

Stocks Green Primary School

Non-confidential Full Governing Body (FGB)

Minutes

From meeting held in the Year 6 Classroom on

Tuesday 24th February 2026 at 9.00am



2025-2026

The meeting started at 9.00am.

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), Dave Wallace (DW), Andrea Woollett (AW) (Vice Chair), Alice Plane (Clerk) (AP) RC welcomed everyone to the meeting, including the new parent Governors: EF and CB. The Governors introduced themselves and the RC reminded the board of their role to provide strategic support to the school. All meetings are confidential until non-confidential minutes are approved and published on the school website. Apologies for Absence: Ken Till (KT)
2.	Declaration of business interests There were no new declarations and no declarations against any agenda item.
3.	Membership RC noted that the board is currently full, although BS and DA are leaving at the end of the academic year, which will create two Co-Opted Governor vacancies. Succession planning to fill these vacancies will be required.
4.	Confidential and Non-confidential Minutes of the meetings of 4th November 2025 and 26th November 2025 The confidential and non-confidential minutes of the FGB on 4th November 2025 and EFGB on 26th November 2025 were agreed as a true reflection of the meetings. Both sets of minutes were signed by the Chair.
5.	Action Points See Appendices for the outcomes of actions from previous meetings.
6.	Matters Arising and A.O.B. This item is recorded in the confidential minutes of this meeting.
7.	Headteacher Update PH noted that he had shared the HT report with Governors since the start of the Spring term. <u>Behaviour</u>

PH noted that good progress is being made in behaviour since the SEN changes around the school and the introduction of the Launchpad. However, he noted that there has been an increase in low level physicality, such as pushing and minor hitting. When talking to pupils, many have attempted to justify their actions. As such the school have introduced an appendix to the behaviour policy which consists of a two-part response. The first part is a firm stance that any physical behaviour results in the pupil spending lunchtime sitting in a classroom with a senior leader. The second part focuses on support, where behaviour patterns are monitored by Sarah Tracy, and pupils with two incidents in two weeks join the "Better Together" club. This club involves community style activities around the school e.g. litter picking alongside conversations about emotional regulation and social skills.

A Governor asked about the impact of this new approach. PH said early outcomes have been encouraging. Pupils who rarely misbehave tend to respond quickly, while the play team has reported that the new approach reduces "spiralling" behaviour. Some pupils have chosen to join the club voluntarily because they enjoy the activities and discussions. However, PH noted that some parents have been questioning the approach. He raised concern that sending out a letter might give the impression of widespread behaviour issues, which is not the case. Instead, the SLT is considering running a workshop on emotional wellbeing and behaviour to provide information without fuelling misconceptions. A Governor suggested proactively approaching some parents who may benefit from early clarification. PH added that when he has explained the process to some parents whose children have been affected by the policy, they have been supportive of the new approach.

A Governor asked if parents are informed when their child is involved in an incident with PH confirming that class teachers are talking to parents after an incident.

A Governor asked about the long-term plan. PH explained that if a child has three incidents, they stay in the club for a whole term and it becomes part of their support plan. This model is based on another school where some pupils used the club proactively because it helped them feel secure and regulated. PH emphasised that the club is not a punishment. The consequence is the quiet lunchtime with senior leaders, whereas the club is designed to help pupils develop skills.

A Governor raised a concern that pupils are not mixing with their peers. PH responded that they still get break times together and pupils can join the club voluntarily too.

A Governor asked if OPAL provision needs rejuvenating given the rise in physicality. PH said OPAL remains active but closure of the field due to excessive muddiness may have created the perception of reduced play freedom. New construction materials are planned to enhance structured but creative play.

A Governor asked how the behaviour appendix has been received by staff. PH said that the play team feel more empowered, especially with senior leaders supporting investigations when needed. Teachers are also more confident in talking to parents about behaviour incidents and most parents have been supportive.

SEN

PH described the significant improvements following changes to SEN provision, including the Launchpad, Family Liaison Officer (FLO) work, and relational approach. He said early positive impacts are already visible, with older pupils beginning to support younger ones through conversations about strategies, sensory needs, and emotional regulation. PH shared an example of pupils discussing sensory challenges and offering each other helpful solutions. This peer support reflects the kind of community model the school is aiming to develop.

A Governor asked how the new approach will benefit pupils who have moderate needs. PH and JE responded that these pupils are a key focus of the work, as they often benefit most from early and consistent intervention. The process is beginning to filter further down to this group, although the school has deliberately allowed changes to develop gradually rather than rushing implementation. The intention is for the approach to evolve organically over time.

	<u>Attendance and staffing</u> PH reported that attendance is at 95.49%, with a target of 96%. Persistent absence remains relatively low at 6.45%. A new ECT has joined Year 2 after Christmas following a teacher's departure and she has settled in well. <u>Assessments</u> PH noted that the school aims to remain above national averages in assessments after experiencing a dip last year and is currently on track with this.
8.	SIP/SEF A Governor asked whether PH was confident that the areas identified in the SIP before the new Ofsted framework was announced match the areas noted for development in the SEF. PH confirmed he is confident that the priorities match well. The new Ofsted framework reflects the same development needs already highlighted in the SIP. The only minor adjustments mainly relate to data tracking, especially for social care linked pupil groups that had not previously been monitored as a distinct category. By the end of the year the school should be at least at the expected standard in every area. A Governor asked if the school improvement advisor had visited yet, but PH said that this had to be rearranged for this term. The Governors thanked PH for the well-written, substantial, and engaging SIP and SEF. It was raised that although Governors provide substantial challenge at committee meetings, more challenge is needed at FGB, which is why "at expected standard" had not been highlighted for governance challenge in the SEF. Governors agreed that to allow more questioning and challenge during FGB meetings without repeating committee discussions, challenge at committee meetings should focus on relevant SIP priorities for that committee, whilst FGB challenge should focus on other areas of the HT report, the SIP and the SEF.
9.	School inspection data summary report (IDSR) / Analyse school performance (ASP) PH shared the ASP and IDSR website with Governors in the meeting. A section of this item is recorded in the confidential minutes of this meeting. PH reported that Year 1 phonics outcomes were in line with national averages last year, with strong indicators for being well above the national average this year. He also reported significant improvement in the Year 4 multiplication check with confidence this performance would continue. PH described contextual indicators in the IDSR showing that the school continues to have below average numbers of pupils eligible for free school meals, below average SEND support (although this is rising due to changes in identification systems), and below-average numbers of pupils with English as an additional language. Pupil deprivation also remains well below average. PH explained that attendance has remained above average for three years and continues to improve slightly each year. Attendance for pupils eligible for free school meals remains below average. Gilly Francis as FLO is working hard with these families, but due to the small numbers involved, a single child can skew the data significantly. PH noted that attendance for SEN pupils is also close to average. PH highlighted that as outlined in the IDSR, over three years, the school is above or significantly above average in most KS2 measures, with nothing falling into the below average category. However, when only the latest year is reviewed, certain indicators fall below national average particularly high score grammar, punctuation and spelling. PH explained that this directly reflects the cohort's phonics and

	fluency issues. During classroom writing assessments, pupils perform well because adaptive teaching strategies support them. However, during timed tests pupils struggle without scaffolding. PH noted that the multiplication check shows strong improvement across three years, moving the school into the “close to average” category nationally.
10.	Finance and Premises AM highlighted to Governors the following from the F&P meeting of 13th January 2026: i. <u>Budget Monitoring – 9 months April to December 2025</u> <u>December Monitoring Figures</u> Projected expected outturn: £33,374 (original budget: £40,509). Variance: £8,135 below predicted outcome at start of year. Capital balance c/f: £7,228 (original budget: £5,877). The school continues to operate within a challenging financial climate, particularly due to uncertainty around high needs funding. Despite this, the school remains in a stable position and continues to invest previous surpluses to support pupil outcomes. The Governors approved the December monitoring figures. ii. <u>Agree January 2026 budget monitoring</u> <u>January Monitoring Figures</u> Projected expected outturn: £33,958 (original budget: £40,509). Variance: £6,551 below predicted outcome at start of year. Capital balance c/f: £11,806 (original budget: £5,877). The Governors approved the January monitoring figures. iii. <u>Recent expenditure (Cloud migration, Launchpad, pavilion, roof repairs)</u> <u>Cloud Migration:</u> The transition to the cloud has been positive for the school, with improved functionality and cost benefits. Governor access, however, has been less smooth. Governor Hub was considered as an alternative, but this would incur additional costs. <u>Launchpad:</u> The Launchpad has been received positively by pupils and staff. Both setup and ongoing running costs remain fully within budget, and there are no financial concerns at this stage. <u>Pavilion:</u> This was covered under Item 6 of this meeting. <u>Roof Repairs:</u> The roof leak was investigated by Site Manager, KT and has now been repaired. <u>Solar Panels:</u> Discussions regarding solar panel installation have been postponed and will be revisited as part of the wider Let's Go Zero sustainability work. iv. <u>School Financial Value Statement (SFVS) to be agreed for submission 31st March 2026</u> A Governor noted that Section 7 lacks an explanatory statement. Governors agreed that the School Business Manager (SBM) could add a clarifying note confirming that financial decisions are aligned with SIP priorities and expenditure discussions at F&P committee. The Governors approved the SFVS subject to an explanation being added against section 7. v. <u>Annual Asset Register check</u> This was planned for the day of this meeting, but as KT is unwell and not in school, RC will rearrange this for another time.

	vi. <u>Premises and Health & Safety updates including access audit and Governor inspection</u> AM presented a summary of the recent access audit. Strengths included the school being a single storey site with good level access, inclusive ethos and supportive provision such as the Launchpad and the updated website improving accessibility. Areas for improvement included disabled parking layout, level access not available in all classrooms and inconsistent signage. However, these were not considered significant barriers and can all be rectified if required. vii. <u>Internal Finance Procedures - FGB approval</u> The Governors approved the Internal Finance Procedures documents. viii. <u>Service contracts including new caterer.</u> The school is moving to a new catering provider in April. Another local school has asked whether meals for their pupils can be cooked in the school kitchen, which may generate a small additional income. ix. <u>Policies to be ratified by FGB: Governors Allowances, GDPR and Data Protection, SEMBCT</u> The Governors ratified the Governors Allowances Policy, GDPR and Data Protection Policy and School Emergency Management & Business Continuity Plan.
11.	Standards and Curriculum Committee RD highlighted to Governors the following from the S&C meeting of 21st January 2026: i. <u>Presentations on English, maths, science, RE, geography, PE</u> Rather than subject leaders producing written reports, the S&C committee is moving to a model where verbal presentations are given by subject leaders. An update was provided on reading provision. A mismatch had been identified between the challenge level of reading books sent home and the needs of pupils. Additional texts have now been purchased, and pupils receive two books per week. There is a continued focus on fluency through repeated reading and phonics. Reception pupils will be introduced to elements of the extended code earlier to support transition into Year 1. The writing curriculum has been refined. Staff identified a gap between expectations in Reception and Year 1, with pupils being pushed into extended writing before foundational skills were secure. The curriculum has been adjusted to prioritise spoken language, sentence construction, and clarity in Years 1 and 2. This aims to ensure pupils have the necessary structure and skills before progressing to the KS2 curriculum. New maths books have been introduced to support more practical, fluency focused tasks and deeper practice. Multiplication will be strengthened next year. The science curriculum has been adapted to provide a more structured approach and clearer progression across year groups. The school has replaced the previous RE scheme with the Kent Agreed Syllabus. This provides clearer progression, deeper conceptual understanding, and more opportunities for discussion. Geography has moved to the Cornerstones scheme. A review will be required alongside History, as both subjects contain substantial units that are difficult to fit into the available term time. In PE sports leaders continue to be proactive and successful. There are limited competition opportunities for Years 3 and 4, but efforts are being made to increase these. Inter house competitions continue, including gymnastics and dance.

	ii. <u>End of term 2 data</u> End of Term 2 data is now being assessed using Cornerstones assessments, which provide nationally benchmarked data across reading, spelling, grammar, and maths. Lower year groups show weaker outcomes. This has been linked to reduced engagement with reading, although interventions are in place to address this. Attainment improves as pupils move through the school and writing remains a key focus in KS1. iii. <u>HNF/EHCP update</u> One pupil with an EHCP has received additional funding, although this does not cover the full level of need. High needs funding for next year remains uncertain. The school is preparing to raise the Launchpad funding request at a future Community of Schools meeting. The school continues to collect evidence of pupil need and the impact of the provision. iv. <u>Pupil Premium update</u> Attendance for Pupil Premium pupils remains lower than peers, but Gilly Francis is continuing to support these families. v. <u>SEND vision, SEND report</u> The SEND Vision and provision mapping system continues to be invaluable for tracking interventions in real time. Governors discussed increasing the use of pupil voice within the SEND report. The Launchpad continues to play a significant role in supporting pupils with regulation and positive interactions. vi. <u>Policies to be ratified by FGB: Admissions, EYFS, SEND Information Report</u> The Governors ratified the Admissions Policy, EYFS Policy and SEND Information Report.
12.	Pay & Performance Committee The following was discussed at the P&P meeting of 27th January 2026: i. Attendance and punctuality update ii. Safeguarding and behaviour update iii. HT mid-year appraisal date set iv. Staffing update v. Staff survey preparation iv. Policies to be ratified by FGB: Anti-bullying, Attendance, Employment of ex-offenders, Uniform, Governor recruitment/induction v. Additional policy items to be approved by FGB: Healthcare policy, Behaviour policy appendix Governors ratified the following policies: Anti-bullying, Attendance, Employment of ex-offenders, Uniform, Governor recruitment/induction, Healthcare policy (pending changes to the date and committee oversight by P&P), Behaviour policy appendix.
13.	GDPR and Cyber Security WM, the Cybersecurity Governor reported completing a cybersecurity training course, which was a useful refresher. Slides from the course had been circulated to all Governors. There was discussion around cybersecurity training which Governors undertake during their induction, but it was agreed that all Governors should now have some refresher training. Action: PH to circulate the cybersecurity training link to all Governors to complete by the next FGB meeting. i. <u>Privacy notices.</u>

	AP raised a query regarding privacy notices, which are currently not available on the policy page of the school website. Privacy notices exist for various groups (staff, pupils, parents, and Governors), and the DfE requires schools to have appropriate notices in place, although the specific list is not clearly defined. It is unclear whether these are already covered within existing GDPR policies. CB offered help in finding out what is required. Action: CB to help investigate the required privacy notices. ii. <u>Governor photos on school website.</u> Governors confirmed they had no objections to their photographs being published on the school website. iii. <u>Governor details – addresses, phone numbers, personal emails.</u> Governors confirmed they had no objections to their personal contact details being shared among Governors. iv. <u>Any other updates on requirements, new considerations.</u> There were no other updates.
14.	Safeguarding DW, the Safeguarding Governor, visited the school and met with PH to discuss safeguarding matters and to complete an online 360 review. He confirmed that everything was up to date and as expected.
15.	Training and Development RD explained that she circulates an email to all Governors at the start of every long term highlighting upcoming relevant training and who it might be suitable for. Training is available for Governors through the NGA, Learning Link and Governor Hub. RM and RC had attended the Kent Governor Briefing and RM will circulate the slides to all Governors. Action: RM to circulate Kent Governor Briefing slides to all Governors.
16.	Governance Admin i. <u>Committee membership, succession planning and parents sitting on P&P.</u> RC explained that it had previously been agreed that parents could not sit on the P&P committee; however, he proposed that this position be reconsidered. If any Governor feels they need to withdraw from a discussion, they should do so in the usual way. All Governors were in agreement with this change. CB and EF will be allocated to committees once they have had an opportunity to attend each committee. At the end of this academic year there will be two vacancies on the P&P committee and one vacancy on the S&C committee. ii. <u>IT including e-signing minutes and Governor commenting on SP documents.</u> RC proposed the introduction of e-signing meeting minutes. However, a Governor raised concern that if the IT system failed then there would be no way of accessing minutes. Until the IT situation has improved for Governors, they agreed that meeting Chairs continue to sign paper copies of approved meeting minutes. It was also agreed that Governors could comment on Word documents in SharePoint e.g. when reviewing policies. However, strategic questions should still also be discussed at meetings and be recorded in meeting minutes. iii. <u>Governor attendance and certificate folder.</u> Governors were in agreement that the Governor attendance and certificate folder is no longer needed. Governor attendance at meetings is recorded by AP and published on the school website annually and if required the school can download Governor presence in school via the signing in/out system.

	Safeguarding training certificates are stored with the SBM and all other Governor training certificates are stored in SharePoint.
17.	Governance Impact The Chair and Committee chairs will report on the impact of governance over the past year and consider any resulting actions in the final FGB meeting of the academic year.
18.	Guidance Updates AP shared a list of articles from recent newsletters, relevant to the FGB with the meeting papers. No questions were raised.
19.	Chair's Actions/ Correspondence There were no Chair's actions or correspondence to discuss.
20.	A.O.B There was no other business to discuss.
21.	Date of next meeting 2. Date of next meeting – 19 th May 2026 3. Next year equivalent – 23 rd February 2027
22.	Confidentiality <i>It was agreed that Item 6 and a section of Item 9 be recorded in the confidential minutes of this meeting.</i>

The meeting ended at 10.40am.

Signed:

Date:

Questions/Comments

Answers

Impact

Monitoring

Action

APPENDIX 1 – Actions Completed/ Dropped

Meeting Date	Agenda Item	Action	Actioned by	Update
8/7/2025		AM to arrange time to carry out safety walk .	AM	<i>Completed as discussed at F&P meeting 12th January.</i>
8/7/2025	16	DW to liaise with PH to look at the Safeguarding Audit.	DW	<i>Completed as discussed at P&P meeting 27th January</i>
8/7/2025	16	Clerk to check Governor Hub confirmations for KCSIE, code of conduct and declaration of business interests and flag anything outstanding to Governors.	Clerk	<i>All Governors have now completed these confirmations.</i>
4/11/25	3	PH to carry out Parent Governor and Staff Governor elections.	PH	<i>Completed</i>
4/11/25	4	Clerk to update the ToR with the changes as above and then upload to the school website.	Clerk	<i>Completed</i>
4/11/25	12	DW to contact Tel German to invite someone to talk to the	DW	<i>Completed</i>

		Governors about the new Ofsted framework on the full Governor day in February.		
4/11/25	12	AW to send the all-day meeting schedule to the Clerk to circulate.	AW	<i>Completed</i>
4/11/25	15	RD to add the Confidentiality Policy to the Governor Induction folder on SharePoint.	RD	<i>Completed</i>
4/11/25	20	Clerk to add secure disposal of printed confidential material to the Governor Code of Conduct.	Clerk	<i>Clerk checked the code of conduct and this is already included.</i>
26/11/25	3	PH to arrange DBS checks for new Governors and RD to arrange inductions in January.	PH/RD	<i>Completed.</i>

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 to April.
8/7/2025	14	AM to look at possibility of doing HAM & S course.	AM	Ongoing
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.
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.
24/2/26	13	PH to circulate the cybersecurity training link to all Governors to complete by the next FGB meeting.	PH	
24/2/26	13	CB to help investigate the required privacy notices.	CB	
24/2/26	15	RM to circulate Kent Governor Briefing slides to all Governors.	RM	