

Sellindge Primary School
Full Governing Board Meeting
to be held in the school
15th July 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, Jennifer Hollingsbee, 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: <i>The meeting started at 5pm; Governors were welcomed to the last meeting of the academic year by the Chair of Governors.</i> b) To consider apologies for absence: <i>Maureen Stanley had sent apologies for the meeting, although her term of office had already officially expired.</i> <i>Ollie Bruce was not present currently.</i> c) To confirm the meeting is quorate: <i>The meeting was confirmed as being quorate.</i>	
2	Declaration of Business Interests	a) To declare any business interests related to agenda items, including any that arise during the meeting: <i>There was no business interests declared throughout the course of the meeting.</i>	
3	Minutes of the previous FGB meeting	a) FGB minutes of 6th May 2026 to be approved by the Governing Board and signed by the Chair: <i>Minutes had been shared with Governors, who approved them as a true reflection of the meeting.</i>	

		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 meeting.	
4	Board Constitution and Membership	a) Update on Governor Resignations/Vacancies: The following Governors had resigned; Maureen Stanley – A Co-Opted Governor whose term of office had very recently expired; she had no wish to carry out another term. Terry Alcock – A Co-Opted Governor whose term of office was not set to imminently expire. He would step away from his Governor role at the end of the academic year. Maureen Stanley was not in attendance. The Chair of Governors presented Terry Alcock with a gift, to say thank you for his time and efforts as Governor. He had thoroughly enjoyed his tenure and wished the Governing Body well. This would create two Co-Opted Governor vacancies – two Associate Members would be appointed as Co-Opted Governors at the Term 1 meeting. b) Governor Training: The Staff Governor had undertaken training on Sports/Pupil Premium. All training certificates should be forwarded to the Clerk. Governors would be required to undertake Safeguarding and Prevent training, if due, in the new academic year. The Chair of Governors would share the links with Governors. The Chair of Governors highlighted TEPs (The Education People) OFSTED training, finding it to be worthwhile and recommending that Governors undertake, due to the school soon to be in an OFSTED window. c) Chairs 360 Evaluations/Governor Reviews: The Clerk had forwarded responses received to the Chair of Governors, whilst retaining Governor anonymity. Those that had not yet completed were asked to do so. Most Governor reviews had been carried out; training requirements and strengths for delegated roles would be sought from these. d) Named Governor for Medical Needs and Allergy Policies - Statutory from September 2026: Leanne Brown would be named Governor as she was a pharmacy technician. All Governors approved.	ACTION ACTION DECISION

		There was no funding allocated for additional epi-pens. A Governor said there was a rental system. A Governor asked whether caterers were internal or external staff and whether they were up to date with legislation? The caterers were external; the HT would ensure that they were up to date with new legislation.	ACTION
5	Monitoring	a) Written Monitoring Reports: These were shared with Governors before the meeting; SIA (School Improvement Advisor) Visit: The SIA would continue in the new academic year. Safeguarding: The safeguarding audit had been shared with Governors. A Governor asked whether there had been any self-referrals in relation to the low-level concerns flagged? There had not been, although there had been self-referrals previously. OFSTED may view the relatively high number as a positive, demonstrating that people felt able to speak openly. The threshold for incidents that require reporting had reduced. A Governor asked for clarification as to whether the zero bullying incidents referred to investigated incidents? The HT confirmed that this was not required to be reported as when investigated, incidents were not found to be bullying. Therefore, there was no need to report to the LA (Local Authority). A Governor asked whether a tally of accusations was also kept? Accusations were tallied, the Governor suggested including data within the report. SATs Visit: This was noted.	
6	Finance	a) Update on SEN Funding (see SEND presentation): Outturn reports were handed to Governors. The accounting system had changed. The report would be checked, the SBM did not foresee there being any issues. Sports funding allocation was changing; there would likely be a significant reduction in funding received. Ollie Bruce entered the meeting at 5.21pm. Inclusion Mainstream Fund was £9,800 each year for three years and had a separate cost centre. Community of Schools – funds had been secured – the SENCO Lead had put in a bid for £5,600 which had been successful and was for the purchase of ten iPads and headphones, cases etc for KS2 most disadvantaged pupils.	

		The Staff Governor gave an overview on sports premium funding changes; Sports Funding allocation was changing; there some uncertainty currently as to how funds would be determined. This would have a huge impact on the school; they would likely be unable to offer such a wide range of extra-curricular activities. It was necessary to consider which were most important to keep. The Governor had shared a document which detailed how funds had been spent this year. The school had recently been awarded a gold School Games mark! Circa £3,000 had been paid to the Sports Trust this year for extracurricular activities. A Governor asked how much funding had been received for the previous year? £17,660 had been received by the school; this would reduce significantly. Swimming was part of the national curriculum. The school managed to provide lessons for all pupils aside from those in Year R. The HT detailed a company that installed pop up pools; they were under marquees and included changing rooms. A Governor felt that Ashford School should be pro-active in hiring out their fleet of minibuses and swimming coaches. Tennis cost the school £22.50 per hour; they would strive to retain lessons. Dance Outreach would continue. Swimming lessons had cost the school £5,000 for the coaches, alone. Previously, only Years 3 and 4 had swam, with parents required to pay. This year had been the first time that parents were asked to contribute £2 per session. b) Sports Premium/Pupil Premium: The Sports Premium strategy had been signed and would be uploaded to the school website before July 31st. The SBM was thanked, she left the meeting at 5.37pm.	
7	Strategic Leadership	a) SEND Presentation: The DHT gave his presentation; key points were as follows: The school was entering an OFSTED inspection window. As of 11th July, there were 30 pupils on the SEN register; this equated to 15.4% of pupils. A wider report equated to 41% of pupils. The school's aim was to ensure pupils on the register made good progress. There were 11 pupils with a diagnosis, that were not listed on the SEN register. 25 pupils received SEN support. 5 pupils were in receipt of EHCPs (Educational Health Care Plan). Some pupils have duplicated needs – ASD and selective mutism, an example.	

	The primary need was Autism; this was a continuously growing need. The second most prevalent need was speech & language and communication. ADHD – a growing and evolving need was those with a moderate learning difficulty – these encompassed pupils that did not have a diagnosis. The lowest need was SEMH (Social Emotional Mental Health) and dyslexia. At secondary schools, the most prevalent need was dyslexia; this was because diagnosis was often not picked up upon in Primary School. A Governor asked whether the school still screened all pupils? Every Year 3 pupil was screened; results were shared with parents. The phonics programme was dyslexic friendly. A Governor asked whether there was any change to policy? Services would now be sent to assess groups of pupils only. The trend was increasing; some pupils received pre-diagnosis before Year R. Interventions were then provided over two years. Attainment & Progress – all pupils came in at different stages, whether on the SEN register, or not. SATS results for writing had been obtained, the remaining results would not be received until the following day. The data was shown on the screen. Year 1-6 pupils had met, expected or above – Maths – 9 out of 22 Writing – 5 Reading – 8 The HT has developed writing curriculum for this year. The DHT said it was important to pay attention to where pupils started and progress made. Pupil progress – pupils should make 4 steps of progress per year. SEN pupils at the school were making a year or more worth of academic progress per annum. The aim was for them to make accelerated progress to ensure they ended on par with their peers, at the end of primary school. Writing could often be trickier for the pupils. Maths 13/22 – 59% had made a year's progress, or plus in maths. One of the KS2 (Key-Stage) interventions involved testing knowledge on coding; this was delivered by an outstanding TA (Teaching Assistant). Pupils on the SEN register were making over two years' worth of reading progress in one year, which was amazing! Diagnoses were separated into categories to address independently, should a pupil have more than one.	
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A Governor asked whether interventions were tailored specifically for diagnosis? Interventions were tailored to individual's needs; staff undertook plenty of training. This was detailed within pupils' personal plans.

Inclusion Mainstream Fund – the school had purchased a platform for tracking and monitoring SEN pupils, with all measurable impact stored in one place, whilst reducing staff admin workload. Cost allocations were measured. The platform had cost £1,020 for this academic year.

A key feature was open communication with parents, who could also provide written feedback. A Governor asked whether this was for pupils on the SEN register only? All pupils were on the system; pupil premium was also detailed, individual EHCPs also. Data could be exported to give to other schools.

Governors were extremely grateful to the DHT who was thanked for his time.

b) School Improvement Plan – Headlines:

This was noted; the new plan would be approved in the Term 1 meeting.

c) SEF:

This would be brought to the Term 1 meeting.

d) To Receive a Written HT Report:

The report had been shared with Governors before the meeting, with Governors having raised the following questions, in advance of the meeting also:

What reasons are there that the Year 2 phonics data was below national average?

I think it was probably due to change of teacher and TA part way through the year who did phonics intervention, but it was too little, too late.

Do you envisage the staff absence being this high next year? What has been put in place to support this?

I hope not and think it unlikely to be as this year was exceptional with 4 long term sick. 3 teachers and 1 member of support staff. 2 of the teachers have subsequently resigned and 1 teacher is back at work. The member of support staff is back at work on a reduced hours and due to go back to full hours in September.

Do you feel there has been an impact on the school with the sustainability measure put in place?

I have been unable to do any significant or reliable monitoring but feel that this will be carried on in the future with a more shared responsibility. Those members of staff who have carried out their plan e.g. Walk on Wednesday, Compost Bin, have been successful but it is hard to evaluate the impact on sustainability.

What do you feel has impacted on pupil attendance which means we didn't reach our ABIE target?

Primarily 2 (ex) pupils with severe absenteeism, and another Y6 pupil whose attendance is below 70% have affected the overall result and there is still a high proportion of holiday.

Please could you explain a bit more about the tech issues faced which have forced the postponement of the Ed Tech strategy?

(From Matt Griffin) We experienced significant technical issues with our filtering software that prevented pupils from accessing certain programmes, most notably Accelerated Reader. This issue persisted from November through to February while Primary Tech and Renaissance (the Accelerated Reader provider) worked extensively to identify the root cause.

During this period, the functionality of our iPads was significantly restricted, limiting our ability to fully implement aspects of the Ed Tech strategy that relied on these applications. After several months of investigation, the issue was traced to a coding conflict within the filtering system. Resolving the problem required a complete on-site rebuild of the iPad management system.

The solution was implemented at the beginning of Term 4 (March), at which point full access to Accelerated Reader and other affected applications was restored. Since the rebuild was completed, we have experienced no further issues, and the devices have been operating as intended. Consequently, elements of the Ed Tech strategy that had been delayed due to these technical barriers have now been able to move forward.

The govt has been very keen to promote its free breakfast club offering. Is this an opt in govt offering or will it be mandatory.?

It is currently in Phase 1 of the national rollout, and we did not apply for this. We felt that it was better for us financially to see how this works across a larger number of school as both financially and logistically we feel that it will not benefit our school. From March 2027 the Government intends to eventually make this a mandatory duty. We have it in the back of our minds but no further action currently. Hythe Bay are going to run theirs from September 2026 so I will be interested to see how that goes.

Demand for wraparound care is high - what are approx numbers attending each day? Is there any financials available showing costs vs income?

We don't have exact figures (and it would take us a bit of time to find that-so we can start doing that from September). On a quick number crunch we have taken an average week (roughly 66 sessions of ASC, 106 of BC and 55 of EB) the profit would be £385. However, there is also additional income from Holiday Clubs (£580 this year) but also quite a lot of expenditure for cover in the instances of staff absence (illness, courses, compassionate leave) over this year.

Are you referring to the data sheet with the DfE statutory assessment data? There are no statutory assessments for Y3 (or Y5) so no data to report. In autumn, I will share with governors our internal summative data for all year groups.

A Governor asked with regards to the long-term staff absences indicated in data, wishing to know the reasons cited? The HT could not go into detail, other than to confirm that all three were due to medical issues. All three had referrals made to Occupational Health.

		There were no further questions. SATS Data: Pearson had obtained the contract and had not managed to get results out on time, meaning the results were delayed until tomorrow. There was no national data for Year 6 SATS currently. Governor Plan: The review had been shared; Governors were asked to update with any further points. e) Update on what is happening about Sports Premium next year: This had been previously discussed.	
8	Safeguarding	a) Annual Report to Governors: This had been shared with Governors. All Governors approved. b) Single Central Record Check: This was confirmed as having been checked and was up to date. Some checks would be renewed, as had been previously discussed, with those due having been identified. The Chair of Governors would ensure that these had been done.	ACTION
9	Policy Review and Approval	Policies due in Term 6: Policies had been shared with Governors; changes had been highlighted. • Absence and Ill health: All Governors approved. • Capability: All Governors approved. • Grievance: All Governors approved. • Special Leave: All Governors approved. • Whistleblowing: All Governors approved.	

10	Whole School and Staff Wellbeing	a) Update on Whole School Wellbeing: <i>Feedback from the staff questionnaire has been shared.</i> <i>Term 6 was always especially busy.</i> <i>The Chair of Governors relayed the Governing Board's appreciation to all staff for their tireless efforts.</i> <i>The Staff Governor thanked the Governing Board for the amazing fruit basket, which was extremely well received.</i>	
11	Upcoming Events	a) Go through any upcoming events that Governors can attend and ask for volunteers to attend: <i>A celebration assembly was to be held on Friday 17th July, from 9.00am (will be on Zoom).</i> <i>Leavers Graduation was taking place from 2.30pm.</i>	
12	Governor Newsletter	a) Brief synopsis of any monitoring that has taken place to be sent to DC for the newsletter: <i>The last newsletter of the academic year had been written.</i> b) Ideas for any items to be included in the Newsletter: <i>Governors had provided ideas, for which the Chair of Governors was grateful.</i> <i>Those pupils that had undertaken SATS tests were congratulated on their amazing efforts!</i>	
13	Sellindge Developments	a) Update on the Developments Happening in the Village: <i>A Governor detailed a planned build of 300 houses on the Otterpool development, on the East side of Stone Street. Building works would start in around two years' time and was a Home's England development. There would be no addition of schools or shops.</i>	
14	Governor Development	a) To Receive Key items from the Monthly TEP Bulletin: <i>Governors were asked to look at the SEN reform plan hyper-link and a link on FSM (Free School Meals). Lifetime eligibility was set to end.</i> <i>New legal duties relating to RE/RSHE were detailed.</i>	
15	Chair's Actions/ correspondence	a) Chair advises on any actions and any correspondence received: <i>There had been no correspondence received, other than resignations from Maureen Stanley and Terence Alcock.</i>	

		<i>The school had also been confirmed as being classified a green school.</i>	
16	Any other urgent business	a) To Receive Any Other Business: <i>The caretaker was retiring and his leaving celebration had taken place the previous day, which he had thoroughly enjoyed. Governors wished him well!</i>	
17	Confidentiality	a) Determine and agree which items are confidential: <i>There was nothing discussed of a confidential nature.</i>	
18	Date of next meetings	2026-2027 FGB Meeting Dates: <i>To be held in school at 5pm</i> <i>30th September 2026</i> <i>25th November 2026</i> <i>20th January 2027</i> <i>10th March 2027 (Preceded by Governor Monitoring Day, FGB start time 4pm)</i> <i>5th May 2027</i> <i>14th July 2027</i> <i>The meeting closed at 6.30pm.</i>	

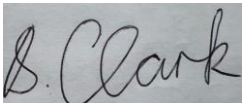
Action Points from Meeting Held on 6th May 2026

Agenda Item	Action	Responsible	Outcome
6a prev	DHT to deliver presentation on SEND to Governors	HT	On Agenda
2b	Confirm whether the school was covered	OFF MAN	Completed as KCC carried out the work – SBM to update Repairs to flooring – Building associates, did another survey and did work and no charge to school and remedial works done – we had budgeted 2K for it in this budget
6a	Locate building works guarantees	BJL	TRIED BUT COULD NOT LOCATE BUT KCC DID IT – we had routine inspection and whole survey was done and then it snowballed and got sorted. Rainwater was getting into gulleys, so more holes underground made Tarmac was sorted and fascia too!
6a	Check metal plate in Badgers Class	BE	COMPLETED
10b	Forward information on Quelle to HT	OB	Actioned
11a	Confirm detail on Year R parent meeting	HT	Completed – CofG had attended and was amazed ow many parents she knew due to siblings

14a	Mentors to share bulletins	CP/OB	Actioned
16a	Arrange Governor Reviews for Term 6	DC	Partially completed – those that had carried out were thanked. There were just two reviews outstanding

Action Points from Meeting Held on 15th July 2026

Agenda Item	Action	Responsible	Outcome
4b	Add appointment of Co-Opted Governors to Term 1 agenda	Clerk	
4c	Circulate links for safeguarding & prevent training	DC	
4d	Ensure staff were up to date with anaphylactic shock training	HT	
8b	Ensure DBS checks carried out for those identified as needing them renewed	DC	

Signature: 
(Diane Clark, Chair of Governors)

Date: 30th September 2026