

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Wednesday 2 July 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), Julie Scott (JS, Chair of Governors), Natalie Williams

Clerk Vanessa Stevens*

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

| | | Action |
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| 1 | <p>Welcome</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from Vice Chair of Governors Mike Littleboy (ML). Governor Kathryn French (KF) also did not attend. The meeting was quorate.</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.</p> | |
| 3 | <p>Minutes of Previous Meeting</p> <p>3.1 Approval of minutes – Governors approved the minutes (main and confidential sets) of the Full Governing Body (FGB) meeting held on 22 May 2025.</p> <p>Action: The Chair to electronically sign the approved minutes (two sets) of the 22 May 2025 FGB meeting.</p> <p>3.2 Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> • Item 3.1: The Chair had electronically signed the approved minutes (two sets) of the 27 March 2025 FGB meeting • Item 3.2: Action carried forward: The Chair to electronically sign approved minutes: 6 February 2025 FGB (two sets); 26 September 2024 FGB (two sets); and 5 December 2023 FGB (two sets). • Item 3.2: JB had electronically signed the approved confidential minutes of the 5 December 2024 FGB meeting. • Item 4.1: Action carried forward: ML to contact Kent Police regarding possible recruitment to the co-opted governor vacancy. • Item 4.2: The parent governor election would be run in Term 1. • Item 4.3: Action carried forward: ML and the Chair to complete three training modules on the duty to prevent sexual harassment and send their certificates to the Clerk. • Item 5.3: The Chair had signed the approved three year budget plan for submission to Kent County Council (KCC) by the Business Manager. • Item 5.6: The HT was continuing discussions with other schools regarding the possibility of moving to a new financial services provider. Consideration was also being given to moving to a cloud-based system. • Item 7.1: Action carried forward: The HT to include the Chair’s and LB’s SATs monitoring reports in the next Leadership Report. • Item 7.1: Action carried forward: ML to send filtering and monitoring visit report to the HT for inclusion in the next Leadership Report. • Item 7.1: Action carried forward: The Chair to send 19 May safeguarding monitoring visit report to the HT for inclusion in the next Leadership Report. • Item 7.2: The Clerk had updated the GB Terms of Reference to reflect newly allocated | <p>Chair</p> <p>Chair</p> <p>ML</p> <p>ML & Chair</p> <p>Head</p> <p>ML & Head</p> <p>Chair & Head</p> |

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| | <p>monitoring responsibilities.</p> <ul style="list-style-type: none"> Item 11: The HT had updated the charging and remissions policy as agreed. Item 11: The HT had amended the positive handling policy as agreed. | |
| 4 | <p>Governing Body (GB) Matters</p> <p>4.1 Pupil meeting – The Chair shared very complimentary feedback on the annual meeting between governors and pupils which had taken place prior to the present meeting. The Chair commended pupils’ articulacy, confidence, openness, and positive approach to their learning and the school. Pupils felt that Greenfields was a supportive and safe space and they liked the uniform, the use of lanyards and the range of activities on offer e.g. the onsite swimming pool, even though some requests could not be accommodated e.g. a zipwire. Pupils were positive about transitioning to secondary school, although would miss the informal style of Greenfields’ classroom setup and their positive interactions with staff. Governor agreed to continue their annual meetings with pupils.</p> <p>A governor asked whether the school kept in touch with former pupils who had moved up to Year 7 and beyond or whether this could be introduced. The HT said that historically many former pupils had voluntarily kept in touch, including some without sibling links at the school. A governor asked whether secondary schools invited Year 6 Greenfields pupils in to visit former Greenfields pupils. The HT said that some did. Governors discussed ways in which Greenfields could keep in touch with former pupils, including those who might wish to support the school or remain part of the Greenfields family in some other way. Governors were mindful of the need to consider any relevant legal and/or data protection issues when setting up communication systems for an alumni group. A governor suggested inviting former pupils and parents in to school to feed back on their own experiences of Greenfields.</p> <p>4.2 Recruitment – There had been no expressions of interest in the two co-opted governor vacancies since the previous FGB meeting. Governors revisited previous discussions around the potential of appointing a parent governor in the absence of candidates in the forthcoming term 1 election. Governors recognised the importance of ensuring that the GB represented the diversity of the school and local community.</p> <p>4.3 Training – There were no training updates to report.</p> <p>4.4 GB review – Governors reflected on the GB’s effectiveness and priority areas for focus in the coming year. A governor identified the need to consider the potential uses and policy implications of AI. Governors acknowledged that there were numerous benefits and risks associated with AI and noted the huge potential impact that it might bring to the education sector as a whole. Governors agreed that they would value guidance from the local authority regarding the use of AI in schools. The HT said that staff were already using AI to aid lesson preparation.</p> <p>4.5 Panel meeting – A confidential panel meeting had been postponed in line with HR advice. Non-staff governors’ availability for a rescheduled meeting was sought. Due to work commitments, none of the non-staff governors present were available to attend a panel meeting before the summer holiday; as such, any panel meetings would need to be scheduled in the next academic year.</p> <p>4.6 Staff governor – KG confirmed that she was leaving the school on 31 August.</p> <p>Action: The Clerk to and the HT to liaise regarding staff governor election in term 1.</p> | Clerk & Head |
| 5 | <p>Leadership Report and School Development</p> <p>5.1 Reports – Governors had received the following reports via GovernorHub:</p> <ul style="list-style-type: none"> Confidential Leadership Report July 2025 covering: school development plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; and LB’s special educational needs and disabilities (SEND) monitoring visit reports dated 7 March and 2 May. Wonde Data School Absence Report 30 May 2025. Confidential (official sensitive) Department for Education (DfE) Similar Schools Comparison Report relating to attendance in the first half of summer term 2024-25. | |

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| 5.2 | <ul style="list-style-type: none"> Confidential note of School Improvement Adviser's (SIA's) visit 20 May 2025. <p>Leadership and management – A governor asked whether the school's staff induction process was set out in writing. The HT said that there was no formal staff induction handbook, although the school did have in place an Early Career Teacher (ECT) policy which was followed. Governors supported the HT's suggestion to provide an induction flowchart setting out the key areas covered; this would assist governors' monitoring of staff induction during future visits.</p> <p>Action: The HT to provide flowchart of staff induction process.</p> <p>A governor asked about turnover and stability in the staffing team. The HT said that Greenfields went through different phases of consistency and change in terms of staffing. Wherever possible, the school sought to accommodate requests by departing members of staff to waive notice periods. The HT outlined the staffing arrangements that had been put in place to cover forthcoming departures and gave assurance that the teaching team was stable and consistent. A governor asked about ECT support requirements in the context of mentors' other work responsibilities. The HT explained that the support requirements of second-year ECTs (ECT2s) were easier to manage than those of ECT1s.</p> | Head |
| 5.3 | <p>Behaviour and attitudes – A governor commended the fact that there had been no racist or formal bullying incidents during the current academic year. The HT said that pupils' behaviour was well managed and care was taken to explain to parents the definition of bullying as this was sometimes misunderstood. A governor asked about the reasons for unpaid staff absences in terms 1 to 5. The HT said that unpaid absence encompassed a range of reasons including new employees' pre-existing holiday bookings and absences due to children's illness. Greenfields took a flexible approach wherever possible e.g. by enabling staff to work flexible hours where this did not negatively impact their effectiveness. A governor asked about administration support for the Head of Early Years. The HT said that the Early Years Administrator supported the Head of Early Years four days per week and supported the Business Manager with finance admin one day per week. A governor commended the Wonde Data attendance report and recommended follow-up monitoring of Years 2 and 5 at the end of term 1. Governors discussed the school's approach to attendance, including offering follow-up appointments where appropriate. While recognising the challenges faced by working parents in terms of scheduling holidays outside of term time, governors supported the school's robust and consistent implementation of the attendance policy. Governors also recognised the importance of identifying and addressing any safeguarding issues which might underly children's low or inconsistent attendance. The HT said that the school took a consistent approach to making referrals to external agencies, including repeated referrals if needed. The HT said that Greenfields' pupil attendance rates had fallen since the covid pandemic, albeit not as much as the national picture.</p> | |
| 5.4 | <p>Quality of education – A governor asked about the school's plans to address areas of internal data which had been RAG rated as red. The HT said that the organisation of phonics teaching would be looked at in the next academic year, including Year 2 results to ensure catch-up. The focus on phonics would be sharpened under the oversight of a joint Phonics and English Lead. The HT emphasised the school's commitment to supporting all children's learning regardless of whether they were working at or below expected or greater depth. The HT commended the integrity of Greenfields' staff in administering teacher-led assessments such as phonics screening checks in a fair and robust way. Governors commended the school's strong results in the Year 4 multiplication check; 55% had achieved full marks which was very good compared to the 2024 national average. Governors also commended the proportion of Year R children who had achieved a good level of development (GLD): 76% versus the 2024 national average of 68%. A governor asked about the level of speech and language need in Year R. KG said that c45% of the current Year R cohort had required support in that area.</p> | |
| 5.5 | <p>Monitoring visits –</p> <p>Action: The Chair to carry out safeguarding monitoring visit and send report to HT.</p> <p>Action: The Chair and JB to carry out leadership and management monitoring visit in term 1 and send report to HT.</p> <p>Action: JB and ML to carry out data monitoring visit (SATs and IDSR) in term 1 and send report to the HT.</p> | <p>Chair</p> <p>Chair & JB</p> <p>JB & ML</p> |

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| | Action: The Chair and KF to arrange Early Years monitoring visit in September and send report to HT. | Chair & KF |
| 6 | Finance | |
| 6.1 | Three year budget plan – The HT shared feedback from KCC that the school’s staffing costs equated to 75.6% of total income compared to 71.7% in the previous year. Governors recognised that the small in-year deficit in the third year of the submitted budget plan would be subject to change in the intervening period due to unforeseeable factors such as staff changes. | |
| 6.2 | Budget monitoring – Governors had received finance monitoring governor ML’s confidential Finance Analysis for Year Ending March 2026 report dated 22 June 2025 and the CFR Codes Cost Centres Budget Profile Details Report dated 31 May 2025. There had been one query on the Schools Financial Value Standard (SFVS) submission which had been resolved. Governors discussed Kent’s new SEN community group model and acknowledged the increased challenges faced by schools in meeting children’s needs with less funding in the face of increasing parental expectations. They recognised that although education, health and care plans (EHCPs) enabled children to attend their preferred school, the associated funding was not always sufficient to wholly meet their needs. It was therefore sometimes necessary for schools to address parental misperceptions about the benefits of obtaining an EHCP. | |
| 6.3 | Financial risk register – There had been no changes to the financial risk register. | |
| 6.4 | Pay Panel – Approval of the confidential minutes of the Pay Panel’s 4 November 2024 meeting was carried forward. | |
| 6.5 | Pay scales – Governors had received the Kent Scheme Schools Newsletter April 2025 and KCC pay strategy information which explained the move from the old Kent Range system to the new grading structure. | |
| 7 | Safeguarding The HT commended the Head of Early Years for covering elements of the Special Educational Needs Co-Ordinator’s Designated Safeguarding Lead role. A governor asked how the school supported families about whom staff had concerns during the summer holiday. The HT shared an anonymised illustrative case in which educational psychologist support had been put in place for the summer. An educational psychology workshop had been arranged for September and a pre-SATs anxiety support workshop had been arranged for term 4. With reference to summer holiday support, KG explained that children who met certain criteria would be able to access the summer holiday club for free. Appropriate safeguarding policies were in place for summer clubs run by the school and The Stones Community Trust. | |
| 8 | Health, Safety and Premises The HT and KG reported that work on the outdoor area was going well. The contractors were courteously minimising external noise during lesson time. A governor highlighted the need for consistent air conditioning across the school site. The HT said that half of the school’s rooms currently had air conditioning and he cautioned that ongoing maintenance costs across the whole site would be significant. Action: JB to provide air conditioning contractor details to the HT. | JB |
| 9 | Policies Governors approved the following which had been shared via GovernorHub: <ul style="list-style-type: none"> • Absence and ill health policy. • Appraisal policy. • Capability policy. • Complaints policy. • Data protection policy. • Supporting children with medical conditions policy. The HT had updated the appendix of the first aid policy and further changes would be | |

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| | made with respect to qualified staff. Schools Personnel Service (SPS) had written a neonatal policy which would be shared with governors ahead of formal approval at the term 1 meeting. A governor asked whether the school had in place a policy which covered the duty to prevent sexual harassment. The HT confirmed that it did. Action: The HT to provide updated first aid policy and neonatal policy for approval at the term 1 meeting. | Head |
| 10 | Data Protection The HT reported that there had been no significant data protection issues since the previous FGB meeting. An issue which had been raised in relation to the school's shortlisting process had been confirmed not to be a General Data Protection Regulation (GDPR) matter. KG reported that a child had dropped a letter which had been picked up by another child; this incident had been appropriately reported and dealt with. | |
| 11 | AOB | |
| 11.1 | External adviser – Governors confirmed the appointment of Andrew Crossley-Holland as adviser to the HT Performance Management Panel. Action: The HT to liaise with Andrew Crossley-Holland regarding performance management meeting dates for 2025/26. | Head |
| 11.2 | Governance bulletin – Governors had received The Education People's governance bulletin for June. | |
| 11.3 | INSET – The HT invited governors to the INSET session on childhood development on 21 July at 10.30am. | |
| 11.4 | Governor-parent communication – Governors were keen to attend events such as Year R transition meetings in order to meet parents and raise the profile of the GB. They were also keen to be given view-only access to the Reach More Parents app. Action: The HT to organise Reach More Parents view-only access for governors. | Head |
| 11.5 | Grant funding – The HT reported that the school had won Tesco community funding which had gone towards setting up the new library. Governors supported the Chair's suggestion of writing to a local building contractor regarding Community Contribution Grant funding opportunities. Action: KG to send building contractor contact details to the Chair. The Chair to write regarding Community Contribution Grant funding opportunities. | KG & Chair |
| 12 | Confidentiality The following reports were filed as confidential: Leadership Report; SIA's note of visit 20 May 2025; DfE primary school attendance similar schools comparison report Spring term 2024 to 2025; Finance Analysis for Year Ending March 2026 report dated 22 June 2025. No items were deemed to be confidential. | |
| 13 | Meeting Dates Governors confirmed FGB meeting dates for 2025/26 (all at 4.30pm): <ul style="list-style-type: none"> • Thursday 18 September 2025 (annual GB business meeting via Teams). • Thursday 25 September 2025. • Thursday 4 December 2025. • Thursday 12 February 2026. • Thursday 26 March 2026. • Thursday 21 May 2026. • Tuesday 14 July 2026. | |

The meeting closed at 6.12pm.

These minutes will be signed electronically via GovernorHub.