

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Tuesday 28 March 2023 at 4.30pm
Hybrid: onsite & Microsoft Teams**

Participants:

Governors	Daniel Andrews (Head Teacher, HT) Kerry Austin (KA) Julia Bell* (JB) David Clayton* (DC, Vice Chair) Kelsie Gibson (KG)	Jenny Parkinson* (JP) Julie Scott (JS, Chair) Luke Thomas (LT) Natalie Williams* (NW)
Staff	Sam Marshall (SM, 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 Mike Littleboy (ML). Former governor Kay Skelton had resigned from the Governing Body (GB) immediately prior to the meeting. 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 Matters</p> <p>3.1 DBS checks – The Area Governance Officer had advised that the deadline for outstanding governor DBS applications should be extended until the end of term; otherwise, automatic disqualification would take effect. ML and LT had completed their online applications and brought ID into school for verification by the School Business Manager (SBM).</p> <p>3.2 Removal from office – No longer relevant following completion of DBS checks.</p> <p>3.3 Election of Co-Vice Chair – There were no self-nominations for the Co-Vice Chair vacancy. Governors agreed to revert to a sole Vice Chair role.</p> <p>Action: The Clerk to update the GB terms of reference to reflect reversion to sole Vice Chair role.</p> <p>3.4 Training – NW had completed safeguarding training.</p> <p>Action: NW to send safeguarding training details to the Clerk.</p>	Clerk NW
4	<p>Minutes of Previous Meeting</p> <p>4.1 Approval of minutes – Governors approved and the Chair signed the minutes of the Full Governing Body (FGB) meeting held on 8 February 2023.</p> <p>4.2 Updates on actions and matters arising not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 3.1: The Clerk had provided induction admin for ML, updated GB membership records and sent draft minutes of previous meeting to Governor Services. • Item 3.1: Action: KA and ML to book onto The Education People’s governor induction course. • Item 3.3: The HT and Deputy Head Teacher (DHT) Richard Minton (RM) had discussed in-house safeguarding training for governors and agreed to arrange a session at a separate time from a GB meeting. 	KA & ML

	<ul style="list-style-type: none"> Item 4.2: Action: The Chair, KA, ML and LT to complete code of conduct and Keeping Children Safe in Education confirmations on GovernorHub. Item 4.2: Action carried forward: DC to sign the approved minutes of the Pay Committee meeting held on 24 October 2022. Item 6.1: The Chair reported that, after much correspondence with payroll provider Capita, a member of staff had at last received their maternity pay, although a small reimbursement was needed due to a further error. The SBM had spoken to counterparts at other schools regarding alternative payroll providers; the consensus advice was to carefully consider any changes before switching. Item 9: The HT had finalised the approved governor allowances policy. Item 9: The HT had amended the policy for relationships and sex education including personal, social, health and economic (PSHE) education as agreed. Item 11.2: Following discussion between the HT and other senior leaders, it had been decided that DHT Steph Mack would take on the mental health lead role. The HT noted that the role must be undertaken by a senior leader in order to qualify for funding. 	Chair, KA, ML & LT DC
5	<p>Leadership Report, School Development Plan and Governor Monitoring</p> <p>5.1 Report – Governors had received the Leadership team report dated March 2023 which covered: school development plan 2022-23; leadership and management; quality of education; behaviour and attitudes; personal development; and the Chair’s monitoring visit reports on PSHE (visit with KG) and safeguarding (visit with RM).</p> <p>5.2 Leadership and management – The HT said that the school now had capacity to have smaller classes in Years 5 and 6 for the next few years. There would be no additional cost to the school and, as an operational decision, the change would not require GB approval. The HT had arranged to meet with Kent County Council’s (KCC’s) Area Education Officer in April to discuss the possibility of the school becoming two form entry (2FE). A governor asked about the impact of becoming 2FE. The HT said that the school had the space to accommodate 2FE but would need to ensure that the pace of growth was appropriate to the needs of the school and the children. The Chair and the HT had discussed the matter and agreed that the school needed to grow manageably from the bottom up, rather than in an unplanned, piecemeal fashion dictated by externally-made admissions decisions. The HT emphasised that this preference for carefully managed growth would not compromise the school’s commitment to accommodating children whose needs could be met by Greenfields’ provision. A governor noted that admissions panels could take into account classroom set-up and capacity when reaching decisions.</p> <p>5.3 Behaviour and attitudes – A governor expressed concern about the level of persistent absence in Years 5 and 6 (10 and 14 children respectively), including the potential impact on outcomes. SM acknowledged this issue and said that children who joined in-year typically had a history of high absence which could become a challenging pattern by Year 6. A governor asked how the level of persistent absence at Greenfields compared to other schools’ levels. The HT said that Greenfields’ level was lower than the national average; however, it nonetheless affected the impact of interventions e.g. groups for maths and spelling, punctuation and grammar (SPAG). Mock SATs had been completed and the HT anticipated that results in the real tests would be slightly below the national average due to known reasons (historical cohort factors). A governor asked whether the school knew the reasons behind each persistently absent child’s attendance record. The HT said that RM kept detailed records including a case study for each child and the actions that staff had taken to try and improve attendance.</p> <p>A governor asked whether persistent absence was referred to the Early Help team. The HT said that the impact of Early Help was limited as it depended entirely on parental engagement. A governor asked whether there was any correlation between children’s attendance at nursery and their subsequent likelihood of persistent absence. The HT said that RM would be able to provide that information. The HT noted that the school had stopped giving out 100% attendance awards because it excluded children who were absent due to health issues. A governor asked whether KCC had a ‘severe persistent</p>	

5.4	<p>absence' category for which it would offer specific support. The HT said that it did not. The HT assured governors that the majority of Greenfields children's attendance was very good. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>A governor asked whether there were plans for Greenfields to move away from its current paper-based safeguarding tracking system to a computerised one such as CPOMS or MyConcern. The HT said that he and RM had discussed this with a view to moving to an online system in the next academic year; he acknowledged that the lack of a centralised system could hinder the speed at which staff could access detailed information. Governors recognised the vulnerabilities of a paper-based system and strongly supported the move to a computerised safeguarding system as soon as possible.</p> <p>Action: The HT to research options and progress the purchase of a computerised safeguarding tracking system.</p> <p>Quality of education – SM reported that the picture was very strong across the school, as evidenced by observations and book looks. The transition between Key Stage (KS) 1 and KS2 was being bridged successfully. Provision in KS1 was very positive and English was especially strong and well focused. Over 50% of Year 1 children had passed the mock phonics screening. In lower KS2 literacy, handwriting issues had been unpicked and addressed. There was a continued buzz around reading and children had been keen to complete their reading challenges. Observations in lower and upper KS2 had been positive and the quality of planning was good. The end-of-term INSET day would focus on sentence and paragraph construction, building on children's previous learning.</p> <p>A governor asked at what age children were expected to use joined up (cursive) writing. SM said that children began to use it in Years 3 and 4 and were expected to use it as standard in years 5 and 6. A governor suggested that the rationale for this expectation could be added to the school website in order to inform parents. A governor asked about the use of external observations e.g. by the School Improvement Adviser (SIA). SM said that the SIA had carried out learning walks before and during a lunchtime and had commended the feel of the classrooms, as well as children's work in books and on boards. The HT said that peer review visits undertaken with Jubilee and Roseacre Schools had also provided useful feedback. The HT invited governors to look at books and talk to children during monitoring visits.</p> <p>SM said that SATs would be sat in small groups and several children were eligible to receive reading support. The current Year 6 cohort's SATs results were expected to be lower than the previous cohort's. The current Year 5 cohort had tracked more strongly throughout their education, so it was expected that outcomes would be higher next year. A governor asked whether current Year 6 outcomes would be affected by absence. SM identified multiple factors which were anticipated to affect Year 6 outcomes, including: high absence; high vulnerability; three education, health and care plans (EHCPs); historical covid absence; and some safeguarding issues. A governor asked whether a nationwide legacy effect of the covid pandemic for Year 6 outcomes was expected. The HT said that the impact of the pandemic would depend on local socioeconomic factors; however, Greenfields' outcomes were expected to be broadly in line with national.</p> <p>SM reported that staff had been discussing playtimes, which totalled 1.4 years across each child's primary school journey. This included looking at how to further enhance behaviour, which was already generally very good. It was recognised that wider social and technological changes over time had negatively impacted children's engagement in imaginative play. Plans were in place to structure Greenfields' entire outdoor play area into different active play zones, including construction, wildlife, sand pit, table tennis, art, scooters, mud kitchen, loose parts construction, water play and gravel pit. The HT emphasised the importance of allowing children to explore and play imaginatively within appropriate (as opposed to over-exaggerated) health and safety boundaries. SM said that staff training on this had already been delivered and would be revisited during the forthcoming INSET day. A policy would be created with input from all stakeholders in order to ensure buy-in from parents. Appropriate consideration would be given to the provision of suitable outdoor clothing and the completion of relevant risk assessments. A governor asked whether children's input would also be sought. SM confirmed that it would. Year 6 children had already been consulted, including discussion of the repurposing of their common room as part of the project. The HT said that the school wanted to ensure flexibility within and between the different play zones, and pupil voice would become</p>	Head
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5.5	increasingly important as the project developed. A governor suggested investigating whether the new play project would be eligible for any recognised award(s) or status. SATs monitoring – The Chair and NW had volunteered to monitor admin compliance during the May SATs.	
5.6	HT mid-year review – No update at this time.	
6	Finance and Resources	
6.1	Budget monitoring – Governors had received the CFR codes cost centres budget profile details report for the period to 28 February 2023 (dated 9 March 2023) plus a detailed breakdown of each cost centre. On 9 March, the expected out turn (revenue balance carried forward) had been £160,583. The HT and finance monitor DC had met to discuss the budget; this included changes to expenditure to reflect playground work, as well as recoding of some of E19 (learning resources not ICT) to capital. The current revenue carried forward was £184,764.16, which included changes in respect of the nursery, plus the refund of wall art costs. Overall, the school was in a comfortable year-end position. Although high, the reported costs against E19 and E30 (direct revenue financing) represented one-off expenditure and so were not of concern. The balance control mechanism (BCM) position had improved by c£50k. The HT reported that the GMB teaching union had that day accepted a pay offer; this would not have any staffing implications for Greenfields e.g. in terms of redundancies. A governor raised the issue of energy efficiency (E16). The HT said that the school was very energy inefficient and that discussions would need to be had with the landlord (KCC) to address this. Action: The HT and DC to discuss budget setting ahead of term 5 FGB meeting.	Head & DC
6.2	Funding streams – Pupil premium receipts had increased.	
6.3	Financial risk register – There had been no changes to the financial risk register since the previous FGB meeting.	
6.4	Schools Financial Value Standard (SFVS) – Governors had received the draft SFVS checklist which had been prepared by DC and the HT. DC signposted a couple of additional recommendations that had been made with regard to the review of DfE frameworks for non-staffing expenditure and further development of the school continuity plan. Governors approved the draft SFVS for submission to KCC before the 31 March 2023 deadline. Action: The Chair to electronically sign the SFVS checklist for submission to KCC.	Chair
7	Health, Safety and Premises Governors had received fire risk assessment reports dated 17 February 2023 for the following areas of the school site: grey teaching blocks (tolerable risk), main school building (tolerable risk), nursery (tolerable risk), pastoral building (trivial risk). RM and the Caretaker were working through the actions raised e.g. updating the fire extinguishers. Quotations had been obtained for the removal of redundant call points. A governor asked whether the fire assessment had included risks associated with cladding. The HT said that there was no cladding on the school site, so this was not covered in the circulated reports; he did not know whether the assessment would usually include cladding.	
8	Safeguarding No further matters arising.	
9	Policies Governors approved the breakfast and after school club policy and the lettings policy subject to the amendment of small typographical errors, plus in the latter policy the removal of the word 'reputable' in section 8 and the amendment of 'premises hire policy' to 'lettings policy' in section 22. Action: The HT to finalise the breakfast and after school club policy and the lettings policy as agreed above.	Head
10	Website The HT had discussed website development options with Primary Site; the cost of the work	

	would be less than £2k. Action: The HT, JP, JB and KA to form a website working party.	Head, JP, JB & KA.
11	AOB Governors had received TEP's February governance bulletin.	
12	Confidentiality Part of item 5.3 was deemed to be confidential and was recorded in Part 2 confidential minutes.	
13	Next Meeting Governors confirmed the next FGB meeting for Thursday 25 May 2023 at 4.30pm (hybrid). Governors would meet with pupils at 4pm.	

The meeting closed at 5.57pm.

Signed: _____

Date: _____