

Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 19 September 2024 at 4.30pm at school & via Teams*

Attendees:

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

Invitee Andrew Crossley-Holland (External Adviser, ACH)

Clerk Vanessa Stevens*

		Action
1	Welcome and Elections	
1.1	Welcome – The Clerk welcomed everyone to the meeting. Apologies for absence were accepted from governors Kerry Austin (KA) and Mike Littleboy (ML). Ann Mansfield (AM) also did not attend. The meeting was quorate throughout.	
1.2	Elections – A sole self-nomination for the role of Chair was received from JS. Governors voted to elect JS as Chair of Governors for a further year until the first FGB meeting of the 2025-26 academic year. Election of the Vice Chair of Governors was carried forward to the FGB meeting on 26 September. Action: Governors to elect Vice Chair at FGB meeting on 26 September.	Govs
2	Declaration of Interests The Chair invited governors to declare any business or other relevant interests including any related to agenda items. The HT declared an interest against agenda item 3 in respect of Deputy Headteachers' (DHTs') pay.	
3	Pay The Head Teacher and KG left the meeting at 4.39pm. Confidential discussion was recorded in Part 2 confidential minutes. At 5.01pm the HT and KG returned to the meeting.	
4	Minutes of Previous Meeting	
4.1	Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 10 July 2024. Action: The Chair to electronically sign the approved minutes (two sets) of the 10 July 2024 FGB meeting.	Chair
4.2	Updates on actions not covered elsewhere on agenda –	
	<ul style="list-style-type: none"> • Item 5.1: Action carried forward: The Chair to electronically sign the approved minutes of the 16 May 2024 FGB meeting. • Item 5.2: 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 6.3: Action carried forward: The HT to provide year end data on attendance including rates of absence and attendance among children with SEN. • Item 10.1: The HT had updated the equality information and objectives policy. • Item 10.1: The HT had considered using alternative wording to 'customer demand' in the flexible working policy; however, this was believed to be one of the official reasons for rejection. A relevant link to the gov.uk website had been shared with governors. • Item 10.2: Standard front covers for policies would be introduced as each policy reached its respective review date. 	Chair Chair Chair Head
5	Governing Body (GB) Matters	
5.1	GB constitution – Governors agreed that the current constitution (two parent governors,	

	one local authority governor, one headteacher governor, one staff governor and seven co-opted governors) continued to best meet the needs of the school.	
5.2	<p>Terms of Reference – Governors approved and adopted a customised version of The Education People’s (TEP’s) circle model terms of reference for 2024-25, including agreed monitoring responsibilities and committee memberships (see list below) and standing orders for GB meetings, the election of the Chair and Vice Chair, the appointment of co-opted governors, and the use of virtual governance meetings.</p> <ul style="list-style-type: none"> • Safeguarding including Child Protection: JS. • SEND including equalities, diversity and inclusion: LB. • Health and safety: KA. • Finance including pupil premium and sports funding: ML & NW. • Training and development: JS & clerk. • Wellbeing and mental health: KG. • Early Years: KF. • Quality of education including reading, phonics and data: JB. • Behaviour and attitudes: KG. • Personal development: KF. • Leadership and management: JS & KA. • Data Team: JB & ML. • Personal, social, health and economic (PSHE) education: JS & NW. • Pay Panel: JB, KF & NW (Chair). • HT Performance Management (HTPM) Panel (to include Chair of Governors, not as panel chair): LB, JS & NW. • Attendance: JB. • Cybersecurity: ML. <p>Action: JB to attend the phonics workshop with parents on 15 October.</p>	JB
5.3	<p>Code of conduct – Governors adopted the National Governance Association’s model code of conduct for 2024-25.</p> <p>Action: Governors to confirm on GovernorHub their agreement to abide by the code of conduct.</p>	Govs
5.4	Monitoring visits policy – Governors agreed to retain the existing governor monitoring visits policy for a further year as it continued to meet the school’s needs.	
5.5	Governors’ induction policy – Governors approved the updated governors’ induction policy 2024-25.	
5.6	Annual planner – Governors approved the GB annual planner 2024-25 which had been updated to reflect the introduction of an annual business meeting.	
5.7	<p>Data Team – It was agreed that the HT and JB would meet in term 2 to discuss the SATs results and the school’s Inspection Data Summary Report (IDSR).</p> <p>Action: The HT and JB to meet in term 2 to discuss the SATs and IDSR.</p>	Head & JB
5.8	<p>Recruitment – The Clerk had contacted two prospective governor candidates via the Inspiring Governance website. Sophie Brown (SB) had replied and had met with the HT and toured the school site on 17 September. Governors looked forward to welcoming SB to the FGB meeting on 26 September. The Chair reiterated the importance of ensuring that the GB reflected the diversity of the school and the local community.</p> <p>Action: KG to continue speaking with members of local community groups regarding the remaining co-opted governor vacancy.</p>	KG
5.9	GB development – No updates.	
5.10	Training – See minute 6.1; no other updates.	
6	Safeguarding	
6.1	Training – Governors had been signposted to The Education People’s (TEP’s) Strategic	

6.2	<p>Safeguarding for Governors 2024-25 e-learning course which could be accessed free of charge using the discount code that had been shared via GovernorHub.</p> <p>Keeping Children Safe in Education (KCSIE) – Governors had been asked to complete the KCSIE 2024 confirmation on GovernorHub.</p> <p>Action: Governors to complete outstanding KCSIE confirmations on GovernorHub.</p>	Govs
7	<p>School Development</p> <p>Governors approved the School Development Plan (Focus Report) 2024/25 which had been shared via GovernorHub with the detailed Term 1 Development Plan document. The allocation of governors’ monitoring responsibilities against school development areas was covered under agenda item 5.2. The Chair emphasised the importance of ensuring that monitoring visits reflected the school’s development priorities and invited governors to rag rate the school’s progress against targets.</p>	
8	<p>AOB</p>	
8.1	External Adviser – Governors confirmed the retention of ACH as external adviser to the HTPM Panel.	Head
8.2	HTPM Panel meeting – This meeting was due to be held in the autumn term. Action: The HT to convene HTPM Panel meeting.	
8.3	Pay Panel – Once the HTPM Panel meeting had taken place, the Pay Panel would meet to discuss the HT’s pay. Action: The Clerk to convene a Pay Panel meeting to discuss the HT’s pay.	Clerk
8.4	Ofsted – A summary of the September 2024 changes to the Ofsted Inspection Handbook had been shared via GovernorHub (source: GovernorHub Knowledge). The Chair emphasised the importance of governors understanding the changes. Ofsted phone calls to schools were now made on Mondays, with visits taking place on Tuesdays and Wednesdays. The type of inspection (section 5 or section 8) would not be known until the inspectors arrived. A governor asked about Ofsted preparation training for new governors who had not previously experienced an inspection. The Chair signposted Ofsted preparation resources (Q&A) which had been shared via GovernorHub. The Chair and the HT emphasised the need for governors to know the school well and for each governor to know their allocated monitoring areas e.g. SEND.	
8.5	Governance bulletin – Governors had received TEP’s September bulletin.	
9	<p>Confidentiality</p> <p>Item 3 was deemed to be confidential in perpetuity and was recorded in Part 2 confidential minutes.</p>	
10	<p>Next Meetings</p> <p>Governors confirmed:</p> <ul style="list-style-type: none"> • Pay Panel immediately after present meeting. • FGB at 4.30pm on 26 September 2024. 	

The meeting closed at 5.22pm.

These minutes will be signed electronically via GovernorHub.