



MINUTES

Full Governing Body Meeting

Held at the school on

Tuesday 24th January 2023

Present: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors) Chloe Burden, Paul Culver, Faye Hudson, Elizabeth Porter, Gail Spragg, Teresa Sweetland, Richard Westcott, Charlie O'Neil, Rory Costain

In Attendance: Michelle Grieve (SENCO Lead)

Governance Professional (Clerk): Nicki Cox

The meeting commenced at 5.02pm

Item	Purpose	Action
Procedural		
1	Welcome Apologies Quorum	<ul style="list-style-type: none"> a) The Chair welcomed those present, extending a particularly warm welcome to the new Staff Governor, Chloe Burden, also the SENCO Lead who was set to give a presentation to the Governors. All Governors were asked to introduce themselves. b) There had been no apologies received, all Governors were in attendance. c) The meeting was quorate.
2	Declaration of Business Interests	<ul style="list-style-type: none"> a) There were no business interests declared against any of the agenda items. b) The Chair reminded all Governors to declare any business interests which became relevant during the meeting: There were no matters arising.
3	Minutes of the previous FGB Meeting held on 4 th October 2022 and	<ul style="list-style-type: none"> a) The minutes from the FGB held on 4th October 2022 had still not yet been received from the previous Clerk.

Minutes, FGB Meeting 24th January 2023

Chairs Initials

Ceri Norey

	previous FGB Meeting held on 29 th November 2022	<p>Minutes from the previous FGB held on 29th November had been circulated prior to the meeting: All Governors confirmed the minutes were a true reflection of the meeting.</p> <p>b) Action Points from the previous meeting were discussed as follows:</p> <p>Please refer to the table set out below the minutes.</p> <p>c) There were no matters arising.</p>	DECISION
School Improvement			
4	SENCO Presentation	<p>a) The SENCO Lead was asked to deliver a presentation, key points were detailed as follows:</p> <p>There had been no questions raised by Governors prior to the meeting, the report was shown on the screen: School and national data were detailed, the report included the four main areas of SEND. The report was colour coded with resources listed also. Achieved key areas had been included. Hard copies of the report were handed to Governors. It was essential for all to understand the contents and the implications to the school. The report was updated three times annually, SEND progress tended to be more gradual, therefore a termly report would likely see little change.</p> <p>The SENCO Lead and Deputy HT had embarked on a Pupil Premium project which had identified some issues:</p> <p>SEND parental engagement was an area of concern. It was thought that perhaps those parents of SEND pupils had also experienced difficulties at school, this could impact on their ability to engage now. Another reason could be that SEND parents had often daily communication with the school and perhaps therefore were unaware of the benefits of discussing academic progress additionally. The SENCO Lead had forged great relationships with those parents, perhaps not all staff members had done so. A coffee morning could be held, in a bid to entice parents into school. There was some concern that attendees may create a WhatsApp group, often problematic with negative opinions about the school communicated, with one person's views being shared with many.</p>	

		<p>One set of parents were due to visit the school on Thursday. They did not cope well with the environment within the hall and therefore the appointment would be held elsewhere.</p> <p>A Governor asked how many families were not engaging with the school? There were currently 68 SEND and Pupil Premium families, although within this data, were those that had merely missed one opportunity to engage. This had been the first data drop; it was hoped the next drop would see an improvement. Year 4 had the greatest number of non-engaging parents.</p> <p>A Governor asked whether home visit appointments for those not wishing to visit the premises, could be held? This would be looked in to, teachers would make contact with those parents who had not yet made appointments, two days beforehand. It could simply be that relevant information had been missed.</p> <p>A Governor asked how many pupils this applied to within the 68 families? The HT would confirm, it was thought to be in the region of 100+ pupils.</p> <p>There were currently 30 SEND pupils, with 47 Pupil Premium pupils. Some were classified as 'disadvantaged', examples given were those EAL (English as an Additional Language) pupils, also those with a parent in prison and/or any other instance where a pupil had a disadvantage.</p> <p>A survey had been carried out prior to the recent Parents Evening, with results showing a preference for virtual appointments. This had been implemented, based on the results, however given the low numbers that engaged, it was deemed preferable to revert to face-to-face appointments with the next to take place over two evenings and with just one hour set aside on the second day, for those wishing to attend virtually.</p> <p>A Governor asked when Parents Evening was? This would take place on the 9th of February. Those parents who had not booked an appointment would be followed up by the school. It was evident that some parents had simply missed information.</p> <p>As previously mentioned, there were currently 30 SEND pupils on the register. The national average was 12.6%, with the school not too far away from these figures. The SENCO Lead did not wish to remove pupils from the register.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
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		<p>All teachers within the school were fantastic at taking on responsibility for SEND and all were receptive to new ideas. A Governor asked whether those 30 pupils would likely be on the register throughout the duration of their primary school days? There was some fluidity, pupils could be added or removed. In most cases the SENCO Lead did not add pupils to the register prior to Year 2, enabling a proper assessment of the child whilst giving them ample time to flourish. Unusually, there was one pupil in Reception for whom it had been evident from the outset that there would be a requirement for them to be added, with an EHCP (Educational Health Care Plan) written in July 2022. This had not yet been submitted however, HNF (Higher Needs Funding) was waiting. The pupil was currently on a PTT (Part Time Timetable). There were 10 pupils across the school that would benefit from HNF. Once an application was approved and funds received, the onus was on the school to evidence that funds were being utilised in the correct manner, this could occasionally be problematic, if for example, the allocated one-to-one member of staff would be required to assist elsewhere due to staff shortages etc. There were currently 4 pupils in receipt of HNF. Pupil Progress Meetings were useful in establishing movement within the register. There had been a Covid-19 rippling effect, issues were steadying this year. There had been an increase in parental concerns and requests to carry out referrals. The SENCO lead would always listen to concerns raised. Each referral would take two hours, with an EHCP application taking four hours.</p> <p>There was concern around the new SEND framework with little faith in the proposed workings of it.</p> <p>Although the school was achieving great things where SENCO was concerned, KCC were known to be sinking. Every Ofsted inspection would include questions on SEND.</p> <p>A Governor asked how much TA (Teaching Assistants) were paid? TA's on KR3 were earning £15.00 per hour pro rata. it was believed those working at Aldi would likely earn more!</p> <p>There were some pupils currently in Year 5 and 6, where there was uncertainty about which secondary provision they would go to. Many Special Needs provisions had closed; with an</p>	
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		<p>emphasis placed on ensuring inclusivity for all, this was the reasoning behind so.</p> <p>Often, mainstream schools would claim an inability to cater for the needs of SEND pupils. The new framework had come about due to negative press, the Government had wished to be seen to be taking positive steps to improve the situation.</p> <p>A Governor asked whether the HT had visited other schools to glean information as to how they were coping with the new framework?</p> <p>The HT had not yet visited other school settings this academic year.</p> <p>The HT detailed 'LIFT'– Local Inclusion Forum Teams – these would occur each term. Paperwork was required to be completed two weeks prior to a meeting.</p> <p>The Chair asked if there was anything specific the Governors could do to assist the school?</p> <p>The SENCO Lead requested Governors visit the school and assist in taking the time to read and engage with pupils.</p> <p>The SENCO Lead was now employed for three days a week, having increased from two. Covid-19 Catch-Up Funding had been utilised, maintaining costs within budget.</p> <p>A Governor asked what the average lead time was for an ECHP (Educational Health Care Plan) referral? Referral through to approval should take no longer than 26 weeks. Each school within Kent were required to contribute funding toward the HNF pot. KCC would often approve lesser funding for an EHCP than that required, the school would always seek to deliver the required amount of additional help for each pupil, having to find the monies from within their budget.</p> <p>The school was currently slightly above the national average at 14%. Refugees were classified as 'disadvantaged'.</p> <p>The Chair felt that given the schools core offer of their SEND provision, this enabled them to deliver some fantastic results! Pupils would hopefully also be equipped with the skills required to thrive at Secondary School. Perhaps parents were unaware of the schools' efforts and results. 'Routes to Success' involved asking pupils what the school could do</p>	
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		<p>to assist them better, along with asking pupils to clarify who assisted them. Some responses had been a little disheartening, pupils did not always appear to be fully aware of the help they were receiving. A Governor felt it prudent to cascade to parents to notify them of all the successes.</p> <p>A Governor asked whether Quality First Teaching has impacted on staff? Teaching staff were run ragged, similarly to in all other schools. Cornerstones allowed for evidencing; overall improvement would also demonstrate this.</p> <p>Other school settings often saw the segregation of SEND pupils, with them sat away from others whilst being given alternative work to that of the rest of the class.</p> <p>The next slide was shown on the screen – Quality First – this was detailed. There were four areas, with thirty-four pupils from Year’s 3-5 screened since September for Dyslexia, Dyspraxia and Hyper-Mobility. All pupils were required to take accountability for themselves to a certain degree in to order to flourish as adults. Many parents sought advice from the SENCO lead as to whether to pay the £400.00 to have their assessed for Dyslexia.</p> <p>Various apparatus was shown to Governors, an example being mats that could be used when pupils sit and rock. Another example shown was a desk picture board which was currently benefitting a pupil and improving behaviour.</p> <p>A Governor asked whether the new framework had been a learning-curve for staff? Staff had been extremely receptive, although one member of staff no longer worked at the school. A pupil would now be supported by an agency worker, along with benefitting from whole class support.</p> <p>Colourful Semantics had recently been rolled out; a short video was shown for the benefit of all Governors. The aim was to equip pupils with the ability to write independent sentences, whilst boosting self-esteem and confidence. A Year 6’s book was shown, highlighting the improvement in their work within a two-week window. Reading had improved vastly also.</p> <p>An external Play Therapist visited the school regularly.</p>	ACITON
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		<p>In summary, there were considered a number of issues across the school, staff were managing these well, however.</p> <p>The Chair of Governors thanked the SENCO Lead for delivering such an informative presentation which had given a fantastic insight in to the fantastic work being done by the school.</p> <p>The presentation finished at 5.26pm, with the SENCO Lead leaving the meeting shortly after.</p>	
Governance			
5	Instrument of Government	<p>a) The Governor vacancies were discussed as follows:</p> <p>For the benefit of the new Governor, the Chair explained the workings of the Instrument. Historically, the Board had not altered Governor numbers.</p> <p>There were currently three Co-Opted Governor vacancies – an advert would be placed with Inspire Governance once all Skills Audits had been received and any gaps in the skill set of the board established.</p> <p>There was a need to source a Governor who had a finance background.</p> <p>There was also a Parent Governor vacancy.</p> <p>There was the requirement to delegate Governor roles, with the following already allocated:</p> <p>Safeguarding – Ceri Norey SEND – Gail Spragg EYFS – Teresa Sweetland Finance – Ceri Norey (although a replacement was required) Health & Safety – Paul Culver Pupil Premium – Gail Spragg ICT & Online Safety – Ceri Norey Sports Premium – Charlie O’Neil</p> <p>There were three further roles, recommended by the LA (Local Authority):</p> <p>Chloe Burden would take on Training & Development.</p>	ACTION

		<p>Richard Westcott was happy to take on website responsibilities.</p> <p>Inclusion & Equality – All Governors were asked to consider taking responsibility for this area.</p> <p>The HT would ensure that delegated roles were detailed on the school website.</p> <p>RW knew of a potential Parent Governor who was an accountant.</p> <p>b) All Governors confirmed the appointment of Chloe Burden as Staff Governor.</p> <p>c) All Governors confirmed Governor-Hub was up to date.</p>	<p>ACTION</p> <p>ACTION</p> <p>DECISION</p>
6	Review of the Governing Board	<p>a) The Clerk had requested those outstanding Governors complete Skills Audits and Chairs 360 Evaluations. It was agreed that Governors may well rather complete a hard copy of both. The Clerk would forward the templates to the HT who would print and circulate to all outstanding.</p>	ACTION
7	Governor Monitoring	<p>a) There had been no monitoring reports received prior to the meeting.</p> <p>The Chair detailed three recent events which Governors possibly attended and requested they write up a brief monitoring report should they have had attended:</p> <p>Anger Awareness Assembly Carol Service Nativity</p> <p>RC would compose a short notification to be included in the end of term newsletter, highlighting the excellent efforts and results of the school.</p> <p>All monitoring visits, whether formal or informal, should be written into a report.</p> <p>CO'N confirmed that the HT at his place of work had granted permission for time to be given to carry out Governor duties.</p> <p>The HT thought beneficial for CO'N to visit the school on either a Tuesday or Thursday to visit the Sports Coaches. The Chair would forward the dates of the Curriculum Working Groups meetings also.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>

		<p>The Curriculum Working Group had embarked on a recent Learning Walk with the report uploaded on to the shared drive.</p> <p>Phonics monitoring had also been undertaken, along with Geography also.</p> <p>CO'N would undertake PE monitoring. GS would seek to carry out Science monitoring and RC would complete a report for the recently attended Young Voices.</p> <p>The Chair detailed dates of interest for the term:</p> <p>7th February – Safer Internet Week 8th February at 9.15am – SIA (School Improvement Advisor) to visit the school to discuss Ofsted 10th February – An afternoon of 'Investigate a Country', volunteers would be required 22nd February (tbc) – a poet would be visiting the school. Governors to attend if possible. 2nd March – World Book Day. This date would be changed should Teacher Strikes impact on the school. 13th March – Science Week</p>	ACTION
8	Governor Safeguarding	a) Those outstanding had been requested to update KCSIE on Governor-Hub to say they had read and understood.	
School Improvement			
9	Safeguarding	<p>a) This was updated as follows:</p> <p>Governors were reminded to complete their annual Safeguarding training by 1st March 2023.</p> <p>A Governor who had already undertaken training deemed the training module to be beneficial.</p> <p>The Clerk interrupted the meeting to bring the time to the attention of the Governors: it was 6.47pm with the meeting set to finish at 7pm. This was unlikely given the agenda items remaining to be addressed.</p> <p>The Chair and HT agreed that should the meeting overrun that the Clerk could claim accordingly.</p>	<p>ACTION</p> <p>DECISION</p>

10	SDP (School Development Plan) SEF (School Evaluation Form)	<p>a) This had been circulated prior to the meeting and was shown on the screen:</p> <p>Colour coding had been included and updated. This was carried out each term. For the benefit of the new Governor, the Chair explained the purpose of the SDP.</p> <p>An excel spreadsheet was shown showing areas to be monitored and tracking progress. This was updated regularly. There were highlighted gaps within Enrichment and Lunch Time Activities.</p>	
11	Finance	<p>The minutes from the Finance Working Group meeting, held on 17th January, had been uploaded to the shared drive.</p> <p>a) Budget Monitoring – Energy costs had increased by 400% with another increase due in April. There had been a delay in replacing the windows, the newly installed ones would likely significantly reduce energy costs. A company had been appointed, this would likely be carried out at Easter, when the weather would be more clement. It was likely the school were not eligible for any reimbursement, however SFS (Schools Financial Services) had implied it possible there may be a small contribution.</p> <p>Roll-Over was: £131,212.44.</p> <p>Canopies in Early Years and Year 1 would be replaced. There was a need to be Health & Safety compliant, given the delay in replacing the windows.</p> <p>There were several planned Capital Projects. If it was not possible to roll-over any remaining funds, the school would seek to spend monies elsewhere. A Governor asked when the canopies were set to be replaced? Early Years would have theirs replaced around February Half Term; it was not yet known with regards to the Year One canopy.</p> <p>a) Payroll Provider Quotes</p> <p>This matter was on-going.</p> <p>b) Benchmarking</p> <p>This was noted.</p> <p>c) Asset Register</p>	

		This was noted.	
12	Policies	<p>The following Policies had been circulated at the previous meeting held on 29th November 2022, the Chair had made some slight amendments to these policies:</p> <p>a) On-Line Safety Policy</p> <p>All Governors approved.</p> <p>b) Acceptable Use Policy</p> <p>All Governors approved.</p> <p>c) Mobile Technology & social media Policy</p> <p>All Governor approved.</p> <p>d) Charging & Letting Policy</p> <p>This would be added to the next agenda.</p> <p>e) Charging & Remissions Policy</p> <p>This had been circulated prior to the meeting.</p> <p>All Governors approved.</p> <p>A Governor asked whether there was a Bad Weather Policy implemented? There was a policy, however this was stored within the SLT (Senior Leadership Team) folder and was not required to be uploaded to the school website. A Governor asked whether staff mostly had further to travel than pupils and whether this impacted in bad weather? Staff often had further to travel, they would always try their upmost to make the journey to school, however.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p>
13	Headteacher Report	<p>a) The HT Report had been circulated prior to the meeting, with questions raised by the Governors prior to the meeting also –</p> <p>Following on from the recent safeguarding training, is it possible to have a breakdown of the areas of concern for the green forms?</p> <p>Majority of our green forms are low level neglect-not having the right clothes, not eaten or looking dirty/scruffy.</p> <p>Sometimes it can be parenting support is needed also.</p> <p>Following on from the recent safeguarding training, is it possible to have a breakdown of the areas of concern for the green forms?</p>	

		<p>Majority of our green forms are low level neglect- not having the right clothes, not eaten or looking dirty/scruffy.</p> <p>Sometimes it can be parenting support is needed also.</p> <p>Missing SATs Paper- What was the outcome for them- will it have impacted their further education opportunities? The outcome is they have no mark- so only teacher assessment. No impact on future as Secondary Schools complete their own testing in Year 7.</p> <p>Moderation with other schools -Can you provide benchmarking from those completed? Do you mean will there be evidence from agreed outcomes? If yes then yes we will have forms that will be completed and signed on the night.</p> <p>Lunchtime with Sports Coaches- Could we mention this for a monitoring visit in line with SAP? Yes we can plan a visit if a Governor is available.</p> <p>Internet Safety Day- Can we have an update re activities in the diary- thinking of a monitoring visit- PM The assembly will be in class at 10:15, but every class will be doing something on Internet Safety in the afternoon.</p> <p>Monitoring visit on 10th Feb afternoon? Yes more than welcome.</p> <p>SENCo presentation- Will there be a report that precedes this? I have asked Michelle to come along like Anji and discuss what SEND looks like in Lenham Primary. So Michelle will discuss the report she normally produces to check you all understand.</p> <p>Enquires and Waiting List- Is that just this term? Enquiries and waiting list are since September.</p> <p>Who at Lenham is going to be involved in the moderation/sharing good practice with Headcorn, Hollingbourne and Harrietsham, and when is it taking place? Will governors get any feedback? All teachers and SLT will attend moderation. It is taking place on Wednesday 25th and will be reported in the next HT report as well as CWG.</p> <p>Pupil voice results have been shared as a percentage. What percentage value is each pupil? I'm just trying to gauge how significant the lower</p>	
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		<p>percentages are for 'setting challenging work' and 'good behaviour' are and understand the actions. 113 children answered pupil voice. 24 children commented about challenging work; therefore, this will be discussed in assembly. 14 children have commented about behaviour. Again, this will be discussed in assembly.</p> <p>A summary of Pupil Voice was positive, with 97% of pupils enjoying school.</p> <p>14/15 children had answered that they did not feel that the teachers assisted them. When quizzed however, the children had given a different answer once they had thought about it. This would require some further work.</p> <p>I note that there have been numerous Fire Alarm false alarms/issues. How disruptive has this been on staff/children and do we need to consider any further intervention to avoid further impacts?</p> <p>Before Christmas the system was sending faults and every time the alarm went off we had the team come in to fix. At Christmas we booked a full inspection where every sensor was checked and changed if needed. This sorted the problem. Since Christmas we have had 1 fire drill and this weekend the alarm went off for a real reason. Hot tap in the cleaning cupboard had been knocked on causing a flood and the heat sensor went off (thank goodness it did). No damage thankfully.</p> <p>Pupil information – Enquiries/Waiting lists - Are the number of enquiries for each class, in addition to those identified on the respective waiting list? How many of these prospective pupils live in Lenham? There does seem to be high demand for places and within a growing local population. As well as other completed housing developments (Lenham Springs – 122 properties in September 2022), house building continues in the village at land west of Loader Close (53 affordable houses), and Land North of Ashford Road (initially 48 family homes). Further developments are expected over the next 2-3 years. As a result, I would expect local pressure on admissions will continue to increase. What can governors do to support the HT in discussions/plans for school expansion?</p> <p>Enquiries are made of anyone who asks about places at the school. Sometimes this can be from other villages. So not all enquires go onto waiting list. The waiting list is mainly made up of families in the village or have moved into village.</p> <p>At the moment there isn't much we can do. Harrietsham hasn't become full so expansion isn't a focus for Kent.</p>	
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		<p>When is Lenham Schools OFSTED window? Are we expecting a full grading review, as the last one was a 'short inspection' in 2018?</p> <p>The school were not expecting a full grading, there would be a requirement to prove they were worthy was still classified as 'good'. The inspection would likely take place over two days. A Governor asked whether all schools within the same area would be inspected at the same time? This would not occur given that all schools required inspections at different times.</p> <p>Are we happy that our website is up to date and has all required, up-to-date information prior to OFSTED?</p> <p>Delegated Governor roles would be updated with regular checks to the website to ensure all information was current and up to date.</p> <p>Can we run through which governors hold any formal roles/responsibilities e.g. SEN, Safeguarding, H&S, Finance etc. Can I check where this information documented? What can we do to support recruitment to governor vacancies?</p> <p>This had been previously discussed.</p>	
Other			
14	Governor Training	<p>a) Training undertaken or booked was discussed as follows:</p> <p>RW had recently completed face to face Governor Induction training. He was asked to complete the course evaluation to gain access to his certificate.</p> <p>CN had completed annual Safeguarding training and Prevent training also.</p> <p>The Chair detailed a training opportunity for Governors – 22nd February 2023, TEP (The Education People) – Be Prepared for Ofsted. With the recommendation that Governors book on to it, if possible.</p> <p>The Clerk had previously informed the Chair that it was considered best practice to have 'at least a couple' of Governors sitting on the Board, whom had Complaints training under their belt. This was to take place on 28th March and the Chair recommended booking on to it, if possible.</p> <p>A Governor raised the query as to whether it would be a possible conflict of interest to have a Parent Governor sitting on a Complaints</p>	ACTION

		<p>panel. This would depend on the nature of the complaint. The Clerk was asked to liaise with Headcorn Primary School as it was thought that 'Governor Shares' had been in place previously, should there be a need to have an independent Governor sitting on a panel.</p> <p>The Chair had carried out Complaint training, CO'N would seek to carry out also. The Clerk would forward details of the training due to be held on 28th March to CO'N.</p> <p>The Governor Conference was taking place in March, the Chair would forward details to all Governors.</p> <p>FH has struggled to book on to Governor Induction training. The Clerk would forward the details.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
15	Chairs Actions	a) There were no Chairs actions to detail.	
16	Any Other Business	<p>a) Governors wished to raise the following points:</p> <p>A Governor asked for an update on the planned strikes.</p> <p>A notification would be sent to Parents the following day. It was not expected that strike action would impact on the school, however this could change at any stage.</p> <p>A Governor detailed a recent situation where a lady had found it necessary to speak negatively about the school on social media. The HT explained that the issue had come about due to a miscommunication on the lady in questions part.</p>	
17	Confidentiality	a) Please refer to the Confidential Minutes.	
18	Dates of Next Meetings	<p>a) 21st March 2023</p> <p>b) 17th May 2023</p> <p>c) 11th July 2023</p>	

Meeting finished at: 7.28pm

Action Points from FGB held on 29th November 2022

Agenda Items	Action	Responsible	Actioned
22 (previous)	Circulate the link for NGA Training	Chair	Circulated to all Governors – Actioned
1b	Appoint Chloe Burden as Staff Governor at next FGB	Clerk	Actioned
2a	Those outstanding to complete Annual Business Interests on Governor-Hub	All outstanding	Actioned

Minutes, FGB Meeting 24th January 2023

Chairs Initials

3a	Approve minutes from FGB held on 4 th October 2022 – add to agenda	Clerk	Roll over
4a	Add Impact of meeting held on 4 th October to next agenda	Clerk	Roll over
5b	Look to recruit Governors using Inspiring Governance	Chair	On Agenda
5b	Formally approve Chloe Burden as Staff Governor	Clerk	Actioned
6a	Read and sign Code of Conduct	FH RW RC	Actioned – all Governors have signed a hard copy
7a	Review feedback on effectiveness of Chair – add to agenda	Clerk	HT to print & distribute hard copies
7b	Skills Audits – forward template to FH & RW. Collate all audits	Clerk	As above
9a	Confirm having read KCSIE (Parts one and two)	All outstanding	FH to complete
10a	SENCO Lead to attend FGB to deliver presentation	HT	Actioned
10a	Seek to recruit a level 3 TA	HT	On agenda
11a	Breakdown of why £120,000.00 was rolled over the previous year	Business Manager	Actioned
11a	Benchmarking analysis	HT	Actioned – in HT Report.
11a	Add Budget Monitoring to future agendas	Clerk	Actioned
11a	Share quotes from payroll companies with Finance Team. Add to next agenda.	HT Clerk	Ongoing
11a	Read through data analysis uploaded by Curriculum Working Group	All Governors	Actioned – All Governors to read through
11a	Asset Register/devise plan	Business Manager	Actioned
12	Make amendments to policies as detailed	Chair SLT	Actioned – signed by Chair
12	Implement a policy tracker	Chair HT	Defer to Summer Term
13a	Carry out annual Safeguarding training	All outstanding	On the Agenda
14a	Look at useful training modules	Chair	Agenda
14a	Forward Governor Induction Training information to FH & RW	Clerk	Actioned

Action Points from FGB 24th January 2023

Agenda Items	Action	Responsible	Actioned
4a	Confirm pupil numbers for those parents not engaging with the school	HT	

4a	Follow up with those parents who had not booked a Parents Evening appointment	HT	
4a/7a	Forward communication to Parents detailing the efforts of the school in assisting SEND pupils (via newsletter)	RC	
5a/6a	All Governors to complete Skills Audits/Chairs 360's (HT to circulate hard copies to Governors)	All outstanding HT	
5a	Place advert with Inspire Governance once Skills Audit results collated, to seek to recruit Governors	Chair	
5a	Ensure Governor delegated roles are listed on website	HT	
5a	RW to speak with the possible Parent Governor to determine if they would be interested in joining	RW	
5a	Governors to carry out monitoring as discussed	RC/CO'N	
5a	CO'N to visit the school on a Tuesday or Thursday to meet with the Sports Coaches	CO'N	
5a	Forward Curriculum Working Groups meeting dates to CO'N	Chair	
6a	Forward Skills Audit/Chairs 360 templates to HT	Clerk	Actioned
6a	Governors to attend planned events as detailed, if possible	All Governors	
8a	FH to confirm they have read KCSIE	FH	
9a	Those outstanding to complete Safeguarding training by 1 st March	All outstanding	
12a	Add Charging & Letting Policy to next Agenda	Clerk	
14a	RW to evaluate Governor Induction training and forward certificate to the HT/ Clerk	RW	
14a	Clerk to liaise with Headcorn to discuss possible 'Governor Shares'	Clerk	
14a	Forward details of Complaints training to CO'N	Clerk	
14a	Forward details of Governor conference to Governors	Chair	

Chair



(Ceri Norey, Chair of Governors)

Date 21st March 2023
