

Greenfields Community Primary School
Minutes of the Extraordinary Meeting of the Full Governing Body
Tuesday 10 October 2023 at 12.30pm via Teams

Attendees:

Governors	Dan Andrews (Head Teacher, HT)	Kathryn French
	Kerry Austin (Vice Chair)	Kelsie Gibson
	Julia Bell	Julie Scott (Chair)
	Natalie Williams	
Clerk	Vanessa Stevens	

		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from governors Lisa Bell and Mike Littleboy. 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>Policies</p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Breakfast and After School Club Policy. This policy was agreed subject to the insertion of 'per session' in relation to prices. The HT said that there were no significant changes to this policy. There was a new section on entering and exiting clubs. • Helpers in School Policy. The most significant change to this policy was the inclusion of wording relating to the volunteer scheme and form. The HT said that 12 people had expressed an interest in the volunteer scheme. Voluntary support from Five Acre Wood was being provided two days per week. A governor asked about DBS checks for volunteers in school. The HT said that it was best practice for regular volunteers to undergo DBS checks; however, checks were not needed for volunteers who provided one-off support, e.g. with school trips, and who did not work unsupervised with children. The Chair and the Clerk said that DBS checks for school governors were free. The Chair cited Keeping Children Safe in Education and other safeguarding guidance regarding DBS requirements. Governors agreed that DBS checks would be obtained for volunteers even if there were costs involved. • Maternity Support Leave Information (formerly Paternity Leave) April 2023. The HT said that the circulated document was an HR Connect template and he cautioned against deviating from it. The HT said that staff would be able to take maternity support leave in blocks. • Shared Parental Leave Information Pack (For Teachers and Support Staff) April 2023. <p>A governor asked whether the school's policies provided paid leave for religious observance.</p> <p>Action: The HT to finalise the Breakfast and After School Club Policy as agreed.</p> <p>Action: The HT to check whether the school's policies provided paid leave for religious observance.</p>	<p>Head</p> <p>Head</p>
4	<p>AOB</p> <p>None.</p>	
5	<p>Confidentiality</p> <p>No matters were deemed to be confidential.</p>	

The meeting closed at 12.42pm.
 These minutes will be signed electronically via GovernorHub.