

Stocks Green Primary School

Non-confidential Full Governing Body (FGB)

Minutes

From meeting held in the Year 6 Classroom on
Tuesday 19th May 2026 at 19.00pm



2025-2026

The meeting started at 19.00pm.

Item	Minute
1.	Attendance: Di Ayling (DA), Craig Bull (CB), Rob Chewter (RC) (Chair), Ruth Dixon (RD), Joe Endersby (JE) (Deputy Headteacher), Erin Florendine (EF), Peter Hipkiss (PH) (Headteacher), Rebecca Mackay (RM), Alan McClean (AM), William Moore (WM), Bridget Salmon (BS), Ken Till (KT), Dave Wallace (DW), Andrea Woollett (AW) (Vice Chair), Alice Plane (Clerk) (AP) RC welcomed everyone to the FGB meeting. Apologies for Absence: None
2.	Declaration of business interests There were no new declarations and no declarations against any agenda item.
3.	Membership i. <u>Update on upcoming vacancies (2), terms of office nearing end (none) and succession planning</u> It was confirmed that there will be two vacancies from the end of the academic year with DA and BS both leaving. ii. <u>Consideration of expression of interest to join the board</u> An expression of interest had been received from Lucy Pearson and it was agreed that it would be helpful to explore her interest further given her SEND background. Action: RD to coordinate availability next term and invite Lucy Pearson for a school visit. iii. <u>Chair/vice-chair elections</u> Governors considered arrangements for advance nominations ahead of the July FGB meeting. Current postholders indicated they are willing to continue, subject to nomination. Governors were reminded that any member may stand should they wish to do so. If nominated, the current Chair and Vice Chair confirmed they would accept nomination for the coming year.
4.	Confidential and Non-confidential Minutes of the meeting of 24th February 2026 The confidential and non-confidential minutes of the FGB on 24th February 2026 were agreed as a true reflection of the meetings. Both sets of minutes were signed by RC.
5.	Action Points See Appendices for the outcomes of actions from previous meetings.
6.	Matters Arising and A.O.B. The school food consultation, an update on the new building, and a post-budget discussion item were raised as other business to discuss.

7.	Headteacher Update The HT report has been shared with Governors since the start of the Summer term. PH shared the following highlights with Governors: <u>Successes and Positive Developments</u> • There has been a significant reduction in lunchtime incidents, falling from 89 earlier in the term to 17 later in the period, following the implementation of a zero-tolerance approach to physical behaviour. A Governor asked if there is a particularly high number of incidents in Year 5, but PH confirmed that it is just the Year 5 classroom that is best placed as a space for pupils to be sent if they are involved in physical behaviour incidents at lunchtime. • Parent engagement remains strong, with 77% of families finding the open workshops helpful for supporting learning at home . • Year 1 phonics outcomes are highly positive, with 50% already meeting the expected standard by March. • Year 6 predictions indicate performance above national expectations in all areas except greater depth writing and maths, although staff remain confident these will improve following recent assessments. • Year 4 multiplication checks are on track to match or exceed last year's results. • Early Years outcomes are projected to reach 90% good level of development, which is above the LA target for the school of 84% . • Whole school attendance remains strong at 95.63%, with persistent absence low at 5.5% . <u>Challenges and Ongoing Issues</u> • Budget pressures continue, although the continuation of 75% high needs funding provides some certainty and stability. • The school's outturn was £26,640, lower than the predicted £40,000, due to maternity cover decisions, costs of covering the shortfall for universal infant free school meals with the previous catering supplier, and unfunded pay awards for support staff . • Attendance at wellbeing workshops was low, with only 16 families attending despite reminders. • Too many unachieved priorities on the SIP this year. Next year the aim will be to do less, but do it better. • Staff absence was fairly high, largely due to a planned operation, long term site manager absence, and an unexpected teacher absence due to injury. <u>Staffing Updates</u> • A long standing member of staff, Liz Dargie (teacher), will retire at the end of the next academic year. • Clair Thornton (teacher) will leave at the end of this year. • Emily Scott (teacher) will begin maternity leave at the end of September. Recruitment for maternity cover from the start of September is underway to ensure continuity for pupils, although this will mean higher staffing spend in the short term. A section of this Item is recorded in the confidential minutes of this meeting.
8.	SIP/SEF A Governor asked if the school will be at the expected standard in every area of the SIP by the end of the year. PH confirmed that the school remains on track with SIP actions for the year, with only two elements still requiring completion: 1) The PE team must complete a survey on engagement levels for disadvantaged pupils, and 2) a regular EAL assessment process needs to be established, with consideration underway regarding who is best placed to lead this work. A Governor shared insights from recent Ofsted and Governor training, noting that some schools now explicitly reference the Inspection Data Summary Report (IDSR) within their SEF and asked whether the

	school plans to adopt a similar approach. PH confirmed that the SEF will be updated over the summer to reflect the latest data and align with the revised Ofsted framework. The intention is to streamline sections of the SEF and to make explicit links to the IDSR. Governors welcomed this approach, noting that explicit referencing of the IDSR strengthens the school's leadership and management narrative.
9.	Governor Day and Governor Monitoring Reports i. <u>Governor Day Monitoring Report Questions</u> A Governor asked if there has been feedback from teachers and TAs on interventions and workshops. PH said that staff, parent and pupil questionnaires have now been drafted and shared for review. Data collection will take place during the summer term. A Governor asked about Launch Pad attendance data and the impact that using the Launch Pad has had for pupils. PH answered that monitoring of attendance and usage patterns will be completed this term to evaluate whether SEN pupils are using the provision effectively to self-regulate and prepare for learning. A Governor asked about the use of questioning to support adaptive teaching and behaviour for learning strategies. PH confirmed that questioning forms a core part of assessment for learning. Teachers use a range of approaches including hinge point questions and knowledge-based questions to inform real-time adaptation and support behaviour for learning. A Governor asked about how passive learners are engaged. PH responded that strategies include ensuring lessons are interesting, engaging and appropriately challenging, with strong behaviour management, and effective scaffolding. A Governor asked if there is a budget for replacing broken or worn OPAL resources, which PH confirmed there is not. iii. <u>KS2 SATs monitoring visit</u> A Governor shared a report from a monitoring visit of the KS2 SATs. Governors noted the report and agreed that the findings were positive, with no further comments raised.
10.	Finance and Premises AM highlighted to Governors the following from the F&P meeting of 13th May 2026: I. <u>2025-2026 close down figures.</u> The school has recorded a provisional outturn figure of £26,640 (budget: £40,509). This has not yet been confirmed by the LA. The capital outturn figure: £6895.79 (budget: £5877). II. <u>3-year budget to be ratified by FGB</u> The F&P Committee had reviewed four budget scenarios based on different staffing models with incrementally fewer TAs. The school's carry forward reserves have now been largely exhausted, meaning that structural changes are required to achieve a balanced budget. High needs funding has been confirmed at 75% for next year, but funding levels for years two and three remain uncertain. The budget assumes approximately £60,000 per year through the Community of Schools pot, although this is not guaranteed. Other assumptions include pupil numbers, free school meal eligibility, sports premium, lettings income, PTA contributions and a teacher retiring, to be replaced by an ECT. A section of this Item is recorded in the confidential minutes of this meeting.

	AM informed Governors that based on current assumptions the in-year budget figures are as follows: • 2026–27: £6,250.48 • 2027–28: –£21,546.03 • 2028–29: –£5,180.92 However, the cumulative year-end balances remain positive: • 2026–27: £32,890.48 • 2027–28: £11,344.45 • 2028–29: £6163.52 A Governor asked if figures include provision for major capital emergencies, which PH confirmed they do not. It was also highlighted that the huge decrease in years two and three is largely due to an assumed £30,000 reduction in high needs funding per year. Governors approved the 2026-2027 budget and three-year forecast. A section of this Item is recorded in the confidential minutes of this meeting. III. <u>Policies to be ratified by FGB: Charging and Remissions; Freedom of Information; Privacy Notices.</u> Governors ratified the approval of these policies. IV. <u>Pavillion/ proposed new building</u> This was covered in Item 7 of this meeting. V. <u>Reappointment of JS as Associate Member of F&P</u> Governors approved the reappointment of JS as Associate Member of F&P for another 4 years from 19th May 2026-18th May 2030
11.	Standards and Curriculum Committee RD highlighted to Governors the following from the S&C meeting of 29th April 2026: i. <u>Presentations on English, maths, PE</u> Governors had received updates from subject leaders for English, Maths and PE. ii. <u>End of term 4 data</u> S&C Governors had received an update on current attainment and progress across the school. <u>Reading</u> - most year groups are on track to be above national expectations, with strong attainment and high proportions of pupils working at greater depth in Years 4–6. Year 4 remains slightly below expected levels. Reading in KS1, particularly in Year 2 continues to require focus, with improvements emerging but not yet fully embedded. <u>Writing</u> - this remains a key whole school development area, with attainment below national averages in several year groups. <u>Maths</u> - attainment shows steady progress, with most cohorts in line with or above national expectations and strong greater depth outcomes. Progress in Years 4 and 6 is particularly positive, and published outcomes are expected to be strong. <u>Multiplication Tables Check</u> - Year 4 performance is on track to match last year's outcomes. <u>EYFS</u> - Early Years outcomes are projected to be similarly strong as last year. iii. <u>SEN, PP, EAL and children formerly open to social care update</u> Governors had received an update on vulnerable groups in the S&C meeting. In particular, outcomes for EAL pupils are currently below previous trends, particularly in reading and writing. This reflects an

	increase in pupils joining the school with lower levels of English. The group will be monitored closely with targeted support. iv. <u>Pupil Premium Update</u> Pupil Premium attainment remains below that of other groups, and attendance continues to be lower. Gilly Francis is working with families, and pupil progress meetings include detailed discussions of individual pupils and interventions. Regarding PE & Sports Premium, organisation and resourcing have improved significantly since January, supported by the installation of a new PE shed. v. <u>SEND developments</u> RD informed Governors that pupil progress meetings for all pupils have taken place, work continues to refine provision mapping and ensure staff are confident with updated systems, Individual Education Plans are being reviewed and redistributed to strengthen class teacher ownership of pupil needs and adaptive teaching remains a key focus. Governors had also received an update on usage of the Launch Pad and ongoing development of the provision. vi. <u>Policy to be ratified by FGB: Use of Reasonable Force and Restrictive Interventions Policy</u> Governors ratified the approval of the Use of Reasonable Force and Restrictive Interventions Policy. vii. <u>Other policies: Governor Monitoring Policy and Home School agreement</u> Governors confirmed approval of these policies.
12.	Pay & Performance Committee A P&P meeting has not yet been held this term. The final P&P meeting of the year will take place on 30th June 2026. i. <u>Parents Survey</u> Governors received an update on the outcomes of the recent parent survey. The overall results were very positive, with strong levels of satisfaction across most areas. RC, BS and PH met earlier in the day of this meeting to review the findings in detail. Two areas showed significant progress compared with the previous year: <u>SEND Support:</u> The proportion of parents who felt their child with SEND did not receive the support they needed fell from 22% last year to 10% this year, representing a substantial improvement in parental confidence. <u>School Website:</u> Last year, nearly 30% of parents felt the website was not an effective tool. This has reduced to 3%, reflecting the impact of recent investment and redevelopment. The only area where concerns remained was communication about children's learning and progress. RC and BS had discussed this with PH and agreed that an answer for this will be added to the published survey response for parents. Feedback on sports clubs remained mixed, as in previous years. It was noted that staff already volunteer significant time to run clubs and sports leaders also support lunchtime activities. Despite this, some parents continue to express dissatisfaction, although 80% reported positively. BS left the meeting at 8.00pm ii. <u>Staff Survey</u> It was noted that only 15 out of 34 members of staff had responded, down from 18 respondents last year. However, there were no surprises in the results and generally all areas showed improvement compared to last year.

13.	GDPR and Cyber Security There were no GDPR or cybersecurity updates.
14.	Safeguarding DW, the Safeguarding Governor reported that a monitoring visit took place on 5th May, meeting with PH, the SBM and Gilly Francis (Family Liaisons Officer) to review safeguarding processes, including attendance procedures. He commended the strength of the current arrangements. During the visit, DW reviewed the Single Central Record (SCR). While the SCR is formally audited by the LA, DW confirmed that the record was in good order and being maintained appropriately, consistent with expectations. PH confirmed that the safeguarding audit had been completed with DW and that action points from the previous audit had been reviewed and addressed . DW confirmed that this visit completed the three planned safeguarding visits for the academic year - one per long term.
15.	Training and Development RD had circulated the training available for the summer term on 19 th April, noting that the Learning Link NGA training platform has changed. If anyone cannot log in, they should email AP. It was agreed that RD and RM will attend The Education People Governor Conference in Ashford on 25 th June.
16.	Governance Admin i. <u>Governor Hub</u> AP confirmed that Governor Hub will now be used for sharing meeting papers with Governors. <u>Training</u> - AP explained that training completed via Governor Hub is automatically recorded on individual profiles. Training completed outside Governor Hub can be added manually by governors, either by entering the title or uploading a certificate if available. Governors may alternatively email AP, who can update records on their behalf. Maintaining accurate records on Governor Hub will enable a training report to be generated easily for the July FGB meeting. ii. <u>Confidential Minutes</u> Governors discussed the handling of confidential minutes now that documents are stored on Governor Hub and can easily be made confidential to certain committees and individuals if required. It was agreed that all committee minutes, including for the P&P committee, which had previously been restricted, should be made available to all Governors on the basis that every Governor is bound by the Governor Code of Conduct and its requirements regarding confidentiality. It was agreed that anonymisation of staff information in P&P minutes would support transparency while maintaining confidentiality. Historical confidential minutes will remain restricted, but future minutes will follow the updated approach. iii. <u>Governors commenting on documents</u> AP noted that, unlike SharePoint, Governor Hub does not allow Governors to comment directly on documents, although they can still be downloaded and shared via school email addresses if necessary.
17.	Guidance Updates AP shared a list of articles from recent newsletters, relevant to the FGB with the meeting papers.

	AP noted that Suzanne Mayes, former Head of Governor Services, has retired and Matt Dixon, Senior Improvement Adviser for Leadership and Governance has been appointed, reflecting a potentially closer alignment between governance support and school improvement services.
18.	Chair's Actions/ Correspondence RC reported correspondence from a parent raising strong concerns about site safety, including signage and the storage of materials on the school grounds. The parent expressed the view that aspects of the site posed a significant risk to pupils and reported the school to the LA Health and Safety Executive. PH explained that the concern related to wood temporarily stored in the quiet area, including one piece containing protruding nails. Although the area had been coned off, the school acknowledged that the materials should not have remained there for as long as they did. Following the correspondence, the wood has been removed and disposed of and PH responded to the parent's concern. The Health and Safety Executive contacted the school following the parent's report and after reviewing the situation, they concluded that the storage arrangement had not been ideal, but no harm had occurred and no further action was required beyond removing the materials, which the school had already completed. Governors acknowledged that the school had acted appropriately, transparently, and in line with safeguarding and health and safety expectations.
19.	A.O.B <u>Food Consultation</u> A Governor updated the board on the national school food consultation and encouraged Governors to submit individual responses. The consultation relates to legislative changes regarding food in schools. A Governor asked if the school could join the breakfast club programme, but PH responded that it was too late to start with the April round. There are also issues around who would organise and staff the clubs. A suggestion of volunteers was made, but they would need to have DBS checks. <u>New Building Update</u> This was discussed in Item 7 of this meeting. A section of this Item is recorded in the confidential minutes of this meeting.
20.	Date of next meeting 1. Date of next meeting – 7th July 2026 2. Next year equivalent – 18th May 2027
21.	Confidentiality It was agreed that sections of Item 7, 10 and 19 be recorded in the confidential minutes of this meeting.

The meeting ended at 20.34pm.

Signed:

Date:

Questions/Comments

Answers

Impact

Monitoring

Action

APPENDIX 1 – Actions Completed/ Dropped

Meeting Date	Agenda Item	Action	Actioned by	Update
4/11/25	9	RM to ask the SBM about attending an OPAL play team meeting once per year as Governor monitoring.	RM	RM to arrange with PH for this term. RM spoke to KT and this will happen in summer term. Action: RM to carry out an OPAL monitoring visit in the summer term.
4/11/25	9	JE to let RD know if there are any available spaces on parent workshops.	JE	The planned maths workshop did not go ahead. JE to let RD know when the next workshop is arranged. It was confirmed there will be no more workshops this term. Action: RD to revisit attending a parent workshop in September. A Governor asked when sports day is and whether Governors can attend. PH said that sports day is on 3 rd June and Governors are welcome to attend.
24/2/26	13	PH to circulate the cybersecurity training link to all Governors to complete by the next FGB meeting.	PH	Circulated on Governor Hub. Some still to complete/ update training record. There was some confusion over the cybersecurity and GDPR training. Action: Clerk to circulate the link to the cybersecurity training and monitor completion of cybersecurity and GDPR training.
24/2/26	13	CB to help investigate the required privacy notices.	CB	This was discussed at the F&P meeting on 13 th May.
24/2/26	15	RM to circulate Kent Governor Briefing slides to all Governors.	RM	Outstanding. RD also attended the next Kent Governor briefing on the day before this meeting. Action: RD and RM to circulate the slides from the Kent Governor briefing this year.

APPENDIX 2 – Actions New/Ongoing

Meeting Date	Agenda Item	Action	Actioned by	Update
8/7/2025		Further investigate sustainability. The school have been working through climate action plan. <i>Let's Go Zero</i> are coming into school in January to carry out a free sustainability audit. AW may attend. AW to discuss date with JS.	AW	This has been postponed.
8/7/2025	14	AM to look at possibility of doing H & S course.	AM	Ongoing
19/5/2026	5	RM to carry out an OPAL monitoring visit in the summer term.	RM	
19/5/2026	5	RD to revisit attending a parent workshop in September.	RD	
19/5/2026	5	Clerk to circulate the link to the cybersecurity training and monitor completion of cybersecurity and GDPR training.	Clerk	
19/5/2026	5	RD and RM to circulate the slides from the Kent Governor briefing this year.	RD/RM	
19/5/2026	3	RD to coordinate availability next term and invite Lucy Pearson for a school visit.	RD	