

Sellindge Primary School

Minutes Full Governing Body Meeting

4th October 2023

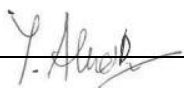
Present: Robert Bristow Jo Wren (Headteacher), Terry Alcock,(Chair) Maureen Stanley, Bob Edden, Oliver Bruce, Jenny Hollingsbee, Audra Goodall

Clerk: Bev Freeman

			Action
1.	Apologies for absence:	Apologies were accepted from AB (unwell) and MD (family reasons)	
2.	Declaration of Business Interests	None	
3.	Membership Issues		
	a. Register of Business Interests b. Confirm appointment of Chair c. .KCSIE/Safeguarding Training d. Terms of Reference e. Model Code of Conduct f. Other membership matters	Governors has been asked to update on Governor Hub. Some still outstanding which Clerk asked Governors to update for the year ahead. Terry Alcock was confirmed as Chair by all present. Current vice chair was absent from meeting and agreed role of vice chair would be decided at next meeting. All governors to have read KCSIE and to have confirmed via Governor Hub. Clerk asked those governors who haven't yet done so to complete the declaration. Governors were also asked to complete safeguarding training – there have been some issues with accessing the training, it was agreed that all should have completed by the next meeting. These had been uploaded to the platform prior to the meeting and were agreed by all present. This had been uploaded to the platform prior to the meeting and agreed by all present. Governors discussed the current membership of the governing body and future possible members. Chair to explore possibilities.	<i>All to have confirmed Business Interests Vice Chair to be confirmed at next meeting KCSIE confirmation to be updated by all and Safeguarding training completed.</i>
4	Minutes of last meeting to be approved	The minutes of the meeting held 12 th July 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>

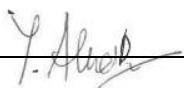
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5	Matters arising from last meeting		
	a. Minutes uploaded to website	Minutes of FGB 24 th May 2023 had been uploaded to the website.	
	b. Curriculum	See agenda item 6	
	c. Thanks passed to RM	Thanks from the governors had been passed to RM who had left the school after 10 years of teaching.	
	d. Governor Safeguarding Training	See agenda item 3c	
	e. SEND info in policy	The SENCo was not aware of the SEND hub information which a governor had raised. The policy will not include it until she has had further information.	
	f. RSE Policy	See SIP	
	g. Data Update	See agenda item 8	
	h. Monitoring proforma	This had been shared with governors	
	i. Safer Recruitment Training	It was agreed that two governors would update their training.	<i>Link to be sent</i>
6	Curriculum		
	a. Impact Documents	These had been uploaded to the platform. Monitoring report to be completed.	<i>Monitoring report.</i>
	b. Future meetings	Future meetings curriculum topics have been agreed: T2 PE Subject Leader T3 Music Subject Leader T5 Art Subject Leader T6 tba	
7	SIP and SEF	New SIP had been uploaded to the platform. Governors had raised the following questions:	
	a. Behaviour	Now that behaviour is confirmed as outstanding governors questioned how the leadership team planned to ensure the standard is maintained. They asked if the descriptors for outstanding behaviour could have formed a target? Headteacher said that the school planned to continue with behaviour systems and policies currently in place to maintain the outstanding Ofsted grading.	
	b. 3.2 SMSC	Governors asked if the school plan to continue using the SMSC tool . Headteacher confirmed that the school would no longer buy into the tool but will use the framework from the tool that is already in place.	
	c. 3.4 RSE	Governors asked for confirmation that they will be stakeholders in the policy as well as approving the policy when it is completed.	



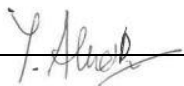
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		Headteacher advised governors that it is a requirement that parents, governors and staff are consulted and that she will also involve the children.	
	d. 4.1 Leadership development for teachers	Governors welcomed the leadership pathway for teachers. Headteacher added that the courses being undertaken by 3 teachers are fully funded and also come with a grant for the school.	
	e. 4.4 Deputy Headteacher Appointment	In response to a query from a governor Headteacher confirmed that a panel had been set up for the DHT appointment comprising: Headteacher, Terry Alcock, Chair of Governors, Carolyn Chivers., Headteacher of Hythe Bay School and Jenny Hollingsbee from our governing body.	
	f. PE	Governors noted that PE is an Ofsted improvement area, they asked if the review and adoption in on target for time – Headteacher confirmed that it was and also confirmed in response to a query that the costs include equipment. Governors wanted to know if any external expertise would be used to review the contents of the new curriculum. Headteacher explained that we had bought a new scheme. It would be subject to quality assurance, a deep dive and scrutiny from the Improvement Adviser.	
	g. Persistent Absentees	Governors asked if any PA children had been identified yet – and if PA was seen as a problem for the school as attendance figures appear to be good in all years. Headteacher agreed that all years are good at present but in some groups there are identified issues – for example in some case the attendance of disadvantaged children is low. The plan is to target disadvantaged children who are persistent absentees with individualised plans.	
	h. Swimming	Governors asked why there does not appear to be in the plan, increased support for swimming lessons which are considered an important skill. Headteacher confirmed that in the PE plan but not on the SIP this year.	
	i. Profile of children	HT agreed to include number of children with autism in next HT report.	HT report to include



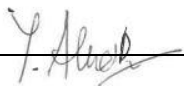
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			<i>number of children with autism</i>
8	Data	Data document had been uploaded to the platform. Data had been shared with governors at the end of last year but the figures have now been ratified. Governors notified of some 'tweaks' (for example some children not included by ratification process as new to the school). Overall it was agreed that the data looks good and it was noted that the SIP reflects area where data may need attention. Headteacher had held pupil progress meetings with class teachers. Up to date exam results are now on the school website.	
9	Finance		
	a. Monthly monitoring	The 6 monthly monitoring is due to be carried out and will be the subject of formal monitoring. Governors advised of current numbers in school (173) with a budget based on 156 children. The reason for the increased in school admissions was discussed with governors. School is in receipt of growth funding so it is unlikely that we will see any additional funding, however governors may see increased spending in some areas as a result of the increase in numbers.	
	b. Year 1 outdoor area	The fence for the year 1 outdoor area was erected over the summer break. Governors noted this but asked when it would be completed – with equipment in place, as it looks very bare.	Action – HT to speak to Y1 teachers
	c. Railings	The railings outside the school have been replaced with the work undertaken free of charge by Kier as part of their community project scheme.	
	d. MIS Update	The school has decided to go ahead with Arbor as their new MIS and the onboarding will take place during the October break. From next April we will change our finance system to the Arbor finance system.	
	e. Teacher's Payrise	We are awaiting confirmation of the teacher's payraises. The government is also providing a grant to assist schools with the cost of the payraises.	

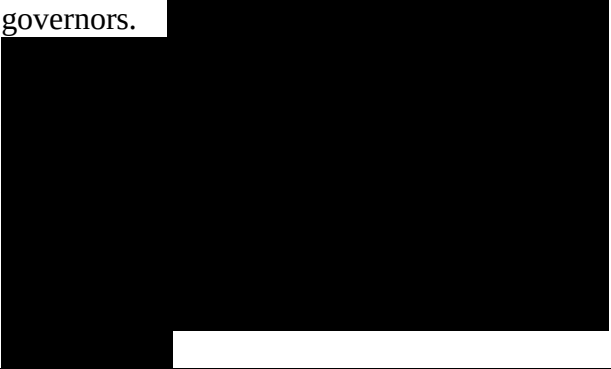


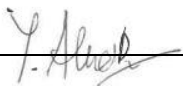
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10	LA External Support	The new Improvement Adviser is due in school Monday 9 th October.	
11	Staff update – including wellbeing	New staff have started at school: a 3 day a week teacher in year 1 and a 1:1 TA also in year 1. As there was a delay in the 1:1 starting the school has been using a supply agency. The supply agency TA will continue in school until at least half term to support EAL children. There are currently 2 job applications live – for the deputy head vacancy (from Jan 2024) and also for year 6 maternity cover (from Jan/Feb 2024 though ideally cover will begin in Jan 2024) Governors questioned about the DSL and the new deputy head. If the deputy head is not currently a dsl then they will have to undergo training. In the meantime as now if there is no school DSL available then Palmarsh, Jamie Leach is back up DSL or any of the Hub Heads.	Action – ensure that Child Protection policy contains reference to back up plan in absence of DSL.
12	GDPR	Governors were notified of one incident. Details were shared and it was confirmed that it had been recorded and was not notifiable to the ICO.	
13	Equality and Safeguarding	All staff had undertaken KCSIE/in house safeguarding training. Headteacher and Office Manager have both attended webinars on Filtering and Monitoring in response to the guidance in KCSIE.	
14	Hythe Hub and other collaborations	Hub Heads are due to meet shortly. Headteacher Appraisal will take place on 19th October and the panel will consist of: Paul Newton (HT Saltwood), Robert Bristow, Jenny Hollingsbee and possibly Ali Body. The Chair is unable to carry out the appraisal as it conflicts with his finance duties on the board.	
15	School Council	School Council members have been voted in. The council's first official duty was to meet with Keir and have their photo taken with the railings.	
16	Policies	The following policies had been uploaded to the platform and were approved: Governor Allowances Child Protection Code of Conduct	



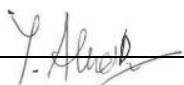
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17	Monitoring Reports		
	a. PE Premium	Monitoring was shared with governors	
	b. Impact documents	Monitoring to follow	Action – next FGB meeting
	c. Monitoring Schedule	This is on the platform	
	d. Website Check	This had been carried out and was shared with governors. Queries raised were satisfactorily answered.	
18	Sellindge Developments	Sellindge Development Governor had attended an Otterpool update and provided overview to governors. 	
19	Governor Monthly Newsletters	Chair reminded governors of how useful this resource was and encouraged governors to read.	
20	Governor Development Plan	This had been uploaded to the Governor Platform. It is a working document, with strategic objectives. Governors are requested to read and provide any feedback. It was also agreed that the use of ‘Assistant Headteacher’ be replaced with ‘Deputy Headteacher’	Action – AHT to be changed to DHT, feedback to be sent to Chair.
21	Governor Training		
	a. Governor Hub	Training is recorded on Governor Hub and an up to date report is attached to these minutes.	
	b. Governor Safeguarding Training	See agenda item 3c.	
	c. Headteacher Appraisal	New Chair has completed Headteacher Appraisal Training.	
	d. Skills Audit	The Governor Skills Audit will be sent out to Governors for completion and return to the Clerk before the next meeting. Governors were asked to use the audit to identify areas of weakness and to use this to inform their training needs.	Action – Skills Audit to be sent out, completed and results considered at next meeting.
22	Chair’s Actions	None	
23	Any other Urgent Business		



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	a. Elm Tree Farm Fire Update	Headteacher updated governors regarding the recent fire at the farm next door to the school. The school had been pleased to receive in person and also a letter from the fire service thanking them for their assistance, in particular, providing welfare facilities for the fire personnel. Governors had been kept informed how the school was affected following the fire..	
	b. Drop off and pick ups	Governors asked if there were any plans for changes to drop off and pick up as the school expands. There are no plans as the moment but parking was discussed and Headteacher will be reminding parents of parking carefully and considerately.	



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