

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Wednesday 7 February 2024 at 4.30pm
Hybrid: onsite & Teams***

Attendees:

Governors Dan Andrews (Head Teacher, HT), Julia Bell* (JB), Lisa Bell (LB), Kelsie Gibson (KG), Julie Scott (Chair), Natalie Williams* (NW)

Staff Louise Button-Hampton (LBH, Senior Teacher LKS2, attended until 5.16pm)

Clerk Vanessa Stevens*

		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from governors Kerry Austin (KA, Vice Chair) and Mike Littleboy. Governors Kathryn French and Luke Thomas (LT) also did not attend. The meeting was quorate throughout. The Chair noted that LT had not attended meetings for a significant length of time and asked the Clerk to contact him regarding his role on the Governing Body (GB).</p> <p>Action: The Clerk to contact LT regarding his governor role.</p>	Clerk
2	<p>Declaration of Interests</p> <p>The Chair invited governors to declare any business or other relevant interests including any related to agenda items. No interests were declared during the meeting.</p>	
3	<p>Governing Body Matters</p> <p>3.1 Recruitment – The Clerk had contacted two prospective candidates identified via Inspiring Governance for the two co-opted governor vacancies. KG had given the Clerk’s contact details to a third prospective candidate. No responses had been received so far. Governors were keen to recruit from the local community.</p> <p>Action: NW to speak to staff at another school re. possible interest in GB vacancies.</p> <p>Action: KG to forward Morrisons contact details to the Clerk.</p> <p>3.2 Training – On 28 November the Chair had delivered in-house safer recruitment training which was attended by the HT, KA and LT. JB had completed The Education People’s (TEP’s) introduction to school attendance training on 25 January. NW had completed mental health first aid awareness training on 6 November and TEP’s training on school finance (the role of the governor in maintained schools) on 9 November.</p> <p>Action: KG to sign up for mental health first aid training.</p>	NW KG KG
4	<p>Minutes of Previous Meeting</p> <p>4.1 Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 5 December 2023.</p> <p>Action: The Chair to electronically sign approved minutes (two sets) of the FGB meeting held on 5 December 2023.</p> <p>4.2 Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 4: The Clerk had updated GB membership records to reflect LB’s change of role. • Item 5.1: The Chair had electronically signed the approved minutes of the 26 September 2023 FGB meeting and the 10 October 2023 EFGB meeting. • Item 5.2: The Chair had completed the GB code of conduct and Keeping Children Safe in Education 2023 confirmations on GovernorHub. • Item 5.2: Action carried forward: LT to send skills audit form to the Clerk. • Item 5.2: The HT confirmed that parents were being regularly signposted to the 	Chair LT

	<p>school's website.</p> <ul style="list-style-type: none"> Item 7.2: Action: NW to electronically sign confidential minutes of 18 October 2023 Pay Panel meeting. Item 10: The Clerk had updated the GB Terms of Reference as agreed in relation to delegation of HT pay award decision. 	NW
5	<p>Leadership Report, School Development and Monitoring</p> <p>5.1 Reports – Governors had received the following reports:</p> <ul style="list-style-type: none"> Confidential Leadership Report dated January 2024 which covered: school development plan 2023-24; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years (EY). RAG (red, amber, green) rated School development plan. <p>5.2 Attendance – Pupil attendance was 95.45% which was above the 2021-22 rate of 94%. Persistent absence (c9%) was well below the national average. The HT recommended reviewing the school's approach to attendance. He emphasised the importance of working responsively and collaboratively with families to incentivise attendance rather than seeking to penalise absence via ineffective methods such as fining and/or taking parents to court. Governors supported a suggestion to disaggregate attendance data to exclude outliers (children with severe persistent absence) and thereby continue to recognise and reward classmates whose attendance was good. Governors revisited a previous conversation around governor involvement in parent meetings. The HT outlined the current three-stage process which culminated with inviting parents to an attendance meeting. A governor cited a school elsewhere that brought children in by minibus. The HT said that Greenfields had previously decided against this arrangement in case it reinforced parents' avoidance of responsibility for their children's attendance. The school continued to support families where attendance was impacted by significant extenuating circumstances.</p> <p>5.3 Leadership and management – The HT shared positive updates on recruitment. Following a strong interview, a new EY Teacher had been appointed to work four days per week in term 4 and full-time from Easter until September 2025 initially, with scope to review. A new Key Stage (KS) 1 Teaching Assistant (TA) and two EY Apprentices had been appointed that day, plus an Apprentice TA in UKS2. At the HT's invitation, LBH outlined her role as a Senior Teacher (Years 3/4) which involved supporting colleagues including Early Career Teachers (ECTs), attending Senior Leadership Team (SLT) meetings and taking part in staffing discussions and interviews. LBH was also responsible for leading science across all phases; this involved leading subject planning meetings (previously led by Deputy Headteacher Sam Marshall) to ensure the curriculum was appropriately covered. LBH explained Greenfields' focus on delivering substantive (factual) knowledge and disciplinary knowledge i.e. the skills to apply substantive knowledge in practical problem-solving scenarios, thereby enabling children to form and answer their own questions. The HT commended Senior Teachers and the SLT for their recent use of book looks to review curriculum coverage and to monitor progress. A governor asked how the outcomes of this exercise would be shared with Class Teachers. The HT said that this would be discussed at term 4 SLT meetings. The curriculum was already good; therefore, the focus would be on how to evidence the curriculum's strength and impact.</p> <p>A governor said that subject leadership of science could be more challenging in primary schools than in secondary schools due to the lack of onsite laboratory facilities. The HT said that, in the absence of a secondary-school-style science department, primary level science needed to be embedded across the curriculum. A governor asked whether the school could be braver in terms of practical scientific learning. The HT acknowledged this and said that the SLT had considered, but decided against, purchasing a new learning resources programme. A governor asked how Greenfields prepared children for transition to secondary level science. LBH had rewritten the school's science progression document to comprehensively map and sequence the skills that children needed to develop. The HT shared positive feedback from a local secondary school regarding Greenfields pupils' capacity for self-directed learning and independent decision-making. The Chair commended LBH on her work as a Senior Teacher and science lead.</p> <p><i>At 5.16pm LBH left the meeting.</i></p> <p>5.4 Behaviour and attitudes – A governor asked about actions taken by the school</p>	

	<p>following two racist incidents earlier in the academic year. The HT said that both incidents had involved the use of offensive language by a white child towards a black child. KG had delivered an UKS2 assembly which had straightforwardly and sensitively addressed the issue of racism. The assembly had been received well by the children and there had been no subsequent repeats of the previous incidents. The HT commended KG's choice of impactful resources which had usefully framed the issues of similarities and differences. KG had received positive feedback directly from children, including a child who had experienced racism at their previous school.</p> <p>5.5 Quality of education – A governor asked what the school was doing to improve outcomes data in Year 1. The HT said that a new Teacher had been appointed. The HT and KG said that Greenfields had high expectations in terms of children's abilities. Governors commended the high level of trust placed in Teachers' ability to plan appropriately and responsively to meet children's needs. The HT said that the school did not take a prescriptive approach which required Teachers to provide lesson plans weeks in advance; instead, planning evolved responsively over time.</p> <p>5.6 Monitoring visits – LB's monitoring report on special educational needs and disabilities (SEND) had been shared via GovernorHub. LB said that the visit had brought her up to speed on current SEND terminology. The HT commended the school's current SEN Co-Ordinator (SENCO) Emily Baker who had made a great start in the role. The Chair shared positive feedback on her curriculum development monitoring visit with Deputy Head Teacher Sam Marshall. The Chair praised the use of Subject On A Page (SOAP) curriculum overviews which provided valuable resources for teaching staff including ECTs. A governor asked whether SOAP overviews would be produced for all subjects. The HT and KG confirmed that they would. The HT said that the development of Senior Teachers helped to free up SLT time and to provide a safety net in terms of ensuring all teaching practice was at least good. The Chair commended pupils' excellent behaviour during lunchtime. She had observed no arguments during her visit; rather, children were looking out for one another and making good use of the play resources. Midday Meals Supervisors were very engaged in talking with children. A child who had previously felt anxious during playtimes was now engaging more confidently. The Chair commended the positive conversations between parents and children heard during recent visits to the site.</p>	
6	<p>Finance</p> <p>Governors had received the nine month budget monitoring (CFR codes cost centres budget profile details) report dated 31 December 2023 and the nine months monitoring balance control mechanism (BCM) form. The rollover (revenue balance carried forward) of £253,366 was favourable against the original forecast of £227,744. The school was within its BCM limit of £275,145.60, subject to any changes in expenditure against budget code E19 (learning resources not ICT). Budget monitoring was scheduled for the following day. The HT gave assurance that expenditure would be focused on resources and projects to meet the children's and the school's needs. A governor asked about plans for future-proofing with respect to buildings, areas of which already required attention. The HT said that the new Site Manager was brilliant at following up premises issues with Kent County Council (KCC) e.g. the roof. A governor asked whether the school would contribute to the cost of a new boiler. The HT said that this was KCC's responsibility. A governor asked about alternative heating methods such as air source heat pumps. The HT said that, despite their current high profile, air source heat pumps did not offer an efficient means of heating the school's buildings.</p>	
7	<p>Health, Safety and Premises</p> <p>The HT reported that a fire drill held during the previous week had gone well. A governor asked whether teaching staff had been forewarned of the drill. The HT said they had not. A governor suggested holding a fire drill of which none of the staff, including the SLT, were forewarned and in which some thoroughfares were treated as if closed or obstructed. It was also suggested that, with parental permission and appropriate supervision, a child could act as if missing from the proceedings in order to more rigorously test the school's procedures. The HT invited the Chair to initiate an unannounced fire drill on a date chosen from an agreed list.</p> <p>Action: The HT to provide list of dates for an unannounced fire drill to be carried out by the Chair.</p>	Head & Chair

8	Safeguarding	
8.1	<p>Staff training – The HT reported that staff had received safeguarding training the previous day. The training had covered CPOMS and staff knowledge of procedures in different scenarios. The HT said that CPOMS enabled rapid access to children’s records. The HT had spoken to the new SENCO regarding the potential of taking on a Designated Safeguarding Lead (DSL) role in future; under those circumstances, the SENCO would not be class-based. The HT planned to redesign the safeguarding report format.</p> <p>Action: The HT to circulate PowerPoints from 6 February safeguarding training.</p> <p>Action: The Chair to send Department for Education safeguarding report template to the HT.</p>	Head Chair
8.2	<p>Filtering and monitoring – The Chair raised the issue of cybersecurity and the need for an appropriate policy and training and asked about the delegation of responsibility i.e. DSLs versus an external service provider. The HT had requested details of inappropriate online searches from the school’s Data Protection Officer (DPO) and advised that a template policy could be obtained from The Key or KCC. The HT and KG invited governors to question staff about cybersecurity during their monitoring visits.</p> <p>Action: The HT to obtain cybersecurity policy templates.</p>	Head
9	<p>Policies and Key Documents</p> <p>Governors approved the following documents which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Breakfast and after school club policy, subject to the addition of ‘per session’ in the context of cost. The updated policy included the new bookable afternoon club. • Discipline and conduct policy. • Mobile and smart technology policy, subject to amendment of ‘is’ to ‘are’ in s6, point 3. • School emergency management and business continuity plan, subject to the addition of the school’s risk register as an appendix. The HT planned to review the plan again in due course. • Social media policy. <p>Action: The HT to finalise the approved policies, as above.</p>	Head
10	<p>AOB</p> <p>Governors had received the January governance bulletin. NW reported that the recent governor briefing had signposted funding for digital hubs.</p> <p>Action: The HT to research funding opportunities for digital hubs.</p>	Head
11	<p>Confidentiality</p> <p>The Leadership Report was deemed confidential due to identifying details.</p>	
12	<p>Next Meeting</p> <p>Governors confirmed Tuesday 26 March 2024 at 4.30pm.</p>	

The meeting closed at 6pm.

These minutes will be signed electronically via GovernorHub.