



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

Minutes of the Full Governing Body meeting of Greenfields Primary School

Wednesday 16th July at 4.00pm.

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 Foskett

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, Kim and Shelagh.

David chaired the meeting.

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

Action from last meeting – there are no terms of office due to expire in the short term.

This is Shelagh's last meeting both as a governor and before retirement from the school. The governor's thanked her for all her support and work.

4 To approve the minutes of the meeting held on 14th May (circulated via Governor Hub)

The Chair signed the minutes as an accurate and valid record of the meeting held on 14th May 2025 with one amendment -

Permission for Solar panels is from Three Rivers, not County as previously noted.

5 Matters Arising from the minutes of the meeting held on 14th May

Noted above under membership of the Governing Body.

6 Subject Microscope – Data, GLD, Phonics, and SATs

Good level of development – early years and reception
Phonics test – end of year 1
Times Table – Year 4
SATS – Year 6

The Head talked through the data provided in the Head Teacher's report pages 3 and 4.

GLD – The year started with the group below national standards for a number of (ongoing) reasons. Put into context the results are fantastic and the group have worked very hard.

Phonics – Over the past 2 years the change of programme to ELS is reflected in improved results - 53% of the group are strong / fluent readers. This is in line with national figures.

Times Tables – The pass mark is 25/25. There is 6 seconds to answer before the question changes which is an additional challenge. It is felt that the pupils know their tables, but do not always answer quickly enough for the test. The class use Times Tables Rockstars to encourage pupils to answer quicker and more focused learning on specific times tables is starting from year 2.

Q: Do they publish national data?
A: Yes, in September.

ACTION: At the next Governors meeting review the National Data.

SAT's – The Head circulated County data at the meeting. The school were anticipating being in the high 70's for reading and maths. The class achieved over 80% in both areas which is amazing. Writing was also better than anticipated. The average spelling result was 10.89/20 and this affects the overall SPaG score.

Q: Is the reading text comprehension?
A: Yes, there are 3 texts. This year the National Mark has increased by 1 (to 28).

The Head thanked the staff – Ellen, Sian, Rowena, Julie and Salima for all the support and encouragement they have given to year 6 in achieving this result.

Q: Are there plans in place to support those who need more support with grammar?
A: Spelling is on the timetable for 15 minutes, 3 times a week and teachers are encouraged to review pupils' writing and focus in on patterns of spelling which could be improved. A Literacy Gold programme is also being purchased to support those with dyslexia.

Q: What year do spellings for homework stop?
A: It does not, spellings are for every year.

7 Ratification

Before the meeting the Lock Down Policy was added to governor hub for review.

The physical layout of the school makes a lockdown policy a challenge.
The fire alarm system is being replaced during the summer holidays. This will include a new lockdown alarm which all staff are aware of, two of which will be outside to alert anyone outside / forest school.
The lock down call points will be in the main office and the Head's office.
Jo, The Head and the office will also have separate remote trigger buttons which will be discretely mounted behind the white boards in each room.
The policy has been updated to include the alarm triggers and continues to include the door locking process.
With the new alarm there will need to be practices – no one will know it is going to happen, people will be told after the event.

Q: How does the school lock?
A: Each door has an internal lock. There is no budget for a mag lock (automatic lock every door). There are also cameras at all the entrances.

Q: Is there a noise siren externally?

A: Yes, there will be 2 or them.

There are 2 options on the fire alarm – during term time the school have to phone the emergency services, during holidays the alarm will go straight through to emergency services.

All present ratified the policy.

8 Headteacher's written report including Safeguarding and Attendance

The report was posted on Governor hub before the meeting.

Attendance:

Q: Has year 2 always been small?

A: Yes, they have always been the smallest class

Q: Are you happy with attendance?

A: No, Year 5 have a number of challenges which affect attendance.

Q: Are the issues likely to continue into year 6?

A: Some of them might.

Q: Are you likely to have any new joiners to year 5?

A: This is unlikely as parents don't tend to move children going into year 6. There were new joiners this year, so it is always possible.

Staffing:

Q: What are staff unhappy about?

A: They are uncomfortable about some of the transitions into September. Conversations continue and changes are made with the best interests of everyone in mind.

Q: Will the one month notice period cause any issue?

A: If they resign before the end of term there is time to advertise, if they resign during the holidays, it is slightly more challenging, but it is possible to find replacements. It is about finding the right person for the pupil.

Transitions:

Pupils are going to 8 different schools this year.

This year has had the largest number of children requiring additional support with transition, so it has been very busy. There was one issue which has been highlighted and resolved so future relationships should not be affected.

Q: Are the pupils happy?

A: Yes, they are happy and taking the transition as a positive step. The biggest challenge is that Hillingdon, Hertfordshire and Buckinghamshire have different transition days.

Complaints:

Following a question raised by a parent to the Head, the governors discussed whether cycling shorts are an acceptable part of school uniform. It was agreed by all present that -

There is no problem with cycling shorts as an item of PE kit or underneath skirts to protect modesty.

There is enough scope within the uniform policy which allows for black or grey school shorts as part of the main uniform that cycling shorts do not need to be included.

Having a school uniform gives pupils a sense of identity and community, each pupil is part of the school, and this sense of belonging is an important aspect of the school's ethos and pupils' behaviour.

Fund Account:

The money raised throughout the year was intended for a new trim trail. However, there are a few items which are needed and there is no budget for:

Literacy Gold - £900 per year (aim to buy as a one-off and assess success before subscribing and adding a regular fee to the annual budget)

Headphones - £500 to support Literacy Gold

Chrome Books - £350 x 6 needed for pupils with speech defects

Acorn Room - £1,000 would cover equipment for early years pupils with EHCP who need a small / sensory room

These requests will push the trim trail expenditure into next year.

It was felt that the trim trail was a nice to have in comparison with the above items and therefore all governors present approved the spend on the additional items.

Q: Do we earn interest on this account?

A: Yes, there is some interest which the Head will confirm.

ACTION: Head to confirm interest earned on the Fund Account.

Exclusions:

Q: Is there anything that needs to be understood about the 2 new exclusions?

A: The 2 new exclusions were based on keeping staff and pupils safe.

Q: At what point does permanent exclusion become an option?

A: A child has to be excluded for 15 days during the year before they can be permanently excluded.

Q: How do the parents feel about the situation?

A: They are aware of the complexities of their child's need, but they want them in school.

9 Budget

Currently funding and the budget is in a good place. The school is currently at 9% carry forward. Last year the school paid a lot of money to accommodate a pupil in an alternative setting. This money has recently been reimbursed by County.

SEND funding is coming through. The SEND application process is taking the full 20 weeks (as per County guidelines) and receiving the money is taking longer.

The 2-year deficit that was originally predicted as £6K is currently reduced to £4K.

10 Good Governance

Nothing to report.

11 Health & Safety / Premises (Vice chair)

Solar Panels – The landowner's permission application addressed potential concerns previously raised in the HCC Position Statement although it was rejected due to legal advice received earlier than the school's application. The same rejection response was received from all parties. With further conversation, the Sustainable Construction Delivery Manager has now read the proposal in detail and has agreed to ask for further consideration by the Estates Team.

Curtains – The grant given specifically for the solar panels can be re-applied to replace the hall curtains. The current curtains are partially fire retardant, at best. Four quotes were requested with the only quote received totalling £5,325 ex VAT (£6,400 inc. VAT) including installation. All governors present agreed to go ahead and has asked for the curtains to match the school green in colour.

Alarms – Work starts 23rd July and will take 3-4 weeks.

Q: Does anything need to be moved to accommodate them?

A: No, it is all ceiling work.

Hedge Clearing – Work starting 30th July.

Caterpillars / Oak Processionary Moths – An infestation was treated last year but they have returned. It is a neighbour's tree which has the main issue. Both the neighbours and the school trees have now been treated, and the woods have been carefully thinned. The situation will be monitored – once you know about them you are legally obliged to do something about them.

Badges – Have moved in under the Oak Room and Bio Dome. They are a protected species so nothing can be done about them.

Q: Does the school have Led lighting?

A: Yes, everything was changed 6-7 years ago.

12 Policies for review and adoption

Lockdown – see above.

13 Any other business

The school trips for each year group were all a success. The governors thanked the staff for all the work and noted that all pupils behaved really well.

The Year 6 Residential was also a big success and the governors thanked the staff for all the additional support that went into organising and running the event.

The Head asked if Governors could attend the awards ceremony. David will come.

Agreed as an accurate record of the meeting held on 19th July 2025.

Signed:

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