

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Tuesday 4 July 2023 at 4.30pm
Hybrid: onsite & Teams**

Participants:

Governors	Dan Andrews (Head Teacher, HT) Kerry Austin (KA) Julia Bell (JB) Lisa Bell (LB) David Clayton* (DC, Vice Chair)	Kelsie Gibson (KG) Mike Littleboy (ML) Jenny Parkinson* (JP) Julie Scott (JS, Chair) Natalie Williams* (NW)
Staff	Richard Minton (RM, Deputy Head Teacher)	
Clerk	Vanessa Stevens*	

* *Attended via Teams*

		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from Kathryn French (KF). The meeting was quorate throughout.</p>	
2	<p>Declaration of Interests</p> <p>The Chair invited governors to declare any business interests including any related to agenda items. No interests were declared during the meeting.</p>	
3	<p>Governing Body (GB) Matters</p> <p>3.1 Membership – Vice Chair DC had given notice of his resignation from the GB with effect from 5 July 2023. The Chair and the HT thanked DC for his hard work during his time as a governor, especially his expertise in finance. DC said that it had been a privilege to be a member of the GB and explained that his resignation was due to current circumstances, notably work commitments, and that he would be open to returning if circumstances changed.</p> <p>Action: The Clerk and HT to liaise re. parent governor election in term 1.</p> <p>3.2 Election of Vice Chair – The Chair and DC outlined the Vice Chair role. A sole self-nomination was received from KA. Governors elected KA to serve as Vice Chair until the first FGB meeting of the 2024/25 academic year.</p> <p>3.3 Responsibilities: Governors reallocated DC’s responsibilities as follows:</p> <ul style="list-style-type: none"> • Finance monitoring inc. pupil premium and sports funding: ML and NW. • Pay Committee: NW with JB & KF. NW to chair. • Headteacher’s performance management: LB with JS & NW. • Health & safety monitoring: KA. <p>Action: DC to attend next budget monitoring meeting and hand over finance monitoring role to ML and NW.</p> <p>3.4 Data Team – Governors appointed ML to the Data Team with JB and LT.</p> <p>Action: The Clerk to update the GB terms of reference to reflect new allocations of governor responsibilities.</p> <p>3.5 Training – The Clerk had updated and uploaded the GB training record. KA had completed The Education People’s governor induction course plus training on complaints and safeguarding. KA had booked to attend vision and values training on 12 July. The Chair confirmed that she had completed safer recruitment training and would be able to deliver a one-day course for Greenfields delegates and, if wished, delegates from other schools.</p> <p>Action: LB and ML to book governor induction training when new course dates available.</p>	<p>Clerk & Head</p> <p>DC, ML & NW</p> <p>Clerk</p> <p>LB & ML</p>

3.6 3.7	<p>Diversity data – Governors had been signposted to the National Governance Association’s (NGA’s) guidance re. the Department for Education’s (DfE’s) encouragement for schools to collect and publish diversity data about the GB. The Chair strongly advised against the publication of GB diversity data until such time as it became mandatory. The Chair cited guidance published by the NGA and GovernorHub Knowledge (formerly The Key) which emphasised the voluntary nature of publication. Governors shared concerns regarding the possible identification of ostensibly anonymised individuals within very small sample sizes and agreed not to publish any diversity data relating to the GB. There was likewise no obligation to provide any personal information within governors’ GovernorHub profiles (gender, ethnic group, religion, sexual orientation, sex, education, long-term conditions).</p> <p>GB performance – Governors had received the NGA’s governing board self-evaluation questions (20 questions) for review.</p>	
4 4.1 4.2	<p>Minutes of Previous Meeting</p> <p>Approval of minutes – Governors approved the minutes of the Full Governing Body (FGB) meeting held on 25 May 2023 for signature by the Chair.</p> <p>Action: The Chair to sign approved minutes of 25 May 2023 FGB meeting.</p> <p>Updates on actions and matters arising not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 5.1: The Clerk had updated and uploaded the GB training record. • Item 5.1: Action carried forward: The HT to consider purchasing policy tracker software. • Item 5.2: The Clerk had updated and uploaded the GB terms of reference. • Item 6.1: The Chair had signed the approved minutes (two sets) of the 28 March 2023 FGB meeting. • Item 6.2: KA had completed code of conduct and Keeping Children Safe in Education (KCSIE) confirmations on GovernorHub. Action: The Chair and LT to complete code of conduct and KCSIE confirmations on GovernorHub. • Item 7.5: Action carried forward: The Chair and JP to monitor phonics. 	<p>Chair</p> <p>Head</p> <p>Chair & LT</p> <p>Chair & JP</p>
5 5.1 5.2 5.3	<p>Leadership Report, School Development Plan and Governor Monitoring</p> <p>Report – Governors had received the leadership report dated July 2023 which covered: school development plan 2022-23; leadership and management; quality of education; behaviour and attitudes; and personal development.</p> <p>Leadership and management – A governor asked who was responsible for setting up the show classroom in the current training room as a blue print for the other classrooms. The HT said that KG and Deputy Head Teacher Sam Marshall would be setting this up with the support of other colleagues. A governor asked about the reduction in the number of funded nursery places. The HT said that this had not been a conscious choice; rather, it simply reflected the cohort’s circumstances. From September, approx. 66% of nursery places would be funded. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>Action: The HT to include sickness absence data for teaching and non-teaching staff in future leadership reports to governors.</p> <p>Behaviour and attitudes – A governor asked how the school was supporting parents to improve children’s attendance. RM said that the school was doing a lot on a case-by-case basis. The former reward system for attendance had been withdrawn to avoid unfairness to children who were absent for reasons outside of their control. RM and the Pastoral Manager were working hard to understand the reasons behind each absence and, where appropriate, referrals were being made to external sources of support e.g. Early Help. It was noted that parents’ engagement with Early Help was voluntary. A governor asked about the usefulness of the local authority’s attendance service. RM said that it could be useful, however was limited in the support that it provided. The HT said that staff were mindful of not wanting to punish children for non-attendance and he noted that taking parents to court could be of limited benefit. A governor suggested a</p>	<p>Head</p>

	<p>parent mentor system as a way of encouraging regular school attendance. RM acknowledged the potential of such a system to build on existing social connections between parents.</p> <p>A governor asked for an update on the rollout of the new CPOMS system. RM said that the system had been set up and preparations were being made for it to go fully live in September. Work was underway to ensure that all digitised data was correctly attached to children's records. The next step would be to update the schools' child protection and safeguarding policies to reflect the new system. Staff governor KG explained that the old blue form system required staff to leave the classroom in order to manually fill in forms, whereas CPOMS could be discretely updated inside the classroom; this avoided the need for staff to find temporary classroom cover. A governor asked how the HT could be sure that there had been no formal incidents of bullying. The HT said that he was as sure as he could be and that he had not dealt formally with any reportable cases of bullying. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>5.4 Quality of Education – A governor cited the leadership report's update on the overall quality of teaching ('100% of teachers/room leaders are effective with 57% being highly effective based on their career stage') and asked about the provision of support in this context. The HT said that Greenfields' standard of teaching was high and gave assurance that all members of staff were working effectively within their levels. A governor commended staff for supporting children and families in the absence of sufficient support from external agencies.</p> <p>5.5 Governors' monitoring visits – Covered elsewhere on agenda.</p> <p>5.6 Data Team – The HT confirmed that the SATs results had been received and were broadly successful. The data would be discussed in detail by the Data Team.</p> <p>Action: The HT and Data Team to arrange a meeting to discuss the SATs results and the recently published inspection data summary report (IDSR).</p>	Head & Data Team
6	<p>Finance</p> <p>Kent County Council (KCC) feedback on the approved three year budget plan had been shared via GovernorHub. Governors had received the CFR codes cost centres budget profile details report dated 15 June 2023, plus detailed breakdown of individual cost centres. The HT and DC had met the previous week to discuss budget monitoring. DC reported that there had been some small movements within individual cost centres e.g. staffing including education support staff. Overall, the budget was stable, with a relatively minor variance of c£40k against initial forecasts. There was c£34k headroom within the school's balance control mechanism (c£272k) and a forecasted rollover of c£238k, Cost centre E19 (learning resources) was identified as an area in which expenditure could be reduced if needed. DC noted that the school's budget was well managed. There were no reported changes to the school's financial risk register. A governor raised concerns about the cost of heating in the context of possible rises in future energy prices. RM said that investment in servicing the school's heating and air-conditioning systems would help to ensure efficiency. It was understood that KCC's offer for supporting projects would require a £7.5k contribution from the school. Quotations were being obtained for upgrades to the CCTV system and fencing and for the installation of magnetic locks on doors. Governors recognised the importance of future-proofing the school's budget, including the need to accommodate any yet-to-be announced staff pay increases at the national level. The HT said that two additional teachers were joining on temporary contracts from September; this would enable senior leadership team staff to be deployed more flexibly.</p>	
7	<p>Health, Safety and Premises</p> <p>7.1 Food standards – Governors had been signposted to the DfE's recent guidance on school food standards. The HT explained that the school's contractor, Nourish, was responsible for adherence to these. The price of school meals had increased by 50p. The HT said that the school was meeting standards in terms of providing a pleasurable eating experience in a pleasant environment.</p> <p>7.2 Play provision – RM explained that the school's new outside play provision entailed additional health and safety monitoring responsibilities for staff. Confidential discussion</p>	

7.3 7.4	<p>was recorded in Part 2 confidential minutes.</p> <p>Fire drill – RM reported that the recent whole-school (including nursery) fire drill had been successful, with all members of staff and children quickly evacuating the building. Another fire drill would be carried out in the autumn.</p> <p>Lockdown drill – The HT advised that a lockdown practice would take place in term 1.</p>	
8	<p>Safeguarding</p> <p>Governors had received PowerPoints from the governor safeguarding training session run by RM on 13 June, plus the CPOMS system user guide. A governor suggested creating pen portraits of adults to whom children could talk regarding different types of concerns e.g. if they wanted to speak to someone other than their own class teacher.</p>	
9	<p>Policies</p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Appraisal. • Attendance. RM said that this policy had been updated with reference to key documents such as the government’s guidance on working together to improve school attendance. Consideration had been given to what more the school could do to motivate parents to bring children to school without reverting to the use of sanctions. RM illustrated changes that had been made to the policy e.g. earlier provision of pastoral support (96% attendance threshold). RM would be attending an attendance network meeting in the next few weeks. Governors supported the suggestion for governor participation in meetings with parents as a way of reinforcing the value of pupil attendance. The Chair volunteered to undertake this role. <p>A governor asked about any known reasons or trends in relation to pupil absence. RM cited a sense of apathy among some parents of Year R and Year 6 children in particular. The legacy of the pandemic was an additional factor for some parents of Year R children, who were reluctant to send their children into a school setting. The HT identified broader socioeconomic factors which also had a bearing on attendance figures. RM noted the significant impact of term-time holiday absences and emphasised the importance of a preventative approach to declining attendance; to this end, teachers would be asked to make early contact with parents when children’s attendance fell below 97%. Governors noted the benefit of a sense of community and belonging in motivating attendance. RM said that home visits had previously been used to successful effect; support from early Help could also be effective if parents engaged with it.</p> <p>RM and the HT emphasised the importance of understanding the reasons for each child’s pattern of attendance and building rapport with families in order to facilitate good communication. A governor asked how the school communicated to parents the importance of children’s attendance at school. RM said that he was currently looking at how best to present and communicate recently published DfE data on the impacts of absence on outcomes. Historically, the school had communicated with parents both in writing and verbally. KA fed back parents’ positive perceptions of the school’s commitment to remaining open despite factors such as snow and strikes. It was noted, however, that term-time holidays would remain an issue as families sought to reduce their expenditure amid the rising cost of living.</p> <p>A governor asked about the level of consistency with regard to KCC’s use of absence fines. RM explained that the school did not receive any updates from KCC regarding the outcomes of referrals for fines. The school therefore did not know what proportion resulted in a fine. A governor asked what would happen if a parent did not meet the conditions set out in attendance contracts. RM explained that non-compliance would lead to whatever measures had been specified within the contract e.g. referral to a particular (named) external agency. The HT emphasised that any steps taken would not be punitive to the child(ren) concerned.</p> <ul style="list-style-type: none"> • Capability. Governors agreed to adopt the first of the yellow highlighted delegation options on p19 of the capability policy appendix i.e. responsibility for dismissal decisions was delegated to the HT. 	

	<ul style="list-style-type: none"> • Complaints. • Early Career Teacher. This policy would be brought back for further review in term 1. • First aid. • Flexible working. This policy was approved subject to the insertion of wording to clarify that any agreed flexible working arrangements would not be detrimental to the children. • Managing absence and ill health. A governor asked whether email should be used in addition to phone when contacting absent members of staff. The HT explained his preference for keeping the current wording i.e. phone. Governors supported this and agreed that staff should phone if they were absent. • Special leave. • Supporting pupils with medical conditions. This policy was approved subject to insertion of reference to the Specialist Teaching and Learning Service for children with complex needs. <p>The finance policy and the uniform policy would be reviewed in September in line with, respectively, the updated KELSI finance policy template and the DfE's updated guidance on school uniforms, specifically with regard to preventing hair discrimination.</p> <p>Action: The HT to make the agreed changes to the capability policy, the flexible working policy and the supporting pupils with medical conditions policy.</p>	Head
10	<p>Website</p> <p>The HT and ML had met with Primary Site website designers on 6 June. ML fed back that Primary Site would not be able to migrate current website content such as photos. The HT advised that the new website would be based on a new middle-tier package which was within his delegated spending limit. A Teams meeting had been arranged with a professional photographer. The HT was keen for the school to retain usage rights of its photographic images, subject to appropriate parental permissions.</p>	
11	<p>AOB</p> <p>11.1 External adviser – Governors confirmed the retention of Andrew Crossley-Holland as external adviser for the HT performance management process.</p> <p>11.2 Site visit – KG shared very positive feedback from Windlesham House Prep school staff who had visited to look at Greenfields' use of flexible seating. The visitors had been highly impressed with Greenfields' environment, provision and ethos.</p> <p>11.3 Feedback – The Chair had received an email from a former member of staff who had loved working at Greenfields but had left the role due to financial reasons. A governor fed back positive comments regarding Year R provision.</p> <p>11.4 Term 6 events – Governors were invited to attend term 6 events.</p>	
12	<p>Confidentiality</p> <p>Parts of items 5.2, 5.3 and 7.2 were deemed to be confidential and were recorded in Part 2 Confidential Minutes in perpetuity.</p>	
13	<p>Meeting Dates</p> <p>Governors agreed the following FGB meeting dates for 2023/24 (all starting at 4.30pm):</p> <ul style="list-style-type: none"> • Tuesday 26 September 2023. • Tuesday 5 December 2023. • Wednesday 7 February 2024. • Tuesday 26 March 2024. • Tuesday 21 May 2024. • Tuesday 25 June 2024; meeting with pupils at 4pm. 	

The meeting closed at 6.20pm.

Signed: _____

Date: _____