

Sellindge Primary School

Minutes Full Governing Body Meeting

24th May 2023

Present: Robert Bristow (Chair), Jo Wren (Headteacher), Terry Alcock,(Chair elect) Maureen Stanley, Ali Body,(vice chair) Marek Drzymalski, Bob Edden, Daniel Peattie. Jenny Hollingsbee , Oliver Bruce

Clerk: Bev Freeman

Guest: Jo Rickards (Computing Lead) joined meeting for item 6 only.

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1.	Apologies for absence:	None	
2.	Declaration of Business Interests	JH declared an interest against item 14a. (JH had left the meeting when item 14 was discussed).	
3.	Membership Issues	a. NGA 'Finding your Next Chair' had been uploaded to the platform. b. Chair confirmed that handover to Chair Elect had begun.	
4.	Minutes of last meeting to be approved.	Minutes of the meeting held 22 nd March 2023 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. NGA Publication	See item 3a	
	b. Computing Lead	See item 6	
	c. Minutes	Confirmed that the minutes of the meeting held on 1 st February 2023 have been placed on school website.	
	d. Monitoring Reports	See Agenda item 17 Monitoring Reports	
6.	Curriculum	Computing Lead for the school Jo Rickards provided overview to governors of computing in the school. Governors received a handout, a copy is filed with these minutes.	Action – Chair and HT to discuss what will be covered in July FGB meeting.
7.	SDP and SEF	The updated SDP had been uploaded to the platform prior to the meeting. Governors	

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		noted lots of progress. There are a couple of amber areas which are still being addressed. The SEF is being updated and will be available for Governors in September.	
8.	Finance		
	a. Oracle Report	This had been uploaded to the platform prior to the meeting. Our end of year position was confirmed with a formula rollover of £72862 and a capital budget rollover of £13967.	
	b. School Asset Register	Confirmed that this has been reviewed, updated as necessary and certified by the Headteacher.	
	c. Lighting Project	This was completed in the Easter holidays. The first electricity bill since the works were completed indicated that bills had lowered as result and this will continue to be monitored carefully.	
	d. Benchmarking	This will be undertaken once available.	Action – to be carried out when available
	e. Finance Policy	This has been reviewed and updated and uploaded to the platform. Approved by governors.	
	f. Budget Approval for 2023/2024	The proposed budget for 2023/2024 had been uploaded to platform prior to the meeting. A verbal monitoring report was provided to governors by chair elect who had met with SBM (he is governor with finance responsibility). He provided an overview to governors of the budget setting process and the difficulty in setting a budget this year. The school will set a budget with an in year deficit – the rising costs of energy and pay rises are two of the main factors for this. Governors were advised that many schools were struggling with budgets this year. Governors considered the budget and approved it. This will now be submitted to SFS.	Action – budget to be submitted to SFS.
9.	SFVS	Governors received confirmation that the SFVS was submitted on time.	
10	LA External Support	Next visit is due in Term 6.	
11	Staff – including wellbeing		

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	a. Staff Governor	Staff Governor had no items to raise	
	b. Next year	Teachers are relieved SATS are completed and are planning has begun for next year. Teachers and TAs have been told which class they will be with next year. A new teacher has been appointed for 3 days per week for year 1 (following resignation of existing 3 day per week teacher),	
	c. Wellbeing staff meeting	Both a wellbeing staff meeting and TA meeting had taken place. The wellbeing charter has been updated following the meetings. Marking and feedback had been clarified for teachers following feedback from their meeting.	
12	GDPR	Nothing to report.	
13	Equality and Safeguarding	Governors advised that the school has no LAC children at present so no LAC monitoring is necessary. There is a named Governor for LAC children.	
14	Hythe Hub and other collaborations a. Otterpool Update	Confidential item	
15	Policies for Review	The following policies had been uploaded to the platform prior to the meeting and were approved by Governors: • Finance • Managing Allegations • Complaints • Children with health needs who cannot attend school • Supporting pupils with medical conditions • Data Protection	
16	Monitoring Reports	Reports from the Governing Monitoring Day were uploaded to the platform prior to the meeting.	
	a. Breakfast Club	No queries raised	
	b. SFVS	No queries raised	
	c. English Learning Walk 	Governors queried that there were no spelling displays observed. HT advised that a staff meeting had since been used for a peer learning walk and all classrooms had spellings/phonics in place. It has been added to the classroom check list.	

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		A question was raised about SEN needs in year 3 and HT discussed with governors how needs are met in this class. Governors expressed concern that whilst they were in there the teacher concentrated on one child. HT assured governors that this does not happen all the time and not believed to impact other children's progress Governors had asked if there is a rise in children with SEN from outside the village and any impact this may have had. HT advised Governors that they probably are some children who have come for a fresh start and there is always, for some, an appeal with a small school. HT is not sure that these new arrivals have impacted on our children. Maybe a child has come with SEN but they will also offer fantastic attributes.	
	d. PE	HT confirmed that PE will be a 'boiling' subject' next year.	
	e. Pupil Voice – extra curricular	Governors asked if there was opportunities for greater use of the wildlife area – there is a lunchtime club planned, year 5 are due to hold their camp in June and it can be used as an after school club but no one has volunteered for that club. The school offers a wide variety of after school clubs but there is a limit and we could only increase the clubs offered if parents paid. The children that the governors met had expressed that they would like to engage more with governors. Governors will be very welcome to engage more with school council. School Council to be considered as an agenda item.	Action – School Council to be contacted re engagement with governors. Action – School Council to be agenda item.
	f. MFL	Governors asked for clarification on what a 'good' primary MFL provision looks like. HT directed governors to the National Curriculum expectations – this has grids which say what is expected for each unit. In additions we have our own curriculum map which is on the website. Governors had asked what the outcome descriptors are by year 6 – HT referred	

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		governors to the answer provided above. Governors had suggested that teachers might like ensure that 'language is in action' when a lesson is observed. HT reminded governors that they merely saw a snapshot of a lesson and governors are very aware that they are not there to do an educational judgement. When HT does an observation she will see a snapshot but then use feedback to gather further information.	
	g. Computing	HT agreed that it would be useful for governors to see classes where computers are used to enrich and support learning. It is considered that we have adequate resources but we can always use more.	
	h. Intervention	Governors queried whether they could support with accessing all year round weather gear. HT assured governors that the children do bring their own but on that particular day had chosen not to wear it. The wildlife area is accessed throughout the year but any free wood chippings from tree surgeons as suggested by governors would be very welcome. Children with sensory issues are given quiet spaces – there are several spaces used around the school. If children have multiple interventions this can be as a result of external sources – for example if a child has an EHCP. These have to be managed for these children. Governors would like TAs to be thanked for all their work in undertaking interventions, Clerk was asked to send email on behalf of governors.	Action – thank you email to be sent to TAs.
	i. Outstanding Monitoring Reports from Governor Monitoring Day	Staff Wellbeing DT Lunch Pupil Voice (curriculum) RE	Action – to be considered at next FGB meeting
	j. Quality of Education	Monitoring had been carried out and the report uploaded to the platform. Governors had queried why 4 year 5 children were at greater depth in reading Spring 2 compared to 6 in	Action – Data Update to be agenda item at next FGB

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		Autumn 2. HT advised that neither of the children had been reading at home and the teacher has now moved them onto daily reading. They have also been encouraged to read shorter books to keep motivation. Teacher is expecting both of these children to move back up to greater depth as a result of interventions. HT advised governors that since the monitoring was carried out it has become apparent some teachers had mis-interpreted how to put data on the system. Some classes may be lower than was originally stated, some but not all data may need to be changed. It would appear that not all classes are affected. Governors accepted the HT explanation but do feel it essential that they have accurate data. HT confirmed that accurate data would be available for the next governing body meeting and it Governors asked that Data Update would be an agenda item.	meeting.
	k. Premises	To be considered at next FGB meeting.	Action – next FGB meeting
20	Governor Monthly Newsletter	All governors receive a copy of this valuable source of information.	
21	Governor Development Plan	This will be reviewed Term 6. Chair asked Governors to look at the plan and let either himself or the Chair Elect know of success criteria and of anything that would be prudent for next year's plan. Governors asked to complete exercise by 1 st July.	Action – Governors to review plan
22	Governor Training	An updated list of Governor Training has been attached to these minutes.	
23	Chair's Action	None	
24	Any other urgent business	Following an article in Swan, a parent has come forward as his company is willing to help with the railings. HT and SBM have had initial meeting and a further meeting has been arranged.	Action – update to Governors next FGB meeting.
25	Confidentiality	Item 14 (a) is considered confidential.	
26	Date of next meeting	Wednesday 12 th July 2023 5pm.	

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