

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
WEDNESDAY 18TH JANUARY 2017, 6.00PM**

Attendance:

HEADTEACHER

Helen Cook

LOCAL AUTHORITY GOVERNOR (1):

Vacancy

PARENT GOVERNORS (3):

~~Nick Paul~~

~~Manish Patel~~

Katie Tarrant

STAFF GOVERNORS (1):

Kim May

CO-OPTED GOVERNORS (4):

Carol Prior

Emma Maitland-Gray, *Vice Chair*

David Ray, *Chair*

Vacancy

ASSOCIATE MEMBERS:

Lisa Hartley

~~Ricky Turner~~

~~Larry Bowerman~~

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 Apologies

1.1.1 Apologies for absence were received and accepted from Ricky Turner and Nick Paul.

1.1.2 Apologies for absence were received from Manish Patel however due to repeated absences from governing body meetings it was agreed that the Chair would contact him to clarify if he wished or was able to continue as a governor at Greenfields School.

ACTION: Chair

1.1.3 Apologies for lateness were received and accepted from Katie Tarrant.

1.1.4 Apologies from were received and accepted from Emma Maitland-Gray for having to leave the meeting at 7.00pm.

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

2.1 No declarations were made.

3. ELECTION OF CHAIR AND VICE CHAIR OF GOVERNING BODY

3.1 Election of Chair

- 3.1.1 Carol Prior nominated David Ray as Chair of the Governing Body.
- 3.1.2 The Governing Body voted unanimously for David Ray as Chair of the Governing Body.

3.2 Election of Vice Chair: Emma Maitland-Gray agreed to continue in her role of Vice Chair.

4. MEMBERSHIP OF THE GOVERNING BODY AND GOVERNOR VACANCIES

4.1 Associate Members of the Governing Body: Emma Maitland-Gray's spoke of her doctor friend Michelle Cheetham, who was keen to become an Associate member of the Governing Body and planned to attend the next meeting and also send her CV to the Headteacher in the meantime.

Katie Tarrant arrived at this point

4.2 Co-opted Governors

- 4.2.1 The governing body agreed for Emma Maitland-Gray to revert to being a Local Authority governor, therefore leaving two Co-opted governor vacancies, which current Associate Members of the Governing Body Larry Bowerman or Ricky Turner might consider filling.
- 4.2.2 The Chair agreed to contact Larry and Ricky regarding the Co-opted Governor roles and also the staff members from Merchant Taylor's School who had attended the previous governing body meeting and expressed interest in becoming involved with the governing body.

ACTION: Chair

4.3 Safeguarding Governor: Lisa Hartley expressed interest in taking on the role of Safeguarding Governor however clarification was required as to whether this role must be undertaken by an elected governor. The clerk agreed to obtain this clarification.

ACTION: Clerk

4.4 Link Governor: Lisa Hartley agreed to take on the role of Link Governor. In this role she will maintain the Governor training log ensuring that Governors have an overview of training requirements as well as keeping Governors informed about upcoming training.

4.5 Website Governor: David Ray agreed to undertake the role of Website Governor.

5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING, HELD ON 14TH SEPTEMBER 2016

The minutes were agreed to be an accurate record of the meeting and were signed by the new Chair, David Ray

6. MATTERS ARISING FROM THE ABOVE MINUTES

6.1 Budget discrepancy due to payroll error (Item 6.1.1): The governing body agreed that the final line should read "...as it was only expected to carry forward £23K as opposed to £60K - £70K, which could lead to a RAG rating of red."

6.2 Budget discrepancy due to payroll error (Item 6.1.3): The Headteacher circulated hard copies of the letter that she had written to Hugh Ellis at Herts Payroll stating hers and the governing body's dissatisfaction with the situation brought about by the payroll error made by Herts and its subsequent handling of it.

6.3 Safer Recruitment Training (Item 11.1)

6.3.1 The governing body agreed to the Headteacher's suggestion of undertaking the online NSPCC safer recruitment training together in school outside of school hours and agreed the date of Wednesday 1st March from 5.00pm.

6.3.2 David Ray agreed to identify and arrange the relevant course.

ACTION: David Ray

6.4 Headteacher's Performance Management (Item 11.2.2): The Headteacher agreed to ask Jeremy Loukes if he was able to carry out her Performance Management during his Standards visit to the school on Wednesday 25th January or otherwise ask his permission for it to go ahead without him present.

ACTION: Headteacher

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

7. PROPOSALS TO IMPROVE EFFECTIVENESS AND VISIBILITY OF THE GREENFIELDS SCHOOL GOVERNING BODY

Document had been circulated by David Ray prior to the meeting and hard copies were available at the meeting

7.1 Point 1: "Update governing body membership / fill vacancies": See Item 4

7.2 Point 2: "Link governors to areas of curriculum / Safeguarding / SEN etc"

7.2.1 Emma Maitland-Gray asked governors and Associate Members if they had any particular areas of interest with regard to link roles. Katie Tarrant volunteered to share responsibility for SEN, as she has relevant professional experience.

7.2.2 Emma agreed to work alongside and support Katie in this role and also to arrange a meeting with herself, Katie and Nicola Weller to further clarify roles within the remit of SEN.

ACTION: Emma Maitland-Gray

7.3 Point 3: "Monitor governor visits and completed visit forms, making sure the stated target is met and that visits are purposeful in terms of the SDP"

7.3.1 The Headteacher made hard copies of the Governors' Visits Form available, which governors were reminded to fill in and file in the School Visits folder.

7.3.2 Governing Body agreed to re-adopt the Schools Visits Policy and the Headteacher agreed to re-circulate it electronically.

ACTION: Headteacher

7.4 Point 4: "Governor / Associate Members / Clerk training: assess needs, maintain records. This is to assure the overall required competency of the Governing Body"

7.4.1 Lisa Hartley volunteered to keep a consolidated record of all training attended by governors and Associate Members.

- 7.4.2 Lisa requested that all governors who had undertaken governor or other relevant training, via Herts or externally, bring the certification to the next meeting so she can add it to her record.
- 7.4.3 Lisa also agreed to contact Herts Governance to obtain an up-to-date log of training undertaken by governors.
ACTION: Lisa Hartley
- 7.5 Point 5: “Put photos and bio-data of governing body, governors and Associate Members on website for parent information”**
- 7.5.1 The governing body agreed that although photos of governors would be allowed on the display board in school, for privacy reasons they would not appear on the school website.
- 7.5.2 The suggestion however of featuring information or short biographies of individual governors within the Governors’ Newsletter (*see Item 7.9*) was welcomed.
- 7.5.3 Emma Maitland-Gray volunteered to lead an assembly with the theme “What Is a Governing Body?” and agreed to send the Headteacher possible dates for the summer term, after the SATs had taken place.
ACTION: Emma Maitland-Gray
- 7.5.4 The governing body discussed Emma Maitland-Gray’s suggestion of holding a “governors’ surgery” for parents. Concern was expressed that such a format could be conducive to parents circumventing the school Complaints Policy and the governing body concluded that the most effective way of making themselves visible and accessible to parents was to wear their governor badges at all times when visiting the school for link visits or school events.
- 7.6 Point 6: “Revise and Issue Governor Code of Conduct”: See Item 8.5**
- 7.7 Point 7: “Organise annual Governors’ Day”**
- 7.7.1 The governing body agreed that the next Annual Governors’ Day would take place on Wednesday 24th May 2017.
- 7.7.2 The governing body agreed to the Headteacher’s suggestion of carrying out governing body self-assessment exercises during Governors’ Day. The Headteacher agreed to discuss this with and get input from SLT.
ACTION: Headteacher
- 7.8 Point 8: “Put approved minutes of governing body meetings on website. These are public documents – parents should be encouraged to read them”**
- 7.8.1 Joanne Evans confirmed that she uploads the most recent agreed minutes of governing body meetings onto the school website and the clerk agreed to continue to send them to her as they are agreed so that they can be uploaded.
ACTION: Clerk
- 7.8.2 After a short discussion, the governing body agreed that individuals who asked questions in governing body meetings did not need to be anonymised.
- 7.9 Point 10: “Issue periodic Governors’ Newsletter to parents to summarise governing body membership, vacancies, key topic areas of business for the year ahead”**
- 7.9.1 David Ray agreed to draft the first Governors’ Newsletter in June or July and agreed to circulate it to governors before issuing it to parents.
ACTION: David Ray
- 7.9.2 David agreed that the Governors’ Newsletter would be uploaded to the governors’ section of the school website and would be issued annually in mid-late September.
- 7.8.3 David welcomed all contributions or ideas for the Newsletter from governors or Associate Members.

7.10 Point 11: “Instigate “Governors’ Award” for demonstration of British Values / Good Citizenship”

7.10.1 David Ray circulated hard copies of the document “Governors’ Award for Good Citizenship”, outlining the criteria for this proposed new award, and all present were given time to read it through.

7.10.2 The Headteacher explained that the school also gives a termly “Inspiration Award” therefore it was necessary to ensure that the two awards remain distinct from one another. She agreed to consult the staff in clarifying and record the criteria for both awards in order to do this.

ACTION: Headteacher

7.11 Point 12: “Develop a single school policy review schedule to highlight policies requiring review and approval by the Governing Body, avoiding risk of going out of date”

7.11.1 The Headteacher reported that she had passed on a format for recording policies with review dates to David Ray. This can be updated as policies are reviewed and monitored by Governors to ensure that an accurate log is kept.

ACTION: David Ray

7.11.2 The clerk agreed to refer this policy schedule when drafting governing body meetings.

ACTION: Clerk

7.12 Point 13: “Look at governors’ section of an “outstanding” school website for additional ideas”

7.12.1 Joanne Evans explained that while the school might not be in a position to imitate the websites of “outstanding” schools, ideas were welcomed.

7.12.2 Joanne also suggested that the children be given the opportunity to have an input into the school website.

7.13 Point 14: “Formally evaluate governing body effectiveness against standard criteria, perhaps after the above items have been debated and actioned”: See Item 7.7.2

7.14 Ideas / proposals / suggestions: David Ray welcomed any further ideas, proposals or suggestions from governors or Associate Members for improving the effectiveness and visibility of Greenfields School Governing Body.

8. SAFEGUARDING UPDATE

8.1 Emma Maitland-Gray reiterated that Safeguarding and Child Protection is taken very seriously by the school and the governing body. She emphasised that it is central in all aspects of school planning and management.

8.2 The Headteacher reported that recently the school had undergone a Safeguarding Review by Herts on 2nd November 2016 and all issues identified, e.g. updating fire safety notices, had since been addressed.

8.3 Emma Maitland-Gray reported that she and the Headteacher liaise regularly and that there were currently no issues or concerns regarding Safeguarding.

8.4 Emma reminded governors to raise any concerns that they might have relating to Safeguarding, either to herself or the identified member of school staff and also ensured that they were aware of the Whistleblowing Procedure in place at the school.

8.5 Governing Body Code of Conduct

8.5.1 The Governing Body agreed the Code of Conduct agreed (*see also Item 7.6*), which had been circulated to all governors and Associate Members of the Governing Body prior to the meeting and of which hard copies were made available at the meeting.

8.5.2 Governors would be asked to agree and sign the document individually at the next governing body meeting.

ACTION: Clerk [for agenda]

Emma Maitland-Gray left the meeting at this point

9. TO RECEIVE THE HEADTEACHER'S REPORT

9.1 Staffing update

9.1.1 The Headteacher reported that Year 4 teacher Mrs Shah had started has started and was settling in well.

9.1.2 She also reported that Mrs Hatton was due to go on maternity leave on 24th February and that cover had been is arranged.

9.2 School Development Plan: The Headteacher reported that the INSET training delivered to staff at the beginning of term was on Attachment Awareness, Neurodiversity and Subject Leadership.

10. REPORTBACK FROM FINANCE AND PREMISES

Finance

10.1 Budget: The Headteacher reported that she would be unable to submit the Reviewed Forecast as the new adviser from FSS had not been able to complete the data input and clarify some errors in the accounting prior to the meeting.

10.2 Charging and Remissions Policy

10.2.1 The Headteacher informed the governing body that the Charging and Remissions Policy had not been revised since it had last been agreed by the governing body.

10.2.2 The governing body ratified the Charging and Remissions Policy.

10.3 Disciplinary Policy: The governing body agreed for the school to adopt the updated Herts Model Disciplinary Policy.

Premises

10.4 Bio-Dome

10.4.1 John Burt reported that an application for a National Lottery grant to build a bio-dome in the school grounds had been approved and that he awaited final confirmation and receipt of funds before the works could begin.

10.4.2 David Ray asked whether any extra costs would be incurred by the school by having a bio-dome on site. John replied that there would be some costs over time however nothing significant, particularly considering the benefits that it would bring.

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

11.1 David Ray reported that he had attended the Herts Governance training course 'Becoming an Effective Chair' on Saturday 3rd December 2016.

12. ANY OTHER BUSINESS

There was no further business

13. DATE OF MEETINGS IN 2017

- Thursday 16th March
- Wednesday 3rd May
- Wednesday 12th July

The Chair thanked all for attending and brought the meeting to a close at 8.05pm

Agreed as an accurate record of the meeting held on 18th January 2017, on 16th March 2017

Signed: