Lenham Primary School
Full Governing Board Meeting
held in the school
12th May 2026 at 5pm

MINUTES

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

In Attendance: Nicki Cox (TEP Governance Professional/Clerk), Simone Williams-King (School Business Manager)

Item		Purpose	Action
1	Welcome Apologies Quorum	***a) To welcome Governors to the FGB meeting:*** The meeting started at 5.04pm. Those in attendance were welcomed to the meeting by the Chair of Governors. Fiona Armstrong and Gail Spragg were set to be late. ***b) To consider apologies for absence:*** Apologies had been received by Teresa Sweetland who was on holiday. David Garland had also sent apologies due to being unwell. Richard Westcott had work commitments and was not able to attend. The newly appointed Parent Governor had also sent apologies as she had been unaware of meeting dates. ***All Governors Accepted Apologies.*** ***c) To confirm the meeting is quorate:*** The meeting was confirmed as being quorate.	DECISION
2	Declaration of Business Interests	***a) To declare any business interests related to agenda items, including any that arise during the meeting:***	

Ceri Norey

		There were no business or financial interests declared throughout the course of the meeting.	
3	Minutes of the Previous FGB Meeting	***a) FGB minutes of 17th March 2026 to be approved by the Governing Board and signed by the Chair:*** Minutes had been shared with Governors, who confirmed they were a true reflection of the meeting held on 17th March 2026. ***b) To receive an update on agreed actions from the previous meeting:*** Please refer to the table set out below the minutes. ***c) Matters not pertinent to this business meeting will be carried forward to the next agenda:*** All matters were dealt with throughout the duration of the meeting.	
4	Board Constitution and Membership	***a) Update on Governor Vacancies:*** The Chair of Governors had thought that there were no Governor vacancies. The Clerk checked after the meeting and there were still two Co-Opted Governor posts vacant.	
5	Governor Compliance	***a) Safeguarding Training:*** Governors were required to carry out annual safeguarding training, ideally at the start of each academic year. Those that had not yet completed for this academic year, must do so as soon as possible. *Fiona Armstrong entered the meeting at 5.11pm.* The HT suggested that the Term 1 meeting start half an hour early to allow Governors to carry out training. The Term 6 meeting would start at 4.30pm to allow Governors to complete Prevent training to ensure all were compliant. ***b) Prevent Training:*** As above.	ACTION ACTION
6	Governor Monitoring	***a) Report on any Monitoring:*** The following monitoring had been carried out by Governors, with written reports having been shared with Governors: ***Attendance:*** The monitoring Governor was not present; the HT gave an overview. The headline was that the school was above the national average. Any pupil whose attendance was below national average was being monitored. The picture remained that those eligible for Pupil	

		Premium, tend to have lower attendance. Those with less than 90% attendance, were either in receipt of medical evidence or had a note to improve. ***Health & Safety:*** The new report system was shown on the screen; this clearly evidenced all that was being done. Green is ok, red, not ok – so one area of red was a missing sign. All three reports had been uploaded. Asbestos – internal checks had taken place, in classrooms, corridors etc. Because the kitchen was a shared workspace, due to having contractors, checks were carried out separately. The school was liable for fires etc, but staffing was the responsibility of the contractor, who had a duty of care to ensure that staff were working alongside the school. Outside areas were outstanding, including the field and play equipment. A full documentary audit would be carried out; the monitoring Governor would liaise with the HT and SBM to ensure all risk assessments had been carried out and policies were in place. Reporting was now carried out electronically; the HT had not been present at the walk-around but received a fantastic overview and could action accordingly. This would be carried out termly. The walk-around took an hour and a half. Ian Overhead exited the meeting at 5.17 pm to open the door for Gail Spragg. They both entered at 5.19pm. The Chair of Governors asked the Health & Safety Governor to notify, should he need any assistance. The Health & Safety Governor would follow up with the SBM to actions were completed.	
7	Finance	**a) Budget Monitoring/Update from FWG (Finance Working Group):** Handouts were given to Governors; an overview was given as follows: The HT thanked the SBM (School Business Manager) for her efforts. It was necessary to approve closedown of the 2025/2026 financial year and figures submitted to the LA (Local Authority). ***Revenue Rollover – £145,729.43*** ***Predicted Rollover at start of financial year – circa £107,000*** ***Predicted rollover at 9 months – circa £120,000*** *Additional funds had been obtained from the tireless fundraising efforts by the HT, meaning an approximate additional £25,000 was rolled over than predicted at 9 months.* ***BCM (Balance Control Mechanism) – £162,978.32*** ***All Governors Approved.*** Plenty of hard work had gone into fund raising. The gratitude of Governors was relayed to the HT.	 DECISION

b) Closedown 2025/2026 financial Year:

Please see above.

c) Approve Three-Year Budget:

The CFR code document had been shared with Governors; this was the working copy of the three-year budget that had been submitted to the LA. Figures had been compared to last years budget and actual spend.

The FWG (Finance Working Group) had gone through the budget with a fine-tooth comb.

Income:

Highlights – there were no additional national insurance contributions, an inclusive mainstream budget of £12,100 had been received.

Guaranteed HNF (Higher Needs Funding) was set to reduce.

UFSM (Universal Free School Meals) and FSM had been budgeted to remain constant.
The HT would look at the new guidance for FSM; a new grant for those on Universal Credit was to be implemented. Those eligible for Pupil Premium were also entitled to additional aspects to funding, this new grant would be simply for the meal.

There appeared to be a large discrepancy on trips but this in part was due to the inclusion of forest School, to this coding. More recently, parents had been fantastic at paying for trips.

Expenditure:

Highlights – a reduction in staff training costs due to an increase of inhouse training. The Year 2 teacher covered DSL (Designated Safeguarding Lead) training. Other staffing costs had reduced due to the loss of a Mid-Day Supervisor, who had not been replaced.

Building & Maintenance – had increased this year – upgrade fire sounders, door, lots of plumbing works. Lots of the works had been pre-approved.

The school would seek a donation from the PTA (Parent Teacher Association) to cover Forest School.

Expenditure for trips & residential – showed an increase to the income and expenditure element; this was offset elsewhere, however.

		Reduced energy costs – gas and electricity for the 2025/2026 financial year came in at £19,000, with £24,000 having been budgeted. £21,000 had been budgeted for this year. Water charges had increased. *Catering supplies* – meals had increased to £3.10 per meal; the school received £2.61. *Brought in professional services* – PE grant would be used for Team Theme who would deliver Forest School next year, but we will ask for parental contributions. *Capital Grant* – £4,000 had been put aside to pay for an upgrade to the fire alarm panel; a quote had been obtained for £1,700, and with an uplift from Skanska. ***Governors Approved the Three-Year Budget.*** ***d) Discuss Unspent Balances:*** Please see above. ***e) Agree Purchase of External Services*:** Please see above. ***f) Asset Register:*** This was noted. ***g) Staffing Structure:*** ***Governors Approved.*** Governors thanked the SBM for her time and efforts, she exited the meeting 5.47pm.	DECISION DECISION
8	Curriculum	***a) Update from CWG (Curriculum Working Group):*** The HT pulled up the PowerPoint from the meeting, on to the screen; each meeting involved a presentation from the School Council, with a recent meeting having pupils keen to share and celebrate their work, whilst speaking of 'Proud Peacock'. ***b) SIA (School Improvement Advisor) Note of Visit:*** A previous visit had determined a requirement to improve the presentation of pupils' work; 'Proud Peacock' was launched, pupils were enthused to make extra effort. Both the HT and SIA had done a book sweep, since its implementation; the improvements were immense. Data had been discussed, with reading having mad the most progress. Feedback from Governor monitoring had been collated, using AI and hence some spelling mistakes!	

		It had summarised the results, this was shown on the screen. The DHT was thanked for her efforts in collating.	
9	Safeguarding	***a) Any Safeguarding Updates:*** There were no updates to report. **b) *Single Central Record Check:*** The record was confirmed as being up to date, there would be a few updates required due to the appointment of a new Governor, and various contractors.	
10	Policy Review and Approval	**a) *The following policies had been shared before the meeting:*** ***RSE Policy:*** There had been some changes to the policy. Parents had been notified. Sex education would be delivered to pupils in Term 6. Parents could not withdraw pupils from the science element. A couple of parents had requested to see the resources. ***All Governors Approved*** ***Admissions Policy 2026-2027:*** A Governor recommended that it made clear the process that would follow, should a parent wish to defer entry for their child. The HT would ensure this was detailed within. Parents had greater awareness of the situation, the HT would always flag that Lenham School had academy status and could insist on pupils joining the school in Year 8. ***All Governors Approved*** ***Admissions Policy 2027-2028:*** ***All Governors Approved***	 DECISION DECISION DECISION
11	Governor Development	***a) To receive key items from the monthly TEP bulletin:*** 18th May – Governor Briefing 25th June – Governor Conference. TEP (the Education People) training was running throughout the month.	
12	Chair's Actions/ Correspondence	***a) Chair advises on any actions and any correspondence received:*** There had been no correspondence received.	

13	Any Other Urgent Business	***a) To receive any other business:*** An ex-member of staff had sadly passed away. Funeral details were cascaded to Governors and ex-Governors who knew him. The SBM had asked the HT to seek approval from Governors regarding a proposed update to the Lettings Policy. Maximum capacity for each area weekly sessions would be based on a 1 hour letting – £15 per session, or £50 per day. Local community groups that benefitted pupils, were issued a good price. A Marshall Arts company, who had come highly recommended were set to let. Many lettings were not cost effective currently, when the cost of having the caretaker return to school to lock up, was taken into consideration. The HT would check the policy to ensure that it stipulated that safeguarding and health & safety were the responsibility of the letters. ***All Governors Approved.*** Lenara wished to invite pupils to sing at a meeting in the new academic year. The Inset Day on 22nd June would be when the SIP (School Improvement Plan) was devised.	ACTION DECISION
14	Confidentiality	***a) Determine and agree which items are Confidential:*** Please refer to the Confidential Minutes.	
15	Date of next meetings	***2025-26 FGB Meeting Dates:*** ***FGB:*** 14th July 2026 at 5pm ***FWG:*** 6th July 2026 ***CWG:*** 9th June 2026 The meeting ended at 6.15pm. As discussed, the Term 6 meeting will start at 4.30pm.	

Action Points from Meeting held on 17th March 2026

Agenda Item	***Action***	***Responsible***	***Actioned***
4a prev	Advertise the Parent Governor vacancy	HT	Actioned – a parent had been newly appointed and would also join the FWG. She worked at Lenham School, as head of math's and had previously been a chartered accountant. Lenham School would grant her time away from the school to carry, where necessary, to carry out her Governor role. The Chair of Governors had spoken with a previous Co-Opted Governor who had resigned due to ill health but was keen to return in some capacity. He would likely become an Associate Member.

5a prev	Collate the Skills Audits results	CofG	Defer to Term 6
6a prev	Write up monitoring reports	CofG/IO	Actioned
5a	Share finance training slides	DG	Defer to Term 6
12a	Add RSE Policy to Term 5 agenda	Clerk/HT	Actioned

Action Points from Meeting held on 12th May 2026

Agenda Item	***Action***	***Responsible***	***Actioned***
5a previous	Collate the Skills Audits results	CofG	
5a previous	Share finance training slides	DG	
5a	Arrange the Term 6 and Term 1 meetings to start at 4.30pm to allow Governors to undertake training	Clerk	Actioned
13a	Ensure the Lettings Policy delegates responsibility of safeguarding and health & safety to those letting, within the policy	HT	

Signature: Date: 14th July 2026
(Ceri Norey, Chair of Governors)