

Sellindge Primary School
Full Governing Board Meeting
held in the school
21st January 2026 at 5pm



MINUTES

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

In Attendance: Nicki Cox (Governance Professional/Clerk)

Item	Purpose	Action
1 Welcome Apologies Quorum	a) To welcome those in attendance at the FGB meeting: Ollie Bruce was not present currently. The meeting started at 5.02 pm. The Chair of Governors welcomed all to the meeting. Bob Edden would need to leave just after 6pm. Ollie Bruce was absent at this point. He entered at 5.04 pm The Deputy HT was usually in attendance but was busy marking pupil's work. b) To consider apologies for absence: Apologies have been received by Daniel Bennett who had a meeting at his other school. Governors accepted the apologies. 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 was no business interests declared.	
3	Minutes of the previous FGB meeting	a) FGB minutes of 26th November 2025 to be approved by the Governing Board and signed by the Chair: All Governors approved. The Clerk would sign the minutes electronically, on behalf of the Chair of Governors. b) To receive an update on agreed actions from the previous meeting: Please refer to the table beneath the minutes. 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.	DECISION
4	Board Constitution and Membership	a) Update on Governor Vacancies – (1 Co-Opted Governor Post & 1 Parent Governor Post, Marek Dryzmalski Resignation): Marek Dryzmalski had resigned from his role as Governor. The HT confirmed that a letter had been shared with parents regarding the vacancy for a Parent Governor. The Chair and Vice Chair had approached parents on the playground in a bid to drum up interest. Ollie Bruce offered to put an advert out on the Sellindge Facebook page. The Chair of Governors will draft a brief advert. A parent who would be an asset to the Governing Board may put herself forward for the role. A potential coopted Governor had been sourced, who would be an asset to the Governing Board. b) Skills Audit/Financial Skills Audit – Update/Collated Results: The Chair of Governors had analysed results, which were extremely positive overall; the Governing Board had many strengths, with lots of experience. Some areas that Governors wished to be more knowledgeable in were finance and SEN. Training could be completed via TEP (The Education People), or it may be possible to carry out in house. The Chair of Governors had undertaken TEP finance training, finding it to be informative and worthwhile. The HT agreed that she found TEP training to be good. Governors were thanked for completing the audits. The Staff Governor checked and confirmed that the next finance training was on 12th March, c) Diversity Data:	ACTION

B. Clark

		There was just one Governor whose data had not been collated. The Chair of Governors would forward the information to the Clerk. Once the results had been updated, they would be forwarded to the HT, to be published on the school website.	ACTION
5	Monitoring	a) Report on any Monitoring to have taken place: The following reports had been shared before the meeting. SEND: Generally, attendance data was good; SEN and Pupil Premium eligible pupils' attendance was lower than others, the Deputy HT had been able to talk about what the school were doing in a bid to improve data. Pupil Premium: This was noted. Safeguarding: Those Governors that had not yet completed their annual safeguarding training, were asked to do so as soon as possible. <i>Verbal reports on informal visits were given as follows:</i> The Carol Concert had been attended by a couple of Governors who had thoroughly enjoyed and had left feeling extremely festive! The Christmas dinner noted how well organised the Christmas dinner had been. Governors had enjoyed talking with staff and pupils. The nativity was stunning, with the pupils making everyone proud of their efforts. The Celebration assembly had been fantastic, with many parents in attendance. The Christmas fayre had been successful. There were Governor questions.	ACTION
6	Governance compliance	a) Review Governor training needs and any induction plans arising from the Skills Audit: This had been previously discussed, with the audit having highlighted the requirement for some finance training and SEN. Every Governor is a SEND Governor, bookable via TEP, was a good module to undertake. The Deputy HT would be asked to deliver a presentation, when available.	ACTION
7	Strategic Leadership	a) School Improvement Plan: This had been shared; there were no updates. b) SEF: This had been updated to show Quality of Education in blue, data reports had been shared. A few minor amendments may be required.	

B. Clark

		All Governors Approved	
11	Whole School and Staff Wellbeing	a) Update on whole school wellbeing: The Staff Governor gave updates, as follows: The run up to Christmas was always a busy period for staff. The Staff Governor emailed all staff before each FGB, asking for feedback, whether it be positive or negative. A TA (Teaching Assistant) had felt that communication could be clearer and requested more TA meetings, wishing for clarity on her role. The Staff Governor had cascaded this to the HT. A Governor felt that any increased workload should be a temporary measure only. It was difficult to find a suitable time for the meetings, with TA's also covering mid-day supervisor roles and breakfast club and after school club. A Governor suggested establishing more details at the forthcoming monitoring day.	ACTION
12	Upcoming Events	a) Go through any upcoming events that Governors can attend and ask for volunteers to attend: Break the Rules Day – 13th February Book Week – 2nd March Governor Monitoring Day – 18th March	
13	Governor Newsletter	a) Brief synopsis of any monitoring that has taken place to be sent to DC for the newsletter: Governors were reminded to forward a brief synopsis to the Chair of Governors.	
14	Sellindge Developments	a) Update on the developments happening in the village: There was nothing to report on. The HT was in receipt of the first set of numbers for the reception intake in September. It was likely that the class would be full, with a waiting list. A Governor asked whether all were from the immediate area? This was not yet known.	
15	Governor Development	a) To receive key items from the monthly TEP bulletin: The bulletin had spoken of the importance of GIAS (Getting Information About Schools) up to date – this was confirmed as being so. Available training was advertised within the bulletin, including a webinar training module about OFSTED.	
16	Chair's Actions/ correspondence	a) Chair advises on any actions and any correspondence received: Nothing received apart from Jo forwarded email from Parent who was interested in Governor. DC had emailed her back.	
17	Any other urgent business	a) To Receive Any Other Business: A Governor induction process may be implemented to aid new Governors at the start of their term of office.	ACTION

B. Clark

		b) Governor Monitoring Day information: Further information would follow.	
18	Confidentiality	a) 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: 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 6.03pm	

Action Points from Meeting Held on 26th November 2025

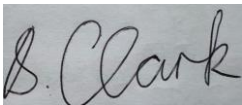
Agenda Item	Action	Responsible	Outcome
4b	Skills Audit	Those outstanding	
4c	Diversity Data	Those outstanding	Completed – aside from Dan Bennett; The CofG would check to see if she was in receipt of the audit.
5a	Update policies, as required	HT	Completed
5a	Arrange dates for diversity plan and SG monitoring	HT/DC	Completed - Diversity plan as part of Monitoring Day. Safeguarding monitoring had been completed.
6a	Establish GB training needs from skills audit data	DC	Item 4 on agenda
6a	Carry out safeguarding and prevent training as required	Those outstanding	Need to confirm who has completed – The Clerk had sent an updated list of those that had completed. MS would undertake the following week.
8a	Assess coding on school trips	HT	Have an income code under E19. Finance monitoring after meeting. Actioned E19 now h code within – special code for trips 5K (H32)
8f	Re-cast budget	SBM/HT	This was not mandatory, the SBM did not feel it necessary to complete
9a	Remove ex-staff from SCRC	HT	Completed – DC did check it today again.

B. Clark

9a	Carry out DBS checks for key members of SSA	HT	To be addressed at the AGM 12/01/26 – spoke about, two people on committee need to do it – DC to progress
13a	Provide a brief synopsis of any monitoring	All	Completed – newsletter gone out to parents
17a	Provide Clerk with mobile tel no, to create a GB WhatsApp Group	All	Completed

Action Points from Meeting Held on 21st January 2026

Agenda Item	Action	Responsible	Outcome
4c	Diversity Data – DC to confirm whether in receipt of DB's audit	DC	Actioned – DC had forwarded DB's audit to the Clerk who had collated and forwarded results to the HT, to be published on the website
6a	DHT to deliver presentation on SEND to Governors	HT	
8	Add finance items to Term 4 agenda	Clerk	
8f	Circulate QR code to Governors	HT	
9a	Carry out DBS checks for key members of SSA – two committee members required to complete	DC	
17a	Look at implementing a Governor Induction process	DC	

Signature: 
(Diane Clark, Chair of Governors)

Date: 18th March 2026

