



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

Minutes of the Full Governing Body meeting of Greenfields Primary School

Wednesday 9th October at 5.00pm.

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

~~Mark Skinner~~

Zoe Baines (Chair)

~~Graham Nash~~

Kim May

LOCAL AUTHORITY GOVERNOR (1):

David Ray (Vice Chair)

ASSOCIATE MEMBERS (3):

~~Emma Mulholland~~

Val Griffin

Menaka Vettivetpillai

PARENT GOVERNORS (3):

Filipa Serra

Andy Perren

Gary Foscett

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 Emma and Mark.

ACTION: Zoe to check with Graham

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

Mark has stepped down from the role of Co-opted Governor.

Mark was thanks for his work and contribution to the Governors. His knowledge and experience of education have been invaluable, and he will be missed.

ACTION: All to think about potential co-opted governor and send thoughts to Head.

4 To approve the minutes of the meeting held on 12th July 2024 (circulated via Governor Hub)

The Vice Chair signed the minutes as an accurate and valid record of the meeting held on 12th July 2024.

5 Matters Arising from the minutes of the meeting held on 12th July.

ACTION: All to note future Governor meetings and Governor days included at the end of these minutes.

6 Safeguarding training update

The Head shared the safeguarding update.

The Safeguarding Child Protection policy is provided by County.

All policies are reviewed and updated each summer and then saved in a folder that all staff can access.

All governors present completed the quiz.

Q: If a child goes into hospital, are you told?

A: No

Q: What happens if the hospital is concerned about the cause of injury?

A: The hospital can refer to other agencies, although the school is not necessarily told.

Q: Are there meetings with staff to voice concerns?

A: As DSL leads the Head and Deputy Head are always available. There are termly DLS meetings. The Head and Deputy support each other, and the other points of contact highlighted in the training are always there.

Q: Does CPOM's reflect what is needed for safeguarding?

A: Yes, it's a standard package and the school modify it to reflect current need. New fields have been added to cover mental health etc.

Q: Is there any online training this year?

A: No, this training is all that is required.

7 Ratification

The Chair explained that County provide the basis for all policies and these documents are then amended to reflect any particular Greenfield circumstances.

The Head shared the policies on Governor Hub.

Some policies have a guidance document as well as the main policy document. The written Head Teachers report summarises all updates and the Head talked through all updates to ensure approval of each policy.

Pay Policy – approved

Premises Management – approved

Charging and Remissions – approved

Fund Account – approved

Data Protection – approved

Protection of Biometric Information – approved

Admissions – approved

Complaints – approved

Capability – approved

ECT's – approved

SEND – approved

Supporting Pupils with Medical Conditions – approved

RSE – approved

Exclusion – Hertfordshire Guidelines adopted

Behaviour – approved

Restrictive Measures – approved

Health and Safety – approved

First Aid in Schools – approved

Managing Medication in Schools – approved

Premises Management – approved

Staff Discipline – approved

Statement for dealing with allegations against staff – adopted

Flexible Working – adopted

Accessibility Plan - approved

Child Protection – approved

Child Who Can't Attend School Due to Health Needs – Guidelines adopted

EYFS – approved
Equality information and objectives – approved
E Safety - approved
Educational Visits - approved
Pupil Premium Statement – approved
Sports Statement – approved
Music Development Plan – approved
SDP – approved
GDPR – approved
PENDING: Lettings – to be reviewed by David
Prospectus 2024 – approved
Safer Recruitment – approved
Staff Health and Attendance – approved
Whistleblowing – approved

ACTION: Lettings Policy - David to review as different issues are cropping up.

Q: Could we take a returnable deposit for lettings to encourage compliance?

A: This would need to be a cheque as we can't process online payments and refund them

8 Headteachers report including Safeguarding and Attendance

The report was circulated for comment before the meeting

It was noted that it was good to see numbers increasing.

Q: Can the school refuse a pupil?

A: No, we cannot refuse pupils if we have space.

In July Herts CC update their planning website and they forecast numbers for the next 5 years. In 5 years', time it's predicted to be 150, a 25% drop on now.

Q: Given local building projects and new housing, where are they taking these numbers from?

A: A lot of the new build are flats for young professionals; families are moving out.

County is beginning to consider the decrease in the areas birth rate.

Given the circumstances we are doing well we have 2 below maximum in each class. There is a steep increase of SEN children.

The Head explained that the school have been instructed to take a pupil with multiple needs who will require 100% support. The child is legally required to be registered with a school. Time is needed to build a case and submit an application for an EHCP, however there is a safeguarding issue around keeping them safe in school. Whilst the child will be on a greatly reduced timetable the Head is in conversation with County about how to manage and budget for this.

Q: Is there a health and safety issue for other pupils?

A: Potentially.

Q: What thought has been put into preparing the other members of the class?

A: The school are aware of this and are continuing conversations with County.

Q: What do the child's parents think – do they realise the child needs a more appropriate setting?

A: Yes, the parents know the child will be on the Greenfields register until at least January. Meetings with County to establish the best way forward are arranged. The parents want a special school but understand this is the process. Their request will not be for Greenfields in the naming the school part of the EHCP.

Q: We stated term on Wednesday – did this make a significant difference to attendance?

A: No, but there was a difference 2 weeks later when holiday prices reduced.

Staffing was organised over the summer but since the beginning of term there have been changes. A new TA has started, and two new teachers are settling well. Some staff changes are ongoing, but all vacancies are advertised and hope to be filled soon. We have appointed one part time teacher for Y2.

Q: Do we have to tell County or report in any way that we are using an HLTA to support teaching?

A: No, we can do this on a short-term basis, and it is monitored but all is going well.

The school would like to use the fund account to pay for tickets for the Christmas Panto at Watersmeet, Rickmansworth (parents will be asked to pay for travel and snacks) and a new Trim Trail. All governors present agreed the spend.

It was noted that a lot of events are already on Arbour, so parents are aware and help spread the cost. This is appreciated.

Feedback on the Bouncy Castle event is very positive. It was well attended and the wrist bands with only a few stalls to spend on the day went down well. There was a real community atmosphere, and the success of the event was reflected in the amount raised. The Governors thanked the staff for staying beyond hours to support the event.

The Chair thanked the Head and staff for all they do for fundraising.

The Head also thanked David for the supporting for other fundraising events which use the school premises.

9 Budget

The Head has submitted all paperwork.
The staff pay rises are covered.

The budget is healthy for this year but spend is something to be aware of next year.

10 Good Governance

ACTION: All governors present were given paperwork to read and complete for the end of the meeting:

- Self-Review of an Individual Governor
- Child Protection Policy and Keeping Children Safe in education
- Declaration of Pecuniary Business Interests
- Staff, Governor, Visitor Code of Conduct

ACTION: Paperwork will need to be shared with Graham when he is available.

11 Health & Safety / Premises (Vice chair)

The capital bid for the upgrade of the fire system has been submitted.

Planning permission for the roof repair has now been given. The main contractor has been appointed and the first meeting is 10th October. The aim is to deliver scaffolding and materials w/c 21st October. Scaffolding will be erected over half term and the full project will take until Easter 2025.

David was thanked for all his work to keep this project on track and get it started.

During the summer work was completed on the toilets – nursery, reception, year 6 and year 2. Half of the school is now complete. The Head thanked Gary for all his help in this project.

There will be an insurance claim for the kitchen fire that occurred over the summer. David has worked with County to raise the purchase orders necessary for the work to commence.

Q: Does this mean that our application for the fire alarm upgrade become more a priority?

A: The administrators of the capital bid are aware of the fire, the damage caused and the issues as a result of the current system.

The Chair thanked the Head and David for all the additional work over the summer following the fire.

12 Policies for review and adoption

Covered by point 6 above.

13 Any other business

SDP Update – The current SDP document was shared via Governor Hub prior to the meeting. The Head, Deputy and Sharon fully reviewed the SDP and now have 3 key objectives which were explained. An update will be added to Heads Report for further discussion, Q&A so that the Head is accountable.

Agreed as an accurate record of the meeting held on 9th October 2024.

Signed:

Governing Body Meeting Dates for the School Year 2024/25

Wednesday evenings, 5pm

4th December

5th February

26th March

14th May

16th July

Governor Days - Fridays 8.45am – 3pm.

Friday 4th October

Friday 31st January

And Wednesday 16th July – Sports Day