

**Lenham Primary School
Full Governing Board Meeting
Held at the School
On 19th November 2024
At 5pm**



Minutes

Governors: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors) Paul Culver, Gail Spragg, Teresa Sweetland, Richard Westcott (Vice-Chair), David Garland, James Godfrey, Ian Overhead

In Attendance: Nicki Cox (Clerk/Governance Professional), Anji Martin (Safeguarding Lead)

Apologies: Vicky Travis, Ian Hewett

The meeting started at 5.04pm

Item		Purpose	Action
1	Welcome Apologies Quorum	<p>a) The Chair of Governors welcomed all to the meeting, thanking them for giving their time to benefit the school.</p> <p>Anji Martin, Safeguarding Lead, was present currently as she was set to deliver a brief presentation on Safeguarding.</p> <p>b) Apologies had been received from Vicky Travis who was unable to attend the meeting due to her daughter's A-Level Drama Showcase and Ian Hewett who had given his apologies at the recent FWG (Finance Working Group) meeting. All other Governors were in attendance.</p> <p>All Governors Accepted This.</p> <p>c) To confirm the meeting is quorate.</p> <p>The meeting was confirmed as being quorate.</p>	DECISION
2	Safeguarding Presentation	<p>a) Anji Martin, Safeguarding Lead gave a presentation as follows:</p> <p>Please refer to the Confidential Minutes.</p>	
3	Declaration of Business Interests	<p>a) Governors to complete the annual declaration of interest on Governor-Hub:</p> <p>Governors had been asked to update annual business interests for the new academic year. Those outstanding were asked to complete. One Governor was currently unable to access Governor-Hub, the Clerk would try to sort the issue.</p>	ACTION

		<p>A Governor asked whether there was a need to declare a donation from his place of work to the school? The Clerk suggested declaring anyway, this was a better outcome than not declaring something that should have been.</p> <p>b) There were no agenda items that Governors wished to declare business interests against</p> <p>c) There were no Business Interests declared throughout the course of the meeting.</p>	
4	Minutes of the previous FGB meeting held on 8 th October 2024	<p>a) FGB minutes of to be approved by the Governing Board and signed by the Chair of Governors:</p> <p>The minutes from the previous meeting held on 8th October 2024 had been circulated prior to the meeting.</p> <p>All Governors confirmed the minutes were a true reflection of the meeting.</p> <p>The Clerk would E-sign the minutes on behalf of the Chair of Governors.</p> <p>b) To receive updates on agreed Governor actions:</p> <p>Please refer to the table below the minutes.</p> <p>c) Any matters not pertinent to the Business meeting will be carried forward to the next agenda.</p> <p>All action points were dealt with throughout the meeting.</p>	<p>DECISION</p> <p>ACTION</p>
5	Membership/ Instrument of Government	<p>a) To receive an update on Governing Body membership and vacancies.</p> <p>There were two Co-Opted Governor vacancies and one Parent Governor, this role was about to be filled. Please see below.</p> <p>b) An update on the Parent Governor election was given as follows:</p> <p>There had been another push to recruit at Parents Evening, however nothing had progressed from here. A head of school at a one form entry primary had since shown interest in the role. It was thought they would bring valuable skills to the Governing Board. The Chair of Governors read out her biography. There were several more days left for people to apply, the HT would confirm when the cut off point was.</p> <p>The candidate may not be able to sit on the CWG (Curriculum Working Group) due to working in a school, however it was possible that the Executive HT at the school may cover to allow for this.</p> <p>All Governors were to complete Skills Audits in time for the Term 3 FGB Agenda to determine skills gaps within the Board to enable Governors to be source candidates with these strengths.</p>	<p>ACTION</p> <p>ACTION</p>
6	Review of the Governing Board	<p>a) The Clerk had circulated the Skills Audit template. Governors had been required to either complete and return or, for those long-standing Governors where skill sets had not changed, had been asked to notify the Clerk who would collate results using the previous years audit.</p>	<p>ACTION</p>

		<p>b) Chairs 360</p> <p>With the Christmas holidays approaching, Governors were asked to complete, if possible. This would enable the Chair of Governors to improve Chairing skills. This would be added to the Term 3 agenda.</p>	ACTION
7	Governor monitoring	<p>a) The following monitoring reports had been circulated prior to the meeting:</p> <p>There had been no monitoring undertaken aside from that of the SSRC (Single Central Record Check).</p> <p>b) Health & Safety Monitoring</p> <p>This was noted and would be added to the Term 3 agenda.</p> <p>c) Single Central Record Check</p> <p>This was confirmed as being up to date. The SIA (School Improvement Advisor) had checked it the previous day.</p>	ACTION
8	Governor Safeguarding	<p>a) Governors to sign to say have read and understood KCSIE 2024/25 Governor-Hub.</p> <p>Those outstanding had been asked to click the compliance box to confirm having read the document.</p> <p>b) All Governors to undertake annual online Strategic Safeguarding training.</p> <p>The code to access the module had been circulated by the Chair of Governors.</p> <p>c) Prevent Training</p> <p>The link to the Government training module had recently been recirculated, Governors were now required to refresh every year, rather than every two years as had been the case previously. The Clerk would circulate the link again.</p>	ACTION ACTION ACTION
9	School Action Plan	<p>a) The SAP had been circulated prior to the meeting.</p> <p>Every item was started and had been highlighted orange. Paul Culver would include objectives in the plan. Some areas would be complete by the end of the term.</p>	ACTION
10	Headteacher Report	<p>a) A written Headteacher Report had been circulated prior to the meeting.</p> <p>There had been a couple of questions raised by Governors prior to the meeting which the HT detailed.</p> <p>Tours for potential Reception pupils had been plentiful. The HT was spending much of her time carrying out these. A member of office staff had suggested implementing a crib sheet containing information.</p> <p>The September 2025 intake was supposed to be the 'Covid-19 spike', numbers were not as high as had been suggested, it was likely that the school would fill thirty spaces, however. A new pupil had started in Rainbow Class with numbers now up to twenty-five. Another application was in process; this was a looked after child.</p>	

		<p>A Governor had sent several questions relating to the AI (Artificial Intelligence) Policy. The DPO (Data Protection Officer) had notified the school that they should adopt the policy. The HT had forwarded the questions to the DPO.</p> <p>White Rose, Chat GDP and Gemini all used AI.</p> <p>A discussion around the expansion would be added to the Term 3 agenda.</p>	ACTION
11	Safeguarding	<p>a) Updates were discussed as follows:</p> <p>This had been previously discussed. Please refer to Agenda item 2.</p> <p>b) HT to confirm Single Central Record Check</p> <p>This had been previously discussed.</p> <p>c) Review and agree annual Safeguarding Report</p> <p>This had been completed in July and would be added to the Term 6 agenda.</p>	
12	Finance	<p>a) Budget Monitoring had been circulated prior to the meeting, with key points discussed as follows:</p> <p>A three-year projection had taken place the previous day. The uncertainty around HNF (Higher Needs Funding) made this a tricky exercise.</p> <p>The FWG (Finance Working Group) Agenda had ensured all within the Terms of Reference was being captured.</p> <p>There were no significant changes to budget variances, the school were still on track.</p> <p>All Governors Approved</p> <p>The FWG would look at benchmarking, finance related policies and the financial risk register next term.</p> <p>b) Approve HT Pay Award</p> <p>This was noted and had been discussed in the FWG meeting.</p> <p>c) STPCD</p> <p>This was noted and had been discussed in the FWG meeting.</p> <p>d) Capital Projects were discussed as follows.</p> <p>This was noted and had been discussed in the FWG meeting.</p>	<p>DECISION</p> <p>ACTION</p>

13	Policies	<p>To review and approve any policies due for renewal:</p> <p>Policies had been circulated prior to the meeting.</p> <p>a) Pay Policy</p> <p>There had been no change to the policy, a link containing figures had been included. A change to support staff would be included when available, appeals went through unions.</p> <p>All Governors Approved</p> <p>b) Staff Code of Conduct</p> <p>All Governors Approved</p> <p>c) On-Line Safety</p> <p>All Governors Approved</p> <p>d) CCTV Policy</p> <p>All Governors Approved</p> <p>e) Data Protection Policy</p> <p>All Governors Approved</p> <p>Intimate Care Policy</p> <p>The Intimate Care Policy had been updated; teachers were trained if needs be. Some pupils started school without having been potty trained. The policy included process followed when children had accidents, with pupils required to sort themselves ideally. If this was not possible and staff were required to be more involved, there would be two members of staff present. An appendix had been added to the policy. If a child was regularly soiling themselves, a parental consent form would require to be signed. It was as important to safeguard staff as it was the pupils.</p> <p>All Governors Approved</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
14	TEP Governance Monthly Newsletter	<p>a) To Receive Key Items from the Monthly Bulletin.</p> <p>Governors were emailed the bulletin and were asked to take the time to read through, when received.</p> <p>There was new legislation around sexual harassment in the workplace. The HT and SBM (School Business Manager) were devising a policy. Information was plentiful from HR Connect. This would be added to the Term 3 agenda for ratification and discussion.</p> <p>Key points were detailed by the Chair of Governors.</p>	<p>ACTION</p>

		<p>There were some new training modules which may be of interest to Governors, which were detailed.</p> <p>There were new website compliance requirements. The HT would seek to have more recent photographs taken and uploaded. Paul Culver knew of a photographer; he would reach out to them to see if they would be willing to assist.</p> <p>The EY (Early Years) Governor had undertaken some recent EY related training and advised all Governors to carry out. The Governor was set to organise some observation monitoring and invited any Governor that wished to join her to let her know.</p> <p>The school had a good Level of Development score which was above both local and national figures. It was important to consider other areas rather than concentrating solely on maths and literacy. There would be a baseline assessment for disadvantaged pupils. The Governor would share slides from the training module with Governors.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
15	Chairs Actions/ correspondence	<p>a) Chair advises on any actions and any correspondence received</p> <p>There had been no actions or correspondence received.</p>	
16	Any other urgent business	<p>a) To Receive Any Other Business:</p> <p>Dates for the Diary were read out:</p> <p>A silent disco was to be held, mitigating the need for a breakout space.</p> <p>The Carol Service would be held outside on the last day of term.</p> <p>Ian Overhead would attend the Nativity and write a report.</p> <p>There was uncertainty around the school expansion project. Statistics did not come from the birth rate, more so the specific area. Land sold to Maidstone Council was not included in the data until ground was broken. It was expected that January would see confirmation received that the project would not be completed by September 2026.</p> <p>b) Discuss possibility of implementing a School Vision:</p> <p>This had been actioned.</p>	<p>ACTION</p>
17	Confidentiality	<p>a) Please refer to the Confidential Minutes.</p>	
18	Date of next meetings	<p>FGB 2024/25 Meeting Dates:</p> <p>To be held at the school at 5pm</p> <p>14th January 2025 18th March 2025 13th May 2025 15th July 2025</p>	

The meeting finished at 7.03pm

Action Points from Meeting held on 8th October 2024

Agenda Item	Action	Responsible	Actioned
2a	All outstanding Governors to update annual business interests on Governor-Hub	All outstanding	Those outstanding had been asked again to complete. Once all Governors had updated for the academic year, the Clerk would forward Business Interests list to the HT so it could be uploaded on to the school website.
3a	Clerk to E-sign approved July Minutes	Clerk	Actioned
4a	Review GB membership later in the calendar year	Clerk to add to agenda	Actioned
6a	CofG to allocate David Garland a role	CofG	He would become Health & Safety Governor alongside Paul Culver
6b/c	Update Governor-Hub to confirm approval of Code of Conduct and Terms of Reference	All outstanding	Paul Culver as G-Hub not working. James Godfrey was still outstanding. The Clerk had sent several email reminders.
6c	HT to remove Covid-19 section of ToR	HT	Actioned
7b	Governors to complete Skills Audits and Financial Skills Audits for those on FWG	All outstanding	Those outstanding were asked to complete by 30 th November 2024
7d	Re-write wording of Governors Shield speech	CofG	Actioned
8a	All outstanding Governors to update Governor-Hub to confirm having read KCSIE 2024	All outstanding	JG, PC
8b	SG Lead to complete SG Governor specific training	CofG	To be rolled over
8c	All Governors to complete annual SG training once link circulated	All	If wished to carry out, the Safeguarding Lead had delivered training at tonight's meeting
10a	CofG to carry out a SSRC check	CofG	Actioned – uploaded to the shared drive meeting docs
11a	All Governors to complete Prevent training if lapsed for longer than 12 months	All	
12a	Circulate Budget Monitoring to all Governors following on from FWG meeting and add to next agenda	CofG/Clerk	On Agenda
13e	Amend dates on Attendance Policy	HT	All checked and okay.
13	Add Pay Policy to Term 2 agenda	Clerk	On Agenda
14a	Look at other schools SEN data	GS	To be rolled over

16a	Add Discussion regarding School Vision to the next agenda	Clerk	On Agenda
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Action Points from 19th November 2024

Agenda Item	Action	Responsible	Actioned
2a previous	All outstanding Governors to update annual business interests on Governor-Hub	JG/PC	
4a previous	Review GB membership later in the calendar year	Clerk to add to agenda	
6b/c previous	Update Governor-Hub to confirm approval of Code of Conduct and Terms of Reference	JG/DG	
8a	All outstanding Governors to update Governor-Hub to confirm having read KCSIE 2024	JG/PC	
8b previous	SG lead to complete SG Governor specific training	CofG	
8c previous	All Governors to complete annual SG training	All	
14a previous	Look at other schools SEN data	GS	
3a	Establish why Paul Culver was unable to access Governor-Hub	Clerk	
4a	E-Sign approved FGB Minutes	Clerk	Actioned
5b	HT to let CofG know the cut off date for Parent Governor applications	HT	
5b/6a	All Governors to have completed Skills Audits by the Term 3 FGB	All outstanding	
6b	Chairs 360 Evaluations	All outstanding	
7b	Health & Safety monitoring	PC	
8a/b/c	Carry out Safeguarding & Prevent training as required	All outstanding	
9a	Include objectives within SAP	PC	
10a	Add discussion around Expansion to Term 3 agenda	Clerk	
12a	Financial Risk Register, benchmarking and finance related policies - FWG	FWG	
14a	Add new Sexual Harassment legislation to Term 3 agenda	Clerk	
14a	Contact known photographer to see if photos could be taken for the website	PC	

16a	Write a report following attending the Nativity	IO	
16a	Add Expansion discussion to Term 3 agenda	Clerk	

Signature: 
(Ceri Norey, Chair of Governors)

14th January 2025