

**HERTFORDSHIRE COUNTY COUNCIL**

**GREENFIELDS PRIMARY SCHOOL**

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING  
WEDNESDAY 11<sup>TH</sup> JULY 2018, 5.30PM**

Attendance:

**HEADTEACHER**

Helen Cook

**LOCAL AUTHORITY GOVERNOR (1):**

~~Emma Maitland Gray, Vice Chair~~

**PARENT GOVERNORS (3):**

Nick Paul

~~Katie Tarrant~~

Jose Tamayo

**STAFF GOVERNORS (1):**

~~Kim May~~

**CO-OPTED GOVERNORS (4):**

Michelle Cheetham

Niall McManus

David Ray, *Chair*

*Vacancy*

**ASSOCIATE MEMBERS (4):**

Debbie Hartley

~~Carol Prior~~

~~Kate Shockley~~

*Vacancy*

**OBSERVERS:**

John Burt, *Deputy Headteacher*

~~Joanne Evans, Deputy Headteacher~~

**CLERK:**

Liz Elgar

*Strikethrough denotes non-attendance*

Pre-meeting presentation by Nicola Weller:

**A. Pupil Premium**

*Nicola Weller circulated and talked through the following documents:*

- *'Pupil Premium Grant at Greenfields Primary School' (plus information on provision; support and strategies that Pupil Premium is used for)*
- *Report to Governors, July 2018 with One Page Profile progress grid*

**A1 Progress:** The Headteacher explained that the SATs results had shown significant improvement in the progress of "disadvantaged children", which would be shown when the official statistics are published in October, however these results had not been received in sufficient time to be included in Nicola Weller's data.

**A2 SEN:** In response to Nick Paul's question as to how the incidence of children with SEN is distributed over the year groups, Nicola explained that it is more heavily weighted at the younger end of the school.

*Michelle Cheetham arrived at this point*

**1. WELCOME / CONSIDER AND CONSENT TO ABSENCES**

- 1.1 Welcome/to consider and approve absences:** Apologies for absence were accepted from Katie Tarrant, Kim May, Carol Prior 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**

- 3.1** The Chair reported that he had made initial contact with Dr Mary Short, Headteacher of St Helen's School in Northwood, who has a member of her staff who is a possible candidate to become a Governor at Greenfields. Chair to follow up.

**ACTION: Chair**

**4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> MAY 2018**

*The minutes were otherwise agreed to be an accurate record of the meeting and were signed by the Chair*

**5. MATTERS ARISING FROM THE ABOVE MINUTES**

- 5.1 Governors' School Vision Statement (Item A1):** The Chair agreed to revisit the 3-5 year School Vision Statement next term.

**ACTION: Clerk [for agenda]**

- 5.2 Register of Governors' Business Interests (Item 5.1):** The Clerk agreed to circulate the Register of Governors' Business Interests with the papers for next meeting, which would then be completed and signed by all governors and filed in the school office.

**ACTION: Clerk [for agenda]**

- 5.3 Staff appraisals/BlueSky Education data package (Item 5.4):** The Chair agreed that the suggestion of subscribing to BlueSky Education would be revisited after the appointment of the new substantive head, but may be difficult to progress in the near future due to the existing budget constraints.

**ACTION: Clerk [for 2019 agenda]**

- 5.4 Fire drill (Item 5.5):** John Burt confirmed that a fire drill would take place during the week beginning 16<sup>th</sup> July.

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

**6. TO RECEIVE THE HEADTEACHER'S REPORT**      *The Headteacher talked through her report, which had been circulated prior to the meeting*

**6.1 School Development Plan (SDP):** The Chair asked the Headteacher how she could see the School Development Plan being re-written, to which she replied that this would depend on recommendations from the recent Ofsted inspection and input by the SLT.

**6.2 Attendance**

6.2.1 John Burt had made the new interim Headteacher, David Smith, and SLT aware of the need to focus on improving attendance in the new school year.

6.2.2 The Chair asked if the school had fined parents of children with poor attendance. The Headteacher explained that Herts County Council would issue fines via its Attendance Improvement Officer, as the fine is a legal document, and that Greenfields could only issue breach letters.

6.2.3 The Headteacher added that Herts Attendance Improvement Officers do not work with the school as proactively as previously, however they are currently working with certain children and families with exceptionally poor attendance.

**6.3 SATs**      *An overview of the SATs results had been circulated prior to the meeting*

6.3.1 The Headteacher reported that the SATs results had just been received and were in line with or above the National Average in all areas, with one child achieving full marks in one of the English papers. She acknowledged that this year's Year 6 cohort was particularly high performing.

6.3.2 Michelle Cheetham asked if the SATs results had been shared with parents. The Headteacher replied that parents would receive their children's SATs results with the reports, which is why she was unable to publish the results more widely at this stage.

**7. GDPR: Policy and Privacy Notices**

*A GDPR Privacy Notice for Governors had been circulated prior to the meeting*

**7.1 Privacy Notice:** The Headteacher reported that GDPR Privacy Notices had already been distributed to all staff and would be distributed to parents in September.

**7.2 Record keeping:** The Headteacher reported that she had set up a folder for the filing of all GDPR documents.

**7.3 Policy**

7.3.1 The Chair agreed to arrange uploading of the GDPR Policy, adapted from the Herts model policy, and the Privacy Notice for Parents onto the school website after Jose Tamayo (Data Protection Officer) had checked them through.

**ACTION: Chair**

7.3.2 The Chair and Jose Tamayo agreed to finalise the sub-policies referred to within the main policy (e.g. Retention and Disposal of Documents).

**ACTION: Chair; Jose Tamayo**

**7.4 Staff training:** The Headteacher reported that staff training on GDPR would take place from September, after new staff had started.

**7.5 Resources:** The Chair asked what resources had been purchased in relation to GDPR, to which the Headteacher replied that the school had purchased the Herts Grid for Learning GDPR Package at £300 per year.

## **8. UPDATE ON FINANCE**

### **8.1 Budget**

8.1.1 The Headteacher reported that Janet Eavis from Herts Finance had visited and covered the Budget for April, May and June.

8.1.2 The Headteacher confirmed that Janet would produce a Revised Forecast in September.

**8.2 Nursery:** In response to Debbie Hartley's question as to numbers of nursery places filled for 2018-19, the Headteacher replied that it currently stood at 20, although numbers tend to fluctuate right up until September.

## **9. UPDATE ON PREMISES**

### **9.1 Windows and Doors**

9.1.1 The Chair reported that drawings of the panels had been produced and sent to Three Rivers DC, along with samples of materials to be used, with the aim of removing restrictive conditions from the school's Listed Building Consent.

9.1.2 He explained that the removal of conditions from the Listed Building Consent would mean a better chance of the bid already submitted being considered for funding from Herts in their October 2018 review.

## **10. REPORTBACK ON GOVERNORS' TRAINING AND VISITS TO THE SCHOOL**

### **Visits:**

**10.1 Michelle Cheetham: Year 3; SEN:** Michelle Cheetham reported that she had been visiting the school most Thursdays, either to Year 3 or to Nicola Weller for SEN and that she had undertaken SEN walkabouts and looked at progress monitoring for SEN.

### **Training:**

**10.2 Governors' Training Log:** Michelle Cheetham reminded to complete the Governors' Training Log and return it to her, as she had only received one response following her initial request.

**10.3 E-Learning:** Michelle reported that she had emailed all governors about E-Learning opportunities.

## **11. ANY OTHER BUSINESS**

**11.1 Outlook email addresses:** Michelle agreed to send links to Jose Tamayo and Debbie Hartley to enable them to set up Greenfields Outlook email addresses.

**ACTION: Michelle Cheetham**

**11.2 Farewell to Mrs Cook:** Governors said goodbye to Headteacher Helen Cook and wished her all the very best for her retirement.

**12. DATE OF NEXT MEETING**

- Wednesday 26<sup>th</sup> September 2018 - *Meetings for the rest of the academic year to be arranged then*

*The Chair ended the meeting ended at 6.45pm*

**Agreed as an accurate record of the meeting held on 11<sup>th</sup> July 2018, on 26<sup>th</sup> September 2018**

**Signed:**