

Stocks Green Primary School

Full Governing Body Meeting

Draft Minutes

Held in Year 6 Classroom on Tuesday 20th May 2025
starting at 7.00 pm



2024 -2025

Item	Minutes	Action
1.	Attendance: Di Ayling (DA), Rob Chewter (RC) chair, Joe Endersby (JE), Peter Hipkiss (PH) headteacher, Becky Mackay (BM), Alan McLean (AM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Ursula Saganowska (US) Staff representative Apologies from Andrea Woollett (AW) (holiday), Emily Scott (ES) on maternity leave	
2.	Declaration of Business Interests There were no declarations of interest against an agenda item	
3.	Membership Clerking recruitment 23/5/2025 closing date for Kent Teach advert. 2/6/25 Closing date for applications 6/6/25 Short listing meeting – RD, BS & AW RD mentioned that there had been some interest shown already by 2 people who are presently Clerk to Governors in other schools and are looking to take on additional Clerking positions. Chair/vice-chair elections Governors were asked to consider in advance of vote at July meeting. RC stated that he would be happy to retain his position as Chair of Governors and that AW would be happy to stand as Vice Chair. RC agreed to ask AW to post nomination forms for Chair and Vice Chair on SP prior to the FGB July meeting.	AW
4.	Confidential and non-confidential Minutes of meeting of 4th March 2025. Agreed as correct and signed by the chair RC. A governor enquired as to whether the Zones of Regulation training had been included in the Overall Governor Day Monitoring Report? RC confirmed this was the case.	
5.	Action Points: To receive update on agreed governor actions Reference Appendix 1 20 May FGB minutes The following action points have been completed: 1. US replacing ES while on maternity leave as Staff Governor. 3. PH reported that following investigation and discussion it was decided that in-house Gardening and Cleaning contracts would not be financially viable. A new cleaning contractor has been engaged. This will be a little more costly however Deep cleans and monthly inspections of standards will be included in the contract with the new company.	

	6. AW has offered to sit on S&C and F&P. HT has resigned. 7. Date for Headteacher mid-year appraisal has been arranged and completed. 8. School has a Climate Action Plan, waste management policy. Do we have to have Compost bins? Yes, in place. 9. Annual Asset Register has been completed.	
6.	Matters Arising and A.O.B. <i>There were no matters arising and none against an agenda item</i>	
School Improvement		
7.	Headteacher Update Despite considerable financial pressures, the school has achieved a roll-over of £79,407. This is around £19,000 higher than the initial budget prediction. This has been achieved through careful budgeting as well as well as not having to use contingencies that the school builds into the initial budget template. Attendance continues to be exceptionally high at 96% and Persistent absence continues to improve and is currently 6.02 for all pupils. However, this reduces to 5.3% in official DfE figures, due to some children not being statutory school age currently. This places us in 94th percentile nationally. The school should have a full Year R cohort for next year as we had 34 first choices. 30 parents have already confirmed their places. In partnership with two parents, the school has managed to secure full-funding and building works for the Launchpad. Barratt homes have agreed to build the room, send in an interior design team and pay for all resources for us, in exchange for some publicity. Although not a success for the school as such, KCC has confirmed that all EHCP funding will continue for next year as well as 75% of all existing HNF. This gives the school breathing space whilst the new system is embedded. The school has received positive feedback from parents regarding the new Year 4 class teacher who is covering maternity leave. They have settled well into the team. Zones of Regulation is being successfully rolled out across the school and initial feedback from staff, pupils and parents has been positive. The school has agreed a reduced price with Cantium for the removal of a digital server and transition to an online server. In return, the school will agree to promote the service if it is seen to be successful. School has appreciated the support of Ringmer school and staff in helping to establish the Launch Pad project and Zones of Regulation at Stocks Green Primary school. As a result of the Zones of Regulation initiative the Behaviour policy has been reviewed and improved. The SIA (Schools Improvement Advisor), will be returning in June 2025 to review further progress made with the school's SEND provision. The SIP and SEF will be updated over the summer to take into account the new Ofsted changes. PH and GN will be prioritising the Curriculum and Foundations Subjects in the new SIP.	
8.	Governor Day and Governor Monitoring Reports Governor Day All Monitoring Reports have been shared in Committees. DW agreed that the reports were accurate and RC expressed the FGB's thanks to AW for collating and sharing. KS2 SATs Governor monitoring	

	JC, LA Governor visited on Tuesday 13th May 2025 to monitor KS2 SATs at Stocks Green School, ensuring that administration, procedures, arrangements and environments were in accordance with Government guidelines. The visit lasted for 2 hours and included playground meeting and greeting with the Headteacher and Site Manager, and the organisation of exam papers and registers in accordance with the timetable for Tuesday 13th May 2025. The exam for that day was Reading Comprehension. The Governor was reassured that high standards were maintained and roles professionally shared amongst staff involved, led by the SLT. Most importantly, the children were calm, well informed and supported throughout the process.	
9.	Finance and Premises Committee AM presented key points of 13th May 2025 meeting. Approval for New 3-year budget – April 25 – March 2028 For recommendation, to the Full Governing Body (FGB) for approval and submittal to Schools Financial Services (SFS) by 31st May 2025. The budget was circulated to governors via SharePoint (SP) and following a presentation by AM, discussed and approved. AM reported that the end of year Revenue rollover was slightly higher than the initial forecast, the carry forward at the end of Year 1 of the proposed budget is estimated to be £44,068 (forty-four thousand and sixty-eight pounds). The Capital Balance this year was £2,081. 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. With careful management of the financial situation the school aims to achieve this. With regard to the school roll, 34 applications were received for YR and 30 places have been offered and accepted. Amongst other local schools this is not the case. Changes to SEND funding will also impact on the budget. The PTA have donated £6000 to support the purchase of stationary. ii Best Value Statement. – Agreed iii Governing Body Decision Planner -It was agreed that this was no longer of use as it cross referenced with the Governing Body's Terms of Reference. iv Access Audit – still to complete. v. Policies Statutory FGB approval - Charging and Remissions – Agreed F & P approved for FGB information: - Lettings -- Agreed - Pricing and Charging - Agreed - Records Management - Agreed - Freedom of Information -Agreed vi. VAT reimbursement procedures – approval for monthly reclaim agreed vii. GDPR policy – it was confirmed that this has been renewed.	

	viii. Climate Action Plan for 2025 – progress so far. This Statutory. School has received support from Susie Hammond and carried out a Lets Go Zero decarbonisation survey KCC have been approached for a school loan to fund Solar Panels on the roof. The plan would include sending send electricity to the grid and possibly providing an income stream. Y1 and 5 have taken part in RHS National Park workshops. Action Look at Sustainability. A parent has offered to assist with an Energy survey. Will this include the use of Heat cameras? Yes	
10.	S&C: RD/JC to present key points of 7th May 2025 meeting including: i. SEN and Pupil Premium For this year, 100% of EHCP funding will continue and 75% for HNF pupils without EHCP. This will cease at the end of the next academic year. The EHCPs will then be on a tariff system. The structure of SEN provision is identified in 3 clear levels – SEN register, SEN Radar level 1 and SEN Radar level 2. The Launch Pad Project was discussed, progress on funding and sponsorship from Barrett Homes with fixtures and fittings. It is hoped that the facility will be up and running in September. ii. Subject Action Plans – English and Maths Progress has been made in improving Writing skills and this will continue to be a prime focus embedding skills and knowledge. There will also be a spotlight on KS1 phonics, reviewing resources and workshops for parents. Positive feedback has been received from parents with regard to the Maths Homework books. iii. Safeguarding and Behaviour The updated Safeguarding Report was reviewed. This is now updated at strategic points in the academic year, reflecting current practice. Staff use CPOMs confidently, and pupils are well supported. This was evidenced in a drop in behaviour incidents. Zones of Regulation is now successfully embedded across the school. The Behaviour policy has been updated and all stakeholders have been involved in the roll out of this successful behaviour initiative. iv. Policies The following policies were reviewed and recommended • Best Value Statement – Agreed. Joint policy with F&P • Transition • Homework • Intimate Care • v. SIP Monitoring In his Headteacher Report 23rd April 2025, Mr Hipkiss reported at length on the revised priorities, these were Writing, Zones of Regulation, SEND focus and Opal.	
11.	Pay and Performance committee - No meeting held. RC to update governors on any relevant actions Parent Survey has been shared online. Friday 23rd is the deadline for replies. So far 46 responses (25%) have been received. Ask JS to send out a reminder.	

12.	Safeguarding Refer to item 10 in S&C minutes The updated Safeguarding Audit was reviewed for the year beginning 1 st September 2024. Originally this report was audited and changed once a year in Term 1. For ease of management and to reduce workload this is updated to reflect changes during the academic year. Red policies in the report are in date and black policies reviewed.	
13.	Training and Development: RD has updated governors on training opportunities sharing list of opportunities on 27 April. The Governor Conference this year will be held in Ashford, school has 3 places. September will include new opportunities for Governor training for e.g. SEND provision. The importance of having an up-to-date Complaints policy was discussed. The policy for Stocks Green, which is reviewed annually, is due for review by the P&P committee in July 2025. There is an updated version of the policy on KELSI.	
14.	GDPR/ Cyber Security: Update on situation within school – any breaches or actions to take: No new updates or recommendations <i>Nothing to report.</i>	
15.	Governor Monthly Newsletter and NGA newsletter Governor updates from the Governor Hub were shared. Amongst items for discussion was the target for 75% of pupils to be 'school – ready' by 2028. Teachers have expressed a concern nationally due to the lack of affordable childcare for parents and carers and this is having a negative impact on school – readiness. In Governing Matters an article on help for Heads was shared. Mr Hipkiss is aware of the HeadsUP4HT's GPT App which is an innovative way to access immediate, practical advice and emotional support.	
16.	Governor Impact The Chair and Committee Chairs feel individual committee and FGB minutes continue to demonstrate clear challenge and a full understanding of the school's operations. Following the comprehensive presentation of the 3-year budget, Governors fully understand the school's financial position. Governors have agreed Statutory policies and are fully aware of committee approved policies. In terms of Zones of Regulation, the Governors have acknowledged and recognise that these are effective and clearly underpin the Behaviour Policy.	
Other		
17.	Chair's actions and correspondence RD shared that in Governing Matters an article on help for Heads was featured. Mr Hipkiss is aware of the HeadsUP4HT's GPT App which is an innovative way to access immediate, practical advice and emotional support.	
18.	A.O.B. Urgent items arising since agenda Website. There are no updates. What is happening with the new one? End of June should be up and running, currently being pre populated. At Kent Governor Briefing Kent Maths Hub was mentioned. Do we use Kent Maths Hub? School has chosen not to be involved as this project would impact on teacher time out of the classroom. In Governing Matters an article on help for Heads was shared. Mr Hipkiss is aware of the HeadsUP4HT's GPT App which is an innovative way to access immediate, practical advice and emotional support.	

	RC is to contact Advisor Tel German to book for HT Appraisal.	
19.	Next Meeting 8th July 2025 Next year equivalent meeting: 20th May 2026	
20.	Confidentiality See Confidential minutes	

Appendix 1

Completed and ongoing Actions from Meeting 4th March 2025

1.	PH to speak with the two teachers who had put themselves forward to replace ES as staff governor while she is on maternity leave. Completed	PH
2.	AM to arrange new time to carry out safety walk as left early due to work commitments.	AM
3.	Ongoing discussions on the viability of bringing gardening and cleaning contracts in house. Completed	JS/PH
4.	Health and safety and accessibility audit to be carried out on 4 March FGB all day meeting.	AM/RC
5.	PH working with DH on possible funding for possible two-classroom pod. Completed	PH
6.	AW offered to sit on S&C committee in addition to F&P. RC to ask or HT resignation in view of her other commitments and inability to make meetings. The discussion is ongoing. Completed.	RC
7.	New date to be set for mid-year appraisal for PH. Date set and Appraisal Completed	BS/PH
8.	Governors agreed the school should have a clear policy on how waste is handled and on recycling. Completed.	PH
9.	RC to perform annual asset register check at all day meeting on 4 March. Completed.	RC

Appendix 2

Completed and ongoing Actions from Meeting 22nd May 2025

1.	AM to arrange time to carry out safety walk	AM/PH
2.	Health and safety and accessibility audit to be carried out	RC/AM
3.	RC to ask AW to post nomination forms for Chair/Vice Chair on SP prior to the FGB July meeting.	RC/AW
4.	Further investigate sustainability	PH
5.	PH to a JS to send out a reminder to parents to complete the Parent survey	PH
6.	RC is to contact Advisor Tel German to book for HT Appraisal.	RC

Signed.....

Date.....

Questions/Comments

Answers