

**Greenfields Community Primary School  
Minutes of Full Governing Body Meeting  
Thursday 25 May 2023 at 4.30pm  
Hybrid: onsite & Microsoft Teams**

**Participants:**

<b>Governors</b>	Dan Andrews (Head Teacher, HT) Kerry Austin (KA) Julia Bell* (JB, present until 5.43pm) Lisa Bell (LB, appointed during meeting) Kathryn French* (KF, present until 5.43pm)	Kelsie Gibson (KG) Mike Littleboy (ML) Jenny Parkinson* (JP) Julie Scott (JS, Chair) Natalie Williams* (NW)
<b>Staff</b>	Sam Marshall* (SM, Deputy Head Teacher) Jo West (School Business Manager, present until 5.01pm)	
<b>Clerk</b>	Vanessa Stevens*	

\* *Attended via Teams*

		<b>Action</b>
1	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting including co-opted governor nominee Lisa Bell (LB). Apologies for absence due to work were accepted from David Clayton (DC, Vice Chair) and Luke Thomas (LT). JB and KF had advised that they would need to leave by 5.45pm. The meeting was quorate throughout.</p>	
2	<p><b>Declaration of Interests</b></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><b>Appointment</b></p> <p>LB temporarily left the meeting while governors voted to appoint her as a co-opted governor for a four-year term of office. LB had a strong skillset and relevant professional background; she had worked in the teaching profession for 20 years, including as a special educational needs co-ordinator and in the county wide sensory Specialist Teaching and Learning Service.</p>	
4	<p><b>Finance</b></p> <p>4.1 Schools Financial Value Standard (SFVS) – The SFVS had been submitted to Kent County Council (KCC) by the 31 March deadline.</p> <p>4.2 Budget monitoring – Governors had received the outturn report (KCC Schools Books balance sheet) dated 18 April 2023 which showed the school’s revenue balance had reduced from £229,635 at the start of the 2022/23 financial year to its current position of £184,764 i.e. an in year deficit of £44,870. The Business Manager and the HT explained that the in year deficit reflected planned investment to benefit current pupils e.g. the play project. The HT said that the provision of a wide range of enrichment activities for children was part of what made Greenfields special. The school remained within its balance control mechanism (BCM) limit.</p> <p>4.3 Three year budget plan – Governors had received the budget forecast by CFR level report dated 27 April 2023 which showed cumulative revenue balances carried forward of £227,744.21 for 2023/24, £238,791.54 for 2024/25 and £221,031.60 for 2025/26, plus the accompanying CFR codes note sheet. The HT commended the Business Manager for her work on the budget. Finance governor DC had monitored the budget alongside NW. The Business Manager said that the school budget was kept under constant review due to changes in factors such as staffing. The HT identified the need for succession planning with respect to special educational needs (SEN) staffing. The Business Manager said that the second and third years of the budget were particularly likely to change over time. <b>A</b></p>	

	<p><b>governor asked why there was currently an in year deficit in the third year.</b> The Business Manager said that this reflected staffing costs, including pay progression, and the significant cost of energy. With reference to budget code I12 (income from contributions to visits etc), the HT said that some elements of income were difficult to forecast e.g. nursery income. Expenditure against E19 (learning resources not ICT) was forecasted to reduce from £74k in the first year of the budget to £59k in each of the second and third years as the school was already well resourced. There was scope to reduce expenditure on bought in services if needed. Governors approved the three year budget plan for submission to KCC by 31 May.</p> <p>4.4 Funding streams – The HT advised that the sports funding report would be updated over the summer.</p> <p>4.5 Asset register – The HT said that, despite the challenges involved in maintaining the asset register, that document was currently in its best state to date.</p> <p>4.6 Capita update – <b>The Chair asked for an update on payroll provider Capita, as previously discussed by the GB.</b> The Business Manager said that the situation had improved overall, although some residual problems were yet to be resolved e.g. an incorrect maternity leave payment. The school had not received any information on possible compensation. The school was staying with Capita for the time being, as other schools had reported different problems with other payroll providers. <b>A governor asked when the current Capita contract was due to end.</b> The HT believed it would end in three months' time but was not certain as Capita could not provide a copy of the contract. Governors agreed to remain with Capita for the time being.</p> <p><i>At 5.01pm, the Business Manager was thanked by the Chair on behalf of the GB and left the meeting.</i></p>	
<p>5</p> <p>5.1</p> <p>5.2</p>	<p><b>Governing Body (GB) Matters</b></p> <p>Training – The GB training record had been circulated via GovernorHub. A governor noted that a completed course was erroneously still listed as 'booked'. KA had booked to attend The Education People's governor induction training on 21 and 22 June. JB reported key headlines from the governors' briefing on 11 May, slides from which had been shared via GovernorHub: a new category of 'severe' absence (50% or above); Ofsted trip hazards; and the availability of school policy tracking software. <b>A governor asked whether any Greenfields children fell into the category of severe absence.</b> The HT said that two did, one in each of Years R and 6.</p> <p><b>Action: The Clerk to update the GB training record to reflect completed courses.</b></p> <p><b>Action: The HT to consider purchasing policy tracker software.</b></p> <p>Responsibilities – Governors reviewed and agreed the following monitoring responsibilities:</p> <ul style="list-style-type: none"> <li>• Leadership &amp; management (JS &amp; KA).</li> <li>• Data team (LT &amp; JB).</li> <li>• Pay Appeals Committee (JP, LT &amp; LB).</li> <li>• HT performance management (DC, JS &amp; NW).</li> </ul> <p>Governors agreed that it was no longer necessary to have a Redundancy Committee and a Redundancy Appeals Committee as their remits were now covered under the GB's terms of reference for panel hearings.</p> <p><b>Action: The Clerk to update the GB terms of reference to reflect new allocations of monitoring responsibilities and to remove obsolete committees.</b></p>	<p>Clerk Head</p> <p>Clerk</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p><b>Minutes of Previous Meeting</b></p> <p>Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 28 March 2023 for signature by the Chair.</p> <p><b>Action: The Chair to sign the approved minutes (two sets) of the FGB meeting held on 28 March 2023.</b></p> <p>Updates on actions and matters arising not covered elsewhere on agenda –</p>	<p>Chair</p>

	<ul style="list-style-type: none"> <li>Item 3.3: The Clerk had updated the GB terms of reference to reflect reversion to sole Vice Chair role.</li> <li>Item 4.2: <b>Action: ML to book onto governor induction training.</b></li> <li>Item 4.2: ML had completed the code of conduct and Keeping Children Safe in Education (KCSIE) confirmations on GovernorHub. <b>Action: The Chair, KA and LT to complete code of conduct and KCSIE confirmations on GovernorHub.</b></li> <li>Item 4.2: DC had signed the approved minutes of the Pay Committee meeting held on 24 October 2022.</li> <li>Item 5.3: The HT had researched options and progressed the purchase of the CPOMS safeguarding tracking system. The Chair recapped the decision to move from a paper-based to a computerised system. The HT said that CPOMS would be discussed at the governors' safeguarding training session on 13 June and the full system would be rolled out from September. <b>A governor asked what would happen to the school's historical paper-based records.</b> The HT said that there were two options: either to keep paper-based records in their existing format or to scan and upload the documents onto CPOMS depending on individual children's cases. The HT explained that, although CPOMS sent alerts to designated safeguarding leads (DSLs), staff would nonetheless continue to seek out and speak directly to a DSL regarding any high level concerns. From a staff perspective, KG said that CPOMS was more efficient than the paper-based system.</li> <li>Item 6.4: The Chair had electronically signed the SFVS checklist for submission to KCC.</li> <li>Item 9: The HT had finalised the breakfast and after school club policy and the lettings policy as agreed.</li> </ul>	<p>ML</p> <p>Chair, KA, LT</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>Leadership Report, School Development Plan and Governor Monitoring</b></p> <p>Report – Governors had received the Leadership Report dated May 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 – The HT highlighted key staffing changes including the appointment from September of a new teacher to replace a teacher who was leaving at the end of term 6. The school would advertise for a PE teacher to teach PE and sport across the school; this appointment was intended to continue the existing excellence in PE and sport. Four teaching assistants (TAs) were leaving; two TA appointments had been made and the school would advertise for additional support staff to join the team. The school's most recent cleaning audit had been disappointing and improvements were required. <b>A governor asked what would be done to improve the quality of cleaning at the school.</b> The HT said that staff were receiving support including upskilling; the impact of this would be reported on in due course.</p> <p>Behaviour and attitudes – The Chair reported in broad, anonymous terms that the school was doing everything it could to support a child with an education, health and care plan (EHCP). The HT said that the school was implementing a consistent approach despite the lack of support from KCC. KCC had agreed to a placement change for a different child for whom the school had provided as much support as possible; however, it was not yet known when a place elsewhere would become available. <b>A governor asked about the support available to teachers who worked with children with complex needs.</b> KG said that staff had good, mutually supportive relationships with the senior leadership team (SLT) and senior teachers.</p> <p><b>A governor asked how staff wellbeing could be supported e.g. by revisiting the types of tokens and rewards that had previously been used to thank staff.</b> The Chair recapped that staff had received vouchers plus a day off in recognition of their fabulous work during the covid pandemic; however, the GB had subsequently agreed that repeated across-the-board rewards were not appropriate given the varying levels of commitment and effort demonstrated by members of staff. The HT said that the school continued to accommodate flexible home-working for planning, preparation and assessment (PPA) time and he recognised scope to develop equivalent flexible working for non-PPA staff. SM said that staff valued fairness within school policies and that provisions such as time off to</p>	

	<p>attend children's Christmas plays and sports events were beneficial to staff wellbeing in the long term. The HT said that the school continued to provide occasional smaller rewards such as food and drinks, which staff appreciated. Staff also valued the provision of a CPD library and the allocation of dedicated reading time. <b>A governor asked whether staff would value the inclusion of wellbeing-related questions during monitoring visits.</b> The HT said that they would.</p> <p><i>At 5.43pm KF and JB left the meeting.</i></p>	
7.4	<p>Personal development – SM reported that a lot of new play resources had arrived and been set up in zones. SM had worked with staff, including keyworkers, around changes, impacts and expectations in relation to their roles. SM and fellow Deputy Head Teacher Steph Mack had delivered assemblies and talked to children about the new play opportunities and expectations. Staff had shown children around each play area and explained how to use the equipment and manage risk. From term 6, all play areas would be open to Years R to 6 during lunchtimes and playtimes. Nursery children could also use the areas at other times. . Parents would be invited in to see the new play areas. The HT anticipated that it would take time for children to learn how to behave using the new play resources. He emphasised the importance of children learning to assess appropriate risks (as distinguished from hazardous risks). Greenfields would be providing training for other schools. Parent governors shared positive feedback on the new play setup and the school's communication via Gateway. SM said that opportunities had been provided for parents to give feedback. Expectations around outdoor clothing would be reinforced from September and initial problems with certain pieces of equipment, e.g. diggers, would be addressed. SM said that staff observations of children's use of the new resources would help to inform future plans for play and equipment.</p>	
7.5	<p>Governor monitoring – The Chair, KA and NW had visited during w/c 8 May to monitor Key Stage 2 SATs administration compliance. They had been satisfied that the correct arrangements and processes had been put in place by the school, including the secure storage of test papers. The three governors reported that the atmosphere of the tests had been calm and that three adults had been present in test rooms in case they were needed. The HT said that children had been offered breakfast on test days. This had helped to incentivise attendance and to ensure that children were well fed; it had also given them the opportunity to chat with staff, thereby lightening the mood. One child had sat the test late, with appropriate adult supervision; one other child had not been permitted to sit the test late. Key Stage 1 SATs were taking place in the current week. Multiplication checks and the phonics screening were scheduled for the start of term 6.</p> <p><b>Action: The Chair and JP to monitor phonics before the end of term 6.</b></p>	Chair & JP
7.6	<p>Mid year review – The HT's midyear review had been completed.</p>	
8	<p><b>Health, Safety and Premises</b></p> <p>The HT reported that actions arising from the recent health and safety audit were being addressed. Further updates would be provided in Deputy Head Teacher Richard Minton's term 6 report to governors.</p>	
9	<p><b>Safeguarding</b></p> <p>Covered above.</p>	
10	<p><b>Policies</b></p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> <li>• Charging and remissions.</li> <li>• Children with health needs who cannot attend school.</li> <li>• Helpers in school.</li> <li>• Play. The Chair commended this policy. The HT advised that it would be shared with parents via Gateway.</li> <li>• Positive handling.</li> </ul>	

11	<p><b>Website</b></p> <p>The HT, JP, JB and KA had formed a website working party and suggestions had been fed back to the SLT who themselves preferred the option of a bespoke website. The HT said that a bespoke site would cost £1,900 (£300 more than the standard option) and the monthly site maintenance charges would remain the same. <b>Governors asked about children's and parents' feedback on Greenfields' current website.</b> KG said that, based on informal feedback, children liked the pictures but were not interested in the text content, while parents were frustrated by the slow download speed. The HT said that the school was getting new broadband which would be approx. 50 times faster. Governors were keen to get more detailed feedback from current and prospective parents and the wider community via a small focus group. KG screenshared the bespoke website of another school, Houghton CE School, as an example of Primary Site's designs. Governors noted that the site appeared familiar, professional, intuitive to navigate and relatively easy to update. The HT said that photos for Greenfields' website would be professionally taken and updated every six months. <b>A governor asked whether Primary Site could provide a timeline for development of the new website.</b> The HT said that the realistic timescale for the new site to go live would be Christmas. The current website would remain functional until that time; meanwhile, staff would remove obsolete information. Governors agreed that the working party (now including new governor ML) would retain oversight of the project. A governor suggested asking Primary Site to migrate the current website onto its new platform in order to improve its speed and useability.</p>	
12	<p><b>AOB</b></p> <p>Governors had received TEP's May governance bulletin.</p>	
13	<p><b>Confidentiality</b></p> <p>No items were deemed to be confidential.</p>	
14	<p><b>Next Meeting</b></p> <p>Governors confirmed the next FGB meeting for Tuesday 4 July 2023 at 4.30pm (hybrid), with an invitation for governors to meet with Year 6 children for discussion at 4pm.</p>	

The meeting closed at 6.33pm. The Chair thanked the new governors for attending.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_