

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
WEDNESDAY 14TH MARCH 2018, 6.00PM**

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

1. WELCOME / CONSIDER AND CONSENT TO ABSENCES

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

2. DECLARATION BY GOVERNORS OF INTERESTS, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA

- 2.1** Jose Tamayo declared that his wife is currently volunteering in the school
- 2.2** The Clerk to e-mail the Register of Governors' Business Interests template to the Headteacher so that they can be completed by governors who have not yet done so.
- ACTION: Clerk**

3. MEMBERSHIP OF THE GOVERNING BODY

- 3.1 Niall McManus:** The Governing Body unanimously voted Niall McManus as Co-Opted Governor.

3.2 Larry Bowerman: The Chair announced that Larry Bowerman had resigned, which left one vacancy for a Co-Opted Governor.

3.3 Associate Member: The Governing Body noted that there remained a vacancy for an Associate Member of the Governing Body.

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18TH JANUARY 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 Membership of the Governing Body (Item 3.1): The Headteacher agreed to arrange Greenfields Outlook email addresses for Jose Tamayo, Debbie Hartley and Niall McManus.
ACTION: Headteacher

5.2 Reportback on Finance – SEN (Item 5.2)

5.2.1 The Headteacher reported that approximately £1000 for two SEN children on roll had already been received and approximately £6000 was expected for another group of children, although the Headteacher did not have access to precise figures at that time.

5.2.2 Michelle Cheetham asked about the timescale of certain children with SEN gaining places at special schools. The Headteacher replied that she had received no information as yet, and that many special schools were over-subscribed, however she hoped that there would be at least one placement after the Easter holidays.

5.3 Fire protection (Item 5.3): The Chair reported that he and John Burt had successfully tested the fire alarm system in the Nursery and trained the Nursery staff in its use.

5.4 Website (Item 6.2): The Headteacher reported that the new school website was due to go live on Friday 16th March and that, so far, it was looking impressive and working well.

5.5 SEF (Item 6.4): The Headteacher spoke of the need to re-examine certain aspects of the SEF in light of the JARV (Joint Annual Review Visit) held that on Wednesday 7th March.

5.6 Governors' Action Plan (Item 6.5): The Governing Body noted that reviewing the Governors' Action Plan remained a point for action and would be an item on the agenda of the next meeting.

ACTION: Clerk [for agenda]

5.7 Potential governor candidate (Item 13.2): Michelle Cheetham informed the Chair and the Headteacher that her contact who is interested in joining the governing body would like to meet with them after Easter and that she would action this.

ACTION: Michelle Cheetham

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 *Circulated prior to the meeting*

6.1 Staffing: Kim May remarked on how much more productive she was able to be when the school had a student from Schools Direct on its staff and how it had been an enjoyable and rich learning experience for both parties. She added that the extra resourcing and learning exchange had impacted positively on all staff.

6.2 Phonics

6.2.1 Emma Maitland-Gray asked how extra sessions of Phonics to help struggling children are accommodated within the existing curriculum. The Headteacher replied that they are held immediately before lunchtimes or at the end of day.

6.2.2 The Headteacher explained that the Phonics check, which takes place during the second week of June, puts pressure to deliver results, however obstacles occur such as difficulties experienced by children with SEN, or who are summer-born, as well as children who are able to read sounds but not the words that they form. She added that necessary strategies were in place.

6.2.3 Emma Maitland-Gray asked if staff training on Phonics was taking place. The Headteacher replied that she would be meeting with the Advisory Support Teacher (AST) for Literacy and there was also a half hour training session planned for the following week.

6.3 Maths

6.3.1 The Headteacher reported that she would be meeting with the Deputy Headteacher and Maths teacher Mark Pople meeting to discuss the Maths curriculum.

6.3.2 Emma Maitland-Gray asked if the "Nifty Numbers" method for Maths was proving effective. The Headteacher replied that it was being reviewed although it appeared to be having a positive impact. She added that the Times Table Checker had helped with the learning of times tables.

6.3.3 Niall McManus suggested that the Head of Maths at Northwood, who has undertaken Outreach work with primary schools before, meet with Greenfields Maths teacher Mr Pople. Niall agreed to contact Mr Pople after SATs week to arrange this.

ACTION: Niall McManus

6.4 French links: In response to the Chair reporting that Greenfields French teacher Corinne Howells would like to form links with the Year 7 French teacher at Northwood School, Niall McManus agreed to liaise between them to arrange this.

ACTION: Niall McManus

6.5 Nursery staffing: The Chair asked the Headteacher what the staffing ratio would be in the event that the Nursery roll number for next year remains at 17. The Headteacher explained that it would then become a more effective use of resources to move a member of staff from Nursery into Reception, where there will be 30 children.

6.6 Racial incident: The Chair asked the Headteacher for an update on the racial incident. The Headteacher replied that there had been nothing further to investigate however she had met with the parent of the child concerned, who would notify the Headteacher with any further concerns.

6.7 Partnerships with other schools

6.7.1 Emma Maitland-Gray reported that York House School could offer its land for Skills Force camping trips between 23rd April and 8th July. Kim May agreed to visit the grounds.

ACTION: Kim May

6.7.2 Emma Maitland-Gray relayed that the Head of Computing at York House, Dave Presky, was willing to visit Greenfields' new IT lead teacher in order to form links going forward and the Headteacher agreed to communicate this.

ACTION: Headteacher

6.7.3 Emma Maitland-Gray stated that she was keen to form more formal partnerships between Greenfields and York House, creating more opportunities for Greenfields to utilise York House's facilities.

6.7.4 Kate Shockley agreed to contact the Sixth Former at Merchant Taylor's School, with whom the Headteacher had previously had contact, regarding arranging for Merchant Taylors' students to volunteer to help with reading at Greenfields.

ACTION: Kate Shockley

6.8 Staff appraisals *Anonymised appraisal statements brought to meeting*

6.8.1 Emma Maitland-Gray asked how often staff appraisals were held, to which the Headteacher replied that it was once per year.

6.8.2 The Chair asked how much of the staff appraisal process is delegated. The Headteacher replied that some, but not all, is, as there were fewer members of senior staff than before and a limited number of staff it could be delegated to. She mentioned that involvement in behaviour issues sometimes also affected the appraisal schedule.

6.8.3 Emma Maitland-Gray asked if all staff appraisals were on target to be completed by the end of this school year. The Headteacher replied that targets had been set and would be met.

6.8.4 Niall McManus and Emma Maitland-Gray recommended the 'BlueSky Education' data package for managing staff appraisals and agreed to send the relevant link to the Headteacher.

ACTION: Niall McManus; Emma Maitland-Gray

Emma Maitland-Gray left the meeting at this point

7. ATTENDANCE

7.1 Meetings with families: The Headteacher reported that she had met with families of children with attendance issues however invariably there were other issues involved with these families, some of them complex.

7.2 Attendance policy and booklet

7.2.1 Jose Tamayo pointed out what he believed to be inconsistencies between Greenfields' current policy and the South Oxhey Schools Consortium booklet for parents on attendance. The Headteacher replied that she would check this, as there should not be disparities between the two.

ACTION: Headteacher

7.2.2 The Headteacher reported that she would be meeting with the other South Oxhey primary school headteachers during the week beginning 19th March to review and update the Attendance Policy.

8. UPDATE ON FINANCE

8.1 Budget: The Headteacher reported that the Year End date was Tuesday 24th April and Budget setting was scheduled for Tuesday 1st May, when the Chair would attend later in the day for the run-through.

8.2 National Funding Formula: The Chair had circulated information documents on the National Funding Formula prior to the meeting.

9. UPDATE ON PREMISES

9.1 Windows and doors

9.1.1 The Chair reported that a specialist window contractor plus a Senior Project Engineer from Herts had visited the school the previous week to look at the windows and doors and will now produce a set of drawings and samples of what new windows and doors could look like.

9.1.2 Debbie Hartley asked if there was any indication of the cost of this work. The Chair replied that there was nothing yet to indicate any change to the initial estimate. The technical specifications required to obtain full Listed Building Consent from Three Rivers DC could affect the work being competitively put out to tender.

9.1.3 The Chair added that it had been found by last year's survey that the windows and doors at Greenfields were in the worst condition grading (D1) and that there were also significant health and safety concerns which had been highlighted to HCC.

9.1.4 The Chair explained that the scope of the replacement work would be too large to carry out during any of the school holidays so instead it would take place in different classrooms at a time throughout term time.

9.2 Roof: The Chair reported that he hoped to include in next year's budget funding to have the complete roof surveyed, as it had been leaking and its condition is largely unknown. No significant repairs to the roof have been made in the past 12 years or so

10. EARLY YEARS STATUS AND ACTIONS ARISING FROM JANUARY HfL VISIT

10.1 Governor visit: Carol Prior reported on her visit to Early Years on 21st February, when she had spoken with the Headteacher and Early Years Leader Shelagh O'Shea, and she remarked that she had been impressed with what she had observed.

10.2 Risk Assessment/Health and Safety: Carol Prior asked the Headteacher if, during the Early Years Joint Review the issue of security and access to/from the site had been raised with Nursery staff. The Headteacher confirmed that it had been reviewed and that a risk assessment had been signed by staff. She added that Nursery staff had been made aware of their responsibilities regarding security and health and safety issues.

10.3 The Headteacher reported that the new Early Years advisor, Ms Yendel, had conveyed that, following a session moderating the teachers' judgments on attainment, she was very impressed with the teachers at Greenfields and their knowledge and understanding of the children and their levels.

10.4 Tapestry: In response to a question from the Chair as to whether the monitoring tool Tapestry was currently being utilised, the Headteacher explained that after having switched to paper learning journals on the advice of Herts, the school had subsequently been criticised for not having all evidence of progress recorded in one place and therefore they had reverted to solely using Tapestry. She added that the advantage of Tapestry was that it could be used in a diagnostic way plus it could produce both reports on individual children

and on cohorts. Also a key reason for using this assessment system was the ability for parents to be able to take an active role in their children's development and success.

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

11.1 Governing Body Training Matrix: The Chair reminded governors to enter the details of all training they had undertaken on Governing Body Training Matrix in order to keep it up to date. (Michelle Cheetham had previously volunteered to take over the task of monitoring and recording governor training).

11.2 External training

11.2.1 In response to Michelle Cheetham's enquiry as to whether NHS training courses she has completed, such as Diversity and Equality, transferable for this governing body, the Chair confirmed that they were.

11.2.2 The Chair requested that governors provide certificates of any external training completed.

11.3 Outlook group: Michelle explained that she planned to communicate with all governors as a group regarding training via Outlook e-mail.

12. SAFEGUARDING UPDATE

12.1 Safeguarding Working Party: The Chair reported that the Safeguarding Working Party was still working through Compliance Tracker and had met once since the last GB meeting. At least one more meeting would be required to complete the review.

12.2 Security Review

12.2.1 The Chair reported that he, the Headteacher and John Burt had undertaken a Security Review "walkaround" with Herts CC Officer John Mair.

12.2.2 The Chair explained that the open-plan layout of the school building and site raises challenges with regard to security and therefore there was a limit to what practicable security measures could be implemented that had not already been discussed (e.g. securing the entrance area of the building). It was concluded that the most effective way to help keep the school secure was to set and follow the clear preventative procedures already in place.

12.2.3 The Chair remarked that the replacement of the windows and doors would improve security to the building, as would upgrading of the CCTV at the main entrance, which is in hand via ConEd.

12.3 Fire drill: The Headteacher and John Burt noted the termly fire drill will take place in the next two weeks.

ACTION: Headteacher; John Burt

13. SCHOOL DASHBOARD AND GOVERNOR CRIB SHEET

13.1 Governor Inspection Crib Sheet

13.1.1 The Chair distributed the document 'Governor Inspection Crib Sheet (Rev 1, Mar 2018)'.

13.1.2 The Headteacher advised that a significant amount of data would not be 100% accurate, accurate, as the document was live, e.g. roll numbers.

13.1.3 The Chair agreed to update the Crib Sheet regularly.

ACTION: **Chair**

14. GDPR AND TRAINING OFFICER

14.1 Legislation pending

14.1.1 Jose Tamayo explained that it had been proposed during the reading of GDPR legislation in the House of Lords that local authorities may appoint a general Data Protection Officer for multiple schools. He therefore suggested postponing the appointment of a Data Protection Officer until a decision had been reached on this.

14.1.2 The Headteacher also advised that, as schools do not have to be compliant with the legislation immediately, it would be sensible to wait before considering appointing a Data Protection Officer.

14.2 GDPR training for staff: The Headteacher explained that she would want at least one member of staff to undertake training on GDPR however not before the latter half of the summer term, when it would be more necessary and relevant.

14.3 Governor as Data Protection Officer: The Headteacher stated that if the role of Data Protection Officer was to be taken by a governor at the school, she would request advice from Herts on this.

14.4 Meeting agenda item: The Governing Body agreed that GDPR would be an item on the agenda of the next full governing body meeting on 9th May.

ACTION : **Clerk [for agenda]**

15. ANY OTHER BUSINESS

15.1 Governor Self-Declaration Form: Governors and Associate members who had not already done so were reminded to complete and return the Governor Self Declaration form for safeguarding purposes.

15.2 Ratification of policies: The Governing Body ratified the following policies, which had been circulated prior to the meeting:

- Equality Policy/ Equality Objectives and Action Plan
- Complaints Policy
- Volunteering Policy

15.3 Attainment Expectations: The Headteacher distributed the document 'Attainment Expectations.'

15.4 Ofsted preparation

15.4.1 The Headteacher distributed the following documents:

- Quality of Leadership and Management of the School
- (Ofsted) Effectiveness of Leadership and Management

15.4.2 The Headteacher urged governors to look at the Ofsted Handbook, particularly the section on Leadership and Management, in order to inform their input into the SEF.

15.5 “Starting activities” at Governing Body meetings: The Governing Body agreed to the Headteacher’s suggestion of reintroducing regular “starting activities” at the beginning of governing body meetings.

ACTION: Clerk [for agenda]

15.6 Governor Hub: The Chair encouraged governors to log in to the new ‘Governor Hub’ being trialled by Herts for Learning and leave comments or complete exercises on there. Also to review the self-evaluation of the GB that he had completed but which required debate with the rest of the team.

16. DATES OF MEETINGS IN 2018

Summer term

- Wednesday 9th May 2018
- Wednesday 11th July 2018

Agreed as an accurate record of the meeting held on 14th March 2018, on 9th May 2018

Signed: