

**Lenham Primary School
Full Governing Board Meeting
Held at the School
On 14th January 2025
At 5pm
Minutes**



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

In Attendance: Nicki Cox (Clerk/Governance Professional)

Apologies: Ian Overhead, James Godfrey

The meeting started at 5.04pm

Item	Purpose	Action
1	<p>Welcome Apologies Quorum</p> <p>a) The Chair of Governors welcomed all to the meeting.</p> <p>b) Apologies have been received from Ian Overhead and James Godfrey who were unable to attend 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	<p>Presentation</p> <p>a) There was no presentation set to be delivered. The allotted time would be used to discuss SEND information which had been uploaded to the shared drive, albeit only very recently.</p> <p>Information had been updated with snapshot of the school: SEN were on the increase; there were 40 SEN pupils currently, with a further 34 on the watch list. The shared document was of the same format that had been used for some time, however there had been several updates with the implementation of yoga and throwing the dice. Further equipment would be required. There were some families which had bespoke requirements and were being supported. The dice was in lieu of sensory, yoga was calming. Not every child would carry out both. Year 6 pupils were escorted by an adult but were responsible for managing themselves, this aided with transitions to secondary education where a more independent approach was required. A Governor asked how this worked given the current SEN within the Year</p>	

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		6 cohort? For some pupils, merely walking around the classroom or delivering a message around the school would be sufficient to regulate them. Of the twelve pupils in the class with SEN needs, there were four that had a high level of need which was particularly time consuming, these pupils were not able to work alongside one another.	
3	Declaration of Business Interests	<p>a) Governors to complete the annual declaration of interest on Governor-Hub:</p> <p>Most Governors had updated their annual business interests for the new academic year aside from Paul Culver who was unable to access Governor-Hub currently, The Clerk was investigating the matter. James Godfrey had also been reminded to update his business interests.</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>	ACTION ACTION
4	Minutes of the previous FGB meeting held on 19 th November 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 19th November 2025 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 meeting will be carried forward to the next agenda.</p> <p>All action points were dealt with throughout the meeting.</p>	DECISION ACTION
5	Membership/ Instrument of Government	<p>a) To receive an update on Governing Body membership and vacancies.</p> <p>This had been previously discussed, Inspire Governance had ceased to exist, there was nowhere to advertise Governor vacancies aside from advertising locally. The Chair of Governors may consider advertising in The Focus or placing an advert in the Parish Council window.</p> <p>The Inclusion and Diversity Governor highlighted the need to consider the collated Governor Diversity data when seeking new Governors. This would obviously be tricky to advertise for, specific people who fitted the bill could be approached.</p> <p>b) An update on the Parent Governor election was given as follows:</p> <p>This had been previously discussed.</p>	

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6	Review of the Governing Board	<p>a) The Clerk had circulated the Skills Audit template and had sent a reminder email to Governors on 4th January 2025. Those outstanding were asked to complete as soon as possible. Skill gaps would be identified, which would be beneficial when undertaking Governor recruitment.</p> <p>b) Chairs 360 Evaluations</p> <p>Governors were asked to complete and return to the Clerk who would forward to the Chair of Governors whilst retaining Governor anonymity. This would assist in identifying areas for improvement.</p>	ACTION
7	Governor Monitoring	<p>a) There had been no monitoring reports that had been circulated prior to the meeting.</p> <p>Planned events were detailed as follows:</p> <p>Wednesday 12th February 2025 – on-line safety, a visit from an author and making a valentine’s card or gift for someone you love. Ian Hewett would attend to carry out monitoring.</p> <p>Vicotria Travis left the meeting at 5.30pm.</p> <p>Teresa Sweetland would carry out EY (Early Years) monitoring.</p> <p>b) Single Central Record Check</p> <p>This was confirmed as being up to date.</p>	ACTION
8	Governor Safeguarding	<p>a) Governors to sign to say have read and understood KCSIE 2024/25 Governor-Hub.</p> <p>All Governors had updated Governor-Hub aside from Paul Culver and James Godfrey.</p> <p>b) All Governors to undertake annual online Strategic Safeguarding training.</p> <p>Those out standing Governors were asked to complete at the earliest convenience.</p> <p>c) Prevent Training</p> <p>As above.</p>	ACTION
9	School Improvement Plan	<p>a) The SIP had been circulated prior to the meeting.</p> <p>The Chair of Governors had identified two areas to assess: item 1 and item 4.2, with focus on all areas covered within the CWG (Curriculum Working Group). This would be looked at in Term 4.</p> <p>Some areas that remained amber had strongly contended to be green, however it was felt better to leave as was until discussions with SLT (Senior Leadership Team) had occurred.</p>	ACTION



		<p>A Governor asked whether curriculum teams were new? Previously, members of the CWG were allocated subjects. The new approach was thought to be the best given the school was a one form entry. The teams were headed as follows:</p> <p>A – Teresa Sweetland B – Ceri Norey C – Gail Spragg</p> <p>Feedback from meetings was given to the full Governing Board.</p> <p>The new system was thought to better supports teachers.</p> <p>A Governor highlighted an amendment which was required in one of the policies due for ratification, as is stated that all teachers were responsible for a subject. This would be re-worded.</p> <p>b) SEF (Self Evaluation Form)</p> <p>This was noted.</p> <p>c) School Expansion</p> <p>This was noted.</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:</p> <p>1. The Rodmersham Primary School trip to discuss diversity sounds very interesting. Why was Rodmersham chosen and what lessons can Lenham learn about EDI?</p> <p>As part of my Headteacher appraisal it was suggested to go and look at different leadership styles. Rodmersham was suggested by our SIA. We got lots of leadership ideas- see CWG. But also, we saw the investment in books.</p> <p>2. What are the key updates governors need to be aware of in the school plan?</p> <p>Everything is progressing well. We are on track to achieve the school plan. We are focusing on subjects that we haven't focused on before in a group leadership style.</p> <p>3. Under Safeguarding - what is operation encompass?</p> <p>Operation Encompass is when we receive a report from the Police that have visit a home.</p> <p>4. Why did the fire drill for safe hands on 11 November take much longer than the whole school fire drill on 12 December? Are there any follow-up lessons or actions?</p>	

		<p>Safe Hands record the timings themselves and record timings slightly differently. They will read individual register and call out names. We count heads.</p> <p>5. How long does the funding from Medway Council last to employ an agency TA for the new pupil requiring 1-2-1 support? Is this resource in place and secure? Are there any other special needs / resources required from the school for the child?</p> <p>The support is in place till end of term 3, it is very likely Medway will continue support in Term 4 and then we will need to apply for Higher Needs Funding. The child is working at 18- 24 months but is making progress already. Medway want to fund an Ed-psych as ASD is a concern.</p> <p>6. Under Community and parents section, there is an incomplete sentence regarding 2 parent forums. Also, what is a parent forum? It's the first time I've heard of it!</p> <p>We have held our two PACT (family support meetings). The turn out has been very low. Roughly 6 parents who have SEN children. We are trying to create the Lenham Family Forum for all parents. Watch this space.</p> <p>7. Are there any updates regarding the school expansion project from KCC?</p> <p>I haven't heard anything officially. But I believe it is delayed that there are not the spaces needed for Sept 2026. I have emailed Nick asking for details to share with the school community.</p> <p>Part of the HTs appraisal had suggested analyses of differing leadership styles. The HT had visited Rodmersham Primary School, which had previously burnt down, and was similarly sized to Lenham, with seven teachers also. Responsibly for each subject fell to all teachers, Lenham had implemented this approach to Art to determine whether it was successful.</p> <p>Diversity had been a discussion point, Rodmersham had a big push on books that included this topic and with powerful diversity issue stories being read in assemblies. The list of books used would be forwarded to the HT, it was also possible to find on Google. The following year would see the re-writing of all assemblies at Lenham. Funds raised from Book Week in March could be utilised.</p> <p>A report from Operation Encompass was received, this normally included domestic violence incidents.</p> <p>A Safe Hands fire drill had taken longer to complete than an internal drill. The school counted heads in the first instance, Safe Hands read out everybody's name.</p> <p>b) Updates on New Legislation for Sexual Harassment were detailed as follows:</p> <p>This had not been circulated and would be added to the Term 4 agenda.</p>	ACTION
11	Safeguarding	<p>a) Updates were discussed as follows:</p> <p>This had been detailed within the HT Report.</p> <p>b) HT to confirm Single Central Record Check</p> <p>This was confirmed as being up to date.</p>	

12	Finance	<p>a) Budget Monitoring had been circulated prior to the meeting, with key points discussed as follows:</p> <p>The Finance Working Group Meeting had not taken place. The school was still on track with regards to budget.</p> <p>b) Financial Risk Register</p> <p>As above.</p> <p>c) Capital Projects were discussed as follows.</p> <p>Replacement flooring had been installed over the Christmas holidays, works came in on budget and was looking fantastic.</p> <p>The school was working had on IT items. A few broken chrome books would be replaced, spare monies would be spent on improving the Wi-Fi.</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) First Aid Policy</p> <p>The policy had been tweaked to include minor incidents.</p> <p>All Governors Approved.</p> <p>b) Curriculum Policy</p> <p>This required a slight amendment to alter statement that read that teachers were responsible for their own allocated subjects.</p> <p>All Governors Approved, with amendments made.</p> <p>c) Health & Safety</p> <p>KCC Policy</p> <p>Although there was no mention of not allowing children to abscond, the school were aware of the potential points of access. The Chair of Governors thought this may well be detailed within the Critical Incidents Policy.</p> <p>All Governors Approved.</p> <p>d) Staff Code of Conduct</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p>

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		The Chair of Governors wished for the policy to be available to Governors for ratification at the start of each academic year. All Governors Approved.	DECISION
14	TEP Governance Monthly Newsletter	a) To Receive Key Items from the Monthly Bulletin. This had been shared within the meeting documents. There was an update to 'Children in Care' legislation which Governors were required to read. Governors should be carrying out social media checks on staff candidates. This would be implemented should the candidate be friends with a member of staff. Social media checks should be carried out for all candidates. Training: Richard Westcott had booked on to several TEP run training modules.	ACTION
15	Chairs Actions/ correspondence	a) Chair advises on any actions and any correspondence received. There had been no actions or correspondence received.	
16	Any other urgent business	a) To Receive Any Other Business: There was nothing further that Governors wished to discuss.	
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. 18 th March 2025 13 th May 2025 15 th July 2025 The CWG meeting was set to take place on 25 th February 2025. The FWG meeting was set to take place on 3 rd February 2025.	

The meeting finished at 6.15pm



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	The HT would re-set PCs email address, the Clerk would forward a Governor-Hub access email.
4a previous	Review GB membership later in the calendar year	Clerk to add to agenda	Actioned
6b/c previous	Update Governor-Hub to confirm approval of Code of Conduct and Terms of Reference	JG/PC	PC would complete once access to G-Hub had been obtained. The Clerk had emailed JG reminding him to carry out these tasks as soon as possible.
8a	All outstanding Governors to update Governor-Hub to confirm having read KCSIE 2024	JG/PC	As above
8b previous	SG lead to complete SG Governor specific training	CofG	Actioned – The CofG had completed the NGA version.
8c previous	All Governors to complete annual SG training	All	The Clerk had re-circulated the link and password. There had been a flurry of activity, the Clerk would update records accordingly. Those Governors that had not yet completed, were asked to do so as soon as possible.
14a previous	Look at other schools SEN data	GS	It had not yet been possible to benchmark. The latest available data was from June 2024, with ever school in England listed. In January 2023, there were 18,930 pupils with an EHCP (Educational Health Care Plan) across Kent, which equated to 5.2% of pupils. This figure would rise to 20,000 by 2028. Harrietsham and Rolvenden Primary Schools had been compared. Harrietsham had 37 pupils with SEN support and 5 with an EHCP. Rolvenden had 30 SEN pupils and 6 with an EHCP. 50% of pupils at the school were EAL (English as an Additional Language). East Kent had a higher proportion of disadvantaged pupils over West Kent.
3a	Establish why Paul Culver was unable to access Governor-Hub	Clerk	Ongoing.
4a	E-Sign approved FGB Minutes	Clerk	Actioned
5b	HT to let CofG know the cutoff date for Parent Governor applications	HT	An applicant had not replied to a recent communication. The HT would telephone them. Governors were reminded of the importance of completing Skills Audits. This would identify any skills gaps across the Board and would assist on Governor recruitment.
5b/6a	All Governors to have completed Skills Audits by the Term 3 FGB	All outstanding	Ongoing.
6b	Chairs 360 Evaluations	All outstanding	The Clerk had only received one completed evaluation, those outstanding were asked to complete as soon as possible.



7b	Health & Safety Monitoring	PC	PC was waiting for confirmation of dates. These had been emailed to his school email account, which had not been working. PC and DG would seek to carry out H7S monitoring.
8a/b/c	Carry out Safeguarding & Prevent training as required	All outstanding	Those Governors who had not yet done so, were asked to complete as soon as possible. Prevent was high on the OFSTED agenda.
9a	Include objectives within SAP	PC	On agenda
10a	Add discussion around Expansion to Term 3 agenda	Clerk	Actioned
12a	Financial Risk Register, benchmarking and finance related policies - FWG	FWG	This will be addressed at the next FWG meeting.
14a	Add new Sexual Harassment legislation to Term 3 agenda	Clerk	Actioned – Simone is working on a policy. Do staff know yet? No, but we need to be explicitly clear. Under the new legislation, there are things that people wouldn't even know were considered SH. ACTION – try to have up and running. We need to notify staff and then carry RA. – Bring back to March meeting please!
14a	Contact known photographer to see if photos could be taken for the website	PC	Reached out and said to Mr Ratcliffe about his daughter and he came back and said he would chat with her as she needs to do something for portfolio, he hasn't come back yet! PC caught him at Parish Council Xmas do!
16a	Write a report following attending the Nativity	IO	Add to Term 4 agenda
16a	Add Expansion discussion to Term 3 agenda	Clerk	Actioned

Action Points from Meeting held on 14th January 2025

Agenda Item	Action	Responsible	Actioned
2a previous/3a	All outstanding Governors to update annual business interests on Governor-Hub	JG/PC	
6b/c previous	Update Governor-Hub to confirm approval of Code of Conduct and Terms of Reference	JG/PC	
8a previous	All outstanding Governors to update Governor-Hub to confirm having read KCSIE 2024	JG/PC	
3a previous	Establish why Paul Culver was unable to access Governor-Hub	Clerk	
5b previous	HT to telephone Parent Governor applicant	HT	

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5b/6a	All Governors to have completed Skills Audits as soon as possible.	All outstanding	.
6b	Chairs 360 Evaluations	All outstanding	
7b previous	Health & Safety Monitoring	PC/DG	
4a	E-sign approved Term 2 minutes	Clerk	Actioned
7a	Attend planned in school events on 12 th February	IH	
7a	Carry out Early Years monitoring	TS	
8a	Carry out Safeguarding & Prevent training/confirm having read KCSIE 2024 on G-Hub.	Those Outstanding	
9a	Amend wording of relevant policy	HT	
10b	Add Sexual Harassment legislation to Term 4 agenda	Clerk	
14a	Read 'Children in Care' information within monthly bulletin	All Governors	

Signature:



(Ceri Norey, Chair of Governors)

18th March 2025

