

Sellindge Primary School

Minutes Full Governing Body Meeting

31st January 2024

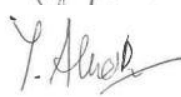
Present: Jo Wren (Headteacher), Terry Alcock, (Chair) Maureen Stanley, Bob Edden, Oliver Bruce, Jenny Hollingsbee, Audra Goodall, Marek Drzymalski, Diane Clark, Daniel Bennett

Clerk: Bev Freeman

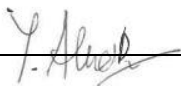
Guest: Matt Griffin (DHT)

Guest: Charlotte Parker (PE Subject Leader joined the meeting for item 6).

			Action
1.	Apologies for absence:	None	
2.	Declaration of Business Interests	None	
3	Membership Issues		
	a. Welcome new governors	Daniel Bennett was welcomed as new parent governor and Diane Clark as new co-opted governor. There remains one co-opted governor vacancy on the board.	
	b. Confirm appointment vice chair	Diane Clark was unanimously approved as vice chair.	
	c. KCSIE/Safeguarding Training/Register of Business Interests	New governors were asked to read KCSIE, carry out safeguarding training and update their declarations on Governor Hub. One current governor has been asked to update their record.	All to be completed by next FGB meeting.
	d. Agree Monitoring Pairs	Updated monitoring schedule had been circulated to governors with new monitoring pairs. (Copy is attached to these minutes).	
4.	Minutes of last meeting to be approved	The minutes of the meeting held 29 th November 2023 had been uploaded to the platform prior to the meeting and were approved. It was further agreed that they could be uploaded to the website	Upload minutes to the website.
5.	Matters arising from last meeting		
	a. Minutes uploaded to the website	Minutes of the FGB meeting held 4 th October 2023 had been uploaded to the website.	
	b. Parent Governor Election	The process of appointing a new parent governor had been implemented, as there was only one nomination there had been no need for an election.	
	c. Update monitoring schedule	See 3 (d)	
	d. Subject Area Allocation	See 6 (b)	

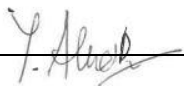
		
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	e. Safer Recruitment Training	4 governors are trained, link to be resent for some governors to update their training.	<i>Link to be sent</i>
	f. Outstanding monitoring reports	See Governor Monitoring item 16.	
6.	Curriculum		
	a. PE Subject Leader	PE Subject leader provided overview to governors (handout attached to these minutes). Governors asked how the staff were getting on with the new PE scheme- are they finding it easier to use than the previous one and has it helped them to plan out the curriculum? It helps to plan out the curriculum as it does it for you, and informally the new scheme seems to be going well but there will be a deep dive later in the year by the PE lead.	
	b. Subject Allocation	This has been uploaded to the platform and a copy is attached to these minutes. Governors will now assume responsibility for a subject.	
7.	SIP and SEF	The SIP and SEF had been uploaded to the platform prior to this meeting. The following questions were raised by Governors:	
	a. SIP -What has been noticed by subject leaders following their monitoring and deep dives – are there any action points from this	Following subject learning walks and deep dives subject specifics have been identified to work on. Some questions have been raised regarding the flexibility of the curriculum and how teachers adapt. Action points have been identified and will be followed up. There is a curriculum development day for teachers in June.	
	b. SIP (1.6)- How is the induction programme for EAL children progressing? Have additional resources and training been identified or purchased?	All EAL children have been screened and an action plan is in place for all new EAL children. Training has been carried out for all staff on additional resources. Free resources have been identified and we have also purchased specific EAL ipads and other equipment. The use of TAs with the EAL children is very important. The Bell Foundation has been a good source of support. DB offered that there is an EAL specialist at his school (Kent College) and he is sure that some assistance and co-operation would be possible.	
	c. SIP (4.3) How is the implementation of the new MIS system Arbor progressing.?	In place for MIS and working well, the assessment side is more convoluted and is a 'work in progress'. MD offered his assistance for which he was thanked.	



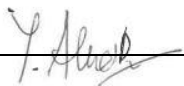
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	d. SIP (6.2) Have we identified a new provider for the School's Filtering and Monitoring System?	This will be provided by our new broadband provider as part of the agreement – we will be using Primary Technologies who have provided IT support to the school for many years.	
	e. SIP – Access Art Scheme – how have the children responded to the first unit?	The children are enjoying it. It is a different way of teaching and encourages a different way of looking at art. Staff Governor and HT discussed some examples with governors and stressed that it was about being creative and exploring.	
	f. SIP- the RSE policy does not appear to break down or explain how relationships are going to be discussed or taught with the children? Can this be explained?	HT explained that within the Curriculum plan there are hyperlinks in the policy. For example – under PSHE you will find hyperlinks to healthy relationships. Following the hyperlinks should provide the answers governors are looking for. All the resources are free and parents can watch the content we show the children by following the links provided.	
	g. SEF -Cultural Development Plan what is the plan regarding the writing of the plan – is there a template or example to work from?	The plan is not one document for a set of documents. Gaps have been or will be identified and then there will be a set of documents with an overriding policy. At the moment this is work in progress.	
	h. SEF – how many/what % of parents responded to the parent survey. Are the responses anonymous.	The survey can be anonymous. There were 25 responses on the year 1-6 survey and 11 responses for the year R survey. The documents on the website do state number of respondents but this information had not been included in the SEF.	
	i. SEF – year 4 data – has this year group been impacted more than any other by covid as their initial year in education was severely disrupted. Is this reflected in other school's data? Is there a correlation between the PA in this cohort and the AEN pupils?	We don't know as we don't have other schools data but the DHT commented that he had noticed this in his former schools. The 2019 cohort (current year 4) has been a key focus for years but governors reminded that there are other factors in that year group as well with 35% persistent absentees and 23% of children AEN. There is no correlation between the PA and AEN children at present though some have been PA in the past which would affect their education. It is also a very mobile class – took ins, leavers, EAL children. It was also noted that we see anxiety in the group possibly due to issues from the pandemic.	



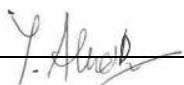
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	j. SEF – year 3 cohort – are the concerns noted in year 4 apparent in the year 3 cohort?	HT confirmed that the same concerns not noted in the year 3 cohort.	
	k. SEF – 36% of pupils on the SEN register joined in the last 2 years. Are these pupil in EYFS or spread over all years?	HT discussed with governors most of the children with SEN are across different year groups and not in year R.	
	l. SEF – is there any apparent reason why the % of FSM children should have increased so much?	The % of FSM has risen due to increase in pupil numbers and the proportion of the new children who are FSM is higher than before. 1/3 of children who joined the school in the last 12 months are eligible for FSM.	
	m. SEF – what is the maximum number of YR pupils the children can accommodate and are there any indications of possible numbers for the next academic year?	Our PAN is 30 children. For September 2024 we have been notified that we have 26 first choices.	
	n. SEF – if necessary could school booster lessons be made available in year 5?	Possibly but is a question of personnel as teachers would do this instead of a club and they are not paid for either.	
	o. ISDR	This has been updated. Governors to look on OFSTED website to see new ISDR. HT to send link.	<i>Link to be sent to Governors.</i>
8.	Finance	November and December (9 monthly) monitoring reports had been uploaded to the platform prior to the meeting. The 9 monthly monitoring had also been the subject of a monitoring visit and this had been uploaded to the platform.	
	a. Monitoring Reports	November monitoring – Formula budget shows predicted year end rollover of £58029 (original budget £32248) capital budget shows predicted year end rollover £3316 (in line with original budget). December (9 monthly monitoring) has been submitted to SFS. Predicted year end rollover £44115 (original budget £32248) capital rollover £3317 (in line with original budget). Explanations for all variances are contained within the monitoring report.	
	b. 9 monthly monitoring report	Monitoring has been carried out and report circulated to governors. All queries were satisfactorily answered.	
	c. Year 1 outdoor area	Governors pleased to hear that there has been	



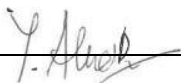
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		some progress and it is expected to be completed shortly.	
	d. Premises Report	This had been circulated to governors. Governors raised 2 questions regarding premises – had the leak above the fridge been repaired and are the repairs identified generally been accounted for in this financial year? The leak has been sorted so that the fridge is no longer at risk. There is a budget in place for buildings and maintenance	
	e. Remedial Works	Building Associates will finally attend to carry out remedial works to Belvedere in the February half term break.	
9.	LA External Support	Nothing to report.	
10.	Staff Update – including wellbeing		
	a. Year 6	Lelia Jones began maternity cover of our year 6 teacher in January. Her induction has been carried out. [REDACTED]	
	b. New DHT	Induction has been carried out and 4 days handover has been completed with retiring AHT/SENCo Diane Clark. DHT commented on a good transition and has found teachers and staff very welcoming.	
	c. Staff sickness	There has been several unwell staff and a lot of unwell children. We are hoping that we are now over the worst of it.	
11.	GDPR	Nothing to report.	
12.	Equality and Safeguarding	Prevent Training (3 yearly) is now due for Governors. Link to be sent and Governors to complete.	<i>Prevent training to be completed once link has been sent.</i>
13.	Hythe Hub and other collaborations	Hub Heads have mapped out meetings for the rest of the year. Hub Subject Leaders had met last week and the Hub will be formalising Hub training days for next year. There will also be collaboration with supervision with Lympe School (carried out by DHT).	
14.	School Council	School Council and Rota Kids are now collaborating on a project which they are working with local councillor Stephen Scoffham. This is to raise awareness of	



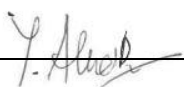
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		sustainability and the plan is to convert part of the field into a sustainability garden where vegetables can be grown for use in our kitchen. The scheme will also include a raised flower bed for each class. The joint School Council/Rota Kids will be presenting their carbon reduction plan on 18th March. There will be £300-£500 funding to carry out the plan. Governors have been pleased to attend several events at schools: Christmas lunch, Celebration Assembly, Nativity Play (yR), Carols by Candlelight, Young Voices Cabaret and the Young Voices concert at the O2.	
15.	Policies for review	All policies were uploaded to the platform prior to the meeting.	
	a. Behaviour	Term 4	Term 4
	b. SEN	Term 4	Term 4
	c. Managing Allegations	Approved.	
	d. Complaints	Governors asked if forms at back of policy are used. They are contained within the policy and can be used if the complainant so wishes. Policy was approved.	
	e. RSE	Approved.	
	f. PSHE	This is not a statutory policy but HT reported to governors that there are no changes to be made to the policy.	
16.	Monitoring Reports	The following monitoring has been carried out and the monitoring reports uploaded to the platform prior to the meeting.	
	a. SEN strategy	From term 2. No questions to raise.	
	b. Safeguarding,SEF part 1 and Pupil Voice	From term 2. No questions to raise.	
	c. Quality of Education	Two reports one from term 2 and one from term 3. No queries raised.	
	d. Premises	Monitoring carried out, report to follow.	Term 4
	e. 9 monthly monitoring	See Finance item 8b.	
18.	Sellindge Developments	Otterpool is currently undergoing a major review and they need a strategic partner for funding issues. There are several applications in for developments in Sellindge but decisions not expected soon. A public meeting has been proposed for the end of February where FHDC Planning Officers come to Sellindge to speak to members of the public.	



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19.	Governor Monthly Newsletter	Available on Governor Hub.	
20.	Governor Development Plan	This has been updated in light of new DHT. It has also been updated to reflect the SEF 4.3 where governors are present at parent events. Governors have been present at several events: Christmas lunch, Celebration Assembly, Nativity Play (yR), Carols by Candlelight, Young Voices Cabaret and the Young Voices concert at the O2.	
21.	Governor Training		
	a. Training undertaken by Governors	An updated list of training undertaken is attached to these minutes. EAL training slides and Training and Development Governor slides to be shared with Governors.	<i>EAL and Training Gov Slides to be shared.</i>
	b. Skills Audit	Summary had been uploaded to the platform.	
	c. New governors training	This was discussed.	
22.	Chair's Actions	None	
23.	Confidentiality	None	
24.	Date of next meeting	The next meeting will follow the Governor Monitoring Day Wednesday 20 th March and will start at the earlier time of 4pm. Governors are asked to email their availability for 20 th March to the HT.	



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