



<p>3.7</p> <p>3.8</p> <p>3.9</p>	<p>Recruitment – The HT reported that there had been no formal applications ahead of the closing deadline for nominations in the parent governor election. There had been one informal expression of interest from Katie O’Neill, who governors voted to appoint as a parent governor for a four-year term of office with effect from 18 September 2025. The HT reported that he had initially received four expressions of interest in the staff governor election. Three applications had subsequently been withdrawn, meaning that Hollie Broom (Year R Teacher) had been automatically elected for a four-year term of office as staff governor with effect from 18 September 2025. Governors discussed possible reasons for prospective candidates’ hesitancy to take part in elections, including a dislike for the competitive nature of the process. Governors were keen to continue inviting staff members to attend FGB meetings to support their professional development. Governors discussed recruitment to the two co-opted governor vacancies. The Chair encouraged governors to think about how to attract applications from the school’s diverse community. In ML’s absence, no update was available regarding possible recruitment of a co-opted governor from the Kent Police workforce. The Chair noted that such an appointment could help to build a positive relationship between the Police and the school community.</p> <p><b>Action carried forward: ML to contact Kent Police regarding possible recruitment to the co-opted governor vacancy.</b></p> <p>Training – The GB training record had been updated and shared via GovernorHub</p> <p>Skills audit – The skills audit dashboard had been shared via GovernorHub. There were no changes at the present time.</p>	<p>ML</p>
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>Minutes of Previous Meeting</b></p> <p>Approval of minutes – Governors approved the minutes of the Full Governing Body (FGB) meeting held on 2 July 2025.</p> <p><b>Action: The Chair to electronically sign the approved minutes of the 2 July 2025 FGB meeting.</b></p> <p>Pay Panel – Approval of the confidential minutes of the Pay Panel’s 4 November 2024 meeting was carried forward.</p> <p>Updates on actions not covered elsewhere on agenda –</p> <ul style="list-style-type: none"> <li>• Item 3.1: The Chair had electronically signed the approved minutes (two sets) of the 22 May 2025 FGB meeting.</li> <li>• Item 3.2: The Chair had electronically signed the approved confidential minutes of the 6 February 2025 FGB meeting. <b>Action carried forward: The Chair to electronically sign the following approved minutes: 6 February 2025 FGB (main set); 26 September 2024 FGB (two sets); and 5 December 2023 FGB (two sets).</b></li> <li>• Item 3.2: <b>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.</b></li> <li>• Item 3.2: <b>Action carried forward: The HT to include the Chair’s and LB’s SATs monitoring reports in the next Leadership Report.</b></li> <li>• Item 3.2: <b>Action carried forward: ML to send filtering and monitoring visit report to the HT for inclusion in the next Leadership Report.</b></li> <li>• Item 3.2: <b>Action carried forward: The Chair to send 19 May safeguarding monitoring visit report to the HT for inclusion in the next Leadership Report.</b></li> <li>• Item 5.2: <b>Action carried forward: The HT to provide a flowchart of the staff induction process.</b></li> <li>• Item 5.5: <b>Action carried forward: The Chair to carry out safeguarding monitoring visit and send report to the HT.</b></li> <li>• Item 5.5: <b>Action carried forward: The Chair and JB to carry out a leadership and management monitoring visit and send the report to the HT.</b></li> <li>• Item 5.5: <b>Action carried forward to Term 2: JB and ML to carry out a data monitoring visit (SATs and IDSR) and send report to the HT. The HT to invite SB to shadow the data monitoring visit.</b></li> </ul>	<p>Chair</p> <p>Chair</p> <p>ML &amp; Chair</p> <p>Head</p> <p>ML</p> <p>Chair</p> <p>Head</p> <p>Chair</p> <p>Chair &amp; JB</p> <p>JB,ML, Head &amp; SB</p>

	<ul style="list-style-type: none"> <li>Item 5.5: <b>Action carried forward: The Chair and KF to arrange an Early Years monitoring visit and send report to the HT.</b></li> <li>Item 8: JB had provided air conditioning contractor details to the HT.</li> <li>Item 9: The updated first aid policy and neonatal policy would be discussed and approved at the FGB meeting on 25 September.</li> <li>Item 11.1: The HT had liaised with Andrew Crossley-Holland to arrange the performance management meeting.</li> <li>Item 11.4: The HT was in the process of setting up Reach More Parents view-only access for governors and had sent a trial link to two governors.</li> <li>Item 11.5: <b>Action carried forward: The HT to identify possible contacts re local building contractors' Community Contribution Grant funding opportunities. The Chair to write regarding any available opportunities.</b></li> </ul>	Chair & KF
5	<p><b>School Development</b></p> <p>Discussion and approval of the School Development Plan 2025/26 including big picture priorities and spotlight plans was carried forward to the next FGB meeting.</p>	
6	<p><b>Finance</b></p> <p>6.1 Budget monitoring – Governors had received finance monitoring governor ML's confidential Finance Analysis for Year Ending March 2026 report dated 9 July 2025.</p> <p>6.2 Financial risk register – Approval of the financial risk register 2025-26 was carried forward to the next FGB meeting.</p>	
7	<p><b>Safeguarding</b></p> <p>7.1 Updates – The HT commended Deputy Head Teacher Steph Mack (SM) for covering the Special Educational Needs Co-ordinator (SENCO) and Designated Safeguard Lead (DSL) role during the SENCO's maternity leave. There had been one safeguarding issue during the summer holidays. A staff member had discussed the issue with SM and the issue had been recorded on CPOMS. No further action had been needed. The HT explained that Greenfields staff rigorously adhered to the school's safeguarding policies and procedures regardless of whether onsite events were run by the school or third parties such as Stones Community Trust.</p> <p>7.2 Governor confirmations and training – Governors were reminded to complete the following actions:</p> <p><b>Action: Governors to complete the Keeping Children Safe in Education (KCSIE) 2025 compliance confirmation on GovernorHub.</b></p> <p><b>Action: Governors to complete the Strategic Safeguarding for Governors 2025-26 e-learning course <u>OR</u> the GovernorHub Safeguarding for Governance Refresher 2025/26 e-learning course; certificates to be sent to the Clerk.</b></p>	Govs Govs
8	<p><b>AOB</b></p> <p>8.1 Ofsted – Governors had been signposted to a GovernorHub article about the updated Ofsted inspection framework. The Chair advised that the framework placed greater responsibility and accountability on governance including the requirement to evidence impact. The HT said that the format of the termly Leadership Report to governors would be reviewed in line with the new framework. The HT reported that there was widespread discontent within the education profession in response to the new Ofsted framework.</p> <p>8.2 Swimming – A local school had asked whether Greenfields could extend its hire of the onsite swimming pool so that the other school's pupils could also use it, on the basis that the other school would cover the associated financial costs.</p>	
9	<p><b>Confidentiality</b></p> <p>The Finance Analysis for Year Ending March 2026 report dated 9 July 2025 was filed as confidential. No agenda items were deemed to be confidential.</p>	

10	<b>Meeting Dates</b> Governors confirmed <ul style="list-style-type: none"><li>• FGB: 25 September at 4.30pm.</li><li>• HT Performance Management Panel: 30 September at 9am.</li><li>• Pay Panel: 7 October at 4.30pm via Teams.</li></ul>	
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The meeting closed at 5.10pm.

These minutes will be signed electronically via GovernorHub.