

Sellindge Primary School

Minutes Full Governing Body Meeting 30th November 2022

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

Clerk: Bev Freeman

Guest: Lee Kavanagh, Bodsham and Saltwood Governing Body joined the meeting for item 18.

			Action
1.	Apologies for absence:	The following apologies were accepted: DP	
2.	Declaration of Business Interests	JH declared an interest in item 15.	
3.	Membership Issues		
	a. Register of Business Interests	All governors have completed the Register of Business interests on Governor Hub.	
	b. KCSIE	All governors have updated their declarations on Governor Hub to confirm they had read part 1 of KCSIE.	
	c. Governor Skills Audit	All governors had completed a Skills Audit which enabled the Clerk to complete the Skills Dashboard. Good skills were evident across the board.	Action – Clerk to put Skills Dashboard on platform.
4.	Minutes of last meeting to be approved	The minutes of the meeting held 28 th September 2022 were circulated prior to the meeting and were approved.	
5.	Matters rising from last meeting:		
	a. Succession planning	Agreed that this will be an agenda item in term 3.	Action – agenda item T3
	b. Safeguarding training	HT confirmed she had delivered Safeguarding Training to governor.	
	c. Parent Letter	It was confirmed that this had been sent out.	
	d. Quote for Railings	See Agenda Item 10(b)	
	e. Headteacher Appraisal	See Agenda Item (7)	
	f. MFL Subject Leader	See Agenda Item (8)	
	g. Quote for railings	See Agenda Item 10 (b)	

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	h. Flyer for Sellindge families	This had been distributed.	
	i. Chair of Bodsham and Saltwood	See item 18	
	j. Skills Audit	See Agenda Item 3(c).	.
	k. School Uniform	This has been updated on the website. This is not a statutory policy but as a matter of good practice governors ratified and agreed the guidelines.	Action – to be added to policy list
6	Headteacher Report	This had been uploaded to the platform prior to the meeting. The following points were raised: a. Governors had asked for further details re the Super Sellindge Citizens and in particular if this was open to SEN children. A brief overview was provided and it was confirmed that it is open to all. Governors very much like the scheme and ethos. b. It was noted that staff sickness is high. This is carefully monitored by SLT and Bradford Score is used in appraisal meetings. No teaching staff are flagging up as a concern at present. Governors were concerned at the impact high staff absence has. There is a financial impact, we try not to use supply agencies and HT and AHT cover as much as they can. TA's are also used. Governors mindful of the workload placed on other staff due to absences. They questioned how many volunteers we have and currently we have 3. Reliable volunteers are always welcome in school. c. Governors asked about energy costs. Would the school be forced to cut costs. At the time of the meeting the costs of Calor Gas had risen but as it had been the summer months and the school had delayed putting on the heating due to the unseasonably warm weather the impact has been lessened. The school awaits notification of their new electricity rate, having been on a fixed rate up until October. Extra resources were put into energy costs when the budget was set. The climate controlled units in Belvedere are set at 18 degrees. The H&S guidance for the lowest acceptable	

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		temperature is 16 degrees. The main building has either traditional radiators or underfloor heating on a timed system. d. Governors have received the Summary table of responsibilities for school attendance. They expressed concern over the attendance figure which as a whole school are currently under 95%. They asked HT to confirm that measures are in place to monitor attendance. Particular concern was expressed regarding the attendance of vulnerable children. HT and Office Manager monitor attendance constantly. Measures have been taken to address persistent absentees in the vulnerable groups and three children were reported as missing from education and have now been removed from role. An improvement is expected when it is next reported. HT cautioned that this is very early in the year for attendance and children that have had time off may look particularly low now and this should improve. On a positive note unauthorised absence is significantly lower. Strategies were discussed and HT commented that lots of schools are noticing the same trend. It was suggested that the Hub could have an attendance focus. HT offered to provide some case studies which governors felt would be very useful.	Action – Attendance Case Studies
7	Headteacher Appraisal	This had been carried out under due process. Governors received confirmation that HT is on the correct pay range for the size of the school.	
8	Curriculum	MFL Leader will now attend in term 3.	
9	SDP/SEF	The SEF had been uploaded to the platform prior to the meeting. a. A question was raised regarding FSM and SEND pupils. This had been the subject of a monitoring report which will be discussed at the next FGB meeting. b. The impact on the budget for extra resources which may be needed for the FSM/SEND children was also queried by governors.	

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		The school will contribute to school visits etc for pupil premium families. There is a delay in funding for FSM –for those children who have become eligible this term there will be no funding until April 2023. We work with families who may struggle to pay for items to ensure children do not miss out. c. Governors asked how often we signpost eligibility for FSM. Information is contained in all our admission packs. We also from time to time remind parents via our newsletter. Governors asked if we could do so again. d. Governors requested that in future FSMs appear as an analysed group for data. e. One addition was requested and agreed by all present under Leadership and Management . Copy of wording is attached to these minutes.	Action (c).signpost to parents to be in The SWaN. Action (d) noted for future reports. Action SEF to be updated/amended .
10	Finance	a. 6 monthly monitoring had been carried out, submitted to SFS and circulated to governors. Formula budget shows end of year forecast rollover as £50336 (original budget £44738). Capital budget is forecast with end of year rollover £2394 (original budget forecast £2393). Feedback following the submission from SFS was only to note that there was an in year deficit which we were aware of. Feedback was uploaded to the platform. b. Railings quotes – a railings quote was obtained. The school does not have the £5340 in their funds to pursue the project at this time. However, Chair is working with SSA Chair at alternative scenarios including contacting local colleges to see if their students would consider it as a project. They are also exploring match funding . c. Update Assets Register – this has been done and HT has signed the annual check front sheet. d. Update Contracts Register – governors received confirmation that this has been	Action –Progress with railings to be shared at next meeting.

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		done. e. Governors were advised that the School Emergency Business Continuity Plan had been updated and the newest version circulated to those who keep a copy (HT, Chair, Office Manager, Caretaker).	
11.	LA External Support	Note of Visit had been uploaded to the platforme. a. Govcnors congratulated HT on the IA noting that the school was good and improving. b. Governors requested that if they are to be discussed as part of the visit they would like to be invited Noted by Headteacher. c. Governors asked if the agreed actions/constructive comments 'quick win' feedback is shared with teachers as soon as it is received. HT confirmed that this was the case in most circumstances. d. Will the amber judgements be green by the next visit? Possibly not – for example with science we are waiting for the new scheme of work from Kent. With DT this is a new subject leader and this is not being rushed though a deep dive is planned and progress is being made. HT advised governors that all the agreed actions from autumn T1 have been done.	
12.	Staff including wellbeing	This had been included within HT report. Staff Governor was asked if she wished to add anything further and she advised governors that apart from illness everything appeared to be ok. It was recognised that teachers will sometimes come to work even if unwell as it is just easier.	
13.	GDPR	Nothing to report.	
14.	Equality and Safeguarding	Racial Incidents Annual Survey had been returned to DFE. There were no incidenet.	
15.	Hythe Hub	Otterpool Update JH left the meeting before this item. As she has declared an interest she will not take part in Otterpool discussions. HT and Chair had attended Otterpool Education Focus Meeting – this was a fact finding exercise attended by several local schools. Hub Heads have agreed going forward that they will reintroduce	

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		Hub Governor Meetings , they hope to include KCC representatives at these meetings which will be focussed on Otterpool. Governors will be kept informed and suggested it may be prudent to consider other similar local developments for example Chilmington Green.	
16.	Policies for review	Policies had been uploaded to the platform prior to the meeting. a. Accessibility – this had been agreed as a Chair’s Action and and was ratified and approved by governors. Audit had been carried out by HT. b. Charging and Remissions – approved.	
17	Monitoring Reports	a. Finance Six Monthly monitoring – see item 10(a) b. Website Check – report attached, one action identified re the SEND policy review has been carried out. c. Quality of Education – on platform d. Safeguarding Audit – term 3 e. SEN – term 3 f. Pupil Premium term 3 g. HT had revised schedule slightly and new schedule will be put on platform and emailed to governors.	Action Safeguarding Audit, SEN and PP reports to be put on platform for Term 3 meeting. Action – updated schedule to be circulated.
18	OFSTeD	Lee Kavanagh , Chair of Bodsham and Saltwood when their Ofsted’s were carried out joined the meeting for this item and spoke to governors about their Ofsted experience. Governors were very grateful for his time and the opportunity to fact find and to ask questions.	
17.	Governor Monthly Newsletters	Available on Governor Hub	
18.	Governor Development Plan	This will be reviewed for Term 3 meeting.	Action review for T3 meeting.
19.	Governor Training	a. Latest training records are attached to these minutes. b. It would be prudent for some governors to carry out Safer Recruitment Training, Clerk will send link. c. There is a succession course and this was highlighted to governors.	Action – Safer Recruitment Training Link to be sent to governors.
20.	Chair’s Actions	Chair had approved Accessibility Plan.	
21.	Any other urgent business	None	

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22.	Confidentiality	None	
23.	Date of next meeting	Wednesday 1 st February 5pm.	

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