

**Lenham Primary School
Full Governing Board Meeting
held in the school
14th July 2026 at 5pm**



MINUTES

Governors: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Gail Spragg, Vicky Travis, David Penny, Teresa Thompson, Fiona Armstrong, Richard Westcott (Vice Chair), Nicola Hall, Teresa Sweetland, David Garland

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

Item		Purpose	Action
1	Welcome Apologies Quorum	a) To welcome Governors to the FGB meeting: <i>The meeting started at 5.11pm; Governor Prevent training had preceded the meeting.</i> <i>David Garland was not present for training due to suffering ill health but arrived at 4.53pm.</i> <i>Those in attendance were welcomed to the meeting by the Chair of Governors. A possible Co-Opted Governor candidate was present, who would hopefully join the Governing Board in September. Introductions were made. The proposed Governor gave a brief biography. The appointment would be added to the Term 1 agenda.</i>	ACTION
		b) To consider apologies for absence: <i>Apologies have been received from Ian Overhead who attended the training session but could not attend the meeting.</i> All Governors accepted apologies. c) To confirm the meeting is quorate:	DECISION

C. Norey

		<i>The meeting was confirmed as being quorate.</i>	
2	Declaration of Business Interests	a) To declare any business interests related to agenda items, including any that arise during the meeting: <i>There were no business or financial interests declared throughout the course of the meeting.</i>	
3	Minutes of the Previous FGB Meeting	a) FGB minutes of 12th May 2026 to be approved by the Governing Board and signed by the Chair: <i>The Clerk had amended a small numerical typo which had been highlighted by a Governor.</i> Minutes had been shared with Governors, who confirmed they were a true reflection of the meeting held on 12th May 2026. b) To receive an update on agreed actions from the previous meeting: <i>Please refer to the table set out below the minutes.</i> c) Matters not pertinent to this business meeting will be carried forward to the next agenda: <i>All matters were dealt with throughout the duration of the meeting.</i>	DECISION
4	Board Constitution and Membership	a) Update on Governor Vacancies: <i>There were two Co-Opted Governor vacancies, although with the proposed appointment in Term 1, this would reduce to one.</i> <i>Gail Spraggs term of office was set to expire on 3rd October 2026. She was happy to be re-appointed at the Term 1 meeting.</i> <i>Richard Westcotts term of office was set to expire on 28th November 2026. He was currently a Parent Governor. Correct processes must be followed and all eligible for the role must be given opportunity to put themselves forward. It was possible to move Richard to a Co-Opted Governor role; it was important to be mindful of having too many parents sitting around the table. Richard was asked to let the Chair of Governors know whether he wished to be re-appointed.</i> <i>Ian Overheads term of office was set to expire on 25th September 2026; the Chair of Governors would enquire as to whether he wished to be appointed for another term of office.</i> <i>The Clerk reminded Governors of the need to start thinking about succession planning for the Chair of Governors role.</i>	ACTION ACTION ACTION
5	Governor Compliance	a) Safeguarding Training: <i>Safeguarding training would take place before the Term 1 meeting, at 4.30pm.</i>	ACTION

		KCSIE 2026 would be discussed in the safeguarding section. Prevent Training: Governors had completed Prevent training before the meeting started. Those that were not quite finished were asked to complete as soon as possible.	
6	Governor Monitoring	a) Report on any Monitoring: Reports had been shared before the meeting. (Early Years) EY Transition: The monitoring Governor had experienced a home visit and evening event, feeling that both covered all relevant information; they were notified of pride and values and informed of areas to ensure readiness for school. A little information on phonics had been provided, along with how to access further information on the curriculum and learning by play. The evening had been extremely well-attended. EY Visit: The monitoring Governor had visited in response to Governor moderation in Terms 3 and 4 and had witnessed pupils working extremely hard, on what was a particularly hot day! The Governor felt it crucial to ensure the retention of two TAs (Teaching Assistant) within the class. The HT confirmed that one was an apprentice and that legally EY must have at least one TA. The budget had been set before notification was received that sports funding would cease. The Chair of Governors asked all to consider whether they had any toys from their childhoods which may be interesting to Year R pupils.	
7	Strategic Leadership	a) Headteacher Report: The report had been shared with Governors before the meeting. Key points were highlighted. Staff survey – results were positive, leaders ensured the HT undertook personal development to better herself. Staff tended to assume that 'personal development' meant going on a course; they were reminded that online training constituted this. A Governor thought prudent for the HT to notify staff at their appraisals. Numbers on role had dropped to 200, however, there was a family with 3 pupils set to join and two more families, taking the number up to 207 for September. Attendance data was shown – the school were faring better than national average. 'Thank a teacher Day – we asked for thank you messages from pupils; some were shown on the screen. Pupil voice – results were positive; children were required to identify themselves on the survey.	

		The PTA had been amazing at fund raising efforts. End of term newsletter was celebrating parent, pupil and staff voice. The Health & Safety Governor would carry out an audit in September; a walk around was due to take place the following week. A recommendation to rectify emergency lighting failures had been received verbally. A water efficiency audit was completed; there were some minor adjustments required. An internal leak and tank clean. Water rates had increased for April, May and June. The SBM (School Business Manager) had put together the asset register, which included new chrome books. b) SIP (School Improvement Plan): A costed school plan had been reviewed. A website notified of the most regular gradings schools were receiving. It was highly unlikely to achieve 'outstanding' in achievements; the HT had gone with 'expected standard' to err on the modest side. c) SEF: The draft had been written, to include new OFSTED framework but had not changed dramatically. This would be approved at the Term 1 meeting. d) White Paper Updates: There were no updates to report; OFSTED framework made clear that updates were at the forefront of everything. EHCPs (Educational Health Care Plans) were becoming harder to obtain. Some pupils at the school had the support they needed but did not so when they moved to secondary school. Governors should know the strap line 'Every child should be achieving and thriving at school'. e) Annual Safeguarding Report: The report had been shared with Governors in advance of the meeting. All Governors approved	ACTION
7	Finance	a) Budget Monitoring/Update from FWG (Finance Working Group): The 3-month monitoring was not available for the meeting. The FWG had gone through the budget with a fine-tooth comb.	

		Plenty of hard work had gone in to fund-raising; Governors thanked the HT for all her efforts. The SBM (School Business Manager) had set the budget when there were 203 pupils on role; it was hoped that there would be an additional 4 pupils. b) Review the Pay of Teachers & Staff: This was noted. c) Staffing Structure: This was noted.	
8	Curriculum	a) Update from CWG (Curriculum Working Group): The CWG had met on 9th June – minutes had not been uploaded to the shared drive. Governors had looked at students’ books and action plan. They had also answered some SATS questions. b) SIA (School Improvement Advisor) Note of Visit: This had been shared.	
9	Safeguarding	a) Any Safeguarding Updates: There were no updates to report. b) KCSIE 2026: Proposed updates had been released and were read out by the Chair of Governors. The document would be released over the summer; The Clerk would share prior to the Term 1 meeting. c) Single Central Record Check: The record was confirmed as being up to date.	ACTION
10	Policy Review and Approval	The following policies had been shared before the meeting: a) Named Governor for - Medical Needs and Allergy Policies-Statutory from September 2026: The policy will be ready for September, to include Benedicts Law. b) Anti-Bullying Policy:	ACTION

		All Governors Approved c) Health and Safety (Kent Policy): All Governors Approved. d) Flexible working policy and procedure (Schools Personnel Policy): All Governors Approved e) Bullying and Harassment Policy: All Governors Approved f) Early Years: All Governors Approved	DECISION DECISION DECISION DECISION DECISION
11	Governor Development	a) To receive key items from the monthly TEP bulletin: <i>The bulletin had been shared with Governors who were reminded to read, when received. The Chair of Governors highlighted key points;</i> <i>The SEN reform plan had an EY element; Governors were asked to access the hyper-link to familiarise themselves.</i> <i>Governors were asked to look at TEP (The Education People) training over the summer and book on to relevant training. The school also subscribed to the NGA (National Governance Association) which offered training, also.</i>	ACTION ACTION
12	Chair's Actions/ Correspondence	a) Chair advises on any actions and any correspondence received: <i>There had been no correspondence received.</i>	
13	Any Other Urgent Business	a) To receive any other business: <i>A Governor had been asked to raise a complaint about the noise created by the Year 6 leavers disco and suggested notifying close neighbours for future events. Unfortunately, it had been necessary to move the event to a more shaded area, due to the extreme heat and therefore the music was louder for those living near the school.</i>	

		Monday would see the Governor shield presentation; Governors were encouraged to attend!																							
14	Confidentiality	a) Determine and agree which items are Confidential: Please refer to the Confidential Minutes.																							
15	Date of next meetings	2026-27 FGB Meeting Dates: FGB: Term 1 – 22nd September 4.30pm Start **** Term 2 – 17 th November, 5pm Term 3 - 12 th January, 5pm Term 4 - 16 th March, 5pm Term 5 - 11 th May, 5pm Term 6 - 13 th July, 5pm <table><tr><td>FWG</td><td>CWG</td></tr><tr><td>14th September 3:15pm</td><td>15th September 1:30pm</td></tr><tr><td>9th November 3:15pm</td><td>10th November 1:30pm</td></tr><tr><td>11th January 3:15pm</td><td>15th December 1:30pm</td></tr><tr><td>1st March 3:15pm</td><td>9th February 1:30pm</td></tr><tr><td>26th April 3:15pm</td><td>20th April 1:30pm</td></tr><tr><td>28th June 3:15pm</td><td>22nd June 1:30pm</td></tr><tr><td colspan="2">Governor Monitoring weeks</td></tr><tr><td colspan="2">9th November</td></tr><tr><td colspan="2">1st March</td></tr><tr><td colspan="2">21st June</td></tr></table>	FWG	CWG	14 th September 3:15pm	15 th September 1:30pm	9 th November 3:15pm	10 th November 1:30pm	11 th January 3:15pm	15 th December 1:30pm	1 st March 3:15pm	9 th February 1:30pm	26 th April 3:15pm	20 th April 1:30pm	28 th June 3:15pm	22 nd June 1:30pm	Governor Monitoring weeks		9 th November		1 st March		21 st June		
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The meeting ended at 6.39pm.

Action Points from Meeting held on 12th May 2026

Agenda Item	Action	Responsible	Actioned
5a previous	Collate the Skills Audits results	CofG	Actioned and uploaded to the shared drive; the results were shown on the screen, which gave a summary of skill sets and gaps. There were a couple of areas that required action in Term 1. The GB would not complete a Skills Audit in Term 1, as would usually occur.

C. Mary

5a previous	Share finance training slides	DG	Actioned
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	Actioned

Action Points from Meeting held on 14th July 2026

Agenda Item	Action	Responsible	Actioned
5a	Term 1 meeting to start at 4.30pm to allow Governors to undertake safeguarding training	Clerk	
1a	Add appointment of Kat as Co-Opted Governor to Term 1 agenda	Clerk	
3a	Add re-appointment of Gail Spragg, Ian Overhead (possibly) and Richard Westcott (possibly) to Term 1 agenda	Clerk	
7a	Carry out Health & Safety Audit	DP	
9b	Share KCSIE 2026 with Governors	Clerk	
11a	Read articles from TEP bulletin	All	
11a	Look at available TEP training	All	

Signature: 
(Ceri Norey, Chair of Governors)

Date: 15th September 2026