

Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Wednesday 10 July 2024 at 4.30pm at school & via Teams*

Attendees:

Governors Dan Andrews (Head Teacher, HT), Kerry Austin* (Vice Chair), Lisa Bell (LB), Kathryn French* (KF), Kelsie Gibson (KG), Julie Scott (Chair), Natalie Williams* (NW)

Invitee Charlotte Fanning (CF, Senior Teacher, Upper Key Stage 2, attended until 5.31pm)

Clerk Vanessa Stevens*

| | | Action |
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| 1 | <p>Welcome</p> <p>The Chair welcomed those present. Apologies for absence were accepted from governors Julia Bell (JB) and Mike Littleboy (ML) and external adviser Andrew Crossley-Holland. Governor Ann Mansfield (AM) 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>Pay</p> <p>This item was carried forward.</p> | |
| 4 | <p>Governing Body (GB) Matters</p> <p>4.1 Recruitment – Governors discussed recruitment to the two co-opted governor vacancies. The Chair emphasised that it was important for the GB to reflect the diversity of the school and the local community. KG confirmed that she was continuing to build links with other local organisations via the community working group. Governors welcomed contact from prospective new governors.</p> <p>4.2 Training – No updates.</p> <p>4.3 GB review – This item was carried forward.</p> | |
| 5 | <p>Minutes of Previous Meeting</p> <p>5.1 Approval of minutes – Governors approved the minutes of the Full Governing Body (FGB) meeting held on 16 May 2024.</p> <p>Action: The Chair to electronically sign the approved minutes of the 16 May 2024 FGB meeting.</p> <p>5.2 Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 5.1: Action carried forward: The Chair to electronically sign the approved minutes (two sets) of the 26 March 2024 FGB meeting. • Item 5.2: Action carried forward: The Chair to electronically sign the approved minutes (two sets) of the FGB meeting held on 5 December 2023. • Item 10.2: The Chair had attempted to contact Nick Abrahams (Kent County Council's (KCC's) Assistant Director of Education) on five occasions regarding KCC's financial controls in the context of Department for Education (DfE) guidance on staff wellbeing. Having not received a response, the Chair had subsequently contacted Emma Baldock (Service Lead, Schools Financial Services) and would report back to the GB in due course. • Item 10.2: KG had collected feedback from staff regarding the withdrawal and subsequent reinstatement of staff meals. In addition to a broad consensus in favour of reinstatement, the exercise had also identified a few questions from staff e.g. around cost to the budget. | <p>Chair</p> <p>Chair</p> <p>Chair</p> |
| 6 | <p>Leadership Report, School Development and Monitoring</p> <p>6.1 Report – Governors had received the confidential Leadership Report dated July 2024 covering: school development plan 2023-24; leadership and management; quality of</p> | |

| | <p>education; behaviour and attitudes; personal development; Early Years; senior teacher roles; NW's governor monitoring visit report on personal, social, health and economic (PSHE) education; JB's governor monitoring visit report on phonics and attendance; and ML's financial analysis report (see item 7.1).</p> <p>6.2 Leadership and management – A governor asked how the school would ensure that the new training room was used in a way that would recoup costs incurred from its development. The HT said that several bookings for the training room had already been received, on average one per week so far. There was scope to advertise the venue widely, including via booking websites, and to secure bookings from local organisations including KCC. It was important to ensure that the set-up in the training room was professional and of a high standard e.g. the provision of hot water and biscuits. There was also scope to provide lunches for all-day bookings. A governor asked about cleaning arrangements for the training room. The HT confirmed that this would be reinstated and was affordable. A governor asked about the seating capacity of the room. The HT said it could comfortably accommodate 48 people. Visitor car parking was identified as a possible limiting factor on the scale of the room's use, although there was potential to reach an agreement with the neighbouring Shepway Centre. At present, the School Business Manager and HT were undertaking admin and preparation of the room; however, if bookings significantly increased, consideration could be given to employing someone to oversee the venue. A governor asked whether, in light of the school's status as a community school, reduced hire fees would be offered to certain community groups such as youth groups. The HT said that hire fees would always be reasonable and consideration could be given on a case-by-case basis.</p> <p>6.3 Behaviour and attitudes – The HT reported that persistent absence figures had improved following the departure of two children with low attendance. Overall attendance data continued to be affected by unauthorised holiday absence. A governor asked about the level of persistent absence among children with special educational needs (SEN). The HT said that this data could be provided.</p> <p>Action: The HT to provide year end data on attendance including rates of absence and attendance among children with SEN.</p> <p>6.4 Quality of education – A governor expressed concern about Key Stage (KS) 1 data that was RAG (Red, Amber, Green) rated as red. The HT acknowledged the concern and said that there had been improvements on previous e.g. the current Year 6 cohort. Senior teachers were meeting to discuss year end data. A governor asked the HT to provide detailed narratives to inform governors' understandings of the reasons behind the data; this would be a useful resource in the event of an Ofsted inspection. Governors discussed what kind of information would be most useful. The HT cautioned against direct comparison between cohorts due to differences between specific Year groups. The HT suggested that it might be more useful to provide details of what the school was doing to address the red RAG-rated areas. He emphasised the importance of governors also developing contextual understanding of data via their monitoring visits.</p> <p>6.5 SATs – The HT tabled and presented the recently published SATs data headlines which compared the school's 2024 results with national figures for 2023. National figures for 2024 were yet to be published. (Key: * denotes 2023 national figures; red font denotes data with one child removed; EXS denotes expected standard; GDS denotes greater depth; PP denotes children in receipt of pupil premium.) The HT noted that the close correlation between predicted and actual outcomes was testament to CF's and her colleagues' understanding of each child and any needs they might have.</p> <table border="1" data-bbox="245 1697 1318 1917"> <thead> <tr> <th>Combined</th> <th>Greenfields 2023</th> <th>Greenfields 2024</th> <th>National</th> <th>GF v National</th> </tr> </thead> <tbody> <tr> <td>EXS</td> <td>52%</td> <td>67% 69%</td> <td>61%</td> <td>+6%/+8%</td> </tr> <tr> <td>GDS</td> <td>8%</td> <td>12%</td> <td>8%*</td> <td>+4%*</td> </tr> <tr> <td>EXS – PP</td> <td>50%</td> <td>63% 65%</td> <td>44%*</td> <td>+19%*/+21%*</td> </tr> <tr> <td>GDS – PP</td> <td>4%</td> <td>4%</td> <td>3%*</td> <td>+1%*</td> </tr> </tbody> </table> <p>The HT strongly commended staff for their work in helping to improve year-on-year outcomes for EXS, GDS and EXS – PP. Governors commended the school for achieving consistently higher than national.</p> | Combined | Greenfields 2023 | Greenfields 2024 | National | GF v National | EXS | 52% | 67% 69% | 61% | +6%/+8% | GDS | 8% | 12% | 8%* | +4%* | EXS – PP | 50% | 63% 65% | 44%* | +19%*/+21%* | GDS – PP | 4% | 4% | 3%* | +1%* | Head |
|----------|---|------------------|------------------|--------------------|----------|---------------|-----|-----|----------------|-----|----------------|-----|----|-----|-----|-------------|----------|-----|----------------|------|--------------------|----------|----|----|-----|-------------|------|
| Combined | Greenfields 2023 | Greenfields 2024 | National | GF v National | | | | | | | | | | | | | | | | | | | | | | | |
| EXS | 52% | 67% 69% | 61% | +6%/+8% | | | | | | | | | | | | | | | | | | | | | | | |
| GDS | 8% | 12% | 8%* | +4%* | | | | | | | | | | | | | | | | | | | | | | | |
| EXS – PP | 50% | 63% 65% | 44%* | +19%*/+21%* | | | | | | | | | | | | | | | | | | | | | | | |
| GDS – PP | 4% | 4% | 3%* | +1%* | | | | | | | | | | | | | | | | | | | | | | | |

| Reading | Greenfields 2023 | Greenfields 2024 | National | GF v National |
|-----------------|------------------|------------------|----------|--------------------|
| EXS | 68% | 78% 79% | 74% | +4%/5% |
| GDS | 22% | 33% | 29%* | +4%* |
| EXS – PP | 61% | 71% 74% | 60%* | +11%*/+14%* |
| GDS – PP | 14% | 25% 26% | 17%* | +8%*/+9%* |
| Scaled score | 104 | 106 | 105 | +1 |
| Scaled score PP | 102 | 105 | 102* | +3* |

CF explained the use of scaled scores. The HT highlighted the fact that Greenfields pupils in receipt of PP had achieved in line with all pupils nationally and three percentage points higher than national PP. KG said that the momentum of children's engagement in, and enjoyment of, reading was sustained within all Year groups throughout the school.

| Writing | Greenfields 2023 | Greenfields 2024 | National | GF v National |
|----------|------------------|------------------|----------|--------------------|
| EXS | 70% | 80% 81% | 72% | +8%/+9% |
| GDS | 14% | 20% 21% | 13%* | +7%*/+8%* |
| EXS - PP | 54% | 75% 78% | 54%* | +21%*/+24%* |
| GDS - PP | 11% | 4% | 7%* | -3%* |

The HT acknowledged that GDS – PP was three percentage points below national and explained that the school was doing everything possible to counteract any limiting factors (e.g. lack of wider life experiences) which might negatively impact children's outcomes in writing. This applied throughout children's time at Greenfields, not just in Year 6.

| Maths | Greenfields 2023 | Greenfields 2024 | National | GF v National |
|-----------------|------------------|------------------|----------|--------------------|
| EXS | 72% | 76% 75% | 73% | +3%/+2% |
| GDS | 22% | 27% | 24%* | +3%* |
| EXS - PP | 68% | 71% 70% | 59% | +12%*/+11%* |
| GDS - PP | 11% | 17% | 13%* | +4%* |
| Scaled score | 104 | 105 | 104 | +1 |
| Scaled score PP | 102 | 103 | 101* | +2* |

Governors congratulated the staff and children for their achievements. **A governor asked whether there was any significant difference in outcomes by gender for children in receipt of PP.** The HT said that any differences by gender were cohort-driven. **A governor asked whether senior teachers were ensuring that all teachers understood their role in impacting eventual Year 6 outcomes.** The HT confirmed that they were and explained that this understanding was embedded via the school's culture, conversations in staff meetings, and training. There was strong buy-in amongst staff and all colleagues understood the importance of preparing children for transition to the next Year group. The HT said that the current staff team was highly skilled and talented. **A governor asked about children's responses to the SATs.** The HT and CF explained that the topic of SATs had been framed in the context of children's overall primary school experience; thus, each SAT was just one test on one day of their time at Greenfields.

The HT screenshared DfE KS2 assessment data which compared different groups of children e.g. by gender, SEN, not SEN, PP eligible, not PP eligible, free school meals (FSM), not FSM, and English as an additional language (EAL). The headlines were very positive and the HT and CF would drill down into the detail in due course. Children in receipt of PP had achieved very well. **A governor asked whether any children with SEN**

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| 6.6 | <p>had achieved expected or greater depth. The HT said that one had. The HT reported the results of the Year 4 multiplication check: 64.6% achieved 25/25; 81.3% achieved 22+/25. The HT said that the White Rose maths resources had met the current cohort's needs very well.</p> <p>Data Team – A Data Team meeting to discuss KS2 SATs results and the Inspection Data Summary Report (IDSR) would be convened in the autumn once governors' monitoring responsibilities for 2024-25 had been agreed.</p> <p><i>At 5.31pm the Chair thanked CF and CF left the meeting.</i></p> | |
| 7 | <p>Finance</p> <p>7.1 Monitoring – Governors had received the following reports: CFR Codes Cost Centres Budget Profile Details Report dated 31 May 2024 which showed expected outturns (balances carried forward) of £274,378 for revenue and £1 for capital; and ML's Finance Budget Analysis report to year ending May 2025.</p> <p>7.2 Budget feedback – The school had received feedback from KCC on the three year budget plan. There was an in year deficit in year three, and the year one staff costs were 73.72% of total income, compared to a 70.33% in the previous year.</p> <p>7.3 Risk register – The HT advised that the financial risk register would be updated and shared for GB approval in the autumn term. A governor asked whether the school also had a non-financial risk register which covered risks such as data loss. The HT was waiting to see whether the updated KCC template would include non-financial risks. The school's internet provider regularly sent phishing-style emails which tested compliance with respect to data security.</p> <p>7.4 Pay Panel – Confidential draft minutes of the Pay Panel meeting held on 24 May had been shared with Panel members. Approval of these minutes was carried forward to the next FGB meeting as there was not quorate representation of the Pay Panel in attendance.</p> <p>7.5 PE and sport funding report – The HT confirmed that this report would be published on the school's website before the 31 July deadline. Governors commended the wide range of sport and PE opportunities provided to Greenfields pupils, including the Wipeout event. A governor fed back positive feedback from parents.</p> | |
| 8 | <p>Health, Safety and Premises</p> <p>A governor asked for an update on the broken gate. The HT said that it would be replaced during the first week of the summer holiday. A governor asked whether the gate had been wedged open at any point, thereby causing damage. The HT said it had not; rather, the problem had occurred during normal use.</p> | |
| 9 | <p>Safeguarding</p> <p>The HT commended Emily Baker (Inclusion Manager) for her excellent work and oversight with respect to safeguarding. During a governor monitoring visit, ML had commended the handover from former members of staff Rich Minton and Gary Morley. The Chair reported that she had asked the Inclusion Manager about the manageability of her workload in the context of wellbeing and was satisfied with the arrangements in place.</p> | |
| 10 | <p>Policies</p> <p>10.1 Policy approval – Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Appraisal. • Capability. • Complaints. • Data protection – This policy had been updated to specify that the response timeframe was four school weeks rather than one month. • Equality information and objectives – Subject to the agreed addition of explanatory wording in section 8 as to why the objectives had been chosen. • First Aid – The first aid training list had been updated. | |

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| | <ul style="list-style-type: none"> • Flexible working – A governor suggested using alternative wording to ‘customer demand’. • Managing absence and ill health. • Special leave. • Supporting pupils with medical conditions. <p>Action: The HT to amend the equality information and objectives policy as agreed above.</p> <p>Action: The HT to consider using alternative wording to ‘customer demand’ in the flexible working policy.</p> | Head |
| 10.2 | <p>Policy review – The HT advised that the attendance policy would be reviewed in October in line with KCC changes. A governor suggested introducing a standard format for school policies. The HT explained that he would be reluctant to do this because the retention of different formats reflected the different sources of the templates e.g. The Key. Instead, he suggested adding a standardised front cover, including version control details, from September onwards as policies came up for review. Governors supported this suggestion.</p> <p>Action: The HT to introduce standard front covers for policies reviewed from September onwards.</p> | Head |
| 11 | AOB | |
| 11.1 | External adviser – Item carried forward. | |
| 11.2 | Bulletins – Governors had received The Education People’s governance bulletins for the months of June and July. | |
| 11.3 | Confidential matter – Confidential discussion was recorded in Part 2 confidential minutes. | |
| 11.4 | Acknowledgements – The Chair thanked the staff, children, governors and Clerk and commended the phenomenal behaviour, ethos and culture of care across the school. The Chair congratulated the school on another positive, exciting year. The HT thanked governors for their support over the past year, which had seen significant changes in the membership of the senior leadership team. | |
| 12 | Confidentiality | |
| | The Leadership Report was deemed confidential due to identifying details. Items 11.3 was deemed to be confidential and was recorded in Part 2 confidential minutes. | |
| 13 | Meeting Dates | |
| | <p>Governors confirmed the following meetings for 2024-25 (all starting at 4.30pm):</p> <ul style="list-style-type: none"> • Term 1 annual business meeting via Teams: 19 September 2024. • Term 1 FGB: 26 September 2024. • Term 2 FGB: 5 December 2024. • Term 3 FGB: 6 February 2025. • Term 4 FGB: 27 March 2025. • Term 5 FGB: 22 May 2025. • Term 6 FGB: 10 July 2025. | |

The meeting closed at 6.09pm.

These minutes will be signed electronically via GovernorHub.