

Sellindge Primary School

Minutes Full Governing Body Meeting

Wednesday 9th July 2025

Present: Terry Alcock (Chair), Diane Clark (vice Chair), Jo Wren (Headteacher), Bob Edden, Charlotte Parker, Maureen Stanley, Marek Drzymalski, Oliver Bruce

Clerk: Diane Clark

Guest: Matt Griffin (DHT)

			Action
1.	Apologies for absence:	Dan Bennett, Jenny Hollingsbee,	
2.	Declaration of Business Interests	None	
3.	Membership Issues	Nothing to report	
4.	Minutes of last meeting to be approved Minutes of the EFGB to be approved.	Minutes of meeting held 21st May and 4th June 2025 agreed and to be uploaded to the website.	<i>Minutes to be uploaded.</i>
5.	Matters arising from last meeting: a. Minutes of meeting held 19 th March to be uploaded to the website. b. Update term of office c. Governor Finance Training d. Aircon Units update e. Outstanding Governor Monitoring Day reports –Maths and Safeguarding f. SIP and SEF update g. Asset Register to be updated h. complete benchmarking i. Policy to be reviewed and checked with School Finance j. After the budget has been checked, set up a virtual EFGB to approve Finance k. HT to contact Nicki Cox about the clerk role.	a. Minutes from 19th March already uploaded b. Terms of office is updated c. Terry has contacted The Education People regarding training and will update the board when he has more information. d. There is nothing more to report on the aircon units e. Maths and Safeguarding reports are up to date and uploaded onto the system f. The updates to the SIP are outlined in the HT report and there are no significant changes to the SEF. g. Asset register is in the process of being updated h. There is no information from the local authority regarding benchmarking so this is still not able to take place. i. School finance policy has been reviewed by school and agreed by School's Finance (see item 15) j. EFGB meeting took place see minutes	



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		k. Nicki Cox was contacted and will take on the role of clerk from September 2025. She is also going to be employed directly by school which will be more financially viable for both school and her. The meeting dates for next year have been agreed with Nicki.	
6.	Curriculum <i>Development Day</i> <i>Leadership next year</i>	Governors were informed that during the Development Day in June the curriculum was reviewed and this has informed any changes needed for next year and priorities for the SIP. At present, the curriculum leaders are writing their end of year impact documents which will be available for governors next year..	.
7.	Headteacher Report to Governors <i>Circulated prior to the meeting (on the Governor platform)</i> <i>Governors question to JW by Monday 7th July</i>	The report had been shared with Governors before meeting so that questions could be submitted beforehand in order for the head to ensure she as the answers. Governors asked: Is there any evidence to show that the retrieval strategies are having an impact? MG described how there has been a noticeable impact in maths data especially with the excellent arithmetic recall across the school and described what the next steps will be in the coming year for maths. Is the % of children taking holidays during term time higher than other schools? JW reported that there is no official comparison data but she discussed this with the other Hub Heads and fed back that it did appear higher than other schools. A discussion was had about parents feeling comfortable to say they were going on holiday rather than just saying the children were off sick. We also talked about the updates to the fixed penalty notices	



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		Were private assessments for ASD coming through the Right to Choose pathway? MG informed the board that parents are going to private assessment centres and paying for them. How are TAs feeling with the changes in the way they are working that are taking place? MG described what support is in place. One governor observed that attendance data dropped at the end of the tracking period in the report and wondered if this was due to Nurovirus. JW informed the board that this was due to holidays and not specific sickness though there had been a persistent absentee since November. Governors thanked the headteacher for the report.	
8	LA External Support and other LA business a NoV	NoV was shared with governors before the meeting. The actions including in the document had been previously identified by the school. The SIA is due to change next year. This will be Adi Ahmet	
9.	SEN/ Funding	MG described how the support deployment has changed and how positively these transitions have gone. Move up morning went well and the children coped as they were able to spend time with all the adults who will be working with them. TAs have had opportunity to handover to the next TA. One TA has more of a floating role and is going to lead on specific interventions. MG has attended another Communities meeting where there are still concerns over access to funding but it was felt that links to	

Y. Ahmet

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		other professionals should be more direct. MG described how the Community meeting will work next year A discussion around EHCPs going forward took place, but the LA do not have any final thoughts about this at present.	
10.	Finance a. Budget submitted	Governors were informed that some errors were identified in the budget by Joanne (School Finance representative) during a review but these have been adapted as needed. Kent have made changes in their finance processes recently. The budgets were submitted successfully.	
11.	Staff Update– including wellbeing a.	Staff have been discussing the changes in staffing and TA roles next year. CP has returned from maternity leave and is happy to be back at work.	
12.	GDPR	Nothing to report	
13.	Equality and Safeguarding a. Annual report to the Governors	The report was shared with governors prior to the meeting so that any questions could be sent in. Governors asked Are the number of racists and on line safety incidents increasing? JW informed governors that there has not been an increase as children have been provided with support and education around what racism etc. The children have matured and become more aware which has caused the situation to be resolved. A discussion around possible preventative strategies took place and JW informed governors of what strategies are already in place to support this as well as the work that has been done in school around online safety.	
14.	Hythe Hub and other collaborations Hub Heads Hythe Bay	The board were told that the heads still meet regularly and discussions around continuing	



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		schools supporting each other with HT appraisal. Training and moderation with another school has also been planned for next year. The SEND Communities are taking place and will continue to develop next year.	
15.	Policies for Review a. Finance b. Equality (no changes) c. Admissions (no changes)	a. There were two separate amounts stated through the policy requiring quotes. The lower amount has been made the same across the policy. The Finance policy was agreed by governors b. The equality Policy was agreed by governors c. Typing corrections were identified and changed. The admissions policy was agreed by governors but it was noted that before the next review this will need to be looked at more closely. It was noted that the criteria for the admission of staff children is going to be looked at in the future.	
16.	Monitoring Reports a. Outstanding reports b. Safeguarding (agenda item 13)	a. Maths monitoring report has been written and agreed and is now on the system. b. The safeguarding report is also on the system (see agenda 13)	
17.	Sellindge Developments	BE informed the board that a date for support to be registered for Otterpool is coming up which may lead to the situation changing.	
18.	Governor Monthly Newsletters	TA highlighted key points from the latest newsletter including: There is a consultation open on school funding. It is suggested that boards check that the paperwork is in place for HT appraisals. There is an online tool for submitting the Sports Premium report which needs to be completed by 31/7.	<i>Governors to complete the consultation as individuals rather than as a whole board.</i>



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		A discussion around the National Breakfast Club application took place and whether it was financially viable.	
19.	Governor Training a. Training undertaken by governors	One governor has completed a number of different training courses which have been recorded on the Governor Hub.	
20.	Chair's Actions	None recorded	
23	Any other urgent business	TA and JW informed the board that he is going to step down as the chair due to needing to support the school with finances. If interested in taking on the role, inform JW. Governors were asked if anyone was able to attend the end of term events Graduation – TA Play – DC Celebration Assemblies – TA / DC (Zoom) Governor newsletter has been written to be sent out next week.	<i>Governors have been asked to read the newsletter and inform DC of any changes that maybe needed.</i>
24	Confidentiality	Head Teacher's Report	
25	Date of next meeting	1 st October 2025	



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