

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Tuesday 26 March 2024 at 4.30pm
Hybrid: at school & via Teams***

Attendees:

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

Staff Becky Harrison (Senior Teacher KS1, attended until 5.20pm)

Clerk Vanessa Stevens*

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

		Action
1	<p>Welcome</p> <p>Apologies for absence were accepted from Julie Scott (JS, Chair of Governors), Kerry Austin (KA, Vice Chair of Governors) and Mike Littleboy (ML). Kathryn French (KF) also did not attend. In the absence of JS and KA, the meeting was chaired by JB (hereafter 'the Chair' for the purpose of these minutes). The Chair welcomed everyone to the meeting including Senior Teacher BH. The meeting was quorate.</p>	
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 (GB) Matters</p> <p>3.1 Resignation – Former co-opted governor Luke Thomas (LT) had resigned on 18 March.</p> <p>3.2 Membership – Work was underway to recruit to the three co-opted governor vacancies. The Clerk had contacted the Community Investment Manager at Golding Homes and would follow up on any response. No responses had yet been received from candidates contacted via Inspiring Governance. The HT commended KG's work in her role as Greenfields' Community Liaison Officer which involved building links with a range of local organisations and faith groups. KG had contacted the Community Champion from the local Morrisons supermarket with a view to making community links with the store. KG had also contacted the local mosque and that link would be followed up after the end of Ramadan and Eid al-Fitr. There had been no further follow-up from a prospective candidate from the Shepway Larder.</p> <p>3.3 Training – LB had signed up in advance for The Education People's (TEP's) online training course on race equality held on 6 March but had been unable to join the session following an unavoidable two-minute delay. LB had contacted TEP regarding the issue.</p> <p>Action: The HT to circulate PowerPoints from that day's staff training.</p>	Head
4	<p>Minutes of Previous Meeting</p> <p>4.1 Approval of minutes – Governors approved the minutes of the Full Governing Body (FGB) meeting held on 7 February 2024.</p> <p>Action: The Chair to electronically sign the approved minutes of the 7 February FGB meeting.</p> <p>4.2 Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 3.1: NW had spoken to the headteacher of another school re. Greenfields' GB vacancies. Any expressions of interest would be reported back in due course. • Item 3.2: KG had looked into mental health first aid training although could not book anything until the budget reopened. • Item 4.1: Action: The Chair of Governors to electronically sign the approved 	JB JS

	<p>minutes of the FGB meeting held on 5 December 2023.</p> <ul style="list-style-type: none"> Item 4.2: NW had electronically signed the confidential minutes of the Pay Panel meeting held on 18 October 2023. Item 7: The HT had provided a list of dates for an unannounced fire drill to be carried out by the Chair of Governors. Item 8.1: PowerPoints from safeguarding training on 6 February had been shared via GovernorHub. Item 8.1: The Chair had sent the Department for Education safeguarding report template to the HT. Item 8.2: The HT was in the process of reviewing cybersecurity policy templates, mindful of the need to avoid duplicating content from Kent's other model policies. Item 9: The HT had updated the following as agreed: breakfast and after school club policy; mobile and smart technology policy; school emergency management and business continuity plan. Item 10: The HT had asked the Business Manager to look into funding opportunities for digital hubs. 	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Leadership Report, School Development and Monitoring</p> <p>Reports – Governors had received the following documents:</p> <ul style="list-style-type: none"> Confidential Leadership Report dated March 2024 covering: school development plan 2023-24; leadership and management; quality of education; behaviour and attitudes; personal development; and Early Years. Leadership structure and development. Staffing Structure – September 2023 v September 2024. <p>The Chair invited any questions on the above reports which were taken as read. The questions recorded below include those submitted via email to the HT prior to the meeting.</p> <p>Leadership and management – A governor asked for predicted costings for the proposed capital projects (new entry gate and refitting the extended school building to make it into a fully functioning training/meeting space/venue). The HT said that quotes were currently being obtained for these projects and appropriate approval would be sought in line with delegated spending limits. A governor asked about the decision not to proceed with the purchase of a nursery bus. The HT said that the leadership team had decided against buying the bus due to the difficulty of insuring it, as well as structural issues which made it a high risk investment. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>Early Years – The HT noted that the significant increase in funding for nursery places would positively impact the school's budget. However, there remained a lack of clarity from central and local government regarding this funding.</p> <p>Quality of education – A governor asked whether the red colour-coded data relating to the achievement of expected standards and greater depth in each of Year 1 reading, writing, maths and combined had been anticipated, the reasons for this and what was being done to address it. The HT said that it had not been a surprise and plans were in place to provide appropriate support. Although there was always a time lag between interventions and their impacts, it was hoped that some movement would already be apparent at the Year 1 progress meeting later that week. The HT acknowledged that some Year 1 teaching had previously been poor; however, the school had taken swift and robust action to address this and the HT was confident that data would improve now that the staff team was settled. The HT invited governors to spend time in Year 1 to observe the quality of teaching and learning. A governor asked about the red colour-coded Year 2 data relating to achievement of greater depth in each of reading, writing, maths and combined, and asked whether governors could have the previous data in order to see the progress made. The HT said that this could be provided and explained that it was too soon in the year for children to be demonstrating greater depth. The HT explained that Year 2 was a relatively early stage in primary education and that internal data collected at this stage would not be accurately predictive of KS2 SATs outcomes four</p>	

	<p>years from now.</p> <p>BH gave an update on her role in leading planning meetings. These had previously been led by Deputy Headteacher Sam Marshall (SM) and the opportunity was beneficial for BH's professional development. BH explained that the meetings were used by staff to share ideas about how to meet children's needs and to ensure that all classes were covering the necessary material. The HT said that having the meetings led by a different member of staff had brought a new approach and perspective. The hour for planning was scheduled within the school day which helped to promote wellbeing by ensuring that staff left for the weekend knowing that planning for the following week had been completed. KG said that planning meetings enabled staff to ensure that they were all on the same page and provided a valuable opportunity for staff to bounce ideas off each other. Lessons were planned into the timetable with a focus and skill for each lesson. A governor asked how curriculum planning meetings were recorded or minuted. The HT and KG explained that the meetings were not recorded in detail; rather, each member of staff took their own notes in a way that was useful for them e.g. bullet points and action points. BH gave an update on curriculum development. All staff had been given the opportunity to talk with SM about refining the Subject On A Page (SOAP) documents and key skills. There were exciting curriculum changes ahead.</p>	
5.5	<p>Behaviour and attitudes – A governor commended the reduction in persistent absence and asked how this had been achieved. The HT said that the school had been focusing more on supporting families rather than sending a lot of warning letters. It was anticipated that absences would increase in Terms 5 and 6 due to family holidays; the school would follow guidance from Kent County Council (KCC) in those cases. A governor asked whether there were any patterns within the persistent absence figures. The HT said that the rate of persistent absence was higher among children who received pupil premium than for the school as a whole; however, Greenfields' attendance rates for both groups remained above the national average. Governors commended this.</p> <p><i>At 5.20pm the Chair thanked BH for attending the meeting and discussing her role. BH left the meeting.</i></p>	
5.6	<p>Staffing and development – A governor asked about external leadership and development opportunities for Senior Teachers. KG said that she and BH were doing a level 7 apprenticeship in senior leadership with a postgraduate diploma and masters pathway in education leadership and management. This two-year course was funded by the Apprenticeship Levy and included lectures, seminars and essays, with the option of subsequent conversion to a masters. Two other members of staff were doing the National Professional Qualification in Senior Leadership (NPQSL). The SENCO was doing her accreditation at Christchurch and the HT was doing the fully-funded National Professional Qualification for Early Years Leadership (NPQEYL). Confidential discussion was recorded in Part 2 confidential minutes.</p>	
5.7	<p>Monitoring report – Governors had received the Chair's monitoring visit report covering lunchtime, playtime, the single central record (safeguarding), nursery (Cherry Trees) and fire drill. The HT commended staff for the efficiency with which the fire drill had been carried out. A governor cited a school elsewhere where children were informed of fire drill completion times which they then challenged themselves to beat in subsequent drills. The HT was cautious of this overtly competitive style of approach and emphasised the importance of ensuring orderliness during fire drill evacuations.</p>	
5.8	<p>Term 5/6 monitoring – Governors were invited to monitor SATs admin compliance during week commencing 13 May. LB volunteered to help with this. NW gave apologies for unavailability due to work commitments.</p> <p>Action: LB to monitor SATs admin compliance in w/c 13 May. The Clerk to circulate The Key's SATs monitoring checklist and ask for additional volunteers.</p>	LB & Clerk
5.9	<p>HT mid-year review – The HT's mid-year review had not yet been scheduled.</p> <p>Action: The HT and JS to arrange HT's mid-year review.</p>	Head & JS
6	Finance	
6.1	Monitoring feedback – Governors had received the nine month monitoring feedback report	

	from KCC.	
6.2	<p>February monitoring – Governors had received the following reports:</p> <ul style="list-style-type: none"> • CFR codes cost centres budget profile details report dated 28 February 2024. • CFR codes with cost centres budget profile details report dated 28 February 2024; revenue balance carried forward of £251,669; capital balance carried forward £0). • ML's finance monitoring visit report: Finance analysis to year ending March 2024. <p>The HT said that the school's budget was approaching the balance control mechanism (BCM). He had exciting projects in mind for which quotes were being obtained. The Chair suggested convening a separate meeting in due course to consider quotes for projects.</p>	
6.3	Funding streams – There were no updates at this time.	
6.4	Financial risk register – There had been no changes to the financial risk register since the previous FGB meeting.	
6.5	Schools Financial Value Standard (SFVS) – Governors approved the SFVS checklist which had been shared for review ahead of submission to KCC.	
7	<p>Health, Safety and Premises</p> <p>The HT said that there were no significant issues to report. The weekly site walk had been undertaken and a few items of playground equipment had been identified for repair.</p>	
8	<p>Safeguarding</p> <p>The HT said that safeguarding recording was being looked at in order to ensure no gaps.</p>	
9	<p>Policies and Key Documents</p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Admissions policy. • Behaviour policy. • Breakfast and after school club policy. • RSE and PSHE policy, subject to the removal of former staff member Richard Minton's name. The HT and KG had met with a parent to discuss the KS1 curriculum and clarify its coverage of healthy relationships. The school welcomed feedback and the parent had been invited back to talk about successive Years' curriculum content as their child moved up through the school. KG reported that the feedback received from PSHE conferencing had been generally positive. The school valued the opportunity to hear families' diverse cultural and religious perspectives on topics covered in the PSHE curriculum. Care was taken to ensure that learning resources such as books reflected the diversity of children's experiences and family structures. A governor asked whether PSHE curriculum content was published on the school's website. KG said that the website included statutory and non-statutory content including key documents. 	
10	<p>AOB</p> <p>Governors had received TEP's February governance bulletin.</p>	
11	<p>Confidentiality</p> <p>The Leadership Report was deemed confidential due to identifying details. Part of items 5.2 and 5.6 were deemed to be confidential and were recorded in Part 2 confidential minutes in perpetuity.</p>	
12	<p>Next Meeting</p> <p>Governors confirmed Tuesday 21 May 2024 at 4.30pm.</p>	

The meeting closed at 5.54pm. The Chair thanked everyone for attending; on behalf of the GB, NW thanked JB for chairing the meeting. Governors thanked all staff via the HT for their continued hard work.

These minutes will be signed electronically via GovernorHub.