



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

**Minutes of the Full Governing Body meeting of Greenfields Primary School**

**Wednesday 1<sup>st</sup> May 2024 at 5.00pm.**

**Attendance:**

**HEADTEACHER**

Kate Day

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

Mark Skinner

~~Zoe Baines (Chair)~~

~~Graham Nash~~

Vacant

**LOCAL AUTHORITY GOVERNOR (1):**

David Ray (Vice Chair)

**ASSOCIATE MEMBERS (3):**

~~Kim May~~

Val Griffin

Menaka Vettivetpillai

**PARENT GOVERNORS (3):**

Emma Mulholland

Filipa Serra

Andy Perren

**OBSERVERS:**

Joanne Evans, Deputy Headteacher

**STAFF GOVERNOR (1):**

Shelagh O'Shea

**CLERK:**

Karen Walton

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

Apologies for absence were received and accepted for Zoe and Kim.

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

There were no declarations.

**3 Membership of the Governing Body**

Gary Foskett was the sole nomination and officially welcomed as Parent Governor.

Emma will continue governorship as Associate Governor and Kim will move to be co-opted governor.

Gary has a school email address; references and DBS have been received.

ACTION – Jo to update website, Clerk to update Governor Hub.

ACTION - Clerk to send Gary email and Governor hub details (Completed 2/5/24)

**4 To approve the minutes of the meeting held on 27<sup>th</sup> March 2024 (circulated via Governor Hub)**

The Vice Chair signed the minutes as an accurate and valid record of the meeting held on 27<sup>th</sup> March 2024.

**5 Matters Arising from the minutes of the meeting held on 27<sup>th</sup> March 2024.**

Advertisement for parent governor – complete.

Governor Hub access for Meneka – Details of the school email and access to Governor hub have been sent but were not received.

SEN Visits – Arranged for 11<sup>th</sup> June.

ACTION - Clerk to resend Meneka email and Governor Hub details (Completed 2/5/24)

## **6 Subject Leader Presentation - Jo Evans - English**

The presentation is available on Governor Hub - [English Presentation](#).

Jo also provided examples of books and work.

ELS Scheme was implemented September 2023, not 2024 as shown in the presentation.

The Governors have noticed the progression of children using the ELS scheme and thanked the staff for their skill and ability to teach the subject so well. The book topics are good at keeping the children's interest and they want to read.

The Head explained that during the progress meetings it is clear to see that the scheme is working, and the reading levels are very good. The Head commended the staff for perseverance and adoption of the scheme.

The children are learning a large range of vocabulary whilst they learn phonics.

The National Literary Trust issue an annual book list. Last year the school reviewed the suggested book list and updated the school resources.

Q: Are all staff trained in ELS?

A: Only those who use it who are trained. The training is video based, so they are very useful and easily shared when needed to support staff in specific areas.

Q: How do EAL children fair?

A: It depends when they join the school – the lower down the school the basics are taught providing a good foundation. However, TAs are good at supporting those higher up the school with a range of interventions. On the whole, if children are proficient in their home language, they will be able to follow the programme. It takes approximately 2 years for EAL children to be proficient in English.

Q: How are resources? Are we constrained by resources?

A: No, we have been supported by the ELS Scheme through the English Hub and the school fund raising helps buy extra books. There is always £1K budget designated to books. We are now fortunate enough to need to replace worn out books rather than not having the resources.

Q: What is the current programme for reading at home?

A: Some parents do not have the time / ability to support reading at home. We try to explain to families that there are different ways to read – read in your own language, read food packets, watch TV with subtitles etc. TAs are also able to support during class time and some are supported with reading and homework at afterschool club.

Q: What is the schools focus on handwriting, not so much the style of writing but how they write?

A: This is in transition. We had adopted a cursive approach, but the government has identified that this can be confusing. We are now modelling handwriting based on the phonic sounds. Children lower down the school are developing their writing through ELS, those higher up the school have a variety of skills. The Head explained that experience as a moderator has highlighted that handwriting is a small element of the overall scheme and is not such a focus at secondary school.

## **7 Head teacher's report including Safeguarding & Attendance**

(circulated on Governor Hub prior to the meeting)

Current Role:

At Easter year 3 lost two pupils. However, there were two joiners and another three to join shortly. This means year 3 will be full.

The nursery new starters have settled well.

The smallest classes are Year 1 and Year 4.

There have also been enquiries for Year 5, but the class is full.

#### Attendance:

The Head praised nursery who are doing well and have been rewarded with three non-uniform days and the trophy.

Year 5 numbers are given with and without the persistent absentee.

Attendance is in line with national figures.

#### EHC's:

More application requests have come through.

We are higher than national figures at 6.1%.

#### Staffing:

The ECT has been recruited.

Naturally there are staff changes at the end of this academic year.

An advert has been published and there has been interest.

We have enough class teachers for September but there is not enough for PPA cover.

It is possible to rearrange existing staff to cover the PPA role and to then create a TA vacancy.

There is also the opportunity to create a School Business Manager role.

The governors discussed the proposal and all Governors present agreed to the appointment of a School Business Manager.

Q: Is there any feeling about any other resignations?

A: Not at this stage.

**ACTION** – Head to share amended budget with staff changes once finalised and ratified by the Finance Committee

#### Financials:

All documents were published on Governor Hub prior to the meeting.

The accounts have been finalised with a stronger than expected carry forward.

The budget will be finalised next week.

#### Parental Engagement:

The Maths sessions were not particularly well attended, but as a first try we had some support.

Fractions and phonics workshops were requested – these will be run in September.

Forest School coffee morning was held this week – an opportunity to meet parents and have a chat. Going forward these will be held at 10am on the first Wednesday of the month.

The format of reports will change this year – colours will help make the reports visual with one section for teacher comment.

#### Numbers on Role for September:

All nursery places have been accepted – 26 pupils.

There are 3-4 on the waiting list.

Nursery, Reception, Year 4 and Year 6 will be full in September potentially given the current situation.

## **7b Budget**

Covered earlier in the meeting.

## **8 Good Governance – MAT Discussion**

Mark asked if given the schools current good position, do we need to consider becoming a MAT?

It was explained that the Governors need to understand the options and the implications of becoming a MAT so that an informed decision can be made.

Most primary schools stay with the Local Authority. Schools tend to become a MAT if they are in special measures or have financial issues.

To become a MAT, you choose a partner school. If we have no desire to join with another school, there is no need to become a MAT.

The other options are partnerships and federations which the school already loosely models.

The biggest consequence of becoming a MAT is that the school in its current state would cease to exist. This has implications on everything including appointing a new head and the financials as any carry forward would be swallowed by the new Trust.

ACTION – Further clarification as to what is expected from a MAT is to be understood so Mark and Graham understand what they need to consider.

## **9 Health & Safety / Premises (Vice Chair)**

H&S Audit Report – The report is pending and will be shared when available.

Roof – More surveys were completed over Easter to confirm what is on the roof and how it is constructed. There will be more drains installed which means additional groundworks.

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

None.

## **11 Strategic Discussion Point**

None.

## **12 Any other business**

Governor Day & Governor Meeting:  
10<sup>th</sup> July (also Sports Day). The start time for this meeting will be brought forward slightly to 4.30pm.

2025 – 2026 Term Dates:  
Herts have amended the originally published term dates.  
The Head has reviewed the new plan and proposed amended term dates and training days for the school.  
The proposed dates were agreed by all the Governors present.

ACTION – Head to circulate a soft copy of the 2025-26 term dates.

ACTION – A Wellbeing visit is to be arranged between the Head and Emma.

**Agreed as an accurate record of the on-line meeting held on 1<sup>st</sup> May 2023.**

**Signed:**

Governing Body Meeting Dates for the School Year 2023/24  
Wednesday 5-7pm  
2024: July 10<sup>th</sup>