



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

Minutes of the Full Governing Body meeting of Greenfields Primary School

Wednesday 14th May at 5.00pm.

Attendance:

HEADTEACHER

Kate Day

CO-OPTED GOVERNORS (4):

Zoe Baines (Chair)

~~Graham Nash~~

Kim May

Sue O'Donnell

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 Fokett~~

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 Graham and Gary.

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

There were no declarations.

The Chair reminded the Governors that whilst they all have many roles, as Governors they represent the school and should be mindful of involvement in conversations which may raise any perceived issues about the school. It is suggested that if a situation arises the Governor removes themselves from the conversation and refers the concerned person / people to the appropriate people within the school.

3 Membership of the Governing Body

Shelagh will be retiring from the school in July. Annabella will replace her as school governor.

ACTION: Clerk to check Governor hub for any terms of office which are due to expire.

Post Meeting Note: There are no renewals pending at this time.

4 To approve the minutes of the meeting held on 26th March 2025 (circulated via Governor Hub)

The Chair signed the minutes as an accurate and valid record of the meeting held on 26th March 2025.

5 Matters Arising from the minutes of the meeting held on 26th March

No matters arising.

6 Subject Microscope – Pupil Premium in Greenfields – Kate Day

The presentation has been added to Governor Hub.

Pupils qualify for PPG if their parents work for less than 16 hours a week and are in receipt of benefits.

Funds are received by the school the year after the local authority approves the PPG.

Technically there is no money for PPG pupils in Nursery.

Full details of the PPG scheme and expenditure are on the school's website.

The funding received does not specifically need to be spent on the PPG pupils. Within Greenfields the money is carefully allocated to include as many pupils as possible.

Approximately 2/3 of the funding is spent on specialist staffing.

Many of the PPG children have attendance issues and have SEN needs – low income is not the only issue.

PPG numbers have not really changed over the past few years (around 22%) but the needs of the children are changing.

The school is slowly moving from a 70:30 ratio to a 60:40 ratio of academic attainment due to the number of needs.

PPG is about attainment; this is separate from progress which is something the schools works hard at and is proud of.

Q: Is the financial amount the same for every LAC pupil?

A: No, each qualification is slightly different and each process for applying / receiving money is slightly different. Different counties / areas allow access to their funds differently

Q: How do our PPG numbers compare to other local schools?

A: Within the area we are lower than 3 schools, higher than one and similar to another.

Q: What else can we try with attendance?

A: The pupils tend to want to come to school and are keen, but the parents are not always supportive. COVID school closures are still playing a part – parents feel that school wasn't so important then so why should it be now. The head is open to any ideas or incentives governors might have/

Q: Attendance interventions focus on the child but is it worth trying to enhance the parents / family - perhaps with supermarket vouchers or small family gift?

A: The challenge is parents who do not necessarily want to engage and it's easier to keep family at home.

Q: How are we with attendance levels in comparison with other local schools?

A: We are similar. Some schools are issuing fines and others are like us and are doing as much as they can. We currently have less children off, but those that are, tend to be more persistent absentees.

Q: Would a parenting buddy system be possible?

A: We do that for trips or early starts but it's not easy to establish on a long-term basis. It depends on the interaction of the year group and the mental health of the parents.

The Chair thanked the Head for generically explaining the issues on a pupil-by-pupil basis where necessary as it's not just a numbers process. The intervention groups are a great support.

7 Ratification

Budget – All documents are on governor hub.

The budget was ratified by all governors present.

8 Headteachers verbal report including Safeguarding and Attendance

A data update was provided, and the Head Teacher gave a verbal report as there had not been much term time since the last meeting due to the Easter Holiday.

Numbers on role continue to be healthy.

Attendance is improving, strict numbers show we are above National figures.

EHCs are progressing, another couple of applications have been submitted. The process and qualification criteria are changing.

Numbers for the new school year are positive.

Staffing is settled.

SATS are taking place this week – the pupils are focused and enthusiastic to do their best. It's been a calm week, and the pupils seem to be managing well.

The Head has been to the Rivers Meet consortium – representatives from HFL, the local authority and key suppliers attended. It was a constructive, productive meeting and they Head will continue to attend when possible.

The Head will be supporting another new head next year (to replace this year's).

The Head has been looking at the viability of after-school clubs. Numbers fluctuate but costs still need to be covered. The current staff cover one evening a week and are happy to continue. Session times and pricing will be standardised to make the club financially viable.

All governors agreed that the Head can go ahead with a new After Schools Club structure.

Q: How have the SATS papers been?

A: The reading paper was not particularly interesting or engaging. The grammar was fair. The spellings were tricky. Maths reasoning was tricky with multiple steps.

Q: For the after-school club what happens if a child is picked up late?

A: There is an extra fee.

Q: At the moment, how do parents pay for the after-school club?

A: Pay on the day.

Q: What is the maximum number of children for the club?

A: Numbers fluctuate from 1 to 17. We can be flexible but would not be able to take more than 20.

Q: Could there be an incentive to pre-book an after-school club place?

Q: How easy would it be to consider taking pupils from other schools?

A: The only school who could potentially walk here is Woodhall. This could get complicated from a booking perspective.

Q: What does breakfast club cost?

A: £2.50 – this includes breakfast. From September the school have to provide breakfast club for any pupil who wants it. The government will pay, the process is tbc. Breakfast club is popular and is a good incentive for pupils to come to school. There will be a slight price increase.

Q: What can we do to support child we are concerned about?

A: We are in contact with social workers, but they don't always understand the full school situation and offer suggestions that are not necessarily suitable. The school always documents everything that they do and continue to bring issues to the relevant authorities. Often the authorities ask the school to have difficult conversation which is not suitable. It is not helpful that to refer a child to Child Protection Services parental consent is needed.

The Chair thanked the Head and the staff for all they do regarding safeguarding and for their persistence in an attempt to get the right outcome for the children.

Q: Do you do home visits for new pupils?

A: Nursery and new to Reception have home visits. Mid-year entrants do not have home visits. However, the Head and Deputy do make home visits if a child is absent without contact.

9 Budget

Ratified above (point 7).

10 Good Governance

None

11 Health & Safety / Premises (Vice chair)

New Roof and drainage – Since project completion there has been limited rain, but everything is good so far.

Alarms – The new power supply has been fitted. The alarm system will be fitted over the summer holiday. All finances (grants etc) are in place.

Solar Panels – The Landowners permission request has been submitted. The decision is pending. Once approved planning permission and listed building consent will be sought from County.

Carpark Fence – Some of the carpark fence has been removed and will be used for the Early Years Garden. There are plans to improve the front entrance by creating more of a garden area.

Boundary Fence - There has been a letter from the insurance company of the neighbours who are claiming that the boundary fence is causing subsidence. The insurance company will pay for the removal of the hedge and treatment of the stumps. They have offered £500 as contribution towards the new fence. The hedge cannot be removed now as it's nesting season.

12 Policies for review and adoption

None

13 Any other business

As it's Sports Day, the next meeting will start at 4pm.

Agreed as an accurate record of the meeting held on 14th May 2025.

Signed:

Governing Body Meeting Dates for the School Year 2024/25

Wednesday evenings, 5pm

16th July

And Wednesday 16th July – Governors Day and Sports Day. MEETING WILL START AT 4pm

Governing Body Meeting Dates for the School Year 2025/26

Wednesday evenings, 5pm

8th October 2025

3rd December 2025

4th February 2026

25th March 2026

13th May 2026

15th July 2026 – Sports Day MEETING WILL START AT 4pm