

Sellindge Primary School

Minutes Full Governing Body Meeting

1st February 2023

Present: Robert Bristow (Chair), Jo Wren (Headteacher), Terry Alcock, Maureen Stanley, Ali Body, Oliver Bruce, Marek Drzymalski, Bob Edden

Clerk: Bev Freeman

Note: the school had received notification on 31st January 2023 that an Ofsted inspection visit would be carried out on 2nd and 3rd February 2023.

			Action
1.	Apologies for absence:	The following apologies were received and accepted: JH, AG	
2.	Declaration of Business Interests	None declared	
3.	Membership Issues	a. Succession planning – this was postponed until Term 4.	Action – agenda item T4
4.	Minutes of last meeting	These had been circulated prior to the meeting. The minutes were approved and are to be placed on the governor area of the school website.	Action – minutes to be put on website
5.	Matter arising		
	a. Skills Audit	Summary of skills audit has been put on platform.	
	b. Attendance Case Studies	HT to include in next HT report	Action – next HT report
	c. FSM eligibility	This had been flagged in the school newsletter. In response to a governor question there has been an increase in uptake but it is not thought to be as a result of the newsletter article.	
	d. FSM to be analysed as a group for data	This will be included in future data sets.	
	e. SEF	This has been updated.	
	f. Railings	See item 7d	
	g. Safer Recruitment Link	This had been sent to governors.	
	h. Updated monitoring schedule	This is on the platform.	
6	Curriculum	MFL subject leader (HT) provided overview to governors together with an information sheet.	
7.	SIP/SEF	Copies of the SIP and the SEF have been circulated to governors. The following questions were raised: a. SIP 1.4/5.2 – maths impact – governors asked if they should be concerned as the	

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		planned 3 month impact is passed. HT advised that LA maths adviser is in school 20th February for staff training. Some things are already in place and training will be used to address and consolidate. b. SIP 1.5 – governors asked how the impact of memory joggers would be measured. This is currently being assessed by SLT – in some subjects for example history, the joggers work brilliantly. In other subjects for example music not so good. There may be other formats that could be used in some subjects. c. SIP 1.6 is the funding for DT resources available? There is funding available to teach the curriculum. The DT leader has carried out a resources audit and formulating a plan. Funding restrictions have halted the plans to have a cookery room at present. d. SIP 2.2 attendance – governors asked if we expected a drop in attendance in terms 3 and 4 owing to seasonal factors. We do not anticipate this happening as has not been the case in previous years. There is a higher proportion of attended days available in these terms. e. SIP 2.2 attendance – governors asked if we get feedback from the LA as to whether a fine has been issued/paid. We only find out if a fine is not pursued. f. SIP 2.2 attendance – governors asked what is helping attendance and strategies the school employs were discussed. In addition the LA Link Officer had met with HT and Office Manager and had no concerns and was supportive of the schools strategies. g. SIP 6.2 Governors had sought an update on the progress with this target regarding policies and procedures for wraparound care. HT confirmed that all policies and procedures in place and compliant, the plan has not been updated. h. SIP 3.2 SMSC – governors asked for examples of the key emerging aspects. HT advised that information has now been	
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		collated and staff in agreement that there are now no emerging aspects. HT provided examples to governors and governors satisfied with response. i. SIP 6.3 – governors asked if the fire safety assembly had taken place – not as yet this is being chased up and if the fire brigade are unable to help we will explore other options.	
8.	Finance		
	a. November monitoring	Uploaded to platform. Expected rollover £50692 (original budget £44738). Capital rollover £2394 in line with original budget.	
	b. 9 monthly monitoring.	Submitted to SFS, uploaded to platform and subject of a monitoring visit. Predicted rollover £52478 (original budget £44738). Capital rollover £14582 (original budget £2393). This is due to a government payment which is for an energy efficiency project. The school is considering a lighting project for the main school building. The following questions were considered: a. How we will fund the floor concern? We are aware that new flooring will be needed in a classroom and this will be put into the budget for next year. b. A governor raised a query regarding the staff training budget and if any of the additional monies received from HNF and PP will be used for this as the overrun has not increased. HT explained that HNF is used mainly for the salaries of the staff who support the children who receive HNF. Staff training is actually across several budgets – for example the phonics scheme we use includes training as part of the package we buy. We also buy into a package from the Education People which gives us training credits. c. Governors concerned at slow response from KCC regarding remedial matters in Belvedere and also on a recent boiler breakdown. KCC are retaining payment until Belvedere is completed and in future we will not use KCC for maintenance matters unless it would be their responsibility to pay.	

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	c. Electricity Update	We have seen a large increase in our electricity bills following the new rates being applied, this is being carefully monitored.	
	d. Railings Update	Nothing to report.	
9	LA External Support	IA has been in contact with HT following notification of the Ofsted inspection.	
10	Staff including wellbeing	Staff are preparing for Ofsted. Governors sent their best wishes to all staff. Governors requested an update at the next meeting on staff wellbeing in light of teachers industrial action..	Action = update re industrial action/disruption in school.
11	GDPR	Nothing to report	
12	Equality and Safeguarding		
	a. Operation Encompass	HT has now trained as a 'key adult' and we are an Operation Encompass School. Police inform schools where children are involved in incidents around domestic violence, so that the school is prepared to support the child. If a call-out is made to a domestic situation and the parent shares the school name then limited details are given to the school.	
	b. DSL training	AHT has attended DSL training.	
13	Hythe Hub and other collaborations	Otterpool Learning Trust are offering a programme of educational events to local schools.	
14.	Policies	All policies were uploaded to the platform prior to the meeting.	
	a. Behaviour	Approved. Governors discussed parts of the policy they particularly liked and how parents are informed. In response to a query on Appendix B HT informed governors that herself and AHT are interchangeable on the pyramid.	
	b. Pay Policy	Approved.	
	c. SMSC	Approved.	
15	Monitoring Reports	All reports had been uploaded to the platform prior to the meeting.	
	a. Finance	9 monthly monitoring (see item 8b).	
	b. Safeguarding Audit/Safeguarding	a. Governors queried the reference issue. HT confirmed this had now been resolved and the reference received. b. Children's Survey – governors asked the type and nature of concerns raised. HT advised that one child had flagged up as a concern and this had been addressed.	
	c. SEND/PP	Governors asked if the monitoring pair would consider it beneficial to see the latest guide for staff which is mentioned. It was agreed that it would be	Action – guide for next monitoring visit.


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		and that this would be made available on their next monitoring visit.	
	d. Premises	Governors asked for confirmation that the school was fully compliant. HT confirmed that the school is.	
	e. Quality of Education	a. Governors raised a question about the use of google translate and its role in the access and achievement of EAL children. HT advised that Google translate is one of the tools used amongst other strategies. Staff have attended Healing Classrooms training. b. A question was asked about the impact of SEN children in year 1 on the rest of the class. HT advised that HNF had been obtained and a 1:1 TA will be starting after half term. In addition there is extra budget allocated to the class. c. Governors asked about the GD boosters in year 6 – this is the first time that this has been tried and only just begun so impact will not be known yet. d. Concern expressed for HT – as she is running a booster class as well as carrying out her own duties. She explained that she would normally run an after school club and runs the booster group instead of a club. e. Year 3 progress (2019 cohort) was raised as a concern again. HT provided a sheet for governors which details all the support for this cohort. f. Governors asked if the new Home Challenge initiative had seen improvements from PP and SEND children. HT is still awaiting some responses but positive feedback from those teachers who have so far responded. HT will also be asking parents for their feedback. g. A question was raised as to whether the new approach to home learning helps to address learning gaps and also how does it help those children preparing for SATS. HT advised governors that research shows that homework doesn't help in primary schools which is why we have introduced the challenges. Reading at home has a	

		significant impact. h. Governors asked if there was any impact from buying the maths tutoring. There had been with our previous group but too soon to tell with our current groups.	Action – impact to be discussed in monitoring visit.
16	Ofsted	Governors discussed the upcoming Ofsted inspection and agreed availability for those able to attend to meet with inspectors. a. Checklist –discussed. b. SMSC –see item 14.	
17	Governor Monthly Newsletter	Governors reminded that these are an excellent source of information. a. An update on industrial action in schools is in the latest newsletter/	
18.	Governor Development Plan	It was agreed that this would be reviewed in term 6.	
19	Governor Training		
	a. Governor Training undertaken	An up to date Governing Training record is filed with these minutes..	
	b. Governor Safeguarding Training	All governors have completed.	
	c. Safer Recruitment Training	Only the Chair has completed the training. Other governors were encouraged to complete the training.	
20	Chair's Action	None	
21	Any other urgent business	One of the governors attended school Christmas lunch and would like it placed on record that the children were observed to be very well behaved.	
22	Confidentiality	None	
23	Date of next meeting	22 nd March 2023 5pm	



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