

Sellindge Primary School
Full Governing Board Meeting
held in the school
6th May 2026 at 5pm



MINUTES

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

In Attendance: Nicki Cox (Governance Professional/Clerk), Matt Griffin (Deputy Headteacher), Daniella O'Brien, Leanne Brown, Alex Cotter

Item	Purpose	Action
1	Welcome Apologies Quorum a) To welcome those in attendance at the FGB meeting: The meeting started at 5pm. Those in attendance were welcomed to the meeting by the Chair of Governors. The three potential Associate members attended to get a feel for Governance and meetings. Ollie Bruce entered at 5.01pm Dan Bennett was not present; apologies had not been received. Introductions were made for the benefit of the potential Associate Members (Daniella O'Brien, Leanne Brown, Alex Cotter). The Office Manager and Jo Clarke from SFS (Schools Financial Services) were present as they were set to deliver a budget presentation to Governors. Maureen Stanley, who was resigning from her role at the end of the academic year, notified Governors that this would be the last meeting that she would attend, due to being on holiday when the Term 6 FGB was set to take place. b) To consider apologies for absence:	

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		Apologies have been received from Jenny Hollingsbee, who was unable to attend the meeting due to having an annual council meeting to attend. All Governors Accepted. c) To confirm the meeting is quorate: The meeting was confirmed as being quorate.	DECISION
2	Finance	a) Budget Monitoring/Feedback: This was noted; there was nothing to report. b) End of Financial Year Closedown: The Office Manager gave an overview as follows: The accounts for 2025-2026 had been submitted to the LA (Local Authority); the outturn report had not yet been received. BCM (Balance Control Mechanism) – £145, 745 Rollover Brought Forward - £117,600 Considering 2026/2027 - an in-year surplus of £58,451 Combined - £176,051 The HT explained that the BCM was the maximum allowable surplus cash limit for year end. It was possible to roll over a maximum of 12% of the budget from IO1, 3, 5 and 6. Any funds over this amount could be earmarked for planned projects or the LA (Local Authority) would claw money back. Capital budget could be spent over three years. Revenue budget must be spent within a year. It was possible to move revenue budget to capital. Rollover figures went into a general pot. A Governor asked whether the impressive roll-over could allow for an extra member of support staff? This could be possible, but it was advisable to be cautious. The school was not permitted to have an end of year deficit. The HT cited a reason for ending the financial year so well was that she and the DHT had covered many classes, mitigating the need to fund cover. There had been no major projects carried out, it had been important to err on the side of caution. Projects would be planned for this financial year. All Governors Approved c) Approve Three Year Budget:	DECISION

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		The following year would see a continuation of the transition, with a 50% outlay of HNF (Higher Needs Funding) from the 2025/2026 academic year. Government updates for the 2027/2028 academic year had not yet been received. It was assumed that there would be move away from transitional funding to a brand-new concept, where schools bid for their needs without the protective element. The schools HNF allocation had reduced, this had been taken into consideration. A Governor asked whether there was less need or whether some pupils did not now qualify for eligibility? Need remained consistent; pupils coming into Year R and 1 had less diagnosed need. Schools were required to consider new applications. The amount of funds in the community pot should be known the following week.	
3	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 at this point or throughout the course of the meeting.	
4	Minutes of the previous FGB meeting	a) FGB minutes of 18th March 2026 to be approved by the Governing Board and signed by the Chair: The minutes had been shared with Governors, who approved them as a true reflection of the meeting. 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 meeting will be carried forward to the next agenda: All matters were dealt with throughout the course of the meeting.	DECISION
5	Board Constitution and Membership	a) Update on Governor Vacancies: Maureen Stanley was stepping away from her Governor role at the end of the academic year; however, this was set to be her last meeting as she was away on holiday for the Term 6 meeting. Governors thanked her for her dedication to school over the years. Her presence on the Governing Board would be missed. b) Governor Training – Anyone who has attended training that is worth sharing: A Governor had undertaken monitoring training, finding it to be extremely informative. The newly appointed Parent Governor has undertaken Governor Induction training which contained plenty of useful content. c) Terms of Reference: The document had been updated to correlate with the Finance Policy. All Governors Approved. Every Governor was linked to a subject and an area of Governance. This would be updated in September. d) Mentors for new Governor Volunteers: It would be beneficial for new Governors to be appointed a mentor, with the following decided:	DECISION

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		Charlotte Parker would mentor Bev Jordan-Luke and Daniella O'Brien. Ollie Bruce would mentor Alex Cotter.	
6	Monitoring	a) Monitoring Reports: A verbal report on Health & Safety was given as follows: Premises checks were statutory duties, under Health & Safety; a safety inspection had been carried out, alongside the Office Manager and Caretaker. Firstly, it was established if there were any outstanding actions, followed by a walk around. An action arising from the previous check was that the carpets in Otters Class were worn and creating a trip hazard; funds had been earmarked in the budget; this would be carried out in the new year and taped down in the interim. Works in the girl's loos had been carried out. The windows in Otters Class had been cracked for years, with new panes having cracked as soon as installed. It was probable that there was an issue with the framework. The fracture had been sealed. There were leaks in the kitchen ceiling; this would be fixed with silicone. The playing field PE storage unit and shed were both in need of replacing. The purchase of a container had been included within the budget. The net on the climbing frame was starting to deteriorate. Belvedere – there was sinking tarmac and large gaps, this could pose a hazard for pupils, and therefore required fixing, along with damage to the fascia wall bricks. There was water ingress in Badgers, Owls and Moles Classes. When constructed, the school had been informed that the building would last fifty years. The issues had been reported to KCC (Kent County Council). A Governor who had been employed by the school stated that paperwork, including guarantees, should be filed somewhere. The Governor volunteered to spend time trying to locate the information. The builders had been contracted by KCC, as opposed to the school. The floor had rotted and you can put through. This made access for a disabled pupil in Badgers Class, tricky. A metal plate would be added as a temporary fix. A Governor would assess. Funds had been allocated within the budget. LAC (Looked After Children) – there were no LAC currently. A policy was in place, however.	ACTION ACTION
7	Strategic Leadership	a) School Improvement Plan updates: Updates were given as follows: 2.1 – Attendance – was improving across all areas; there were 13 pupils with 85%-90% attendance last term, this had since reduced to 4. 3.1 – PE Premium – Wellbeing and Health and Fitness – the school were partaking in 'Couch to 5K'. A week in June would be dedicated to health and fitness; pupils would be off timetable and would have coaches to assist in activities would include a skipping workshop, taekwondo, healthy snacks and the school would run a healthy lunch competition and link in home challenges so swap tv with exercise. Pupils would be encouraged to walk to school.	

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		'Couch to 5K' had used sports premium funding; pupils would practice on the school field for eight weeks and would receive certificates in a celebration assembly. 6.1 – staff had undertaken further safeguarding training, including modules on child criminal exploitation and country lines. There were no questions from Governors. b) Data: <i>Governors had raised the following questions in advance of the meeting:</i> <i>Why has the writing data dropped from term 2 to 4 in KS1 and lower KS2? There seem to be more not meeting expected levels or working at greater depth than in term 2:</i> The HT did not feel that this was true for Year 1. Other year groups were notably different – Years 5 and 6 had improved. Writing had been assessed, SPAG starters had been introduced, and the HT had carried out an English learning walk, feeling that teachers were not entirely sure about moving from model text into writing, into composition and invention and imaginative. Some teachers were perhaps a little lost. It was important to strip back and provide further training. It was noted that teachers were working extremely hard. Mapping would be addressed, cohesion and the journey for each year group. The HT was to oversee. There had not been an English Lead for a few months, which had impacted. Pupil progress meetings had occurred, with teachers aware of groups etc. <i>What is being done differently in writing at upper KS2 to overcome this?</i> <i>Also, is there an estimate for the percentage or number who will meet the expected levels in phonics in year 1?</i> The Year 5 and 6 teacher was working extremely hard; this was likely not sustainable. Some Year 5 pupils, with strong data, had left the school. <i>1. Data- Writing seems to be an issue in year 1, year 2 and year 4 with children below. Year 4 showing 62% children below. What initiatives are being considered to address this?</i> <i>Would year 2 data (reading and writing) be variable as spring data first with new teacher?</i> Data was more accurate in Term 4; it was a better representation, and possibly a bit firmer. <i>Year 1 data shows less at expected in writing and maths. Do you think the staff absence in this year group has had detrimental effect?</i> The HT felt that Year 1 were progressing well, with writing being a particular strong point. c) Governor Plan: This had been shared and was the strategy plan for Governors.	
8	Safeguarding	a) Receive any Updates: Training updates had been discussed.	

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		b) Single Central Record Check: The Office Manager had carried out the check, alongside the Safeguarding Governor. With regards to DBS check renewals, it was advisable to carry out, although not mandatory. The recommendation was re-new every three years; this was a costly exercise, however. After a brief discussion, Governors agreed that checks should be renewed every ten years.	DECISION
9	Policy Review and Approval	Policies due in Term 5: The following policies had been shared with Governors before the meeting. a) Administration of Medicine Policy: <i>All Governors Approved</i> b) Asthma Policy: The Policy now has an appendix. <i>All Governors Approved</i> c) First Aid Policy: A Governor had raised the following question before the meeting: 1. <i>First Aid policy - should section 5 mention LifeVac and signpost to appendix where LifeVac is detailed? What a generous gift - read about it in The Swan.</i> The HT had updated the policy as per the above suggestion. First Aiders were due to have a meeting on Friday, meaning they would be able to refresh their knowledge. <i>All Governors Approved</i> d) Supporting Pupils with Medical Conditions: <i>All Governors Approved</i> e) Gifts and Hospitality: <i>All Governors Approved</i> f) Admissions Policy:	DECISION DECISION DECISION DECISION DECISION

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		All Governors Approved g) Health and Safety: A Governor had raised the following point before the meeting: 1. H&S policy - A3 needs HT signature as well as Chair The signature was present; there may have been a formatting issue. All Governors Approved h) Staff Discipline / Conduct: All Governors Approved i) Looked After Children: All Governors Approved The allocation of policies to groups of Governors would be considered. Governors appreciated highlighted changes to policies were included.	DECISION DECISION DECISION DECISION
10	Whole School and Staff Wellbeing	a) Update on Whole School Wellbeing: The Staff Governor had no updates, staff and pupils were happy, pupils could access the school field at break times which enhanced their time. b) Verbal Feedback on Well-Being Survey: There were 11 responses; there were 26 staff on books. 45% of responses were from teachers, with the rest having been returned by support staff. The survey asked what the most enjoyable aspect of your job was, with most stating that working with children was their most favored aspect. Staff were asked what aspect was more challenging – parents came up, for the first time, also, balancing workload and work life balance. The survey asked if they were equipped to manage their workload – data was read out and it came down to workload. Staff were asked what aspect of their role caused stress – workload, split roles, positive about colleagues. A question asking what could be done to ease challenges, was posed – not really, training, continuity in role	

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		73%, 27% maybe – said someone to speak with Data showed that 4.36 out of 5 stars of staff felt adequately supported. Staff felt that further support could be sought at staff meetings, where it could be beneficial to vent. 81% did not want to be given the opportunity to speak to someone about how they felt. Those that did wish to speak with an external party could be signposted to HR, who offered counseling and other services. The school bought a package. This would be entirely anonymous. Quelle, an organisation could offer assistance for 12 months, a Governor would forward the relevant information. A Governor asked how the school would feed results back to staff? All mid-year appraisals had taken place; the HT had carried out, due to the DHT being extremely busy. Some of the surveys were returned anonymously and were individualised, making it tricky to feedback. The Staff Governor suggested a 'you said, we did' approach. A Governor asked whether the number of staff who had returned the survey was similar to previous years? It was presumed that most staff were happy and did not feel it necessary to complete the survey, as they did not have issues they wanted resolved. The survey was completed annually.	ACTION
11	Upcoming Events	a) Go through any upcoming events that Governors can attend and ask for volunteers to attend: The next week would see the SATS take place; several Governors were set to attend to help invigilate. The SIA (School Improvement Advisor) had been due to visit on 19th May but had cancelled; this was to be re-arranged. A Governor presence may be required. Governors were reminded that the Governor Conference was set to take place on June 25th. Summer Fayre – 27th June Detail on the forthcoming Year R parent meeting would be shared. Stay & Play - 7th July – Governor presence was needed from 9.30am	ACTION
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 a synopsis for the newsletter.	
13	Sellindge Developments	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: Key items were highlighted by the Chair of Governors, including the use of school email accounts. Governors were consistently compliant in doing so. Mentors were asked to share bulletins with Associate Members.	ACTION
15	Chair's Actions/ correspondence	a) Chair advises on any actions and any correspondence received:	

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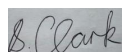
		There had been none received.	
16	Any other urgent business	a) To Receive Any Other Business: The Chair of Governors would start setting dates for Governor reviews, to take place in Term 6.	ACTION
17	Confidentiality	a) Determine and agree which items are confidential: Please refer to the Confidential Minutes.	
18	Date of next meetings	2025-26 FGB Meeting Dates: To be held in school: 15 th July 2026 at 5pm The Meeting finished 6.36pm	

Action Points from Meeting Held on 18th March 2026

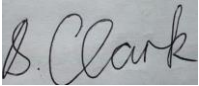
Agenda Item	Action	Responsible	Outcome
4c prev	Diversity Data	JH/BJL	Actioned – the Clerk had updated and forwarded to the HT
6a prev	DHT to deliver presentation on SEND to Governors	HT	Term 6 – DEFER
5a	Invite Governor candidates to Term 5 FGB	DC	Actioned
5b	Share new Governor Docs with newly appointed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

Action Points from Meeting Held on 6th May 2026

Agenda Item	Action	Responsible	Outcome
6a prev	DHT to deliver presentation on SEND to Governors	HT	
2b	Confirm whether the school was covered	OFF MAN	
6a	Locate building works guarantees	BJL	
6a	Check metal plate in Badgers Class	BE	



10b	Forward information on Quelle to HT	OB	
11a	Confirm detail on Year R parent meeting	HT	
14a	Mentors to share bulletins	CP/OB	
16a	Arrange Governor Reviews for Term 6	DC	

Signature: 
(Diane Clark, Chair of Governors)

Date: 15th July 2026

