

Greenfields Community Primary School
Minutes of Full Governing Body Meeting
Thursday 26 March 2026 at 4.30pm at School and via Teams*

Attendees:

Governors Dan Andrews (Head Teacher, HT), Lisa Bell, Hollie Broom, Sophie Brown*, Katie O'Neill, Julie Palmer (JP, appointed during meeting, attended until 5.35pm), Julie Scott (Chair)

Staff Steph Mack (Deputy Headteacher/Head of Early Years), Sam Marshall (Deputy Headteacher/Head of Teaching and Learning, attended until 5.04pm)

Clerk Vanessa Stevens (remote attendance)

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

		Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting including co-opted governor nominee Julie Palmer (JP). Apologies for absence were accepted from governors Julia Bell (JB) and Mike Littleboy (ML, Vice Chair). JP had advised that she would need to leave the meeting at 5.30pm due to a prior commitment. The meeting was quorate throughout (quorum of four prior to JP's appointment; thereafter quorum of five).</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>Governing Body (GB) Matters</p> <p><i>This agenda item was discussed after item 4.</i></p> <p>3.1 Membership and recruitment – The HT and JP had met to discuss the co-opted governor role. JP had been asked to complete the National Governance Association's (NGA's) skills audit form so that her scores could be added to the GB's skills dashboard which gave an overall picture of governors' collective strengths and potential areas for training. At the Chair's invitation, JP introduced herself and outlined her professional background in education and teaching, as well as her current role with Stones in the Community which provided greater scope for achieving impact including delivering sports opportunities for children within the local community. JP expressed her commitment to supporting the school in a co-opted governor role. Governors voted to appoint JP as a co-opted governor for a four-year term of office with immediate effect. Since the previous FGB meeting, there had been no expressions of interest in the three remaining co-opted governor vacancies.</p> <p>3.2 Training – Governors who had not already done so were reminded to complete either The Education People's (TEP's) Strategic Safeguarding for Governors 2025-26 e-learning course OR the GovernorHub Safeguarding for Governance Refresher 2025/26 e-learning course.</p> <p>Action: HB, ML, JP 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>	HB,ML, JP & Chair
4	<p>Schools White Paper</p> <p><i>This agenda item was discussed before item 3.</i></p> <p>Governors had been signposted to the Department for Education's (DfE's) White Paper <i>Every Child Achieving and Thriving</i> and had received the NGA's summary which covered: overall ambitions for pupils; special educational needs and disabilities (SEND) system reform; support for disadvantaged pupils; formal collaboration and multi academy trusts (MATs); parental collaboration and engagement; an improved complaints process; and exclusions and behaviour. The Chair invited governors' comments about the White Paper. Governors discussed the DfE's vision for more structured collaboration between schools to promote best practice and resource sharing. The Chair advised of the need to begin considering a plan of action in this regard, including giving consideration to other schools with whom Greenfields might collaborate. Although full implementation of the White Paper</p>	

	<p>would not happen quickly, it was advisable to be ahead of the curve in terms of considering the school's strategic options i.e. for the school to be the custodian of its own future. The HT emphasised the need to pursue a path which would facilitate Greenfields' own growth and protect its own identity. The HT identified a potential contact with whom to initiate an exploratory conversation around the possibility of collaborative working.</p> <p>Governors were keen to know more about the budgetary implications of the proposed new local authority (LA) MATs. At this stage it was believed that schools' budgets would be pooled and administered centrally within LA MATs; however, much more information was awaited. The Chair fed back on an unnamed illustrative LA MAT structure outside of Kent, emphasising the importance of a shared ethos among collaborating schools and the need for clearly drafted Articles of Association to set out delegated responsibilities at every level. The Chair explained the distinction between the operational remit of a MAT CEO and the strategic remit of a MAT Board. Governors recognised the alternative options to joining an LA MAT, including the option of identifying a group of three or four like-minded schools with whom to work, and agreed the need to prioritise the needs of children when making any decisions. Governors agreed to revisit the White Paper at the Term 5 FGB meeting. At 17.04pm Sam Marshall left the meeting.</p>	
5	<p>Leadership Report, School Development & Monitoring</p> <p>5.1 Reports – Governors had received the following reports via GovernorHub:</p> <ul style="list-style-type: none"> • Confidential Leadership Report Term 4 (March 2026) which covered: School Development Plan 2025/26, Term 3 and 4 Spotlight Plan; leadership and management; quality of education; behaviour and attitudes; personal development; Early Years; and governor monitoring report dated 27 February (Early Years and leadership and management visit by KO and the Chair). • Confidential costed staffing proposal (access restricted to non-staff governors only). • Confidential Official Sensitive DfE Similar schools comparison report Spring term 2025 to 2026 (January to mid-February). • Ofsted framework toolkit 2025. • Special educational needs (SEN) governor monitoring visit reports from LB: SEN referral process, 27 January; Social, emotional and mental health (SEMH) 18 March. <p>5.2 Leadership and management – The HT highlighted the need for governors to understand the school's procedures for handling concerns and complaints. The Chair said that the number of parental complaints to schools had been increasing nationally since the covid pandemic. At Greenfields, there had been four formal complaints in the current academic year compared to none in 2024-25. The HT contextualised Greenfields' recent number of complaints as still very low compared to some schools who were fielding complaints on a near-daily basis. Governors recognised the challenges encountered in fostering positive parental engagement with the school, as illustrated by the relatively low uptake of parent sessions and workshops. Governors discussed the increasing use of AI by parents nationally to generate complaint letters, some of which were litigious and/or aggressive in tone and some of which were confusing and/or unclear.</p> <p>5.3 Behaviour and attitudes – A governor asked about rates of pupil absence including persistent absence. The HT said that the school faced an ongoing challenge in terms of conveying to some parents the importance of their children's attendance. In 2024-25, Greenfields' attendance approach had resulted in above average attendance across all groups and higher than average figures for persistent absences (other than SEN as a group). Since then, attendance had slightly declined across the school and a plan had been put in place to address this, with positive results thus far. Greenfields' attendance was currently better than like-for-like schools so defined on the basis of local demographic factors; however, the aim was to achieve objectively good attendance irrespective of such factors. The HT reported that three children had been absent from school due to parental concerns about recent cases of meningitis elsewhere in Kent. There had been no cases of the illness at Greenfields. The school would be set an attendance baseline improvement expectation (ABIE) target for 2026-27. A governor asked whether the school could strategically schedule INSET days for dates on which unauthorised pupil absence was anticipated to be higher than usual e.g. in weeks already shortened by school holidays or bank holidays, when family holidays were more likely to be taken. The HT said that it was impossible to accurately predict when families might choose to go on</p>	

	holiday and, in any case, INSET days needed to be scheduled so as to maximise their benefits for the school and staff.	
5.4	Staffing – Confidential discussion was recorded in Part 2 confidential minutes. At 5.35pm JP left the meeting. Governors briefly discussed staffing capacity and arrangements with respect to non-classroom-based Deputy Headteachers’ provision of additional strategic leadership capacity.	
5.5	Early Years – In her role as Head of Early Years, Steph Mack (SM) shared updates on the nursery. Capacity at the nursery had increased over the previous year and the provision was continuing to be successful. The nursery was currently 97.2% full, which represented significant growth since 70% in September and 90.3% in January, and was forecasted to be 97.3% full in April. The vast majority of places were funded, e.g. through working parent entitlement, and two places were paid for. The school was applying its waiting list policy to allocate places. Some recommendations for the nursery were received via links with local childminders. The forecasted roll for September was strong, with 76 out of 141 current children staying on. A governor asked when the September 2026 admission numbers would be confirmed. SM said that schools would receive formal confirmation of numbers and names later in the spring, although the school already had an idea of some applicants. As explained in the Leadership Report, the high quality of Greenfields’ nursery provision was helping to maintain strong application numbers for Year R despite the falling birthrate at the national level. A governor asked about the known level of SEN among children in the September 2026 Year R intake. SM said that several children had known issues, the majority of which related to speech and language. A governor asked about inclusivity with respect to children with English as an additional language (EAL) within the school’s diverse community. The HT said that, although the children themselves were typically very accepting and inclusive of their peers, there had been a recent incident in which one parent had used racially abusive language towards another parent outside of school.	
5.6	Monitoring visits – The Chair signposted her and KO’s 27 February monitoring visit report on Early Years and leadership and management. The Chair identified safety within the school community as a focus for a future governor monitoring visit. Governors recapped previous conversations around school meal portion sizes for different age groups.	
5.7	SATs admin compliance – The Chair recapped the GB’s role in monitoring admin compliance during Key Stage 2 SATs, which this year would be 11 to 14 May. Action: The Chair to monitor KS2 SATs admin / security compliance.	Chair
	Action: SB to send SATs monitoring availability to the HT, with a view to arranging.	SB & Head
5.8	HT mid-year review – The HT’s mid-year review was due to be scheduled. Action: The HT to arrange mid-year review.	Head
5.9	Sustainability – Governors noted the requirement for the school to appoint a named link and have in place a plan for sustainability. Action: The HT to investigate requirements for sustainability plan and feed back to GB in due course.	Head
6	Minutes of Previous Meeting	
6.1	Approval of minutes – Governors approved the minutes (main and confidential sets) of the FGB meeting held on 12 February 2026. Action: The Chair to electronically sign the approved minutes (two sets) of the 12 February 2026 FGB meeting.	Chair
6.2	Updates on actions not covered elsewhere on agenda – <ul style="list-style-type: none"> • Item 4.1: The Chair had electronically signed the approved minutes of the 25 September 2025 FGB meeting. • Item 4.2: ML had completed the declaration of interests, Keeping Children Safe in Education (KCSIE) 2025 and code of conduct confirmations on GovernorHub. • Item 4.2: The Chair had electronically signed the following approved minutes: 6 February 2025 FGB (confidential set); 26 September 2024 FGB (two sets); and 5 December 2023 FGB (two sets). 	

	<ul style="list-style-type: none"> Item 4.2: LB's Key Stage (KS) 2 SATs monitoring visit for 2025 had been uploaded to GovernorHub. Item 4.2: Action carried forward: The HT to check whether he had received the Chair's 19 May 2025 safeguarding monitoring visit report. Item 4.2: Action carried forward: The HT to bring the staff induction flowchart to the Term 5 FGB meeting. Item 5.2: The previously carried forward action relating to online training on the duty to prevent sexual harassment was closed off as the school's subscription had ended. Item 6.6: The Clerk had updated panel memberships in the GB Terms of Reference. Item 6.7: Action carried forward: JB to send data monitoring visit report to the HT. Item 6.7: The Chair was continuing to regularly monitor the single central record as part of the safeguarding monitoring remit. Item 6.7: KO had visited the school and was planning to shadow some other governor visits ahead of undertaking a solo monitoring visit focusing on Early Career Teacher (ECT) support later in the year. Action carried forward: KO to monitor ECT support later in the year. Item 8.5: The Chair had signed the specimen signature sheet provided by the Business Manager ahead of the financial compliance visit. 	Head Head JB KO
7	Safeguarding No matters arising.	
8	Health, Safety and Premises The Chair identified the need to ensure access to staff first aid training certificates for the purpose of Ofsted. Governors commended recent improvements to the school's entrance area. It had been confirmed that the alarm wiring would be undertaken at no cost to the school. The HT summarised updates provided in ML's February finance analysis monitoring report regarding required repairs to the school roof.	
9	Finance and Resources	
9.1	Compliance visit – The final report of the School Compliance and Risk Assessment Visit by Schools Financial Services on 5 March had been shared via GovernorHub. The report evidenced almost complete compliance in all eight areas: governance; finance policy; financial planning; bank accounts and cash; financial control; payroll; procurement; and assets. The HT outlined the recommendations which had been made to address areas of non-compliance. Overall, the school had performed very well, with most schools receiving significantly higher numbers of recommendations. With reference to the recommendation that '[t]he Governing Body should monitor and discuss the School's budgetary performance at least six times a year', governors were satisfied that the decision to cancel the Term 2 FGB meeting had been taken for the right reasons and they were confident that robust monitoring for that period had been provided via ML's report. Governors commended the management responses put in place by the school.	
9.2	Budget monitoring – Governors had received the following documents via GovernorHub: <ul style="list-style-type: none"> Nine month monitoring feedback from Kent County Council (KCC). CFR codes cost centres budget profile details reports dated 28 February 2026. ML's finance analysis reports to end of January and February 2026 respectively. No issues had been raised in the nine month monitoring feedback from KCC which noted the 'very clear comments' provided by the school. With reference to the February finance analysis report, the HT confirmed that the school was projected to remain within its balance control mechanism (BCM). Allocations had been made for projects including new furniture for the reception area, plus reconfiguration of the old uniform store into a new designated SEN room.	
9.3	Schools Financial Value Standard (SFVS) – The SFVS checklist for 2025-26 had been shared via GovernorHub. All questions had been answered as 'Yes' except Qs 3, 12, 25	

	and 27 (which were answered as 'In part', with explanations provided) and Q39 (which was not applicable). The checklist, which was signed by the Chair, would be submitted to KCC before the 31 March deadline.	
10	Policies and Key Documents	
10.1	Policy review schedule – Governors approved the updated policy review schedule which had been shared via GovernorHub. The HT advised that a new policy on restrictive interventions would be brought to the GB for approval later in the year.	
10.2	Policy approval – Governors approved the following policies which had been shared via GovernorHub: <ul style="list-style-type: none"> • Admissions policy. • Behaviour policy. • Finance policy. • Lettings policy. 	
11	Data Protection The HT reported that there had been one minor data breach which had not required any further action. The HT was confident that all staff understood their responsibilities with respect to data protection. A governor asked about staff awareness of phishing. The HT said that the school's IT provider sent test emails to check that staff were following the correct procedures in relation to suspicious emails.	
12	AOB	
12.1	Governance bulletin – Governors had received TEP's February governance bulletin.	
12.2	Website – The HT had audited the school's website using a checklist from The Key. The website had been compliant in all areas except one minor area relating to the curriculum; this had now been actioned.	
12.3	Confidential item – Confidential discussion was recorded in Part 2 confidential minutes.	
13	Confidentiality The following reports were filed as confidential: Confidential Leadership Report Term 4 (March 2026); Confidential costed staffing proposal; and Confidential Official Sensitive DfE Similar schools comparison report Spring term 2025 to 2026 (January to mid-February). Part of item 5.4 and the whole of item 12.3 were deemed to be confidential and were recorded in Part 2 confidential minutes.	
14	Next Meeting The Term 5 FGB meeting was confirmed for 4.30pm on Thursday 21 May 2026.	

The meeting closed at 18.18pm.

These minutes will be signed electronically via GovernorHub.