

**Greenfields Community Primary School**  
**Minutes of Full Governing Body Meeting**  
**Thursday 26 September 2024 at 4.30pm at school & via Teams\***

**Attendees:**

**Governors** Dan Andrews (Head Teacher, HT), Julia Bell\* (JB), Lisa Bell (LB), Sophie Brown (SB), Kathryn French\* (KF, attended from 5.47pm), Kelsie Gibson (KG), Julie Scott (JS, Chair), Natalie Williams\* (NW)

**Invitee** Emily Baker (Inclusion Manager (SENCO) and Designated Safeguard Lead, attended until 5.23pm)

**Clerk** Vanessa Stevens\*

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

		<b>Action</b>
1	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting including co-opted governor nominee Sophie Brown (SB). Apologies for absence were accepted from Mike Littleboy (ML). Kerry Austin (KA) and Ann Mansfield (AM) also did not attend. The meeting was quorate throughout.</p>	
2	<p><b>Declaration of Interests</b></p> <p>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 9.5 in respect of Deputy Headteachers' (DHTs') pay; he and staff governor KG temporarily left the meeting for that item.</p>	
3	<p><b>Governing Body (GB) Matters</b></p> <p>3.1 Appointment – At the Chair's invitation, SB outlined her professional background which included comms, stakeholder engagement, strategic planning, reputation management, and working with complex policy documents. SB temporarily left the meeting and governors voted to appoint her as a co-opted governor for a four-year term of office with immediate effect. SB returned to the meeting and the Chair welcomed her to the GB.</p> <p>3.2 Training – The GB skills audit dashboard had been updated to include SB's audit scores and shared via GovernorHub. JB had started The Education People's Strategic Safeguarding for Governance 2024-25 course.</p> <p><b>Action: JB to complete Strategic Safeguarding for Governance 2024-25 course and send certificate to the Clerk.</b></p> <p><i>Agenda item 6 was discussed after item 3.2.</i></p>	JB
4	<p><b>Minutes of Previous Meeting</b></p> <p>4.1 Approval of FGB minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 19 September 2024.</p> <p><b>Action: The Chair to electronically sign the approved minutes (two sets) of the 19 September 2024 FGB meeting.</b></p> <p>4.2 Approval of Pay Panel minutes – <i>This item was discussed after agenda item 9.5.</i> Members of the Pay Panel approved the confidential minutes of the Pay Panel meeting held on 19 September 2024.</p> <p><b>Action: Pay Panel Chair NW to electronically sign the approved confidential minutes of the 19 September 2024 Pay Panel meeting.</b></p> <p>4.3 Updates on actions from 19 September FGB meeting –</p> <ul style="list-style-type: none"> <li>• Item 1.2: <b>Action carried forward: Governors to elect Vice Chair at next meeting.</b></li> <li>• Item 4.2: <b>Action carried forward: The Chair to sign approved minutes:</b></li> </ul>	<p>Chair</p> <p>NW</p> <p>Govs</p> <p>Chair</p>

	<ul style="list-style-type: none"> <li>○ FGB 10 July 2024 (main &amp; confidential sets).</li> <li>○ FGB 16 May 2024 (main only).</li> <li>○ FGB 26 March 2024 (main &amp; confidential sets).</li> <li>○ FGB 5 December 2023 (main &amp; confidential sets).</li> <li>● Item 4.2: The HT had provided year end attendance data in the Leadership Report.</li> <li>● Item 5.2: <b>Action carried forward: JB to attend phonics workshop on 15 October.</b></li> <li>● Item 5.3: The HT, JB, LB, KF and NW had completed the GB code of conduction confirmation on GovernorHub.  <b>Action: KA, SB, KG, ML, AM, and the Chair to complete the GB code of conduction confirmation on GovernorHub.</b></li> <li>Item 5.7: <b>Action carried forward: The HT and JB to meet in term 2 to discuss the SATs and inspection data summary report (IDSR).</b></li> <li>● Item 5.8: The remaining co-opted governor vacancy had been discussed at the community group meeting on 23 September.</li> <li>● Item 6.2: The HT, JB, LB, KF and NW had completed the Keeping Children Safe in Education (KCSIE) 2024 confirmation on GovernorHub.  <b>Action: KA, SB, KG, ML, AM and the Chair to complete the KCSIE 2024 confirmation on GovernorHub.</b></li> <li>● Item 8.2: <b>Action carried forward: The HT to convene the HT Performance Management Panel meeting.</b></li> <li>● Item 8.3: <b>Action carried forward: The Clerk to convene a Pay Panel meeting to discuss the HT’s pay recommendation.</b></li> </ul>	<p>JB</p> <p>KA,SB, KG,ML, AM,JS. Head &amp; JB</p> <p>KA,SB, KG,ML, AM,JS. Head</p> <p>Clerk</p>
5	<p><b>Leadership Report, School Development &amp; Monitoring</b></p> <p>5.1 Reports – Governors had received the following reports via GovernorHub:</p> <ul style="list-style-type: none"> <li>● Leadership Report Term 1 2024-25 covering: school development plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; special educational needs and disabilities (SEND) monitoring visit report (LB, 14-6-24) and anonymised case studies of pupils with SEN.</li> <li>● School Summary Sheet 2024.</li> <li>● Staffing structure 2024.</li> </ul> <p>5.2 Behaviour and attendance – <b>A governor asked how the school communicated with parents regarding expectations at the start of children’s Greenfields journey.</b> The HT said that this communication began when parents were first shown around the school. In future, parents would be given an introductory one-page handout. JB, whose professional background was in school leadership, offered to help in the development of this resource. A governor suggested building links with a public figure or celebrity who could help the school to communicate a positive message about the benefits of attendance. <b>A governor asked how much pupil attendance time was lost due to medical reasons.</b> The HT said that this was relatively low and the school kept records of absence due to illness. The school was tracking attendance and responding quickly and supportively. <b>A governor asked about Year 6 attendance.</b> The HT said that it was stronger than previous and that attendance tended to get better up through the school.</p> <p>5.3 Quality of education – <b>A governor asked whether the red colour-coded internal data for Year 2 reading and writing reflected a now-resolved historical issue with teaching in Year 1.</b> The HT confirmed that it did and said that the maths data for that cohort was no longer red. <b>With reference to Key Stage (KS) 2 greater depth data, a governor asked whether it was possible to identify children from difficult backgrounds in order to support them to achieve their full potential.</b> The HT said that staff had already identified children who needed support to get to national; wherever possible, children were supported in lessons rather than being taken out of the classroom for interventions. The HT emphasised the importance of consistently good quality teaching</p>	

<p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>to enable all children to achieve well.</p> <p>Personal development – <b>A governor asked whether former Greenfields pupils (Year 7s) were ever invited to provide feedback about their experiences of transition to secondary school.</b> The HT said there were sometimes opportunities to talk with former pupils at Family Friday events. In addition, some local secondary schools invited primary teachers to visit Year 7 pupils. The HT reported that some staff had experienced verbal aggression from a very small proportion of the parent community. Governors supported the HT in taking a robust approach to dealing with rudeness; this included banning parents from site if necessary. Governors suggested the introduction of a parent code of conduct and/or the use of newsletters to communicate the school's expectations around standards of behaviour on site.</p> <p>Leadership and management – The school had gone one over its Year 6 published admission number (PAN) of 48. A child had joined another Year group via an in-year access move. The school had hosted visits from two other primary schools. Three new teaching assistants (TAs) had been appointed, including one maternity cover; two of the three brought previous experience. The school was advertising for a Business Manager Apprentice. Attendance was disappointing among some sections of staff. Teachers and the senior leadership team (SLT) had the strongest attendance. A governor noted that all staff absence – including that relating to two cases of serious illness which had been omitted from the figures – must be included for Ofsted purposes. The HT had tightened up on the authorisation of staff absence requests. Governors agreed to continue monitoring staff attendance. A governor suggested calculating the financial cost of staff absence so that staff could understand the budgetary impacts of their non-attendance. <b>A governor asked about the use of return to work meetings following staff absence.</b> The HT said that this process started with the Business Manager and progressed from there as appropriate.</p> <p><i>At 5.47pm KF joined the meeting.</i></p> <p>Monitoring visit priorities – Governors identified the leadership structure and lunchtime provision as key focus areas for term 1/2 monitoring visits.</p> <p><b>Action: The Chair and JB to monitor the leadership structure.</b></p> <p><b>Action: KF and SB to monitor lunchtime provision.</b></p>	<p>Chair &amp; JB KF&amp;SB</p>
<p>6</p>	<p><b>Special Educational Needs (SEN)</b></p> <p><i>This agenda item was discussed after item 3.2.</i></p> <p>The SENCO presented in detail the SEN Governor Report September 2024 which had been shared via GovernorHub along with the SEN Information Report 2024-25. During the past year, some children had been added to the register and others had been taken off to reflect progress against targets. Parents had appealed a decision to deny a special school place on the grounds that criteria had not been met. The HT commended the SENCO's speed, efficiency and focus in compiling the required evidence to support applications for support, including education, health and care plans (EHCPs). Another child had been granted a specialist placement starting in September; this followed a successful application for an EHCP in term 6. The SENCO reported that three more NHS paediatric referrals were lined up in addition to the seven already made. <b>A governor asked the reasons for the referrals.</b> The SENCO said they were for children with suspected ADHD or autism. <b>A governor asked whether the school had capacity to manage these referrals.</b> The SENCO confirmed that it did and explained that other avenues were explored before referrals were made; these included encouraging parents to approach GPs to make referrals. Governors discussed a suggestion for the school to produce a leaflet explaining the steps via which parents could obtain referrals. <b>A governor asked about Kent's timescale for the EHCP application process.</b> The SENCO said that it was meant to be 20 weeks; however, anecdotes from other schools indicated that it could take up to 18 months in practice.</p> <p>The SENCO signposted governors to budget figures for specific interventions. <b>A governor asked why the independent speech and language therapy support had ended.</b> The HT and the SENCO explained that the current five-days-per-week in-house provision was supporting a greater number of children and enabled closer working with teachers and TAs compared to the standalone support programmes previously provided. <b>A governor</b></p>	

	<p><b>asked about the Hamish and Milo social, emotional and mental health (SEMH) programme.</b> The SENCO said that it was a pilot scheme which provided access to a range of online resources. The HT identified scope for an Early Years SEN Assistant role in addition to the two school-wide SEN Assistant roles. <b>A governor asked about the criteria for high needs funding applications.</b> The SENCO explained the requirement for schools to evidence expenditure above £6k per year per child e.g. bespoke curriculum and/or higher levels of support and interventions. <b>A governor asked about the school's participation in the Partnership for Inclusion and Neurodiversity in Schools (PINS) Pilot Project Scheme.</b> The SENCO said that Greenfields was one of 20 local schools taking part in the project, which included training for the SENCO and the Emotional Literacy Support Assistant (ELSA)</p> <p>The SENCO signposted the following Action Plan 2023-24 updates: Targeted speech and language therapy; Further reductions in overall spending on bought in services; Purposeful and clear target outcomes for children's provision planning; and Strategies to further support children and families with dyslexia. The latter were still in progress and new assistive technology had been put onto school devices to support with dyslexia and difficulties in cognition and learning. <b>A governor asked whether children with dyslexia received support in the Year 6 SATs.</b> The HT said that a Year 6 child with dyslexia and an EHCP would be entitled to 25% additional time. Children with dyslexia but no EHCP were entitled to the usual types of support they received within the classroom e.g. yellow paper and/or a scribe. The SENCO highlighted the Action Plan 2024-25 targets: Improve parental engagement; Offer a comprehensive training package to all staff; Ensure the child's voice is heard in target setting; and Strategies to further support children and families with dyslexia. The HT, the Chair and SEND monitoring governor LB commended the SENCO's excellent work in supporting children with SEND.</p> <p><b>A governor asked whether any children with SEN were known to be homeless or about to be made homeless.</b> The HT said that, although some families struggled with housing and one child had previously been homeless, none were known to be homeless at the current time. <b>A governor asked about support for children who were young carers.</b> The SENCO had completed relevant training the previous year and KG had contact details of a young carers' support group, in which a young carer at Greenfields had expressed interest. <b>A governor asked whether there were any families at Greenfields who did not have recourse to public funds.</b> The HT did not know of any families who were subject to this condition. <b>A governor voiced concern regarding the increasing number of rising Year R children with SEND and asked about the school's capacity to manage complex high needs.</b> The HT said that he was acutely aware of the importance of staff retention with respect to the Early Years team in order to ensure the provision of appropriate support. A governor expressed concern about staff workloads with respect to managing SEN and safeguarding responsibilities. The HT identified the incentivising effects of appropriate pay and a positive workplace culture.</p> <p><i>The Chair thanked the SENCO and at 5.23pm the SENCO left the meeting.</i></p>	
7	<p><b>Safeguarding</b></p> <p>7.1 Annual Report – The Annual Safeguarding Report dated 22 September 2024 had been shared via GovernorHub.</p> <p>7.2 KCSIE – The HT confirmed that all staff and volunteers had read KCSIE 2024 guidance and that training had been updated.</p> <p><b>Action: The Chair to monitor staff and volunteers' KCSIE 2024 confirmations.</b></p>	Chair
8	<p><b>Health and Safety</b></p> <p>The HT reported that corridor repairs were needed as result of water ingress. It was expected that the work would be covered by the school's Classcare insurance policy. There was an £8k threshold above which the local authority was liable for costs.</p>	
9	<p><b>Finance</b></p> <p>9.1 Budget reports – Governors had received via GovernorHub the CFR Codes Cost Centres Budget Profile Details Report dated 31 August 2024 and ML's Finance Analysis for Year Ending March 2025. <b>A governor asked about spending plans and priorities.</b> The HT identified the need to update the KS1 classrooms and to enclose the training room venue</p>	

	with fencing extending out from the children's centre. The HT was also keen to develop an onsite community hub to provide a venue for delivering a range of advice, resources and support. The hub would also be fenced off from the rest of the school site.	
9.2	Risk register – Governors approved the school's financial risk register 2024-25 which had been shared via GovernorHub. The HT said that the most significant operational risk to the school would be the departure of key members of staff.	
9.3	Sport premium report – Governors approved the Sports Premium Report to Parents 2024 which had been shared via GovernorHub. The HT relayed positive feedback from children regarding the school's PE provision.	
9.4	Pupil premium – The HT reported that the school made very effective use of the pupil premium funding; this included funding all trips, with the exception of the residential trip.	
9.5	Pay award – The Pay Panel had met on 19 September to review the Deputy Headteachers' (DHTs') and teachers' pay. <i>The HT and staff governor KG left the present meeting at 5.59pm.</i> Confidential discussion was recorded in Part 2 confidential minutes. <i>The HT and KG returned to the meeting at 6.02pm.</i> Governors approved the total staff pay award of £52,300.	
9.6	Staff wellbeing – The Chair had made repeated attempts to contact Kent County Council's Assistant Director of Education (West Kent) and the Heads of Finance and Audit regarding the provision of staff meals and treats in the context of Kent's financial controls, but to no avail. A governor suggested writing to the new Secretary of State for Education. The Chair recapped the GB's previous discussions in the context of the new Secretary of State's position on staff wellbeing. Governors recognised the positive social, mental health and wellbeing impacts for children when they were able to share mealtimes with staff. A staff survey regarding take up of meals had highlighted the negative financial impacts for staff if the provision was withdrawn; these in turn might impact on staff retention. Some staff had raised questions about the budgetary impact of staff meals; the HT confirmed that staff meals remained affordable within the current year's budget. Governors supported the continued provision of staff meals to the end of the current financial year and the provision of the usual staff treats this Christmas.	
10	<p><b>Policies</b></p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> <li>• Attendance.</li> <li>• Child protection and safeguarding – This policy included new Kent agreed wording re. online safety.</li> <li>• Early Career Teacher (ECT) induction.</li> <li>• Lockdown.</li> <li>• Mobile and smart technology – Subject to removal of former Pastoral Manager's name.</li> <li>• Social media.</li> <li>• SEND.</li> <li>• Staff acceptable use of technology.</li> </ul>	
11	<p><b>AOB</b></p> <p>Governors were invited to attend the MacMillan Coffee Morning fundraising event at 9-10am and 2-3pm on 27 September.</p>	
12	<p><b>Confidentiality</b></p> <p>Part of item 9.5 was deemed to be confidential in perpetuity and was recorded in Part 2 confidential minutes.</p>	
13	<p><b>Next Meeting</b></p> <p>Governors confirmed FGB meeting to be held at 4.30pm on Thursday 5 December 2024.</p>	

The meeting closed at 6.20pm. These minutes will be signed electronically via GovernorHub.