

**Greenfields Community Primary School  
Minutes of Full Governing Body Meeting  
Tuesday 26 September 2023 at 4.30pm  
Hybrid: onsite & Teams**

**Attendees:**

<b>Governors</b>	Dan Andrews (Head Teacher, HT)	Lisa Bell (LB)
	Kerry Austin* (KA, Vice Chair)	Kelsie Gibson (KG)
	Julia Bell* (JB)	Julie Scott (JS, Chair)
<b>Staff</b>	Richard Minton (RM, Deputy Head Teacher, present until 6.10pm)	
<b>Clerk</b>	Vanessa Stevens*	

\* Attended via Teams

*Although some items were discussed out of sequence, these minutes reflect agenda order.*

		Action
1	<b>Welcome and Election</b>	
1.1	Welcome – The Clerk welcomed everyone to the meeting. Apologies for absence were accepted from governors Kathryn French (KF), Mike Littleboy (ML), Luke Thomas (LT) and Natalie Williams (NW). The meeting was quorate throughout.	
1.2	Election of Chair – A sole self-nomination was received from JS. Governors voted to elect JS to serve as Chair of Governors for 2023-24 and until the first FGB meeting of the 2024-25 academic year.	
2	<b>Declaration of Interests</b> The Chair invited governors to declare any business interests including any related to agenda items. No interests were declared during the meeting.	
3	<b>Governing Body (GB) Matters</b>	
3.1	Recruitment – There were currently two vacancies on the GB: one co-opted and one parent. The Clerk had sent to the HT the parent election letter and nomination form to be distributed by the school. Governors agreed that skills-based recruitment to the co-opted governor vacancy would take place after the parent governor election. <b>Action: The HT to administer parent governor election process.</b>	Head
3.2	GB constitution – Governors agreed that the current constitution (two parent governors, one local authority governor, one headteacher governor, one staff governor and seven co-opted governors) continued to best meet the needs of the school.	
3.3	Terms of reference – Governors approved and adopted a customised version of The Education People’s (TEP’s) circle model terms of reference for 2023-24, including agreed monitoring responsibilities and committee memberships (see list below). Governors retained their existing standing orders for GB meetings, the election of the Chair and Co-Vice Chairs, the appointment of co-opted governors and the use of virtual governance meetings. <ul style="list-style-type: none"> <li>• Safeguarding including child protection: JS.</li> <li>• Special educational needs and disabilities (SEND) including equalities, diversity and inclusion: LB.</li> <li>• Health and safety: KA.</li> <li>• Finance including pupil premium and sports funding: ML &amp; NW.</li> <li>• Training and development: JS &amp; Clerk.</li> <li>• Wellbeing &amp; mental health: KG.</li> <li>• Early Years: KF.</li> <li>• Quality of education including reading, phonics and data: JB.</li> <li>• Behaviour and attitudes: KG.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Personal development: KF.</li> <li>• Leadership &amp; Management: JS &amp; KA.</li> <li>• Data Team: JB, ML &amp; LT.</li> <li>• Personal, social, health and economic (PSHE) education: JS &amp; NW.</li> <li>• Pay Panel: JB, KF &amp; NW (Chair of Panel).</li> <li>• Head Teacher performance management (to include Chair of Governors, not as panel chair): LB, JS &amp; NW.</li> <li>• Attendance: JB.</li> <li>• Cybersecurity: ML (subject to confirmation).</li> </ul> <p><b>Action: The Clerk to finalise and upload the terms of reference as agreed above.</b></p>	Clerk
3.4	<p>Code of conduct – Governors adopted the National Governance Association’s (NGA’s) model code of conduct for 2023-24.</p> <p><b>Action: Governors to confirm on GovernorHub their agreement to abide by the code of conduct.</b></p>	Govs
3.5	Monitoring visits policy – Governors agreed to retain the existing governor monitoring visits policy for a further year as it continued to meet the school’s needs.	
3.6	Governors’ induction policy – Governors approved the updated governors’ induction policy 2023-24.	
3.7	Annual planner – Governors approved the updated GB annual planner 2023-24.	
3.8	Skills audit – Governors had been asked to complete the NGA’s skills audit 2023-24. Responses received so far had been collated on the skills dashboard and shared via GovernorHub.	
	<b>Action: ML and LT to send skills audit forms to the Clerk.</b>	ML & LT
3.9	<p>Training and development – JB reported on part 1 of TEP’s countywide governor briefing which included discussion of planned changes following Ofsted and the Care Quality Commission’s identification of nine areas of weakness in Kent County Council’s (KCC’s) delivery of services for children with SEND. Maidstone was flagged as a high priority area in which there was low engagement with training across all sectors. Subject to public consultation and Council approval, KCC was proposing to move to a more collaborative school-led system of funding in which higher numbers of children with SEND would be placed in mainstream schools and funding would be allocated accordingly. The HT emphasised Greenfields’ inclusive and welcoming ethos, however advised that realism would be needed with regard to meeting targets. JB said the briefing had also covered: pressures on school places, especially in rural areas; future requirements for non-selective secondary education; and the proposal for a new two-form entry primary school in the Hermitage Lane area of Maidstone. JB had booked to attend the second part of the briefing on 4 October.</p> <p>The HT had completed GovernorHub Knowledge training on safeguarding for governance. LB had attended TEP’s training on HT performance management for governors. Governors’ training certificates had been uploaded to GovernorHub. LB and ML had booked onto TEP’s two-part governor induction training. NW had booked onto TEP’s training on school finance (the role of the governor in maintained schools). The Vice Chair had booked onto the following TEP courses: Be prepared for Ofsted (parts 1 and 2: understanding the framework and preparing to meet the inspector); What governors need to know about the EYFS; Promoting equality race diversity in our schools; Governors’ role in reviewing suspensions/exclusions; Running an effective meeting; Second core function: Holding to account (parts 1 and 2: theory and practical); An introduction to school attendance; countywide governor briefing; and Understanding primary school data. The Vice Chair had also enrolled onto the NEBOSH general certificate. The Clerk had updated the GB’s training record and uploaded it to GovernorHub.</p>	
3.10	Confidential matter – Confidential discussion was recorded in Part 2 confidential minutes.	
4	<b>Minutes of Previous Meeting</b>	
4.1	Approval of minutes – Governors approved the minutes (main and confidential sets) of the	

4.2	<p>Full Governing Body (FGB) meeting held on 4 July 2023 for signature by the Chair.</p> <p><b>Action: The Chair to sign approved minutes of 4 July 2023 FGB meeting.</b></p> <p><b>Action: The HT to check that all previous sets of minutes have been signed.</b></p> <p>Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> <li>Item 3.3: ML and NW had taken on the finance monitoring role.</li> <li>Item 3.4: The Clerk had updated the previous version of the GB terms of reference to reflect allocated governor responsibilities.</li> <li>Item 4.1: The Chair had signed the minutes of the 25 May 2023 FGB meeting.</li> <li>Item 4.2: After further consideration, the HT had decided against purchasing policy tracker software as the school's current system was fit for purpose. The HT would continue to publish policies on the school's website in line with legal requirements.</li> <li>Item 5.6: <b>Action carried forward: The HT and Data Team to meet to discuss the SATs results and the inspection data summary report (IDSR).</b></li> <li>Item 9: The HT had made the agreed changes to the capability policy, the flexible working policy and the supporting pupils with medical conditions policy. The Chair advised that the NGA had published a new model policy for medical conditions.</li> </ul> <p><i>Agenda item 9.1 was discussed at this point.</i></p>	<p>Chair Head</p> <p>Head &amp; Data Team</p>
5	<p><b>Leadership Report, School Development Plan (SDP) and Governor Monitoring</b></p> <p>5.1 Reports – Governors had received the following reports:</p> <ul style="list-style-type: none"> <li>Leadership report dated September 2023 which covered: school development plan 2023-24; leadership and management; quality of education; behaviour and attitudes; personal development; and Early Years.</li> <li>Personal, social, health and economic (PSHE) education monitoring report (NW, 25 May 2023).</li> <li>Summary of changes to the Ofsted 2023-24 inspection handbook (GovernorHub Knowledge).</li> <li>School summary sheet.</li> <li>SDP 2023-24 and Term 1.</li> <li>Staff attendance report.</li> </ul> <p>5.2 Leadership and management – <b>A governor asked about cover arrangements when the HT was offsite.</b> The HT said that when he was offsite the three Deputy Head Teachers led the school between them as a team and that he was always contactable by phone. <b>A governor asked whether there needed to be a formally named person, perhaps one each in terms 1/2, 3/4 and 5/6, to provide a specific point of contact for matters such as exclusions.</b> The HT gave assurance that the existing arrangements were sufficient. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>5.3 SDP – Governors approved the SDP 2023-24. <b>A governor asked about the take-up for term 1 parent-teacher meetings and what arrangements would be made for parents who could not attend.</b> The HT said that the meetings were a new initiative to build relationships with parents. The best turnout had been for Year 6. PowerPoints could be put on the school website for parents who were unable to attend. The HT took on board a suggestion to also circulate a letter signposting parents to the school website.</p> <p><b>Action: The HT or delegated colleague to signpost parents to website via Schoolcomms.</b></p> <p>With reference to questions raised ahead of the present meeting, the Chair said that she could not see a sufficiently clear focus on SEND within the SDP. <b>She asked whether it should be made explicit that staff must be able to talk about how well children with SEND were doing and explain how the curriculum was amended (but not narrowed) for them.</b> The HT acknowledged that there was scope to more clearly articulate the SEND provision within the Quality of Education strand of the SDP. The Chair said that this would</p>	<p>Head</p>

	<p>sit alongside sections on the provision of a broad and balanced curriculum.</p> <p><b>Action: The HT to add wording to the SDP re. provision for children with SEND.</b></p>	Head
5.4	<p>Behaviour and attitudes – <b>A governor asked about attendance by nursery children.</b> RM said that staff were tracking attendance and any issues. <b>A governor asked about the level of need among children in the nursery.</b> RM said that needs were currently lower than the previous year. <b>A governor asked about rates of persistent absence and the representation within the ‘persistently absent’ category of children with SEND and/or medical issues.</b></p> <p><b>Action: The HT to send JB anonymised reports on pupil absence for the purpose of attendance monitoring.</b></p>	Head
5.5	<p>Monitoring – The allocation of governors’ monitoring responsibilities was covered under item 3.3. Governors agreed the following priorities for term 1/2 visits:</p> <ul style="list-style-type: none"> <li>• Leadership and management: Senior teacher development.</li> <li>• Quality of education: Planning meetings and Maths development.</li> <li>• Personal development: Lunchtime arrangements.</li> </ul>	JS & KA JB KF
5.6	<p>Ofsted – The Chair reminded governors that the school was due an Ofsted visit. The HT said that the school’s emphasis would remain on delivering as usual for the children.</p>	
5.7	<p>Staff attendance – This item was discussed out of sequence, after item 11. The HT said that the colour-coded staff attendance report would be updated and recirculated. The HT highlighted different rates of staff absence. Absence among TAs was high (123 days), whereas attendance by teachers and senior leaders was strong. Support staff attendance was an issue of concern, although the rate had improved since the introduction of a new tracking system. The HT was prepared to have robust conversations with staff regarding attendance. A governor suggested sharing attendance information with staff themselves; governors recognised that this would require presenting the information in a way that protected individuals’ confidentiality. <b>A governor asked whether reasons for staff absence were coded by type.</b> The HT said they were not. The school had tightened up on approval of requests for absence for things such as children’s appointments. Governors discussed how absence information could be shared with the GB in a suitably anonymised way in order for them to understand the reasons underlying absences and any measures taken by the school. KG noted the negative impact on colleagues’ wellbeing when some members of staff took attendance less seriously and/or were less reliable. The HT said that this type of intermittent absences had a disruptive effect.</p>	
6	<p><b>Special Educational Needs and Disabilities</b></p> <p>RM presented the SEND Report that had been shared via GovernorHub and advised that progress against milestones would be expected based on the measures in place. <b>A governor asked about the impact of White Rose resources in maths.</b> KG explained the benefit of manipulatives in helping children to develop a secure understanding of maths. Manipulatives enabled some children with SEN to engage in a practical way, even if they found it challenging to articulate their understanding and what they were doing. RM emphasised Greenfields’ inclusive approach across the entire curriculum and commended colleagues’ commitment to ensuring that all children were included. He acknowledged that the impact of this approach was not yet fully reflected in the data, although it was already evidenced in some individual case studies. The HT said that core provision had been designed to be accessible to all children. KG said that the curriculum enabled all children to navigate their own way through their learning rather than simply rely on adults to do things and solve problems for them. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p><i>RM left the meeting at 6.10pm.</i></p>	
7	<p><b>Finance</b></p>	
7.1	<p>Budget monitoring – Governors had received the CFR codes cost centres budget profile details report and the CFR codes with cost centres budget profile details report (both July-August monitoring dated 14 September 2023). The HT highlighted key headlines from the accompanying notes in relation to income and expenditure of revenue and capital</p>	

	<p>budgets. There was a forecasted revenue balance carried forward of £226,075 and a balance control mechanism (BCM) limit of £274,871. There was a -£30,251 variance against E30 (direct revenue financing) which reflected costs associated with the additional pavilion project and sandpit, outside playground resurfacing project and sinks, refurbishment of toilet blocks and installation of wireless intercom and link to the pavilion.</p>	
7.2	<p>Financial risk register – Governors approved the school’s financial risk register 2023/24 which had been shared via GovernorHub.</p>	
7.3	<p>Financial benchmarking – Governors had received the Kent benchmarking report 2022-2023 which compared Greenfields against five comparator schools and also against all Kent primary schools. Governors noted differences in expenditure on teaching staff (E01) by Greenfields (37.04%), the five comparator schools (45.13%) and all Kent primary schools (47.5%). The HT explained that these differences, as well as the respective variation in expenditure on education support staff (E03) (20.75% versus 22.39% versus 19.22%) reflected Greenfields’ staffing structure. Governors noted that Greenfields’ expenditure on learning resources not ICT (E19) was relatively high at 7.36% versus 5.97% and 4.75%. The HT said this reflected Greenfields’ commitment to providing enrichment through activities such as trips. <b>A governor said that Greenfields was unusual in the number of trips that it provided and asked whether parents’ perceptions of the school would be affected if it ever became necessary to reduce the frequency of trips.</b> The HT said that the decision had been taken that year to continue the usual provision of enrichment opportunities including trips; however, if the situation ever required it, the HT would be prepared to ask for more parental contributions and to look at other ways of generating income. A governor said that paying slightly more for a trip could be seen by parents as preferable to giving children money for the gift shop. The HT said that dressing up requirements had been reduced in order to reduce families’ expenditure.</p>	
7.4	<p>Asset register – No changes to report.</p>	
7.5	<p>Pay review – The Pay Panel meeting date would be arranged via email.</p>	
7.6	<p>Sport premium – Governors had received the annual sport premium report to parents dated July 2023.</p>	
7.7	<p>Pupil premium – The HT advised that the pupil premium information would be updated in the next term.</p>	
8	<p><b>Health, Safety and Premises</b></p> <p>The HT said that he did not believe there was any reinforced autoclaved aerated concrete (RAAC) on the school site. KCC’s Assistant Director of Education Nick Abrahams had said that KCC, which was responsible for the site, likewise did not believe there was any RAAC on site but would nonetheless carry out a site audit. RM said that some information had been lost during the handover from the schools previous and new support services providers. The water company had quoted for work required following a risk assessment. The school was awaiting visits in relation to fire alarm work and repairs to a flat roof leak.</p>	
9	<p><b>Safeguarding</b></p>	
9.1	<p>Annual safeguarding report – RM reported that in-house safeguarding training for staff had been delivered the previous day. It had covered matters including the Keeping Children Safe in Education (KCSIE) 2023 guidance, the computerised CPOMS system and staff responsibilities. Training would be delivered to teaching assistants and support staff the following week. CPOMS would be used to track staff completion of required reading. <b>A governor asked whether staff who did not have access to CPOMS had access to equivalent training material in paper form.</b> RM confirmed that they did. RM had created training booklets for volunteers and people in non-regulated activities (different versions for different roles), including relevant sections of KCSIE and the school’s child protection policy. People would be required to sign to confirm that they had read the relevant booklet. It was agreed that RM would provide updated safeguarding training at the term 3 FGB meeting. RM emphasised the significant positive impact of CPOMS on the recording and monitoring of safeguarding issues. The HT said that CPOMS enabled quick and easy access to highly detailed records for individual children. Confidential discussion was recorded in Part 2 confidential minutes.</p>	

9.2	Safeguarding policies – Governors approved the following: <ul style="list-style-type: none"> <li>• Child protection and safeguarding policy.</li> <li>• Mobile and smart technology policy.</li> <li>• Social media policy.</li> <li>• Staff acceptable use policy.</li> </ul>	
9.3	KCSIE 2023 – Governors had been asked to complete the KCSIE 2023 confirmation on GovernorHub. <b>Action: Governors to complete outstanding KCSIE confirmations; the Clerk to report completion to RM.</b>	Govs & Clerk
10	<b>Policies</b> Governors approved the following policies which had been shared via GovernorHub: <ul style="list-style-type: none"> <li>• Data protection policy.</li> <li>• Early career teacher (ECT) induction policy</li> <li>• Lockdown policy. The HT advised that a fire drill and a lockdown drill would be carried out in terms 1 and 2 respectively to ensure the children understood the difference between the alarm sounds. <b>A governor asked whether the school carried out the same number of practices for each type of drill each year.</b> The HT said the school carried out one lockdown drill and three fire drills.</li> <li>• Uniform policy. Governors were satisfied that the policy was sufficient in terms of avoiding hair discrimination. <b>A governor asked about the requirement for PE t-shirts to bear the school’s logo, mindful of the need to minimise costs to families.</b> The HT said that the logoed t-shirt was intended to avoid children wearing expensive branded teamwear and also to help identify Greenfields children at sports events.</li> </ul> <b>Action: Governors to hold an extraordinary meeting of the FGB later in the term to review and approve the following policies: helpers in school; breakfast and after school club; shared parental leave.</b>	Govs EFGB
11	<b>Website</b> The HT said that the school’s new website was much easier for staff to update. KG said that staff were learning to navigate and use the new system, which had better functionality and an improved, more consistent appearance. The HT advised that professional photographs would be added.	
12	<b>AOB</b> Governors had received TEP’s September governance bulletin.	
13	<b>Confidentiality</b> The whole of item 3.10 and parts of items 5.2, 6 and 9.1 were deemed to be confidential and were recorded in Part 2 Confidential Minutes in perpetuity.	
14	<b>Meeting Dates</b> Governors confirmed the previously-agreed FGB meeting schedule for 2023/24 (all starting at 4.30pm): <ul style="list-style-type: none"> <li>• Tuesday 5 December 2023.</li> <li>• Wednesday 7 February 2024.</li> <li>• Tuesday 26 March 2024.</li> <li>• Tuesday 21 May 2024.</li> <li>• Tuesday 25 June 2024; meeting with pupils at 4pm.</li> </ul>	

The meeting closed at 6.36pm.

These minutes will be signed electronically via GovernorHub.