Lenham Primary School
Full Governing Board Meeting
Held at School
on 15th July 2025 at 5 pm

MINUTES

Governors: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Paul Culver, Gail Spragg, Richard Westcott (Vice-Chair), Ian Overhead, Ian Hewett

In Attendance: Nicki Cox (Clerk/Governance Professional, Andrew Crossley (To be appointed as Co-Opted Governor)

The meeting started at 5.04 pm

Item		Purpose	ACTION
1	Welcome Apologies Quorum	a) Governors were welcomed to the Term 6 meeting by the Chair of Governors. Introductions were made around the table for the benefit of the proposed Co-Opted Governor candidate, Andrew Crossley. This was due to be Paul Culver's last meeting; he had resigned from his Governor role after fourteen years. Andrew Crossley was introduced by the Chair of Governors and was asked to give a brief biography. He had previously had a headship at three schools, having now retired. **All Governors approved the appointment of Andrew Crossley as a Co-Opted Governor, with a term of office commencing on 15th July 2025 and running consecutively for four years, thereby expiring on 14th July 2029.** Vicky Travis entered at 5.07 pm. b) To consider apologies for absence: Apologies have been received from Teresa Sweetland, who was unable to attend due to having recently taken a fall. **All Governors Accepted.** David Garland would likely be late as he had a hospital appointment. James Godfrey was not present, apologies had not been received. c) To confirm the meeting is quorate.	DECISION DECISION

Ceri Norey

		The meeting was confirmed as being quorate.	
2	Declaration of Business Interests	a) Governors to declare any business interests relating to any agenda item. There were no business interests raised against any of the agenda items. b) To declare any business interests against any agenda items, and if interests become relevant during the meeting: No business interests were declared throughout the meeting.	
3	Minutes of the previous FGB meeting on 13th May 2025	a) FGB minutes of 13th May 2025 to be approved by the Governing Board and signed by the Chair. **All Governors approved the minutes as a true reflection of the meeting.** b) To receive updates on agreed-upon Governor actions below: Please refer to the table set out below the minutes. c) Any matters not pertinent to the meeting will be carried forward to the next agenda. All items were addressed during the meeting.	DECISION
4	Membership/ Instrument of Government	a) To Receive an Update on Governing Body Membership and Vacancies: Teresa Sweetland's term of office was set to expire in October. The Chair of Governors would determine whether she wished to extend her appointment for a further four years. The new Co-Opted Governor would not necessarily be delegated the same roles as Paul Culver was assigned. Paul Culver covered many areas of Governance. It would be beneficial to the Governing Board to source a Governor who had an accountancy background. There were two Co-Opted Governor vacancies. A Governor asked what percentage of Governors were also parents? Four Governors had pupils at the school. It was not felt that this was too high a number, and therefore, candidates who were parents would still be considered. Pay committee members would ideally not be parents. The Chair of Governors could be a parent; however, this was not ideal. Parents could sit on a complaints panel provided they did not have prior knowledge or were considered tainted. David Garland would take on the Health & Safety role and had links to the Parish Council. b) Paul Culver – Resignation	ACTION - CN

		This had been previously discussed.	
5	Review of the Governing Board	a) Skills Audits/Financial Skills Audits: This would be reviewed in September. Governors would be required to complete an audit in Term 1, which would determine where skills gaps were across the Governing Board. b) Chairs 360 Evaluations: The Clerk had forwarded all audits received to the Chair of Governors.	
6	Governor Monitoring	a) To report on any Monitoring Carried Out: Music Assembly: A Governor had written a brief report, which had been shared with the Governors. There were around twelve who had learnt instruments; it was a fantastic assembly. The behaviour of those pupils who were not performing was noted as exemplary also! Pupils from Years 2-6 performed, the audience was made up of all year groups, aside from the Year 6s. A Governor who had attended Sports Day stated that it had been ‘ridiculously good’. A report would be written up by the Governor who had attended the Big Summer Sing.	ACTION - IO
7	Governor Safeguarding	a) Update on Safeguarding Training: Proposed changes to KCSIE had been released, with online harm, misinformation, and risks within digital space all now included. This would be looked at in the CWG (Curriculum Working Group). There were plenty of hyperlinks, which were difficult to find. Attendance was now statutory, registers were compulsory, and most absences would now be classified as unauthorised. There was new guidance on RSE (Relationships Sex Education) which was not included within KCSIE. Child Protection policies would be looked at in September. KCC (Kent County Council) would release a draft of KCSIE in mid-August. A Governor had attended a Safer Internet Day, which was delivered to Years 2 and 4. He had been extremely impressed. b) Update on Prevent Training:	ACTION - CN

		This had been discussed.	
8	Headteacher Reports	a) Receive Written HT Report: The report had been circulated before the meeting. There were no questions raised by Governors in advance of the meeting. b) SATS Data: This was shown on the board for the benefit of the Governors. David Garland entered the meeting at 6.13 pm. A parent survey was circulated after Sports Day. Results had been shared with the Governors. Areas highlighted in green meant that the school had scored higher than when OFSTED had carried out their inspection. Amber was in line with OFSTED. Parents wished for the school to spend more time teaching pupils the importance of being kind. This was in the action plan; children seemingly struggled more than ever to be able to say ‘sorry’. SEN support – parents felt well supported but wished for a greater level of support. Parents felt that there was an excessive number of emails sent by the school. Information was detailed within the school newsletter; however, if a parent raised a question, the school would send a blanket email to all with the requested information. There had been thirty-nine survey responses, which was only approximately five responses short of those that OFSTED had received. Most parents felt that the Governing Board was effective. Pupil surveys had also been carried out. The results were shown on the screen. OFSTED did not carry out pupil surveys. Results were positive. The HT drilled down to establish who pupils responses were from. There was a pattern of negative responses from pupils with SEMH (Social, Emotional, Mental Health). Managing their emotions could be tricky, with default responses stating that they dislike everything about school. Eight pupils had impacted the data negatively. If the HT was surprised by responses, she would ask the child’s teacher to have a chat with them, with the HT also cross-referencing CPOMS (Child Protection On-Line Management System) to look for any recorded issues that could be linked. Some pupils seemed to be worried in anticipation as to what could happen, rather than these issues having occurred. Staff surveys would be carried out in September. The end of term newsletter would notify parents of the results. The welcome back newsletter would detail the school's action plan.	

		The school was buying Forest School time from Harrietsham Primary School. It was hoped that all year groups would partake. Years 1-5 were guaranteed time; it was hoped they would undertake at Harrietsham. The school would ask parents for a financial contribution. If not enough financial assistance was received, the school may be required to reconsider; it was thought that the PFA would not be able to pick up the costs. The HT had circulated a Prevent risk assessment. All areas were green, aside from one which remained amber. The Pupil Premium strategy had been uploaded to the school website. The school spent more than came in, with £91,000.00 hitting the account and spending £105,000.00. A gentleman from Towers School had delivered an online safety training session. The takeaway from the meeting was the motto 'the playing field has changed but the rules remain the same'. 50% of friendship issues last year started online. The SBM (School Business Manager) wished to change payroll providers to HR Connect, wanting to leave Capita. Currently, all information is required to be double-entered. The difference in cost was shown, Capita required six months' notice. The proposed change would see the school better supported. The SBM would email Governors the details for them to approve the decision.	ACTION - SBM
9	Safeguarding	a) Any Applicable Updates: This had been detailed within the HT report. b) Single Central Record Check The date was incorrect and would be amended. c) Receive Annual Report on LAC (Looked After Children) This had been uploaded to the meeting documents. The date on the document was incorrect and required updating. d) Review Child Protection Policy & Procedures This would be reviewed in September.	ACTION - HT ACTION - HT
10	Finance	a) Budget Monitoring/Update from FWG: Budget feedback had been received from SFS (Schools Financial Services): It was important to keep a close eye on finances; there was a deficit in Years 1 and 2 of the budgets. The school must ensure that this is sustainable. Staff costs now exceed 80% of the budget. This was due to NI (National Insurance) increases, pay rises and extended contracts for support staff. It was important to keep a close eye on this.	

		Income from the year was forecast to be significantly less than the previous year. This was due to a large one-off payment having been received for the nursery. The purchase of ten new laptops had been approved. KCC had dropped a bombshell, and ongoing investigations had taken place, testing the integrity of the timber in the roof and whether the water ingress had impacted. The plan was to replace most of the ceilings throughout the school. The lighting would be replaced, and asbestos removed. Some ceilings would be lowered, mitigating the need to fix anything above. The timing was poor; the school had only been given short notice of the proposed works. The newly appointed Governor asked about the two-form entry – this was currently on hold due to the low birth rate, however, it would likely happen at some point. The new housing in the village, which was going up rapidly, was making it harder to get a place. Many pupils in the village attended Harrietsham Primary School because it has a two-form entry. A 4% pay rise – an additional grant would be received, with the figure received based on pupil numbers. The school was still waiting for confirmation as to how this would work. Schools were advised to not exceed 80% of their budget on staffing costs. b) Receive HT Report on Performance Management: This had been reviewed by the FWG (Finance Working Group). There were no concerns around any of the teachers' performances. The school would be fully staffed for September. c) Review the Pay of Teachers & Staff: This was reviewed in the FWG.	
11	Policies	To review and approve any policies due for renewal: - There were no policies due for renewal currently.	
12	TEP Governance Monthly Newsletter	a) To receive key items from the monthly bulletin: There was an article regarding complaints that Governors were advised to read. Mental health and well-being – would be flagged to the Well-Being Governor.	ACTION - ALL
13	Training	a) Report on any Training Undertaken: TEP training modules would be updated over the summer break.	

		b) Update from the Governor Conference: The Chair of Governors and Clerk had attended the recent Governors Conference. A section on exclusions and suspensions had been included. Managing Complaints – all Governors were recommended to carry out training if possible. Governors were responsible for the Complaints Policy and must ensure that it was EAL (English as an Additional Language) and SEND compliant. As an LA (Local Authority) school, complaints should be accepted by anyone, not just parents – this should be made clear within the policy. There was a section on pay/performance for teachers. The government was unlikely to fund the full allowance.	ACTION - CN
14	Chair's Actions/ Correspondence	c) Chair advises on Any Actions and Any Correspondence Received There had been nothing received.	
15	Any other urgent business	a) To Receive Any Other Business: A Governor felt that the Focus advert headline of 'Do you have any spare time?' should be removed. The Governor's trophy would be presented on the 21st of July – all Governors were welcome to attend. Dates for the CWG and FWG will be circulated. A Governor requested that a CWG update be added as a rolling agenda item.	ACTION – CN ACTION - CLERK
16	Impact of Meeting	a) Discuss the Impact of Meeting: The meeting had been productive; it had been good to appoint the new Co-Opted Governor.	
17	Confidentiality	b) Determine and Agree Which Items Are Confidential.	
18	Date of next meetings	a) FGB 2024/25 Meeting Dates: To be held at School at 5 pm 23rd September 2025 18th November 2025 13th January 2026 17th March 2026 12th May 2026 14th July 2026	

The meeting finished at 6.49 pm

Action Points from Meeting held on 13th May 2025

Agenda Item	Action	Responsible	Actioned
4a	Advertise Governor vacancies in Focus. Add to Term 6 agenda	Clerk	This was on the agenda and had been circulated with the meeting documents. The Chair of Governors would forward to the Focus before the cutoff date of the 1st August.
5a	Skills Audits – by end of May	Those outstanding	There was a new Skills Audit template to be used from September. This was a Local Authority document, rather than an NGS one.
5b	Chairs 360 Evaluation – by end of May	Those outstanding	Those outstanding were asked to complete and forward to the Clerk – this would be picked up at the Term 1 meeting
6a	Forward monitoring report on Nativity to the Clerk	IO	Actioned
9a	Provide IO with a wish list of books	HT	The HT had managed to source items at a huge discount from elsewhere
3a	E sign approved minutes	Clerk	Actioned
4a	Governor's recruitment drive at the forthcoming Sports Day	HT	A possible candidate who had seemed extremely keen did not wish to pursue as she was unable to commit to Tuesday meetings. Another possible candidate had stated that she had not heard from the school, the HT had checked, and an email had been sent. Ian Overhead was friends with her and would speak to her regarding the matter.
7c	Prevent training	Those outstanding	Governors would be required to undertake in the new academic year.
11a	Research the possibility of carrying out an external review of the GB	CofG	The LA would charge the school for carrying this out. Due to the budget, the school did not wish to pay for the service. The CofG would look into the possibility of teaming up with another school so that an external review could occur.
13	Seek to arrange emotional well-being support for the school	JG	Not at meeting – defer to September.

Action Points from Meeting held on 15th July 2025

Agenda Item	Action	Responsible	Actioned
11a previous	Seek to carry out an external review of GB	CofG	

13 previous	Seek to arrange emotional well-being support for the school	JG	
4a	Establish whether Teresa Swetland wishes to continue in post for a further term of office.	CofG	
6a	Write up brief monitoring report on the Big Summer Sing	IO	
7a	Look at the proposed KCSIE changes within CWG	CofG	
8b	SBM to circulate information on proposed payroll provider to Governors	SBM	
9b/c	Amend dates on documents	HT	
12a	Read article within bulletin regarding complaints and consider undertaking complaints training, if not already done	All	
13b	Ensure the Complaints Policy contains all required info	CofG	
15a	Remove headline from Focus advert	CofG	
15a	Circulate dates for CWG/FWG meetings	CofG	
15a	Add update from CWG as a rolling agenda item	Clerk	

Signature: Date: 23rd September 2025

(Ceri Norey, Chair of Governors)