



Sellindge Primary School
Full Governing Board Meeting
held in the school
18th March 2026 at 4pm
(Preceded by the Governor Monitoring Day in school)

MINUTES

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

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

Item		Purpose	ACTION
1	Welcome Apologies Quorum	a) To welcome those in attendance at the FGB meeting: The Chair of Governors welcomed all in attendance to the Term 4 FGB and thanked them for attending the monitoring day, also. b) Introduction: James Hornsey, the newly appointed Parent Governor & Bev Jordan-Luke (proposed Co-Opted Governor) were introduced. c) To consider apologies for absence: There have been no apologies received. All Governors were in attendance. d) To confirm the meeting is quorate: The meeting was confirmed as being quorate.	
2	Finance	a) 9 Month Budget Monitoring Feedback: The SBM (School Business Manager) gave an overview as follows:	

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		Monitoring feedback had been delayed due to illness. The overall picture was that the school was faring okay; some expenditures had exceeded the budgeted amount, there had been some under-spends. Staffing had seen an over-spend, as had building & maintenance. A Governor asked how the school would compensate? Overall, the SBM was happy with the schools' financial position, due to the areas of underspend, balancing overall figures. December's monitoring had seen a £5,000 underspend; this had been offset against ongoing agency fees. Predicted Roll-Over - £124,000. b) Budget Monitoring Highlights: Water costs were high; electricity was lower than anticipated. The SBM would consider new rates for April. c) SFVS (Schools Financial Value Services) – to be submitted to LA (Local Authority) before March 31st: The document had been completed today and shared with Governors. All Governors Approved The document would be signed by the Chair of Governors, prior to its submission to the LA. d) Update from Compliance Visit: The written report should be received by Friday. Verbal feedback had been positive; there were a couple of immediate actions and a few recommendations. A 6-month re-visit would take place. The schools Asset Register had been praised as being a fantastic example. The 2026-2027 budgets had been published on Kelsi; the school was starting to look at it. Closedown of the current financial year would take place on 1st April and be brought to the Term 5 FGB for full Governing Board approval. There were no Governor questions; the SBM exited the meeting at 4.08 pm.	DECISION
3	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; nor throughout the course of the meeting.	
4	Minutes of the previous FGB meeting	a) FGB minutes of 21st January 2026 to be approved by the Governing Board and signed by the Chair: Minutes had been shared before the meeting. All Governors approved.	DECISION

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		b) To receive an update on agreed actions from the previous meeting: Please see the table below the minutes. c) Matters not pertinent to this meeting will be carried forward to the next agenda: All matters were dealt with throughout the course of the meeting.	
5	Board Constitution and Membership	a) Update on Governor Vacancies: The Chair of Governors had received a positive response from the post on made on the village Facebook forum. A Governor Induction process had been implemented; the newly appointed Parent Governor found this to be useful. Newly appointed Governors would also be given a mentor from the Governing Board. Four biographies from those who had showed an interest in the role had been shared with Governors; all of whom it was thought would bring valuable skills to the Governing Board. The Chair of Governors will invite them to the next meeting. If there were no vacancies for each of them, it may be prudent to appoint them as Associate Members; this would allow them to bring their skill set to the Board; they would not have voting rights, however. The Chair of Governors had been mindful of broadening the diversity of the Governing Board when recruiting. b) Appointment of Bev Jordan-Luke as Co-Opted Governor: The proposed Governor was asked to leave the meeting at 4.22pm. Governors were asked to vote whether they approved of the appointment: Governors voted unanimously in favour of appointing Bev Joran-Luke as Co-Opted Governor, with a term of office start date of today and running consecutively for four years and expiring on 17th March 2030. All Governors Approved. Once a school email account has been issued, the Clerk will share new Governor information and documents. Bev Jordan-Luke re-entered the meeting at 4.24pm c) Report on any Governor Training: The newly appointed Parent Governor has undertaken Governor Induction training, finding it to be informative. Another Governor had undertaken some finance training and also sustainability leadership. BE did finance and sustainably leadership.	ACTION DECISION ACTION
6	Monitoring	a) Verbal Updates from Governor Monitoring Day: Staff wellbeing: Monitoring had been positive; the group were asked three questions from the education technology strategy. The group consisted of lower years staff. Some lovely comments had been received; with the little actions school takes, very much appreciated. Those questioned spoke fondly of how hard the HT and DHT worked; staff were extremely loyal to them.	

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		Staff sometimes felt pressure to respond to emails immediately, outside of their working hours. The HT advised staff against accessing emails set to their phone, for this reason. A line could be added in the automated reply to include detail of working hours, in a bid to lower expectation of immediate responses. It was noted that there was plenty of good-will by teachers, carrying out tasks outside of their remit – this was reciprocated. Grammar Lesson: As a rule, a grammar task took place in every English lesson. The monitoring Governor had questioned pupils to establish whether they had a full understanding of the work they were completing. Some pupils work had been marked as not having been to the best of the pupil's ability; pupils were able to identify why. Year 3 had partaken in guided reading, with the answering of questions afterwards. Vocabulary was distinct to the task they were completing. Year 4 were recalling text on a moral dilemma and giving for and against reasons. They were using spelling books and were working more independently. Vocabulary throughout the years was elaborate. There were no pupils left adrift. Diversity: This had been an OFSTED action and had been included within the SIP; the school should seek to formalise the whole idea of diversity. The Year 4 teacher had been spoken with; the conversation was extremely positive. Diversity was embedded and could be seen on the walls and in text. Diversity at its best, had been witnessed, with a Year 1 pupil with additional needs, fully integrated. The books in the library were diverse and covered many different religions and cultures. RE books were also on display. Maths: It had been noted that pupils seemed to enjoy their lessons; there was obvious progress in learning across the school. There was a good use of modelling in books across all classes. Modelling and visuals to support teaching of lessons. Manipulatives used in Year R were fabulous. The Governor had witnessed cross year group skills being used. Recall and retention were evidenced, as were the areas in which the school was working upon. A Governor noted that interactions between staff and students were positive, peer on peer relationships were also impressive. The school hall was exceptionally quiet during lunch. Pupils had been willing to liaise with Governors. Overall, behaviour and attitudes were exceptional. Student voice had been positive. There was no further feedback from Governors. <i>Jenny Hollinsgbee left the meeting at 4.42pm.</i> b) Written reports to be submitted by 27th March:	
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7	Strategic Leadership	a) School Improvement Plan Updates: There have been some questions received: 1.1a Curriculum: <i>What is our revised timeline for completing the rubric trials across all subjects, and how are we ensuring that the subjects where progress has stalled don't fall further behind?</i> No subject would fall further behind; the old system was still implemented; the new system was more digitalised. There were lots of different statements, spreadsheets were uploaded. Progress had been slower than planned, with there having been subject leader absences. <i>How have staff found using the metacognition training? Did this come through the Communities budget?</i> 1.3 SEND <i>3. What are we doing to track whether the metacognitive strategies are being applied consistently in classrooms? What does emerging impact look like in practice?</i> This had been offered by KCC (Kent County Council), teachers had been trained. Lesson observations occurred to assess practices. The Staff Governor felt that training had been good, there were areas in which staff could implement, using an internal voice. The Chair of Governors stated that she had seen this put into practice. Staff should consider their delivery. This was a long-term initiative, the impact to data would not be seen yet. As class dynamics and cohorts change, adaptive teaching was key. <i>Have the filtering issues been sorted out so that the assessment websites can be accessed?</i> The filtering issues had not been entirely resolved. <i>A Governor asked whether the school would receive a refund?</i> The HT was still trying to determine whether a refund would be issued. The plan was to keep bringing I pads in. Apple were robust at filtering; it was thought that Primary Tech were part of the issue. <i>Can the Ed Tech strand be carried over to next year due to the situation that has come up in school? Will that affect the budget?</i> Ed Tech always affects the budget, with the budget often dictating. 1.4 EdTech <i>What is the current plan for re-establishing this group and identifying a lead? Given the overlap with staff wellbeing and workload reduction (4.3) how confident are we that either will meaningfully progress before the end of the academic year?</i>	

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		It had not been possible to move forward with the strategy, as planned. Staff capacity and workload was a consideration. 2.1 Attendance <i>How has attendance improved since implementing the new strategies? Are there any quantitative data points to show progression either vs last year or national averages?</i> <i>I can see that there is an efficient system in place for monitoring attendance, how does this impact on increasing the attendance of the key pupils?</i> Current attendance was 94.3% (National Average 94.7%). The HT had spoken with the safeguarding team about individual cases, including significant cases, to establish how things had improved since letters had been sent to parents. Whole school attendance was 0.2% down on the same time as last year. A data crunch on G coding (unauthorised, family holidays) had been carried out; September-March this academic year was 0.8% and the same time frame last year was 0.5%. There was no written HT report for this meeting, focus was given to the SIP. A brief overview was given as follows: Health & Safety/Premises – a learning walk had taken place. Pupil progress – there had been no data trawl Admissions – numbers for September had been shared. It was currently not possible to determine how many lived in the village. A student teacher was due to attend next term; this may make savings for the school. Free School Meals – school would receive £2.61 per meal. The cost for them was £2.75 per meal.	
8	Safeguarding	a) Receive any Updates: There was nothing to report. The safeguarding report was due out. b) Single Central Record Check: The SCRC was confirmed as being up to date.	
9	Policy Review and Approval	a) Policies due in Term 4: The following policies had been circulated before the meeting. GDPR: All Governors Approved SEND:	DECISION

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	All Governors Approved <i>Data Protection and Privacy Notices:</i> All Governors Approved <i>EYFS:</i> The policy should be amended to say that home visits would occur at the start of the year and should also say that safeguarding would be recorded and reported to a DSL (Designated Safeguarding Lead). All Governors approved, with amendments made <i>Anti-fraud:</i> All Governors Approved <i>Health Needs:</i> All Governors Approved <i>Intimate Care:</i> The policy should make clear that the school would try to make contact with a parent. All Governors Approved, with amendments made. <i>Finance:</i> An action from the recent compliance inspection was to ensure that the figure on the policy was in line with the ToR (Terms of Reference). Governors agreed that the amount within the policy was appropriate and that the ToR should be updated to reflect this: For orders more than £10,000, but less than £50,000, three written quotations are obtained and submitted to the Full Governing Body for approval. Finance Governors names would also be added to the ToR. The renew date on the policy required amending. All Governors approved, with amendments made.	DECISION DECISION DECISION DECISION DECISION DECISION ACTION DECISION
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10	Whole School and Staff Wellbeing	a) Update on Whole School Wellbeing: This had been discussed. Overall, well-being was positive. The Staff Governor noted that the HT was extremely approachable.	
11	Upcoming Events	a) Go through any upcoming events that Governors can attend and ask for volunteers to attend: Parents Evening W/C 23/03/26 Red Nose Day 20/03/26 Celebration Assembly 02/04/26 Easter egg Hunt KS2 SATs volunteers Governors advised which events they could attend.	
12	Governor Newsletter	a) Brief synopsis of any monitoring that has taken place to be sent to DC for the newsletter: Governors were asked to forward these to the Chair of Governors.	
13	Sellindge Development	a) Update on the developments happening in the village: There were no updates to report.	
14	Governor Development	a) To receive key items from the monthly TEP bulletin: Governors were asked to read the bulletin, when received.	
15	Chair's Actions/ correspondence	a) Chair advises on any actions and any correspondence received: There had been no correspondence received, other than the responses to the Governor recruitment advert.	
16	Any other urgent business	a) To Receive Any Other Business: There was nothing further that Governors wished to discuss.	
17	Confidentiality	a) Determine and agree which items are confidential: Please refer to the Confidential Minutes.	
18	Date of next meetings	2025-26 FGB Meeting Dates: <i>To be held in school:</i> 6 th May 2026 at 5pm – Jenny Hollingsbee gave apologies for this meeting. 15 th July 2026 at 5pm The meeting ended at 5.34pm.	

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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	The DHT would present to Governors in July and again in September.
8	Add finance items to Term 4 agenda	Clerk	Actioned
8f	Circulate QR code to Governors	HT	Actioned
9a	Carry out DBS checks for key members of SSA – two committee members required to complete	DC	The members have been asked, and we are waiting on them to complete the paperwork
17a	Look at implementing a Governor Induction process	DC	Actioned

Action Points from Meeting Held on 18th March 2026

Agenda Item	Action	Responsible	Outcome
4c prev	Diversity Data	JH/BJL	
6a prev	DHT to deliver presentation on SEND to Governors	HT	
5a	Invite Governor candidates to Term 5 FGB	DC	
5b	Share new Governor Docs with newly appointed Co-Opted Governor	Clerk	
9a	Amend policies as required	HT	
9a	Amend ToR and add to Term 5 FGB	HT/Clerk	

Signature: 
(Diane Clark, Chair of Governors)

Date: 6th May 2026

