

**Greenfields Community Primary School
Minutes of the Full Governing Body (FGB) Meeting
held on Thursday 14 July 2022 at 4pm via Teams**

Participants:

Governors	Daniel Andrews (Head Teacher, HT) Julia Bell (JB) David Clayton (DC, Co-Vice Chair) Kathryn French (KF) Kelsie Gibson (KG)	Jenny Parkinson (JP) Julie Scott (JS, Chair) Robert Usmar (RU, Co-Vice Chair) Natalie Williams (NW)
Staff	Becky Harrison (BH, Senior Teacher) Sam Marshall (SM, Deputy Head Teacher)	
Clerk	Vanessa Stevens	

NB Although some items were discussed out of sequence, these minutes reflect the agenda running order.

		Action
1	<p>Welcome</p> <p>The meeting started at 4.09pm due to IT issues. The Chair welcomed those present. There were no apologies for absence. JP had advised that she would need to leave the meeting at 4.40pm due to a pre-existing commitment. The meeting was quorate throughout. The Chair reminded participants to maintain the confidentiality of the meeting.</p> <p>Prior to the meeting, the Chair had met with the Year 6 house captains who had talked about their experiences as Greenfields pupils. The house captains' feedback had been very positive and those who had joined the school in year reported feeling welcomed and included. The house captains had asked for the provision of more tables and glue sticks.</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>Minutes of Previous Meeting</p> <p>Governors approved as a true and accurate record the minutes and confidential minutes of the FGB meeting held on 26 May 2022. Updates on agreed actions were carried forward to the term 1 FGB meeting.</p> <p>Action: The Chair to sign 26 May 2022 FGB minutes and confidential minutes for the school file.</p>	Chair
4	<p>Governing Body (GB) Matters</p> <p>JS's term of office as a co-opted governor was due to end on 25 September 2022 i.e. before the next FGB meeting. JS left the present meeting and governors voted to reappoint her to serve a further four-year term of office as a co-opted governor with effect from 26 September 2022. JS returned to the meeting. KF's term of office as a parent governor was due to end on 23 September 2022 and the resulting vacancy would be filled via an election. Co-opted governor RU informed governors that he was resigning from the GB at the end of term 6. On behalf of the GB, the Chair thanked RU for his valued contribution and commitment to training on a range of areas including mental health and safeguarding.</p> <p>Action: The Clerk and HT to liaise re. parent governor election in September.</p> <p>Action: The Clerk to update GB records to reflect RU's resignation.</p>	Clerk & HT Clerk
5	<p>Leadership Report, School Development Plan and Governor Monitoring</p>	
5.1	Report – Governors had received the leadership team report dated July 2022 which	

<p>5.2</p> <p>5.3</p>	<p>covered: school development plan actions for term 6; leadership and management; and quality of education (data).</p> <p>Leadership and management – A governor asked whether the reported difficulty with teaching assistant (TA) recruitment was a problem across the wider education sector or an issue specific to Greenfields. The HT said that there was an element of both. The school was committed to high quality recruitment and although Greenfields had introduced the TA progression route to Kent range (KR) 4/5, entry level roles in other sectors of the local economy often offered higher salaries. Despite this challenge, Greenfields' recruitment of apprentices had worked well. The Chair confirmed that recruitment was a nationwide issue in the education sector and noted the importance of maintaining the school's expectations when recruiting. The HT said that Greenfields would be looking to appoint in September and the job advert would be reviewed in order to make it more attractive to potential candidates.</p> <p>Quality of education – The HT presented headline data as follows:</p> <ul style="list-style-type: none"> Year 6 – End of KS2: The percentage of children achieving combined (reading, writing and maths) had dropped; Greenfields was a little below the national average of 59% (54%, rising to 56% when discounting results of some children in line with guidance). The HT reported that the covid pandemic had impacted disadvantaged children more significantly than other children. The HT commended the efforts made by the teaching team and the children. Some children had very narrowly missed out on a scaled score of 100 e.g. scoring 99. The school had appealed some children's marks. National figures for achievement of greater depth (GD) were not yet known. Greenfields children had done well in reading and the HT was confident in their performance in maths. Two children had achieved GD. A governor asked whether the school would be able to provide clear narratives to explain the reasons behind individual children's attainment e.g. the 44% of Year 6 children who had not achieved combined. The HT said that the results were in line with national averages and confirmed that the reasons for outcomes were known e.g. disadvantaged children. A governor asked how close the results had been to predictions. The HT said that the school improvement adviser had advised against making predictions; however, the HT had hoped that 60% would achieve combined. Year 2 phonics: The HT acknowledged that the pass rate of 86.7% was low; however, this figure was significantly higher than the earlier prediction of 50%. The rapid improvement reflected the impact of intensive input over a three-week period. The Chair expressed thanks to staff who had worked hard to effect the improvement. The HT said that the government's new system for teaching phonics was working well and he therefore anticipated a national increase in outcomes. <p><i>At 4.40pm JP left the meeting.</i></p> <ul style="list-style-type: none"> Year 1 phonics: Six children had not met the required standards and would receive appropriate support to enable them to catch up. A governor asked why the six children had not achieved the required standard. The HT said that some of the children had significant needs and the school had narrative evidence to explain each child's circumstances. The reading TA was moving to a class-based role due to recruitment challenges. The government had set schools the target of 95% in phonics; schools which achieved that target would not have a deep dive in phonics, otherwise they would. The Headteacher acknowledged that the target was challenging and gave assurance that staff would work hard to try to achieve it. Year 2 – end of KS2: 62% of children had achieved combined in reading, writing and maths. Internal moderation had taken place. The HT was confident that children going up into Year 3 in September would make significant gains in terms of achievement of expected levels. A governor asked how the 2022 data compared to the previous year. <p>Action: The HT to provide comparative data for 2021 versus 2022.</p> <ul style="list-style-type: none"> Early years – Year 2 data: Greenfields' figure of 76% (rising to 78% after discounting one child) was four (rising to six) percentage points above the 2019 national figure of 	<p>Head</p>
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	<p>72% and in line with the school's 2019 figure of 77%. Data for this cohort would be tracked throughout pupils' time at Greenfields.</p> <ul style="list-style-type: none"> Year 4 multiplication check: The test had been delivered in a new format this year, with children answering 25 multiplication questions on iPads. Greenfields' average score was 21/25; however, there was a difference of eight percentage points between Sycamore class's and Maple class's respective average scores. The HT said that the reasons for this would be looked into to ensure that the mixed-year class was not giving any disadvantage. 	
6	<p>Finance</p> <p>Governors had received the three year budget plan feedback report dated 21 June 2022 and the CFR codes cost centres budget profile details report and accompanying notes for the period to 31 May 2022 (monitoring date 9 June 2022). Finance governor DC said that there were no significant deviations from the original budget and a small surplus was still forecasted for the current year. The expected out turn (revenue balance carried forward) was c£236k. In terms of risk management, the school needed to stay within its balance control mechanism (BCM). Investment had been made into enrichment activities such as trips for the children. The HT noted that there had been some staff vacancies. The Chair reported that the house captains had said that the school was well resourced e.g. in terms of technology, offsite visits and extra-curricular activities including sport.</p>	
7	<p>Policies</p> <p><i>This item was discussed out of sequence (before item 5).</i></p> <ul style="list-style-type: none"> Appraising teacher performance policy – Governors approved this policy, subject to the following amendments: in section 4.3, specification that appraisees' reflection on their performance over the past year would be in reference to <i>national</i> as well as <i>professional</i> standards; and, inclusion of an appraisal timetable as an appendix. Capability policy – Governors approved this policy which was adapted from the Cantium template. Code of conduct – Governors approved the staff code of conduct which was adapted from the Cantium template. Complaints policy – Governors approved this policy. Data protection policy – Governors had received two data protection policy templates for consideration: Kent County Council's (KCC's) and The Key's versions. The Chair advised the HT to obtain advice from KCC as to which version was preferable in terms of alignment with KCC's protocols. Further discussion and approval of the data protection policy was carried forward to the FGB's term 1 meeting. Early career teacher (ECT) policy – Governors approved this policy which replaced the previous newly qualified teacher (NQT) policy. Finance policy – Governors approved this policy, subject to the following amendments: correction of the typographical error in section 3.13 in respect of the Site Manager's name; and amendment in section 3.4 of the virement authorisation limit delegated to the HT (should read '£8,000' not '£8,00'). First aid policy – Governors approved this policy. Governors' allowances policy – Governors approved this policy. Supporting pupils who have medical conditions policy – Governors approved this policy. <p>Action: The HT to make agreed amendments to the appraising teacher performance policy and the finance policy.</p> <p>Action: The HT to obtain KCC advice on which version of the data protection policy was preferable in terms of alignment with KCC's protocols.</p>	<p>Head</p> <p>Head</p>

8	AOB	
8.1	Staff matter – Confidential discussion was recorded in Part 2 confidential minutes.	
8.2	Fete – KG invited governors to attend and/or help out at the Greenfields community summer fete to be held at the school at 1-4pm on Saturday 16 July.	
8.3	Heatwave – The HT cited the severe weather warning that was in place for extreme heat on the following Monday and Tuesday (18 and 19 July). Plans for some activities at the school had been significantly altered. The planned hire of outdoor inflatables for Tuesday’s party day had been cancelled, and alternative indoor activities would be laid on instead e.g. an indoor bouncy castle, if available, and watching films in classrooms. Supplies of bottled water had been donated by the Co-op. A governor asked about heatwave guidance for schools. The HT said that the government had issued guidance which the school would follow. This guidance included measures such as staying out of the heat, limiting exercise, allowing children to wear non-uniform clothing, ensuring ventilation and access to liquids, and ensuring children used sunscreen and wore sunhats. The government had specifically stated that schools should not close due to the heatwave. A governor noted that there was no legal upper limit on temperatures in which people were expected to continue working. A governor asked whether any activities would be postponed. The HT said that if events could not take place in the current term, consideration would be given to rescheduling them in term 1. <i>At 5.08pm, BH and SM left the meeting.</i>	
8.4	Confidential update – Confidential discussion was recorded in Part 2 confidential minutes.	
9	Confidentiality Items 8.1 and 8.4 were deemed to be confidential and were recorded in Part 2 confidential minutes.	
10	Meeting Dates 2022-2023 Governors agreed the following FGB meeting dates: <ul style="list-style-type: none"> • Tuesday 27 September 2022 (apologies received from JP). • Tuesday 6 December 2022. • Wednesday 8 February 2023. • Tuesday 28 March 2023 • Thursday 25 May 2023. • Tuesday 4 July 2023. 	

The meeting closed at 5.19pm.

Signed: _____

Date: _____