

**Lenham Primary School
Full Governing Board Meeting
held in the school
13th January 2026 at 5pm
MINUTES**



Governors: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Gail Spragg, Ian Overhead, Teresa Sweetland, Vicky Travis, David Garland, David Penny, Teresa Thompson, Fiona Armstrong

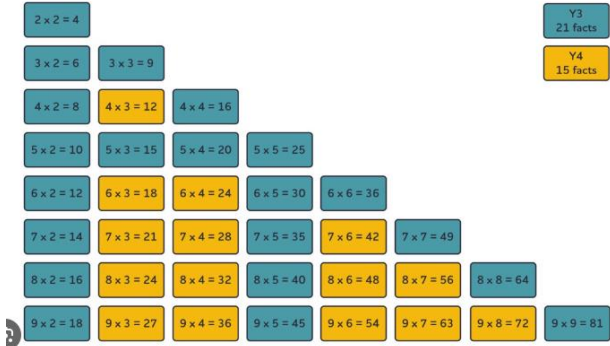
In Attendance: Nicki Cox (TEP Governance Professional/Clerk)

Meeting started at 5.07pm

Item	Purpose	Action
1 Welcome Apologies Quorum	<p>a) To welcome Governors to the FGB meeting:</p> <p>Those in attendance were welcomed to the meeting by the Chair of Governors, who wished all a Happy New Year!</p> <p>b) To consider apologies for absence:</p> <p>Apologies have been received by Richard Westcott who could not attend due to work commitments.</p> <p>c) To confirm the meeting is quorate:</p> <p>The meeting was confirmed as being quorate.</p>	
2 Declaration of Business Interests	<p>a) To declare any business interests related to agenda items, including any that arise during the meeting:</p> <p>There were no interests declared by Governors, nor throughout the course of the meeting.</p>	
3 Minutes of the Previous FGB Meeting	<p>a) FGB minutes of 18th November 2025 to be approved by the Governing Board and signed by the Chair:</p> <p>Minutes had been shared, Governors confirmed these were a true reflection of the meeting. The Clerk had been asked to make a minor amendment by a Governor, which had been completed.</p> <p>All Governors Approved</p>	

		<p>b) To receive an update on agreed actions from the previous meeting: Please refer to the table set out below the minutes.</p> <p>c) Matters not pertinent to this business meeting will be carried forward to the next agenda: All matters were dealt with within the meeting.</p>	
4	Board Constitution and Membership	<p>a) Update on Governor Vacancies: Due to some Governor resignations, there were a couple of vacancies: There was one Co-Opted Governor vacancy and one that it was hoped was only a temporary vacancy. The HT would advertise the Parent Governor vacancy.</p>	ACTION
5	Governor Compliance	<p>a) Review Governor training needs and any induction plans arising from the Skills Audit: The Chair of Governors would collate the audits.</p> <p>b) Safeguarding Training: Governors were reminded to carry out safeguarding training for this academic year, if they had not yet done so.</p> <p>c) Prevent Training: As above.</p>	ACTION ACTION ACTION
6	Governor Monitoring	<p>a) Report on any Monitoring:</p> <p>Health & Safety: The walkaround had been effective, information would be uploaded to Safe Smart, to allow the school to be able to evidence they were doing all they should be. Monitoring would take place three times annually.</p> <p>Christmas Events: Ian Overhead would write a brief report on the Carol Service. The Chair of Governors would write a brief report on the HT Award. A British sign language assembly had taken place this morning.</p>	ACTION
7	Strategic Leadership	<p>a) School Improvement Plan: This had been shared before the meeting. There were a few compliance points to discuss: The School Improvement Plan required approval from Governors, as did the SEF. The SEF had not yet been shared. <i>Governors were asked whether they accepted the school plan and its updates:</i> All Governors Approved Governors would be asked to approve the plan for each new academic year in September.</p>	DECISION

		<p>There were no questions from Governors.</p> <p>Governors were required to approve the budget monitoring at each FGB. The 6-month monitoring had been carried out at the last FWG (Finance Working Group) meeting, with a predicted roll-over at that time of £107,437. This had been approved at the Term 2 FGB.</p> <p>Benchmarking had been carried out by the FWG in November 2024. This would be looked at in the next FWG meeting. Hard figures were assessed in these meetings. The HT would share monitoring reports alongside the HT report, moving forward.</p> <p>Predicted Rollover - The Chair of Governors would notify the Clerk of the information from the FWG, including roll-over, to be shared with Governors.</p> <p>The SBM (School Business Manager) had obtained three quotes relating to IT and the cloud provider. The current provider gave the most cost-effective quote, making sense to remain with them. It was not compulsory to bring this to FGB due to it being under £8,000 threshold, however, Compliance had suggested that it be so.</p> <p>All Governors Approved</p> <p>The Staffing Structure was required to have full Governing Board approval at each FGB. Information was always provided within the HT report. Governors were a little perplexed as this was thought to be an operational matter, rather than strategic but was always discussed at FWG meetings.</p> <p>The Staffing Structure was approved by Governors.</p> <p>A Governor asked whether those staff that had moved year groups were happy? It was thought that staff were happy with year group movement. If there were any disgruntled members of staff, then it would likely not be feasible to make changes part way through the academic year. The HT had been clear in notifying staff that the following year would see it necessary for them to be openminded with regards to where they would be placed, with the possibility that they could be required to work straddled across year groups. Teachers had also been informed that they may not be allocated a specific, full time TA (Teaching Assistant).</p> <p>A cleverer model should be sought.</p> <p>A Governor asked with regards to HNF (higher Needs Funding) and whether this was to cease? HNF no longer existed in this former capacity, with it having shifted to a model that meant should a child be in receipt of an EHCP (Educational Health Care Plan), they would continue to get funding, however, how much they would receive was an unknown. Of the four pupils receiving additional funding this year, three had EHCP's. Funding received did not fully cover their additional needs. Two pupils allocated funding was combined to fund support for both, with one pupils funding allocated specifically to them.</p> <p>The vision of the community pot is for groups of children across several schools to benefit and not necessary pupils from individual schools. It was possible that schools may be required to buy in to resources that they barely use. The crossover period was proving to be a particularly tricky time. Funding currently equated to circa £10,000 per school. The pot would increase over time. Communities could all be run differently. A Governor concurred that the situation was a tricky one, encouraging the HT to only deal with matters within her control, by informing staff of expectation. SFS (Schoos Financial Services) looked solely at financial matters, without a</p>	<p>ACTION</p> <p>ACTION</p> <p>DECISION</p> <p>DECISION</p>
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		<p>realistic view of impact. The only luxury afforded to the school currently, was a TA in each classroom! Many schools only have TAs for mornings. It was important to get creative.</p> <p>All Governors Approved</p> <p>b) Review School Self-Evaluation Form (SEF):</p> <p>Governors were asked whether they accepted the SEF:</p> <p>All Governor Approved</p>	DECISION
8	Headteacher Report	<p>a) To Receive a Written Report:</p> <p>The report had been shared with Governors in advance of the meeting, with the following questions raised and were then answered by the HT, before the meeting also:</p> <p>You state that Lizzie Williams in your new School Improvement Advisor- is there anything specific that she is advising you for? If so, it would be good to keep this as a focus for governors to track progress and improvement. If it is just that she is popping in to see how things are going, then a highlights and priorities support this.</p> <p>KCC have graded us a green school, which means we get two visits a year from the School Improvement advisor. They come in and look at data and the school plan. Due to writing being the weakest area in the Year 6 data currently, she decided to look at writing across the school, with a focus on handwriting as that is in the school plan. SIA can come in more so if school pay for! She looked at current Yr 6's where writing weaker then she looked at writing in all. Weve lost a bit of presentation in bid to get work done but presentation important:</p> <p>As a result of her visit we will be launching Proud the Peacock, which will list our presentation expectations for each year group. We are continuing with our handwriting journey as per the school plan.</p> <p>36 key maths facts- what are they and how are they going to be embedded?</p> <p>These are 36 times table facts, that is you know them you can work out all your timetables.</p>  <p>We plan on drawing children (and parents) attention to these and use them in intervention groups to support those who are struggling with their times tables.</p> <p>We are encouraging kids. A whole scheme of work with cards and very expensive. We can draw to parents attention too. We are using as interventions</p> <p>DHT Cornerstones training for updated NC- what were the main take aways and what needs to be revised/ adjusted as a result?</p>	

		<p>Deputy HT said See the curriculum working group PowerPoint.</p> <p>Do the data harvests suggest that classes are on track to achieve the 65% combined that was stated as the focus for the school?</p> <p>Majority of classes are currently around the 55% combined mark, which means they need to move 3 more children to achieve 65%. These have been identified and interventions have been discussed at tonight's staff meeting. Then we looked at reasons.</p> <p>Did the writing moderation validate teachers' judgements or is more training needed?</p> <p>Writing moderation was very successful and judgements were validated. You do pre assessment and end of assessment too.</p> <p>The quote for the Cloud backup- is this from your normal IT provider or is it worth getting another quote to compare?</p> <p>We have compared quotes and our current provider is the best choice.</p> <p>Great attendance- I am sure you are very pleased. What is the plan for closing the gap with the PP children to be more in line with the rest of the school?</p> <p>Attendance Governor had been to chat with HT</p> <p>60 children are PP. Only 19 children are below 93% attendance (this was nat before Xmas)</p> <p>90%-93% = 2 children – would've got an attendance letter</p> <p>80%-90%= 10 children- 1 child is new to the school. 3 children are on medical evidence, 1 child has left, 5 children have been on holiday (if penalty can be applied it has). Holidays take terms to get above!</p> <p>65%- 80%= 8 children- 4 children have left, 2 Notice to Improve penalties have been issued (after offering lots of support), 1 holiday as well as medical evidence (next step NTI), remaining child's attendance has improved but they remain on medical evidence.</p>	
9	Finance	<p>a) Receive Update from FWG, to include 9 Month Budget Monitoring/Review Finance Monitoring Paperwork:</p> <p>The FWG meeting was due to take place on 26th January. There were no updates available. The Chair of Governors would cascade the review of the budget monitoring to Governors when available.</p> <p>b) Financial Risk Register:</p> <p>Add to Term 4 agenda.</p> <p>c) Review insurance arrangements:</p> <p>Add to Term 4 agenda.</p> <p>d) Review staff structure:</p> <p>Governors Approved</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>DECISION</p>
10	Curriculum	<p>a) Update from CWG (Curriculum Working Group):</p>	

		<p>Lots of information had been included within the HT Report, with a second whole school data harvest having been carried out.</p> <p>Girls were faring especially well in reading, with just one further pupil required to move to expected standard, to reach national.</p> <p>Boys had improved; SEN required some further work.</p> <p>Girls were slightly outperforming boys currently.</p> <p>Discussions had taken place about how we capture information on Sonar. Assessments took place at the end of every term.</p> <p>Governors were advised to read the CWG documents which were uploaded to the shared drive, including information of the SIA (School Improvement Advisor) visit.</p> <p>A Science review had taken place.</p> <p>Pupils were working to improve the presentation of their books.</p> <p>'Chalk' would likely feature in the School Plan the following year. Corner Stones could see a reduction in presentation. Teachers would carry out checks. A Governor noted that a plus point to using Chalk was different interpretations for different capabilities. The programme had been designed by teachers, for teachers!</p> <p>The CWG thought that meeting with the school council was a highlight!</p>	
11	Safeguarding	<p>a) Any Safeguarding Updates:</p> <p>There was nothing to report</p> <p>b) Single Central Record Check:</p> <p>This was confirmed as having been checked and was up to date.</p>	
12	Policy Review and Approval	<p>a) Finance Policy:</p> <p>All Governors Approved.</p> <p>b) Charging & Remissions:</p> <p>Costs had been increased slightly.</p> <p>All Governors Approved.</p>	<p>DECISION</p> <p>DECISION</p>

13	Governor Development	<p>a) To receive key items from the monthly TEP bulletin:</p> <p>This was noted.</p>	
14	Chair's Actions/ Correspondence	<p>a) Chair advises on any actions and any correspondence received:</p> <p>There had been no correspondence received.</p>	
15	Any Other Urgent Business	<p>a) To receive any other business:</p> <p>The SIA (School Improvement Advisor) was due to visit on 1st April, with the focus of the visit being writing.</p> <p>Forthcoming available TEP training was highlighted to Governors.</p> <p>The Health & Safety Governor noted that the statement of intent required to be dated, moving forward.</p> <p>Dates for the diary were detailed:</p> <p>Internet Safety Day – 10th February My Daddies Assembly – 11th February</p> <p>Term 4 – World Book Day - 5th March Science Day – 11th March</p> <p>The PTA were working hard to raise funds for the school. The Parish Council offered to match some funding and had very kindly donated £4,000. Donations had also been received towards the residential trip. Lenham Focus were also set to donate.</p> <p>The school had raised £143.50 by standing with a bucket at the exit of the Nativity.</p> <p>Pupils were aware that enough funding had been raised to implement the sand pits.</p> <p>Governor Monitoring Day:</p> <p>Details of the proposed day had been shared by the HT before the meeting. Each Governor had been allocated a teacher; Governors were asked to liaise with their teacher to arrange a time to meet that would be convenient for them both. Governors were asked to carry this out, out of teaching hours, where possible and could be carried out virtually, if necessary. Governors would have a pre-determined set of questions to ask, which linked to the school plan. Governors should monitor areas linked to their delegated roles at a later stage, also. A Governor would forward examples of questions used at another school that she Governed for.</p>	ACTION
16	Confidentiality	<p>a) Determine and agree which items are Confidential:</p> <p>Please refer to the Confidential Minutes.</p>	

17	Date of next meetings	2025-26 FGB Meeting Dates: 17 th March 2026 12 th May 2026 14 th July 2026	
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The meeting finished at 6.29pm

Action Points from Meeting held on 18th November 2025

Agenda Item	Action	Responsible	Actioned
13 previous	HT was set to undertake safeguarding training and would report back to the GB.	HT	Actioned
8b previous	Set FWG meeting dates	CofG	Actioned and set in diary!
7b previous	Update to confirm having read KCSIE 2025	All	All done
7c previous	Confirm approval of Code of Conduct on G-Hub	All	All done
5e previous	The CofG would re-send the safeguarding training link.	CofG	The link had been shared. Those Governors who had not completed for the academic year were asked to do so.
5g previous	Ensure GIAS and website up to date with Governor information	HT	Actioned
2a	Update annual business interests on G-Hub	Those outstanding	All done
2a	Remove TS husband as parish councilor on business interests list	Clerk	Actioned
5b	Write up H&S Monitoring Report & add to Term 3 agenda	DP/Clerk	On Agenda
5b	Ensure monitoring report template easily accessible on shared drive	CofG	Actioned
13a	Read section on policies within the TEP bulletin	All	Actioned

Action Points from Meeting held on 13th January 2026

Agenda Item	Action	Responsible	Actioned
4a	Advertise Parent Governo vacancy	HT	

5a	Collate Skills Audits results	CofG	
5b/c	Carry out safeguarding & prevent training	Those outstanding	
6a	Write up monitoring reports	CofG/IO	
7a	Inform Clerk of FWG updates. To be circulated to Governors, including budget monitoring	CofG	
7a	Carry out benchmarking	FWG	
7c	Review insurance arrangements – Term 4 agenda	FWG/Clerk	
9a	Financial Risk Register – Term 4 agenda	FWG/Clerk	
15a	Share questions used at Victoria Road monitoring sessions with CofG	GS	

Signature:
(Ceri Norey, Chair of Governors)

Date: 17th March 2026