Lenham Primary School
Full Governing Board Meeting
held in the school
18th November 2025 at 5pm

MINUTES

Governors: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Gail Spragg, Richard Westcott (Vice-Chair), Teresa Sweetland, Vicky Travis, Andrew Crossley-Holland, David Penny, Teresa Thompson

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

Item		Purpose	Action
1	Welcome Apologies Quorum	**a) To welcome Governors to the FGB meeting:** The meeting started at 5.07 pm Richard Westcott was not present currently, as was travelling from work. **b) To consider apologies for absence:** Apologies had been received from David Garland who had work commitments and Fiona Armstrong, who was also tied up at work. Ian Overhead had sent apologies as his son had been poorly in hospital. **All Governors Accepted Apologies:** Richard Westcott entered at 5.09 pm. The Chair of Governors detailed the two Governor resignations: James Godfrey had resigned from his Parent Governor role due to his child leaving school. Ian Hewett had a new job with greater workload and could no longer continue in his role as Co-Opted Governor. **c) To confirm the meeting is quorate:** The meeting was confirmed as being quorate.	 DECISION

Ceri Norey

2	Declaration of Business Interests	**a) Governors must complete the annual declaration of interests on Governor-Hub prior to the meeting:** Those outstanding were asked to do complete as soon as possible. Introductions were made for Andrew as new Governors hadn't met him! Teresa Sweetland had updated her annual interests on Governor-Hub. The Clerk would update the annual business interest list to remove her husband listed as a Parish Councillor. **b) To declare any business interests related to agenda items, including any that arise during the meeting:** There was no business interests declared against any item, either before or during the meeting.	 ACTION ACTION
3	Minutes of the Previous FGB Meeting	**a) FGB minutes of 23rd September 2025 to be approved by the Governing Board and signed by the Chair:** **All Governors Approved.** The Curriculum working group says 8th June, whereas it should be the 9th. **b) To receive an update on agreed actions from the previous meeting:** Please refer to the table below. **c) Matters not pertinent to this business meeting will be carried forward to the next agenda:** All matters were dealt with throughout the course of the meeting.	 DECISION
4	Board Constitution and Membership	**a) Confirm Re-Appointment of Ceri Norey as Local Authority Governor:** The LA had approved the re-appointment of Ceri Norey as Local Authority Governor. Full Board approval was required also. Ceri Norey confirmed that none of the disqualifications applied to her and that guidelines on appointments had been read through. **All Governors Approved the appointment, with a term of office start date of 18th November 2025 and running consecutively for four years.** **b) James Godfrey Resignation – Parent Governor Vacancy:** This had been discussed.	 DECISION

Ceri Norey

		Due to Ian Hewetts resignation from the Governing Board, it was important to source a Governor with sound financial knowledge. Andrew Crossley- Holland would join the Pay Panel. **c) Update on New Governors; Induction and Admin:** The new Governors still had outstanding compliance tasks outstanding and were asked to complete a soon as possible. The Clerk also noted that they had not booked on to Governor Induction training.	DECISION
5	Monitoring and Delegation	**a) AGREE Amended 2025-26 model Terms of Reference:** There had been a slight amendment made to the SIP priorities. The revised document had been circulated. **All Governors Approved** Pupil Voice – CWG RE & Diversity – CWG Mental Health and Wellbeing – Fiona Armstrong **b) Report on any Monitoring Undertaken:** There were no reports to be discussed. A Health & Safety visit took place earlier in the day. The report will be included in the next agenda. The monitoring visits report template should be easily accessible on Teams. The Chair of Governors had monitored the Single Central Record Check. An external review of the Governing Board has been undertaken by Victoria Road Primary School. The report was shared on the screen for the benefit of Governors and had been circulated before the meeting: The school had reviewed their Governing Board, also. Their Chair of Governors will attend the CWG meeting planned for January. The school also utilised Effective Governance from The Key. Areas highlighted in pink and red would be worked upon. Previously, parents had been notified on the Governing Board in the school newsletter – this may be reinstated and would occur three times annually. The Governing Board could collaborate with teachers too. External reviews would be revisited annually or bi-annually.	ACTION ACTION
6	Governance Compliance	**a) Governors to sign the Code of Conduct on Governor-Hub:** **b) Governors to sign to say have read and understood KCSIE 2025-26:** **c) Review Governor training needs and any induction plans arising from the Skills Audit:** This would be reviewed when skills audits had been collated and any skill set gaps had been established. **d) Safeguarding Training:**	

		e) Prevent Training: **f) Confirm current Governors in post are published on the school website, GIAS.** These areas had been discussed – please refer to the action points below minutes.	
7	Strategic Leadership	**a) School Improvement/Development Plan:** The plan had been written some time ago. All areas were RAG (Red, Amber, Green) rated. An appraisal with the SIA (School Improvement Advisor) had highlighted areas for inclusion which were not known at the time of writing the plan and included multiplications and SATS. An additional document had been included. Staff felt that there was insufficient time throughout the learning day, to allow for deep dives of multiplication learning. A Governor asked what contingency plan was in place with regards to Early Years? It would be necessary to recruit. If staffing remained as was, there was no room for flexibility. The Government were looking at EY apprenticeships. However, with a requirement to spend one and a half days out of class, per week, this was not feasible in a small school. A member of staff was learning sign language, of her own accord and interest. The school already used Makaton, with sign language being very similar. The member of staff took an assembly every six weeks, where pupils were taught the basics. The school had also signed up to the British Sign Language Association, for a ten-week course. With regards to the national curriculum around languages, it was possible to take the ten weeks away from learning the other languages, without being detrimental to pupils learning. It was hoped that further lessons would be released for pupils to make real progress. **All Governors Approved the School Plan and its updates.** **b) Review School Self-Evaluation Form (SEF):** There were no further questions.	
8	Headteacher Report	**a) To Receive a Written Report:** The report had been shared with Governors in advance of the meeting. There had been no questions received. The HT had attended training which concentrated on OFSTED. The only area of attendance in which the school was not in line with national, was in persistent absence and was down to one pupil who did not attend for some time.	
9	Finance	**a) Receive Update from FWG, to include Budget Monitoring:** The Pay Policy, risk register and business continuity plan had been discussed at FWG (Finance Working Group). ***7 Month Monitoring:***	

There was a £50,000 in year deficit, with a **forecasted rollover of £107,437**

Pupil numbers and funding matched budget assumptions, with no change to pupil or sports premium funding.

Pay adjustments had been reviewed.

Capital and school expenditure included snagging and recent IT upgrades – teachers had new laptops.

KCC (Kent County Council) carried out an assessment on the trees. One tree needed immediate attention. A high estimate was received; the school was obtaining additional quotes.

A conversation around chrome book replacements had taken place, with the school needing an additional thirty, which would cost approximately £6,000. TA (Teaching Assistant) laptop were also needed. This was due to the Windows upgrade and compatibility issues. The house server needed upgrading, this had been budgeted for, along with laptops. The chrome books had not been so. The HT was to apply to the council, to ask for financial assistance: it was hoped they would receive a £3,000 grant and that the PTA (Parent Teacher Association) would match the amount.

All Governors approved the Budget Monitoring

b) HT Performance Pay Award:

This was noted.

c) STPCD:

This was noted.

d) Capital Projects:

This was noted.

A financial compliance audit was due to take place next week and happens every three years!

A voluntary fund, spanning back several years, had been unused. The SBM (School Business Manager) required full Governing Board approval to allow funds to be released and utilised by the school.

DECISION

All Governors Approved

		e) Review Three Year Budget with Census Results: This was noted.	
10	Curriculum	**a) Update from CWG:** A CWG meeting had taken place with Governors advised to read through the documents on the shared drive: the school council had attended and had devised a Power Point presentation. Governors had provided them with a list of questions. There were three school councillors in Year 6, one of which was the secretary. Younger pupils spoke of 'funky fingers', the school plan had been referred to, pupils were asked many questions by Governors. Data was analysed at every meeting. The school had adjusted thresholds taking SEN pupil numbers from 33 to 54. Pupil Premium and disadvantaged pupils achieved lower than expected in reading. It was important to promote reading. There was a discrepancy between boys and girls in writing. The school was working towards 65% combined, across all year groups. The first two staff meetings after a data harvest involved analysing results, to highlight any trends. It was not necessary to carry out pupil progress meetings across all year groups. Year's 1, 2 and 6 required them, with all other years taking place though staff meetings. Attendance was above the national average.	
11	Safeguarding	**a) Any Safeguarding Updates:** Updates had been detailed within the HT report. There was nothing further to report. **b) Single Central Record Check:** The check had been carried out during the day; There had been some staff changes, the school was awaiting some paperwork from Governors. **c) Receive Annual Safeguarding Report:** This had been received in July.	
12	Policy Review and Approval	**a) Pay Policy:**	

Cai Norey

		This had been looked at in detail at the FWG meeting.	
		All Governors Approved	DECISION
		b) SEND Policy:	
		All Governors Approved	DECISION
		c) Freedom of Information:	
		All Governors Approved	DECISION
		d) Online Safety:	
		All Governors Approved	DECISION
		e) Data Protection:	
		All Governors Approved	DECISION
		f) Collective Worship:	
		All Governors Approved	DECISION
		g) Accessibility Policy:	
		All Governors Approved	DECISION
		h) Behaviour Policy:	
		All Governors Approved	DECISION
		i) Calculation Policy:	
		All Governors Approved	DECISION
		j) School Emergency & Continuity Plan:	
		All Governors Approved	DECISION
		Thanks to Richard Westcott for doing some work on there!	

13	Governor Development	**a) To receive key items from the monthly TEP bulletin:** There was an article on policies that Governors were required to read. Governing Boards had legal responsibility for statutory policies. Staff pay was covered in the FWG. The next Prevent training was being held on 3^{rd} December.	ACTION
14	Chair's Actions/ Correspondence	**a) Chair advises on any actions and any correspondence received:** There had been no correspondence received.	
15	Any Other Urgent Business	**a) To receive any other business:** An invitation to attend a maths assembly was no longer relevant due to the gentleman set to deliver, cancelling. Forthcoming events would be added as an agenda item. Up coming December events were detailed with Governors invited to attend. Governors had been assigned to one of the four houses.	ACTION
16	Confidentiality	**a) Determine and agree which items are Confidential:** Please refer to the Confidential Minutes.	
17	Date of next meetings	**2025-26 FGB Meeting Dates:** 13^{th} January 2026 17^{th} March 2026 12^{th} May 2026 14^{th} July 2026	

Meeting finished at 6.25 pm

Action Points from Meeting held on 23^{rd} September 2025

Agenda Item	Action	Responsible	Actioned
15a previous	Add update from CWG as a rolling agenda item from Term 2	Clerk	Actioned
10 previous	Add Pay Policy to Term 2 Agenda	Clerk	Actioned

13 previous	Seek to arrange emotional well-being support for the school	JG	JG had resigned from his Governor role. The HT was set to undertake training and would report back to the GB.
8b previous	Set FWG meeting dates	CofG	Rollover – this would be looked at after the compliance visit.
3a	Update annual business interests	All	Those outstanding were asked to complete before compliance
7b	Update to confirm having read KCSIE 2025	All	Those outstanding were asked to complete before compliance
7c	Confirm approval of Code of Conduct on G-Hub	All	Those outstanding were asked to complete before compliance
7d	Complete Skills Audit	All	All Governors had completed
5e	Safeguarding & Prevent training (SG Lead to also undertake specific training)	All	Governors were reminded to forward a copy of certificates to the Clerk and T&D Governor. The CofG would re-send the safeguarding training link.
5g	Ensure GIAS and website up to date with Governor information	HT	This had been carried out but required further action due to Governor resignations.

Action Points from Meeting held on 18th November 2025

Agenda Item	Action	Responsible	Actioned
13 previous	HT was set to undertake training and would report back to the GB.	HT	
8b previous	Set FWG meeting dates	CofG	
3a previous	Update annual business interests	All	
7b previous	Update to confirm having read KCSIE 2025	All	
7c previous	Confirm approval of Code of Conduct on G-Hub	All	
5e previous	The CofG would re-send the safeguarding training link.	CofG	
5g previous	Ensure GIAS and website up to date with Governor information	HT	
2a	Update annual business interests on G-Hub	Those outstanding	
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	

5b	Ensure monitoring report template easily accessible on shared drive	CofG	
13a	Read section on policies within the TEP bulletin	All	

Signature: Date: 13th January 2026
(Ceri Norey, Chair of Governors)