

Sellindge Primary School

Minutes Full Governing Body Meeting

2nd October 2024

Present: Jo Wren (Headteacher), Maureen Stanley, Bob Edden, Marek Drzymalski, Diane Clark (vice chair), Audra Goodall

Clerk: Bev Jordan-Luke

Meeting chaired by Diane Clark in absence of Chair.

Other attendees: Matt Griffin, DHT.

			Action
1.	Apologies for absence:	Apologies accepted from TA, DB, JH	
2.	Declaration of Business Interests	None	
3	Membership Issues a. Register of Business Interests b. Confirm Chair and Vice Chair c. KCSIE d. Terms of Reference e. Model Code of Conduct f. 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. Uploaded to platform and agreed. e. Model Code of Conduct agreed. f. AG's term as staff governor has come to an end. AG thanked for all her efforts over the past four years. The process of appointing a new staff governor has now begun.	Action : Governors to update declarations and confirmations on Governor Hub.. New staff governor to be appointed.
4.	Minutes of last meeting to be approved	Minutes of the meeting held 10 th July 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		



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	a. Minutes of meeting held 22 nd May to be uploaded to the website	Minutes of the meeting held 22 nd May 2024 have been uploaded to the website.	
	b. Benchmarking	See Finance item 9.	
	c. Thanks to all staff	End of year thanks had been emailed to all staff.	
	d. T3&T5 Premises Reports	These have been completed – see Monitoring Reports.	
	e. Governor Self Evaluation Tool	It was agreed that this would form part of the Governor Development Plan. Chair and Vice Chair have meeting planned to map this out. Chair and Vice Chair have this in hand.	<u>Action to be shared once completed. Action – to be shared with governors once completed.</u>
	f. <u>Engagement with parents</u>	<u>It was agreed that this would form part of the Governor Development Plan.</u>	<u>Action – to be shared with governors once completed.</u>
6.	Curriculum	<u>Subject impact documents have been shared with governors. History and Geography are to follow.</u> <u>Any questions on any of the impact documents to be raised should be emailed in advance of the next meeting.</u>	<u>Action- History and Geography to be uploaded to platform. Questions to be emailed.</u>
7.7.	HT Report inc SIP and SEFSIP/SEF	<u>SIP had been uploaded to the platform via to the meeting.</u> <u>a- There were no questions raised by Governors/</u>	
8.	Finance		
	a. Budget Correction		
	a. Budget Submission and Feedback		
	a. Benchmarking		<u>Action – Benchmarking to be carried out.</u>
98.	LA External Support	<u>a. We will have the same SIA as last year and will have 2 visits this academic year – first is November 2024.</u> <u>b. Lee Round has visited the school to discuss the S106 land associated with the Quinn Estates development.</u>	



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		<u>This is now back with KCC to discuss with Quinn.</u>	
9.	<u>Finance</u> a. <u>Benchmarking</u> b. <u>Support staff payrise</u> c. <u>Teacher payrise</u> d. <u>Other finance</u>	a. <u>Monitoring has been carried out and uploaded to the platform.</u> b. <u>Support staff payrises were applied for September pay.</u> c. <u>This is in hand, and should be applied for November pay.</u> d. <u>Governors were advised of tech issues the school were faced with at the start of term, a potential extra financial charge was averted. The children have taken part in a sponsored walk to help raise money for tech in school – the monies raised will be offset against the cost of the new AV equipment in the hall.</u>	
10.	Staff <u>Update including w</u>Wellbeing	<u>Governors advised of staff changes from September within the school.</u>	Action—letter to be sent to staff
11.	GDPR	<u>Nothing to report.</u>	
12	Equality and Safeguarding	<u>Governors were reminded that they should undertake the free Safeguarding Training, once completed certificates should be sent to the Clerk.</u>	Action – link for training to be sent to Governors.
13	Hythe Hub and other collaborations	<u>Subject leaders are due to meet at Brockhill next week.</u> <u>Hub Heads are due to meet next week.</u> <u>HT Appraisal is booked to take place,</u>	
14	Policies for reviews		
a	a. <u>Supporting pupils with medical conditions</u> <u>Child Protection</u> <u>—Recruitment Policy</u>	<u>This has been approved as a Chair's Action.</u>	
	<u>b. Admissions</u>		
	<u>b. Governor Code of Conduct</u>		
	<u>b. Staff Discipline and Conduct</u>		
	<u>b. Staff Grievance</u>		
	<u>b. Staff Capability</u>		
15	Governor Monitoring Reports		
	a. <u>T3 and T5 Premises Reports</u> b. <u>Monitoring Schedule</u> c. <u>Governor Self Evaluation</u> d. <u>Reading Workshop</u>	a. <u>On platform, no further queries.</u> b. <u>Schedule for 2024/2025 on platform.</u> c. <u>See item 5e</u>	Action—upload reports



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	a.e. Benchmarking	d. Monitoring report uploaded to the platform e. Report uploaded the platform.	
	b. Speaking and Listening		
	c. Annual Safeguarding Report		
	d. Governor Self Evaluation Tool		Action- Term 1
16	Sellindge Developments	<u>Update provided on developments in the village. Outline permission for 2 developments is likely to approved. There is then a 3 year window for detailed applications to be made. Both would have S106 agreements for the school and additional money for education in the area.</u>	
17	Governor Monthly Newsletter	<u>See Governor Hub.</u>	
18	Governor Training	<u>A list of up to date training is attached to these minutes.</u> <u>Vice Chair highlighted curriculum monitoring training.</u> <u>Governors are to be sent the Skills Audit and are asked to complete and return to the Clerk before the next meeting so that results can be shared.</u>	<u>Action- Skills Audit to be sent out to Governors.</u>
19	Chair's Actions	<u>The Child Protection Policy had been approved via Chair's Actions.</u>	
20	Any other urgent business	<u>None</u>	<u>Action: To form part of SIP for next year</u> <u>Governors Engagement with parents</u>
21	Confidentiality	None	
22	Date of next meeting	<u>Dates for next year have been circulated to governors. Wednesday 27th November, 5pm.</u>	



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