



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

Minutes of the Full Governing Body meeting of Greenfields Primary School
Thursday 28th November 2019 at 5.30pm

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

~~Michelle Cheetham~~

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):

Nick Paul

Katie Tarrant

Jose Tamayo

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 Marsha Myers.

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

School staff have unanimously voted for Kim May to continue as Teacher Governor. The chair thanks Kim for her continued involvement.

The Governors unanimously agreed to Liz Guest joining the Governing Body as an Associate Member. The Chair welcomed Liz and highlighted the renewed links to All Saints Church.

No nominations were received for the vacancy of Parent Governor. Katie Tarrant was the only parent to stand in the elections, and so was automatically reappointed. The Chair welcomed her back on board.

4 To approve the minutes of the meeting held on 26th September 2019 (document circulated)

No additional comments or questions were raised.

5 Matters arising from the minutes of the meeting held on 26th September 2019

ACTIONS:

Parent Governors – discussed above.

Clerk to Governors – now onboard and initial training completed.

Chair of FOGS – completed and attending the first part of this meeting.

H&S - 1 of 2 Asbestos reports received. Internal door hinge protectors completed.

Code of conduct for parents and carers – Issued. No feedback has been received by the Chair or the Head.

The Governing Body noted that all other points for action had been either fulfilled or would be covered within the agenda of this meeting

The Chair signed the minutes for the records.

6 To receive the Headteacher's written report

Highlights –

Reception applications are currently open until January. 6 families have visited the school on the basis of recommendation. It's good to hear about the schools growing good reputation.

23 children in nursery should transition to Reception. Possibly two will be kept back so, depending on parental support of this, in reality, there are only 9 Reception spaces available in September.

Attendance – first half term has been slightly lower. It's the time of year due to illness. Holidays are also an issue. All parents have been spoken to and Head has collected some children and brought them to school where parents have not phoned in absences.

The governors noted that Year 2 have high consistently high attendance. Year 3 have the highest attendance for the first time this year this week.

General Report –

The latest Ofsted criteria is based on a 'deep dive'.

A deep dive exercise has been completed for reading and this went really well.

The report is pending for Humanities – History / Geography. This is a good chance to support the growth of middle management.

Q: Guided Reading – how does this work?

A: Whole class reading. This works well for us.

Q: Page 3 – Phonics – What is different to increase the phonics success this year?

A: Last year the class was led by an NQT who was still learning. We have also introduced phonics a year earlier so the basic understanding is already embedded. Currently ten children would pass the phonics test now, 4 who won't pass and 7 are borderline. Reception and Year 1 also now being taught phonics and those needing additional support are receiving small group teaching.

Q: Phonic Packs – given out too late last year? Could this have been earlier?

A: Phonic packs have already been given out this year. We have also already had two 'How to help' sessions for parents and carers.

Fundraising –

The Head and staff are really proud of the pupils' fundraising activities. The Head has been spending time talking to the children and explaining what the money is for and how they can donate. Charity days have been generously supported.

Staff Wellbeing questionnaire –

There were a lot of positives but as it was anonymous it is difficult to address individual issues.

The governors discussed why not everyone had responded - It was not compulsory, some may have felt it was not entirely anonymous, some may not have felt it was not a burning issue to address. The Head had also had a TA meeting so some felt they had already discussed issues and may not have felt the need to complete the form.

Windows & Doors –

New entrance! It's a big project and is causing upheaval. The completed work is transformational and makes a huge difference for the heating. Proving tricky for children to use the hall (difficult to concentrate) so the Old Nursery has been set up as a classroom. It's flexible and staff are being careful with their planning to accommodate.

The project should be finished by February. The Kitchen will be done 2 days before return to school in January and so the first day of school will be packed lunch provision only. Nursery will have a 3 day delayed start whilst Reception use their classroom. The new January starters in Nursery will start the following week

The boiler will not start until April at least. A temporary boiler installed.

The Teacher support programme working well.

Q: How is the new recruit performing in Nursery?

A: With 30 hours provision being so successful we employed an additional staff member. She is brilliant and her contract has been amended to that of a Nursery Nurse. She has particularly stepped up whilst short staffed. Also the intent will be to move from a 1 year contract to permanent contract.

AK's tutor came in to observe last week and gave her an outstanding assessment.

The Head particularly highlighted the therapy / nurture team. They are doing an amazing job, their personal well-being is being supported. - supervisor support has been set up. A specific job description is currently being written for the Nurture team so that their skill and work can be more formally recognised.

Christmas – 173 children are going to panto tomorrow at Watford Palace.

Woodhall School will be hosting a Christmas Carol Concert in lieu of Watford Colosseum.

Christmas Assembly –

Chair cannot attend to present the Governors' Cup so thanks to Zoe for being able to do this.

Pupil Premium –

This is growing all the time as we become more effective in getting parents to apply.

Statement has been circulated. Note the numbers of pupil premium children who qualify for funding and those who the school feel should be supported but are not funded.

12 of year 6 children are pupil premium which will affect the budget next year.

The Chair thanked the Head for this report as it's an important aspect of Ofsted inspection.

Sports –

The school are doing lots and trying lots of things. A lot of schools have dropped out of the partnership scheme this year. We have continued to buy into the partnership events. There are only 2 other partnership schools, but they are well-run events and the children are encouraged.

Safeguarding –

All but 2 members of staff have had their Level 1 training renewed by an outside provider as per the 3 year requirement. Level 1 training will happen for Governors at the next meeting (30th January).

CPOM's –

Is really useful and being used for lots of different records and checks.

Q: Are we capturing items that were not being captured before?

A: Yes, it's easy to see immediately the whole picture and it's easy to send relevant information to external organisations if needed. It is easy to access remotely.

Q: Is it used for behaviour and safeguarding?

A: Yes. It's really useful to be able to sit with parents and show them issues from a variety of sources.

There are increasing numbers of safeguarding issues and we need to be mindful of the toll of time and well-being of the staff involved. We are having monthly meetings which are very beneficial.

The Chair and Head went on the Safeguarding training for the most recent updates on Keeping Children Safe in Education. There were no major updates to report affecting the school.

CPD –

In addition to the comments in the Head's report James also completed an ICT - Using Chrome books in class course yesterday.

7 Update on Finance (HT)

As a result of one teacher not being employed but budgeted for and the 30 hours Nursery scheme proving to be more popular than first thought the carry forward for this year will be positive rather than a deficit.

Some TA's are claiming overtime to provide afternoon support. This will show but will not be an issue.

FOGS are currently raising funds for new books. However, the books are needed now. The Head asked if the school can use money from the fund account. This was agreed by the GB.

Q: Is there a danger that the money raised later will not be much because the books would have been bought or be spent on something else?

A: No – there has been a big cull on books and lots of the library books need replacing.

The Head is currently teaching Year 6 French. This will not continue after Christmas due to SATS. However, the teaching to date will fulfil the legal duty to expose KS2 to a foreign language. In future the school are considering offering a variety of different languages at a more basic level rather than French for several years.

Q: What do other schools in the area do?

A: Others do 1 class per year, some do it per term. Need to balance the English / Maths need of pupils with the requirement to expose pupils to a MFL. We actually do a lot and then pupils move to secondary school and start again. We can focus on the introduction / basics, not the detail.

Commented that the atmosphere is so much more positive, and the finances are looking much better. The Governors offered their thanks and appreciation to the Head.

8 Update on Premises (Chair):

The Boiler and Heating work will follow on from windows after April.

The fire water hydrant repair was not done in October and is now planned for the first week of January.

Conversations have begun with HCC regarding the roof although it is noted that this does not want to be done too early. The roof does not shed water, there is no fall. To progress with a bid for a new roof and insulation we need to pay for an independent survey. (approx. £2,000). There is a need to balance the idea that the report may show that the roof will be ok for another period of time. We will then have to pay again for another roof inspection and continue to do so until the inspection agrees that the roof should be repaired. It may be wiser to wait for leaks and receive higher urgency rating.

Q: Are there any plans for the EYFS outdoor play area?

A: If we can get the increased numbers on 30 hours they will help. The Head also starting to talk to companies who will write bids on our behalf to help with funding. It definitely needs looking at, but we need to find funds. It is a big, uneven area and will cost accordingly.

9 Safeguarding / Health & Safety

Largely covered above

A lot of the long standing H&S issues have been / are being addressed

10 Policies for review and adoption

Lockdown policy – The policy was circulated before the meeting. No amendments were required. The policy has been ratified.

Q: It says in the policy that the fire alarm will pulse – is this possible?

A: Yes, it can be manually sounded.

Q: Has a practice happened?

A: There have been live ones but there will be a practice now that the policy has been ratified. The practice will happen after the current works have been completed.

Data Protection – There are some outstanding documents to finalise, Jose is working on them.

Statutory Policy List – The Head and Deputy have been working through the list. Some policies have been updated. A new policy - Sexual Relationships in Education – is being drafted.

Q: What is the best way to have the Statutory Policy Document list updated?

A: Head has a noted list of what has happened. Will be circulated for the next review

ACTION: Headteacher

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

Jose came to the school on 25th October for Safeguarding training.

Debra Hartley continues to regularly visit the school to listen to Y4 readers.

David went on the Year 6 to Tower of London and HMS Belfast. They had a marvellous day! It was educational on many levels – going on the Underground, walking across London Bridge etc and was brilliantly organised by the Year 6 teacher. Most pupils were asleep on the train home.

12 Review GB Vision and Strategy (document circulated)

Due to the RI rating we are due an Ofsted visit anytime next year. It is therefore appropriate to review the GB Vision and Strategy document.

Q: What is a Governor's role during an Ofsted visit?

A: Often Governor availability is difficult because of the short notice but everyone needs to make every reasonable effort to attend.

Q: Point 2 - Should this include knowing more about the curriculum?

A: Yes, there has been a shift in the past year from data to curriculum.

Q: Point 3 – Needs updating

A: Add another column to note what has been achieved.

Document was meant to be 3-5 year plan from that time. We can either create a new document or add the update column.

There are specific, measurable targets which can have specific outcomes. Longer term there could be an overarching aim / goal / vision that could be the continual focus.

At the time this was written there needed to be tangible requirements with specific outcomes.

Q: Do we need an intent statement, unique to us?

Q: Should the school's vision statement and intent also be included as that is what we are supporting?

A: The school's vision statement is on the website.

Learning, Achieving, Succeeding – vision statement

The governors document was intended to identify the shortcomings of the school at the time. It can remain with amendments to show progress.

Q: Is there a quickly accessible file of documents that are readily available when needed?

A: This will be worked on throughout the next year. Future agendas will shift more towards being Ofsted ready.

ACTIONS:

Headteacher to provide a copy of the schools Intent Statement for circulation with minutes. Chair & Head to add progress column that can be updated

Headteacher to develop an "Ofsted Ready" information pack for the governors

Chair to develop a list of typical Ofsted Q&A's

13 Any Other Business

FOGS -

Due to time limits this was the first item discussed. Lucy Sharp, FOGS' Chair attended for this part of the meeting only.

The Governing body thanked Lucy for all her work. Currently the links with the Governors are not very strong. The Chair extended the Governors' support for FOGS' work.

FOGS' books are going to the accountant and then they are aiming to register as a charity. FOGS are also looking to establish a constitution. This will help companies and other organisations support and donate more easily. They are hoping to do this in the new year.

FOGS now have a formal Chair, treasurer, secretary, vice-chair although it is a big struggle to get (regular) support. Parents do not easily volunteer. Class representatives are being considered.

Q: How can the Governors support FOGS?

A: The Head now meets with FOGS each half term. One new parent came to the last meeting. It's more encouraging now that FOGS have something to show for their efforts – they have purchased the pirate ship. Next fundraising activities will be for new books.

Historically FOGS have bought Christmas chocolates for each pupil. This year there will be a general class gift – delivered by Father Christmas on party day for each class to benefit from.

FOGS are helping with the Christmas Fair – supporting the grotto by providing elves.

It's not easy to have links with other schools. Fireworks were talked about – it's a big financial outlay if no return.

It was suggested that a summer event could be held - each class performs a couple of pieces with a BBQ and refreshments.

The Governing Body expressed thanks for all the FOGS do.

Retiring Governor –

The Chair thanked Nick Paul for all of his support and wise words. (Term of office ends 13/12/19.)

Christmas Activities -

ACTION: Please let the Head know if you would like to attend any Christmas events.

Dates for the remaining GB meetings during the 2019 – 20 academic year, starting at 17:30:

- 30th January 2020
- 26th March 2020
- 14th May 2020
- 9th July 2020

The Chair ended the meeting ended at 7.35pm

Agreed as an accurate record of the meeting held on 28th November 2019, 30th January 2020

Signed:

Name	Role	Information
Michelle Cheetham	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	Term of office renewed 28/11/19
Jose Tamayo	Parent Governor	Data Protection Officer
Kate Day	Staff Governor (Ex-officio)	Headteacher
Kim May	Staff Governor	Term of office ends 01.11.19
Marsha Myers	Associate Member	Started September 2019
Rev'd Liz Guest	Associate Member	Started November 2019
<i>Vacancy</i>	<i>Associate Member</i>	
Karen Walton	Clerk to the Governing Board	Started November 2019
Joanne Evans	Observer	Deputy Headteacher