

Lenham Primary School
Full Governing Board Business Meeting
Held at the School
On 8th October 2024 at 5pm



Minutes

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

In Attendance: Nicki Cox (Clerk/Governance Professional),

Apologies: Ian Overhead

The meeting started at 5.03pm

Item		Purpose	Action
1	Welcome Apologies Quorum	<p>a) The Chair of Governors welcomed all Governors and thanked them for giving their time to the school.</p> <p>Ian Hewett was set to leave the meeting early.</p> <p>b) Apologies had been received from Ian Overhead, who was unable to attend the meeting due to work commitments.</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	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. If there were no changes, Governors were still required to update for the new academic year.</p> <p>b) There were no Business Interests declared throughout the course of the meeting.</p>	ACTION

Chairs Initials: *Ceri Norey*

3	Minutes of the previous FGB meeting held on 16 th July 2024	<p>a) FGB minutes of to be approved by the Governing Board and signed by the Chair.</p> <p>The minutes from the previous meeting held on 16th July 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 below.</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>
4	Membership	<p>a) To receive an update on Governing Body membership and vacancies.</p> <p>There were currently two Co-Opted Governor vacancies and one Parent Governor vacancy since Faye Hudson had stepped down from the role at the end of the previous academic year.</p> <p>b) There were no Governors nearing the end of term of office, however, there were several Governors with 2025 end dates; it was important to look at this again towards the end of the calendar year.</p> <p>Co-Opted Governor vacancies would be filled, Governors were reminded of the importance of completing their Skills Audits to establish skill set gaps across the Board. Inspiring Governance no longer existed.</p> <p>An advert for the Parent Governor vacancy had gone out today. Candidates had ten days to respond to the advert. Correct processes would be followed for the appointment.</p> <p>c) The FGB Governor Attendance Report had been published on the school website for the previous academic year.</p>	<p>ACTION</p>
5	Standing order chair/ vice chair and their election	<p>a) To adopt 24/25 standing order for the Chair/Vice Chair election process and term of office:</p> <p>It was not considered good practice to have the same person in role as Chair of Governors for longer than five consecutive years. Governors were asked to consider whether they wished to take on the role in future years; there was the opportunity to shadow the current Chair of Governors. The Clerk</p>	

		<p>mentioned that posts could be shared with the option of having either Co-Chairs or Co-Vice Chairs. It was not recommended to have both at the same time.</p> <p>The current Vice Chair would remain in post should no one else wish to take on the role, although it did state that life had taken a busier turn.</p> <p>The document had been circulated prior to the meeting.</p> <p>It was agreed that Governors should self-nominate for either role, with a secret ballot taking place in the event of more than one Governor putting themselves forward. In the event of a tie, the out-going Chair of Governors would have the final decision. The newly appointed Governors would remain in post until the first meeting of the new academic year.</p> <p>All Governors Approved.</p> <p>b) To receive any self-nominations in advance or at the table and elect chair led by Governance Professional.</p> <p>There had been no nominations received prior to the meeting.</p> <p>Ceri Norey self-nominated for the role. There were no other Governors wishing to put themselves forward.</p> <p>All Governors approved Ceri Norey as the Chair of Governors who would remain in post until the first meeting of the 2025-2026 academic year.</p> <p>c) To receive any self-nominations in advance or at the table and elect vice chair.</p> <p>There had been no nominations received prior to the meeting.</p> <p>As previously discussed, as there were no Governors wishing to put themselves forward for the role, Richard Westcott would remain in post.</p> <p>All Governors approved Richard Westcott as Vice Chair who would remain in post until the first meeting of the 2025-2026 academic year.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
6	Annual Governance	a) Review the board self-evaluation for effectiveness and impact, confirm the governance structure and training expectations:	

Chairs Initials: 

		<p>Governor Objectives had been circulated prior to the meeting; the document was shown on the screen for the benefit of Governors. The document had not yet been finalised. Most areas would be covered by the CWG (Curriculum Working Group). Expectation did not sit with individual Governors, more so as a collective. A Governor was concerned there was no finance element to the document, given this would be a difficult year financially. The HT had highlighted areas incurring costs, blue. It was important to have an impact to income, monies should be utilised well. It was possible to seek donations from the local community. This would be looked at in the CWG in the first instance, then the FWG (Finance Working Group) and would lastly be shared with the wider group.</p> <p>A Governor asked whether Governors were required to monitor in Term 1?</p> <p>Notes were referred to, Teresa Sweetland was required to undertake Early Years monitoring. This was in the diary for the start of Term 2.</p> <p>The previous year had seen Governors linked to subjects; these would now consist of groups.</p> <p>Music and PE English, Phonics, Geography, History</p> <p>Sticky Items were of upmost importance, disadvantaged pupils must be the golden thread of all that the school did.</p> <p>The Chair of Governors would put the document together for the CWG.</p> <p>b) Approve model Code of Conduct 2024-25 and sign on Governor-Hub after the meeting.</p> <p>This had been circulated prior to the meeting.</p> <p>All Governors Approved.</p> <p>Governors were asked to confirm on Governor-Hub that they had approved the Code of Conduct and agreed to abide by the terms set out within.</p> <p>c) Adopt 2024-25 the Circle Model Terms of Reference for 2024-25:</p> <p>There were several changes to the document from the previous year.</p> <p>This had been circulated prior to the meeting and was brought up on the screen for the benefit of Governors.</p>	<p>DECISION</p> <p>ACTION</p>
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	<p>The LA (Local Authority) recommended working in pairs for certain delegated roles, however, historically, the Governing Board had opted to have working groups with linked Governors.</p> <p>All Governors Approved.</p> <p>The Covid-19 section would be removed from the document.</p> <p>Premises & Insurance would be covered within the FWG.</p> <p>Health & Safety would also be covered in the FWG.</p> <p>Delegated Roles had been assigned in the Term 6 meeting, as follows:</p> <p>Safeguarding – Ceri Norey SEND – Gail Spragg Health & Safety – Paul Culver Finance Governor – Ian Hewett Training & Development – Vicky Travis Pupil Premium/Other Targeted Funding – Gail Spragg Whole School Well-Being – James Godfrey Early Years – Teresa Sweetland</p> <p>Attendance – this had not yet been delegated, the Chair of Governors had intended to ask David Garland to take on the role, however he was to sit on the FWG, with Attendance coming under CWG. This would be assigned to a Governor at a later stage.</p> <p>Online Safety – Ceri Norey Cyber Security – Ian Hewett EDI – Richard Westcott Sports Premium – Ian Overhead</p> <p>David Garland would be allocated a role by the Chair of Governors.</p> <p>It was not necessary to minute the Working Group meetings.</p> <p>Finance Working Group (FWG):</p> <p>Ian Hewett Paul Culver Richard Westcott</p>	<p>DECISION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
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		<p>David Garland</p> <p>The finance virement as per the Finance Policy was £8,000.00.</p> <p>All Governors Approved.</p> <p>A Governor noted that it was possible to increase this amount. The frequency of FWG meetings meant this was not deemed a necessity.</p> <p>d) Please see above.</p> <p>e) Confirm Appointment of Headteacher Performance Management Panel:</p> <p>Gail Spragg (Chair of Panel) Teresa Sweetland Ceri Norey</p> <p>All Governors Approved.</p> <p>Date agreed for HTPM:</p> <p>This had been carried out on 23rd September 2024</p> <p>All targets had been met, with the HT having been praised for progress made over the course of the academic year. some targets had been set for this year.</p> <p>The mid-year review date would be determined at a later stage.</p> <p>f) The External Advisor was agreed as being:</p> <p>Fran Rosbridge</p> <p>All Governors Approved</p> <p>g) Appoint Pay Panel:</p> <p>Gail Spragg (Chair of Panel) Teresa Sweetland Ceri Norey</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
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		<p>All Governors Approved.</p> <p>h) To adopt Co-opted Governor and Virtual Governance Standing Orders.</p> <p>The Co-Opted Governor Standing Order had been circulated prior to the meeting:</p> <p>Governors agreed that Co-Opted Governors would be voted in with a show of hands.</p> <p>All Governors Approved.</p> <p>The Virtual Governance Standing Order had been circulated prior to the meeting.</p> <p>Face-to-face meetings were always the preferred choice, the standing order gave the option for Governors to attend in a virtual capacity, should the necessity arise.</p> <p>All Governors Approved.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
7	Governor monitoring	<p>a) To Discuss and Agree the Monitoring Schedule Based on Monitoring Roles:</p> <p>This had been covered within the Code of Conduct. David Garland would be assigned a role. Governors were required to carry out three monitoring visits per annum where possible, this was considered best practice. Governors should complete a minimum of two visits.</p> <p>b) Skills Audits</p> <p>The Clerk had circulated the audit template to Governors, asking them to complete and return to her. Long standing Governors would likely see no change to their skill set and could therefore use the previous years audit.</p> <p>The Clerk had also circulated the Finance Skills Audit template to those Governors that sat on the FWG (Finance Working Group).</p> <p>c) Role Descriptor</p> <p>This had been discussed within the Terms of Reference.</p> <p>d) 2023/24 Monitoring Reports:</p>	<p>ACTION</p> <p>ACTION</p>

		There were no outstanding monitoring reports. The Chair of Governors had visited the school in the last week of term to hand out the Governors Shield. This was a lovely experience, with pupils extremely enthusiastic. Wording would be re-written.	ACTION
8	Governor Safeguarding	<p>a) Governors to sign to say have read and understood KCSIE 2024/25 Governor-Hub.</p> <p>The Clerk had circulated the document prior to the meeting, asking Governors to read and confirm having done so by updating Governor-Hub accordingly.</p> <p>The Chair of Governors highlighted the importance of carrying out this action. Some schools carried out knowledge checkers! The back page listed the changes to the previous year's document.</p> <p>b) Safeguarding Lead Governor to Undertake The Core Safeguarding Training Course Training for governors with responsibility for safeguarding</p> <p>The Safeguarding Governor would undertake the model once a code had been obtained from TEP (The Education People).</p> <p>c) All Governors to undertake annual online Strategic Safeguarding training.</p> <p>Safeguarding was an integral part of OFSTED and should be a golden thread throughout the school. The HT would circulate a code once received. The Safeguarding Governor would share any relevant information with Governors.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
9	School Improvement Plan	<p>a) To Approve the 2024-25 Costed School Improvement/ Development Plan</p> <p>The HT had circulated the document prior to the meeting. Costed items were highlighted in blue, figures had not been included at this stage.</p> <p>The updated SEF was in the document folder. The SIA (School Improvement Advisor) had recommended not making too many amendments to the document.</p> <p>All Governors Approved.</p>	DECISION
10	Headteacher Report	<p>a) A brief 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>A sentence regarding the SSRC (Single Central Record Check) had been left incomplete on the circulated report. A member of teaching staff's certificate was missing; however, it had been confirmed that they were a qualified teacher. New staff members references and DBS checks had been</p>	

		<p>obtained, although were not on the SSRC carried out on 23rd September. The Chair of Governors would complete another check.</p> <p>A data summary sheet was shown on screen, this had to be published on the school website and detailed gradings. KS1 (Key-Stage One) data had not been included, the HT had shared KS1 results with KCC (Kent County Council).</p> <p>KS1 Phonics – above national, pupils arrived from EY (Early Years) in a strong position.</p> <p>The closure of Children’s Centres had impacted some children in being school ready!</p> <p>A Governor had asked whether data had been as expected and had it been analysed? Data was as expected, this would be discussed further at the CWG meeting. Figures in line with those predicted demonstrated how well the school knew its pupils.</p> <p>There were no further questions raised.</p>	ACTION
11	Safeguarding	<p>a) Updates were discussed as follows:</p> <p>The HT confirmed that all staff had completed Prevent training.</p> <p>It was now recommended that Prevent training should be completed annually. Governors were asked to undertake if twelve months had lapsed since last completing.</p> <p>b) An update on staff DBS checks was given as follows:</p> <p>Please refer to the Headteacher Report.</p> <p>c) HT to confirm all staff and volunteers have read and understood KCSIE 2024</p> <p>This was confirmed as having been done.</p> <p>d) HT to confirm Single Central Record is up to date with new employees and volunteers.</p> <p>Please refer to the Headteacher Report.</p>	ACTION
12	Finance	<p>a) Budget monitoring had been circulated prior to the meeting, with key points discussed as follows:</p> <p>This would be discussed in the next FWG meeting, taking place the following week and would be reported on both by email and then for discussion at the next FGB.</p>	ACTION

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) Child Protection Policy 2024/25</p> <p>All Governors Approved</p> <p>b) Governor Allowances Policy</p> <p>All Governors Approved</p> <p>The policy should be implemented, however, as a rule, Governors would not seek to obtain expenses. There would however be a provision to apply, the SBM (School Business Manager) would then decide as to whether a payout could occur.</p> <p>c) Governor Visits Monitoring Policy</p> <p>The policy was like last year. All visits for enrichment activities should be written up also, on an informal report form. This would highlight to OFSTED that plenty of monitoring occurred. All monitoring reports should be forwarded to the HT for approval, in the first instance. It was important to not be disruptive to the running of the school, Governors were reminded to liaise with the HT with regards to visits.</p> <p>All Governors Approved</p> <p>d) Governor Induction Policy</p> <p>TEP had released the template free of charge. The purpose of the policy was to ensure that new Governors felt welcomed and supported. It was possible the Board may implement a buddy system and with the possibility of Parent Governors pairing up to assist new Parent Governors.</p> <p>All Governors Approved.</p> <p>e) Admission Policy</p> <p>The dates on the circulated policy were incorrect. The HT would amend.</p> <p>All Governors Approved with amendments made</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p>
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		<p>f) Appraisal Policy</p> <p>There had been little change to the policy.</p> <p>All Governors Approved.</p> <p>g) Attendance Policy</p> <p>Penalty fines had increased with absences now rolling over. Any absence for more than ten days may impose a fine. There was a view by the LA (Local Authority) that pupils should attend school unless they were extremely poorly. Attendance had now been linked to KCSIE 2024. Parents had found loopholes within the old policy, with some parents using SEN as a reason for taking time off. The HT was now unable to authorise most absences, parents were aware of this but would ask for fines to not be imposed. This was out of the Headteachers capabilities, any pupil with less than 90% attendance was expected to have a fine imposed, with the HT getting in trouble for not issuing. Absences accumulating over three years and the threat of court action may impact positively on Attendance.</p> <p>All Governors Approved</p> <p>h) Behaviour Policy</p> <p>The policy had been tweaked for Upper KS2 to lessen the gap of expectation on pupils between Primary and Secondary school.</p> <p>All Governors Approved</p> <p>i) Uniform Policy</p> <p>The use of plimsols had been removed, black trainers were deemed to be a better shoe.</p> <p>All Governors Approved</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>Key points were detailed by the Chair of Governors.</p> <p>A Governor asked whether the Music Plan was published on the school website, in line with new guidance? The HT confirmed that this had already been done. Weekly singing occurred, ukulele lessons and other music lessons also. Music was a focus at the CWG.</p>	DECISION

		<p>SEN Dashboard – benchmarking against other schools should occur. The SEN Governor would look at this.</p> <p>The Pay Policy would be ready for ratification at the Term 2 meeting and would be backdated.</p>	ACTION
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>Diversity Data:</p> <p>The EDI (Equality, Diversity, Inclusion) Governor had produced two pages from the received responses with a summarised report; there were seven outcomes; the Governing Board had a healthy mix of sex and age, however only consisted of one ethnic group and therefore with a need to strive to be more diverse. Most Governors lived in Lenham so it may be prudent to source future Governors from slightly further afield. The Governing Board had a representation of lived experience of FSM (Free School Meals). Governors’ faith was largely representative of the local community. There was a representation of people living with disabilities within the Board. There was a range of perspective and experience of education.</p> <p>Ian Hewett left the meeting at 6.24pm.</p> <p>Training:</p> <p>The Chair of Governors detailed forthcoming training opportunities.</p> <p>New Governors were required to undertake Governor Induction Training.</p> <p>Governors were asked to consider undertaking Complaints training. At least one Governor should do so.</p> <p>A Governor detailed the 2024-2025 Pupil Premium Strategy.</p> <p>There were 57 pupils currently in receipt of the funding, which equated to 27%. This was reviewed 6 times annually by Pupil Progress.</p> <p>Funding for the year - £65,488.00 Recovery - £1,586.00</p>	

		New guidance on staff harassment was due out on 24 th October. b) Discuss possibility of implementing a School Vision: This would be added to the next FGB agenda.	ACTION
17	Confidentiality	a) Please refer to the confidential Minutes.	
18	Date of next meetings	FGB 2024/25 Meeting Dates: To be held at the school at 5pm 19 th November 2024 14 th January 2025 18 th March 2025 13 th May 2025 15 th July 2025	

The meeting finished at 6.39pm

Action Points from Meeting held on 16th July 2024

Agenda Item	Action	Responsible	Actioned
4a previous	Invite Governor candidate to Term 1 meeting	CofG	The candidate did not wish to join the GB.
5b previous	Re-visit Skills Audits in September	Clerk	On the Agenda, the template had been circulated on 5 th Sept, along with financial template for those on FWG
8a previous	Staff DBS checks	HT	This would be looked at in FWG
12a previous	Add Governor Induction Policy to Term 1 Agenda	Clerk	On Agenda
2e	Chairs Action updates to Child Protection Policy and add to Term 1 Agenda for full Governing Board approval	HT/Clerk	On Agenda -

3b	Governors to update annual business interests on Governor-Hub for 24-25 academic year	All Governors	Clerk requested all Governors to carry out
4a	Clerk to E-Sign Approved May FGB minutes	Clerk	Actioned
5a	Seek to appoint Parent Governor	HT/Chair	On-going
6a	Complete Chairs 360s	Those outstanding	This would be revisited
6b	Diversity Data	Those outstanding	The EDI Governor had completed this task
6c	Create Spreadsheet to assess Governing Board effectiveness	PC	On-going
7a	Upload correct monitoring report	CofG	CN to complete
11a	Investigate the possibility of implementing a school vision – add to Term 1 agenda	HT/Clerk	On Agenda
14a	Carry out Complaints training	All	The Clerk had checked training records. No Governors had completed.
14a	Carry out Prevent training if lapsed	All required	The Clerk had circulated the link

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	
3a	Clerk to E-sign approved July Minutes	Clerk	Actioned
4a	Review GB membership later in the calendar year	Clerk to add to agenda	
6a	CofG to allocate David Garland a role	CofG	
6b/c	Update Governor-Hub to confirm approval of Code of Conduct and Terms of Reference	All outstanding	
6c	HT to remove Covid-19 section of ToR	HT	
7b	Governors to complete Skills Audits and Financial Skills Audits for those on FWG	All outstanding	

7d	Re-write wording of Governors Shield speech	CofG	
8a	All outstanding Governors to update Governor-Hub to confirm having read KCSIE 2024	All outstanding	
8b	SG Lead to complete SG Governor specific training	CofG	
8c	All Governors to complete annual SG training once link circulated	All	
10a	CofG to carry out a SSRC check	CofG	
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	
13e	Amend dates on Attendance Policy	HT	
13	Add Pay Policy to Term 2 agenda	Clerk	
14a	Look at other schools SEN data	GS	
16a	Add Discussion regarding School Vision to the next agenda	Clerk	

Signature: 
(Ceri Norey, Chair of Governors)

Date: 19th November 2024