

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
THURSDAY 21ST SEPTEMBER 2017, 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):

Larry Bowerman

~~Michelle Cheetham~~

Carol Prior

David Ray, *Chair*

ASSOCIATE MEMBERS:

~~Lisa Hartley~~

Kate Shockley

Vacancy

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: New Parent Governor Jose Tamayo and prospective Associate Member Debbie Hartley were welcomed to the meeting and both introduced themselves.

1.2 Apologies

1.2.1 Apologies were received and accepted from Michelle Cheetham and John Burt.

1.2.2 Apologies were also accepted for Michelle's absence from the previous meeting held on 12th July.

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

2.1 There were no declarations.

3. MEMBERSHIP OF THE GOVERNING BODY

3.1 Parent Governor: The Governing Body noted that Jose Tamayo now occupied the Parent Governor post previously held by Manish Patel

3.2 Associate Member of the Governing Body

3.2.1 Debbie Hartley agreed to consider becoming an Associate Member of the Governing Body, subject to the agreement of the majority of governors.

3.2.2 The Governing Body noted that there would still remain one Associate Member vacancy if Debbie became an Associate Member. The Chair suggested keeping this vacancy free while he made links with Northwood School, where there could be prospective candidates among the staff.

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH JULY 2017

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

5. MATTERS ARISING FROM THE ABOVE MINUTES

5.1 Compliance Tracker (Item 5.2.2): *The Chair circulated and talked through the Compliance Tracker database and demonstrated how it is used*

5.1.1 In response to a question from Nick Paul regarding the timescale of cross-referencing school policies with the Compliance Tracker, the Headteacher explained that it would be done throughout the year however it would take less time in the future after policies had been initially entered onto the system.

5.1.2 Nick Paul asked if the Compliance Tracker would be inspected externally, to which the Headteacher replied that it would not, as it was an internal tool, however it would demonstrate good record-keeping practice to Ofsted.

5.1.3 The Chair pointed out that a small number of requirements in the system would not be applicable to Greenfields, such as those for secondary schools or schools with swimming pools, and that these had already been “switched off”.

5.1.4 The Headteacher added that many of the school’s policies and practices were in fact compliant by default e.g. where services are bought in from Herts such as Financial Services for Schools.

5.2 Prospective governors from Northwood School (Item 5.3.2): The Chair noted that putting an invitation in writing for staff at Northwood School to become governors or Associate Members at Greenfields remained a point for action.

ACTION: Chair

5.3 Hints and tips for Governors’ Visits to the School (Item 5.9): Carole Prior noted that her compiling a list of hints and tips for governors’ visits to the school remained a point for action.

ACTION: Carole Prior

5.4 Biodome (Item 9.5.3): The Chair reported that Eastbury Horticultural Society would be holding its annual show in early July in 2018, which would make it easier for the school to participate: it had been previously been held in September.

- 5.5 Confidentiality and Social Media (Item 10.1.2):** The Headteacher noted that consulting Herts for guidance on the Confidentiality and Social Media policy, particularly regarding sanctions if confidentiality is broken, plus checking if the school's Complaints Policy was up to date according to the latest Herts model, remained a point for action.

ACTION: Headteacher

5.6 Newsletter (Item 13.1.2)

- 5.6.1 Governors gave positive feedback on the first newsletter, which had been circulated to parents in the summer term and which had been circulated to all governors prior to the meeting.
- 5.6.2 The Chair agreed to the suggestion that the Governors' Newsletter be issued termly rather than annually and undertook to produce the drafts for comment by email.

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

Given verbally

- 6.1 Staffing:** The Headteacher reported that the school was currently fully staffed and all new staff had settled in well.
- 6.2 School Development Plan (SDP)** *The Headteacher circulated and talked through the School Development Plan, which would also be circulated to staff*
- 6.2.1 The Headteacher explained that the previous Priority 4 and 5 items had been amalgamated as many areas and actions overlapped.
- 6.2.2 The Headteacher spoke of the emphasis on Independent Learning and Enquiry-Based Learning, the latter of which had been the topic for the most recent INSET training for staff and would be trialled this term. She invited governors to attend an Enquiry Based Learning session at the school.
- 6.2.3 In response to a question from Kate Shockley, Kim May explained that the SDP is delivered to school staff during internal staff meetings.
- 6.3 Learning Conversation and Learning Review:** *The Headteacher distributed information documents on both the Learning Conversation and the Learning Review for governors*

7. REPORTBACK ON FINANCE AND PREMISES

- 7.1 Revised Forecast:** The Headteacher reported that she had just completed the Revised Forecast, which, due to having taken into account changes in staffing and the school having spent more than had been budgeted for, put the school in "amber."
- 7.2 Schoolcomms:** The Headteacher reported that she planned to have the Schoolcomms electronic payment system in operation by half-term in October, as staff still needed further training.
- 7.3 Boilers**

- 7.3.1 The Chair reported that the two boilers, including the hot water system and central heating, plus pipework, had been inspected at the beginning of September and that all had been termed as at “end of life” and graded D1 for condition (the worst according to the Herts grading system). All were therefore in urgent need of replacement.
- 7.3.2 The Chair reported that he had sent all the required documents and the report on this inspection to Herts as a bid for Capital Funding, which would be considered by HCC in October, although the bid would stay valid for future consideration if not successful on this occasion. The Chair advised governors that the inspection report was available electronically if anyone was interested.
- 7.3.3 The Chair conveyed that the estimated cost of replacing all boiler, control and pipework equipment graded D1 would be around £200,000.

7.4 Windows and doors

- 7.4.1 The Chair reported that the windows and doors had also been inspected and all original items dating from 1951 had been graded D1.
- 7.4.2 The Chair reported that Three Rivers DC had, in principle, approved a Listed Building Consent application to replace the doors and windows after he had explained that they are a major safety concern in their current state. Three Rivers had advised that the school make plans to replace them in a design as similar to the existing as is reasonably possible and the Chair hoped to submit a bid for Capital Funding in time for the October 2nd deadline.
- 7.4.3 The Chair reported that an initial estimate in the region of £250,000 had been given for replacing the windows and doors, higher than the £200,000 expected if they did not have listed status. This was due to specialist materials having to be obtained.
ACTION: Chair

7.5 Lighting

- 7.5.1 The Chair stated that, in his opinion, the lighting in the school was often poor quality and inefficient regarding energy consumption. He was investigating options to partially upgrade fluorescent lighting in the more critical locations to LED and would report progress at the next meeting
ACTION: Chair
- 7.5.2 Emma Maitland-Gray agreed to ask the Premises Manager at her school to come to Greenfields to assist in identifying options for improvements to the lighting.
ACTION: Emma Maitland-Gray

- 7.6 **Old Nursery toilets:** The Chair reported that, in the medium term, the school intended to refit the old Nursery toilets as a ladies’ toilet, for which no planning approvals would be necessary. When this conversion is complete it would then be possible to extend the office into the current ladies’ toilet, thereby improving the office accommodation and providing line-of-sight to the main entrance for improved security. This work will require Listed Building Consent and planning approvals from Three Rivers.

8) REPORTBACK ON GOVERNORS’ TRAINING AND VISITS TO THE SCHOOL

The Chair circulated the Herts for Learning Governors’ Development and Training Handbook

8.1 In-house training for governors

- 8.1.1 At the Headteacher’s suggestion that the governing body utilise its allocation of “free” in-house training provided by Herts, governors looked through the courses listed in the Herts

for Learning Governors' Development and Training Handbook and decided to undergo the Ofsted preparation training 'An Inspector Calls.'

- 8.1.2 The Governing Body agreed to meet at 5.00pm on Wednesday 17th January 2018 for an hour-long full governing body meeting, with the 'An Inspector Calls' training session then taking place from 6.00pm – 8.00pm.

ACTION: Headteacher (to arrange training with HfL) and Clerk [for agenda and communications]

9) CHILD PROTECTION POLICY

The Headteacher distributed hard copies of the latest Herts Model Child Protection Policy for Schools and highlighted that there were now two additional paragraphs in Point 5 within the section on peer on peer abuse

- 9.1 The Headteacher advised governors that Female Genital Mutilation (FGM) is now a significant focus in safeguarding in schools.

10. KEEPING CHILDREN SAFE IN EDUCATION

The Headteacher distributed hard copies of the latest Department for Education document 'Keeping Children Safe in Education' and highlighted additions plus changes to wording and descriptions, including a more specific paragraph on allegations against staff a change to the description of physical abuse

- 10.1 The Headteacher stressed that both the Child Protection Policy and Keeping Children Safe in Education documents must be read thoroughly and understood by all governors, after which they must sign Appendix 2: Declaration for Staff to confirm this and bring their signed declaration to the next governing body meeting.

ACTION: All Governors and Associate Members

11. SAFEGUARDING UPDATE

- 11.1 **Safeguarding training:** The governing body noted that Emma Maitland-Gray had passed Level 3 Safeguarding training.

- 11.2 **Prevent Strategy:** The governing body noted that Emma Maitland-Gray, Katie Tarrant and Kate Shockley had all undergone Prevent training, as had prospective Associate Member Debbie Hartley.

11.3 Safeguarding Working Party

- 11.3.1 Emma Maitland-Gray explained that the initial membership of the Child Protection Working Party would consist of herself, the Headteacher, the Chair and Michelle Cheetham however once it was fully established, any elected governor would be able to join.

- 11.3.2 Emma agreed to convene a meeting of the Safeguarding Working Party before the next full governing body meeting and that the working party would link with the Compliance Tracker.

ACTION: Emma Maitland-Gray

11.3.3 The Governing Body agreed with the above and also agreed with the description and terms of reference for the Working Party, as set out in the document circulated prior to the meeting.

11.4 Governors and Safeguarding: Emma Maitland-Gray reminded the governing body that Safeguarding was the responsibility of each individual governor and that, as such, governors must ensure that they read all relevant documents and raise any questions or concerns relating to Safeguarding with the Headteacher, the Chair or herself.

12. ANY OTHER BUSINESS

12.1 SEN Governor: Emma Maitland-Gray and Kate Shockley agreed to meet with the school's SEN team after the October half-term in order to plan for the handover of the role of SEN Governor to Kate in January 2018.

ACTION: Emma Maitland-Gray; Kate Shockley

12.2 Nursery Admissions Policy: The Chair agreed to work with the Early Years' Leader in drafting a Nursery Admissions Policy to incorporate recent changes to nursery provision changes, which would be brought to the governing body for ratification.

ACTION: Chair

12.3 30 hours' free childcare/Nursery admissions

12.3.1 Kate Shockley asked the Headteacher what the uptake had been of the 30 hours' of free childcare provided jointly by the Nursery and an independent childminder based on site. The Headteacher replied that uptake had been slow but steady and that 7 children had been admitted so far.

12.3.2 The Headteacher added that the school's split provision arrangement with the childminder was working well.

12.4 Marvellous Me

12.4.1 Nick Paul asked if the school was still operating the Marvellous Me text notification system of children's achievements. Kim May replied that it was, that staff training on Marvellous Me had been held the previous day and that achievement certificates were due to be sent out. Kim clarified that Marvellous Me operates for Years 1-6, as Nursery and Reception used Tapestry.

12.4.2 The Headteacher added that she continued to target parents who had not yet signed up to Marvellous Me.

12.5 Governors' Cup: The Chair noted that there was no display in school of the recent winner of the new Governors' Cup. The Headteacher assured him that she was working on this and had a book ready to be used for recording and displaying the winners.

ACTION: Headteacher

13. DATES OF MEETINGS IN 2017 - 2018

Autumn term

- Wednesday 22nd November 2017

Spring term

- Thursday 18th January 2018

- Wednesday 14th March 2018

Summer term

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

The Chair thanked all for attending and brought the meeting to a close at 7.25pm

Agreed as an accurate record of the meeting held on 21st September 2017, on 22nd November 2017

Signed: