

Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 5 December 2024 at 4.30pm at school & via Teams*

Attendees:

Governors Dan Andrews (Head Teacher, HT), Lisa Bell (LB), Sophie Brown (SB), Kelsie Gibson (KG), Mike Littleboy (ML), Julie Scott (JS, Chair, attended until 5.58pm), Natalie Williams* (NW)

Invitees Steph Mack (Deputy Head Teacher/Head of Early Years, attended until 5pm), Sam Marshall (Deputy Head Teacher/Head of Teaching and Learning, attended until 5pm)

Clerk Vanessa Stevens*

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

		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from Julia Bell (JB). Kerry Austin (KA) and Kathryn French (KF) also did not attend. Due to existing commitments, the Deputy Headteachers (DHTs) would need to leave by 5pm and the Chair would need to leave by 6pm. The meeting was quorate throughout.</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 new interests were declared during the meeting. Staff governor KG temporarily left the meeting for agenda item 4 as it pertained to staffing.</p>	
3	<p>Leadership Report, School Development & Monitoring</p> <p>3.1 Reports – Governors had received the following documents:</p> <ul style="list-style-type: none"> • Leadership Report December 2024 covering: school development plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; and lunchtime monitoring visit report (8-11-24, KF & SB). • Special educational needs (SEN) monitoring visits schedule. <p>3.2 Future developments – The Chair invited the DHTs to share updates on current projects. The Head of Teaching and Learning reported on the project to refresh and redecorate the Key Stage (KS) 1 classrooms. This project, which would continue into term 3, included looking at classroom design, furniture and resources to provide the best possible spaces for learning. KS1 provision was currently the least hands-on in terms of learning; part of the aim of the project was therefore to address this. The Head of Early Years reported on plans to expand the nursery provision, including a £450k bid that would be submitted to the Department for Education by 19 December. The bid would cover a range of elements including resources and garden development; quotes for the latter were being sought from landscaping companies. As part of the nursery expansion, it was planned that one Year R class would move to a current Year 1 classroom, and one nursery class (30 hour provision group) would move to a current Year R classroom. All of the 30 hours places were currently full. The proposed nursery expansion would increase capacity and therefore accommodate increased numbers.</p> <p>A governor asked about staff recruitment for the expanded nursery provision and any challenges this might pose. The Head of Early Years explained that the situation with regards to staff recruitment was improving and the process would start in January. The school already had some in-house capacity and staff were well trained and worked collaboratively to share best practice within the team. A governor asked how the school would accommodate potentially high levels of need among incoming cohorts of nursery-aged children. The Head of Early Years explained that the expanded nursery provision would enable spaces to be tailored and equipped for specific purposes; also, the additional staffing capacity would facilitate the provision of support to meet children's needs. A governor asked whether there were any possible restrictions which might prevent opening the expanded provision in April e.g. in terms of recruitment. The HT said that there were no foreseen barriers to an April start, especially given that there were</p>	

3.3	<p>two or three potential internal candidates; however, the timeline was flexible and a September start date was possible if needed.</p> <p>Monitoring visits – With reference to conversations with staff during monitoring visits, a governor asked how, given that many of Greenfields’ teachers and teaching assistants (TAs) had worked at the school since entering the education profession, governors could be assured that staff practice was objectively good in the wider context of the sector. The HT explained that teacher training included placements at other provision. All Greenfields staff were held to high standards and were rewarded for good practice via the school’s robust appraisal process.</p> <p>SB presented highlights from her and KF’s report on their 8 November visit which had focused on lunchtime provision, the training room and the nursery. SB commended the provision of varied outdoor activities which offered opportunities for children to learn independence and develop their social skills, including by building friendships with children from other Year groups. During the visit, it had been clear that children were enjoying the outdoor provision, and their behaviour had been excellent. A governor asked about plans to advertise the training room for hire. The HT said that the school had already fulfilled a number of bookings, including from Kent County Council (KCC) and educational psychologists, thereby generating income in excess of £1k. There was scope to advertise the facility via the school’s website; however, the HT wished to keep the number of external bookings to a manageable level. The training room was also used by Greenfields staff for meetings and for hosting classes when they needed to temporarily vacate their own classrooms e.g. while flooring work was carried out.</p> <p>The Chair reported on her recent safeguarding visit with the SENCO. This had included a demonstration of the CPOMS system, during which no children’s details or confidential records had been visible. The Chair commended staff members’ quick responses to issues flagged via CPOMS. The Chair had checked the school’s single central record (SCR) which included staff and volunteers’ KCSIE 2024 confirmations. The SCR was complete except for a few missing details which the Business Manager was following up with the relevant people. The HT commended the Business Manager’s hard work, organisational skills, and attention to detail.</p>	
4	<p>Leadership Developments</p> <p>This item was discussed after item 3.2. KG left the meeting before discussion of this agenda item. Confidential discussion was recorded in Part 2 Confidential Minutes. After discussion of this item, KG returned to the meeting and the DHTs left the meeting.</p>	
5	<p>Governing Body (GB) Matters</p> <p>5.1 Vice Chair – The Clerk had informed governors that the Area Governance Officer had noted and reported the GB’s current lack of Vice Chair. Self-nominations for election to the role had been sought prior to the meeting. Governors voted to elect sole nominee ML to serve as Vice Chair until the first Full Governing Body (FGB) meeting of 2025-26.</p> <p>Action: The Clerk to update GB records to reflect election of ML as Vice Chair.</p> <p>5.2 Staff governor election – KG’s current term of office as staff governor was due to end on 17 January 2025. A staff governor election would be held at the start of term 3.</p> <p>Action: The Clerk and the HT to liaise re. staff governor election admin.</p> <p>5.3 Recruitment – Since the previous FGB meeting, there had been no expressions of interest in the two co-opted governor vacancies. The Chair emphasised the importance of diversity and local community representation on the GB.</p> <p>5.4 Training – JB had completed The Education People’s (TEP’s) Strategic Safeguarding for Governance 2024-25 course on 30 September and her certificate had been uploaded to GovernorHub. SB had booked to attend TEP’s Be Prepared for Ofsted training on 7 January and the Governor Induction course on 28 February.</p>	Clerk Clerk & HT
6	<p>Minutes of Previous Meeting</p> <p>6.1 Approval of FGB minutes – Governors approved the minutes (main and confidential sets) of the FGB meeting held on 26 September 2024.</p> <p>Action: The Chair to electronically sign the approved minutes (two sets) of the 26 September 2024 FGB meeting.</p>	Chair

6.2	Approval of Pay Panel minutes – Approval of the confidential minutes of the Pay Panel meeting held on 4 November 2024 was carried forward to the next FGB meeting.	
6.3	<p>Updates on actions from 26 September FGB meeting not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> Item 4.1: The Chair had electronically signed the minutes of the 19 September 2024 FGB meeting. Item 4.2: NW had electronically signed the approved confidential minutes of the 19 September 2024 Pay Panel meeting. Item 4.3: The Chair had electronically signed the approved minutes of FGB meetings held on 26 March, 16 May and 10 July 2024. <p>Action carried forward: The Chair to electronically sign the approved minutes (main and confidential sets) of the 5 December 2023 FGB meeting.</p> <ul style="list-style-type: none"> Item 4.3: JB had attended the phonics workshop on 15 October. Item 4.3: SB, KG and the Chair had completed the GB code of conduct confirmation on GovernorHub. <p>Action: KA and ML to complete code of conduct confirmation on GovernorHub.</p> <ul style="list-style-type: none"> Item 4.3: The HT and JB had met in term 2 to discuss the SATs and inspection data summary report (IDSR). Item 4.3: SB, KG, ML and the Chair had completed the Keeping Children Safe in Education (KCSIE) 2024 confirmation on GovernorHub. <p>Action: KA to complete the KCSIE 2024 confirmation on GovernorHub.</p> <ul style="list-style-type: none"> Item 4.3: The HT Performance Management Panel meeting had taken place. The pay recommendation had been discussed by the Pay Panel on 4 November. Item 5.6: Action carried forward: The Chair and JB to monitor the leadership structure. 	<p>Chair</p> <p>KA & ML</p> <p>KA</p> <p>Chair & JB</p>
7	<p>Safeguarding</p> <p>The Chair cited the requirement for annual reports to governors regarding the school's IT filtering and monitoring system. The HT offered to provide regular updates throughout the year via Leadership Reports. The HT explained that the school's filtering and monitoring system was very sensitive and generated an alert whenever a user typed in a word or string of letters that was recognised as being inappropriate. Confidential information was recorded in Part 2 Confidential Minutes.</p> <p>Action: The HT to include filtering and monitoring updates in Leadership Reports.</p>	Head
8	<p>Data Protection</p> <p>The HT reported that a freedom of information request had been received in term 6. The school had provided the requested information (excluding safeguarding information, which schools were not required to provide) within the appropriate timescale and had contacted the Information Commissioner's Office.</p>	
9	<p>Health and Safety</p> <p>The HT recapped previous issues with the leaking roof in the corridor, which had in turn caused other problems including with the flooring. KCC had paid for the initial repair to the roof; however, the leak had since reoccurred. As predicted by the contractor, long-term remediation of the problem would require addressing the location of the join in the roof. A governor suggested contacting the local MP if the local authority would not provide the required work. Work on the lighting was due to start on 9 December.</p>	
10	<p>Finance</p> <p>10.1 Monitoring reports – Governors had received the following reports via GovernorHub:</p> <ul style="list-style-type: none"> CFR Codes Cost Centres Budget Profile Details Report dated 31 October 2024. Six month monitoring feedback 2024. Income & Expenditure and Reconciliation Report Feedback 2024-25 	

	<ul style="list-style-type: none"> • ML's Finance Analysis for Year Ending March 2025 (September and October reports). • Training room costs to refurbish as at 29 October 2024. <p>The Chair thanked ML for his detailed and comprehensive finance monitoring reports which evidenced the level of challenge provided. The finance monitoring cycle was working well in terms of ML's regular meetings with the HT and the sharing of reports; this helped to ensure that the school was well prepared ahead of financial compliance audits. ML presented key headlines from the monitoring reports and noted that the school remained close to the balance control mechanism (BCM) beyond which certain monies could be clawed back by the local authority. Discussions were already underway regarding the following year's budget planning.</p> <p>10.2 Assets – Governors had received a write off/disposal authorisation form detailing two disposals dated 6 November 2024.</p> <p>10.3 Pupil premium – The HT said that the pupil premium report was undergoing a three year review ahead of publishing before Christmas. The updated report would provide a good narrative of the use and impact of the funding. Historically, Greenfields had submitted a high level of pupil premium applications to ensure that all possible funding (£1,300 per eligible child) was received.</p> <p>10.4 Benchmarking – Governors had received the Kent Benchmarking report and additional benchmarking notes for 2023/24 via GovernorHub. The HT explained that the former report compared Greenfields' expenditure and income against a group of four unnamed Kent comparator schools, as well as against all Kent primary schools. Governors noted that Greenfields' expenditure on teaching staff as a percentage of income was approx. seven percentage points below that of the comparator group and all Kent primary schools (36.56% versus 43.67% and 47.07%). The school's expenditure on support staff as a percentage of income was slightly higher than that of the two groups (22.73% versus 23.23% and 20.39%). This reflected the high level of support provided to meet children's needs, as well as the positive impact of Greenfields' TA progression route and competitive pay in terms of staff retention. Greenfields' expenditure on learning resources as a percentage of income was also higher (5.11% versus 4.59% and 4.36%); this reflected the school's commitment to providing a broad range of enrichment opportunities for the children. Greenfields had invested significant capital in site developments in recent years. The HT emphasised that, irrespective of formal benchmarking data, Greenfields' own measure of success was ensuring that all children at the school felt loved, which in turn formed the foundation upon which the school's educational work was built.</p> <p>Action: The HT and ML to discuss benchmarking data in more detail during finance monitoring.</p>	Head & ML
11	<p>Policies</p> <p>Governors approved the following policies which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Anti-fraud, bribery and corruption policy. • Bullying and harassment policy and risk assessment. • Code of conduct. • Finance policy, including new spending limits in line with the updated model policy. • Gifts and hospitality policy, subject to addition of Greenfields' details and logo. The Chair recapped the GB's previous discussions of the positive social, mental health and wellbeing impacts for children and staff when they were able to share mealtimes. The instruction by KCC to cease provision of staff meals contrasted with the government's focus on supporting staff wellbeing. The HT emphasised the importance of shared mealtimes in terms of relationship building and the opportunity for staff to model good mealtime behaviour to the younger children especially. Governors agreed that the continued provision of staff meals was covered within the scope of the newly adopted gifts and hospitality policy. The HT noted that the provision of staff refreshments and food items during the Christmas season was not specifically referred to in the policy; however, governors agreed that this initiative was covered by wording relating to the school's retention strategy. • Health and safety policy. 	

	<ul style="list-style-type: none"> • Maternity support leave policy. • Pay policy. • School dog policy and risk assessment. • Shared parental leave policy. • Teaching and learning policy. • Uniform policy. <p>Action: The HT to finalise the approved gifts and hospitality policy as agreed.</p> <p>At 5.58pm the Chair left the meeting.</p>	Head
12	<p>AOB</p> <p>Governors had received TEP's governance bulletins for the months of October and November. Governors revisited previous discussions of the proposed development of an onsite community hub.</p> <p>Action: The HT and ML to discuss the proposal for an onsite community hub during finance monitoring.</p>	Head & ML
13	<p>Confidentiality</p> <p>The Leadership Report was filed as confidential due to identifying information. Parts of agenda items 4 and 7 were deemed to be confidential and were recorded in Part 2 confidential minutes.</p>	
14	<p>Next Meeting</p> <p>Governors confirmed the next FGB meeting would be held at 4.30pm on Thursday 6 February 2025.</p>	

The meeting closed at 6.03pm.

These minutes will be signed electronically via GovernorHub.