

Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 27 March 2025 at 4.30pm at school & via Teams*

Attendees:

Governors Dan Andrews (Head Teacher, HT), Lisa Bell (LB, attended except 5.20-5.30pm), Sophie Brown* (SB), Kathryn French* (KF), Kelsie Gibson (KG), Mike Littleboy (ML, Vice Chair, attended from 4.53pm), Julie Scott (JS, Chair), Natalie Williams* (NW)

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 governor Julia Bell (JB) and co-opted governor nominee Rachel Neaves (RN). Governor Kerry Austin (KA) did not attend. ML's arrival was delayed due to traffic. The meeting was quorate throughout.</p> <p>Action: The Clerk to write to KA regarding absence from Governing Body (GB) meetings.</p>	Clerk
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.</p>	
3	<p>Governing Body Matters</p> <p>3.1 Appointment – The HT outlined RN's professional experience and skillset in relation to her nomination for appointment as a co-opted governor. RN had experience of leadership in her current role as an Assistant Headteacher at New Line Learning Academy. RN had visited Greenfields for an introductory meeting with the HT and attended meetings of the Community Group. Governors agreed that RN's experience of the secondary education sector would be useful in the context of supporting pupils' transition from Year 6 to Year 7. Governors voted to appoint RN to serve a four-year term of office as a co-opted governor with immediate effect.</p> <p>3.2 Recruitment – Governors discussed recruitment to the remaining co-opted governor vacancy. The Chair identified the need to ensure that the membership of the GB better represented Greenfields' diverse community. Governors agreed that further consideration was needed of how to raise awareness of the GB and opportunities for participation as widely as possible e.g. through engagement with parents and the community. Governors agreed to pause recruitment to the remaining vacancy while these issues were addressed.</p> <p>Action: KG to continue discussions with members of the Community Group regarding the co-opted governor vacancy.</p> <p>Action: The HT to continue raising the profile of the GB in discussions with parents.</p> <p>3.3 Training – LB and NW had completed three training modules on the duty to prevent sexual harassment; KG had completed module 3. SB had attended The Education People's (TEP's) governor induction training.</p> <p>Action: KA, ML and the Chair to complete three training modules on the duty to prevent sexual harassment and send certificates to the Clerk.</p>	<p>KG</p> <p>Head</p> <p>KA, ML, JS</p>
4	<p>Minutes of Previous Meeting</p> <p>4.1 Approval of Full Governing Body (FGB) minutes – Governors approved the minutes (main and confidential sets) of the FGB meeting held on 6 February 2025.</p> <p>Action: The Chair to electronically sign the approved minutes (two sets) of the 6 February 2025 FGB meeting.</p> <p>4.2 Approval of Pay Panel minutes – Approval of the confidential minutes of the Pay Panel</p>	Chair

4.3	<p>meeting held on 4 November 2024 was carried forward to the next FGB meeting.</p> <p>Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 4.1: Action carried forward: JB to electronically sign the approved minutes (two sets) of the 5 December 2024 FGB meeting. • Item 4.3: Action carried forward: The Chair to electronically sign the approved minutes (two sets) of the 26 September 2024 FGB meeting. • Item 4.3: Action carried forward: The Chair to electronically sign the approved minutes (two sets) of the 5 December 2023 FGB meeting. • Item 4.3: The Chair and ML had monitored the leadership structure. • Item 10: Governors approved the updated GB Terms of Reference in which spending thresholds had been aligned with the school’s finance policy. 	<p>JB</p> <p>Chair</p> <p>Chair</p>
5	<p>Leadership Report, School Development & Monitoring</p> <p>5.1 Report – Governors had received the confidential Leadership Report March 2025 covering: school development plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years.</p> <p>5.2 Behaviour and attitudes – The HT reported that attendance had decreased slightly to 95.4% although remained above average in all Year groups. The rate of persistent absence among all pupils had moved to 10.5% which was in the top 30-40% of schools. The school was continuing to follow up absences in line with policy. The HT anticipated a potential challenge due to unauthorised holidays during the remainder of the academic year. The attendance rate for children not in receipt of free school meals was 97.2%; this was in the top 0-10% of schools. One referral for a fine in respect of unauthorised absence had been made to Kent County Council (KCC). The HT signposted the Department for Education (DfE) as a useful source of attendance data.</p> <p>At 4.53pm ML arrived.</p> <p>A governor asked whether there had been any staff absence related to stress. The HT said that there had not been any in the current academic year. A governor commended the school on having had no exclusions despite some challenging pupil behaviour. The HT said that Greenfields accepted managed moves whenever it was possible to accommodate them. On some occasions, managed moves could not be accommodated due to existing needs in a particular Year group. The HT emphasised that Greenfields remained committed to helping children with behavioural issues.</p> <p>5.3 Early Years – The HT reported positively on the take-up of nursery places; in purely statistical terms, the nursery provision would by now have been at 101.5% occupancy if it had not expanded. Many parents had extended their children’s hours to make use of their eligibility for 30 hours per week childcare. The extended nursery provision was 82.9% full, which was very strong given how recently the expansion had happened, and income from the nursery had increased. A governor asked whether the future intake into the nursery was likely to include many children with special educational needs (SEN). The HT said that it was statistically probable that an increase in overall numbers would include an increase in the number of children with SEN. The HT said that, as in the main school, children who attended the nursery were well supported by staff including the SEN Co-ordinator (SENCO). A governor asked whether there were any concerns about staff workloads. The HT said there were none at the moment, although he recognised that needs might change in the future. KF had spoken with the Head of Early Years during a monitoring visit about the numbers of nursery children with English as an Additional Language (EAL) and the support that they received with learning English. A governor asked about any future changes in staff-to-child ratios in this context. The HT said that in the current political and economic landscape it was widely recognised that schools would need to carefully consider their staffing arrangements. The HT confirmed that if the need arose Greenfields would look at recruiting additional staff to meet children’s needs; there was room in the budget to accommodate this. Governors recognised the challenges posed by the forthcoming introduction of KCC’s new locality model for SEN funding.</p> <p>5.4 Leadership and management – A governor asked about the use of the online monitoring system Smoothwall in the context of children’s internet use. The HT explained that Smoothwall worked using an algorithm and that it generated notifications whenever certain thresholds were crossed. There had been two recent notifications; both</p>	

	had been investigated and found to be linked to children's writing in English. The HT recalled that some children had deliberately tried to test the Smoothwall system when it was first introduced. A governor asked who was responsible for monitoring Smoothwall notifications. The HT explained that incidents which reached the level 3 threshold were looked at by a member of Smoothwall staff. If a flagged incident was found to be unproblematic, no further action would be taken. If an incident was found to be problematic, it would be passed to the school to deal with.	
5.5	Monitoring visits – A governor asked about the allocation of suggested monitoring visits which were identified in the Leadership Report. The HT explained that they could be covered by governors in line with the GB's existing allocation of monitoring responsibilities as set out in the Terms of Reference. Based on observations during school visits, the Chair reported that children were continuing to benefit from the presence of staff members during lunchtimes. The HT said that the arrangement was having a positive impact in terms of role modelling, the facilitation of high quality conversations, and building relationships. Governors discussed monitoring visit priorities for the coming terms. Action: ML to carry out a filtering and monitoring visit. Action: The Chair to carry out a safeguarding monitoring visit. Action: LB to continue with previously arranged SEN monitoring schedule.	ML Chair LB
5.6	SATs monitoring – The Chair invited governors to assist with monitoring admin compliance and children's experiences during SATs week (Monday 12 to Thursday 15 May). Action: Governors to notify the HT of availability to monitor SATs in w/c 12 May.	Govs
5.7	HT's midyear review – The HT's midyear review was due to be arranged. Action: The HT to contact external adviser Andrew Crossley-Holland to arrange midyear review.	Head
6	Attendance Governors had received the Greenfields Community Primary School Absence Report for the period to 20 December 2024. The HT said that this report was very positive and the school was above average in all except two areas: severe absence in Year 1 and total absence in Year 2. A governor asked whether these issues had been raised by the Ofsted inspector during the recent inspection. The HT confirmed that the inspector had asked about individual children with severe absence and the school had provided evidence that everything possible had been done to support those children. At 5.20pm LB temporarily left the meeting.	
7	Safeguarding The HT commended the handling earlier that day of a safeguarding incident by the Head of Early Years who had been acting as the responsible Designated Safeguarding Lead (DSL) in the absence of the SENCO. A safeguarding meeting had been held with parents and a referral had been made to social services. The Chair commended the Early Years Administrator's efficiency in bringing the issue to the attention of the Head of Early Years. With reference to a recent safeguarding monitoring visit, the Chair also commended the efficiency of the school's systems, including staff members' use of CPOMS to record and track relevant safeguarding information.	
8	Data Protection There had been no data protection issues in the reporting period.	
9	Health, Safety and Premises ML reported that he was continuing to liaise with the estates team regarding the ongoing ingress of rainwater around the Early Years corridor. KCC had carried out a drone survey of all roofs but no further update had yet been received.	
10	Finance	
10.1	Feedback – Governors had received the nine month monitoring feedback report from KCC who had queried the additional £950 income against budget code I08 (Income from lettings). In response, the school had explained that the additional income related to income from the holiday club, hall hire, training hub, Maidstone Borough Council elections	

10.2	<p>lettings, and increased Stones lettings.</p> <p>Monitoring – Governors had received ML’s confidential Finance Analysis reports to the ends of January and February respectively, plus two CFR codes cost centres budget reports dated 28 February 2025. ML reported that the school was in a good financial position and there were no issues of concern. Both turnover and expenditure were up and there was projected to be a c£255k (or slightly higher) surplus at the end of March. The HT confirmed that this was within the school’s balance control mechanism (BCM). There were no matters arising with regard to funding updates or the financial risk register. The school was awaiting the DfE’s nursery grant decision at the end of May. The next finance monitoring meeting including a detailed budget review would take place on 9 May. A governor asked whether planned expenditure on iPads was included in the reported budget figures. ML confirmed that it was. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>At 5.30pm LB returned to the meeting.</p>	
10.3	<p>School Financial Value Standard (SFVS) – Governors approved the SFVS checklist and record of related party transactions as referenced in the response to question 26 of the checklist.</p>	
11	<p>Policies</p> <p>Governors approved the following which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Admissions policy (based on template from The Key), subject to insertion of wording on p4 with respect to the school’s definition of social and medical needs and the evidence required. <p>Action: The HT to finalise the admissions policy as agreed above.</p> <ul style="list-style-type: none"> • Behaviour policy and statement of behaviour principles (based on template from The Key), subject to finalisation of highlighted sections in line with school’s current arrangements. <p>Action: The HT to finalise the behaviour policy and procedures as agreed above.</p> <ul style="list-style-type: none"> • Finance policy. • Grievance policy and procedure. • Lettings policy (based on template from Cantium Business Solutions). The HT planned to revisit this policy as more guidance was received. Governors discussed the requirement as per the Keeping Children Safe in Education guidance for any concerns or allegations relating to lessees’ staff members to be addressed in line with school policy e.g. via the Local Authority Designated Officer (LADO). • Relationship and sex education policy (including PSHE education). 	<p>Head</p> <p>Head</p>
12	<p>AOB</p> <p>Governors had received TEP’s governance bulletin for February.</p>	
13	<p>Confidentiality</p> <p>The Leadership Report and ML’s Finance Analysis reports to the ends of January and February respectively were filed as confidential. Part of item 10.2 was deemed to be confidential and was recorded in Part 2 confidential minutes.</p>	
14	<p>Next Meeting</p> <p>Governors confirmed the next FGB meeting would be at 4.30pm on Thursday 22 May.</p>	

The meeting closed at 5.46pm.

These minutes will be signed electronically via GovernorHub.