

Sellindge Primary School

Minutes Full Governing Body Meeting

22nd March 2023

Present: Robert Bristow (Chair), Jo Wren (Headteacher), Terry Alcock, Maureen Stanley, Ali Body, Marek Drzymalski, Bob Edden, Daniel Peattie. Jenny Hollingsbee (left after item 7)

Clerk: Bev Freeman

The meeting was held at the end of the Governor Monitoring Day where Governors had spent the whole day in school. OB had been present for the first session of the Governor Monitoring Day.

			Action
1.	Apologies for absence:	The following apologies were received and accepted: OB – work commitments.	
2.	Declaration of Business Interests	JH declared an interest against item 13. (JH had left the meeting when item 13 was discussed).	
3.	Membership Issues	a. Clerk shared with Governors NGA publication ‘Finding your Next Chair’ and succession planning was discussed. The current Chair has indicated that he will stand down as Chair at the end of this academic year. TA has agreed to become Chair from September 2023 and will shadow current chair in the interim.	Action: NGA publication to be put on platform
4.	Minutes of last meeting to be approved.	Minutes of the meeting held 1 st February 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. Succession Planning	See item 3a	
	b. Attendance Case Studies	Included in HT Report (see item 7).	
	c. Minutes	Confirmed that the minutes of the meeting held on 30 th November 2022 have been placed on school website.	
	d. Update re industrial action in school	See item 11 Staff – including wellbeing.	
6.	Curriculum	Covered in Governor Monitoring Day with reports due next meeting. Governors asked for the Computing Subject Lead to attend the next	Action – Computing Lead to be invited to next

 	Date: 24/5/23
---	---------------

		meeting.	<i>meeting.</i>
7.	Headteacher Report inc SIP and SEF	The Headteacher Report had been circulated to Governors prior to the meeting. The following was raised:  b. Headteacher advised Governors of some new attendance data: in terms 1-3 our attendance was 95.3%, this is compared to a national average of 92.4%.	
8.	Finance		
	a. January monitoring	This was uploaded to the platform prior to the meeting. Predicted year end rollover on formula budget £46082 (original budget £44738). Predicted year end rollover on capital budget £13579. This is an increase on original budget (£2393) as school has received government funding for an energy efficiency project. (See item8c).	
	b. Closedown	The end of year closedown has been carried out and all relevant files and uploads sent to SFS . Our formula budget rollover was £72861.96 (original budget £44738). This was due to additional funding from KCC and savings in other areas for example contract cleaning. Capital rollover was £13996 (see 8a for explanation). The school will await the Oracle report from SFS which will confirm the end of year figures and this will be shared with governors.	

	Date: 24/5/23
---	---------------

	c. Lighting Project	All governors were contacted prior to the meeting to seek their approval for a lighting project to go ahead in the Easter holidays. With rising electricity costs and money from the government to carry out an energy efficiency project the school were keen to get the project underway. Governors had unanimously agreed to the project going ahead and, therefore, it was agreed, as a Chair's Action. The cost of the entire project exceeds £10000 however, some of the work is necessary health and safety work which we can incorporate within the government grant.	
	d. Next year's budget	This will be formally agreed at the next FGB meeting and Finance governors will meet with the Office Manager prior to the meeting to discuss the budget in detail. Initial figures suggest this will be a tight budget with soaring energy costs an issue, staff costs (increase for all support staff of 10.4% for those on KR3 – which is all our support staff with the exception of the Office Manager who will receive an increase of 6.6% with effect from September), there is uncertainty what the teachers pay rise will look like but this must be factored into the budget as well.	
9.	SFVS	This had been circulated to all governors prior to the meeting and had been the subject of a monitoring visit during the Governor Monitoring Day. Approved for submission to SFS.	
10.	LA External Support	SIA came during the Ofsted visit. LA Maths Adviser has provided training to staff. LA English Adviser has attended Hub moderation.	
11.	Staff – including well being	a. HT advised Governors that she has advertised for a 3 day per week KS1 teacher, to start September 2023, following the resignation of the current 3 day per week teacher.  d. Well-being meetings had been held with both teaching, and support staff, and an	

	Date: 24/5/23
---	---------------

		updated Staff Well-being charter had been agreed by all staff. HT provided some examples to governors of this charter. e. Governors had enjoyed meeting with staff today as part of the governor day and had the opportunity to discuss wellbeing.	
12.	GDPR	Nothing to report.	
13.	Equality and Safeguarding	Nothing to report.	
14.	Hythe Hub and other collaborations	a. Otterpool update – planning is due to be heard 4th April. b. A hub moderation had been held with the LA English Adviser.	
15.	Policies	There were no policies for governors to approve.	
16.	Monitoring Reports	Governors had been in school for a Governor Monitoring Day. They were thanked for their time. Monitoring reports from the day should be forwarded within the next week so that these can be shared with relevant staff before being uploaded to the platform.	Action -Monitoring reports to be forward to Clerk within 7 days.
17.	Ofsted	Governors expressed their thanks to the HT and all in the school for a successful Ofsted inspection. Thanks were expressed to governors for their part. HT commented that she felt it was a really good reflection of the school and that she felt we were judged fairly and robustly. It was agreed that Ofsted would now be removed as a standing item from the agenda.	Action- Ofsted to be removed as standing item from the agenda.
18.	Governor Monthly Newsletter	Governors were reminded that this is produced every month by Governor Services and is a valuable source of information. Available on Governor Hub.	
19.	Governor Development Plan	To be reviewed in term 6.	Action – to be reviewed in term 6.
20.	Governor Training	OB has attended Induction Training. All training is recorded on Governor Hub.	
21.	Chair's Actions	Governor approval for the lighting project (see 8c)	
22.	Any other urgent business	The interim Headteacher appraisal had been carried out by the Chair.	

	Date: 24/5/23
---	---------------

23.	Confidentiality	None	
24.	Date of Next Meeting	Wednesday 24 th May 2023 5pm	

	Date: 24/5/23
---	---------------