

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 21 May 2026 at 4.30pm at School and via Teams**

Attendees:

Governors Dan Andrews (Head Teacher, HT), Julia Bell (JB), Lisa Bell (LB), Hollie Broom (HB), Sophie Brown (SB), Mike Littleboy (ML, Vice Chair), Katie O'Neill (KO), Julie Palmer (JP), Julie Scott (Chair, JS)

Clerk Vanessa Stevens (remote attendance)

		Action
1	Welcome and Apologies The Chair welcomed everyone to the meeting. There were no apologies for absence. All governors were present and the meeting was quorate.	
2	Declaration of Interests The Chair invited governors to declare any business or other relevant interests including any related to agenda items. No new interests were declared during the meeting.	
3	Governing Body (GB) Matters 3.1 Recruitment – Since the previous FGB meeting, there had been no expressions of interest in the three co-opted governor vacancies. Action: ML to follow up with Police contact regarding governor recruitment. 3.2 Training – Governors had received booking information for the Governance Conference to be held on 25 June. As a subscriber to the Governor Services training package, the GB was entitled to two free places; so far, the Chair had booked to attend and there was one place remaining. The GB training record had been updated to reflect HB's completion of the GovernorHub Knowledge Safeguarding for Governance (refresher) 2025/26 course on 26 March. Action carried forward: ML, JP and the Chair to complete either The Education People's (TEP's) Strategic Safeguarding for Governors 2025-26 e-learning course OR the GovernorHub Safeguarding for Governance Refresher 2025/26 e-learning course, and send certificates to the Clerk.	ML ML, JP, Chair
4	Minutes of Previous Meeting 4.1 Approval of minutes – Governors approved the minutes (main and confidential sets) of the FGB meeting held on 26 March 2026. Action: The Chair to electronically sign the approved minutes (two sets) of the 26 March 2026 FGB meeting. 4.2 Updates on actions not covered elsewhere on agenda – - Item 5.9: The HT had investigated requirements for the school's sustainability plan. Assistant Headteacher Louise Button-Hampton had been appointed to lead on this. The HT reported that several low-level actions had already been identified and put in place; however consideration also needed to be given to longer-term and higher-level actions such as the potential to move away from burning oil as a heat source. - Item 6.1: The Chair had electronically signed the approved minutes (two sets) of the 12 February 2026 FGB meeting. - Item 6.2: The action regarding the Chair's safeguarding visit on 19 May 2025 had been closed off. - Item 6.2: Action carried forward: KO to monitor ECT support later in the year.	Chair KO
5	Leadership Report, School Development & Monitoring 5.1 Reports – Governors had received the following reports via GovernorHub: Confidential Leadership Report Term 5 (May 2026) which covered: School Development Plan 2025/26, Term 4 and 5 Spotlight Plan; leadership and	

	management; quality of education; behaviour and attitudes; personal development; Early Years; and governor monitoring reports (Early Years, Leadership and Management 27 February KO and JS; Data 2 December SB and JB). • Confidential staffing structure September 2026. • Confidential attendance report (Wonde 24 April 2026). • Staff induction flowchart (HR probation checklist).	
5.2	Leadership and management – The HT anticipated that the current version of the staff induction flowchart (HR probation checklist) was likely to be updated in the future. The HT reported that there were currently 46 children in Year 1 and two spaces in Year R. The school was very oversubscribed, with 29 children already on the Year R waiting list for September. Despite Greenfields' popularity, there was still no discussion at local authority level of expanding the school to two form entry. Governors commended the school's welcoming and inclusive ethos. Parents had been informed of the forthcoming change to the school's PE kit from 1 September 2026. The school would provide every child currently in Years R-5 with their first PE t-shirt and there would be a transition year during which old PE t-shirts could still be worn until 1 September 2027. Leaders were considering whether to change the uniform policy to allow children to wear either a black or a white polo neck top and to allow plain black jogging bottoms. These potential changes would suit Greenfields' approach to play; however, it would be necessary to put in place clear rules and expectations. A governor suggested holding a supply of spare items which could be loaned to children whose own clothing did not comply with the new rules. Confidential updates were recorded in Part 2 confidential minutes. Governors noted the positive impact of refurbishments to the school's entrance area. A governor asked about the potential use of the school site as a polling station in future elections. The HT said that there might be scope to use a section of the site, subject to implementation of appropriate safeguarding and site safety measures, without necessitating a full school closure. A governor asked how the school had dealt with the reported filtering and monitoring incidents during the previous 12 months. The HT said that all issues flagged by the Smoothwall system had been investigated. There had been no new incidents in the previous week. Staff recognised the temptation for children to deliberately test the system. An issue that had been flagged as potentially racist language had transpired to have been an innocuous exchange between two Black children.	
5.3	Quality of education – The HT explained that changes to Greenfields' approach to homework would be introduced from September 2026 to reflect screen time expectations. A governor suggested introducing a homework club. The HT signposted the use of trust-based reading challenges to motivate and incentivise children's engagement with books outside of school.	
5.4	Personal development – The school had received some negative feedback from parents concerning the school's club offering and the allocation of places. A governor asked about limitations on club places. The HT explained the use of risk assessments and the need to enforce maximum numbers for practical and staffing reasons.	
5.5	Behaviour and attitudes – The school had received some negative responses from parents who had been contacted by staff regarding their children's behaviour. The HT said that the behaviour policy would be reviewed and updated to cover these types of challenge. A governor suggested sending a jointly written letter from governors and the leadership team to remind parents of the school's behavioural expectations. Confidential updates were recorded in Part 2 confidential minutes. The HT signposted key attendance figures for: all pupils; children eligible for free school meals (FSM); children ineligible for FSM; children with special educational needs (SEN); and children without SEN. The HT said that although Greenfields' level of persistent absence (defined as attendance at or below 90%) (12.8%) was better than the national average, he did not want the school to simply be good compared to others; rather, the aim was for attendance to be objectively good. The HT and the Chair commended the proactive and robust approach taken by the office staff to recording and tracking attendance and punctuality. The HT explained that, from September, it would be necessary to open from 8.15am in order to provide a free half-hour breakfast club; Greenfields was an early adopter of this.	

	There was no requirement for parents to book places for their children in advance, which was challenging. Although Greenfields was fortunate in terms of availability of space in which to host the expanded breakfast club, there remained some logistical issues to be resolved e.g. the need to maintain accurate live records of who was on site. Further consideration needed to be given to the breakfast club registration process, specifically whether to use iPads (which were already used in classrooms) or a paper-based system. A governor asked whether the expanded breakfast club provision could be accommodated in the pavilion. The HT explained the plan to refit this space for other uses, recognising that improvement work in different areas of the school site needed to be undertaken in a logical sequence to meet the school's needs. Action: The HT, ML and JB to discuss expanded breakfast club provision.	Head, ML, JB
5.6	Monitoring visits – LB had sent her and KO's SEND monitoring visit report dated 1 May and the SATs monitoring checklist dated 11 May to the HT for review and uploading to GovernorHub. Governors discussed the school's use of the Steplab online professional development and coaching platform from both a monitoring perspective and from HB's firsthand experience as a member of staff. Feedback on the platform, which was used to identify priorities for action and evaluate progress, was positive. HB reported that the use of Steplab felt collaborative, facilitated a focus on key actions, and provided assurance and feedback from observations. The HT said that Steplab enabled modelling and asked questions which staff could use to reflect on their practice; in so doing, the resource supported genuine and sustained improvement. Action: Governors to undertake the following Term 6 monitoring visits: • Year 2 (validation of recent school improvement visit): KO and JS. • Attendance: JB. • SEN: LB and KO. • PE: JP. Governors agreed to review and adapt the monitoring visit form as needed to reflect particular areas of focus for each visit.	KO, JS JB LB. KO JP
5.7	HT mid-year review – The HT's mid-year review had taken place the previous week.	
5.8	White Paper – Governors revisited their previous discussion around the Department for Education's (DfE's) White Paper <i>Every Child Achieving and Thriving</i>. A governor asked about the anticipated requirement for maintained schools to academise. The Chair said that further detail on this proposal was awaited. Broadly, the route to academisation would involve joining or forming a multi academy trust (MAT) or joining a local authority (LA) MAT. The HT fed back on his conversation with Tel German (TEP's Principle Lead in School Improvement for primary schools) regarding the focus on collaborative working between schools. The HT emphasised the importance of retaining Greenfields' identity going forward and identified Five Acre Wood as a local school with whom to explore the potential for closer collaboration. Governors recognised that any decisions regarding Greenfields' future direction would require careful consideration of potential pros and cons.	
6	Safeguarding The Chair had checked the school's single central record as part of her safeguarding monitoring remit. Some gaps had been identified for completion e.g. evidence of qualifications not on file, some teaching assistants' evidence to be checked, one DBS check awaiting completion and another due to be updated. The Chair signposted guidance on the requirement for DBS checks and explained that incomplete records would be picked up by Ofsted.	
7	Health, Safety and Premises Improvement works to the roof and classrooms were scheduled to take place in the summer.	
8	Finance and Resources	
8.1	Schools Financial Value Standard (SFVS) – The SFVS checklist had been submitted to Kent County Council (KCC) before the 31 March deadline.	
8.2	Budget monitoring – ML's Finance Analysis report had been shared via GovernorHub.	

8.3	Budget approval – Governors had received the three year budget forecast by CFR level for 2026/27 to 2028/29 and the 2026/27 CFR assumptions. For the respective financial years of 2026/27, 2027/28 and 2028/29, there were cumulative revenue balances carried forward of £224,868.75, £247,901.34 and £240,287.60. Forecasted cumulative capital balances for the same three years were £0, £8,359.00 and £16,718.00. ML commended the HT, the HR and Finance Officer and other colleagues for their hard work preparing the budget. Governors recognised that the forecasted figures were subject to change for reasons outside of the school's control e.g. external funding changes. Year one of the forecast was already showing a variance. The HT gave assurance that all areas of the budget would be kept under review to ensure sustainability. Pupil premium information would be updated in December and sports funding expenditure would be reported using the online form. The budget had prudently assumed no increases in SEN funding. Under the new communities of schools model, Greenfields had secured £6k towards the cost of the sensory room; the school had topped up the shortfall from its own budget. Governors approved the three year budget plan 2026/27 to 2028/29 for submission to KCC.	
8.4	Financial risk register – The financial risk register had been shared via GovernorHub.	
8.5	Asset register – The HT said that the school's asset register, which was stored on an online portal, had been complimented during the recent financial compliance visit and would make a good focus area for a future monitoring visit.	
8.6	Disposal of assets – Governors approved writing off and disposing of the following assets which were listed on the write off / disposal authorisation form shared via GovernorHub: Description / Model; asset number; serial number: • Dell latitude 3190; 12460-00223; 1WW9N53. • Dell latitude 3190; 12460-00236; 56K9K63. • Dell latitude 3190; 12460-00246; 7L2NBN53. • Dell latitude 3190; 12460-00230; 4OW9K63. • Dell latitude 3190; 12460-00265; H9Q9N53. • Dell latitude 3190; 12460-00206; 86LP7M3. • Dell latitude 3190; 12460-00264; BOQ9N53. • Dell latitude 3190; 12460-00248; 4T4M4M3. • Dell latitude 3190; 12460-00255; J88BN53. • Dell latitude 3190; 12460-00235; DL2BN53. • Dell latitude 3190; 12460-00298; SDNKBBL. • Dell latitude 3190; 12460-00197; P206V6KZ. • Dell latitude 3190; 12460-00281; P206V6KS. • Dell latitude 3190; 12460-00269; 51Q9N53. • Dell latitude 3190; 12460-00220; 935BN53. • HP 250 G9 Notebook PC; 12460-00026; CND2511516. • Dell Latitude 5520; 12460-00352; G2N39G3. • Dell Latitude 3460; 12460-003252; H1XF5C2. The HT said that many of the written-off laptops had been purchased during the covid pandemic and all would be passed on to a specialist company for secure recycling.	
9	Policies and Key Documents Governors approved the following policies which had been shared via GovernorHub: • Charging and remissions policy. This had been updated to reference carers as well as parents. • Children with health needs who cannot attend school policy.	

	• Play policy. • Restrictive interventions policy. This was a new policy which the HT envisaged would rarely be used. Governors agreed that this policy would be kept under review and brought back to the GB for further discussion and approval as appropriate. A governor asked about the provision of staff training around the measures set out in the policy. The HT said that his preference was to source external training as needed. Under the new policy, all staff were able to use deflection measures, with any further interventions being limited to four specific members of staff (the HT, the two Deputy Headteachers and the SENCO).	
10	Data Protection There were no matters arising.	
11	AOB 11.1 Bulletins – Governors had received TEP’s governance bulletins for April and May. 11.2 Confidential – A confidential update was recorded in Part 2 confidential minutes. 11.3 Technology – Governors supported a request for the school to invest in a meeting owl device to improve the sound quality of virtual meetings and training sessions. Action: The Chair and the HT to liaise re purchase of meeting owl.	Head & Chair
12	Confidentiality The Leadership Report Term 5 (May 2026), the staffing structure September 2026, and the attendance report (Wonde 24 April 2026) were filed as confidential. Parts of agenda items 5.2 and 5.5 and the whole of agenda item 11.2 were deemed to be confidential and were recorded in Part 2 confidential minutes.	
13	Meeting Dates Governors confirmed the following FGB meeting dates (all 4.30pm): • Tuesday 14 July at 4.30pm. • Thursday 17 September 2026 – GB annual business. • Thursday 24 September 2026. • Thursday 3 December 2026. • Thursday 4 February 2027. • Thursday 18 March 2027 – SFVS approval (change to previously circulated date). • Thursday 27 May 2027 – budget approval. • Thursday 15 July 2027 – SATs results.	

The meeting closed at 6.20pm.

These minutes will be signed electronically via GovernorHub.