

Sellindge Primary School

Minutes Full Governing Body Meeting 29th November 2023

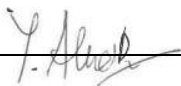
Present: Jo Wren (Headteacher), Terry Alcock, (Chair) Maureen Stanley, Bob Edden, Oliver Bruce, Jenny Hollingsbee, Audra Goodall, Marek Drzymalski

Clerk: Bev Freeman

			Action
1.	Apologies for absence:	None	
2.	Declaration of Business Interests	None	
3.	Membership Issues		
	a. Register of Business Interests b. Confirm appointment of Vice Chair c. .KCSIE/Safeguarding Training d. Other membership matters	Governors has been asked to update on Governor Hub. One is still outstanding which Clerk asked Governors to update for the year ahead. See item 3d All have now completed. Chair and Clerk have received resignations from Robert Bristow and Ali Body (both co-opted governors). The board would like their thanks recorded to Ali and Robert for their contribution over several years. Governors approved the appointment of Diane Clark as co-opted governor from January 2024. Governors approved Oliver Bruce (currently parent governor) to become a co-opted governor and an election for Parent Governor to be held. This will leave one co-opted vacancy on the board. Diane Clark has indicated that she would be happy to take on the role of vice chair and this was unanimously agreed by all present.	<i>All to have confirmed Business Interests</i> <i>Updated monitoring schedule to be circulated. Parent Governor Election to be held.</i>
4	Minutes of last meeting to be approved	The minutes of the meeting held 4 th October 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 – without any confidential items.	<i>Minutes to be uploaded to the website,</i>
5	Matters arising from last meeting		
	a. Minutes uploaded to website	Minutes of FGB 12 th July 2023 had been	

		
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		uploaded to the website.	
	b. Governor Declarations and Safeguarding Training	See agenda item 3	
	c. Safer Recruitment Training	TA has completed, link to be resent as ideally two governors will carry out the training	Action –re send link
	d. Impact Documents Monitoring	See agenda item 6. And item 17	
	e. HT report children profile	See agenda item 7j (included in HT Report)	
	f. Year 1 outdoor area	See agenda item 9d	
	g. Child Protection Policy	Updated as agreed to include plan in absence of DSL.	
	h. Governor Development Plan	See agenda item 20	
6	Curriculum	PE subject leader had been unable to attend this evening's meeting and will now attend in term 3. It was agreed	
	a. Impact Documents	It was acknowledged that 12 impact documents placed a heavy burden on governors. It was agreed that governors would be allocated subject areas as we have previously done. The allocation will be decided after the recruitment of the new governors.	Action – subject area allocation
	b. PE Subject leader	PE subject leader had been unable to attend this evening's meeting and will now attend in term 3. Schedule updated as follows: T3 PE Subject Leader T4 Governor Day T5 Music Subject Leader T6 Art Subject Leader	
7	HT Report including SIP and SEF	HT Report had been uploaded to the platform prior to the meeting. Governors had raised the following questions:	
	a.	Governors asked if the LA was being proactive in looking at expanding further – new housing planned in the village, further developments in the pipeline and many of the Ashford schools full. There has been no update from the LA. The projected places in our area shows at present there are enough spaces in Sellindge and Lympne for demand. At present we have capacity in all our year groups. With regard to the new housing potentially close to the school governors discussed the environmental concerns that may arise.	

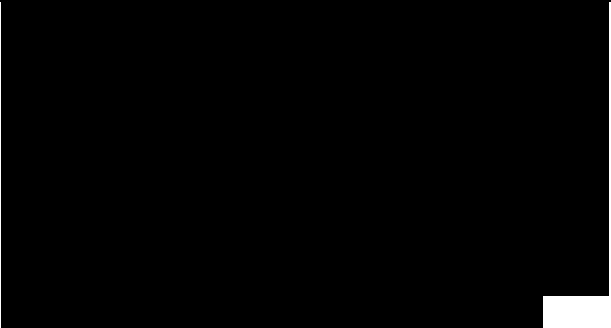


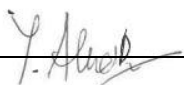
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b.	Governors asked if the Swan Room big enough to accommodate wrap around care. HT confirmed that it is big enough to accommodate.	
c.	Governors queried if multiplication is taught using the same method through out school and if parents knew which method is used in order to support learning. The Calculations Policy is on the website for all parents to view and same methods are used throughout school using White Rose Maths Curriculum.	
d.	1.6 EAL – Governors queried why there was no rag rating –HT explained that this was still in progress so no rag rating applied yet. Governors asked what is planned for staff to support the increase of EAL children in the school, in particular are there definite Development Plans in progress to support these children. HT has very recently attended EAL conference and a Development Plan has been written. HT was reassured following the conference that as a school is ‘doing the right thing’ but there are things to build on and reflect on and these have formed the basis of the Development Plan. In response to a Governor query it is not thought that larger classes are adding to the problem for teachers.	
e	4.2 – Governing Body to address amber aspects of the Governing Body Self Evaluation Tool – this was discussed amongst the board, most of it is covered by training needs. Parental engagement was also discussed.	
f	Absenteeism – Governors welcomed that the attendance of disadvantaged children is improving. Governors looked at the comparison of Persistent Absentees in the previous year to the current year, and asked why it appeared that numbers still appear to refuse to drop despite the actions taken. Governors asked if the PAs were the same core of children. Governors were advised that it is different children on the whole, 2 out of the 18 children currently identified as PA are from last year (11%). Most of the current children identified are PA at present because they have	

J. Alcock

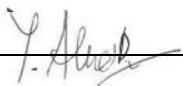
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		taken a holiday in termtime.	
	g	Governors noted an increase in staff sickness from last year, they asked if there was any particular reason in particular if covid was a factor. 2 members of staff have had planned procedures and there have been some cases of covid.	
	h		
	i	Governors asked for clarification regarding SEN profile of the school and in particular the SEND register. They asked if there were children who may have ASD or ADHD diagnosis (or be on the pathway for a diagnosis) who may not be on the register? They also questioned if there were funds to support these children if they were added to the register. HT explained that the SEN Register is for the school's use and on the register are those children who need additional teaching and support where their SEN is preventing them from succeeding. Only children getting a high level of support, usually from an external agency will be on the register and parents have to agree for their child to be on the register. ASD/ADHD children will not necessarily need to be on the register. It is a dynamic register which is updated frequently. HT also confirmed that she had reported the number of children with ASD profile as requested by governors. 	
	j	Staffing structure – governors requested an explanation of how the Class TA who is shared between years 3 and 4 (there are also 1:1 TAs in each class) divides her time. The TA is in year 4 before play and year 3 after play and	



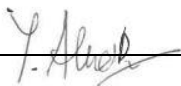
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		carries out interventions across school in the afternoon.	
	k	Governors asked how we funded remedial works following the annual health and safety and fire review. These minor works were covered by the existing buildings budget.	
8	Headteacher Appraisal	This had been carried out under due diligence. In addition following the formula set out by the government the Headteacher Pay Scale has now moved to Group 2 based on the size of the school. Following consultation with the Chair and has been verified by HR Connect. HT's current pay fell within the Group 2 range.	
9	Finance		
	a. Six monthly monitoring feedback	This had been received from SFS and uploaded to the platform.	
	b. Six monthly monitoring	Six monthly monitoring report had been uploaded to the platform. Monitoring had been carried out and this report was also uploaded to the platform. At 6 month end our predicted rollover was £34843 (original budget £32248). Capital rollover is in line with original budget £3316.	
	c. October monitoring	October monitoring was uploaded to the platform prior to the meeting. Predicted rollover £20782 (original budget £32248). Mainly due to additional staffing costs where we still await HNF and also some additional costs due to rapid expansion of the school (new equipment for classrooms).	
	d. Year 1 outdoor area	There is no progress to report.	
	e. MIS Update	Governors advised that the school has now moved from SIMS to Arbor.	
	f. Teacher's Payrise	The teachers had received their payrise in November pay backdated to September. This is in line with waiting for the pay award to be approved and within the time guidelines set out by our payroll provider.	
	g. Consultation re school funding	All schools asked to complete a consultation regarding future funding. Chair (as Finance Governor) has been consulted and Head and Office Manager have submitted schools response.	
	h. Higher Needs Funding	As discussed previously the way HNF is allocated is changing. Governors will be kept	



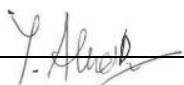
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		informed.	
10	LA External Support	The Note of Visit had been uploaded to the platform. Governors were very encouraged by the excellent report. Next visit – term 5.	
11	Staff Update	Staff Governor reported that staff were a little stressed with lots to fit in before the end of term – we finish earlier this year which means a week less to fit everything in. HT was pleased to report that staff are leading in various activities taking place. HT has held subject leader meetings with staff. Transition support has been arranged for the year 6 maternity cover teacher and also for the new DHT. Current Assistant Head will provide 4 days of consultancy work next term to assist new DHT.	
12	GDPR	Nothing to report.	
13	Equality and Safeguarding	No incidents. Please see monitoring reports.	
14	Hythe Hub and other collaborations	See Headteacher Report.	
15	School Council	School Council extended an invitation to governors for: Carols by Candlelight 7 th December 6pm School Christmas Lunch 13 th December Several governors indicated that they would like to attend lunch and this will be ordered for them.	
16	Policies for review	The following policies were uploaded to the platform and approved: Charging and Remissions – one query was raised – governors asked who would pay for year 6 residential if the parents couldn't. The school would to avoid a child missing an opportunity but in reality this has happened maybe once or twice over the last 14 years of residential trips. We set up the trips well in advance and suggest parents pay on monthly instalments – to help spread the cost as much as possible. Managing Absence and Ill Health Pay and Reward Pupil Premium Strategy	
17	Monitoring Reports		
	a. Impact Documents	Agreed that subjects would be monitored during governor monitoring day.	
	b. Finance	See agenda item 9.	



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	c. SEN Strategy	Report to follow.	Action: to follow T3
	d. Safeguarding SEF Part 1 and Pupil Voice	Report to follow.	Action: to follow T3
	e. Pupil Premium Strategy Impact	Report had been uploaded to platform prior to the meeting.	
	f. Quality of Education	Report to follow	Action: to follow T3
18	Sellindge Developments	Otterpool timeline has been pushed back due to funding issues. However, the Quinn/Gladman development could possibly increase to compensate the lack of progress at Otterpool.	
19	Governor Monthly Newsletter	Reminder once again for all to read this.	
20	Governor Development Plan	Chair has amended AHT to DHT . No comments received. Once new governors are on board relevant. action points will be updated.	
21	Governor Training		
	a. Training undertaken by governors	An up to date report of training is attached to these minutes and available on Governor Hub	
	b. Skills Audit	Skills Audit summary has been completed and there are no gaps identified as a whole across the board. One audit is outstanding and Governor will email to clerk.	Action – summary to be uploaded to platform.
22	Chair's Actions	a. HT Grouping – this has been amended to Group 2 by a Chair's Action (see agenda item 8).	
23	Any other urgent business	HT and Chair will write personal thanks to RJB and AB who have resigned from the board.	
24	Confidentiality	None	
25	Date of next meeting	Wednesday 31 st January 5pm.	



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