

Sellindge Primary School

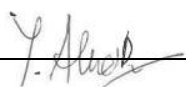
Minutes Full Governing Body Meeting 27th November 2024

Present: Terry Alcock (Chair) Jo Wren (Headteacher), Maureen Stanley, Bob Edden, Diane Clark (vice chair), Jenny Hollingsbee, Oliver Bruce

Joining remotely: Marek Drzymalski, Daniel Bennett, Charlotte Parker

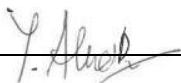
Clerk: Bev Jordan-Luke

			Action
Three governors joined the meeting remotely via TEAMS. The protocol for joining remotely was circulated to governors prior to the meeting.			
1.	Apologies for absence:	None	
2.	Declaration of Business Interests	None	
3	Membership Issues a. Register of Business Interests b. Confirm Chair and Vice Chair c. KCSIE d. Staff Governor	a. Some governors are still to update their declaration on Governor Hub. b. TA confirmed as Chair and DC confirmed as Vice Chair, unanimously agreed. c. Governors to have read KCSIE and update their declaration on Governor Hub. Some Governors have yet to do this and were reminded of the importance of doing so. d. A new staff governor has been appointed – Charlotte Parker was welcomed to the board.	Action : Governors to update declarations and confirmations on Governor Hub..
4.	Minutes of last meeting to be approved	Minutes of the meeting held 2 nd October 2024 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.	Upload minutes to the website.
5.	Matters arising from last meeting		
	a. Minutes of meeting held 10 th July to be uploaded to the website	Minutes of the meeting held 10 th July 2024 have been uploaded to the website.	
	b. Declarations and confirmations to be updated by all Governors	See agenda item 3 (a and b)	



--	--

	on Governor Hub		
	c. New staff governor to be appointed	See agenda item 3 (c)	
	d. Governor SEF	See agenda item 7	
	e. Governor Development Plan	See agenda item 7	
	f. History and Geography impact documents to be uploaded to the platform.	These had been uploaded. Governor asked if the quizzes used have shown that the children have remembered the skills/knowledge that has been taught – HT had asked for teacher feedback on this – 5 teachers had replied with 40% saying somewhat and 60% .	
	g. Safeguarding Link to be sent to governors and governors to email completed certificates to clerk	Two governors are yet to complete the training – training to be completed and returned to clerk. Governors reminded that this is not optional training and must be completed.	Action – outstanding training to be completed.
	h. Skills Audit to be sent out to Governors and returned to Clerk.	See agenda item 21 (b).	
6	Curriculum		
	a. Collective Worship	An overview of how Collective Worship is carried out in school was given to Governors by HT.	
	b. PE Premium	The annual report has been completed and is on the school website. This has been the subject of a monitoring report which is attached to these minutes.	
7.	Headteacher Report including School and Governor SIP and SEF	The HT Report had been uploaded to the platform prior to the meeting. The following questions were raised:	
	a.	Governors were pleased that the school had signed up to the Kent and Medway Maths Hub. They commented on the end of year data and how good the maths looked. They sought clarification on greater depth where we were below national average (only 1 child).	
	b.	How has the IT training (Digital Apprenticeships being undertaken by 3 members of staff) – impacted on the school. Has it helped to improve staff wellbeing? HT discussed with governors that small measures have been taken and introduced but that a 3 year Digital Strategy has been	



--	--

		developed and ongoing changes will occur. Overall it has been so far a positive experience.	
	c.	How has the increase of FSM/Ever FSM pupils impacted the school. FSM children will attract more funding (pupil premium) but potentially there are more children with needs. The barriers to learning are the same issues as children already in school.	
	d.	Persistent Absentees – governors noted the positive impact on the persistent absentee's data, they asked if there were any new ones within the data and what had been put in place to support all persistent absentees and how has this affected their learning and achievement. Most of the persistent absentees at this stage of the year are those who have taken holidays, maybe alongside other needs, and so there will be children who may not have appeared before. However it is very early in year. Measures to reduce absenteeism were discussed, including regular monitoring of attendance, sharing the new government guidelines with parents and issuing letters regarding fines and fines being issued by the LA.	
	e.	This item is confidential	
	f.	Governors were pleased to note the amount of CPD studies being taken – they asked if there are any TAs looking to study to become a teacher and if the school encourages this – the school does encourage this but most do not want to go into teaching for various reasons. We do currently have one TA who is due to go to teacher training next September and is gaining work experience this year.	
	g.	Governors asked what the impact was on students in terms of staff being absent for training. A lot of the training is out of school time – after school/twilight. Overall impact of training of children would outweigh anything else.	
	h.	In the short term are we able to fund new computers/software to implement the new	

J. Alcock

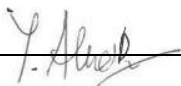
--	--

		digital strategy – the cost has been looked at and some elements will be funded in the short term as they were budgeted for. Others will need to be planned for in future budgets. There will undoubtedly be an increased in spend on technology but there are may considerations- including total cost of ownership sustainability and looking at alternatives such as leasing.	
	i.	Governors commented on the high levels of staff absence amongst support staff compared to last year (the number of staff taking leave)– this is largely due to the increase in staff numbers as the school expands.	
	j.	Of the 27 children who have or are on the pathway for a diagnosis for ASD or ADHD are any not on the SEND register? Not all these children will be on the SEND register as their needs are being met through quality first teaching. All staff have undertaken autism awareness training and are now undergoing more training from the Autism Awareness Trust.	
	k.	Governor SEF – this had been undertaken and circulated to governors. There are some amber areas which have been used to inform the governor part of the SIP. 1. Finance – more governors need to be finance aware and the Education People finance for governors course is recommended. 2. Better links with the whole school community. Governors attending events and having a more noticeable presence in the school. 5th December a governor assembly is planned . 3. Governors discussed ways to engage with pupils, staff and parents. 4. Governors discussed presence at events. 5. Governors were signposted to the SEND finance training being offered by the Education People. OB is attending training, others encouraged	Action – assembly 5th December powerpoint to be on website.

J. Alcock

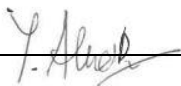
--	--

		to do so.	
8.	LA External Support and Other LA Business	a. IA visit last week. – she undertook SCR check Data look Attendance Staffing – looked at SIP Learning Walk Considered actions from last visit She is going to look at governor minutes on our website Note of Visit it to follow b. KCC consultations which we have participated in: STLS Kent Strategy SEND Education Accessibility Strategy Devolved Fiance Several Health and Safety surveys	
9.	Finance	a. 6 monthly monitoring and October monitoring were uploaded to the platform. b. Monitoring has been carried out on the 6 monthly returns. c. KCC feedback has been received – this has been uploaded to the platform for governors. d. Teachers payraises will be applied in December and backdated to September. There is a government grant to help with the increases. e. Governors asked about the NI increases from next April - the impact on school budgets is as yet unknown as we await further clarification.	
10	Headteacher Appraisal	This has been carried out under due process.	
11	Staff update – including wellbeing	Included in the HT Report.	
12	GDPR	Nothing to report.	
13	Equality and Safeguarding	Safeguarding audit has been carried out– monitoring report is to follow.	Action – monitoring report to follow
14	Hythe Hub and other collaborations	In HT report.	
15	Policies	The following policies were uploaded to the platform prior to the meeting:	



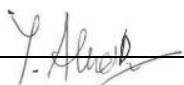
--	--

		Charging and Remissions Pay Governor Allowances Attendance Policy These were all approved. Governors discussed the Charging and Remissions policy and ways to help parents who have difficulty in paying. Rotary was one of the local institutions who may be able to assist families and this was noted. HT advised Governors that the Behaviour Policy has been reviewed and there are no changes.	
16	Monitoring Reports	The following monitoring had been carried out and the reports shared with governors: PE premium Finance 6 monthly monitoring Harvest Assembly Website check – the guidelines were updated during the check – these will be shared and confirmation that the website is compliant. Pupil Premium – report to follow T3.	Action: Website Check to be updated. Pupil Premium monitoring report to follow.
17	Sellindge Developments	Overview provided to governors regarding developments in the village. 2 developments have been granted outline planning permission and there is a public meeting regarding Otterpool Sewage Plant. Parish Council are developing a new Neighbourhood Plan. HT and Clerk have met with Parish Council.	
18	Governor Monthly Newsletter	- ISDR is now available online. - Sexual harassment in the workplace – this is included within our Staff Code of Conduct. NEU have issued new guidelines and the policy will be reviewed to ensure everything is included. NEU rep will be able to disseminate information to staff. - Governors alerted to the Ofsted changes which are in the Newsletter.	Action – NEU rep to disseminate information.
19	Governor Training	Report attached showing all	Action –



--	--

		Governor Training to date. b. Skills Audit – clerk has not received all skills audits – once these have been received she can do the summary – it was agreed that this would be shared at the next meeting. c. Safeguarding Training – see 5(g) d. Vice Chair had attended training and shared ‘Key Questions for Governors when Monitoring’ this has been uploaded to platform.	<i>outstanding Skills Audits to be completed and summary discussed at next meeting.</i>
20	Chair’s Actions	None	
23	Any other urgent business	Several events are happening over Christmas period which governors are invited to.. Clerk to send out form listing events and governors to respond.to let school know if they are able to attend.	<i>Action – form to be sent to governors.</i>
24	Confidentiality	Item 7(e) will not be published when the minutes go on the website.	



--	--