

Stocks Green Primary School

Full Governing Body (FGB)

Draft minutes from meeting

on Tuesday 15th October 2024 starting at 7 p held in
classroom 5



2024 -2025

Item	Minutes	Action
1.	<p>Attendance: 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), Emily Smith (ES) Dave Wallace (DW), Andrea Woollett (AW), Sally Robinson (SR) clerk, Holly Taylor (HT)</p> <ul style="list-style-type: none"> Apologies for absence: Holly Taylor JE left meeting early (at 7.20pm) as pre-arranged after spending the day on a school trip. He stayed to provide an update on the bike track (agenda item 8). 	
2.	<p>Chair welcome RC welcomed governors to the first Full Governing Body (FGB) meeting of the academic year. RC reminded governors of the principles of governorship at Stocks Green:</p> <ul style="list-style-type: none"> All documents should be read before the meeting. Governors to focus on strategic not operational. Everything discussed in meetings is confidential until minutes are published. Confidential minutes stay confidential to the governors. 	RC
3.	<p>Declaration of business interests Business declaration details for 2024/24: All governors confirmed they have completed and recorded their declarations on GovernorHub. The information will be posted on the school website.</p> <p>There were no declarations of interest against an agenda item</p>	SR/AW
4.	<p>Membership</p> <ul style="list-style-type: none"> Code of Conduct: All governors confirmed they had read and signed. Governors to confirm on GovernorHub. Instrument of Government (IoG): Governors agreed the IoG remains appropriate for the governance of SG and there are no changes. 	SR/AW
5.	<p>Committee formation</p> <ul style="list-style-type: none"> Sub committee chairs confirmed: Finance and Premises (F&P): Chair (AM), Vice-chair (WM) 	SR/AW

	<p>Pay and performance (P&P): Chair (RC), Vice-chair (DW)</p> <p>Standards and curriculum (S&C): Chair (JC), Vice-chair (RD)</p> <ul style="list-style-type: none"> • Terms of reference for Headteacher; Full Governing Body; Finance and Premises; Pay and Performance, Standards and Curriculum; Headteacher Performance Management; Pay Committee. Clerk; Panel Hearings; Delegated Governors all agreed as correct. • Standing Orders for election of Chair and Vice-chair to FGB; Associate Members; co-opted governors; meetings all agreed as correct. • TOR signed as correct by RC, chair and PH, headteacher. AW to post on website and Governor File. <p>JC resignation: JC to resign at the end of the academic year (July 2025) due to family commitments. RC thanked JC for all she had done and confirmed her roles as Vice-chair, FGB, Chair F&C and safeguarding and local authority governor would need to be filled. Governors agreed JC would continue with the roles until a replacement was found.</p>	
6.	<p>Minutes of meeting on July 09 2024</p> <p>Agreed as correct and signed by the Chair RC</p>	RC
7.	<p>Action points</p> <p>All action points from meeting on 9 July 2024 completed</p>	
8.	<p>Matters arising</p> <p>Governors agreed to bring forward Agenda item 19 concerning the new bike track to allow JE to leave the meeting early as agreed.</p> <ul style="list-style-type: none"> • Bike track: PH explained the school was building a bike track on the school field using recycled materials from the playground renovation. PH had received a letter of complaint from a neighbour whose garden borders the school field, close to where the track is being built. PH sent a comprehensive reply but felt the school should be able to determine the use of its own land. A second letter was received from the same neighbour on 15 October 2024 concerning a great crested newt which the neighbours alleged had been washed into their garden which they alleged was a probable result of works carried out to install the bike track. The neighbours suggested work should cease as these newts are endangered. The neighbours gave the newt to a pupil, and it was placed back in the pond area. Governors agreed RC and PH would reply to the letter confirming the matter had been discussed and the bike track would go ahead. The track finishes just before the complainant's garden and JE confirmed additional screening would be put in place. 	PH/JE
9.	<p>Headteacher's report</p> <p>Governors confirmed the report as read. PH summarised highlights including:</p> <ul style="list-style-type: none"> • Attendance is high at 95.9% • Persistent absence is low at 8.1% and has decreased. • JE has created an excellent system for recording interventions and support given to children with Education Health and Care Plan (EHCP). • Year 3 teacher Mrs Barclay has settled in well and is being mentored by PH. She is working 3 days/week covering for Chloe Adams. 	PH

	<ul style="list-style-type: none"> • The Passport of Possibilities (Cultural Capital provision) has been created and shared with staff. • Challenges included SEN provision and the associated cost. SEN provision is changing in Kent with a possible move to a localities model. • The low Early Years Foundation Stage (EYFS) role this year and modelling for the next 8-10 years with predictions of lower EYFS number in Hildenborough and North Tonbridge impacts the financial budget. The birth rate is reducing nationally. PH acknowledged SG would need to be competitive with other school in area. • Governors asked if the Stocks Green Pre-School (no connection with SG Primary) was relevant. PH acknowledged the lower OFSTED grade received by the pre-school (which has now changed to good) may have impacted on numbers. PH confirmed parents did not always understand there was no connection between the pre-school and SG Primary. PH explained he had reflected on his own talk to prospective parents which focussed on OPAL and cultural capital last year. He acknowledged the need to change the focus to SATS and 11+ results going forward, both are strong for the school and important to emphasise in a competitive market. • Governors asked if PH visited pre-schools in the area to build relationships. PH replied this was done by Clare Hodgson, reception teacher. 	
10.	School Improvement Plan (SIP) <ul style="list-style-type: none"> • Governors confirmed review of SIP 2023-2024 complete and objectives had been met. • SIP 2024-2025 circulated to all governors and carefully considered during committee meetings. Governors approved of the plan and noted it was closely aligned to Headteacher's targets. • SEF: Governors agreed this was a good basis for monitoring • Governor monitoring in line with SIP: all priorities have been assigned to the three committees. See Appendix 3 for individual committee and milestone monitoring. Governors approved of all monitoring agreed at committee meetings. 	PH
11.	Inspection Data Summary Report (IDSR): IDSR updated October 2024 and PH explained this would continue to update throughout year although statistics had a one-to-two-year lag. Highlights included: <ul style="list-style-type: none"> • SG well below national average for free school meals • SG well below national average for SEN support • SG below average for EHC • SG close to average for stability and well below average for deprivation. • Proportion of education support staff relative to teaching staff in highest 20% in 2023. PH acknowledged SG has more TA than most schools. 	PH

	<ul style="list-style-type: none"> Per pupil spending in lowest 20% for teaching staff. PH attributed this to a high proportion of teachers at top of their pay bands and a small SLT. <p>SEE CONFIDENTIAL DRAFT MINUTES</p>	
12.	<p>Training and Monitoring Requirements for 2024/25 in line with SIP.</p> <ul style="list-style-type: none"> RD circulated list of courses for governors on 29 September Greener governance course: BS, AW and RD attended this course in October 2024. Governors agreed while course useful there was no benefit to others undertaking it. RD explained by 2025 the school would need a sustainability plan which would be statutory. Governors suggested it would be useful to have a sustainability governor now (not statutory). AW agreed to take on the role. Governors discussed installing solar panels to reduce energy costs and agreed the idea was worth continued investigation. 	RD
13.	<p>FINANCE AND PREMISES (F&P). Meeting held on 8th October 2024.</p> <ul style="list-style-type: none"> Statutory 6 months budget monitoring (April to Sept 2024). FGB approved: Forecast revenue balance: £60,530 against current expected outcome of £70,046. The capital rollover is £7959. In 2025 the school will have to upgrade its server and install Windows 11 at cost of £10,000. AM reminded governors the three-year budget is using up surplus from previous years. By the end of the third year this previously accrued revenue will have been used. The three-year budget and pupil numbers budget was based on 215 pupil enrolment. The actual number was 212. PH informed governors this may rise to 213 to account for a pupil who left the school for three days over census and then returned. JS to try and recoup the funding. Governors agreed the budget is on track despite the shortfall in numbers. Policies: The committee reviewed and agreed the Security and Sponsorship Corporate Statement. The Business Continuity Plan, Health and Safety and Finance were reviewed and recommended to the FGB for approval. All were agreed. Benchmarking: Governors acknowledged as a useful strategic tool with limitations. KT/PH to send health and safety reports to AM who agreed to do a walk around during the full day meeting in March. 	AM
14.	<p>STANDARDS AND CURRICULUM. Meeting held on 2nd October 2024:</p> <ul style="list-style-type: none"> Statutory policies reviewed and recommended for FGB approval: Attendance; Behaviour Curriculum and Policy; Disability & Equality Policy; Healthcare Policy; Social Media Policy; Child Protection and Safeguarding Policy; SEND Information Report/Policy. All agreed. Other policies reviewed and agreed: Exclusions and Suspension Policy; Mobile and Smart Technology Policy; Mobile phone agreement; Image use; Touch and Use of Restrictive physical intervention policy 	JC

	<p>with Appendix A & B, Passport of Possibilities; Communication, Transitions</p> <p>Governors agreed they were very pleased with the way the school has looked at annual activities and trips which have all been shared with parents at the start of the school year to allow for budgeting.</p>	
15.	<p>PAY AND PERFORMANCE meeting of 1st October 2024:</p> <ul style="list-style-type: none"> Governors confirmed the headteacher appraisal had been completed and PH passed all his objectives and exceeded in one. Governors congratulated PH on his performance last year. New objectives have been set for PH for 2024/25 which align closely with the SIP Governors asked if PH had any contact with the local authority advisor. PH confirmed George Hawkins will come into school in January. Policies: The following were reviewed and agreed: Allegations against staff; Early Career Teacher; Confidentiality; Pay and Reward; (FGB approval required) Teacher pay reviews completed and agreed and recommended by FGB 	RC
16.	<p>UKGDPR and cyber security</p> <p>No new updates or recommendations</p>	WM
17.	<p>SAFEGUARDING</p> <ul style="list-style-type: none"> Safeguarding governor – JC to continue Governors agreed JC and PH would meet to carry out safeguarding audit together. 	
18.	<p>Governor Monthly updates</p> <ul style="list-style-type: none"> These have been done at committee level by AW AW confirmed nothing specific for FGB 	AW
19.	<p>Chair to advise on any actions/ correspondence received since the last meeting</p> <ul style="list-style-type: none"> No actions to report apart from bike track complaint. See item 8 	
20.	<p>Urgent items arising since agenda</p> <ul style="list-style-type: none"> Website review: PH showed governors first designs of new website incorporating quick links to class pages, calendar of events, house points and subject pages. Each class to have same format. Governors agreed it was a big improvement. PH asked parent governors if there had been any negative feedback on the Passport of Possibilities and associated costs. Governors said non received. Swimming: PH to continue looking at ways to reduce costs. 	

21.	1. Date of next meeting – 4 th March 2025 2. Next year equivalent – 14 th or 21 st October 2025	
22.	Decide on confidential items within the minutes	

Signed Date

Questions/Comments

Answers

Impact

Appendix 1

Completed or ongoing actions from the FGB meeting of 09 July 2024

Item	Action	Actioned by
1.	Agenda item 6: clerk to check changes in TOR and present to October meetings. COMPLETE	AW
2.	Agenda item 10: clerk to add SIP 2023 to 2024 to final monitoring to agenda for 15 October 2024. COMPLETE	AW
3.	Agenda item 13: iii PH to arrange for updated policies to be added to the website. COMPLETE	PH

Appendix 2

Completed or ongoing actions from the FGB meeting of 15 October 2024

Item	Action	Actioned by
1.	Agenda item 8: RC and PH to reply to letter complaining about the bike track and associated newt. RC and PH to confirm the matter had been discussed at FGB and the bike track would go ahead. The track finishes just before the complainant's garden and JE confirmed additional screening would be put in place.	RC/PH
2.	Agenda item 13: KT/PH to send health and safety reports to AM who agreed to do a walk around during the full day meeting in March.	KT/PH
3.	SEE CONFIDENTIAL MINUTES	PH
4.	Agenda item 17: Governors agreed JC and PH would meet to carry out safeguarding audit together.	JC/PH

Appendix 3: Governor monitoring in line with SIP

S & C COMMITTEE

ITEM	OBJECTIVE	MILESTONES	MONITORING	NEXT STEPS
1.	Quality of education: Prepare Prepare next steps for teaching and learning policy and CBD arrangements.	Autumn term actions: <ul style="list-style-type: none"> Agree timeline for teaching and learning policy implementation. Research first steps of teaching and learning policy 		
		Term 6: The school will have clear teaching and learning policy. There will be an implementation timeline. The first two elements of the policy will be embedded after a period of at least two terms each following EEF implementation guidelines.		
2	Quality of education: Sustain To further raise pupil attainment in the foundation subjects through coherently planned curriculum that cumulatively builds strong subject knowledge and skills for future learning and careers.	<p>End Term 2: Refined history curriculum will be in place and in use.</p> <p>End Term 4: Sequence of learning for computing will have been created.</p> <p>End Term 6:</p> <ul style="list-style-type: none"> School will have bank of SEN strategies that can be used in each subject. A clear sequence of learning documents for computing will have been created and implemented. 		
3	Quality of education: Sustain Develop effective writing implementation strategies to raise attainment in both school and national assessments	<p>End Term 2: Editing process will be evident in work scrutiny.</p> <p>End Term 4: Increase in number of pupils on track to be at ARE or above in each year group.</p>		

		End Term 6: The % of ARE will have increased in each year group. The % of children reaching Greater Depth will have increased in each year group.		
4	Quality of education: Deliver Further develop use of retrieval practices across curriculum	<p>End Term 2: A clear foundation subject assessment system will be created.</p> <p>End Term 4: Research on retrieval practice will be shared with staff and implementation will be seen across 5-% of subjects.</p> <p>End Term 6: School will have and effective foundation subject assessment system. Retrieval practices will be evidenced as being in place across all subjects in 100% of observations and learning walks.</p>		
5.	Quality of education: Deliver Develop a clearly sequenced multiplication curriculum and strategy	<p>End Term 2: Drops in the show multiplication strategies being used in all classes.</p> <p>End Term 4: Mean score in Practice Multiplication Screening to be 21.63 (las tyear's end of year) 31.3% of pupils to score 35/35 in practice screening (last year's end of year)</p> <p>End term 6: School will be in at least 40th percentile in Arbor for average point score and number of pupils who achieve 25/25</p>		
6.	Quality of education: Deliver Embed a clear and concise strategy for teaching and learning across all subjects	<p>End Term 2: Teaching and learning policy to be written.</p> <p>End Term 4: first area of focus to have been shared with staff and implemented across the school.</p> <p>End Term 6: School will have clear teaching and learning policy. There will be an implementation timeline mapped out. The first two elements of the policy will be embedded after a period of at least</p>		

		two terms each following EEF implementation guidance.		
7	Behaviours and attitude: Deliver Develop a clear behaviours curriculum to further enhance positive attitudes to learning and others	End Term 2: First behaviours will be embedded and clear from observations. End Term 4: Teachers will report 10% decrease in time spend managing low level behaviour in class. End term 6: Teachers will report a 15% decrease in time spent managing low level behaviours in class.		
8	Behaviours and attitude: Deliver Further develop a whole school approach to online safety	End Term 2: Online safety 360 report evaluation to have been completed. End Term 4: Online safety curriculum to have been reviewed, edited and refined. End Term 6: Parents will report (80%+) in the parent survey that they are well supported in helping their pupils navigate the online world		
8	Behaviours and attitude: Sustain Further develop lunchtime provision to decrease any incidences of poor behaviour.	End Term 2: All play types will be planned for End Term 4: The Play Team will be observed setting up areas in each zone for children to explore. End Term 6: School will achieve Platinum OPAL award during assessment.		
9.	Personal development: Deliver Further strengthen the promotion of inclusion and diversity across the school.	End Term 2: Courses will have been booked to meet the needs of EHCS children and interventions. End Term 4: School will have devised plan of adaptive teaching strategies for different subjects.		

		<p>End Term 6: The school will have clear systems in place to meet the needs of children with EHCPs.</p> <ul style="list-style-type: none"> The school will have sent staff on training for specific interventions to meet the needs of children with EHCPs/SEN. The school will have an agreed bank of adaptive teaching strategies in use throughout the school. 		
10	<p>Personal development: Sustain Ensure the school offers rich cultural capital experiences in a coherently planned way, in the curriculum and through extra-curricular activities.</p>	<p>End Term 2: All trips and experiences to have been booked and Passport of Possibilities to have been shared with parents.</p> <p>End Term 4: All elements of the Passport of Possibilities to have been embedded up to Easter.</p> <p>End Term 6; Parents will report that the 'Possibilities' have had a positive impact on their children's learning in the parent survey – 80% or above. Pupils will report high levels of engagement and excitement about the 'possibilities' that they have taken part in - 80% or above.</p>		
11	<p>Quality of Early Years: Deliver Further develop the EYFS curriculum and environment so that the environment supports the intent of an ambitious, coherently planned and s</p>	<p>End Term 2: more than 85% students on track for GLD End Term 4: more than 85% students on track for GLD End Term 6: GLD will be equal to or greater than 85% (last year's data - 90%).</p>		
12.	<p>Leadership and management Develop a teaching and learning school approach through high quality PPD, CPD and coaching</p>	<p>End Term 2: Teacher appraisals to have taken place using GROW model. Balint coaching to have started. End Term 4: TBC End Term 6: 90% of staff will say a lot of attention is given to their professional development in the staff survey.</p>		

P & P COMMITTEE

ITEM	OBJECTIVE	MILESTONES	MONITORING	NEXT STEPS
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1	Behaviours and attitudes: Sustain Further develop lunchtime provision to decrease any incidences of poor behaviour.	End Term 2: All play types will be planned for End Term 4: The Play Team will be observed setting up areas in each zone for children to explore. End Term 6: School will achieve Platinum OPAL award during assessment.		
2	Leadership and management: Deliver Develop a teaching and learning school approach through high quality PPD, CPD and coaching.	End Term 2: Teacher appraisals to have taken place using GROW model. Balint coaching to have started. End Term 4: TBC End Term 6: 90% of staff will say a lot of attention is given to their professional development in the staff survey.		
3	Leadership and management: Sustain Further develop highly effective subject leadership.	End Term 2: History Shallow Paddle will show active ingredients are present in 100% of lessons. End Term 4: Adaptive teaching techniques will have been drawn up per subject. End of Term 6: Leaders will have a clear understanding of their subject. 100% of subject leads will talk confidently about progression and adaptive teaching in their subjects.		

F&P COMMITTEE

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2	Personal development: Deliver Further strengthen the promotion of inclusion and diversity across the school.	End Term 2: Courses will have been booked to meet the needs of EHCS children and interventions. End Term 4: School will have devised plan of adaptive teaching strategies for different subjects		

		<p>End Term 6: The school will have clear systems in place to meet the needs of children with EHCPs.</p> <ul style="list-style-type: none"> • The school will have sent staff on training for specific interventions to meet the needs of children with EHCPs/SEN. • The school will have an agreed bank of adaptive teaching strategies in use throughout the school. 		
3	<p>Personal development: Sustain Ensure the school offers rich cultural capital experiences in a coherently planned way, in the curriculum and through extra-curricular activities</p>	<p>End Term 2: All trips and experiences to have been booked and Passport of Possibilities to have been shared with parents.</p> <p>End Term 4: All elements of P of P to be embedded up to Easter.</p> <p>End Term 6: Pupils will report high levels of engagement and excitement about the 'possibilities' that they have taken part in - 80% or above. Parents will report that the 'Possibilities' have had a positive impact on their children's learning in the parent survey – 80% or above.</p>		