



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

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

**Wednesday 4<sup>th</sup> December 2024 at 5.00pm.**

**Attendance:**

**HEADTEACHER**

Kate Day

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

Zoe Baines (Chair)

Graham Nash

Kim May

Vacant

**LOCAL AUTHORITY GOVERNOR (1):**

David Ray (Vice Chair)

**ASSOCIATE MEMBERS (3):**

Val Griffin

Emma Mulholland

Menaka Vettivetpillai

**PARENT GOVERNORS (3):**

Filipa Serra

Andy Perren

~~Gary Foskett~~

**OBSERVERS:**

Joanne Evans, Deputy Headteacher

Sue O'Donnell

**STAFF GOVERNOR (1):**

Shelagh O'Shea

**CLERK:**

~~Karen Walton~~

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

Apologies for absence were received and accepted for Karen and Gary. In her absence, Jo will be taking the minutes.

Sue was welcomed to the meeting as an observer tonight.

**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**

Sue is attending today with a view to stepping into the vacant Co-opted governor role. Sue has worked in education for many years and has just retired from teaching. She will bring much educational experience and voice in this area.

**4 To approve the minutes of the meeting held on 9<sup>th</sup> October 2024 (circulated via Governor Hub)**

The Chair signed the minutes as an accurate and valid record of the meeting held on 9<sup>th</sup> October 2024.

**5 Matters Arising from the minutes of the meeting held on 9<sup>th</sup> October.**

3.ACTION: to think about new governors – done

5. ACTION: to note dates. Check?

7. ACTION: Lettings policy – see policies to be ratified today.

10.ACTION: paperwork – KD to sort for GN and new governor

13: Share SDP - this is on Governor Hub <24-25

All actions complete. Lettings Policy was ratified.

## **6 Subject Microscope**

Annabella attended and shared with Governors all that has been done since she last presented regarding Art.

Annabella updated the Governors on CPD delivered to staff, resources/scaffolds to support children in Art and Arts Week. She also shared action points over the next few terms.

Questions asked:

Q: Have all members of staff been supported with skill development?

A: *Some staff have expertise in this subject and they were able to share this knowledge with staff.*

Governors felt it was positive that staff had been given sketch books and had been given directed time to develop their subject knowledge and skills.

SOS commented how useful she had found the sessions and how it enabled her to see herself as an artist.

Q: Has the opportunity to draw been extended to field trips?

A: *Year 4 have drawn at COAM and Year 5 in the local area.*

Governors were impressed with the level of work produced by the children.

## **7 Ratification**

Lettings Policy was ratified by all present. Key changes: deposit increased, cut off time for event to be finished, discussion about number of people who can attend was made. There is now a limit of 125 people.

ACTION: Lettings policy to go on website.

## **8 Headteachers report including Safeguarding and Attendance**

KD discussed key points from her report.

KD discussed attendance and challenges around this at the moment. There are a number of pupils with significant needs whose attendance affects the overall figures due to their bespoke needs. There are also a couple of key families who KD will meet with to discuss their declining attendance. All holidays are unauthorised. KD is also submitting paperwork to county to fine two key families. The school has a new AIO. We have 4 children with Severe Absence – below 50%. Their case studies were shared with Governors.

Exclusions – there have been two this term.

Staffing – this has been challenging this term. This has resulted in a significant impact in the running of the office and the 1:1 support of one pupil. However, Fran Parker has kindly returned to support in the office, and we have appointed Kate Sawyer, who has worked previously in finance. She has settled in well and is picking things up quickly. The Governors discussed paying Fran for supporting the office during this challenging period. This has been agreed by the Governors. Sarah and Julia have been invaluable in the office in keeping it up and running. The Governors are writing a letter of thanks to all three members of staff.

We have also appointed a specialist SEN TA and support staff have been moved around so she is able to work with pupils who will benefit from her knowledge and expertise.

We have appointed a class teacher from January, Sian Farmer who will cover Rowena's mat leave and then will take a Class Teacher post from September. Georgia is also joining us in January to work part time in year 2.

Despite the challenges this term, the staff are a happy team.

NOR: 215.

We are now in the window for applications for Nursery and reception for September 2025.

Christmas dates were shared. Please let KD know if you want to come so we can allocate you seats.

Awards assembly is on 18<sup>th</sup> December.

KD and the Governors thanked Kim May for all her support in Year 3 this term. She will remain on the Governing Body and supporting with PE and maths in the Spring Term.

Year 6, 5, 4, 3, have all been on trips and Year 2 have had an internal workshop. Electric Umbrella will be beginning their curriculum enrichment in January. Everyone is very excited about this.

JE updated government initiative and focusing on increasing inclusivity in mainstream schools.

KD outlined clubs taking place. Year groups have experienced the local authority sports offer: Healthy Heroes, Stay Active, Handball.

KD discussed current safeguarding numbers in school.

KD shared that the FSW service will need to be fully funded from April next year.

The whole school focus on oracy is seeing an impact in terms of children using full sentences. It is currently assessment week, and we will have more information on the data in the spring.

Forest school continues to run. The children enjoy this, and the nurture support is beneficial.

Thank you to the governors who have supported with trips, walking to the pool and refereeing football matches.

Finances are looking positive, although there is a large outlay of wage increases to come.

Windows is upgrading and so a number of computers and laptops have had to be replaced. The toilet upgrade project is also underway, and technology and the toilet upgrade will use up most of the capital budget this year.

Roof project underway. Some noise, but other than that very unintrusive.

Fire damage is now all repaired. The school sadly experienced a flood earlier this term. KD shared her thanks to the staff for getting stuck in and helping clear water. Parents also came back to help – huge thanks to them. The children were a credit to their parents and the school and dealt with all the sudden changes admirably.

Q: What are the ramifications with the Word 11 updates?

A: *Computers won't link to internet and any documents will be unable to be read on current updated laptops.*

Q: How much does a laptop cost?

A: *With set up etc, approximately £600*

## **9 Budget**

The Head has submitted all paperwork.

It was noted that there is a current 10% carry forward, but we know this will be taken by pay increases and staffing costs in 2025/6

## **10 Good Governance**

Governor Day 31<sup>st</sup> January

## **11 Health & Safety / Premises (Vice chair)**

Roof: The project is making good progress. We are on target for completion around the middle of March. Part of the school is already insulated and the so is the hall. They are currently working on the guttering and sky lights. The old water tanks have been removed. The sky lights are being worked on at weekends as this is invasive. They will continue over the Christmas holidays. The drainage work will be messy. Most of this will be done during February half term.

Q: Is the roof part going to be quite quickly finished given the speed the hall and 2 classes have been done?

A: *The hall was always going to be easy because of no sky lights. The rest is more challenging because of skylights etc.*

Fire: Insurance claim has been going through. All restoration work complete apart from window and door screen – done on 17<sup>th</sup> December. Pipe work insulation will be done on 19<sup>th</sup> December. DR then plans to sign everything off. The insurance company has been cooperative and supportive.

Flood: It was noted that this was due to a burst pipe in the Y5 toilets and not linked to any building work. Thanks was given to all who helped with the aftermath in getting the classrooms back up and running, and also to the children for their resilience and flexibility. Revival have been in to check on the drying out progress and an initial claim has been paid by Herts for the damaged furniture. We are waiting for the report on the flooring and quotes for replacement carpets. Y6 vinyl floor has to be replaced as this was lifted. 2 Quotes have already been sought.

Flood: Claims have been made for immediate things e.g. books, bookcases and soft furnishings. etc. The outstanding claims are the carpets – they are still discussing whether the carpets will be replaced. The floor in Y6 will be replaced. The Year 4/5 Marley tile footwell area will be repaired. County have been supported with the process.

## **12 Policies for review and adoption**

Covered by point 6 above - Lettings

## **13 Any other business**

Governors Safeguarding visit is booked for January. DSLs met today to update current situation with key children.

### **Focus of Governor Day:**

School council – what are they doing?  
Interventions and SEN provision

**Agreed as an accurate record of the meeting held on 4<sup>th</sup> December 2024.**

**Signed:**

### Governing Body Meeting Dates for the School Year 2024/25

Wednesday evenings, 5pm

5<sup>th</sup> February

26<sup>th</sup> March

14<sup>th</sup> May

16<sup>th</sup> July

Governor Days - Fridays 8.45am – 3pm.

Friday 31<sup>st</sup> January

And Wednesday 16<sup>th</sup> July – Sports Day