

**Greenfields Community Primary School**  
**Minutes of Full Governing Body Meeting**  
**Thursday 22 May 2025 at 4.30pm at school & via Teams\***

**Attendees:**

**Governors** Dan Andrews (Head Teacher, HT), Julia Bell (JB), Lisa Bell (LB), Sophie Brown\* (SB), Kelsie Gibson (KG), Mike Littleboy (ML, Vice Chair), Julie Scott (JS, Chair)

**Clerk** Vanessa Stevens\*

		<b>Action</b>
1	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from governors Kathryn French (KF) and Natalie Williams (NW). Kerry Austin (KA) had resigned from the Governing Body (GB) on 25 April and Rachel Neaves (RN) had resigned from the GB on 21 May. The meeting was quorate.</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. No new interests were declared during the meeting.</p>	
3	<p><b>Minutes of Previous Meeting</b></p> <p>3.1 Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 27 March 2025.</p> <p><b>Action: The Chair to electronically sign the approved minutes (two sets) of the 27 March 2025 FGB meeting.</b></p> <p>3.2 Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> <li>• Item 4.1: <b>Action carried forward: The Chair to electronically sign the approved minutes (two sets) of the 6 February 2025 FGB meeting.</b></li> <li>• Item 4.3: JB had electronically signed the approved main minutes of the 5 December 2024 FGB meeting. <b>Action carried forward: JB to electronically sign the approved confidential minutes of the 5 December 2024 FGB meeting.</b></li> <li>• Item 4.3: <b>Action carried forward: The Chair to electronically sign the approved minutes (two sets) of the 26 September 2024 FGB meeting and the approved minutes (two sets) of the 5 December 2023 FGB meeting.</b></li> <li>• Item 5.7: The HT had contacted external adviser Andrew Crossley-Holland to arrange a midyear review. The review meeting had taken place on 19 May.</li> <li>• Item 11: The HT had finalised the admissions policy and the behaviour policy and procedures as agreed.</li> </ul>	<p>Chair</p> <p>Chair</p> <p>JB</p> <p>Chair</p>
4	<p><b>Governing Body Matters</b></p> <p>4.1 Co-opted governor vacancy – KG reported that no expressions of interest in the co-opted governor vacancy had been received via the Community Group. Governors discussed the suggestion of contacting Kent Police HQ on Sutton Road to ask whether a member of their team might be interested in the role.</p> <p><b>Action: ML to contact Kent Police regarding the co-opted governor vacancy.</b></p> <p>4.2 Parent governor election – No nominations for the parent governor election had been received by the 14 May deadline. The Chair said that some parents might not feel confident in putting themselves forward for the role despite having relevant skills and experience. Governors agreed that the parent governor election would be re-run in Term 1; if no nominations were received, governors would consider appointing to the vacancy.</p> <p><b>Action: The Clerk and the HT to liaise re parent governor election in Term 1.</b></p> <p>4.3 Training – SB had attended the Countywide Governor Briefing on 15 May.</p> <p><b>Action carried forward: ML and the Chair to complete three training modules on the duty to prevent sexual harassment and send certificates to the Clerk.</b></p>	<p>ML</p> <p>Clerk &amp; HT</p> <p>ML &amp; Chair</p>

5	<b>Finance</b>	
5.1	School Financial Value Standard (SFVS) – The HT confirmed that the SFVS had been submitted to Kent County Council (KCC) ahead of the deadline.	
5.2	Budget monitoring 2024/25 – The Chair said that all finance documents which had been shared via GovernorHub prior to the meeting would be taken as read. Governors had received finance monitoring governor ML's confidential Finance Analysis for Year Ending March 2025 report dated 16 May 2025.	
5.3	<p>Three year budget plan 2025/26-2027/28 – Governors had received the following reports:</p> <ul style="list-style-type: none"> <li>• Budget forecast by CFR level report for the financial years 2025/26 to 2027/28. For the respective financial years of 2025/26, 2026/27 and 2027/28, the report showed cumulative revenue balances carried forward of £308,542.27, £314,039.53 and £277,932.67. A zero cumulative capital balance was forecasted to be carried forward in each of the three years.</li> <li>• Three year budget assumptions.</li> <li>• ML's confidential Finance Budget Analysis to year ending March 2026 report dated 15 May 2025.</li> </ul> <p>The HT said that the nursery was projected to become full as numbers on roll continued to rise. Funding income for the nursery garden had been confirmed. <b>A governor asked about potential budgetary impacts if nursery numbers did not change from present levels.</b> The HT said that the three year budget plan was not based on the assumption that the nursery would be full; rather, it was assumed that the nursery would be 70% full from September 2025 and 75% full in the subsequent year. The HT and ML would continue to monitor the budget to ensure that the school did not exceed its balance control mechanism (BCM) as a result of rising nursery numbers. <b>A governor asked whether the three year budget plan had taken account of staff pay rises and recent changes in pay rates.</b> The HT confirmed that these changes, including teachers' pay rises, had been factored in. Support staff pay had increased due to the introduction of new Kent Scheme pay scales from 2025/26. <b>A governor asked about the level of certainty with respect to years two and three of the budget plan.</b> The HT and the Chair said that the figures for those years were likely to change during the intervening period. The HT cited staff pay as an area that was likely to change due to normal staff turnover. If future budgetary pressures so necessitated, consideration could be given to natural wastage over time; however, this was not currently anticipated. Governors approved the three year budget plan 2025/26 to 2027/28 for submission to KCC by the Business Manager.</p> <p><b>Action: The Chair to sign the approved three year budget plan for submission to KCC by the Business Manager.</b></p>	
5.4	<p>Funding streams – The HT said that the sports funding report would be updated by the end of Term 6. Expenditure of the funding was in accordance with the relevant conditions. Plans for swimming provision were covered under agenda item 12.3. The school had made links with a skateboarding company and engaged an external dance teacher for one morning per week. The HT reported that some of the school's special educational needs (SEN) funding would be protected during the first year (2025/26) of Kent's new communities model. Further changes would take effect thereafter. <b>A governor asked about the likely impacts of these changes.</b> The HT anticipated that they would be minimal as the school only ever claimed for additional funding when absolutely necessary.</p>	Chair
5.5	Asset register – The HT said that the school was continuing to use an online system onto which individual items could be scanned for the purpose of tracking.	
5.6	Finance systems and support – ML cited his Finance Analysis for Year Ending March 2025 report which noted the change in format of KCC's end of year accounts compared to the previous 11 months of the financial year. ML said that the change had made it difficult to undertake a detailed analysis in the time available. The lack of financial information provided by KCC at various points during the year had been frustrating, including the delayed receipt of the March and April figures. ML explained that the current system entailed some duplication in terms of data input. The school was signed up to use the current system at an annual cost of c£11k until March 2027. There had been discussion at the 9 May finance monitoring meeting regarding the option of moving to an alternative system from 1 April 2026. In line with KCC requirements, the school would need to run the current and new systems in parallel for the first year. It would also be necessary to ensure	

	<p>that the current system would talk to the Arbor system. The HT had received mixed feedback from another school's business manager about their own experience of changing providers: while some aspects were better, e.g. day-to-day purchase orders, it was at times difficult to extract data in a format that could be submitted to KCC. Governors recognised the importance of having a flexible system which would enable the school to run its own reports whenever required. A governor suggested negotiating a transition deal in a group with other schools, or buying an alternative package such as Sage and employing someone to administer it. Governors recognised that a decision would need to be made by 1 April 2026.</p> <p><b>Action: The HT to contact other schools regarding the potential for collective negotiation with a new financial services provider.</b></p>	Head
6	<p><b>Leadership Report and School Development</b></p> <p>6.1 Leadership Report – Governors had received the confidential Leadership Report May 2025 covering: school development plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; and the Chair's 27 March monitoring visit (covered under agenda item 7.1). The HT reported that the school had received a very positive visit from the School Improvement Partner on 20 May which had focused on the Early Years and Key Stage 1. The next visit would focus on Key Stage 2.</p> <p>6.2 Attendance – Governors had received the confidential official sensitive Department for Education (DfE) primary school attendance similar schools comparison report Spring term 2024 to 2025 dated 22 April 2025. Overall pupil attendance had decreased slightly to 95.3% since the Leadership Report was written. KG said that conversations were being had with parents of Year R children regarding attendance. The Chair reported that the apprentice was taking a proactive approach to encouraging attendance. The HT said that he and the Special Educational Needs Co-ordinator (SENCO) were doing home visits as needed to support attendance. The staff attendance data presented in the Leadership Report had been colour-coded to enable year-on-year comparison.</p> <p>6.3 Home-school communication – The decision had been made to switch to a new parent comms system which would provide better value for money and greater ease of use. Parents would be invited to download a new app to access the system; technical support would be available via the company's parent helpline.</p> <p>6.4 Staffing – One teacher had resigned and was leaving in the current term. Contingency plans had been put in place to cover the resultant vacancy. A meeting was scheduled for 23 May to discuss the school's staffing structure. The school would be employing seven Early Career Teachers (ECTs) from September 2025, three of whom had completed their first year (ECT2s) and the other four of whom were ECT1s with experience. Appropriate support arrangements would be put in place for all ECTs.</p> <p>6.5 Website compliance – There were no updates on the website at this time.</p>	
7	<p><b>Governor Monitoring</b></p> <p>7.1 Visit reports – The Chair had visited on 27 March to monitor lunchtime, playtime and reading in the Early Years. She had also carried out a safeguarding monitoring visit on 19 May during which she had spoken with the SENCO and the Business Manager and monitored the use of CPOMS. The Chair had visited on 13 May and LB had visited on 15 May to monitor Key Stage 2 SATs admin compliance; both reports had been sent to the HT. LB had carried out SEND monitoring on 7 March (focus on interventions) and 2 May (focus on transition). Reports of the two visits had been shared via GovernorHub. ML had monitored IT filtering and monitoring on 9 May.</p> <p><b>Action: The HT to include the Chair's and LB's SATs monitoring reports in the Term 6 Leadership Report.</b></p> <p><b>Action: ML to send filtering and monitoring visit report to the HT for inclusion in the Term 6 Leadership Report.</b></p> <p><b>Action: The Chair to send safeguarding monitoring visit report to the HT for inclusion in the Term 6 Leadership Report.</b></p> <p>7.2 Allocation of responsibilities – Following the departure of KA, governors reallocated monitoring responsibilities for health and safety (ML) and leadership and management (JB and JS). Governors appointed SB to monitor the nursery provision. Future monitoring</p>	<p>Head</p> <p>ML &amp; Head</p> <p>Chair &amp; Head</p>



12.4	<p>of onsite swimming lessons would remove the need for offsite travel and thus reduce the amount of time away from the classroom.</p> <p><b>Admissions – A governor asked about the level of applications for the September 2025 Year R intake.</b> The HT said that the school had received 109 applications.</p>	
13	<p><b>Confidentiality</b></p> <p>The following reports were filed as confidential: Leadership Report; ML's Finance Analysis for Year Ending March 2025 report dated 16 May 2025; ML's confidential Finance Budget Analysis to year ending March 2026 report dated 15 May 2025; and DfE primary school attendance similar schools comparison report Spring term 2024 to 2025 dated 22 April 2025. Part of agenda item 10 was deemed to be confidential and was recorded in Part 2 confidential minutes.</p>	
14	<p><b>Next Meeting</b></p> <p>Governors confirmed the next FGB meeting would be at 4.30pm on Wednesday 2 July.</p>	

The meeting closed at 6pm.

These minutes will be signed electronically via GovernorHub.