

Sellindge Primary School

Minutes Full Governing Body Meeting

12th July 2023

Present: Robert Bristow (Chair), Jo Wren (Headteacher), Terry Alcock,(Chair elect) Maureen Stanley, Bob Edden, Daniel Peattie. Oliver Bruce

Clerk: Bev Freeman

Guest: Kirsty McParlin (DT Subject Leader) joined meeting for item 6 only.

			Action
1.	Apologies for absence:	AB, MD and JH – family reasons, apologies were accepted.	
2.	Declaration of Business Interests	None	
3.	Membership Issues	a. JH term of office is due to end. Clerk has spoken to JH and confirmed that JH is happy to stand for another term of office. Agreed by all present. b. The current chair is standing down as chair but will remain on the board. HT thanked the chair on behalf of all governors for his time and passion for the school.	
4.	Minutes of last meeting to be approved.	Minutes of the meeting held 24 th May had been circulated prior to the meeting and were approved. Minutes are to be uploaded to the governor area of the school website.	Action – minutes to be put on website
5.	Matters Arising		
	a. Minutes of meeting held 22 nd March to be uploaded to website.	These have been uploaded , Clerk had spoken to Chair and redacted some sensitive information. This had been agreed under Chair's Action.	
	b. Benchmarking	See Finance 9b	
	c. Budget Submittal	See Finance 9a	
	d. School Council	See agenda item School Council	
	e. Thank you email to TAs	The thank you email to TA's passing on the board's thanks for interventions had been sent.	
	f. Outstanding Monitoring Reports	See Monitoring Reports	
	g. Data Update	See Data Update	
	h. Governor Development Plan	See Governor Development Plan	
	i. Railings Update	See Finance 9c	
6.	Curriculum	Kirsty McParlin,, Subject Lead DT, provided	Action –

--	--

		overview to governors of DT in the school. Governors received a handout, a copy is filed with these minutes.	<i>Chair and HT to discuss what will be covered in Sept FGB meeting.</i>
7.	Headteacher Report including SIP and SEF	The Headteacher Report had been uploaded to the platform prior to the meeting, the following questions were raised:	
	a. Staff Training	Governors commented on the good amount of training undertaken by staff and asked if HT felt that skills gap remained in the staff. HT commented that there will always be gaps in training and a rolling programme of training for staff addresses many of these gaps. CPD is linked to appraisals and staff also search for own training to suit their needs.	
	b. Thank you	Governors asked for their warm thanks to be passed to Rosie Maynard for her service to the school, children and colleagues. Mrs Maynard is leaving the school (and teaching) after 10 years in Sellindge. Governors also asked for thanks to be passed to teachers involved in 'outreach' and for raising the school's profile with colleagues and community.	<i>Action – thanks to be passed on</i>
	c. Rising Roll	Governors thanked HT for graph showing rising roll over time. They questioned if the increase in numbers had brought about any particular difficulties that hadn't been anticipated? HT advised governors that it has led to a different mind set as we have to think about larger numbers for example timetabling for the hall and meeting rooms. Lunchtimes are to be looked at next term with increasing numbers in the hall. In response to a question from the board HT has not noticed behavioural changes but there are just more children, more SEN, more phone calls, more queries more child protection as you would expect. It is anticipated that there will be 163 children on roll in September which includes 28 starting in our reception class. Governors noticed that more children seemed to start in terms 5 and 6 (as in year admissions), there does not seem to	

--	--

		be any particular reason for this apart from families settling their children before the start of the new academic year.				
	d. Confidential Question	This item is confidential				
	e. Attendance	Governors noted that attendance has increased over the year and is better than the national average. They questioned the unauthorised absence figures and if fines were felt to make a difference. HT does not believe fines are a deterrent, the situation is frustrating when holidays are taken and we will continue to make referrals for fines to be issues. Governors felt that most schools are in similar situations. With regard to persistent absentees governors asked for how progress was being made to resolve this and also sought reassurance that there was wellbeing and systems in place around those children who were or are persistent absentees. HT clarified that most of the persistent absentee children have that lower level of attendance because they have been out of school for a holiday. Other children may have health needs and plans are in place. Emotional regulation has been put in place for one child. DSL consider attendance under welfare as part of their regular monitoring.				
	f. Confidential Item	Confidential Item				
	g. Quality of Education	A governor asked if the % increases noted reflected a recovery from disruptions of covid over the last 2-3 years – HT this was a reasonable assumption, and that things are heading in the right direction. The progress in cohort 2019 is a little slower.				
	h. Governor Self Evaluation Toolkit	A governor asked for clarification of what this is – it is undertaken by Chair, Head and Monitoring Governor once a year and reported via a monitoring report.				
	i. Confidential	This item is confidential.				
8.	Data Update	Data profiles had been uploaded to the platform prior to the meeting and data was also included within the HT Report. HT was able to share with governors the KS2 results which were only available from the DFE yesterday: <table><tr><td>Subject</td><td>Exp and GD</td><td>=↑↓ National</td></tr></table>	Subject	Exp and GD	=↑↓ National	
Subject	Exp and GD	=↑↓ National				

--	--

		<table><tr><td></td><td>combined</td><td>average</td></tr><tr><td>Reading</td><td>74%</td><td>=</td></tr><tr><td>Writing</td><td>90%</td><td>↑</td></tr><tr><td>Maths</td><td>68.4%</td><td>↓</td></tr><tr><td>EPG</td><td>78.9%</td><td>=</td></tr><tr><td colspan="3">Combined 63% ↑national average</td></tr><tr><td></td><td>GD</td><td></td></tr><tr><td>Reading</td><td>42%</td><td rowspan="4">Not yet available but trend is ↑ from previous years</td></tr><tr><td>Writing</td><td>10%</td></tr><tr><td>Maths</td><td>21%</td></tr><tr><td>EPG</td><td>21%</td></tr></table> Maths is slightly disappointing but some analysis already carried out and multiplication has been identified as an area for development. This will form part of SIP next year. HT agreed with Governor's who thought that end of KS1 figures looked good but that there was scope for improvement in reading and writing. HT also reminded governors that there were a number of EAL in that cohort which will affect results. Governors commented that the phonics had not regained the previous level of 100% (2019) they asked if this was expected and what was being done to get back to the previous 100%. HT pointed out that 100% was an exceptional result. This year had seen an increase from 80% to 81% in KS1 phonics screening. However, year 2 retakes were disappointing. Robust phonics progression will form part of the SIP next year. As year 2 will no longer have SATS it may be easier to concentrate more on phonics. Governors asked for an explanation as to why year 3 data seems static, no child is moving towards greater depth in writing. HT discussed this with governors, year 3 is not a strong cohort but they are making progress. Governors were satisfied with the explanations.		combined	average	Reading	74%	=	Writing	90%	↑	Maths	68.4%	↓	EPG	78.9%	=	Combined 63% ↑national average				GD		Reading	42%	Not yet available but trend is ↑ from previous years	Writing	10%	Maths	21%	EPG	21%	
	combined	average																															
Reading	74%	=																															
Writing	90%	↑																															
Maths	68.4%	↓																															
EPG	78.9%	=																															
Combined 63% ↑national average																																	
	GD																																
Reading	42%	Not yet available but trend is ↑ from previous years																															
Writing	10%																																
Maths	21%																																
EPG	21%																																
9	Finance																																
	a. Budget submitted and feedback	The budget for 2023/24 was submitted and feedback from SFS has been received and shared with governors. The first monitoring of the year (June) has been carried out and was																															

--	--

		uploaded to the platform. This shows a predicted rollover of £34937 (submitted budget £32245) and a capital rollover of £3317 (in line with submitted budget).	
	b. Benchmarking	This has been carried out and uploaded to the platform. A monitoring report has been completed – see monitoring reports.	
	c. Railings	Railings work to the front of the school will be undertaken by Kier over the summer break. There is no cost to the school as it forms part of their community work.	
	d. MIS Update	HT and Office Manager are currently considering options following the end of the SIMS/FMS contract in March 2024. At that point the payment responsibility will pass from the local authority to the school.	
	e. Other donations	The school had been contacted by Channel Ports who run the Stop 24 Services. Every year they donate to local schools and we were delighted to receive £3000 donation towards the cost of the new year 1 outside area.	
10	LA External Support	Jenny Jones IA had visited school. Note of visit will be shared once available. From next year we will have a new IA.	
11	Staff – including wellbeing	Staff governor was asked to give an update to governors. She reported that it was a busy time in school, lots of fun but staff are exhausted. Staff very much appreciated the ‘Give and Take’ days (teachers have a day off and then TAs have a day off).	
12	GDPR	Nothing to report.	
13	Equality and Safeguarding		
	a. Annual Safeguarding Report	This had been shared with governors prior to the meeting. Governors were additionally made aware of safeguarding training that they must undertake. They were directed to the Governor Bulletin which contains details of the training and the rationale behind specific governor training. Governors asked to complete before the next full governing body meeting and update their training record on Governor Hub.	Action – governors to undertake governor safeguarding training before next FGB meeting.
	b. RAAC	Governors were informed about ‘Reinforced Autoclaved Aerated Concrete. RAAC was used in schools, colleges and other building	

--	--

		construction from the 1950s until the mid-1990s. It may therefore be found in any school and college building (educational and ancillary) that was either built or modified in this time period. Our buildings are not constructed in this way but some local schools are and remedial works have been carried out or are underway. Governors were updated regarding a hub school, Palmarsh, which has been forced to leave their main building owing to concerns over RAAC. HT offered help and support including the possibility of children from that school using rooms in our school. However, it was ultimately decided that temporary marquees in the school affected grounds was a more satisfactory solution.	
14	Hythe Hub and other collaborations		
	a.Otterpool Update	This item is confidential.	
	b.Palmarsh	See item 13b	
	c. EYFS	Early Years teacher is supporting Early Years teacher at a hub school.	
15	Policies	All policies had been uploaded to the platform prior to the meeting with the exception of the RSE policy.	
	a. SEND	This is the Kent Model Policy. A question was raised as to whether the KCC SEND Hub information should have also been included. This will be checked with the SENCo and governors advised at the next meeting.	Action – SEND Hub information in policy
	b. School Discipline and Conduct	Approved.	
	c. Admission Arrangements	Approved.	
	d. Staff Grievance and Capability	Approved.	.
	e. Health and Safety	This is a Kent Model policy. Governors had heard from another source that LA had passed responsibility for fixed electrical items to schools. The school has not been advised of any changes to the current procedures at the moment – fixed electrical items are tested every 5 years by the LA. Governors asked for clarification regarding an omission at C3 where it was not completed : it was confirmed that regular testing of the fire alarms is carried out on a weekly basis by Colin Broadhurst. Records are available for inspection by governors. A question was	

--	--

		raised regarding the induction policy/process which was due for review in May 2023 but will now be reviewed in September 2023. Governors asked if there and been any new starters The governors accepted the explanations and the policy was approved.	
	f. LAC	Approved.	
	g. RSE	To be completed and approved at next meeting.	Action – RSE policy next FGB meeting
17	Monitoring Reports	Reports were uploaded to the platform prior to the meeting.	
	a. Governor Monitoring Day	RE – not received. Lunch – question raised re lunchtime supervision and hall capacity had been answered under 7c. Staff Wellbeing – in response to a query HT advised that all staff meeting power points are available to all staff on staff shared – in addition teachers are asked to keep TAs informed, TAs are welcome at meetings and furthermore are encouraged to ask their teachers for further information if they require anything. Staff Wellbeing – governors asked for a response to staff spending their own money on resources. The Kent Finance Scheme does not allow reimbursement of staff (as stated in our Finance Policy) for goods purchased. Governors were reassured to learn of the various options available to staff to avoid them having to spend their own money. DT – questions raised had been addressed by the DT Curriculum lead during her presentation. Pupil Voice (Curriculum) – no questions raised.	
	b. Premises	Monitoring carried out and report submitted.	
	c. Safeguarding	Monitoring carried out and report submitted.	
	d. Benchmarking	Monitoring carried out and report submitted. Governors noted that the electricity costs are considerably higher than comparable schools. They asked if we were able to choose supplier.	

--	--

		We currently are part of the KCC Laser Scheme but are free to choose our own supplier. We regularly compare prices and KCC Laser was the most cost effective option. It was noted that the new led bulbs in the main building appear to have had a positive cost implication. It was clarified in response to a question that this was a cost comparison with the previous couple of months and not a usage comparison. Governors queried our income from donations and voluntary funds which are less than the benchmarked schools. This will be the case as we do not run a voluntary fund. It was suggested we may consider charging more for trips for example but these are run as not for profit with any deficit made up by the SSA.	
	e. Monitoring Proforma	A new monitoring proforma was shared with governors.	Action: email to governors and put on platform.
18	Governor Monthly Newsletter	Available on Governor Hub, link to the safeguarding training is in the July edition of the bulletin.	
19	Governor Development Plan	Updated version had been circulated prior to the meeting. Chair has put summary statement for this year. Chair Elect will lead on new plan for September. Plan was approved.	
20	Governor Training	A list of all training carried out is attached to these minutes. It was felt prudent to have an additional governor carry out the safer recruitment training alongside the current Chair and Chair elect.	Action – safer recruitment training.
21.	Chair's Actions	See item 5a. and item 7j .	
22	Any other urgent business	Stone Street Solar Panel who are setting up a solar farm locally are keen to work with local schools. Details will be passed to the school from the Governor who has had contact with them.	
23	Confidentiality	Several items were considered to be confidential.	
24	Date of next meeting	Governor Meeting Dates for 2023/2024 have been sent out to governors. The next meeting will be held on Wednesday 4 th October 2023 at	

--	--

		5pm.	
--	--	------	--

--	--