

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 16 May 2024 at 4.30pm
Hybrid: at school & via Teams***

Attendees:

Governors Dan Andrews (Head Teacher, HT), Julia Bell* (JB), Lisa Bell (LB), Kathryn French (KF), Kelsie Gibson (KG), Ann Mansfield (AM), Julie Scott (Chair of Governors)

Staff Jo West (School Business Manager, SBM, present for agenda items 1-5)

Clerk Vanessa Stevens*

		Action
1	<p>Welcome</p> <p>The meeting had been rescheduled from 21 May. The Chair welcomed those present including co-opted governor nominee Ann Mansfield (AM). Introductions were made and at the Chair's invitation AM outlined her role at Shepway Community Larder. Apologies for absence were accepted from governors Mike Littleboy (ML) and Natalie Williams (NW). Kerry Austin (KA, Vice Chair of Governors) also did not attend. 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 Membership – AM temporarily left the meeting and governors voted to appoint her as a co-opted governor for a four-year term of office. AM returned to the meeting. Governors discussed recruitment to the remaining two co-opted governor vacancies and were keen for the GB's membership to reflect the diversity of the school and the local community. The HT reported that KG had set up a community working group which would provide contacts with a range of local community organisations.</p> <p>3.2 Training – NW had attended The Education People's (TEP's) course titled Monitoring the curriculum: How governors can be truly effective and evidence the impact they make. LB had attended TEP's course titled Understanding primary school data. The updated GB training record had been uploaded to GovernorHub.</p>	
4	<p>Finance</p> <p>4.1 Schools Financial Value Standard (SFVS) – The approved SFVS had been submitted to Kent County Council (KCC) before the deadline. There had been no feedback.</p> <p>4.2 Monitoring – Governors had received the outturn report 2023-24 dated 19 April 2024 and ML's Finance Budget Analysis report to year ending March 2025. A governor commended the accessibility and format of the latter report. The HT advised that ML would report in a similar format at future FGB meetings.</p> <p>4.3 Three year budget plan – Governors had received the three year budget forecast 2024-27, the CFR code notes sheet and the key to oracle reports. For the respective financial years of 2024/25, 2025/26 and 2026/27, the three year budget forecast showed cumulative revenue balances carried forward of £266,434.35, £283,972.16 and £282,385.08. A zero cumulative capital balance was forecasted to be carried forward in each of the three years. The revenue balance brought forward from the previous year was £235,366.45. The HT confirmed that the school was well within its balance control mechanism (BCM) limit (c9-10% versus the 12% limit) and no funds would therefore be clawed back by the local authority. As per ML's Finance Budget Analysis report, the BCM limit based on 12% of the projected income for the year ending March 2025 was £303,491. The HT was looking at potential projects which would ensure the school continued to remain within the BCM.</p> <p>The SBM said that revenue income was projected to increase to £2,641,243 in 2024/25. This was in part due to increased numbers on roll in the nursery plus the allocation of deprivation-linked funding. The HT explained the protected element of nursery funding</p>	

	<p>which would decrease over three years. The SBM identified other sources of income including Pupil Premium, high needs funding and PE grant. The HT highlighted the significant decrease in forecasted income against code I12 (Income from contributions to visits etc) in the second and third years of the budget, which was due to unknown demographic factors in future years.</p> <p>The SBM explained that forecasted expenditure was 36% higher than previous. This reflected the rising cost of energy and other bills. Budget code E20 (ICT learning resources) had been split out into seven categories in line with new Department for Education (DfE) requirements. This provided a more detailed breakdown of expenditure in this area. The staffing element of the forecasted expenditure was based on the current staffing structure plus known forthcoming changes. The HT said that the forecasted reduction in expenditure against code E03 (Education support staff) reflected the end of temporary apprenticeships. The HT confirmed that the change in PE teaching arrangements as per the Leadership Report (recruitment of a new teacher to replace a departing staff member and to cover a colleague's teacher apprenticeship training) was included in the budget. The HT emphasised the importance of protecting PE provision as sports was Greenfield's USP.</p> <p>The HT said that it was also important to ensure continued access to a range of curriculum enrichment activities for all children regardless of whether or not they received Pupil Premium. The HT confirmed that this was affordable within the budget. A governor asked about any challenges around recruitment. The HT acknowledged some challenges in this area, especially following the pandemic. Despite these, the school had a full complement of teachers, including some Early Career Teachers (ECTs) in place for September 2024. Midyear recruitment had taken place following the departure of two teachers. There was currently some extra capacity within the teaching team which allowed for a non-class-based teacher to provide Assistant Head Teacher (AHT) support as needed. A governor asked about the potential implications of forthcoming changes in high needs funding. The HT emphasised Greenfields' inclusive approach which included supporting a child with more complex issues. Governors recognised that special educational needs (SEN) funding was a national issue. Governors approved the three year budget plan for submission to KCC. Governors thanked the Business Manager, who then left the meeting.</p> <p>4.4 Funding streams – No updates.</p> <p>4.5 Asset register – No updates.</p>	
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Minutes of Previous Meeting</p> <p>Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 26 March 2024.</p> <p>Action: The Chair to electronically sign the approved minutes (two sets) of the 26 March FGB meeting.</p> <p>Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 3.3: The HT had circulated PowerPoints from staff training on 26 March. • Item 4.1: JB had electronically signed the approved minutes of the 7 February FGB meeting. • Item 4.2: Action: The Chair to electronically sign the approved minutes (main and confidential sets) of the FGB meeting held on 5 December 2023. 	<p>Chair</p> <p>Chair</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>Leadership Report, School Development and Monitoring</p> <p>Reports – Governors had received the following reports:</p> <ul style="list-style-type: none"> • Confidential Leadership Report dated May 2024 covering: school development plan 2023-24; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; the Chair's monitoring visit report dated 26 April. • SEND monitoring report dated 3 May (LB). <p>Attendance – A governor asked whether attendance data could be broken down to show different categories of non-attending children e.g. SEND, Pupil Premium. The HT said that this data would be shared with the attendance monitoring governor (JB). The</p>	

	<p>HT demonstrated the use of Wonde to compare the school's position against current national data as follows:</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> • All pupils: Top 30%-40% of schools. • Pupil Premium: Top 20%-30% of schools. • Not Pupil Premium: Top 1%-10% of schools. • SEN: Top 20%-30% of schools. • Not SEN: Top 30%-40% of schools. <p><u>Persistent Absence</u></p> <ul style="list-style-type: none"> • All pupils: Top 20%-30% of schools. • Pupil Premium: Top 10%-20% of schools. • Not Pupil Premium: Top 1%-10% of schools. • SEN: Top 10%-20% of schools. • Not SEN: Top 20%-30% of schools. <p>A governor noted the expectation for schools to benchmark themselves against local schools and asked whether Wonde could be used to compare Greenfields against similar schools only i.e. rather than just national data. The HT said that it could not. A governor asked what the school was doing to improve pupils' attendance. The HT explained how the school tracked and monitored attendance including the use of a spreadsheet to record actions taken and impacts. A governor asked whether the school understood the background and context of individual children's absences and whether this informed the nature of letters which were sent home. The HT confirmed that it did.</p> <p>6.3 Behaviour and attitudes – A governor noted that the level of racist incidents among pupils was very low (three) and asked how the school was managing these. The HT said that the two most recent incidents had been picked up by the IT filtering system. One incident had occurred in communication between two black children; the other incident had involved a potential reference to skin colour by a white child. In both instances, the school had worked with parents and all of the children involved now understood the implications and severity of the use of certain language. An age-appropriate assembly had been sensitively delivered in term 2. KG noted that as society became more diverse, some children were experimenting with the boundaries of acceptable language. The HT emphasised the school's commitment to inclusivity and diversity and illustrated how the school overcame challenges in this regard e.g. hosting a visit from the local mosque after some parents refused to allow their children to visit the mosque; addressing some parents' concerns around the use of reading books which represented different types of diversity and relationships.</p> <p>6.4 Data – A governor expressed concern about data which was shaded in red (versus amber or green) especially the attainment of expected standards in the lower end of the school. The HT explained that the red data in Year 1 reflected poor transition from Year R and an historical issue (which had now been addressed) around the quality of teaching. A governor noted that data for the very youngest pupils would to some extent reflect their diverse prior experiences e.g. pre-school attendance and/or backgrounds. The important point was the positive impact that Greenfields made on children's eventual outcomes at the end of Year 6. The HT said that strong outcomes in Year 6 reflected the sustained momentum throughout children's time at the school. A governor asked whether there were particular concerns around reading in Key Stage 2. The HT said that there were not as robust tracking was in place. Rather, there was a broader concern as to whether high performing children could sustain their performance for the duration of the KS2 tests. The HT said that he would continue to provide data for every FGB meeting in order to facilitate ongoing monitoring.</p> <p>6.5 Community working group – KG had made many links in the local community including with places of worship, charitable organisations, a housing association, supermarkets, and local political candidates from across the political spectrum who were known via existing</p>	
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	<p>community contacts. The community working group aimed to nurture mutual support around local projects which would benefit all stakeholders including Greenfields families. A governor identified the local Rotary Club as another prospective contact. A governor asked about plans for Greenfields' community garden. The HT said that he would like to restart the project which had previously been led by former colleague Richard Minton. A governor asked whether any Greenfields parents were involved in the community working group. The HT said they were not involved at present as the group was currently in a more strategic phase and consideration needed to be given to formalising its structure in terms of common objectives and aims for the local community. The Chair commended KG for her work in developing the group.</p> <p>6.6 SATs monitoring – LB and the Chair had visited the school on, respectively, 13 and 14 May to monitor Key Stage 2 SATs admin compliance. Monitoring checklists from those visits had been shared via GovernorHub. The Chair reported that the children had been unfazed by the tests and that they had enjoyed breakfast beforehand and sensory circuits afterwards, The atmosphere had been calm throughout and the Chair commended staff members' excellent management of the SATs.</p> <p>6.7 Term 5/6 visits – Governors identified the following focus areas for monitoring visits in terms 5 and 6:</p> <ul style="list-style-type: none"> • Attendance. • English. • Maths. • Leadership structure moving forward, including senior teacher roles. • Phonics. • SEN. • Safeguarding. <p>6.8 HT review – The HT and the Chair had arranged the HT's mid-year review with the external adviser.</p>	
7	<p>Health, Safety and Premises</p> <p>The HT reported that the site management team was working well together. There were no health and safety or premises issues to report.</p>	
8	<p>Safeguarding</p> <p>The Chair reported on two single central record (SCR) checks carried out that term. Some previous gaps in the SCR had now been filled and the SBM knew the reasons for the remaining gaps. A previous issue regarding personnel folders had been resolved. The Chair identified the need for the school to ensure evidence of qualifications for all staff including teaching assistants where those were specifically required in job adverts. The Chair commended the SBM for her work on maintaining the SCR and for her professional and accommodating approach during monitoring. The Chair reported that the recent fire drill in which a supervised child had acted as missing had demonstrated staff members' familiarity with procedures. Staff had noticed the 'missing' child and flagged the issue very quickly. A governor asked how the child's classmates had reacted to the situation. The HT said that the child's classmates had been told straightaway that the child was safe. The Chair said that the next fire drill would involve designating a thoroughfare as 'closed' in order to further test staff members' familiarity with procedures.</p>	
9	<p>Policies</p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Charging and remissions policy. • Children with health neds who cannot attend school policy. • Early Years Foundation Stage policy. • Play policy. 	

10	AOB	
10.1	Bulletin – Governors had received TEP’s May governance bulletin.	
10.2	<p>Staff wellbeing – Governors discussed changes to KCC’s financial controls which, as per the Leadership Report, prohibited the provision of birthday cards, leaving gifts, weekly staffroom treats, duty meals and end of term treats. The Chair said that the new controls appeared to contradict the DfE’s recent guidance on supporting the wellbeing of leaders of state-funded schools. Governors agreed very strongly that the Chair should raise the issue with Nick Abrahams (KCC’s Assistant Director of Education) and that the school should reinstate the provision of staff meals at least until KCC had responded and identified the precise regulation(s) which prohibited said provision and explained how this aligned with the DfE’s guidance. The Chair shared observations from monitoring visits that the children enjoyed eating lunch with the staff and that the arrangement had a positive impact on the wellbeing of both groups. The HT said that the positive impact of providing staff meals more than outweighed the financial cost. KG shared informal feedback from colleagues regarding the negative impacts of withdrawing staff meals.</p> <p>Action: The Chair to contact Nick Abrahams re. KCC’s financial controls in context of DfE guidance on staff wellbeing.</p> <p>Action: KG to collect formal feedback from staff re. withdrawal of staff meals.</p>	<p>Chair</p> <p>KG</p>
11	<p>Confidentiality</p> <p>The Leadership Report was deemed confidential due to identifying details. No items in the present minutes were deemed to be confidential.</p>	
12	<p>Next Meeting</p> <p>Governors confirmed Wednesday 10 July 2024 at 4.30pm; apologies received from JB.</p>	

The meeting closed at 6.07pm.

These minutes will be signed electronically via GovernorHub.