

Sellindge Primary School

Minutes Full Governing Body Meeting

22nd May 2024

Present: Jo Wren (Headteacher), Terry Alcock, (Chair) Maureen Stanley, Bob Edden, Oliver Bruce, Jenny Hollingsbee, Marek Drzymalski, Diane Clark, Audra Goodall

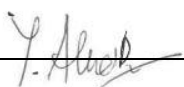
Clerk: Bev Jordan-Luke

			Action
1.	Apologies for absence:	Apologies accepted from DB.	
2.	Declaration of Business Interests	None	
3	Membership Issues	There remains one vacancy on the board.	
4.	Minutes of last meeting to be approved	The minutes of the meeting held 20 th March 2024 were uploaded to the platform prior to the meeting and were approved. It was further agreed that they could be uploaded to the website .	<i>Upload minutes to the website.</i>
5.	Matters arising from last meeting		
	a. Outstanding reports from Governor Monitoring Day	See agenda item 17 Governor Monitoring	
	b. T3 Premises Monitoring Report	See agenda item 17 Governor Monitoring	
	c. Governor Handbook	See agenda item 21 Chair's Actions	
6.	Curriculum	Headteacher shared 'in progress' Diversity Plan with governors. One of Ofsted's key action issues was to develop a 'cultural plan'. Document is being completed and will feed and fit into our curriculum. Plan was discussed and governors advised that it will be finalised for September 2024.	
7.	Spring Data	This had been uploaded to the platform prior to the meeting and was the subject of a monitoring visit (report is attached to these minutes). The monitoring Governors had asked for an update on the intervention strategies and HT advised that these are still being evaluated. Governors questioned why the new children in school have impacted the data to the extent that it has, and if the HT thinks that it will eventually catch up. HT responded that a log of the new children are EAL children, some have never been in school	

T. Alcock

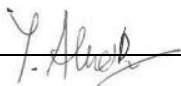
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		in England or have been out of school for a long time. Some are making expected progress, some are making very good progress and some are not. It is attainment that will be affected rather than t progress.	
8	SDP/SEF	The updated School Development Plan was uploaded to the platform prior to the meeting. Governors asked what impact the EAL training has had on teacher confidence when teaching EAL learners. 2 training sessions have recently been held – the overall feeling it that a lot of the suggested strategies were already in place but useful resources were suggested and sessions were very useful. Additional resources will be investigated.	
9	Finance		
	a. Oracle Report	The Oracle report (end of year final figures) had been circulated to governors. This confirmed our end of year position – formula budget had a rollover of £28515.76. This is lower than the original budget but was mainly due to the delay in receiving HNF. Capital rollover was £4091.59- this slightly higher than the original budget.	
	b. School Asset Register	This has been updated and signed off by the HT.	
	c. Benchmarking	This is not yet available but will be carried out by Finance Monitoring Governors once it is available.	Action – Benchmarking to be carried out.
	d. Finance Policy	The updated Finance Policy had been circulated to governors prior to the meeting and was approved.	
	e. Budget for 2024/2025	The 3 year budget plan for 2024/2025 had been prepared and shared with governors. Finance Governors recommended that the budget be approved. The board approved the budget to be submitted.	
10.	SFVS	It was confirmed that SFVS had been submitted on time to SFS.	
11.	LA External Support	SIA had visited – Note of Visit has not yet been received. She met with HT and DHT – all actions have been met. She carried out a learning walk with English Lead to look at reading and her feedback was very positive.	



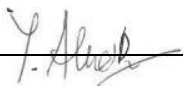
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12	Staff Wellbeing	Staff Wellbeing Survey had been carried out. HT has collated information/results and will be looking at different aspects in staff meetings – for example behaviour will form part of the development day for teaching and support staff next year. Workload as expected is always a consideration. There is a wellbeing plan and staff wellbeing and workload will form part of the SDP next year.	
13	GDPR	Nothing to report.	
14	Equality and Safeguarding	The safeguarding leaflet for visitors (as detailed in SDP) has been prepared and had been uploaded to the platform prior to the meeting. Governors had commented and made suggestions and the leaflet has been revised.	
15	Hythe Hub and other collaborations	Hythe Hubs have met at Lympne. EYFS teachers are due to meet. Within our budget for the new year there is provision made to pay per pupil into a Hub Fund – this will be used for joint training days. There is one planned for the next academic year. DHT has undertaken supervision with Lympne EYFS staff and Lympne DHT has undertaken supervision with our EYFS staff.	
16	Policies for reviews	All policies had been uploaded to the platform prior to the meeting.	
	a. GDPR and Data Protection	This is the model Kent policy and was approved.	
	b. Supporting Pupils with Medical Conditions	Governors approved this subject to ICHP being added as appendice.	Action- add appendice
	c. Recruitment Policy	This is the model Kent policy. Governors asked for clarification on one area which was resolved with the correct punctuation. Governors further questioned the policy as it does not make reference to asking for full employment history and reasons for any gaps which is a requirement under safer recruitment. This information is asked for on the standard Kent application form (which is the only application that we accept), it was agreed that clarification would be sought from HR Connect who wrote the policy.	Action – clarification from HR Connect to be sought.
17	Governor Monitoring Reports		
	a. Quality of Education	See Curriculum (Data)	



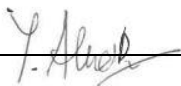
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	b. Year 6 SATS	Additional report from governor who attended SATS – uploaded to the platform. Staff were formally thanked by governors for all their efforts.	Action – staff to be thanked.
	c. Premises	T3 remains outstanding, T5 monitoring carried out and report is outstanding,	Action – to be considered in Term 6
	d. Governor Monitoring Day	All reports have now been received – with the exception of Speaking and Listening which will be considered in term 6. The following reports have been shared with governors: EAL Geography PE Breakfast Club Staff Wellbeing Maths Music Pupil Voice SEND Pupil Voice Cultural Development Behaviour Queries raised from the reports were responded to by HT:	Action – Term 6.
	e. Staff Wellbeing	a. Do TA's have protected PPA – planning time is in the TA's timetable. b. Folkestone Adult Education was suggested to be approached for placements to support classes or office. We currently have 2 work experience voluntary TAs. Governors thanked for this suggestion as useful information which school can pursue. c. A resource shout out on the weekly newsletter was suggested – this has certainly been done in the past but was acknowledged.	
	f. Maths	a. How have the physical resources been developed over the years – items have been purchased as required – there is a central store for some items. b. Governors asked for training update for new staff in boiling subjects – this is part of our ongoing training at all times.	



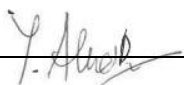
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	g. Geography	a. What CPD is provided for staff to learn how to use the new curriculum as well as develop subject knowledge? Geography lead (DHT) has modelled geography lesson to all classes and also a staff meeting has been dedicated to geography. b. How will the school measure/monitor the impact of this new plan? Geography lead will do impact in his subject review and there has also been a deep dive. c. HT has carried out a staff confidence survey and she is monitoring confidence in the teaching of history and geography.	
	h. Pupil Voice	Children had seemed unsure of who to approach at school if they had a worry or an issue. HT carries out a pupil survey annually and the children all usually say that they have someone to talk to. HT identifies those children who may have been unsure to ensure that support is in place.	
	i. PE	Governors asked if there was need for more challenge – were the tasks too basic- was more sports specific language need, more coaching/teaching points to improve understanding and skills. A recent deep dive had raised no concerns but comments are noted.	
	j. Pupil Voice SEND	Governors asked about SEND support within PE. This would be in plans but important to note that it is not necessarily SEND children who struggle with PE.	
18	Sellindge Developments	A village meeting had taken place with the planning department of FHDC this had been useful. The total number of houses projected for Sellindge is not fixed – it can be exceeded. Otterpool remains on hold.	
19	Governor Monthly Newsletter	May newsletter is available.	
20	Governor Training	Governor Training Report is attached . Slides from training attended – Enhancing School Wellbeing – have been uploaded to the platform.	
21	Chair;s Actions	The Governor Handbook has been updated	Action –



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		and now forms 2 parts – one for academies and one for maintained schools. Overall the information remains the same. There was some discussion regarding how governing boards engage with parents. Chair will look into this further and report back at the next meeting,	<i>engagement with parents</i>
22	Any other urgent business	None	
23	Confidentiality	None	
24	Date of next meeting	Wednesday 10 th July 5pm.	



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