

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
THURSDAY 16TH MARCH 2017, 6.00PM**

Attendance:

HEADTEACHER

Helen Cook

LOCAL AUTHORITY GOVERNOR (1):

Emma Maitland-Gray, *Vice Chair*

PARENT GOVERNORS (3):

Manish Patel

Nick Paul

Katie Tarrant

STAFF GOVERNORS (1):

~~Kim May~~

CO-OPTED GOVERNORS (4):

~~Larry Bowerman~~

Emma Maitland-Gray, *Vice Chair*

Carol Prior

David Ray, *Chair*

ASSOCIATE MEMBERS:

Lisa Hartley

~~Ian McGowan~~

Kate Shockley

Ricky Turner

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: Prospective Co-opted Governor Michelle Cheetham and prospective Associate Member of the Governing Body, Kate Shockley, were welcomed to the meeting and individual introductions were made.

1.2 Apologies: Apologies for absence were received and accepted from Larry Bowerman, Ian McGowan, John Burt and Kim May.

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

2.1 Emma Maitland-Gray declared that she planned to contact the contractor constructing the Eco Pod regarding the possibility of them building a similar at her school, York House School.

3. MEMBERSHIP OF THE GOVERNING BODY AND GOVERNOR VACANCIES

3.1 Election of Co-opted Governors: The Governing Body elected Larry Bowerman and Michelle Cheetham as Co-opted Governors.

3.2 Election of Parent Governor: Following Manish Patel announcing his decision to resign as a Parent Governor due to increased work commitments, the Headteacher reported that the Parent Governor Election process would start with a letter to go to all parents the following day (Friday 17th March).

3.3 Election of Associate Members of the Governing Body: The Governing Body elected Kate Shockley and Ian McGowan as Associate Members of the Governing Body.

The Headteacher thanked Manish Patel for his service as a Parent Governor, and also Ricky Turner, who would be moving in July, for his service as an Associate Member of the Governing Body

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18TH JANUARY 2017

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

5. MATTERS ARISING FROM THE ABOVE MINUTES

5.1 Safeguarding Governor (Item 4.3)

5.1.1 The Governing Body agreed that Emma Maitland-Gray would maintain her role as Safeguarding Governor, as it was consistent with the work she is currently doing in a professional capacity.

5.1.2 It was also agreed that this arrangement would allow Lisa Hartley to focus on her role as Training Link Governor.

5.2 Safer Recruitment Training (Item 6.3)

5.2.1 The Headteacher advised governors that Ofsted would now be monitoring governor training more closely and strongly encouraged all governors who had not already done so to complete the NSPCC Safer Recruitment training available online.

5.2.2 Emma Maitland-Gray reminded governors that all Herts for Learning courses are free and also that governors must inform Lisa Hartley of all training attended so that it can be logged.

5.3 Headteacher's Performance Management (Item 6.4)

5.3.1 The Headteacher reported that Herts School Improvement Partner Jeremy Loukes had visited the school as planned however did not carry out the Headteacher's Performance Management therefore the Governing Body agreed that governors could undertake it alone.

5.3.2 The Chair and Emma Maitland-Gray agreed to arrange the Headteacher's Performance Management.

ACTION: Chair; Vice Chair

5.4 Monitoring governor visits (Item 7.3): The Headteacher agreed to send a copy of the Visits Policy plus Visits Form to Michelle Cheetham.

ACTION: Headteacher

5.5 Assessing Governors' training needs, maintaining records (Item 7.4): Lisa Hartley circulated the Governors' Training History for governors to look at.

5.6 Annual Governors' Day (Item 7.7): All Governors and Associate Members of the Governing Body were reminded of Annual Governors' Day, to be held on Wednesday 24th May.

5.7 Governors' Award (Item 7.10)

5.7.1 The Headteacher reported that she had consulted staff regarding the Governors' Cup and that they approved of the proposal and had nothing further to add.

5.7.2 Joanne Evans presented information in bullet point form on both the Governors' Cup and the existing Inspiration Cup.

5.7.3 The Governing Body agreed that the Governors' Cup would be awarded termly and from this July onwards. The Headteacher agreed to bring the names of nominees and reasons for their nominations to the next meeting for governors to then discuss and decide who to award it to.

ACTION: Headteacher

5.7.4 The Governing Body agreed that a Governors' Cup book would be kept, and for each winner there would feature a photograph with the date and the wording as it appears on the certificate accompanying the cup.

5.7.5 The Chair and the Headteacher agreed to arrange to purchase the cup.

ACTION: Chair; Headteacher

5.8 Single school policy review schedule (Item 7.11)

5.8.1 The Chair circulated the School Policy Document Schedule for governors to look at.

5.8.2 The Chair agreed that he and the Headteacher would continue to complete the document and then forward it to the clerk for her reference when drafting future governing body meeting agendas.

ACTION: Chair; Headteacher

5.9 Governing Body Code of Conduct (Item 8.5)

5.9.1 Governors agreed to sign and submit their copies of the Governing Body Code of Conduct in time for them to be audited, and the Code of Conduct to be ratified, at next meeting.

ACTION: All Governors and Associate Members

5.9.2 The Governing Body agreed that the signed Code of Conduct documents would be kept in the Governors' File in the school office.

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 RATIFY THE GOVERNOR CODE OF CONDUCT

See Item 5.9

7. TO RECEIVE THE HEADTEACHER'S REPORT *Circulated prior to the meeting*

7.1 Attendance: The Governing Body congratulated and praised the Headteacher on attendance reaching over 95%

7.2 30 Hours Free Childcare – Government information document *circulated prior to the meeting*

- 7.2.1 The Headteacher reported that she had attended a briefing on the government's plan to provide 30 hours free childcare to per week to families where both parents work.
- 7.2.2 The Headteacher reported that all settings in Herts which have trialled providing 30 hours of free childcare per week have been Early Years settings rather than schools. She explained that schools must put a fully qualified teacher in the nursery for the full 30 hours of the free provision or for the whole time the school is open.
- 7.2.3 The Headteacher explained that enabling this provision could be expensive for Greenfields, as the Nursery is not always fully subscribed and the school would not be in a position to know how many nursery places would be available for the following academic year until the end of April. This would be despite being required to have the specified staff in place in time for the start of the new school year in September, which would mean they would have to be appointed by the end of May. The Headteacher noted that the school can decide on a fixed number of 30 hour nursery places for the following academic year regardless of anticipated demand, in order to be able to prepare as required.
- 7.2.4 The Headteacher added that there could be many children attending the Nursery at Greenfields whose families would not be eligible for the 30 hours free childcare per week, as they would not have two working parents, which is required in order to qualify.
- 7.2.5 The Headteacher gave the additional options available to the school as:
- 1) The Governing Body decides that the school cannot accommodate the provision of 30 hours of free childcare per week.
 - 2) The school could link with a local registered childcare provider in order to could fulfil a part of the 30 hours of the free childcare, i.e. the mornings, with afternoon provision given by the other provider, which would rent a space within the school site.
- 7.2.6 In response to Ricky Turner's request for clarification on the afternoon childcare provision being a separate arrangement to that provided by the school, she explained that the link with the school would be a financial transaction only, in renting a space for it to operate however it would be more convenient for parents, who could use their free childcare entitlement for both.
- 7.2.7 Manish Patel asked if any health and safety factors should be considered in the school expanding its childcare provision to which the Headteacher explained that the nursery is already purpose-built for Early Years provision.
- 7.2.8 Carol Prior asked what the position of other local primary school was regarding provision of 30 hours free childcare per week. The Headteacher replied that Warren Dell and Woodhall schools have the facilities for this provision however not many of their children were expected to qualify for it, and Oxhey Wood School does not have the facilities.
- 7.2.9 Katie Tarrant pointed out that the provision of childcare from 9.00am until 3.00pm would still not be enough for many parents who work full-time.
- 7.2.8 Ricky Turner asked whether parents were able use their free childcare entitlement if they arranged childcare themselves independently of the school, to which the Headteacher replied that they would, and that childminders could also collect children from part-time nurseries.
- 7.2.10 The Governing Body agreed for the Headteacher to investigate linking with a separate childcare provider who would operate from the school site. The Headteacher agreed to report back on this at the next governing body meeting on Wednesday 3rd May.

ACTION: Headteacher

7.3 Marvellous Me app

- 7.3.1 The Chair gave a brief explanation of what the "Marvellous Me" pupil feedback app is and how it works.

- 7.3.2 The Chair asked Joanne Evans what the level of uptake of Marvellous Me was from the parents and teaching staff. Joanne Evans answered that 85% of parents were now registered and most of the teaching staff were now using it regularly and would aim for a minimum of one message per week. Joanne added that the teaching staff were currently working on informing parents about “stars” and achievements awarded to the children.
- 7.3.3 The Chair asked Joanne if any feedback had been received from parents, to which Joanne replied that many “high five” emoji responses are received.
- 7.3.4 The Headteacher commented that this could be a subject for a spot check survey. It was agreed to do this in the summer term.

7.4 Multi Academy Trust –Northwood School

- 7.4.1 The Headteacher reported that Northwood School had invited Greenfields to consider becoming a member of its multi-academy trust along with another secondary school and another primary school.
- 7.4.2 The Headteacher added that Herts for Learning had also recently been given permission to form a multi-academy trust.
- 7.4.3 The Chair invited governors’ views on multi-academy trusts and Manish Patel advised proceeding with caution.
- 7.4.4 The Governing Body agreed to take no action on this for the time being and instead watch developments of the multi-academy trusts of Northwood School and Herts for Learning.
- 7.4.5 The Headteacher agreed to contact the Headteacher of Northwood to convey that the Governing Body at Greenfields had agreed that this is not the right time for the school to consider their invitation, however Greenfields would continue to maintain strong links with Northwood School.

ACTION: Headteacher

- 7.5 **Dates for Diary:** The Headteacher extended an open invitation to all governors to these events however requested that they contact the school office prior to any visits to the school.

8. DISCUSSION ON THE HIP STANDARDS VISIT AND THE SCHOOL’S RESPONSE TO THE IDENTIFIED ACTIONS

The Headteacher talked through the HIP Standards Visit report, which had been circulated prior to the meeting

The Chair highlighted the report’s 4 main recommendations to the GB and requested a status update from the Headteacher. These 4 items were:

- Present current key stage 2 pupils’ progress data to demonstrate consistently strong progress across most year groups
- Take a detailed look at the impact of pupil premium spending
- To consider the extent to which mathematics features in the SDP, given outcomes in 2016
- To consider presenting the attainment/progress of disadvantaged pupils, those with EAL and those with SEND in a Venn diagram in order to show the impact of multiple group membership on their outcomes

Emma Maitland-Gray asked the Headteacher what led to the actions in the report being agreed, to which the Headteacher replied that these had been confirmed through conversations with the staff.

8.1 Spring term KS2 data: The Headteacher reported that she would be receiving the spring term data from the staff tomorrow (Friday 17th March).

8.2

Pupil Premium Spending: the Headteacher confirmed this spending was being reviewed to see if it could be used more effectively

8.3 Link to SDP: The Chair asked if the recommendation on mathematics in the report would be linked with the SDP (School Development Plan). The Headteacher replied that it would not, as there is already a Subject Leaders' Action Plan and she would prefer for the SDP to stay consistent. This action plan for maths teaching, possibly incorporating some new ideas, would be available to share with the HIP at the forthcoming JARV meeting

8.4 Venn diagram: The Chair asked if and how the Venn diagram in the report had been useful. The Headteacher replied that it presented existing information in a different way and has made staff more aware of children who have not made progress, although these are few and there have been known reasons for this.

9. REPORTBACK ON FINANCE AND PREMISES

Finance

9.1 Electronic payment system

9.1.1 The Headteacher proposed subscribing to School Comms in order to facilitate an electronic payment system to collect money from parents for school meals, trips and other payable items or services.

9.1.2 The Headteacher agreed to contact Michele Geddes, Headteacher at St Meryl School, to ask about her experience of ParentPay, the electronic payment system recently adopted by St Meryl.

ACTION: Headteacher

9.1.3 Michelle Cheetham asked how the school would offset the transaction charges of an electronic payment system, to which the Headteacher replied that the cost of school trips would be calculated to absorb this.

9.1.4 The Governing Body agreed to the setting up of an electronic payment system for the school.

9.2 School payment card

9.2.1 The Headteacher proposed the use of a NatWest "One Card" for online purchases for the school, which would be registered to one user only, in order to avoid the risks associated with having a school credit card and so that staff would no longer have to use their own personal credit card for such purchases. The Headteacher explained that only she plus one other SLT member would have access to the card and it would be kept locked up.

9.2.2 The Governing Body agreed to the school using a "One Card."

Premises

9.3 Health and Safety Walkabout: The Chair reported that he and John Burt had undertaken an internal Health and Safety walkabout in February 2017 and subsequently made a short list of minor issues that are currently being addressed.

9.4 Drains: The Headteacher reported that the drains were due to be cleared during the Easter holidays.

9.5 Annual Energy Survey: The Chair reported that John Burt had showed him the school's Annual Energy Survey, in which it had predictably not scored highly on energy efficiency due to the age and construction of the building. The recommendations made were therefore largely impractical however the Chair agreed in any case to ask John Burt if any of them can be actioned.

ACTION: Chair

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

10.1 Training: *See Items 5.2 and 5.5*

10.2 Visits

10.2.1 Michelle Cheetham and Emma Maitland-Gray reported that they had visited on Friday 3rd March.

10.2.2 The Chair reminded governors that they should visit the school visit at least once per term and complete the governor visits form after doing so, which can be sent or e-mailed as a Word document to the Chair.

10.2.3 The Governing Body agreed to Emma Maitland-Gray's proposal that there would be a review of governors' visits to assess their effectiveness either at the next meeting on 3rd May or at the meeting on 12th July.

ACTION: Clerk [for agenda]

11. SAFEGUARDING UPDATE

11.1 Governors' awareness

11.1.1 Emma Maitland-Gray advised governors of the need to be aware of their duty of care and remit regarding Safeguarding, as Ofsted will be increasing its focus on this area and will expect governors to know about wide-ranging topics on all aspects of safeguarding.

11.1.2 Emma instructed all governors to read and be familiar with Parts 1 and 2 of the Department for Education "Keeping Children Safe in Education", which the Headteacher agreed to re-circulate to all Governors and Associate Members of the Governing Body.

ACTION: Headteacher

11.2 Safeguarding Walk

11.2.1 Emma reported that she, Carol Prior and Michelle Cheetham had undertaken a Safeguarding Walk prior to this governing body meeting.

11.2.2 Emma invited all Governors and Associate Members of the Governing Body to go on a Safeguarding Walk before each governing body meeting, at 5.45pm.

11.3 Governor input

11.3.1 All governors were reminded that they could contribute to this standing item.

11.3.2 Emma Maitland-Gray invited Governors or Associate Members of the Governing Body to put any Safeguarding questions they might have to her any time and added that certain issues could be raised in her regular meetings with the Headteacher.

11.4 School office: The Governing Body agreed the school office is not ideally located from a Safeguarding point of view and agreed to consider the possibility of either moving it or increasing security. However, any such modifications will need to be identified, costed and budgeted if deemed feasible.

ACTION: Headteacher / Chair

12. ANY OTHER BUSINESS

12.1 Governors' e-mail addresses

12.1.1 Joanne Evans agreed to arrange Greenfields e-mail addresses for all new governors and Associate Members and explained the Safeguarding-related reasons why all members of the governing body must use separate school-based e-mails for governing body business.

ACTION: Joanne Evans

12.1.2 The Headteacher reminded governors to check their Greenfields e-mails at least once per week.

12.2 Spot-Check Survey of parents

12.2.1 The Headteacher reported that she planned to carry out a Spot Check Survey to parents on their children's Learning Reviews.

12.2.2 In response to the Chair asking what proportion of parents would be surveyed, the Headteacher replied as many as possible and that she and the staff would be proactive in achieving this.

12.1.3 The Headteacher and Emma Maitland-Gray explained what Learning Reviews are for the benefit of new Governors and Associate Members of the Governing Body and why it has been chosen as an important topic to ask parents about, i.e. the value of parents being able to assist children with their learning.

12.3 Budget discrepancy due to Herts Payroll error

12.3.1 The Headteacher reported that she had received a response from Senior Officer in Herts Financial Services, Cheryl Faint, in response to her request for compensation for the budget discrepancy caused by the error made by Herts Payroll and Financial Services. The Chair read it aloud, drawing attention to the statement made by Cheryl that Herts Financial Services "will not indemnify the school regarding Payroll errors." The Headteacher asked for governors' views on how to respond to this, giving her opinion that Herts Financial Services were clearly culpable not only due to their initial error, but also due to their negligence and not providing to the school the service for which it had paid. She recounted that the erroneous overpayment had been removed from the school's account immediately and with no consultation when the budget for the coming year had already been set, leaving the school in financial jeopardy.

12.3.2 Emma Maitland-Gray suggested asking for twelve free months of financial services from Herts as a compensatory gesture. The Headteacher agreed to draft a response to Cheryl including this request and circulate it to the Governing Body before sending it to Herts before the end of term (the end of March).

ACTION: Headteacher

Emma Maitland-Gray left the meeting at this point

13. DATE OF MEETINGS IN 2017

- Wednesday 3rd May
- Wednesday 12th July

The Chair thanked all for attending and brought the meeting to a close at 8.20pm

Agreed as an accurate record of the meeting held on 16th March 2017, on 3rd May 2017

Signed: