

# Stocks Green Primary School (SG)



2023 -2024

## Draft Minutes from The Full Governing Body Meeting

held in the Music Room on Tuesday 21<sup>st</sup> May 2024  
starting at 7.00 pm

Item	Minute	Action
<b>Procedural</b>		
1.	<p><b>Attendance:</b> Di Ayling (DA), Rob Chewter (RC) (Chair), June Cooke (JC) (Vice-chair); Ruth Dixon (RD); Joe Endersby (JE), Peter Hipkiss (PH) (Headteacher), Becky Mackay (BM), Alan McLean (AM), William Moore (WM), Bridget Salmon (BS), Holly Taylor (HT), Dave Wallace (DW), Andrea Woollett (AW) (Clerk).</p> <p><b>Apologies for absence:</b> there were none.</p>	
2.	<p><b>Declaration of Business Interests:</b> there were no new ones and none against an agenda item.</p> <p>HT completed her induction with RD yesterday and has not yet had time to fill in the business interest form on Governorhub. She confirmed that she does not have any business interests or any interest against an agenda item.</p>	
3.	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>i. <b>The LA has met and agreed to the re-election of June Cooke (JC) as LA Governor, see minutes of 26<sup>th</sup> February 2024 for FGB agreement.</b> She confirmed that none of the Governor Qualifications &amp; Disqualifications (regulation 17 &amp; schedule 4 to the Regulations) apply and that she has read the Guidelines for the Nomination of Local Authority Governors.</li> <li>ii. <b>Clerking –</b> RC reported that AW has decided to retire as clerk to the FGB of SG at the end of this academic year. It was suggested that AW might fill the remaining vacant co-opted governor space. She expressed her willingness to do this. Governors agreed to co-opt her as a governor from October. RD, JC, RC and BS arranged to meet to agree the terms for filling the clerking vacancy.</li> <li>iii. <b>Governor recruitment/succession –</b> HT has now joined as a governor and, when AW joins, the governing body will be full.</li> <li>iv. <b>Chair/vice-chair elections –</b> these elections will take place in July. AW asked governors to consider who they might wish to fill these places. She will be circulating nomination forms prior to the July meeting. RC and JC both expressed their willingness to continue as chair and vice-chair.</li> </ul>	<b>AW</b>
4.	<p><b>Minutes of meeting of 26<sup>th</sup> February 2024:</b> these were agreed as correct and signed by the Chair (RC).</p>	
5.	<p><b>Action Points</b> See Appendix 1</p>	

6.	<p><b>Matters Arising</b>  There were no matters arising.  <b>A.O.B.</b>  School day – additional time required - PH  School vision - PH</p>	
<b>School Improvement</b>		
7.	<p><b>Ofsted Report</b>  The ungraded Ofsted inspection took place on 6<sup>th</sup> and 7<sup>th</sup> March. It was very positive. The inspection recognised the strong work subject leaders had completed with reading, history and safeguarding. The two areas highlighted by the inspector had already been identified with the evaluation of the effectiveness of the new curriculum and areas of development identified and a complete re-organisation of SEN.</p> <p>In Term 6 staff meetings will be looking at where changes need to be made including the sequencing of a couple of history lessons. This will continue to be embedded in the new year.</p> <p>The Inspector recognised the strong SEN leadership shown by JE but acknowledged that this is only the beginning and the school has work to continue in this area. The school has budgeted to cover this with £8000 in the SEN pot and an additional £8000 for training. The new reporting system highlights areas for specific training and JE, with staff, is analysing the exact needs to ensure the purchase of the correct support.</p> <p>PH was delighted that the inspector had captured the essence of the school. The timing of the inspection was good and the positive report provides a springboard for moving forward. PH is now considering the Vision for the next 4 years.</p> <p>RC thanked the school and everyone involved in the work that led to an excellent report. It has really captured the spirit of Stocks Green School. He also thanked JC for standing in for him in his absence.</p>	
8.	<p><b>Headteacher Report and Updates, School Improvement Plan (SIP) Monitoring</b>  The Headteacher Report was circulated prior to the committee meetings and the relevant areas reviewed by each committee.</p> <p>PH has started the process of looking at the vision for SG going forward following the Ofsted inspection and JE’s work on SEN. He has circulated some suggested statements detailing possible areas for consideration. He thanked governors for responses so far, 22 from staff and governors and 96 from parents. The proposal is to consider the next 4 to 5 years looking towards the next Ofsted visit. He has continued to work through the previous vision and wishes now to re-evaluate, own the vision and adapt the curriculum intent specifically for SG. When the vision has been agreed the school will consider how that aligns with curriculum values and how the cultural capital is included. The vision will feed into teaching and learning with a cohesive plan to which the school will be held accountable.</p> <p>PH was thanked for his hard work on starting the vision process. The role of Governors has been taken into account as part of the shaping of the school’s vision and they look forward to partnering with PH and the school. PH will consider the survey replies and then share them with governors. The intention is to have the new vision in place for the new academic year. He has noticed that the initial feedback shows an alignment with the points suggested.</p>	PH

	<p><b>SIP Priorities</b> The F &amp; P and S &amp; C committees reviewed the progress of SIP priorities at their meetings. See Appendix 4 for details.</p> <p><b>Items to highlight</b></p> <p><b>Attendance and Pupil Numbers</b> The present attendance is 95.7% . There are 217 pupils on role - 1 space. The number for September at present is 215 as there are only 27 on role for Reception at the moment. <b>Do you know why there is a low Reception uptake? There is a lower birthrate this year. One local primary is reducing their intake by a whole year group.</b></p> <p>Persistent absence is hovering around 10% mark but if you discount children who are no longer at SG it has reduced to 7.8%.</p> <p><b>Staffing and wellbeing/workload</b> <b>Governors look at staff absence figures as an initial indication of staff wellbeing. Clarification was sought around the absence figures as the initial impression is that they have risen sharply.</b> PH explained that he has done a rolling total. He will consider this again with the aim of making it clearer.</p> <p>There were no staff complaints and staff have continued to partake in personal professional development with training tailored to the school requirements.</p> <p>See confidential minutes</p> <p><b>Budget</b> The 3 year budget has proved very challenging in spite of an extremely healthy rollover. See Agenda item 10.i. for details.</p> <p><b>Writing</b> – this has been a big focus over the last two terms. Monitoring has shown good improvements. JC and RD will be monitoring writing in Term 6 on behalf of S &amp; C committee.</p> <p><b>Behaviour and OPAL</b> Behaviour incidences have reduced at lunchtime as hoped. The children are very involved in play and collaborating with all age groups. It has had the impact desired and their enjoyment is a joy to see.</p> <p>There have been some concerns around behaviour. See confidential minutes.</p> <p><b>EYFS</b> the work undertaken is a great success. Jan Dubiel is revisiting to help make adjustments around the transition between YR and 1.</p> <p><b>Future Proofing</b> SEN – continued development of vision and targeted training for TAs TA structure – review and manage staff wellbeing during changes required due to SEN review.</p> <p><b>Governors thanked PH for another clear and comprehensive report. It is very helpful to receive it before the committee meetings.</b></p>	PH
9.	<p><b>Governor Day and Governor Monitoring Reports</b> Formal and Informal monitoring; Governor KS2 SATs monitoring The above reports were circulated to all governors prior to the meeting. Governors responsible for the reports were thanked for their work. They were all agreed as correct. The monitoring will be a useful consideration for next year’s SIP.</p>	.

<p>10.</p>	<p><b>Finance and Premises Committee (F &amp; P)</b>  <b>AM presented the key points from the 14<sup>th</sup> May 2024 meeting</b>  AM reported that the end of year <b>Revenue rollover was £109,468</b>, significantly higher than the initial forecast and close to the balance control mechanism claw back figure.</p> <p>The Capital rollover is no longer in deficit as the LED loan only has a year left to go and a capital balance was carried forward. <b>The Capital rollover figure was £1528.</b></p> <p><b>i. New proposed 3 year budget – April 2024-March 2027 for FGB approval and submittal to SFS by 31 May.</b>  The key point when setting this budget is that it must remain balanced at 3 years. Schools are not permitted to spend more than their income whatever the circumstances. SG is very fortunate that they are in a very healthy position because of the high rollover but the reality over the next 3 years is a diminishing rollover with a forecast rollover of approximately <b>£60,500 in year 1, £34482 in year 2 and £3156 in year 3.</b></p> <p>It is fortunate that due to the healthy rollover the school can continue to fund the projects started this year and see them embedded. Achieving a balanced budget next year is of concern as, unless something changes in school funding such as a change in government or additional funding, it will be a problem to build in a budget in credit in year 3. <b>Is this based on pupil number prediction?</b> At present the school is not completely full but in order to balance the budget in the present year 3 the prediction is that the school will be full. This is one of the risks which has to be considered. It is hoped that the good Ofsted report and reputation in the local area will continue to keep the school well attended. <b>Does the budget take into account cost rises for staffing?</b> Yes Kent Schools Financial Services recommend a percentage to be budgeted. Last year there were additional unfunded staff costs of £2000 per staff member on the Kent Range and then a 9.5% unfunded rise which added £55,000 of unfunded costs over 2 years.</p> <p><b>A governor commented that wrap around childcare is very important for working parents and is an area to consider.</b> The F &amp; P committee discussed this in detail and will continue to consider the possibility of keeping outside agencies or doing this in school.</p> <p><b>SEN provision is an important area to improve – governors are reassured that this has been effectively budgeted for.</b></p> <p>The committee considered budget risks such as supply. The amount supply costs budgeted has been substantially reduced due to restructuring. The much reduced supply budget spend last year demonstrates that this is a realistic expectation going forward. Pressure will come in Years 2 and 3 from higher staffing costs due to more experienced staff.</p> <p>Lettings are a possible source of more income but there are constraints on times available and cost of staff covering. <b>It was agreed that the letting cost should remain the same this year.</b></p> <p><b>Voluntary contributions.</b> Governors considered the possibility of raising funds from voluntary contributions and considered it a possibility but with constraints. Governors wish to maintain the community feel and the excellent relationship with the PTA. <b>It was agreed to raise this possibility with the PTA and continue to partner with them in any fund raising going forward.</b></p>	<p>PH</p>
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	<p>He informed the meeting that he may not be able to sit on the panel as he has hospital treatment planned in the autumn. AW will check if it is ok for the vice-chair to sit in his place.</p> <p><b>Teacher's pay meeting – change of date.</b> See Agenda item 10.viii.</p> <p>There were no other matters to report.</p>	<b>AW</b>
<b>13.</b>	<p><b>Safeguarding</b> See confidential minutes Agenda Item 5.</p>	
<b>14.</b>	<p><b>Training and Development</b> RD shared updated training. There is not much listed between now and July but she encouraged governors to check if there are any learning opportunities they would like to do.</p> <p>BS reported that she is unable to log onto NGA Learning Link to do a safer recruitment course. AW will contact NGA to resolve this difficulty. PH sent BS a link to the course he has completed.</p> <p><b>Website</b> RD has reviewed the website compliance and reported that the school should have a Music Development Plan. PH is meeting with Jo Wiltshire this week to compile this.</p> <p>PH updated governors on the progress with the proposed new website. PH took a survey with users which confirmed that most parents would like a new but similar site. They were not interested in social media. It was agreed that this is not needed at the moment but would be considered if there was a falling role.</p> <p>The school has received quotes from two different website builders. Both are good and with similar quotes. One is Juniper who built the current site and the other one used at Discovery which PH is familiar with. PH has been talking with both companies to seek the best deal and discussing the pros and cons with the school Business Manager. Once the photographer has prepared new photos and a decision has been made work on the site can begin. The money for the website has been budgeted this year.</p>	<b>AW</b>
<b>15.</b>	<p><b>GDPR and Cyber Security</b> WM checked with the office at the FGB full day meeting. There were no concerns at that point and he has not had any reported since then.</p>	
<b>16.</b>	<p><b>Governor Monthly bulletin and NGA newsletter</b> See Appendix 5 for latest guidance.</p>	
<b>17.</b>	<p><b>Governance Meeting Impact</b> Continuity was ensured with the re-appointment of JC as LA governor, the induction of HT as a new co-opted governor and proposed appointment of AW as a co-opted governor. This will mean the FGB is at full capacity. The process to replace the clerk on her retirement was agreed.</p> <p>Governors reviewed the Ofsted Inspection Report and are pleased with the way it captured the true spirit of SG. Plans are well advanced to address the two areas of improvement, already identified by the school and governors.</p> <p>After careful consideration of the current financial situation the 3 year budget was</p>	

	<p>agreed and governors are satisfied that this year, due to the prudent budgeting and staff structure changes last year, there is adequate funding to embed projects already initiated and continue to improve the educational offer at SG.</p> <p>The formal monitoring reported demonstrates that good progress is being made in all areas and areas of improvement identified.</p> <p>Governors continue to prioritise staff workload and wellbeing by careful consideration of the areas of focus for review and monitoring and by the organisation of staff performance management. Improvements to the staffroom are also planned.</p> <p>The initial impact for visitors to SG has also been identified as an area for action with a new website and refurbishment of the entrance hall.</p> <p>Governors thanked PH and all the staff for their hard work resulting in a very good Ofsted report and good foundations to take the school forward in the next academic year.</p>	
	<b>Other</b>	
<b>18.</b>	<p><b>Chair's actions and correspondence</b> RC reported that he has received no parent correspondence and there are no actions to report.</p>	
<b>19.</b>	<p><b>A.O.B.</b> <b>School day</b> The designated length of the school day is 32.5 hours per week. PH considered that SG was compliant but updated guidance states that the start of the school day is from when the register is taken. At present pupils can enter the classroom at 8.45 am and the register is taken at 8.50 am. This means each day is 5 minutes short. Consideration was made to starting earlier or adding 5 minutes at the end of the day which would have financial implications as TA contracts run from 8.30 am to 3.15 pm. Lettings for clubs also start at 3.15 pm. PH therefore proposes to open the classroom doors at 8.40 am and take the register at 8.45 am. This would have no financial consequences. <b>Governors agreed this change to the school day.</b></p> <p>PH has been talking to parents about volunteering to help decorate shared areas of the school such as the Entrance Hall to improve initial impression. A smart entrance makes a big impact. Ken is going to decorate the staff room.</p>	
<b>20.</b>	<p><b>Next Meeting:</b> Tuesday 9<sup>th</sup> July 2024 <b>Next year equivalent meeting:</b> 24<sup>th</sup> February 2025 <b>Dates for the next academic year 2024 to 2025.</b> The dates had been previously circulated and were agreed. The all day meeting will be held on Monday 4<sup>th</sup> March 2025.</p>	
<b>21.</b>	<p><b>Confidentiality</b> See confidential minutes.</p>	

Signed

Date

Questions

Comments/Answers

Impact

Monitoring

## Appendix 1

### Completed or ongoing actions from the meeting of 26<sup>th</sup> February 2024

Item	Action	Action by
1.	<b>Action Point 6.</b> RD to complete HT's induction. <b>Completed yesterday.</b>	RD
2.	<b>Action Point 17.</b> BS to undertake Safer Recruitment Training. <b>Send BS a link and to JC. Actioned.</b>	BS
3.	<b>Agenda Item 3.ii</b> HT to complete business interest form on GovernorHub. <b>Ongoing.</b>	HT
4.	<b>Agenda Item 3.iii</b> AW to arrange for LA forms to be completed for the re-election of June Cooke. <b>Completed. Agenda Item 3.i.</b>	AW
5.	<b>Agenda Item 8.ii.</b> JS to submit the SFVS to the LA before 31 <sup>st</sup> March 2024. <b>Completed.</b>	JS
6.	<b>Agenda Item 8.iv.</b> JS and KT to continue to investigate the excessive water usage and report back to governors. <b>It appears to be ok now but will continue to monitor.</b>	JS/KT
7.	<b>Agenda Item 10.ii</b> JS to check governor email system with IT technician. <b>DW can now access.</b>	JS
8.	<b>Agenda Item 18.i</b> PH to draw up a Climate Action Plan. <b>Ongoing.</b>	PH

## Appendix 2

### Actions from meeting of 21<sup>st</sup> May 2024 to be completed asap or by 9<sup>th</sup> July 2024 at the latest

1.	<b>Agenda Item 3 iv.</b> AW to circulate nomination forms for chair and vice-chair elections prior to the next FGB meeting.	AW
2.	<b>Agenda Item 8.</b> PH to share the results of the vision survey and liaise with governors over the new vision for SG.	PH
3.	<b>Agenda Item 8.</b> PH to consider how to present staff absences on HT report to make it clearer for governors to monitor wellbeing.	PH
4.	<b>Agenda Item 10.i.</b> PH to discuss the possibility of voluntary contributions with the PTA.	PH
5.	<b>Agenda Item 11.</b> PH to consider governors attending SLT meetings with school council.	PH
6.	<b>Agenda Item 11. iv.</b> PH and staff to prepare Teaching and Learning policy for review at the S & C October meeting.	PH
7.	<b>Agenda Item 12.</b> AW to check who can sit on the headteacher performance panel in the absence of the chair of the FGB.	AW
8.	<b>Agenda Item 14.</b> AW to ask NGA to facilitate the log-in for BS.	AW

## Appendix 3

### Stocks Green FGB Training Record 2023 to 2024

<b>NAME</b>	<b>DATE</b>	<b>TRAINING</b>
Di Ayling	10.04.23	Prevent Awareness Training
	7/10/23	Safeguarding - how to fulfil the governance role
	16/10/23	Early Years Education
	21/10/23	Cyber security training
	26.02.24	EYFS Training – Jan Dubiel
Rob Chewter (Chair)	17.03.23	Prevent Awareness Course
	01.10.23	Online Safety – the essentials
	08.02.24	Kent Countywide Governor Briefing
	26.02.24	EYFS Training – Jan Dubiel
June Cooke (Vice-Chair)	28.03.23	Prevent Awareness Course
	28.03.23	Prevent Referrals Course
	17.10.23	Online Safety – the essentials
	19.10.23	Safeguarding – how to fulfil the governance role
	08.02.24	Kent Countywide Governor Briefing
Joe Endersby	26.02.24	EYFS Training – Jan Dubiel
Ruth Dixon	20.03.23	Prevent Awareness Course
	09.09.23	KCSIE Knowledge check
	14.09.23	Cyber Security School Training
	17.09.23	Online Safety – the essentials
	08.02.24	Kent Countywide Governor Briefing
	26.02.24	EYFS Training – Jan Dubiel
	02.05.24	Cybersecurity for School Staff
Peter Hipkiss (Headteacher)	26.02.24	EYFS Training – Jan Dubiel
Becky Mackay	10.10.23	Monitoring the Curriculum - How Governors can be truly effective and evidence the impact they make

	04.10.23	Kent Countywide Governor Briefing Part 2 -
	22.11.23	An Introduction to the National Plan for Music Education
	26.02.24	EYFS Training – Jan Dubiel
Alan McLean	26.02.24	EYFS Training – Jan Dubiel
William Moore	22.03.23	Prevent Awareness Course
	04.10.23	Online Safety – the essentials
	04.10.23	Cyber Security School Training
	09.10.23	Safeguarding – how to fulfil the governance role
	26.02.24	EYFS Training – Jan Dubiel
Bridget Salmon	24.03.23	Prevent Refresher Awareness Course
		Cybersecurity for School Staff
	26.02.24	EYFS Training – Jan Dubiel
Emily Smith	01.12.23	Governor Induction
	26.02.24	EYFS Training – Jan Dubiel
Holly Taylor	26.02.24	EYFS Training – Jan Dubiel
Dave Wallace	28.03.23	Prevent Refresher Awareness Course
	30.09.23	Online Safety – the essentials
	26.02.24	EYFS Training – Jan Dubiel
Andrea Woollett (Clerk)	18.03.23	Prevent Awareness Course
	31.08.23	How to support the development of the Board
	01.09.23	Cyber Security Training for School Staff
	18.09.23	Online Safety – the essentials
	26.09.23	Governorhub training
	04.10.23	Kent County Clerks' Briefing
	26.02.24	EYFS Training – Jan Dubiel