

Sellindge Primary School
Full Governing Board Meeting
held in the school
26th November 2025 at 5pm



MINUTES

Governors: Jo Wren (Headteacher), Diane Clark (Chair of Governors), Terence Alcock (Vice Chair), Oliver Bruce, Charlotte Parker, Bob Edden

In Attendance: Nicki Cox (Governance Professional/Clerk), Matt Griffin (Deputy Headteacher)

The meeting started at 5.02pm

Item		Purpose	Action
1	Welcome Apologies Quorum	a) To welcome those in attendance at the FGB meeting: The Chair of Governors welcomed attendees to the meeting. Bob Eddon needs to leave the meeting at 6 pm. b) To consider apologies for absence: Apologies had been received from the following Governors, in advance of the meeting: Marek Dryzymalski was unable to attend due work commitments. Jennifer Hollingsbee had a planned operation. Daniel Bennett had an impending OFSTED inspection and Maureen Stanley had sent apologies as she was not feeling very well. <i>Apologies were Accepted by Governors.</i> c) To confirm the meeting is quorate: The meeting was confirmed as being quorate.	DECISION

B. Clark

2	Declaration of Business Interests	a) To declare any business interests related to agenda items, including any that arise during the meeting: There were no interests declared against any agenda item, nor throughout the course of the meeting. All Governors were confirmed as having updated their annual business interests on Governor-Hub and the Clerk had forwarded the list to the HT, to be uploaded to the school website. The attendance record for 2024-2025 had also been forwarded.	
3	Minutes of the previous FGB meeting	a) FGB minutes of 1st October 2025 to be approved by the Governing Board and signed by the Chair: <i>All Governors Approved</i> The Clerk would e-sign the minutes on behalf of the Chair of Governors. Minutes would be forwarded to the HT, to be uploaded to the school website. The HT had made improvements to the school website and was thanked by Governors. b) To receive an update on agreed actions from the previous meeting: Please refer to the table set out below the minutes. c) Matters not pertinent to this business meeting will be carried forward to the next agenda: All matters would be dealt with throughout the course of the meeting.	DECISION
4	Board Constitution and Membership	a) Update on Co-Opted Governor Vacancy: The Chair of Governors had spoken with a couple of parents at the recently held Parents Evening but had not heard anything further from them. The Governing Board should strive to be diverse and representative of the school community. b) Skills Audit/Financial Skills Audit: Those Governors that had not yet completed were asked to complete a skills audit as soon as possible. c) Diversity Data: It was considered best practice to publish the Governing Boards diversity data on the school website, whilst retaining Governor anonymity. Templates had been printed and were handed to Governors who was asked to complete. The Clerk would collate results, once all had been received. d) DBS Checks:	ACTION ACTION

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		All Governor DBS checks were up to date. There was no requirement to re-generate checks after a certain time frame.	
5	Monitoring	a) Report on any Monitoring to have taken place: The report on Premises Monitoring had been shared before the meeting, key points were discussed as follows: The HT confirmed that the air conditioning units were being fixed. A Governor asked how old the units were? The units were not particularly old and had been installed around the time of Covid-19. Extraction units should have also been installed at that time. The HT confirmed that the kitchen staff had been spoken with about the KOSCH cupboard. Loose bolts in the Hedgehog outside area would be tightened. An alarm in the Resources Room required fixing. Cushions against heaters in the library. had been moved. A Governor asked if the boiler was working? The heating boiler was fixed at half term. Sports Premium Monitoring had also been completed and shared with Governors. The monitoring Governor asked why only 47% of pupils in Year 6 had met the expected standard in swimming? An intervention would take place for those not meeting the expected standard. There was a separate budget for PE. It was likely that some sporting extras would need to be cut back. Swimming was part of the curriculum; this was the first time that the school had asked for a financial contribution from parents. The school did more swimming than at some other schools and spent extra on expertise coaching. The current cohort and the fact these pupils had missed some lessons due to Covid-19, was the reason behind only 47% reaching the expected standard. Informal Visits – Parents Evening: Those Governors that had attended were thanked; it had been beneficial to raise the profile of the Governing Board. Website: There were couple of policies that needed updating. The HT would update as required. A date for the devising the diversity plan would be sought and, a date for the safeguarding audit to be carried out. SEND and Pupil Premium monitoring would be carried out on December 11th.	ACTION ACTION
6	Governance compliance	a) Governors to sign the Code of Conduct on Governor-Hub:	

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		All Governors had confirmed agreement to abide by the terms set out in the Code of Conduct. b) Governors to sign to say have read and understood KCSIE 2025-26: All Governors had confirmed having read KCSIE 2025. c) Review Governor training needs and any induction plans arising from the Skills Audit: This would be added to the Term 3 agenda. d) Safeguarding Training: Those that had not yet completed for this academic year were asked to do so as soon as possible. e) Prevent Training: As above. Governors were asked to refresh every two years. The HT had recently completed asbestos training and was part way through Legionnaire's training.	ACTION ACTION ACTION
7	Strategic Leadership	a) SIP: This had been shared. b) SEF: The draft document had been shared and would be looked at again at the Term 3 FGB. c) Receive a written Headteacher Report: The report had taken on a slightly different format and had been shared with Governors before the meeting. This was the first report of the new academic year. A Governor asked about those with SEN needs and whether, given the change in funding allocation, whether this had impacted? The needs of pupils were still being met. A Governor asked with regards to Rubric's? this was ultimately a teacher tool but was also used for individual pupils. Scores were collated on spreadsheet and data could be analysed to look at patterns of cohorts or subjects. The SIA (School Improvement Advisor) visit had taken place the previous day. The note of visit was not available yet, but it had been noted what a fantastic tool rubric's were and would advise other school's to use! A Governor would have queried data; however, the Staff Governor had stated that this was due to the specific cohort. The HT had included three years' worth of data which gave a more accurate picture. OFSTED would look at three-year trends.	

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		The HT would look deeper at benchmarking data against other schools. d) Approve the Pupil Premium Strategy: The costed version came in at approximately £20 more than the school received. <i>All Governors Approved</i>	ACTION DECISION
8	Finance	a) Receive 6 Month Budget Monitoring Report: The report had been shared with Governors before the meeting. There was some uncertainty around school visits and coding's. The HT would investigate. <i>All Governors Approved</i> b) HT Performance Pay Award: This was noted. c) STPCD: This was noted. d) Benchmarking: The HT had undertaken DofE (Department of Education) benchmarking training. Benchmarking could be found on KELSI. Discrepancies could occur due to slightly skewed budget codes. Every school had differing circumstances, making a direct comparison tricky. e) Capital Projects: The school had purchased new iPads, spending circa £7,000. Some funds remained in the pot. f) Review Three Year Budget with Census Results: Due to a change in HNF eligibility, it would be useful to re-cast the budget. Additionally, the budget had been set by the previous SBM (School Business Manager) and so it would be prudent to re-cast due to differing ways of coding. Finance meetings may require greater input from the HT. The budget would be re-cast and brought back to FGB.	ACTION DECISION ACTION

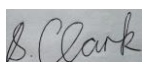
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		g) SEND Finance Update: The community had not spent any of its £66,000 funds to date. This would change soon. A Governor asked whether funds were required to be spent by the end of the financial or academic year? Monies should be spent by the end of the academic year. A meeting was due to take place on 10th December where further information would be gleaned. There had been three requests for funds from schools within the community. One of which had been rejected and with two currently on hold but would likely be approved. The following year would see the community receive between £300,000-400,000, with fund for EHCP's allocated from a separate pot. Only one pupil would be eligible for HNF (Higher Needs Funding): the school felt that this would be honoured due to their low need, compared to some other schools within the community. The Deputy HT was Vice Chair of the community and had created a spreadsheet of the differing needs of schools. Resources and training could be shared. There was no consistency across communities. An agreement to hold some funds for a rainy day, in the case of a school really requiring help, had been made. OFSTED was moving away from 1:2:1 TAs (Teaching Assistant). Previously, HNF (Higher Needs Funding) eligibility required a need for 1:2:1 support. Further updates would be given at the Term 3 FGB. 100% of funds had been confirmed as the amount the community would receive to share out. A Governor asked whether it thought likely that more people would apply for an EHCP (Educational Health Care Plan)? 50% of applications were being rejected, with the level of need more so determining eligibility, rather than the frequency in which interventions were required. Two recent applications had been upheld. This did not necessarily mean funding would be allocated in the same way. Bob Eddon left the meeting 6.04pm, with the HT exiting the meeting briefly to let him out.	
9	Safeguarding	a) Single Central Record Check: The Chair of Governors had checked the SCRC (Single Central Record Check) and confirmed it was up to date. There were a couple of actions raised. The HT would remove ex staff members. DBS checks would also be carried out for key members of the Sellindge School Association. A date would be set for the December audit. The SIA had also carried out a check on the SCRC, with the office admin responsible for keeping it up to date.	ACTION ACTION

10	Policy Review and Approval	a) Policies due in Term 2: <i>Pay Policy:</i> Approved <i>Appraisal Policy:</i> Approved <i>Charging and Remissions:</i> Approved <i>Behaviour:</i> Approved	DECISION DECISION DECISION DECISION
11	Whole School and Staff Wellbeing	a) Update on whole school wellbeing: Everybody was working hard, with Christmas always a particularly busy time of year! Pupils loved it, making the hard work worthwhile. Christmas events had been advertised on the Swan.	
12	Upcoming Events	a) Go through any upcoming events that Governors can attend and ask for volunteers to attend: Carols by Candlelight – 16th December Xmas Fayre KS1 (Key-Stage) Nativity – 8th December Yr R Nativity – 9th December Pantomime - 10th December XMAS Jumper Day Elf Task Day b) Thanks to Governors who attended Parents Evening:	

B. Clark

		Thanks for attending as it was good to raise the profile of the Governing Board.	
13	Governor Newsletter	a) Brief synopsis of any monitoring that has taken place to be sent to DC for the newsletter: The Chair of Governors asked for a very brief synopsis of any complete monitoring, with impact shown.	ACTION
14	Sellindge Developments	a) Update on the developments happening in the village: Two key Governors who could report on the happenings within the village, were not present. Another Governor confirmed that the local development had received planning permission.	
15	Governor development	a) To receive key items from the monthly TEP bulletin: A few articles from the bulletin were discussed.	
16	Chair's Actions/ correspondence	a) Chair advises on any actions and any correspondence received: There had been no correspondence received. The Chair of Governors would receive the SIA (School Improvement Advisor) report and was asked to attend the next visit from them.	
17	Any other urgent business	a) To Receive Any Other Business: A Governor WhatsApp Group would be set up. The group would be beneficial to quickly notify Governors of matters. Governors were asked to forward their mobile telephone numbers to the Clerk.	ACTION
18	Confidentiality	Determine and agree which items are confidential: Please refer to the Confidential Minutes.	
19	Date of next meetings	2025-26 FGB Meeting Dates: To be held in school: 21 st January 2026 at 5pm 18 th March 2026 at 4pm ***** - please note earlier start time 6 th May 2026 at 5pm 15 th July 2026 at 5pm The meeting finished at 6.26 pm	

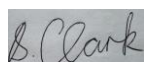


Action Points from Meeting Held on 1st October 2025

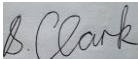
Agenda Item	Action	Responsible	Outcome
18 previous	Consultation open on school funding – Board to check paperwork in place for HT appraisals		Actioned
2a	Governors to update annual business interests on G-Hub	All	Actioned – list forwarded to HT for website
3a	Forward E-signature to Clerk for signing approved minutes	DC	Actioned
5b	Remove Ollie Bruce as delegated PP Governor	DC	Actioned
6b	Read KCSIE 2025 and confirm having done so on G-Hub	All	Actioned
6c	Complete a skills audit and return to the Clerk	All	Those outstanding were asked to complete
6c	Determine Governor training needs from skills audit results	DC	Please see above
6d/e	Undertake required safeguarding training (Safeguarding lead to undertaking specific module also)	All	Those outstanding were asked to complete
6e	Consider undertaking Complaints training if not already done	All	The COFG had completed, as had some other Governors.
6f	Ensure Governor details on website are current and that GIAS is up to date	HT	Actioned
7b	Add approval of costed SIP to Term 2 agenda	Clerk/HT	Actioned – On Agenda
7e	Add SEF to Term 2 agenda	Clerk/HT	Actioned – On Agenda
11a	Forward link relating to mental health support	DC	Actioned
11d	Share slides from Cyber Security training	DC	Actioned – on shared drive
13a	Provide bio and photo for school website	All	Actioned

Action Points from Meeting Held on 26th November 2025

Agenda Item	Action	Responsible	Outcome
4b	Skills Audit	Those outstanding	
4c	Diversity Data	Those outstanding	



5a	Update policies, as required	HT	
5a	Arrange dates for diversity plan and SG monitoring	HT/DC	
6a	Establish GB training needs from skills audit data	DC	
6a	Carry out safeguarding and prevent training as required	Those outstanding	
8a	Assess coding on school trips	HT	
8f	Re-cast budget	SBM/HT	
9a	Remove ex-staff from SCRC	HT	
9a	Carry out DBS checks for key members of SSA	HT	
13a	Provide a brief synopsis of any monitoring	All	
17a	Provide Clerk with mobile tel no, to create a GB WhatsApp Group	All	

Signature: 
(Diane Clark, Chair of Governors)

21st January 2026