

Sellindge Primary School

Minutes Full Governing Body Meeting

29th January 2025

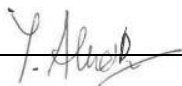
Present: Terry Alcock (Chair) Jo Wren (Headteacher), Maureen Stanley, Bob Edden, Diane Clark (vice chair), Charlotte Parker

Joining remotely: Marek Drzymalski, Jenny Hollingsbee

Guest: Matt Griffin DHT

Clerk: Bev Jordan-Luke

			Action
1.	Apologies for absence:	OB - [REDACTED] DB- [REDACTED]	
2.	Declaration of Business Interests	None	
3.	Membership Issues	a. Register of Business Interests – all governors have now completed on Governor Hub. b. KCSIE – all governors have now updated their declaration on Governor Hub.	
4.	Minutes of last meeting to be approved	Minutes of the meeting held 27 th November 2025 were uploaded to the platform prior to the meeting and were approved by all. It was further agreed that these minutes could be uploaded to the website (with the redaction of one confidential item as discussed within the minutes).	<i>Upload minutes to the website.</i>
5.	Matters arising from last meeting	a. Minutes of the meeting held 2nd October 2024 have been uploaded to the school website. b. Declarations and confirmations by Governors (see item 3) c. Safeguarding Training (see agenda item 18) d. Governor Assembly Powerpoint to be uploaded to school website – this has been done. e. Outstanding safeguarding audit report (see item 15) f. Website Check to be updated – items which need attention have been	<i>Action – confirmation of</i>



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		noted, and are in process of being remedied. g. Outstanding pupil premium monitoring report (see agenda item 15) h. NEU Sexual Harassment Guidelines – HT is liaising with NEU rep – this will either be included within our Code of Conduct or there will be a new policy. i. Outstanding Skills Audits (see item 18)	website compliance Action – update next meeting
6.	Curriculum	HT shared a powerpoint on the Art Curriculum prepared by the Art Subject Leader. Governors asked for their thanks to be passed to the Subject Leader for the presentation.	
7.	SIP and SEF (School and Governor)	The updated School Improvement Plan had been uploaded to the platform prior to the meeting. The following was discussed: a. Quality of Education – science is going well (boiling subject) and will be part of a learning walk on Governor Monitoring Day. b. Behaviour and Attitudes – again this will be looked at on Governor Monitoring Day. c. 1.1c Collective Worship – governors advised of upgrade to audio visual system in hall this has been a great improvement and has had positive impact on Collective Worship. d. 1.3 Maths – whole school focus on arithmetic fluency- governors provided with overview by DHT (Maths Lead). Year 5 and Year 6 Boosters are taking place once a week after school with a focus on arithmetic. e. 1.4 SEND – Governors were informed about Fresh Start which is an intervention – KS2 phonological catch up programme particularly focussing on EAL children or those children who didn't reach the	<u>Action – congratulation to be offered to staff successfully completing NPQs.</u>

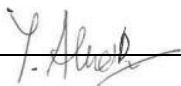
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		expected standard in the phonics screening. This has been very successful. It is delivered by a TA and costs have been kept down by the SENCo training the TA. Currently this is being delivered to children in year 4,5 and 6. Progress will be reassessed at the end of this term and gaps addressed. f. 1.6 Digital Strategy – a Digital Strategy Plan has been developed by the Ed Tech Strategy Group which is now meeting termly. There is a rolling 3 year plan . g. 2.1 – Governors asked if attendance was improving, Our attendance is good compared to national. HT and Office Manager have met with KCC Attendance Officer to discuss any areas or children of concern. h. 3.3 Sustainability Plan – this has now been created and was uploaded to the platform. i. 4.2 Staff undergoing NPQs had passed and congratulations were offered by Governors.	
8.	LA External Support and other LA Business	a. IA Visit – Note of Visit had been uploaded to the platform prior to the meeting. Governors commented on the positive and comprehensive note. Governors commented that the report states that there are no plans to appoint new support staff although most TAs are now deployed in the support of SEND pupils. Is there any further information on possible LA funding, governors noted that the in year entry of vulnerable pupils is causing budgetary issues. Exactly how HNF will be distributed under the new systems is still not clear, what information the school had was shared with governors. However, the funding we get for the next academic year should mirror 75%-100% of	

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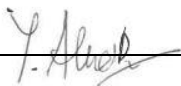
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		what we get this year. b. KCC Consultations – HT has taken part in SEN consultation via the Kent Association of Headteachers. One of the Governors has also submitted her views via her role as a governor at another local primary school. c. It was agreed that SEN funding will be an agenda item going forward.	<i>SEN funding to be an agenda item.</i>
9.	Finance	November and December monitoring had both been uploaded to the platform. The 9 monthly monitoring (December) had been the subject of a monitoring report, this had been uploaded to the platform prior to the meeting.  Governors asked if would be possible to have some training on finance. It was agreed that this would be arranged for a future meeting.	<i>Finance Training to be arranged for future meeting.</i>
10.	Staff Update including wellbeing	A maternity cover teacher has started in year 1 (3 days per week). Staff meetings have been changed to accommodate part time staff. Monday morning briefings are now held and the staff meetings are focussing more on training. Staff devices have been upgraded both in classes where old devices failed and also to assist with PPA.	
11.	GDPR	Nothing to report.	
12.	Equality and Safeguarding	Nothing to report.	
13.	Hythe Hub and other collaborations	Hub Heads had met at Sellindge and discussed SEN funding. Hub training day will be held in April, Saltwood are organising and Brockhill providing the venue. This is paid for by the contributions hub schools make. CCCU student is currently in school on her alternative placement. Both the current	



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		student and another student will spend time in Y5 to gain experience working with children with EAL.	
14.	Policies for Review	Gifts and Hospitality policy had been uploaded to the platform prior to the meeting. This is a model policy from KCC which in a new policy. Discussed with governors, including misuse of public fund and fraud. The policy was approved.	
15.	Monitoring Reports	- Finance see item 9. - Premises – uploaded to the platform prior to the meeting. Concerns regarding the failure of two of the aircon units in Belvedere. One was replaced last year free of charge but the other but another of the units has now failed. Governors feel very strongly that the school should not be responsible for the replacement of the failed unit. Currently the matter is with KCC and governors will be updated. Governors also advised of a leak that had occurred today during extremely heavy rainfall. This will be monitored. - Quality of Education –Data – uploaded to the platform prior to the meeting. - Pupil Premium (T2) outstanding - Safeguarding Audit (T2) uploaded to the platform prior to the meeting.	<i>Governors to be kept updated re aircon units. Pupil Premium report (T2).</i>
16.	Sellindge Developments	Revised plans have been submitted for the proposed Quinn development at Elm Tree Farm. A decision is expected in the spring. HT has a meeting with KCC and Quinn re PROW.	
17.	Governor Monthly Newsletter	The following was noted: - Maths Mastery – DHT has undertaken. - External review of board – this comes at a cost, not felt that it would be beneficial at the moment. Not possible to share with another board as it is bespoke. - SIA had mentioned training – see item	

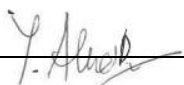


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		18.	
18.	Governor Training	a. Training undertaken by governors – see attached print out. Presentation from training attended by Training Governor was uploaded to the platform prior to the meeting. b. Skills audit was completed by all bar one governor. Results have been collated and were uploaded to the platform prior to the meeting. Overall the board has good skills. Clerk reminded governors to look at their own audit, identify gaps and look for relevant training. c. Governors have completed the safeguarding training.	
19.	Chair's Actions	Chair is to look at training for the board. Governors to be present at Parents Evening.	
20.	Any other urgent business	a. The results of the parent surveys (years 1-6 and year R) had been uploaded to the platform prior to the meeting. Governors were surprised at the small number of replies and wondered if there was another way of operating the survey to encourage a better engagement. They wondered if the snapshot was too small to make the results credible. [REDACTED] [REDACTED] Governors further questioned that a section of parents who were unaware of the wraparound provision offered at school. Governors wanted to ensure that parents aware – this is advertised on our website and details included in every induction pack for new pupils. It is popular and we don't need to 'sell it', it tends to be those who need it are aware and use it. However, the surveys in future will include some branching questions to make it as relevant as it can be. Governors also asked whether the school should have a social media account. As part of our digital strategy an information only Instagram account has been discussed and this is in the	

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		planning stages. Governors were concerned that some parents were unaware of the school's efforts on how to keep children safe online. This has been addressed and, as part of Parents Evening, there will be displays regarding safer internet use. Governors advised that the Kingswood Centre where our year 6 residential is due to take place in Oct 2025 has been taken over by PGL following the original owners falling into administration. The trip will go ahead as planned and -the price is being honoured.	
21.	Confidentiality	None	
22.	Date of next meeting	Wednesday 19 th March, Governor Monitoring Day followed by FGB meeting at 4pm.	<i>Form to be sent out to Governors re availability.</i>



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