visit on separate days and a sports week visit has been arranged. Sixth form readers are continuing to read with Year 6. St Helen's girls may need experience for coaching qualifications and there may be an opportunity to create clubs at Greenfields to support this. The Head also discussed the potential bursary scheme – pupils need to be identified in Year 4 and parents can be invited to St Helens to view. Pupils may need support with workshops / additional tutoring etc.

A new member of staff is starting at St Helen's in September, the Chair knows them and will make contact.

Q: Parental Engagement – Book at bedtime sounds great, are we repeating this?

A: Yes, it was a great time and pupils really enjoyed it. The next one will be World Book Day next year.

Q: SEN Update – What is “local high needs” funding?

A: Herts is split into local partnerships. It is a pot of money available for pupils with exceptional needs. One child needs 121 support and funding is per term. If we are successful, we'll apply for further funding.

Q: Is the 25% of pupils on the SEN register average?

A: No, locally it varies with one neighbour school being 33% and nationally it's 16%. The number of SEN pupils is growing locally with Early Years having the most pupils in need.

## **7 Budget 2022/2023 (HT) (documents circulated)**

Figures are draft as the end of financial year is yet to happen.

The total amount of money for next financial year is £845,242. The estimated total expenditure, based on the Herts CC check list still leaves an amount in the account with a carry forward of about £30,000.

Due to the fall in birth rate the end of year 3 will be a struggle. A class needs to be 24+ pupils to be financially viable. Half of the school will be below this next year.

Q: When do we hear about Reception numbers?

A: April

Q: Do we know how other schools are doing in the area relative to us?

A: Yes, there are different situations for different schools. There could be implications for the numbers of SEN pupils in particular.

Q: What would be a trigger for a school not to survive?

A: Perhaps parents would leave before that point so there is a choice to send your child to. At some point Herts would need to decide. It is possible that some schools would have split classes.

Proposed Capital Spend:

Rear Gate

Hall and dining room floor refurbishment

Wifi replacement

The fund account will be built up from events and will be used to buy Chrome books.

The budget was approved by all present.

## **8 Update on Premises (HT / Chair)**

Rear gate automation and lighting – Being installed 11<sup>th</sup> April.

Energy utilisation and costs – The Boiler and heating system are new and meet current compliance standards. A full review undertaken by the Chair and Caretaker and reported to the Head. The report was circulated to the Governors with these minutes. The main point is the need to everything that is not being used to be switched off. e.g. Hall projector, lights etc. The Salix lighting loan will be repaid end of next year.

Storm damage to biodome and skylights – The biodome moved about a metre. It has been moved back and is repairable. An insurance claim is not financially viable, and it will be repaired in house. Six skylights blew off and two of these smashed. They have been replaced.

Dining room and assembly hall floor renovation – Initial quotes have been obtained and accounted for in the budget. They are reasonable and will help to transform the rooms.

## **9 Safeguarding / Health & Safety (Chair)**

Safeguarding visit by HIP – Reviewed above

Covid – Has now been overtaken by chicken pox! There are some children off with Covid. Covid absences will now impact attendance data as part of the standard data process. There is still an impact on staff. Now that guidelines have changed the school is asking people to LFT test and stay home if positive, but this cannot be enforced. The staff are supporting where they can and covering absence.

Internal H&S walkabout – This has been completed and recorded. The premises work that has been completed has helped. There are some tripping hazards with unlevel paving but these will hopefully be replaced with tarmac. Records are also being cross checked with the Caretaker to ensure everything is up to date. A fire alarm test happened today.

Drain Survey – A formal survey is being completed at the beginning of April. Some repair work can be anticipated, especially tree root invasion.

## 10 Policies for review and adoption

None.

## 11 Governors

Visits – The Chair thanked those who have visited. Ric appreciates reading with Year 5. Amanda listens to Year 4 read and supports swimming. David listens to Y1 readers.

Online Prevent Training – Ric, Amanda, Debbie and Emma have completed the course.

## 12 Any other business

SFVS – Document circulated before the meeting. All governors approved the statement.

Judge for Easter Bonnet Parade – Friday 1<sup>st</sup> April – Chair and Emma agreed to judge.

25<sup>th</sup> May – Jubilee Street Party – all governors are invited.

Zoe sends apologies for May 25<sup>th</sup>.

**Agreed as an accurate record of the on-line meeting held on 23<sup>rd</sup> March 2022.**

**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
Sneha Patel	Associate Member	
Karen Walton	Clerk to the Governing Board	
Joanne Evans	Observer	Deputy Headteacher

Remaining GB Meeting Dates for the School Year

2022: May: 25<sup>th</sup> (Budget presentation)      July: 13<sup>th</sup>