

Stocks Green Primary School

Non-confidential Extraordinary Full Governing Body (EFGB) Minutes

From meeting held online via Zoom on
Wednesday 25th November 2025 at 7.00 pm



2025-2026

The meeting started at 19.00pm.

Item	Minute
1.	Attendance: Rob Chewter (RC) (Chair), Ruth Dixon (RD), Peter Hipkiss (PH) (Headteacher), Rebecca Mackay (RM), Alan McClean (AM), William Moore (WM), Bridget Salmon (BS), Andrea Woollett (Vice-Chair) (AW), Alice Plane (Clerk) (AP) The Chair welcomed everyone to the meeting. Apologies for Absence: Di Ayling (DA), Dave Wallace (DW)
2.	Declaration of business interests There were no new declarations. AM, RM and WM declared interests against Item 3, where they are being elected for new positions on the Governing Board.
3.	Membership <u>LA Governor Membership</u> RC confirmed that the LA had formally approved appointing AM as the LA Governor. The FGB approved for AM to become the LA Governor. Appointment term: 26/11/2025-25/11/2029. <u>Co-Opted Governor Membership</u> The Chair recommended RM and WM to become Co-Opted Governors having served as Parent Governors for four years. The FGB approved for RM and WM to become Co-Opted Governors. Appointment terms: 26/11/2025-25/11/2029. <u>Staff Governor</u> PH reported that one candidate, Ken Till, had come forward for the Staff Governor role. As the sole applicant, he was elected unopposed and will take up the position. PH noted that experience from his role as Site Manager will provide useful insight, especially regarding finance and premises matters. Appointment term: 26/11/2025-25/11/2029 <u>Parent Governor Recruitment</u> PH reported that four applications had been received for the Parent Governor vacancies, and a parental vote is now underway to select the two successful candidates. PH noted that there was a GDPR breach, where names and addresses had been sent out with the voting information. This has been reported to the DPO, who have confirmed no further action is required. A Governor asked if the Governing Board have any role in the decision-making process.

	PH responded that the decision regarding who will be elected is solely down to the parental ballot, which will run until 5th December 2025. Governors noted the positive response from parents and welcomed the indication that parents are keen to be involved. A Governor asked if anyone not elected as a Parent Governor could fill a Co-opted Governor Vacancy. Governors discussed that there are currently no Co-Opted Governor vacancies although there will be at the end of the academic year. It was agreed that the Governing Board should wait to see which two Parent Governor candidates are elected before making decisions about Co-Opted positions as it depends which committees have vacancies. In addition, successful candidates would not be eligible for certain committees e.g. Pay and Performance or panels e.g. appeals as and when required. PH reported that one parent, who is an Executive Headteacher in another school, has expressed willingness to be Co-Opted if not elected as a Parent Governor, which Governors responded positively to. The Governors agreed that this will need to be reviewed further once election outcomes are known. When Co-Opted Governor vacancies arise the skills matrix can then be used to assess which skills gaps need to be filled. RD, as Training and Development Governor noted that Governor inductions will take place after Christmas, with sessions planned for Ken and the two new Parent Governors in January. The new Governors will require DBS checks, and induction will be completed once these checks have been carried out. The new Governors will also be invited to the all-day meeting in February. Action: PH to arrange DBS checks for new Governors and RD to arrange inductions in January.
4.	Finance <u>Review of October budget monitoring report</u> AM, as Chair of the Finance and Premises Committee, noted the October monitoring figures: Projected expected outturn: £35,821 (original budget: £40,509). Variance: £4,688 below predicted outcome at start of year. Revenue balance b/f: £79,407. Capital balance b/f: £7,959. AM reported that the issues raised at previous meetings remain relevant, including the challenging budgeting environment and significant uncertainties ahead, particularly regarding SEN funding. The recent OBR (Office for Budget Responsibility) report indicates forthcoming changes to the way the Government will fund SEN, suggesting continued instability in this area. PH noted that these potential changes have been discussed for some time, including the Government's intention to encourage mainstream schools to open specialist units for SEN pupils. On a positive note, the school has faced difficulties securing funding for one child but has now successfully made contact with Siobhan Price, (Assistant Director, School Inclusion, Education & SEN, Kent County Council) confirming that the full £20,174 allocation will be awarded for this pupil. RC highlighted that, despite the uncertainties, the year-end rollover and a variance of less than 10% represent a strong and reassuring outcome. The FGB approved the October Budget Monitoring Report.

5.	Policies <u>Exclusions and suspensions</u> This section is recorded in the confidential minutes of this meeting. The FGB approved this policy. <u>Disability accessibility and equality</u> A Governor had flagged a wording issue, which PH has updated. The FGB approved this policy. The following non-statutory policies, which had been missed during the Autumn term review process, have had their review dates updated in line with the agreement made at the previous FGB meeting. These policies will now be reviewed on a three-year cycle: <u>Acceptable Use Policies</u> – next review September 2026 <u>Image Use Policy</u> – next review September 2027 <u>Mobile Phone Home–School Agreement</u> – next review September 2027 <u>Healthy Eating Policy</u> This policy has been removed from the Policies page on the school website for now and will be redrafted with the school council in the future.
6.	A.O.B An item of AOB is recorded in the confidential minutes of this meeting.
7.	Date of next meeting 1. Date of next meeting – 25th February 2026 2. Next year equivalent – 3rd November 2026
8.	Confidentiality A section of Item 5 and Item 6 are recorded in the confidential minutes of this meeting.

The meeting ended at 19.20pm.

Signed:

Date:

Questions/Comments

Answers

Impact

Monitoring

Action

APPENDIX – Actions New/Ongoing

Meeting Date	Agenda Item	Action	Actioned by	Update
26/11/25	3	PH to arrange DBS checks for new Governors and RD to arrange inductions in January.	PH/RD	