

Stocks Green Primary School (SG)



2024 -2025

Draft Minutes from The Full Governing
Body (FGB) Meeting
held in the Music Room on Tuesday 8th July 2025 at
7.00 pm

Meeting started at 7.05 pm

Item	Minute	Action
Procedural		
The meeting began with a thank you celebration for June Cooke who is retiring as a governor. She was presented with a bouquet of flowers and a voucher for afternoon tea. June has been connected with the school since 1986 when her daughter started as a pupil. She thanked the governors and said it had been a pleasure to work with such a good team.		
1.	Clerk opens Meeting. The acting clerk (AW) opened the meeting. A nomination for Rob Chewter as Chair had been received from RD and seconded by AM. RC was unanimously elected as Chair for 2025 to 2026. RC took the chair. A nomination for Andrea Woollett as Vice-chair had been received from RD and seconded by AM. AW was unanimously elected as Vice-chair for 2025 to 2026.	
2.	Attendance: Di Ayling (DA), Rob Chewter (RC) (Chair), June Cooke (JC) (Vice-chair); Ruth Dixon (RD); Joe Endersby (JE) (Associate Member), Peter Hipkiss (PH) (Headteacher), Alan McLean (AM), William Moore (WM), Urzula Saganowska (Acting staff governor), Dave Wallace (DW), Andrea Woollett (AW) (acting clerk in Alice Planes's absence) . Apologies for absence: Bridget Salmon (BS) – holiday – Alice Plane (AP) – prior engagement. Both agreed.	
3.	Declaration of Business Interests: there were no new ones and none against any agenda item.	
4.	Membership i. Terms of office reminders – parent governors elections due November 2025. PH to organise elections to take place at the beginning of November. AM's term of office expires in October 2025. It was agreed that he would be nominated as the Local Authority (LA) governor to replace JC. Alice Plane (AP) to be asked to organise the nomination. ii. Committee organisation for new academic year Finance and Premises (F & P) – Chair - Alan McLean, Vice-chair - William Moore	PH AP

	Members: Headteacher, Rob Chewter, Andrea Woollett Pay and Performance (P & P): Chair - Rob Chewter, Vice-chair - Dave Wallace Members: Headteacher, Di Ayling, Ruth Dixon, Bridget Salmon Standards and Curriculum (S & C): Chair - Ruth Dixon Vice-Chair to be decided. Members: Headteacher, Di Ayling, Joe Endersby (Associate member), Becky Mackay, Urzula Saganowska, Andrea Woollett. iii. Governor Code of Conduct – the code of conduct was circulated on SharePoint (SP) and agreed for the year 2025 to 2026, subject to any updates from Governance, for signing in the Autumn Term. iv. Update on recruitment of clerk Following a recruitment process, RD, BS and AW undertook interviews and are pleased to report that Alice Plane was appointed as clerk from 1st July 2025. She is an experienced clerk who works with other local schools. She is unable to attend this meeting subject to a prior engagement. Governors have ensured that all arrangements to be compliant are in hand.	S & C/RD AP
5.	Confidential and non-confidential minutes of meeting of 20th May 2025 were agreed as correct and signed by the Chair (RC).	
6.	Terms of Reference (TOR) for 2025 to 2026. The dates have been updated and some additional changes passed to AW. Governance will be looking at the TORs over the summer so there may be changes. The new Safeguarding Governor sits on the P & P committee which means some policies will need to be moved from S & C to P & P. TORs will be presented again for the October committee and FGB meetings for agreement.	AP AP
7.	Action Points See Appendix 1 for updates	
8.	Matters Arising There were no matters arising. A.O.B. Publication of Minutes on website and document storage (AW)	
School Improvement		
9.	Headteacher i. Verbal report This is always a very busy term but has been more challenging due to staff health issues. Children are very tired after a busy term and a long period of hot weather which increases behavioural concerns. Children are being prepared for transition to new classes and different teachers which pupils with SEND find challenging. See confidential minutes Item 3.	

Successes

Attendance has remained high and **Persistent Absence** low. The school is on the 95th percentile nationally which is good.

The Launchpad room was delayed due to a change of job for the parent supporting the project but this is now on track for work to be done in the school holidays, with an expectation of it being set up in September. Sarah Tracey (ST) has been appointed as the member of staff to head up the enterprise. She is very excited to have this role, has attended SLT meetings and Ringmer school to view their system and is exploring her own ideas.

Zones of Regulation has been rolled out and is working well.

Behaviour has been good as observed by governors on Sports Day. There was one concern expressed by a parent over the mixed sex races.

Exclusions/suspensions. There have been none this term.

Cultural Capital. Parents have given good feedback.

Multiplication Screening. This came out very well.

Fire Drill. Held today and went well although a little slow.

School to school. PH has met with Karen at Slade for discussions and had more interaction with Ringmer.

School site. It is all secure and there have been no concerns.

Website. This is now populated and in use. It has been well received.

Challenges

Leadership capacity due to staffing concerns.

SATS scores are lower this year. This was however expected with the present cohort and the Covid challenges they experienced earlier in their school life.

Phonics. There has been a small dip but this is already being addressed with a few tweaks and a change of home reading books.

Respect. There are still some concerns over children's treatment of the OPAL equipment and dominance in play.

Future Proofing

New Building. The plans and funding are progressing well. The Rainbow Club have expressed an interest in running the breakfast club but at present SG want to keep this in house.

The Launchpad and Zones of Regulation. This will be in full operation in the new academic year and will be an important tool in improving the education experience for all children.

New Server. This is being updated to improve the service the school receives and to make the whole system more secure against cyber attacks.

Governors congratulated the school on the great achievements made this year in spite of financial and staffing challenges. It has again been a very good year for the education and wellbeing of the children and important progress has been made on the new Zones of Regulation project as well as the project to provide additional space for teaching.

- ii. **Staffing structure for September**
See agenda item 13.

10.	School Improvement Plan (SIP) and New School Vision i. SIP milestones 2024 to 2025 – Some of the original SIP priorities were put on hold to allow staff to focus on the new emphasis for SEND with Zones of Regulation and the Launchpad initiative. The SATs data has just arrived and will be monitored in detail at the S & C meeting on 1st October 2025. Formal written monitoring of the SIP has not taken place this year, partly due to the agreed, changed focus from the original SIP to Zones of Regulation, and partly due to clerking changes. The new SIP, once written, will be fully monitored next year. PH will not write the SIP until the new Ofsted Framework is published so that it can be aligned with the new Ofsted document. He plans to work on the School Evaluation Form (SEF) over the summer and then the SIP which should be ready for the October meetings. The new SIP will focus on three key threads: improving communication with parents, continuing development in teaching and learning, SEND regulation and development (linked to the Launchpad) A major focus will be on Teaching and Learning with changes to Science, RE and Geography curriculums. There will also be a focus on writing. All the previous priorities will continue to be embedded or sustained and progress monitored. What will the new Ofsted framework look like? It will have “spotlight” areas, individually judged, and no one word judgement. There will not be any deep dives. What happens if there is a safeguarding concern? They will return in a month to make sure it has been remedied. Governors agreed and supported the changes in the SIP priorities. They observed the excellent progress of the new focus on Zones of Regulation at the full day meeting. They will continue to support and monitor this initiative and the new SIP through committees.	
11.	Finance and Premises Committee (F & P) AM reported i. Latest budget monitoring – 3 months April to end June 2025. The present rollover Revenue figure is £44,584 which is slightly higher than forecast. See Item 4 of confidential minutes. The Capital Balance is £5,877 The budget from April 2025 to March 2026 is on track. There is some concern for years 2 and 3 of the three year budget with a diminishing rollover. The F & P are happy with the prudent management so far and will continue to monitor the budget carefully ii. The Schools Financial Services feedback on the budget, submitted 22.05.25, highlighted the diminishing rollover which school and governors are aware of and will be monitoring carefully.	

12.	Standards and Curriculum Committee (S and C) No meeting has been held since the last FGB and there are no matters to be updated.	
13.	Pay and Performance Committee The minutes of the meeting held on 1st July 2025 had been circulated to all governors prior to the meeting. RC highlighted the following: Staffing Structure. PH provided the P & P committee with a detailed overview of the staffing structure for the upcoming academic year. He explained that this year, only teaching staff details were shared with parents. The school, in alignment with other schools, is moving toward a more flexible, needs-based TA support model. A wider network of intervention staff has developed, including ELSA, Launchpad and Speech link roles. The OPAL lunchtime provision is continuing to be enhanced with new initiatives and there continues to be a significant reduction in lunchtime incidents. PH explained the purpose and progress of the proposed new building of the “Sports Pavilion” – see P & P minutes. PH briefly detailed changes to the curriculum which will be reviewed by S & C in the Autumn Term and also provided a brief outline of the strategic focus for the 2025–2026 academic year. Parent Survey There was a lower response this year but generally parents considered previous items of concern have improved and those recommendations are now embedded. BS analysed the results with PH and RC and has written to the parents with the analysis. Headteacher Performance Management (HTPM) Governors agreed that Tel German (TG) will be asked to attend as the external advisor for the HTPM review. RC contacted TG and has agreed the date of 26 th September 2025. BS will be the Chair of the panel. DA, DW and RC will also sit on the panel. Policies (Statutory) Both the Capability Policy and Complaints Procedure were due for review at P & P meeting for FGB approval. Extenuating circumstances have meant PH was not able to review them in time for the meeting, see Confidential Minutes agenda Item 3. The Governors agreed to defer discussion of these policies to the next P&P meeting on 30th September. The Chair had reviewed the current template policies, which these policies are based on, and noted that there are no major changes. He asked PH to redate the policies to publish online in the interim. FGB approved this move.	AP
14.	Governor Training and Development RD circulated all the latest information on training on 29 th June. New training will be posted on GovernorHub before the Autumn Term. RD highlighted a Cyber Security course for WM and a Health and Safety one for AM. All governors will need to update their safeguarding training in the Autumn Term. PH invited governors to attend the in-school training that will take place on one of the Term 1 INSET days. He will circulate the details to governors.	WM AM FGB PH

	RD will circulate the online safeguarding training for governors unable to attend in school. Governor Training Report is attached – see Appendix 3.	RD
15.	Website The new website is now live. The initial response is very positive.	
16.	Behaviour and Safety – Safeguarding There has been no update since last meeting. The audit report will be updated in September. Dave Wallace has been appointed as the Safeguarding Governor now June has retired. DW to liaise with PH to organise a meeting in September. JC commented that the rolling report adopted this year is much more useful. DW sits on the P & P committee. This means some policies will need to move from S & C. Action for AP in liaison with those committees chairs – RD and RC to decide on which policies should move to P & P. Keeping Children Safe in Education (KCSIE) must be read by all governors and recorded on GovernorHub in September 2025. It is available on SP under Governor Information. The Governors have ensured that the FGB will be compliant with all safeguarding requirements.	DW AP/RD/RC FGB
17.	SEN No report is issued until all the 2024 to 2025 data has been processed. JE is running training for staff using the Times Educational Supplement (TES) provision mapping tool on INSET day. Is the tool free or was it purchased? It was bought. All staff will be able to use it and it will identify the school's needs which will help with the inter-school SEN community meetings. There will be a new Government paper in the Autumn which is expected to announce specialist hubs. Education, Health and Care Plans (EHCP) will remain for this year at least but funding does not necessarily follow them. DA has informed the FGB that she will be retiring at the end of this academic year 2025 to 2026. A governor will need to be recruited to take over as SEN governor.	FGB
18.	GDPR and Cyber Security No concerns have been reported.	
19.	Governor Newsletter JC agreed to compose a letter to stakeholders with a round-up of this year's governor input.	JC
Other		
20.	Chair's actions and correspondence RC reported that he has received no parent correspondence and there have been no actions for governors.	
21.	Governor Monthly bulletin and NGA newsletter	

	See Appendix 4 for details • Kent Governance consultation to be completed by 21st July • PE Premium digital expenditure. Governing boards should ensure that spending has been posted on website by 31st July 2025 – PH confirmed it is being actioned. • Reducing fraud in the education sector guidance cyber security guidance • Maintained schools governance guide – new document on SP • DfE Library resources to borrow for SEND • NGA webinar on Safeguarding 16th July – AW to send details to DW.	AW
22.	A.O.B. Minutes for Website Minutes must be available for the public but do not have to be posted on the website. After discussion it was agreed that SG will continue to put the non-confidential minutes on the website for transparency. It raises the profile of governors and the impact statement demonstrates the difference the FGB make to the school's progress. It is important to ensure confidential documents are not posted. Historically all documents tabled have been kept as hard copies with the signed minutes. The school is changing to a new server and upgraded, more secure computer storage system during the summer. It was agreed these documents may now be kept on-line subject to assurances from the Business Manager that this will be totally secure. Governance Impact It has again been a very good year for the education and wellbeing of the children at Stocks Green. Important progress has been made on the new Zones of Regulation project as well as the project to provide additional space for teaching. Previous projects, such as phonics and OPAL, are being well sustained and it is a joy to witness the creative and interactive play amongst pupils at lunchtimes. It has been a challenging year financially for all schools. Governors have overseen the careful planning and budgeting exercised by the school which has provided a healthy rollover so that planned, educational improvements will continue to be implemented. Attendance has remained high and governors are grateful to parents and carers for partnering with the school to ensure their children access the wonderful educational opportunities provided. A governor oversaw the SATs arrangements to ensure all procedures were correctly followed and pupils welfare was good. Governors have continued to demonstrate challenge and ensure policies and statutory documents are compliant whilst also considering workloads and wellbeing of staff. Governors are sorry to lose the expertise of June Cooke who is retiring after many years service. They are pleased to report that the FGB has the right mix of skills and have access to relevant training to enhance their role. Parent elections are due in November and governors encourage parents to consider standing for these.	

	The biggest challenge going forward remains funding with such tight school budgets. Governors will continue to monitor this area carefully to ensure the children's education is not adversely affected. The fantastic support of the PTA provides amazing additional financial funding and the governors thanked them for all their hard work and enthusiasm in continuing to do this. Governors warmly thanked the staff for their continued hard work, enthusiasm and diligence in providing an excellent and caring educational service. It is a delight to see happy children progressing well through the school and governors are looking forward to supporting the school again next year in this endeavour.	
23.	Next Meeting: Tuesday 4th November 2025 Next year equivalent meeting: Tuesday 8th July 2024 Dates for the next academic year 2024 to 2025: Changes will be made and the new document circulated to all governors and posted on SP.	AW
24.	Confidentiality See confidential minutes.	

Meeting finished at 8.25 pm

Signed

Date

Questions

Comments/Answers

Impact

Monitoring

Appendix 1 – Completed Actions

Completed and ongoing Actions from Meeting 22nd May 2025

1.	AM to arrange time to carry out safety walk Outstanding. AM to arrange with PH.	RC/AM
2.	Health and safety and accessibility audit to be carried out . Outstanding. To be completed by RC and AM before F & P meeting 7th October 2025.	
3.	RC to ask AW to post nomination forms for Chair/Vice Chair on SP prior to the FGB July meeting. Completed.	RC/AW
4.	Further investigate sustainability. Ongoing..	PH
5.	PH to a JS to send out a reminder to parents to complete the Parent survey. Completed.	PH
6.	RC is to contact Advisor Tel German to book for HT Appraisal. Completed and date set for 26th September 2025.	RC

Appendix 2 – New Actions

New Actions from meeting of 8th July 2025 to be completed asap or by 4th November 2025 at the latest

1.	AM to arrange time to carry out safety walk Outstanding. AM to arrange with PH.	AM
2.	Health and safety and accessibility audit to be carried out . Outstanding. To be completed by RC and AM before F & P meeting 7th October 2025.	RC/AM
3.	Further investigate sustainability. Ongoing.	PH
4.	Agenda Item 4 i. PH to organise elections for 2 parent governors in October 2025 AP to inform LA that JC has retired as LA governor at the end of Term 6. Organise LA election for AM. ii. Vice-Chair to be agreed for S & C committee. iii. Code of Conduct – AP to check if there are any updates and inform governors before October meetings so that they can be signed.	PH/JS AP RD/S & C AP
5.	Agenda Item 6. Terms of Reference. AP to update TOR with any new updates and circulate to governors, add to meeting agendas and put on school website once agreed.	AP
6.	Agenda Item 13. Policies. AP to ensure Capability Policy and Complaints Procedure are on P & P Agenda for 30.09.25 and FGB 04.11.25	AP
7.	Agenda Item 14. WM to look at possibility of doing Cyber Security course AM to look at possibility of doing H & S course. Safeguarding Course – PH to inform governors of INSET training day. All governors to complete Safeguarding training in Autumn Term. RD to circulate details of online Safeguarding course to all governors.	WM AM PH FGB RD
8.	Agenda Item 16. DW to liaise with PH to look at the Safeguarding Audit. AP to liaise with P & P and S & C committee chairs to consider which safeguarding policies should move to P & P committee. All governors to read KCSIE education and record this on GovernorHub.	DW/PH AP/RD/RC FGB
9.	Agenda Item 17. SEN. A new SEN governor to be trained to replace DA.	FGB
10.	Agenda Item 19 . JC to compose a governor newsletter to distribute at the end of term.	JC
11.	Agenda Item 23. AW to correct the meeting dates for next year and circulate to all governors.	AW

Appendix 3

Stocks Green FGB Training Record 2024 to 2025

<u>NAME</u>	<u>DATE</u>	<u>TRAINING</u>
Di Ayling	21/09/24	Safeguarding
	04/03/25	Zones of Regulation Road Map (In House FGB All Day)
	01/05/25	Zones of Regulation, Ringmer School (In House INSET)
Rob Chewter (Chair)	02.09.24	INSET Safeguarding training
	06/02/25	Kent Countywide Governor Briefing Part 1
	25/09/24	Kent Countywide Governor Briefing Part 2
	06/02/25	Kent Countywide Governor Briefing
	04/03/25	Zones of Regulation Road Map (In House FGB All Day)
June Cooke (Vice-Chair)		
Joe Endersby		
Ruth Dixon	04/09/24	Safeguarding and child protection: the essentials 2024/25
	16/09/24	Kent Countywide Governor Briefing Part 1
	25/09/24	Kent Countywide Governor Briefing Part 2
	10/10/24	Greener Governance
	27/11/24	Health & Safety for Teachers &TAs
	06/02/25	Kent Countywide Governor Briefing
	15/05/24	Kent Countywide Governor Briefing
	17/06/25	UK GDPR for School Staff
Peter Hipkiss (Headteacher)	26/9/24	Primary English Subject Leader Online Twilight Briefing
	12/3/25	The Education People Primary Headteacher Briefing (West)
	5/11/25	DSL Refresher
Becky Mackay	04/03/25	Zones of Regulation Road Map (In House FGB All Day)

Alan McLean		
William Moore	04/03/25	Zones of Regulation Road Map (In House FGB All Day)
Ursula Saganowska-Kearney		
Bridget Salmon	14/09/24 10/10/24 Feb 2025 04/03/25	Safeguarding Greener Governance Whole-School Approach to Food Zones of Regulation Road Map (In House FGB All Day)
Emily Smith		Maternity Leave
Dave Wallace	04/03/25	Zones of Regulation Road Map (In House FGB All Day)
Andrea Woollett (Clerk)	10/10/24 13/11/24 27/11/24 06/02/25 04/03/25	Greener Governance Role of Finance Governor in maintained school Introduction to National Music Plan Kent Countywide Governor Briefing Zones of Regulation Road Map (In House FGB All Day)

Appendix 4

GOVERNANCE UPDATES JULY 2025

- New training programme will be on GovernorHub from July 2025
- **sets out proposals to change how five areas of service provision are funded from 1 April 2026. These are:**

- Statutory compliance testing and surveys, including tree surveys
- Health and safety advice and training
- Employment tribunal awards
- Staff care (occupational health advice)
- Administration of teachers' pensions

How to respond - Responses should be submitted by **Monday 21 July 2025**

To view the relevant information and complete the questionnaire please visit:

Funding Services to Schools 2026-2027 | Let's talk Kent

You can also give your views via email: david.adams@kent.gov.uk(External link)

- **Prevent governor training** will now be offered centrally via the Department for Education. Individual governors are welcome to attend their setting's Prevent Awareness Training for local context. This training package has been designed by DfE for school governors to understand their responsibilities and the importance of the Prevent duty.

- **PE and sport premium - expenditure reporting action required**

All primary schools need to complete the digital expenditure reporting return for the PE and sport premium, for the 2024 to 2025 academic year, by 5pm on Thursday 31 July 2025.

Available to all - NGA Sport Premium Monitoring tool (NGA Membership not required)

- **The following documents have been updated by DfE:**

• **Maintained schools governance guide** [Maintained Sector Briefing](#) - AP has posted guide on SP

- **Reducing fraud in the education sector** [guidance](#) cyber security [guidance](#)

This guide will help schools, colleges and independent training providers to:

- reduce the risk of fraud or financial irregularity • deal with fraud within their organisation, should it occur • report fraud, theft or irregularity • be aware of and manage cybercrime

- **Education, health and care plans (EHCPs) - reporting year 2025**

This DfE publication provides information on both the numbers of children and young people with an EHCP as of January each year, and the number of children and young people progressing through each stage of the EHC plan process during the preceding calendar year

- **Impact of UK climate change risk on the delivery of education** -> Three key climate change risks likely to have an impact on education: 1. overheating 2. flooding 3. water scarcity More information about this is in our Greener Governance [guidance](#).

The DfE has announced £1.7 million in funding towards '**lending libraries**' across 32 local authorities. These will enable schools to borrow and trial a range of devices to suit their pupils with special education needs and disabilities (SEND).

The libraries will offer a range of tools, including reading pens, dictation tools, and tablets through a 'try before you buy' approach. It aims to give schools the opportunity to measure the impact of different devices before making upfront investments.

NGA webinar: Safeguarding pupils against extreme views and behaviours

 **Date:** 16 July 2025  **Time:** 12:30 – 13:10  **Location:** Zoom

Today's children are exposed to an unprecedented range of online influences - some of which promote extreme views and behaviours. This webinar, inspired by the television series *Adolescence*, supports those governing to understand and respond effectively to these risks. Join us to:

- Clarify your safeguarding and Public Sector Equality Duties
- Understand the extreme content pupils may encounter
- Explore how to monitor behaviours and risks across your school or trust
- Identify the key data to track and questions to ask to ensure effective oversight

Don't miss this important and thought-provoking discussion, [book your place now](#).

[**SEND monitoring and evaluation tool**](#) - build your understanding of SEND provision, legal duties and effective oversight.