

Sellindge Primary School
Full Governing Board BUSINESS Meeting
held in the school
1st October 2025 at 5pm



MINUTES

Governors: Jo Wren (Headteacher), Diane Clark (Chair of Governors), Jenny Hollingsbee, Oliver Bruce, Bob Edden, Charlotte Parker, Maureen Stanley

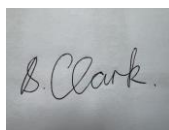
In Attendance: Nicki Cox (Governance Professional/Clerk)

Apologies: Terry Alcock (Vice Chair), Marek Dryzymalski, Daniel Bennett

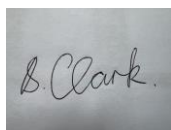
The meeting began at 5.02 pm

Item		Purpose	Action
1	Welcome Apologies Quorum	a) To welcome those in attendance at the first FGB meeting of the new academic year: Governors were welcomed to the meeting by Di Clarke. The new Clerk had been introduced to Governors upon their arrival. b) To consider apologies for absence: Apologies had been received by Terry Alcock who was currently on holiday, also from Marek Dryzymalski. Daniel Bennett had declined the meeting invite, which was taken as an apology, however no formal apology was received. All Governors Accepted This. c) To confirm the meeting is quorate.	DECISION

		The meeting was confirmed as being quorate.													
2	Declaration of Business Interests	a) Governors must complete the annual declaration of interests on Governor Hub prior to the meeting: Those that had not yet done so were asked to complete as soon as possible. The Clerk requested she be added to Governor-Hub so that she could update accordingly. b) To declare any business interests related to agenda items, including any that arise during the meeting: There were no matters arising.	ACTION												
3	Minutes of the previous FGB meeting	a) FGB minutes of 2025 to be approved by the Governing Board and signed by the Chair. It was agreed that the new Chair of Governors would send the Clerk her E-Signature for approved minutes. <i>All Governors approved that the minutes were a true reflection of the meeting.</i> b) To receive an update on agreed actions from the previous meeting. <table border="1"><thead><tr><th>Item</th><th>Action</th><th>Outcome</th></tr></thead><tbody><tr><td>4</td><td>Uploading Minutes</td><td>Actioned</td></tr><tr><td>18</td><td>Consultation open on school funding – Board to check paperwork in place for HT appraisals – Governors to complete consultation as individuals</td><td>Defer</td></tr><tr><td>23</td><td>Governors to read newsletter & inform of any required changes</td><td>Actioned</td></tr></tbody></table> c) Matters not pertinent to this business meeting will be carried forward to the next agenda: All matters were dealt with throughout the course of the meeting.	Item	Action	Outcome	4	Uploading Minutes	Actioned	18	Consultation open on school funding – Board to check paperwork in place for HT appraisals – Governors to complete consultation as individuals	Defer	23	Governors to read newsletter & inform of any required changes	Actioned	ACTION DECISION
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4	Uploading Minutes	Actioned													
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23	Governors to read newsletter & inform of any required changes	Actioned													
4	Board Constitution and Roles	a) Adopt 2025/26 standing order for the Chair/Vice chair election process and term of office: This document had been circulated prior to the meeting. Governors would be required to self-nominate for either role, either in advance or at the meeting. There would be a show of hands, unless there was more than one candidate for the role, in which case a secret ballot would take place. In the event of a tie in votes, the out-going Chair of Governors would cast the deciding vote.													



		The Chair and Vice Chair would be in post until the first meeting of the new academic year. All Governors Approved. b) Receive any self-nominations in advance or at the table and elect Chair: Diane Clarke put herself forward for the role. There were no further nominations received. All Governors approved the appointment of Diane Clark as Chair of Governors. c) Receive any self-nominations in advance or at the table and elect vice chair: Terry Alcock had confirmed that he wished to put himself forward for the role. There were no further nominations received. All Governors approved the appointment of Terry Alcock as Vice Chair. d) Confirm the Instrument of Government (IOG): Governors confirmed that the constitution was appropriate for the needs of the Governing Board; therefore, there were no changes to the IOG required. e) Adopt Standing Orders: Co-opted Governor: The document had been circulated before the meeting. Governors would vote in with a show of hands unless more than one candidate, in which case a secret ballot would occur. All Governors Approved. Virtual Governance: The document had been circulated before the meeting. All Governors Approved.	DECISION DECISION DECISION DECISION DECISION DECISION
5	Monitoring and Delegation	a) AGREE 2025-26 model Terms of Reference:	



The document had been circulated before the meeting.

All Governors Approved.

b) Confirm statutory delegated Governors for:

The Chair of Governors, Vice Chair and HT met to discuss the allocation of delegated roles, with the following having been agreed:

Safeguarding – Diane Clark & Daniel Bennett

SEND – Diane Clark & Daniel Bennett

Finance – Charlotte Parker, Marek Dryzimalski & Terry Alcock

Health & Safety/Estates – Charlotte Parker, Marek Dryzimalski & Terry Alcock

Whole school well-being – Charlotte Parker

Training & Development – Jenny Hollingsbee

Pupil Premium – Diane Clark and Daniel Bennett

Attendance – Oliver Bruce & Jenny Hollingsbee

Cyber Security – Marek Dryzimalski

Early Years – Maureen Stanley

Governors could request alternative roles should they feel it is more appropriate. Oliver Bruce was required to be removed as being Pupil Premium Governor. This was his role previously.

All Governors Approved.

c) **Confirm** Governor Services recommend monitoring roles for:

Subject	Governor
Art/DT	Bob Edden
Maths	Terry Alcock
Computing/Music	Charlotte Parker
Science	Maureen Stanley

DECISION

ACTION

DECISION

B. Clark.

History/Geography	Diane Clark
MFL	Marek Dryzymalski
RE	Oliver Bruce
PSHE	Oliver Bruce
English	Jenny Hollingsbee
Science	Charlotte Parker
EYFS	Maureen Stanley

All Governors Approved.

d) Appoint Headteacher Performance Management Panel:

Jenny Hollingsbee – Chair of Panel

Diane Clarke

All Governors Approved.

e) Appoint Pay Panel:

Terry Alcock - Chair of Panel

Marek Dryzymalski

Jenny Hollingsbee

All Governors Approved.

f) Approve Governor Visits Monitoring Policy:

This had been circulated before the meeting.

All Governors Approved.

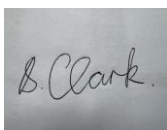
g) Agree Governor Monitoring Schedule:

DECISION

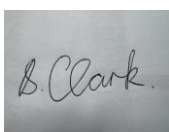
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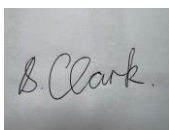
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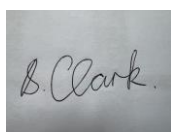
		This had been circulated before the meeting; should it be necessary, some scheduled monitoring could be flexible, however, Governors were asked to carry out as close to the diarised dates as possible. Some monitoring did not involve visiting the school. Charlotte Parker exited the meeting room at 5.20 pm to gather some documents from the printer and entered again at 5.22 pm. A Governor felt that it was good to switch delegated monitoring roles from the previous year as would allow Governors to extend their knowledge and skill set. <i>All Governors Approved.</i>	DECISION
6	Governance compliance	a) Review and approve: Code of Conduct: The document had been circulated before the meeting: The Chair of Governors highlighted a change to the document; Governors now had an obligation to speak out, taking responsibility of challenging one another. The Clerk had created an icon within the Compliance section of Governor-Hub to allow Governors to confirm that they had read the document and agree to abide by the terms set out in it. <i>All Governors Approved.</i> Governors' Allowances Policy: This had been updated prior to circulation. <i>All Governors Approved.</i> b) Governors to sign to say have read and understood KCSIE 2025-26 on Governor-Hub: Those outstanding were asked to complete as soon as possible. c) Review Governor Training Needs:	DECISION DECISION ACTION



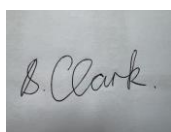
		This would be reviewed once all Governors had completed their Skills Audits and results highlighting any skills gaps across the Governing Board, had been identified. The Clerk would circulate the skills audit template. d) Safeguarding lead governor to undertake the <i>Training for governors with Responsibility for Safeguarding training</i> course: The Safeguarding Lead would undertake the training module. e) All governors to undertake <i>annual online strategic safeguarding training for governor</i> (free to those who pay for the governor services). Thos Governors that had not yet carried out their annual training were asked to do so as soon as possible. The Chair of Governors had recently undertaken TEP's (The Education People) Prevent training. <i>It was agreed that Governors would be required to refresh the training module every two years.</i> The Clerk informed Governors that at least one Governor should carry out Complaints training, however, it was recommended that all Governors undertake. Several had already carried out the training module. f) Confirm current Governors in post are published on the school website, GIAS: The Clerk would create the Governor list; the HT would ensure that GIAS was up to date.	ACTION ACTION ACTION ACTION ACTION
7	Strategic Leadership	a) Review school vision, ethos, and strategic direction: This was noted. b) Approve Costed School Improvement Plan: The document had been circulated before the meeting. This was not a costed version, however. The document had been simplified. Information had been entered under the same headings as usual, although not much detail had been included due to new OFSTED framework and therefore a new format may be required. Monitoring had been based on the framework. Key themes had seen training at the HUB having taken place on retrieval and recall. This was being fed into appraisal targets.	



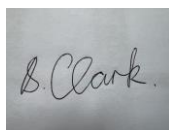
		A rolling programme of updating equipment was underway. Attendance required a continuation of the work carried out previously. There were some cases of persistent absentees. It was important to follow Kent guidelines. Frequent conversations with the Attendance Officer took place. Sustainability was a focus. Leadership & Management – CPD was continuing, some staff were undertaking NVQs. The Accessibility Plan required updating every four years and had been included within the document. Early Years framework had been updated; it was necessary to ensure the school was compliant. A costed version of the plan would be shared at the Term 2 meeting. c) Agree Annual Priorities for Governor Monitoring: This had been included within the schedule. d) Review School Self-Evaluation Form (SEF): This had not yet been completed and would be added to the Term 2 agenda.	ACTION ACTION
8	Finance	a) Receive Budget Monitoring: The three-month monitoring had been received; there had been no questions raised by the Finance Governor. Six-month monitoring was being carried out currently. The HT wished to notify Governors that the current budget had been set by someone who no longer as employed by the school, cost centres could be slightly subjective, therefore there may be some changes seen. The HT requested that Governors assess the bottom line to establish whether figures balanced. The Chair of Governors had signed up to undertake some finance training. The boiler pump had broken. A quote for £4,000.00 had been received. This had obviously not been budgeted for. A Governor asked whether the school had boiler insurance? The school did not have insurance.	
9	Safeguarding	a) Any reportable safeguarding updates and HT to confirm all staff/volunteers have read and understood KCSIE and the Single Central Record is up to date.	



		All staff had read KCSIE 2025, and all had completed safeguarding training on 1st September. All staff had also signed the Acceptable Use Policy. The SSRC (Single Central Record Check) was up to date. There were some DBS checks that had not yet been received. Those members of staff not yet in receipt were not left alone with the children. A Governor asked whether a risk assessment had been carried out? The HT confirmed that a risk assessment had been undertaken. The Clerk advised that Governors should be checking the SSRC six times annually. Maureen Stanley volunteered to carry out the checks and would likely do so before each FGB.	
10	Policy Review and Approval	a) Policies due in term 1 and school to confirm if any policy contains a clerking responsibility: Child Protection Policy 2025-26 All Governors Approved. Staff Code of Conduct All Governors Approved. Acceptable Use Policy This policy was not on the agenda; however, it required ratification. All Governors Approved.	DECISION DECISION DECISION
11	Governor development	a) To receive key items from the monthly TEP bulletin: There was nothing of importance that required discussion, aside from a press on training. The Chair of Governors has attended the recent Governor briefing and would share slides. Free and accessible resources were available for children waiting for access to CAMS, and who would be worked alongside in school with support available for staff also. The Chair of Governors would forward the link. There were online request forms. b) Confirm Governor training schedule: This would be determined when all Governors had completed a skills audit, and skills gaps had been identified.	ACTION



		c) Prevent in Education: training for Governors: This had been previously discussed. d) Cyber security awareness for Governors: Two Governors were booked to undertake the module and would share training slides.	ACTION
12	Chair's Actions/ correspondence	a) Chair advises on any actions and any correspondence received. There had been no correspondence received.	
13	Any other urgent business	a) To receive any other business: Governors were asked to forward a short biography and photo for the school website. Governor presence at parents evening had helped to raise their profile. Elm Tree Farm development had been approved. It was possible that two additional pieces of land may be attached to the school. The school should be pro-active in trying to secure the land. The HT detailed a recent filtering & monitoring check which had highlighted 'therapist' and 'ingredient', due to certain words contained within. It was reassuring to know that the system was highly effective. The Chair and Vice Chair had met to carry out a Governing Board audit, from here they devised a SIP. This had been shared with Governors who were asked to read and advise of any required changes. This was linked to review meetings. The approved minutes from the last meeting would be uploaded to the school website.	ACTION
14	Confidentiality	Determine and agree which items are confidential: There were no matters discussed of a confidential nature.	
15	Date of next meetings	2025-26 FGB Meeting Dates: <i>To be held in school at 5 pm</i> 26th November 2025 14th January 2026 18th March 2026 (4pm)	

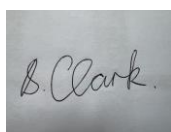


	6 th May 2026	
	15 th July 2026	

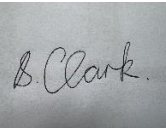
The Meeting Finished at 6.17 pm

Actions from Meeting Held on 1st October 2025

Agenda Item	Action	Responsible	Outcome
18 previous	Consultation open on school funding – Board to check paperwork in place for HT appraisals		
2a	Governors to update annual business interests on G-Hub	All	
3a	Forward E-signature to Clerk for signing approved minutes	DC	
5b	Remove Ollie Bruce as PP Governor	DC	
6b	Read KCSIE 2025 and confirm having done so on G-Hub	All	
6c	Complete a skills audit and return to the Clerk	All	
6c	Determine Governor training needs from skills audit results	DC	
6d/e	Undertake required safeguarding training (Safeguarding Lead to undertake specific module also)	All	
6e	Consider undertaking Complaints training if not already done	All	
6f	Ensure Governor details on website are current and that GIAS is up to date	HT	
7b	Add approval of costed SIP to Term 2 agenda	Clerk/HT	
7e	Add SEF to Term 2 agenda	Clerk/HT	
11a	Forward link relating to mental health support	DC	
11d	Share slides from Cyber Security training	DC	



13a	Provide bio and photo for school website	All	
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(Diane Clark, Chair of Governors)

26th November 2025

