

**Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 12 February 2026 at 4.30pm via Teams**

Attendees:

Governors Dan Andrews (Head Teacher, HT), Julia Bell (JB), Lisa Bell (LB), Mike Littleboy (ML), Kathryn O'Neill (KO), Julie Scott (Chair, JS)

Attendee Emily Baker (EB, Senior Teacher, SENCO and Designated Safeguarding Lead, attended until 4.50pm)

Clerk Vanessa Stevens

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

	Action
<p>1</p> <p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting which was held fully online. Apologies for absence were accepted from governors Hollie Broom (HB) and Sophie Brown (SB). The meeting was quorate. The Chair explained that her recommendation to cancel the Term 2 Full Governing Body (FGB) meeting had been due to matters being dealt with by the HT and staff at that time. The HT said that the leadership team had appreciated this.</p>	
<p>2</p> <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>	
<p>3</p> <p>Safeguarding</p> <p>In her role as Special Educational Needs Co-ordinator (SENCO), EB presented the Annual Report to Governing Body on Safeguarding Activity in Greenfields Community Primary School dated 24 September 2025 which had been shared via GovernorHub. The Designated Safeguarding Leads (DSLs) had completed four training modules: online safety (Term 1); child on child abuse (Term 2); pupil mental health, trauma and post traumatic stress disorder (PTSD) (Term 3); and eating disorders (Term 6). These modules had been selected in response to alerts on CPOMS. All staff had read the relevant parts of the Keeping Children Safe in Education (KCSIE) guidance and the child protection (CP) policy. They had also completed statutory training on KCSIE and CP, plus Prevent, sexual harassment, and the trauma informed approach. The SENCO had received support from a local social, emotional and mental health (SEMH) school regarding delivery of the trauma informed approach training. A governor asked what the trauma informed approach entailed. The SENCO explained that it involved being mindful of the fact that children may have experienced different types of trauma in their lives, even if those experiences had not been disclosed, and taking a consistent approach in interactions with children e.g. getting down to their level and not using raised voices.</p> <p>The SENCO reported that all safeguarding policies had been updated. The school was continuing to use Smoothwall to monitor children's internet use. Each child had been given a unique login which enabled alerts to be traced to individual children for staff to follow up. 22 incidents had been reported, of which 19 had been flagged by Smoothwall and three had been reported by pupils or parents outside of school. The HT said that Smoothwall was very sensitive and it had occasionally flagged words typed by staff; in all cases, these had been found to be innocuous e.g. a sentence which said that nursery children would 'cut themselves first' in the context of a craft activity. It was known that several Year 6 children used social media outside of school despite being below the age limit.</p> <p>The SENCO cited headline figures relating to safeguarding activity in the reporting period: 13 front door referrals for serious concerns, all of which had been actioned; 15 families open to Children's Social Work Service; 13 families open to Early Help and Preventative Services; two reported racist incidents; 11 incidents of children using sexualised language or behaviour; 15 Operation Encompass notifications received; one child on a CP plan; and six section 47 enquiries. A DSL had been present during Police interviews with one child. Confidential information was recorded in Part 2 confidential minutes. Termly actions for the 2025-2026 academic year would be to test the Smoothwall system and to continue the</p>	

	<p>DSL training programme.</p> <p>A governor asked how the school looked after the SENCO's wellbeing, especially as staff were now carrying higher workloads due to the new thresholds, and what additional support might be provided. The SENCO said that, from her perspective, no additional support was needed as she and Deputy Headteacher/Head of Early Years Steph Mack (SM) were working well together to discuss and share the workload. The HT acknowledged that schools were facing increasing challenges and fed back that SM very much valued EB's support. The HT was confident that the school had in place appropriate mechanisms and staffing to deal with safeguarding. In future, the Assistant Headteacher would become a DSL, and the HT and one of the Deputy Headteachers would step back from their own formal DSL roles, although they would keep their training up to date in order to provide additional capacity if needed. Based on evidence seen during monitoring visits, the Chair commended the school's safeguarding structure and systems.</p> <p>A governor asked whether it was possible to use the school's systems to cross-reference children who had experienced trauma and children who had been flagged by Smoothwall for searching inappropriate words online. The SENCO said that this type of analysis would depend on the school already knowing whether children had experienced trauma. The fact that Smoothwall identified children who used potentially inappropriate search terms meant that staff could talk to them and deal with any issues that might be disclosed. The Headteacher acknowledged the widespread challenge faced by many adults in terms of keeping pace with children's proficiency with technology. On the previous day, a child had taken photos on a Greenfields iPad at school and sent them to their own phone. The school's IT provider had since blocked this functionality in order to prevent any recurrence, but it illustrated the challenges of connectivity in the digital world.</p> <p>A governor asked about the two reported racist incidents. The HT and the SENCO said that they had both related to children in Year 5 and the children's parents had been informed. A governor voiced concerns regarding the growing display of national flags in the local area and the risk of children's exposure to conflicting messages outside of school. A governor asked whether CPOMS tracked patterns in children who had been flagged by Smoothwall. The SENCO confirmed that staff could use CPOMS to log Smoothwall incidents. Lower level incidents which did not meet the threshold would not be recorded. The HT explained that Smoothwall could talk to CPOMS and any higher level (level 3) issues would connect automatically. The HT said that the use of Year 6 texts on subjects such as war had occasionally led to children's online searches being flagged by Smoothwall.</p> <p>At 4.50pm, the Chair thanked the SENCO who then left the meeting.</p>	
4	<p>Minutes of Previous Meeting</p> <p>4.1 Approval of minutes – Governors approved the minutes of the FGB meeting held on 25 September 2025.</p> <p>Action: The Chair to electronically sign the approved minutes of the 25 September 2025 FGB meeting.</p> <p>4.2 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 of the 18 September 2025 FGB meeting. • Item 3.2: KO and the Chair had completed the declaration of interests compliance statement on GovernorHub. <p>Action: ML to complete the declaration of interests compliance statement on GovernorHub.</p> <ul style="list-style-type: none"> • Item 3.2: The Clerk had forwarded to the Chair advice received from the Area Governance Officer regarding section 128 checks and Companies House ID verification checks. • Item 3.2: The HT, LB, SB, KO and the Chair had completed the code of conduct confirmation on GovernorHub. <p>Action: ML to complete the code of conduct confirmation on GovernorHub.</p> <ul style="list-style-type: none"> • Item 3.2: The Chair had electronically signed the approved minutes of the FGB 	<p>Chair</p> <p>ML</p> <p>ML</p>

	<p>meeting held on 6 February 2025 (main set).</p> <p>Action: The Chair to electronically sign the following approved minutes: 6 February 2025 FGB (confidential set); 26 September 2024 FGB (two sets); and 5 December 2023 FGB (two sets).</p> <ul style="list-style-type: none"> Item 3.2: Action: LB to send SATs monitoring report to the HT for inclusion in the next Leadership Report. Item 3.2: The HT reported that filtering and monitoring had been covered in ML's recent visit and all level 3 incidents were flagged to ML. Item 3.2: Action: The Chair to send 19 May 2025 safeguarding monitoring visit report to the HT for inclusion in the next Leadership Report. Item 3.2: Action: The HT to bring the staff induction flowchart to the Term 4 or 5 FGB meeting. Item 3.2: The school had approached Golding Homes in respect of Community Contribution Grant funding opportunities. Although nothing had been available via that particular funding stream, Golding Homes had donated £500 to the school for the purchase of new nursery library books. Item 3.2: SB, KO and the Chair had completed the KCSIE 2025 compliance confirmation on GovernorHub. <p>Action: ML to complete the KCSIE 2025 compliance confirmation on GovernorHub.</p> <ul style="list-style-type: none"> Item 4.2: The Clerk had updated the GB records to reflect JB's reappointment. Item 5.7: The Clerk had updated the GB Terms of Reference to reflect governors' allocated responsibilities. 	<p>Chair</p> <p>LB</p> <p>Chair</p> <p>Head</p> <p>ML</p>
5	Governing Body (GB) Matters	
5.1	<p>Membership and recruitment – Former governor Kathryn French (KF) had resigned with effect from 17 November 2025 and former governor Natalie Williams' (NW') term of office had ended on 6 December 2025. There were four co-opted governor vacancies. The Clerk had contacted several local organisations to seek potential expressions of interest in the roles. The HT reported that an expression of interest had been received from Julie Palmer (JP), a contact of ML's at Stones in the Community; the HT had emailed JP with a view to arranging an introductory meeting.</p> <p>Action: The HT to arrange introductory meeting with prospective governor JP.</p>	Head
5.2	<p>Training – JB, LB and KO had completed the GovernorHub Safeguarding for Governance Refresher 2025/26 e-learning course. SB and KO had completed The Education People's (TEP's) Strategic Safeguarding for Governors 2025-26 e-learning course. KO had also completed TEP's governor induction, Prevent refresher awareness training, and three HR Connect e-learning modules of the duty to prevent sexual harassment. The HT had completed module three of the latter course, plus GovernorHub complaints training. HB had completed the Prevent refresher awareness course,</p> <p>Action: HB, ML and the Chair to complete TEP's Strategic Safeguarding for Governors 2025-26 e-learning course OR the GovernorHub Safeguarding for Governance Refresher 2025/26 e-learning course, and send certificates to the Clerk.</p> <p>Action: HB, ML and the Chair to complete online training on the duty to prevent sexual harassment and send their certificates to the Clerk.</p>	<p>HB, ML & Chair</p> <p>HB, ML & Chair</p>
6	Leadership Report, School Development & Monitoring	
6.1	<p>Reports – Governors had received the following reports via GovernorHub:</p> <ul style="list-style-type: none"> Confidential Leadership Report Term 3 (February 2026) which covered: School Development Plan 2025/26, Term 2 and 3 Spotlight Plan; leadership and management; quality of education; behaviour and attitudes; personal development; and Early Years. Confidential Leadership Report Term 2 (December 2025) which followed the same format as the Term 3 report and had been shared prior to the subsequently-cancelled 	

	<p>4 December 2025 FGB meeting.</p> <ul style="list-style-type: none"> • Confidential School Improvement Partner (SIP) note of visit 31 October 2025. • School data summary sheet Autumn Term 2025. • Wonde school absence reports: 17 October 2025 and 2 January 2026. • Confidential official sensitive Department for Education (DfE) Similar schools comparison report (Autumn term 2025 to 2026 (September to mid-December). • School summary sheet Autumn 2025. <p>6.2 Leadership and management – The HT reported recent staffing changes. A teaching assistant (TA) had left at the end of Term 2 and would not be replaced. The caretaker had resigned with effect from the end of Term 4; the role would thereafter be filled by an existing TA and the resultant vacancy would not be filled. Two TAs and two teachers were on temporary contracts. The HT would undertake a full staffing review in due course. Confidential discussion was recorded in Part 2 confidential minutes. The HT intended to move to a cleaning company outside of the Kent framework. Although this decision did not require formal GB approval, the HT wanted governors to be aware of the rationale. Direct recruitment was challenging and more expensive in the current climate, and moving to the proposed new company would ensure a good quality service and reduce the Site Manager’s supervisory workload. A governor asked whether it would be necessary to obtain three quotes for the cleaning contract. The HT said that there was no obligation to do so as the value of the contract was below the policy threshold. The HT had received positive feedback from clients of the new cleaning company. There was a contractual clause which meant that if any issues were not resolved within 14 days, the school could give 14 days’ notice to terminate. The HT said that the new contract would be for one year initially with the option of renewing or returning to the Kent framework. A governor asked about the change of Early Career Teacher (ECT) mentor. The HT said that the new allocation reflected Greenfields’ new coaching model and was working well.</p> <p>6.3 Behaviour and attitudes – The HT said that whole-school attendance was currently 94.3%, which was good versus many comparator schools. The attendance policy was being consistently implemented and would be updated in Term 4. The HT had met with a Kent County Council (KCC) representative and referred some families with attendance concerns. Persistent absence was 12.9% based on current DfE information. Attendance remained challenging: some children’s attendance was between 60% and 70%, and some children’s attendance percentages had slipped from the upper 90s to the lower 90s. The HT was phoning families whose children’s attendance was in the 88% to 92% range to offer support. The nursery was 91% full with 140 children on roll. Applications were being received all the time and there was a potential risk of losing families from Greenfields if their nursery-aged children could not be accommodated. Income from the nursery was stable and was funding an SEN TA in the Early Years. A governor asked whether the Governing Body could do anything to support pupil attendance. The HT acknowledged the offer; however, no additional support was needed at present as the school’s new KCC attendance representative was very helpful. Confidential discussion was recorded in Part 2 confidential minutes. A governor asked how much pupil absence was linked to medical needs. The HT said that there was one child whose medical needs posed challenges with regards to attendance. In cases where there was uncertainty about the level of absence attributed to medical needs, the school would request substantiating medical evidence.</p> <p>6.4 SIP visit – The Chair commended the positive report from the SIP’s visit on 31 October 2025, and highlighted the school’s effective use of coaching, sharing of best practice, and support of other schools. The HT said that the school had hosted visits to share best practice in relation to Pupil Premium and to offer support. A governor asked whether Greenfields staff were also participating in visits to look at provision in areas such as phonics and reading. The HT said that the school had hosted a visit from Phonics Shed, following which Greenfields had become a Phonics Shed Showcase School. The HT commended Greenfields’ Phonics Leader for her hard work. A governor asked whether children who had not passed the phonics check in Year 1 were on track to pass it in Year 2. The HT said that the school’s target was for 90% of children in each cohort to have passed the phonics screen by Year 2. When children moved into Year 3, the lowest 20% of readers were given additional support. The HT said that there was extra TA capacity in each phase to provide support where needed.</p>	
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6.5	Quality of education – Governors reviewed the school data summary sheet for autumn term 2025 and commended Greenfields for the fact that, at the end of Key Stage 2, 59.3% of children in receipt of free school meals (FSM) had achieved expected in combined reading, writing and maths, which compared favourably to the Kent average of 41.7%. The HT noted that the proportion of children eligible for FSM at Greenfields (45.5%) was significantly higher than the Kent (27.4%) and national (24.7%) averages.	
6.6	Governor monitoring responsibilities – Governors reviewed the allocation of monitoring responsibilities and committee memberships. Governors appointed: JB to serve on the Headteacher’s Performance Management (HTPM) Panel with the Chair and LB; and ML and KO to serve on the Pay Panel with JB. Action: The Clerk to update panel memberships in the GB Terms of Reference.	Clerk
6.7	Monitoring visits – The Chair relayed feedback from schools which had undergone Ofsted inspections under the new framework. The inspections had focused heavily on governors’ monitoring visits and their links to the school development plan (SDP), the latter of which was expected to include school improvement priorities as well as any areas in which the school was not at or above the national average. The HT cautioned against having too many improvement priorities in the SDP as this might inadvertently hinder progress being made in any one area. Governors noted the statistical impossibility of more than 50% of schools being above any given average standard. The Chair identified reading and phonics as areas for inclusion in Greenfields’ SDP, and fed back a suggestion for a manageable length SDP plus supporting appendices. Governors discussed a suggestion to tailor the existing monitoring form to reflect the school’s SDP priorities. JB shared positive feedback from her and SB’s data monitoring visit; the school was performing well and there were no areas for concern. Governors agreed areas for monitoring visits in Term 4; all reports to be sent to the HT. Action: JB to send data monitoring visit report to the HT. Action: The Chair to monitor safeguarding including single central record check. Action: KO to monitor ECT support. Action: The Chair and JB to monitor leadership and management. Action: The Chair and KO to monitor Early Years. Action: LB to liaise with KO re shadowing the next SEN monitoring visit.	JB Chair KO Chair & JB Chair & KO LB & KO
6.8	School website compliance – The HT said that the school website was audited annually by Primary Site to ensure compliance. The SIP had also carried out a website audit and had identified a minor issue (duplicate safeguarding policies) which had been addressed. Action: The HT to request a website audit by Primary Site.	Head
7	Health, Safety and Premises ML reported that, despite repeated requests from him and the Site Manager, the school was still awaiting a response from KCC regarding roof repairs, including whether the work had been retendered following earlier receipt of non-compliant tenders and when the work would begin. The HT and ML recapped that the current ingress of water was occurring at the junction between the previously repaired section and the adjoining part of the roof. The Chair noted the potentially disruptive effects of the roof leak for members of the school community. ML said that he would continue to follow the matter up with KCC. A governor suggested seeking support from the local MP. A governor asked whether there were any updates in relation to the cottage; ML said that this was currently dormant.	
8 8.1	Finance and Resources Budget monitoring – Governors had received the following documents via GovernorHub: <ul style="list-style-type: none">• Two CFR codes cost centres budget profile details reports dated 31 December 2025.• Income and expenditure and reconciliation report feedback 2025-26.• Seven month monitoring feedback 2025. ML had carried out finance monitoring on 29 January and a draft of his visit report had	

	<p>been sent to the HT. ML said that the visit had been very positive and there were no issues or concerns. During the visit, ML had identified a question regarding year to date which had been addressed. Annual income was c£2.94m and annual expenditure was c£2.89, with a forecasted surplus of c£280k by the end of the year. Income from the nursery was increasing. Ideas for capital expenditure had been discussed, including the SEN room, indoor and outdoor dining furniture, and the installation of aircon in some areas; collectively such projects would ensure that the school remained within its balance control mechanism (BCM). The HT said that the budget had been updated again earlier that day and he identified additional projects including remarking the netball courts and reconfiguring the reception area to make better use of the space and to improve security. The current preparation, planning and assessment (PPA) room would be repurposed as an office with a protective screen facing into the reception area. The vicinity of the reception area, including the existing toilet, would also be redesigned to provide a waiting area and a disabled toilet. The existing glass doors would be replaced in order to obscure visitors' view into the building. ML commended the HT and the Business Manager for their tight management of the school's budget.</p> <p>8.2 Financial risk register – There were no changes to report.</p> <p>8.3 Asset register – Governors approved the disposal of the following assets which were listed on the write off / disposal authorisation form dated February 2026 which had been shared via GovernorHub:</p> <p>Description / Model and (where available), asset number, serial number:</p> <ul style="list-style-type: none"> • Lenova 81M9 (Asset 12460-00292) P207AS8T. • Lenova 81M9 (Asset 12460-00204) 0206V6KB. • Dell Latitude 3190 (Asset 12460-00226) 1DK9K63. • Dell Latitude 3190 (Asset 12460-00417) 50MQFB3. • Dell Latitude 3190 (Asset 12460-00268) BH2BN53. • Dell Latitude 3190 (Asset 12460-00249) JRDBN53. • Dell Latitude 3190 (Asset 12460-00410) 38FQFB3. • Dell Latitude 3190 (Asset 12460-00250). • Dell Latitude 3190 (Asset 12460-00300) 3N2BN53. • Dell Latitude 3190 (Asset 12460-00251) 76SJ4M3. • Dell Latitude 3190 (Asset 12460-00225) 24Q9N53. • Lenovo 81M9 P206V6K0. <p>8.4 Pay Panel – The Pay Panel (the comprised of JB, KF and NW) had met with external adviser Andrew Crossley-Holland on 7 October 2025 to discuss recommendations and evidence for pay decisions for teaching staff and Deputy Headteachers and to consider the HTPM Panel's recommendation for the HT's pay. The confidential minutes of the Pay Panel's meeting on 7 October 2025 were approved and signed by JB. Former governor and Chair of the Pay Panel NW had reviewed the draft minutes and given her approval for them to be uploaded to GovernorHub prior to her departure.</p> <p>8.5 Compliance – The HT said that the school was due to receive a financial compliance visit on 5 March.</p> <p>Action: The Chair to sign the specimen signature sheet before the financial compliance visit.</p> <p>8.6 Benchmarking – The HT presented the DfE Financial Benchmarking and Insights Tool (FBIT), the link to which had been shared via GovernorHub. The published data covered the financial year April 2024 to March 2025 consistent financial reporting return (CFR). The FBIT identified three areas in which Greenfields' expenditure was relatively high versus that of similar schools: educational supplies (higher than 90% of similar schools); premises staff and services (higher than 96.7% of similar schools); and administrative supplies (higher than 80% of similar schools). The relatively high spend on educational supplies (budget codes E19 and E21) was partly due to investment in enrichment, The outlay on premises staff and services (E04, E12, E14 and E18) reflected the size and</p>	<p>Chair</p>
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8.7	<p>nature of the school site. Utilities expenditure (E15, E16) was in the highest quartile due to the cost of oil. The cost of Greenfields' teaching and teaching support staff (E01, E02, E03, E26 and E27) was lower than 86.7% of similar schools, at £577 less per pupil. The HT said that this reflected Greenfields' effective and efficient staffing structure plus the fact that the workforce was relatively young. It was anticipated that, if staffing remained stable, staffing costs would increase over the next three or four years. Greenfields did not use agency cover. Educational support staff costs were fairly high compared to similar schools. Greenfields' lower focus cost category was non-educational support staff, with spending higher than just 20% of similar schools.</p> <p>Total pay award – Governors approved the total staff pay award of £51,292 (£39,214 for teachers' pay plus £12,078 for leadership pay), which represented a 0.9% increase from 2024/25.</p>	
9	<p>Policies and Key Documents</p> <p>Governors approved the following policies / documents which had been shared via GovernorHub:</p> <ul style="list-style-type: none"> • Breakfast and after school club policy. The HT highlighted changes to payment collection arrangements for clubs. On the new system, billing was stopped if a child no longer attended. Governors agreed that this was fair for families. • Bullying and harassment policy. • Code of conduct. • Finance policy and appendix. The HT highlighted new wording in section 3.6.1. • Health and safety policy. • Helpers in school policy. • Lettings policy. • Pay policy. • School emergency management and business continuity plan. • Sexual harassment risk assessment. • Suspension and permanent exclusion policy. • Whistleblowing policy. 	
10	<p>Data Protection</p> <p>The HT reported that one data breach had occurred when a former employee accidentally sent home school photos of one class to one parent.</p>	
11	<p>AOB</p> <p>Governors had received TEP's January governance bulletin.</p>	
12	<p>Confidentiality</p> <p>The following reports were filed as confidential: Confidential Leadership Report Term 2 (December 2025); Confidential Leadership Report Term 3 (February 2026); Confidential SIP note of visit 31 October 2025; and Confidential official sensitive DfE Similar schools comparison report (Autumn term 2025 to 2026 (September to mid-December). Part of items 3, 6.2 and 6.3 were deemed to be confidential and were recorded in Part 2 confidential minutes.</p>	
13	<p>Next Meeting</p> <p>The Term 4 FGB meeting was confirmed for 4.30pm on Thursday 26 March 2026.</p>	

The meeting closed at 6.08pm.

These minutes will be signed electronically via GovernorHub.