

**Greenfields Community Primary School  
Minutes of Full Governing Body Meeting  
Tuesday 5 December 2023 at 4.30pm  
Hybrid: onsite & Teams**

**Attendees:**

<b>Governors</b>	Dan Andrews (Head Teacher, HT) Kerry Austin* (KA, Vice Chair, attended until 6.01pm) Julia Bell* (JB) Lisa Bell (LB)	Kelsie Gibson (KG) Mike Littleboy (ML) Julie Scott (Chair) Natalie Williams* (NW)
<b>Invitee</b>	Nick Abrahams (KCC Assistant Director Education, attended from 4.42pm until 5.36pm)	
<b>Clerk</b>	Vanessa Stevens*	

\* Attended via Teams

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

		Action
1	<p><b>Welcome</b></p> <p>The Chair welcomed participants to the meeting. Apologies for absence were accepted from governor Kathryn French. Nick Abrahams (NA, KCC Assistant Director Education) was due to arrive shortly. 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>Future Direction</b></p> <p><i>This item was discussed out of sequence, after item 5.</i></p> <p>Confidential discussion was recorded in Part 2 confidential minutes.</p> <p><i>At 5.36pm NA left the meeting.</i></p>	
4	<p><b>Membership</b></p> <p>The HT had written to parents and carers regarding the parent governor election. As no nominations had been received by the closing deadline, the Governing Body (GB) could appoint to the role. LB resigned from her role as a co-opted governor and governors appointed her to serve a new four-year term of office as a parent governor. This took the number of co-opted governor vacancies to two.</p> <p><b>Action: The Clerk to update GB membership records to reflect LB's change of role.</b></p>	Clerk
5	<p><b>Minutes of Previous Meeting</b></p> <p>5.1 Approval of minutes – Governors approved the following draft minutes:</p> <ul style="list-style-type: none"> <li>• Full Governing Body (FGB) meeting held on 26 September 2023 (main and confidential sets) subject to amendment of minute 3.3 to reflect delegation of special educational needs and disabilities (SEND) monitoring to LB.</li> <li>• Extraordinary FGB meeting held on 10 October 2023.</li> </ul> <p><b>Action: The Chair to electronically sign approved minutes of 26 September 2023 FGB and 10 October 2023 EFGB.</b></p> <p>5.2 Updates on actions not covered elsewhere on agenda –</p> <p><u>FGB 26 September 2023</u></p> <ul style="list-style-type: none"> <li>• Item 3.3: The Clerk had finalised and uploaded the GB terms of reference.</li> <li>• Item 3.4: All governors except one had completed the code of conduct confirmation on</li> </ul>	Chair

	<p>GovernorHub.</p> <p><b>Action: The Chair to complete code of conduct confirmation on GovernorHub.</b></p> <ul style="list-style-type: none"> <li>Item 3.8: ML had completed and returned the skills audit form. The updated skills audit dashboard had been uploaded to GovernorHub.</li> </ul> <p><b>Action carried forward: LT to send skills audit form to the Clerk.</b></p> <ul style="list-style-type: none"> <li>Item 4.1: The Chair had signed the approved minutes of 4 July 2023 FGB meeting.</li> <li>Item 4.1: The HT had checked that all previous minutes had been signed.</li> <li>Item 4.2: The HT and Data Team had arranged to meet on 11 December.</li> <li>Item 5.3: <b>Action carried forward: The HT or delegated colleague to signpost parents to website via Schoolcomms.</b></li> <li>Item 5.3: The HT had added wording to the school development plan re. provision for children with SEND.</li> <li>Item 5.4: Deputy Head Teacher (DHT) Richard Minton (RM) had sent JB anonymised reports on pupil absence for the purpose of attendance monitoring.</li> <li>Item 9.3: All governors except one had completed the Keeping Children Safe in Education (KCSIE) 2023 confirmation on GovernorHub.</li> </ul> <p><b>Action: The Chair to complete KCSIE 2023 confirmation on GovernorHub.</b></p> <p><u>EFGB 10 October 2023</u></p> <ul style="list-style-type: none"> <li>Item 3: The HT had finalised the breakfast and after school club policy as agreed.</li> <li>Item 3: The HT had obtained HR advice on paid leave for religious observance. It was already covered in the school's policies and there was no need to add new wording.</li> </ul>	<p>Chair</p> <p>LT</p> <p>Head</p> <p>Chair</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p><b>Leadership Report, School Development and Monitoring</b></p> <p>Reports – Governors had received the following reports:</p> <ul style="list-style-type: none"> <li>Confidential Leadership Report dated December 2023 which covered: school development plan 2023-24; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; lunchtime monitoring visit (ML and Chair); governor visit feedback re. staff / parent / child interaction (JB).</li> <li>Reading Subject On A Page (SOAP).</li> <li>SEN monitoring visit report 10 November 2023 (LB).</li> </ul> <p>Leadership and management – The HT highlighted key changes to staffing including new appointments from January 2024. <b>A governor asked about the organisation of classes to accommodate higher than usual numbers of children in a given Year group.</b> The HT said that the upper limit of Key Stage (KS) 2 classes was usually 32; however, there were currently 49 children in Year 5, divided into two classes of near equal size (24 and 25). <b>A governor asked about staffing arrangements to be put into place following the departure of RM at the end of term 2.</b> The HT acknowledged that the situation would be challenging in regard to staffing. DHT Steph Mack would take on the Designated Safeguarding Lead (DSL) role currently held by RM. The HT commended her excellent work in Early Years and said she would continue in the Year R class teaching role. The HT identified capacity in the existing staffing structure e.g. four senior teachers and the Pastoral Manager. He acknowledged that the forthcoming maternity leave of a senior member of staff would create additional challenge in terms of cover. A governor raised concerns around staff wellbeing and the potential for leadership capacity to become overstretched if, for example, the HT were to be unwell. <b>A governor recalled the high levels of SEND and mobility in the previous Year 6 cohort and asked about the relative levels of need in the current Year 6 cohort and whether there was any need for additional staffing in that respect.</b> The HT said that current indications were that the current Year 6 would have higher outcomes. Appropriate TA cover was in place, with scope to increase TA provision by retaining existing staff cover when the permanent post-holder returned to work.</p>	

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Early Years – The HT highlighted plans to expand the nursery provision from 16 to 21 children in each of Peach and Plum classes. Waiting lists had grown due to changes in pre-school funding. Further discussion of nursery finance was covered under minute 7.1.</p> <p><i>At 4.42pm, NA joined the meeting.</i></p> <p>Behaviour and attitudes – Confidential discussion was recorded in Part 2 confidential minutes. <b>A governor asked whether the high level of safeguarding need would compound the staffing challenges following the departure of RM.</b> The HT said that it would to some extent, although several other staff including the Pastoral Manager had the ability to work with families currently supported by RM. <b>A governor asked who would support the Pastoral Manager following RM’s departure.</b> The HT said that he would do so during the period of transition; alternative arrangements would be considered in due course. <b>A governor asked about the use of the CPOMS computerised safeguarding system.</b> The HT said that the School Improvement Adviser had monitored the single central record and looked at cases on CPOMS and was pleased with the actions taken by the school.</p> <p>Ofsted file – The HT was collating a file of key reference documents which could be used as a resource in the event of Ofsted.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Finance</b></p> <p>Budget monitoring – Governors had received the following documents: CFR codes cost centres budget profile details report dated 31 October 2023; six month monitoring feedback; three year budget forecast for 2023/24 to 2025/26; income and expenditure and reconciliation report feedback. The HT said that the potential impact of the increased nursery provision was c£70k increase in income. This figure could be exceeded if core funding for two-year-olds increased in future. There were no plans to increase the fees for Greenfields nursery at the present time. <b>A governor asked whether the increase in nursery income would take the school above its balance control mechanism (BCM).</b> The HT said that the expected outturn (forecasted revenue balance carried forward into 2024/25) of £216,423 was below the school’s BCM limit of £272,911. The HT and ML were due to meet on 11 December for budget monitoring; this would include discussion of the BCM. The HT said that he had exciting plans for expenditure. The HT and ML reported that there were no issues of concern and the school was in a strong financial position. <b>A governor asked whether the recently confirmed 6.5% pay rise for teachers had been factored into the budget.</b> The HT confirmed that it had.</p> <p>Pay Panel – In her role as Pay Panel Chair, NW reported that the Panel had met on 18 October 2023 and robustly reviewed the HT’s and external adviser’s recommendations for staff and leaders’ pay. The members of the Pay Panel approved the confidential minutes of the confidential meeting held on 18 October. The Chair commended NW for her chairing of the Pay Panel meeting.</p> <p><b>Action: NW to electronically sign the confidential minutes of the 18 October 2023 Pay Panel meeting.</b></p> <p>Pay award – The total cost of the agreed teaching staff pay award was £38,019 excluding on costs.</p> <p>Pupil premium – Governors approved the pupil premium strategy report 2023-24 which had been shared via GovernorHub. The HT explained the increased investment in reading TA support including three dedicated days per week in Year R. The HT and the senior leadership team (SLT) had decided to end the one-day-per-week external speech and language therapist provision as there had been no evidence of impact in the classroom. The school had instead appointed a full-time speech and language TA; this was helping to reduce teachers’ workloads. The HT was confident that the new appointment was in the school’s best interests and he anticipated a demonstrable positive impact over time. Governors were invited to monitor this during visits.</p>	<p>NW</p>
<p>8</p>	<p><b>Health, Safety and Premises</b></p> <p>Governors had received the Knapp Hicks &amp; Partners Ltd structural inspection report dated 6 October 2023 concerning the roof. The HT reported that a gate at the front of the site had not been closing properly. A risk assessment had been carried out to identify any potential issues e.g. in the event of a second gate also failing. <b>A governor asked</b></p>	

	<b>whether any parents had raised the issue.</b> The HT said that one had.	
9	<b>Safeguarding</b> No matters arising.	
10	<p><b>Policies and Key Documents</b></p> <p>Governors approved the following documents which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> <li>• Anti-fraud, bribery and corruption policy. Appendix 2 had been updated.</li> <li>• Behaviour policy. This policy had been significantly updated using a template from The Key. The policy would be brought back to FGB after further review. <b>A governor asked about the use of reasonable force.</b> The HT said that he and DHTs Sam Marshall and RM had undertaken positive handling training. The HT distinguished between restraint or holding a child (neither of which were allowed) and physically guiding a child.</li> <li>• Code of conduct.</li> </ul> <p><i>At 6.01pm KA left the meeting.</i></p> <ul style="list-style-type: none"> <li>• Early Years policy. The HT advised that the approved policy would be further reviewed and any changes brought back to governors.</li> <li>• Finance policy. There had been a small number of changes including in relation to credit cards.</li> <li>• Health and safety policy. There had been no changes.</li> <li>• Pay policy. This policy had been based on the Schools Personnel Services template with the addition of national pay points.</li> <li>• Suspension and permanent exclusion policy.</li> </ul> <p>Discussion of the privacy notice was carried forward to the next FGB meeting, pending review in line with alternative templates from The Key. Governors agreed to amend the GB Terms of Reference to align with the pay policy in relation to the delegation of the HT's pay award (decision delegated to Pay Panel).</p> <p><b>Action: The Clerk to update the GB Terms of Reference as agreed in relation to delegation of HT pay award decision.</b></p>	Clerk
11	<p><b>AOB</b></p> <p>11.1 School events – The Chair shared positive feedback on the Year R and KS1 Christmas performance. The children had clearly enjoyed the event and staff had worked hard to create a welcoming and festive atmosphere. The HT and KG said that the school community was enjoying the Countdown to Christmas events.</p> <p>11.2 Community events – A governor thanked KG for her work in organising the Community Choir, which was great fun for all involved. The HT commended KG for taking on community outreach work on behalf of the school.</p> <p>11.3 MP visit – The HT advised that a visit from Helen Whately MP had been arranged.</p> <p>11.4 Website – Governors looked at various sections of the school's new website, including KG's class page and the Community and FOGS sections, and commended their design, content and accessibility. The HT said that some work remained to be done on key documents for subjects such as Maths and Science.</p> <p>11.5 Attendance – The HT was considering introducing a Gold, Silver and Bronze award system, subject to ensuring whole-class awards were not unfairly conferred on children who were persistently absent.</p>	
12	<p><b>Confidentiality</b></p> <p>Item 3 and part of item 6.4 were deemed to be confidential and were recorded in Part 2 Confidential Minutes in perpetuity. The Leadership Report was deemed confidential due to identifying details.</p>	

13	<b>Next Meeting</b> Governors confirmed Wednesday 7 February 2024 at 4.30pm.	
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The meeting closed at 6.33pm. The Chair closed the meeting by thanking governors and the Clerk and wishing everyone well for the Christmas break.

These minutes will be signed electronically via GovernorHub.

Approved