

Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Tuesday 14 July 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), Julie Palmer (JP), Julie Scott (Chair, JS)

Clerk Vanessa Stevens (remote attendance)

		Action
1	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies for absence were accepted from governors Sophie Brown (SB), Mike Littleboy (ML, Vice Chair) and Katie O'Neill (KO). 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	Minutes of Previous Meeting	
3.1	Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 21 May 2026. Action: The Chair to electronically sign the approved minutes (two sets) of the 21 May 2026 FGB meeting.	Chair
3.2	Updates on actions – Governors shared updates on actions from the previous meeting that were not covered elsewhere on the present agenda: - Item 3.1: Action carried forward: ML to follow up with Police contact regarding governor recruitment. - Item 3.2: No further safeguarding certificates for 2025/26 had been sent to the Clerk. It was anticipated that The Education People's (TEP's) Strategic Safeguarding for Governors e-learning course would be updated for the 2026/27 academic year. - Item 4.1: The Chair had electronically signed the approved minutes (main and confidential sets) of the 26 March 2026 FGB meeting. - Item 4.2: KO had monitored early career teacher (ECT) support. Action: KO to send ECT support monitoring visit report to the HT for review and inclusion in the next Leadership Report. - Item 5.5: Action carried forward: The HT, ML and JB to discuss expanded breakfast club provision. - Item 5.6: Action carried forward: KO and the Chair to carry out monitoring visit in September focused on transition between Years 2 and 3 and send monitoring report to the HT for review and inclusion in the next Leadership Report. - Item 5.6: LB and KO had monitored special educational needs (SEN) since the 21 May FGB meeting. Action: LB and KO to send SEN monitoring report to the HT for review and inclusion in the next Leadership Report. - Item 5.6: Action carried forward: JP to monitor PE and send monitoring report to the HT for review and inclusion in the next Leadership Report. - Item 11.3: Action carried forward: The Chair to re-send information to the HT re purchase of a meeting owl.	ML KO + Head Head, ML+JB KO, Chair + Head LB, KO + Head JP + Head Chair + Head
4	Governing Body (GB) Matters	
4.1	Meeting with pupils – The Chair and JB shared very positive feedback on their end-of-year discussion meeting with a small group of pupils immediately prior to the present meeting.	

	They commended the comfortable yet appropriately respectful interactions between pupils and staff which reflected the inclusive and supportive ethos of the school. The HT noted the positive impact of these strong working relationships on children's learning, and gave assurance that staff continued to consistently enforce the school's behaviour policy.	
4.2	Recruitment – The Clerk had placed a recruitment advert on the Boards for Education (formerly Governors for Schools) website. Since the previous FGB meeting, there had been no expressions of interest in the three co-opted governor vacancies.	
4.3	Training – The Chair had attended TEP's annual Governance Conference on 25 June. The event had included networking opportunities and a presentation by the school's former improvement adviser. The Chair would receive slides from the conference once she had completed the online course evaluation. The Chair encouraged governors to make use of the courses which were available via the school's subscription to TEP's training package. Details and booking information could be found on GovernorHub. Action: The Chair to complete the course evaluation for the 25 June Governance Conference and send the slides to the Clerk for sharing via GovernorHub.	Chair + Clerk
4.4	GB self-evaluation – The National Governance Association's (NGA's) governing board self-evaluation questions had been shared via GovernorHub.	
5	Leadership Report, School Development & Monitoring	
5.1	Reports – Governors had received the following reports via GovernorHub: - Confidential Leadership Report Term 6 (July 2026) which covered: School Development Plan 2025/26, Terms 4 and 5 Spotlight Plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; and governor monitoring reports: - Special educational needs and disabilities (SEND) (LB, 1 May). - SATs admin compliance (SB, 14 May). - Coaching / Steplab (SB, 14 May). - Attendance (JB, 25 June). - Confidential attendance report to 29 May 2026 (Wonde). - Updated draft governor monitoring visit form.	
5.2	Leadership and management – The HT signposted the reported pupil numbers for each Year group and noted the impact of wider demographic trends (specifically, the falling birth rate) on numbers of children in younger cohorts. At Greenfields there were a few spaces for September, although none in Year R. The school was fully staffed from September. One teaching assistant (TA) had left and would not be replaced. A new permanent room leader had been appointed for Plum Trees from September and the Assistant Headteacher / Special Educational Needs Co-ordinator (SENCO) role had been filled by Emily Baker. Confidential discussion was recorded in Part 2 confidential minutes. Governors reviewed the pupil attendance data contained within the Leadership Report and confidential absence report. A governor commended the excellent attendance of children in Years 1 and 2 as evidenced in data on total absence, persistent absence and severe absence, and asked why the picture was not as strong in Year 3. The HT cited cohort-specific reasons which staff were working hard to mitigate by consistently applying the attendance policy. The HT recognised the link between children's attendance and outcomes, and identified the need to navigate the path between so-called carrot or stick approaches. Careful consideration had been given to whether or not to close the school during the exceptional recent heatwave. Governors noted the potential impact of hot weather on pupil attendance figures. A governor reported that some schools elsewhere had tried to manage this by closing immediately after afternoon registration.	
5.3	Monitoring visit form – Governors approved the updated governor monitoring visit form which had been shared via GovernorHub.	
5.4	School development 2026/27 – The 2026/27 school development plan would be brought to FGB for governors' approval in September.	
5.5	External adviser – Governors confirmed Andrew Crossley-Holland as the external advisor for HT performance management in 2026/27.	

6	Safeguarding The Chair reported that the school's single central record, including details of DBS checks, was up to date.	
7	Health, Safety and Premises The HT and the Chair fed back on the challenge of managing the presence of some onsite contractors during recent site improvement works including to the school roof.	
8	Finance and Resources 8.1 Three year budget plan – The approved three year budget plan had been submitted to Kent County Council (KCC) before the 31 May deadline. 8.2 Finance monitoring – Governors had received the CFR codes cost centres budget profile reports dated 31 May 2026, ML's Finance Analysis reports to the ends of March and May 2026 respectively, and the schools ledger outturn report dated 3 July 2026. The year end financials for March 2026 had been received by the school late in the previous week. The Chair commended ML for undertaking analytical work that KCC would be expected to provide. The HT and the Chair said that Greenfields' bottom line was expected to reduce over the following few years. Good news had been received in the form of confirmation that the recently announced staff pay rises were partly funded and employer's pension contributions had been reduced. The HT said that spending plans were in place to ensure that the school remained within its balance control mechanism (BCM). Consideration had been given to whether and how air conditioning might be installed in some areas in which children worked, as well as in some staff areas. Governors considered the schools ledger outturn report dated 3 July 2026 and after discussion unanimously approved it for signature by the Chair for submission to KCC. <i>Clerk's note: It was subsequently confirmed by the HT in the week following the present meeting that the Chair had signed a physical copy of the outturn report for submission as agreed by governors.</i> 8.3 Funding streams – There were no updates beyond the new reporting requirement for the Inclusive Mainstream Fund from December. 8.4 Financial risk register and/or asset register – There were no updates at this time. 8.5 Sports Premium report – This annual report would be submitted online ahead of the new 30 September deadline.	
9	Policies 9.1 Policy review timetable – Governors approved the updated policy review schedule which had been shared via GovernorHub. 9.2 Policies – Governors approved the following policies which had been shared via GovernorHub: - Absence and ill health policy, subject to further review pending the HT following up HR issues raised by governors. Action: The HT to follow up HR issues raised by governors with respect to the absence and ill health policy. - Appraisal policy. - Capability policy. - Complaints policy. - Data protection policy. - First aid policy. - Personal, social, health and economic (PSHE) education policy including relationships, sex and health education (RSHE) policy. The HT said that the review of this policy had taken account of feedback from consultation with parents. - Special leave policy. The HT recapped previous changes made to this policy in order to address misperceptions that it conferred entitlement to a certain number of days off. - Suspensions and permanent exclusions. - Uniform policy. The HT said that parents had welcomed recent changes to	Head

	government guidance around school uniform, as well as the school's distribution of PE t-shirts. A governor asked about plans to update the school's measures for managing allergies in line with new government guidance, which included the requirement for schools to hold spare adrenaline injectors on site to mitigate anaphylaxis. The HT advised that the policy would be reviewed for September. Action: The Chair to send the HT contact details with respect to school allergy policy review.	Chair + Head
10	Data Protection Confidential discussion was recorded in Part 2 confidential minutes.	
11	AOB Governors had received TEP's governance bulletin for June.	
12	Confidentiality The Leadership Report Term 6 (July 2026) and the Wonde attendance report were filed as confidential. Part of agenda item 5.2 and the whole of agenda item 10 were deemed to be confidential and were recorded in Part 2 confidential minutes.	
13	Meeting Dates Governors noted the previously confirmed FGB meeting dates for 2026/27 (all 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 5.49pm.

These minutes will be signed electronically via GovernorHub.