

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
WEDNESDAY 9TH MAY 2018, 6.00PM**

Attendance:

HEADTEACHER

Helen Cook

LOCAL AUTHORITY GOVERNOR (1):

~~Emma Maitland Gray, Vice The 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, *The 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 exercise:

A. School Vision Statement

(i.e. "Where do we want the school to be in 3-5 years' time?" Refer to National Governors' Association pre-read document 'Being Strategic – A Guide for Governing Bodies')

A1. Governors fed back on where, or what, they would want Greenfields School to be in 3-5 years' time. Verbal responses included:

- Maintaining the Ofsted rating of 'Good'
- Having a full roll
- Improved attendance
- No worse than average teacher turnover
- Premises fully refurbished

ACTION: Chair to review all the submitted written responses from the GB and produce a consolidated draft for the next meeting

B Governing Body self-assessment versus Ofsted leadership descriptors

(Refer to pages 46-49 of the Ofsted School Inspection Handbook, April 2018)

B1. Strengths and areas for further development

B1.1 The Headteacher gave her view that PSHE should be celebrated as one of the school's strengths.

B1.2 Carol Prior suggested that Safeguarding was one of the school's strengths, and noted that there are two dedicated Safeguarding Governors in Emma Maitland-Gray and Michelle Cheetham, as well as every member of the SLT being trained as DSPs.

B2. Pupil Premium: In response to the Chair requesting clarification over the use and impact of Pupil Premium, the Headteacher agreed to arrange for Nicola Weller to attend the next full Governing Body meeting on 11th July to explain these points.

ACTION: Headteacher

B3. Data

B3.1 Niall McManus remarked that data on the achievement of disadvantaged children would be useful and the Headteacher explained that such data was available.

B3.2 In response to establishing that governors felt they needed to learn more about pupil attainment data, the Headteacher agreed that this would be a governing body focus going forward.

1. WELCOME / CONSIDER AND CONSENT TO ABSENCES

1.1 **Welcome/to consider and approve absences:** Apologies for absence were accepted from Emma Maitland Gray and Nick Paul.

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 Updates to the Membership List since the previous meeting were noted.

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14TH MARCH 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 **Register of Governors' Business Interests (Item 2.2):** The Clerk agreed to re-send Register of Business Interests proforma to the Headteacher, as she had not yet received it.

ACTION: Clerk

5.2 Potential governor candidate (Item 5.7): Michelle Cheetham reported that her potential governor contact, Laura Birkenshaw would not be free to take on a governor role before September 2018.

5.3 Partnerships with other schools (Item 6.7.2): The Headteacher reported that Head of Computing at York House, Dave Presky, had visited Greenfields and would now visit each term.

5.4 Staff appraisals (Item 6.8.4): Niall McManus noted that sending a link to the BlueSky Education data package for managing staff appraisals remains a point for action.
ACTION; Niall McManus

5.5 Fire drill (Item 12.3): The Headteacher and John Burt reported that another fire drill is a point for action.
ACTION: Headteacher; John Burt

5.6 Governor Inspection Crib Sheet (Item 13.1): The Chair noted that updating the Crib Sheet remained a point for action and also agreed to cross-reference certain data with the Headteacher.
ACTION: Chair

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 gave a verbal report*

6.1 Staffing: The Headteacher reported that appointments, or appropriate cover arrangements, had been made to replace teaching and support staff who had left or given their notice since the spring term.

6.2 SATs: The Headteacher reported that Year 5 children were being prepared for the SATs they would take in Year 6 by using the hall already set up for this year's Year 6 SATs.

6.3 Budget

6.3.1 Headteacher circulated and talked through the Budget and the Budget Report.

6.3.2 In response to a question from Kim May, the Headteacher clarified that the school census taken in November decides the Budget the following March.

6.3.3 The Governing Body ratified the Budget.

7. GDPR

7.1 Training: The Headteacher reported that she and John Burt had both attended different GDPR training courses.

7.2 GDPR website: The Headteacher reported that the school had subscribed to the Herts for Learning GDPR website, which included support, help and up-to-date information on GDPR.

7.3 Action Plan

- 7.3.1 The Headteacher reported that she had been advised that schools are not expected to be 100% GDPR compliant immediately but they must have a clear plan in place for implementing it.
- 7.3.2 The Headteacher explained that the GDPR Action Plan would need to identify the issues to be tackled and the order of priorities in doing this.
- 7.3.3 The Governing Body agreed that the GDPR Action Plan would be an item on the agenda of the next meeting.

ACTION: Clerk [for agenda]

- 7.3.4 The Headteacher reported that the model GDPR policies on the Herts for Learning policies were very comprehensive and as such recommended that the school adopt one of these.
- 7.3.5 The Headteacher agreed to send out privacy notices to parents and staff and to circulate this documentation to governors with the papers for the next governing body meeting.

ACTION: Headteacher

7.4 Data Protection Officer: The Headteacher advised that the Data Protection Officer should not be a member of school staff, as school staff have access to sensitive data however Herts planned to appoint a central Data Protection Officer to whose services schools could subscribe.

8. UPDATE ON FINANCE

See Item 6.3

9. UPDATE ON PREMISES

9.1 Security – quotes for gates

- 9.1.1 The Chair gave the quote that he had obtained for upgrading the vehicle entrance gate to make it electronically powered with a timer and the use of fobs as about £10,000.
- 9.1.2 The Chair gave the quote he had obtained for installing electric pedestrian gates as £3000 - £4000 for each gate.
- 9.1.3 The Headteacher responded that these upgrades were not currently a priority enough to justify a potential spend of £18,000 and, in response to a question from Michelle Cheetham, that the school would not be eligible to enter into a private finance arrangement without permission from Herts.

10. EARLY YEARS STATUS

- 10.1 Herts for Learning visit:** The Headteacher reported that the Early Years Team would be moderated on Wednesday 6th June by Herts for Learning and that Hayley Yendl (Sue Tanton’s replacement) would visit on Thursday 10th May to work with the team.
- 10.2 Tapestry:** The Chair asked about the transition to using Tapestry as the main monitoring and evidence-documenting tool for Early Years and the Headteacher confirmed that the transition was now complete.

11. REPORTBACK ON GOVERNORS’ TRAINING AND VISITS TO THE SCHOOL

11.1 Carol Prior: Reading; Enquiry Based Learning

11.1.1 Carol Prior reported that she would be coming in to school to help with reading during the week beginning 14th May.

11.1.2 Carol reported that she had visited on 18th April when she had talked to the Early Years Leader and been given an update on the outdoor environment, recording children's next steps in learning.

She had also been able to take part in an Enquiry Based Learning session being delivered by David Weatherly who is supporting the school as they move towards adopting this exciting learning format.

11.2 Michelle Cheetham: Teaching and Learning; SEN

11.2.1 Michelle Cheetham reported that she had been visiting most Thursday mornings to work with children in Year 3 and she remarked that she had been very impressed with what she had seen.

11.2.2 Michelle reported that she had also worked with Nicola Weller on SEN and plans to accompany her on SEN walkabouts of the school.

11.3 Debbie Hartley and Michelle Cheetham – Anti-Bullying Workshops: Debbie Hartley and Michelle Cheetham confirmed that they would be attending Anti-Bullying workshops at the school on Thursday 24th May.

Training:

11.4 Michelle Cheetham reminded governors to check their Greenfields Outlook email addresses and communications from Herts for Learning for information or recommendations on upcoming governor training courses.

12. SAFEGUARDING UPDATE, INCLUDING HEALTH AND SAFETY

12.1 **Compliance checklist:** The Chair reported that the Safeguarding Working Party had met that afternoon, Wednesday 9th May to continue to work through the Compliance Checklist and that it would now take only one further meeting to complete it.

12.2 **Health and Safety checklist:** The Chair and John Burt reported that they were scheduled to meet on Friday 11th May to go through the Health and Safety checklist.

13. ENVIRONMENTAL PROTECTION

The Greenfields School Environmental Protection draft document "Keeping Greenfields Green" had been circulated for comment prior to the meeting

13.1 The Headteacher welcomed the Debbie Hartley's suggestion of engaging the children and school community in activities and giving them incentives in order to practice the recommendations in the document.

14. GOVERNORS' DAY, TO INCLUDE A REVIEW OF THE GOVERNING BODY ACTION PLAN

14.1 The date for Governors' Day was agreed as Wednesday 27th June.

14.2 The Headteacher agreed to circulate an itinerary for Governors' Day before half-term.
ACTION: Headteacher

15. ANY OTHER BUSINESS

15.1 Behaviour for Learning Policy

15.1.1 The Headteacher circulated and talked through first draft of new Behaviour for Learning Policy, with contributions from children in Years 4, 5 and 6.

15.1.2 The Headteacher explained that terms such as "naughty" and "bad" were avoided, as there was only "positive behaviour" or "negative behaviour" and that the term "consequences" was being used in place of "punishment."

15.1.3 Michelle Cheetham asked if the new Behaviour for Learning would be shared with parents, to which the Headteacher replied that it would once complete.

16. DATES OF NEXT MEETING

- Wednesday 11th July 2018

Meeting ended at 8.15pm

Agreed as an accurate record of the meeting held on 9th May 2018, on 11th July 2018

Signed: