



**GREENFIELDS PRIMARY SCHOOL**  
Ellesborough Close, South Oxhey, Watford WD19 6QH

**Minutes of the Full Governing Body meeting of Greenfields Primary School**  
**Wednesday 24<sup>th</sup> February 2021 at 5.00pm**

**Attendance:**

**HEADTEACHER**

Kate Day

**CO-OPTED GOVERNORS (4):**

Mark Skinner  
Debbie Hartley  
Zoe Baines  
Ric Salzedo

**LOCAL AUTHORITY GOVERNOR (1):**

David Ray, *Chair*

**ASSOCIATE MEMBERS (3):**

~~Marsha Myers~~  
(Rev.) Liz Guest  
*Vacancy*

**PARENT GOVERNORS (3):**

Katie Tarrant  
Jose Tamayo  
~~Emma Mulholland~~

**OBSERVERS:**

Joanne Evans, Deputy Headteacher

**STAFF GOVERNOR (1):**

Kim May

**CLERK:**

Karen Walton

**1 Welcome – To consider and approve absences**

Apologies for absence were received and accepted for Emma, Marsha and Liz.

**2 Declaration by governors of interests, pecuniary or otherwise, in respect of items on the agenda**

There were no declarations.

**3 Curriculum**

Kim presented Maths at school – how it is taught at Greenfields and the impact of lockdown. The aim of the Maths curriculum is to be secondary school ready.

The chair thanked Kim for her presentation.

Q: Times Tables – Does year 4 get tested?

A: The tests were cancelled last year and are likely to be cancelled this year, returning next year. The essential Maths scheme includes times tables maths appropriate for their year group so pupils should be confident.

Q: HFL – It's good to hear about the positive use of this resource.

A: It's a variety of ways of teaching, we like the different ideas rather than use the same ideas or having to invent your own.

Q: Assessments – SATS have been cancelled again for Year 6, how will they be assessed?

A: There is no statutory requirement to assess Year 6 this year. Hertfordshire are yet to communicate how assessment is to be made at a council level. It may be a past SATS paper.

Q: Assessments – Have the children missed the experience of sitting for an assessment?

A: The teacher assessment and moderation will still take place. The moderation from Hertfordshire is to be confirmed.

Q: Presentation was brilliant, thank you. One word that is potentially confusing – ‘Mastery’ – what does this mean?  
A: Greenfields use the term ‘greater depth’. We use other resources to encourage pupils to think deeper, understand the concept and apply it elsewhere. It’s important to investigate and reason in different situations outside of a Maths lesson.

Comment: It’s good that you’ve explained how Greenfields works with Maths. Especially now that the formal assessments are not happening. As governors we need to understand what we are doing as a school to be able to assess the pupils. Thank you.

Q: Are we an early adopter of the ELG’s? Will that have an impact?  
A: No, and it will not impact Maths.

Q: Resources – Are we short of any?  
A: Fantastic resources were purchased a few years ago. We are well equipped to cover years 5 and 6. The HfL resources included Maths packs you could purchase in line with the resources offered and we have done this.

#### **4 To approve the minutes of the virtual meeting held on 25<sup>th</sup> November 2020 (document circulated)**

No additional comments or questions were raised.

**ACTION:** The Clerk will circulate the English presentation from the November 2020 meeting

#### **5 Matters arising from the minutes of the meeting held on 25<sup>th</sup> November 2020**

Policies Document – This document has been circulated.

Governor Safeguarding Audit – This is two thirds complete. The remaining third will be completed when circumstances allow.

**ACTION:** Chair

Equalities Policy and Objectives – Being worked on.

**ACTION:** Headteacher

Governing Board Skills Assessment – The updated detail on this document need to be available by the Summer term.

**ACTION:** Chair will telephone each board member to update the details.

#### **6 Questions on the Headteacher’s report (document circulated)**

Q: How are we fixed for staffing on 8<sup>th</sup> March?

A: One member of staff is doing a phased return now and may be back full time. If needed two other members of staff are able to support.

One other member of staff also on a phased return – this is within Early Years and the staff can be flexible to cover what is needed.

One member of staff will not be in at all during this half term. The TA is covering, and another staff member is doing the planning for the class.

Q: Five new pupils?

A: They are all for Nursery, are all home learning although they haven’t yet been in school.

Q: Claim for Covid costs (£6K) – is there an update?

A: There has been no response from the government yet.

The school went into lockdown whilst the Head had Covid. All of the staff and Jo in particular were absolutely brilliant in keeping the school operating. This detail is currently missing from the latest HIP report, the Head will aim to rectify this.

Additional thanks were made to all staff, including the caretaking staff for keeping the school open.

Q: Do we know how the pupils are coping with online learning during January?

A: There are approximately 100 children in school and those remaining at home are the most engaged with online learning. At the beginning of January only 24 were in school and the Google Meet sessions were valuable in communication. We also received 12 new laptops and were able to share those with pupils in need. A spreadsheet was created to monitor pupil engagement. The class teachers and TA's were excellent at making contact with families who were not engaging to encourage them. As more have returned to school contact has improved again.

Q: Where is the excel spreadsheet saved – for GDPR purposes?

A: On a secure server and password protected

Q: Do we need to adapt the Safeguarding policy to cover the Covid situation?

A: An addendum has been made and communicated to parents.

Thanks were given for the way the school has set up, encouraged and dealt with the online learning process during lockdown.

Q: How are SEN pupils being supported?

A; These pupils are not necessarily in school, but are being supported with personalised learning packs and Google Meets. The first 3 weeks back will be used for informal assessments and then we will have parents' evenings to support the exchange of information for returning families.

Q: Have families been supported with resources if needed?

A: Yes, we have sent stationery home where needed.

Q: Government website – There has been a change in social care and early years criteria so more can be vaccinated - is the school aware?

A: The Head is being vaccinated tomorrow and all staff have been sent letters to confirm they are keyworkers so they can get a priority jab if possible.

Response to the end of the HIP's report – It was a wonderful read and shows how well the school is doing. It's wonderful that the recommendations are all 'continue with' meaning they are already in place. Well done to everyone involved.

Since the report we have also conducted a survey with both parents and children. Positive responses have been received, as seen on the document circulated.

## **7 Update on Finance (HT)**

The Head requested approval of IT spend from the Fund Account of £10,534.40 to buy Chrome books. The offer was time limited and so the request was emailed separately to this meeting for immediate response. All governors responded and approved the spend. It was also possible to order staff laptops and a new whiteboard for Y1 at the same time.

The whiteboard is being installed during the Easter holidays. The laptop trolley is arriving in May.

The school now has 17 laptops courtesy of the DofE.

## **8 Update on Premises (Chair) - 5yr Asset Management Plan (document circulated)**

The boiler and heating system project is now complete. The final documentation is to be received.

New nursery building (email circulated on 16.01.21) – The planning application has been submitted and is in process.

Awnings repairs for Year 2 to 6 classrooms – These were repaired during half term with some fabric replacements and all are now working.

Rear pedestrian gate – automation and lighting – This is to be actioned.

**ACTION:** Chair to contact the company regarding the Rear Gate automation

Q: How zero carbon will the (new) building be?

A: The new windows and boiler have helped with our overall environmental impact. The next big project is the roof – this will also help by additional thermal insulation. The new building brochure has information about its environmental impact which can be shared. Please contact the head if you would like to see it.

We have a lot of land that could be used for underground heat, solar panels and other environmentally friendly resources for the future as time and finances allow.

## **9 Safeguarding / Health & Safety (Chair)**

Safeguarding audit – mentioned above

New water risk assessment (legionella) – The report has been received. There are some minor actions for the Caretaker to follow up as routine maintenance. Overall, the whole system is now much simpler as it is all mains-fed and the old roof tanks by-passed.

Electrical repairs arising from the 5-year fixed wiring inspection – Now that the major projects have been completed a contractor has visited the school to review the report. The quote provided was significantly higher than the company that completed the initial report, so the original contractor has been invited to requote. The aim is to complete the work needed during the Easter holidays.

**ACTION:** Chair

## **10 Policies for review and adoption**

Equality policy and objectives – This is in progress (actioned above).

## **11 Governors**

GB skills assessment – as above (Chair will contact each Governor for an update.)

Training records – as above (Chair will contact each Governor for an update.)

Email accounts, access to school app and GovernorHub – Reminder for all governors to use the school account as it is appropriately protected for GDPR purposes and for the sharing of confidential information. The email accounts are also covered by the IT contract. If people use personal emails and there is a data breach, the school is not covered.

## **12 Any Other Business**

Term dates – The Head has collated the dates from the Hertfordshire website and also confirmed similar dates with other schools in the local area. The proposed dates are:

### Next school year (2021/22)

Start of term: 1 September 2021 - 1.9.21 Occasional Day, Training Days 2.9 and 3.9. children start back 6.9.21.

Half term holiday: 25 October 2021 - 29 October 2021

Christmas holiday: 22 December 2021 - 4 January 2022. End of term 21.12.21 Training day 22.12.21 and 4.1.22

Half term holiday: 14 February 2022 - 18 February 2022

Easter holiday: 4 April 2022 – 18 April 2022

Half term holiday: 30 May 2022 - 3 June 2022. Training Day 27.5.22

Summer holiday: 25 July 2022 - 31 August 2022

All governors agreed these dates.

**ACTION:** All - Due to the revised term dates please note that the next Governors meeting is now Wednesday 14<sup>th</sup> April.

One of the governors expressed personal thanks to Mrs May, Mr Pople and the Head – their daughter was commended for being in the top 180 performers from Hertfordshire schools. Thank you for all your support.

All staff and governors were thanked for their work.

*The Chair thanked all those present and ended the meeting ended at 7pm*

**Agreed as an accurate record of the in-person meeting held on 14<sup>th</sup> February 2020.**

**Signed:**

Name	Governor Hub	Role	Information
Ric Salzedo	Need to register	Co-opted Governor	
Debbie Hartley	✓	Co-opted Governor	
Mark Skinner	✓	Co-opted Governor	
Zoe Baines	✓	Co-opted Governor	
David Ray	✓	LEA Governor	Chair of Governors
Katie Tarrant	✓	Parent Governor	
Jose Tamayo	✓	Parent Governor	Data Protection Officer
Emma Mulholland	✓	Parent Governor	
Kate Day	✓	Staff Governor (Ex-officio)	Headteacher
Kim May	18/6 not registered	Staff Governor	
Marsha Myers	✓	Associate Member	
Rev'd Liz Guest	✓	Associate Member	
<i>Vacancy</i>	<i>n/a</i>	<i>Associate Member</i>	
Karen Walton	✓	Clerk to the Governing Board	
Joanne Evans	n/a	Observer	Deputy Headteacher

GB Meeting Dates for Remainder of the School Year

2021: April 14<sup>th</sup> – Please note the revised date, this meeting will be virtual.  
May 26<sup>th</sup>                      July 7<sup>th</sup>