

Stocks Green Primary School

Draft minutes Full Governing Body All Day
Meeting

held in the Music Room on Tuesday 4th March

2025 starting at 9am



2023 -2024

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), Andrea Woollett (AW), Sally Robinson (SR) clerk Apologies from June Cooke (JC) (holiday) and Ruth Dixon (RD) (unavoidable work commitment). Holly Taylor (HT) (work and family commitments). Emily Scott (ES) on maternity leave. AM to leave after FGB meeting due to work commitments.	
2.	Declaration of Business Interests There were no declarations of interest against an agenda item	
3.	Membership and governor recruitment: JC to retire at the end of the academic year creating several vacant positions. Most have already been filled: AW has agreed to stand for election as vice-chair, possibly as Local Authority governor. RD to take over as chair of S&C committee. DW to take over safeguarding. DA to continue in the SEN governor role. All roles are currently filled and RC thanked members for coming forward. WM and BM due for reelection in 2025. Two teachers have expressed interest in the staff governor role. PH will talk to both before deciding.	
4.	Matters Arising and A.O.B. There were no matters arising and none against an agenda item	
5.	Confidential and non-confidential Minutes of meeting of 17th October 2023 Agreed as correct and signed by the chair RC	
6.	Action Points: To receive update on agreed governor actions See Appendix 1 Bike track: PH and RC replied to complainant and there has been no further correspondence. Safety walk: AM not able to carry out on 04 March as planned due to leaving early for work commitments. AM to arrange another time. Safeguarding audit: completed.	

7.	Headteacher Update Successes include: • The higher than budgeted £83239 rollover thanks to cautious budgeting. • Inspirational visit by PH and JE to Ringmer Primary to learn about the school's emotional regulation strategies.	PH
	• The successful recruitment of Mr Bradbeer to replace ES who is on maternity leave. • 34 families have made SG their first choice for next year which suggests Reception will be full. Families are seeking wraparound care so PH checking after-school club has capacity. • PH working with Denise Howard (DH) who runs the Rainbow After School Club. There is a push on creating more after school care and some capital funding is available which she hopes to access. Working on application for funding to build a two-classroom pod. It is hoped funding would raise 50-60K towards a total estimated cost of around 100K. The pod could be used as a self-sufficient space after school with access to the playground and as classrooms during the day. It could also be let during school holidays. A governor asked if it could be used for the "Launchpad" initiative, but PH felt not as the latter needs to be central to the school. Challenges include: • Unfounded rumours surrounding a specific year group behaviour took up significant amounts of time. • The replacement of the server and move to Windows 11 • Behaviour report - There were four internal exclusions related to one incident. Training: The current focus is on the new Regulation Roadmap (see afternoon session notes on SP for more details) and Zones of Regulation. The name has been changed from SEN Roadmap to Zones of Regulation to reflect the fact that this is a whole school initiative. The emphasis on this initiative has led to a pause in some projects. Future proofing: • Continued implementation of the Regulation Roadmap • Ensuring time is protected for PH to develop teaching and learning plan • The feared drop in numbers does not appear to be an issue. • Managing the pace of change – PH is aware staff have had 2.5 years of rapid change. The current Regulation Roadmap initiative presents a cultural shift and PH wants to get it right. SEE CONFIDENTIAL MINUTES	

8.	ISDR and ASP: Headteacher to talk through ISDR and ASP Inspection Data Summary Report (IDSR): • SG is well below average for free school meals, SEN support and EHC plan • Proportion of educational support staff in relation to teaching staff is in highest 20% • Use of agency staff has been significantly reduced. Absences largely covered by Clare Thorton (CT) on a zero hours contract • SG in lowest 20% for teacher absence • Persistent pupil absence is very low • SG is above national average in grammar in Key Stage 2 Analyse School Performance (ASP): • There is no progress data this year (or next) due to COVID. These pupils did not take Key Stage 1 assessments. • 70% achieving national standard or higher which is 9% above national average. • There is still a gap between disadvantaged and non-disadvantaged in school. • Major takeaway is that SG is above country and national averages in all	
	areas with a blip in phonics. • SEE CONFIDENTIAL A governor suggested parents may need to be reminded of the importance of times tables and suggested a maths information evening. PH reminded governors times table information is in the homework policy and agreed he would like to do this but has finite resources and the year has been challenging. A governor asked if a family liaison officer would help.	

9.	Finance and Premises Committee: AM to present key points of 14th January 2025 meeting including: i. Budget Monitoring – 9 months April to December 2024: AM reminded governors the year started with a revenue balance of £109,468 with the three-year plan suggesting this will reduce to zero. F&P is committed to ensuring unsustainable costs are not being created. The revenue balance is about £83,000 (exact figure to come following closedown at end March) from JS which governors agreed was a good outcome. <i>Governors agreed money had been spent wisely to improve the quality of education and the efficiency of the school. Governors agreed budget monitoring had been completed six times during the year and were happy with the outcome.</i> ii. Agree January 2025 budget monitoring: January (10 month) monitoring was £75,492 and February (11 month) was £83,239. iii. School Financial Value Statement (SFVS) to be agreed for submission 31st March 2025: FGB has read and accepted. iv. Annual Asset Register check: RC to do on 4 March (now completed). v. Premises updates: IT infrastructure will need to be replaced imminently. After discussion, a cloud-based solution has been chosen (estimated to cost £10,500) which represents the best outcome educationally and financially. It will significantly increase the speed of connectivity. The infrastructure needed for the new Regulation Roadmap is estimated to cost £8000 and governors agree this is a good investment. vi. Internal Finance Procedures: Governors have reviewed and accepted the internal finance procedures. vii. Service contracts: Discussions have taken place on the possibility of bringing gardening and cleaning contracts in house. Governors agreed this would be difficult to manage and discussions are ongoing. viii. Health and safety audit: to be carried out on 4 March 2025) including access audit. ix. Policies reviewed: Governors Allowances; Anti-Fraud Bribery and Corruption Policy (new model policy); Accessibility Policy (governors to carry out access audit); Business Continuity Plan and new Gifts & Hospitality policy. All policies reviewed and accepted by the FGB	AM
10.	S&C: DA to present key points of 22nd January 2025 meeting including: i. Pupil Premium update: 14 pupils have Pupil Premium funding with three extra in reception who will get funding from April. These pupils are closely monitored, and support given to each child's needs. ii. PE Sports Premium provision: In October S&C meeting ES explained the three priorities – engagement; raising the Profile of Sport and Physical Activity (PESSPA) across the school and engaging in competitive sport including competitions aimed at all years. iii. SEND Report: There are 8 children on Higher Needs Funding (HNF); 4 have an Education, Health and Care Plan (EHCP), 44 children are on the SEN Radar (this figure changes regularly). <i>JE reminded governors the definition of who is on the SEN Register will change from September, probably to a tier system.</i> iv. Safeguarding: JC completed the overall annual review of safeguarding. <i>JC reminded governors (via DA) they should review the Keeping Children Safe In Education (KCSIE) document annually and confirm they have</i>	DA

	done so online. Governors confirmed this had been done. In her absence JC asks if there is adequate finance for updating the hardware; how the school can support parents with social media use and if the PHSE curriculum includes safe social media usage. PH confirmed the Online Safety document will be revised and updated for the new website and further work is planned to help parents navigate their children's use of social media. There are 23 children with mental health concerns in PH Safeguarding report. A member of staff is currently doing a course in supporting children in understanding their emotions and further psychological and counselling support can be accessed as needed. Governors feel the safeguarding systems are strong and that safeguarding is a priority and pupils and families who require support receive it. v. Policies reviewed for FGB approval: Accessibility Policy/plan; Admissions, EYFC, Healthcare, SEND Information Report All policies agreed and accepted by FGB vi. Non-statutory policies reviewed and agreed: Anti – Bullying; Attendance; Designated Looked After Child (LAC) teacher (new policy); Equalities Statement; Equalities Policy; Equalities Information and Objectives; SMSC and Educational Visits. DA and BM carried out EYFS visit to see changes and new curriculum All policies agreed and accepted by FGB AW offered to sit on S&C committee, in addition to F&P, if it is short of members if HT and JC leave.	
11.	RC to present key points of 30th January 2024 meeting including: • Headteacher mid-year appraisal date: New date to be set for headteacher mid year appraisal due to clash with personal commitments for PH. • Staffing/staff survey (BS): Staff survey results on SP and largely positive with no outstanding concerns. Policies reviewed for FGB approval: • Pay and Rewards Policy: Although governors acknowledge this is not final the policy is agreed and accepted following local authority advice. Non-statutory policies reviewed and agreed: Equalities Policy and Uniform Policy	RC
12.	1. Governance Impact: Chair and Committee chairs to report on impact of governance over past year The Chair and committee chairs feel the individual committee and FGB minutes show clear challenge and understanding of the school's operation. Governors have supported a clear and positive progression in the school's performance.	
13.	Safeguarding: There were no updates or concerns	
14.	Training and Development: RD has updated governors on training opportunities	
15.	GDPR/Cyber Security: Update on situation within school – any breaches or actions to take: No new updates or recommendations.	

16.	Governor Monthly newsletter and NGA newsletter: Latest news collated by SR and shared on SP Simpler recycling: workplace recycling in England action required. This guidance applicable from 31 March 2025, details how all workplaces in England including places of education, such as schools, colleges, and universities, have a legal duty to present wastes separated in accordance with the arrangements with their waste collector. In response to the above item governors agreed the school should have a clear policy on how waste is handled and on recycling. PH explained the waste company used by the school does not appear to recycle despite the school separating its paper and cardboard waste. PH to explore.	SR
	Other	
17.	Chair's actions and correspondence 1. Chair to advise on any actions and correspondence received. SEE CONFIDENTIAL MINUTES	
18.	A.O.B. Urgent items arising since agenda There were none	
19.	Next Meeting: 20th May 2025 Next year equivalent meeting: 24th February 2026	
20.	Confidentiality:	

Signed Date

Questions/Comments

Answers

Impact

APPENDIX 1

Completed or ongoing actions from the FGB meeting of 15 October 2024 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. COMPLETED	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. ONGOING	KT/PH
3.	SEE CONFIDENTIAL MINUTES	PH

4.	Agenda item 17: Governors agreed JC and PH would meet to carry out safeguarding audit together. COMPLETED	JC/PH
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APPENDIX 2

Completed or ongoing actions from the FGB meeting of 4 March 2024

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.	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	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.	PH
5	AW offered to sit on S&C committee in addition to F&P. RC to ask for HT resignation in view of her other commitments and inability to make meetings. The discussion is ongoing.	RC
6	New date to be set for mid-year appraisal for PH	BS/PH
7	Governors agreed the school should have a clear policy on how waste is handled and on recycling.	PH
8	RC to perform annual asset register check at all day meeting on 4 March. COMPLETED	RC