

**STOCKS GREEN PRIMARY SCHOOL (SG)**  
**Draft Minutes of the All day Full Governing Body Meeting**  
**Held on Monday 20<sup>th</sup> March 2023 at 8.30 am in the Music Room**

Item	Minute	Actioner
<b>Procedural</b>		
1.	<b>Attendance:</b> Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Ruth Dixon (RD), 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) (Clerk) <b>Apologies for absence:</b> Alan McLean AM – Work commitment due to bank crisis; Peter Hipkiss unwell. Both agreed.	
2.	<b>Declaration of Business Interests:</b> there were no new ones and none against an agenda item.	
3.	<b>Membership Issues:</b> i. <b>Recruitment of new governors:</b> RD emailed a prospective candidate but had no response. There is another possible candidate, Elaine Greenshields, who is a retired teacher. It was agreed that RD should contact her regarding the co-opted governor vacancy. ii. <b>Membership terms of office:</b> With succession in mind AW reminded governors that the terms of office of the following governors expire in September 2023: <b>DA, YB, RD, and DW (co-opted governors) and JE (staff governor). BS (co-opted governor)</b> in November 2023. They were asked to consider whether they would wish to continue on the governing body and report back at the 16 <sup>th</sup> May 2023 meeting. Staff governor election to be arranged for September.	RD  DA,YB,RD, DW,JE,BS  PH
4.	<b>Matters Arising:</b> there were no matters arising from the minutes of 23.01.23 that are not covered by this Agenda. <b>A.O.B.</b> There were no items raised.	
5.	<b>Confidential and non-confidential Minutes of meeting of 23<sup>rd</sup> January 2023:</b> these were agreed as correct and signed by chair with the following initialled corrections: <b>Page 4</b> - Boiler cost should read £65000 to £70000. <b>Page 6</b> - should be 'RD' not 'RC'.	
6.	<b>Action Points</b> See Appendix 1	
<b>School Improvement</b>		
7.	<b>Headteacher Update</b> PH had circulated his Headteacher Report, also on Sharepoint (SP), prior to the meeting. In PH's absence governors considered the successes, challenges and Key facts. <b>Successes</b> i. Good improvement in the quality of the teaching of reading across the school with pupil voice confirming enjoyment and School Improvement Advisor (SIA) validating as exceptional.	

- ii. Safeguarding: The Child Protection Online Monitoring and Safeguarding system (CPOMS) recording system, DSL meetings and recording of incidents was also labelled 'exceptional' by our SIA.
- iii. The school is working on a more collaborative approach to Continuing Professional Development (CPD) and Personal Professional Development (PPD) based on evidence based practice and has been well received by the staff involved.
- iv. The Talk for Teaching approach for PPD has been started and been well-received by teachers. Roll out to TAs and other members of staff has been planned.
- v. The school council is re-established and they have suggested items for Comic Relief and will have input into the the Behaviour Policy and safeguarding.
- vi. The Uniform Policy has been created with stakeholder feedback, circulated to parents for comment with only one issue raised. The PTA have agreed to fund the new PE sweatshirt.
- vii. The new computing curriculum has begun with staff having received training and pupils engaged in exciting coding projects from Year 3 to 6. A blog of progress is on the school website.
- viii. Job descriptions and positions have been prepared ready for the leadership change to be signed off once the budget has been set.
- ix. The National Tutoring Programme has been set up with three groups being run simultaneously by current members of staff.
- x. Anthony Cosans (AC) and Mark Rivers (MR - SIA) have highlighted good practice taking place in school and identified areas for development.
- xi. Both the pupil on a reduced timetable and the school refuser are back in school full-time.

### **Challenges**

- xii. Some areas of the SIP have not been achieved as planned. This is because there is a need to focus on areas of urgent development while also considering staff well-being and workload.
- xiii. High Needs Funding has been granted for two additional pupils but in spite of a job advert for a full-time Teaching Assistant (TA) on Kent Teach, no-one has been found so far..
- xiv. Lunchtimes have been an issue with the resignation of two mid-day supervisors and one recovering from surgery. SLT have had to step into the void on a number of occasions. A job advert has wielded little success thus far.
- xv. A few neighbours have contacted the school regarding the height of trees. The school spoke with a tree management company who advised against cutting them back.
- xvi. TA contracts: historically TAs who supported pupils 1:1 were given fixed term contracts instead of temporary contracts linked to funding. Two TAs now qualify for permanent contracts which have been arranged. Some TA hours have been organised on a piecemeal basis which makes planning difficult. The school is considering how to reorganise TA contracts to most benefit the delivery of education as well as supporting TA commitments.

Governors understand and agree with the delay of some of the SIP milestones due to the urgent need to develop other areas of the curriculum. They congratulated the staff on the efficient, willing and consistent way they have achieved the large volume of work needed to be covered since September. They also consider it a success and commend the Senior Leadership Team (SLT) for recognising the additional workload and pressure this has put on staff and delaying other projects to ensure the staff's wellbeing.

**The SIA made a thorough check on School Central Record which was reported as good.**

### Key Facts – March 2023

- i. **Pupil numbers** – currently 213 with 2 more pupils starting after Easter. **Is that still the case? Yes Why have 3 pupils left? Two are to be home educated and one has relocated.**
- ii. **Attendance**; Presently 94.7% with target being 96%. One pupil who was part-time is now back fulltime and another pupil with poor attendance has left so this is on track to meet target.
- iii. **Behaviour**: there were no fixed term or permanent exclusions/
- iv. **Staffing**.  
The high **staff absence** figures are mainly due to mid-day supervisors (MDS) absence for compassionate leave and medical treatment.  
  
There were no staff **complaints**.  
  
A TA/mid-day supervisor **left** as offered more hours at another job they hold.  
  
School are **recruiting** for a 1 to 1 Teaching Assistant (TA).  
  
As an action following the staff survey where 48% of staff did not consider enough attention was given to their **CPD** SG is holding MDS and TA meetings to consider CPD support around the new Behaviour Policy and setting up Talk for Teaching sessions for all TAs.  
  
For staff **wellbeing** supervision sessions are offered weekly which has been accessed by 1 member of staff so far.  
  
**Workload** support is also being offered and 1 member of staff has accessed this.
- v. **Training**  
**PH** has attended an Assessment Conference and completed courses in Assessment in the Foundation Subjects; Headteacher Induction Programme Session 3; SEND; Prevent Toolkit; View My Financial Insights and is continuing with his NPQH.  
**Sounds Write** training is continuing and **Talk for Teaching**.  
**Staff meetings** have been used for Computing Curriculum, subject leadership, Purple Mash, the behaviour policy, PE, moderation of maths with Hildenborough, reading  
**Jo Wiltshire (JW) and Georgina Newton (GN)** passed the assessment for **KS1 and KS2 Moderator** respectively and are now both qualified moderators.  
**All staff** have completed **Prevent** training.  
**JE** is continuing **NPQH** training; **Emily Smith and Urzula Saganowska NPQLT** and **Claire Hodgson NPQSL**.  
**Janet Scott** – FMS6 healthcheck and closedown.
- vi. **SEND**  
There are 6 pupils on the SEN Register, 35 children in cultural diversity focus groups, 13 children in Looked After Children (LAC) group including Pupil Premium (PP).
- vii. **Safeguarding**  
There have been 4 new cases of safeguarding reported since January and 3 are being monitored. There is 1 child with A Child in Need plan and 2 with Early Help support.  
  
All staff have completed their Prevent Training and new members of staff

	<p>have received safeguarding and induction training. Weekly safeguarding updates are detailed in the staff memo.</p> <p>viii. <b>School Improvement Plan – See Appendix 3</b></p> <p>ix. <b>SIA, Mark Rivers has visited twice since January and praised the approach to reading and safeguarding.</b> Anthony Cosans visited in February to support a deep dive alongside the maths team. He praised the overall provision and provided a few areas for development which will be actioned in term 5. Polly Sharman (EYFS specialist) is visiting in April to help evaluate the EYFS provision.</p> <p>The SIA mentioned ‘Areas for development’ – what are they? He considered maths practice to be good throughout the school and approved the maths scheme which was being used well and adapted to individual pupils needs. He noticed inconsistencies in practice and progression which need to be addressed and more manipulatives should be used. He noticed some discrepancies in the working rules to the learning journey. Talk for teaching to take place for maths as it had for reading.</p> <p>x. <b>Parental issues:</b> One parent expressed some concerns regarding uniform changes relating to their own child. Support was offered but no response has been received at the time of writing.</p> <p>xi. <b>New Headteacher and Deputy Headteacher Awards:</b> The new reward system is being refined in light of changes to the Behaviour Policy. The Headteachers awards will be for ‘over and above’ work and the Deputy Headteacher awards will be for ‘over and above’ behaviour.</p> <p>xii. <b>British values:</b> The elected School Council members have begun to seek input from their classes in regards to the running of the school, including the way the comic relief day was to run. They are also attending the FGB meeting to provide Pupil Voice.</p> <p>xiii. <b>School Site :</b> <u>Tarmac/playground</u> – KCC are seeking contracts.</p> <p><u>Pot holes in car park</u> have been re-surveyed by Skanska (the new KCC contractor) and SG is waiting for feedback.</p> <p><u>Boiler</u> - The new school boiler has been installed and the initial teething issues overcome.</p> <p><u>Fencing and preschool/after school club gate</u> – The installation of the fencing has begun and it is hoped the works will be completed this week, with the preschool gate installed by the end of the Easter holidays.</p> <p><u>A fire drill</u> is booked for 21<sup>st</sup> March at lunchtime to test the way staff respond outside of lesson times.</p> <p>Lockdown drill will take place in term 5.</p> <p><u>All risk assessments</u> have been updated by Ken Till (KT) and PH to represent current best practice and an audit of all statutory risk assessments has taken place and been passed.</p>	
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PH/Govs

	<p><u>Health and safety</u> checks are scheduled termly and a sign off sheet has been updated to ensure tracking of effective monitoring.</p> <p><u>Trees around the site</u> Following letters to parents regarding the fencing two enquires were received about the height of trees on the site. Advice was sought from a local tree management company who advised that any cutting of the trees would spur on further growth and it was not recommended that these works took place.</p>	
xiv.	<p><b>Special events for Parents</b></p> <p><u>Book in a box</u> – during Book Week parents were invited in to see the ‘Book in a Box’ entries from across the school. Many parents attended.</p> <p><u>Easter assembly</u> – the school will be hosting an Easter Assembly at the end of the term which will include an open invitation to parents to watch class and whole school singing.</p> <p><u>Parents Evening</u> – this term we will be hosting two parents evenings. We will once again offer a tea and coffee service to allow informal conversations between the HT and parents.</p>	
xv.	<p><b>Future Proofing</b></p> <p><u>Policies</u> – Governors and HT to book time to review policies. Formatting needs to be consistent and some to be amalgamated.</p> <p><u>Leadership structure</u> – When finances are agreed for the new leadership structure, interviews will need to take place for new leadership positions.</p> <p><u>The Behaviour policy</u> to be finalised in consultation with staff, parents and governors with. Home-school Agreements and completed in light of the work on values undertaken in staff meetings. The new approach to behaviour will need to be rolled out to all staff and behaviours embedded.</p> <p><u>Writing</u> – a review of high quality writing programmes needs to be undertaken ready for implementing next year.</p> <p><u>Budget setting</u> – the school needs to review future priorities and set a budget that will meet the needs of the school during this and the next academic year.</p> <p><u>Deep Dives</u> – continuing development of staff in how to carry out Deep Dives of their subjects</p> <p><u>.Inclusion</u> – the staff survey and staff feedback identified the school’s approach to SEN and Inclusion as an area for development. A whole school vision for ‘Inclusion by Design’ needs to be drawn up and implemented with staff training as well as on the Mainstream Core Standards prior to rolling out.</p> <p><u>Reading</u> – review of the reading scheme and ‘free readers’ to take place to ensure practice is consistent. The use of the library is to be reviewed and actioned to make it a useful resource for promoting reading.</p> <p><u>Feedback policy</u> – following on from the maths deep dive, consistency across marking and feedback needs to be achieved with a focus on the purpose of feedback and simplification of marking codes to enable teachers more time to plan quality first teaching opportunities.</p> <p><u>Appraisal system</u> – the appraisal system of TAs and support staff needs to</p>	

	<p>be relaunched to make it more effective in delivering the aims of the SIP. TCP moderation meetings will need to take place to ensure parity of judgements.</p> <p><u>Recruitment for HLTA</u> – the school will need to recruit (internally) TAs for the HLTA positions and revise contracts for other TAs to reduce the number of staff on fixed term contracts.</p> <p><u>New PE sweatshirt</u> – the school to co-ordinate a sport event to celebrate the new PE sweatshirt roll-out as well as gather sizing information for each class.</p> <p><u>Refining the assessment system</u> – the school needs to refine its approach to levelling and assessment before switching over to Arbor.</p>	
8.	<p><b>Senior Leadership Structure</b></p> <p>The P &amp; P and S &amp; C committee discussed the proposed new structure in detail (see confidential minutes of 17<sup>th</sup> and 11<sup>th</sup> January respectively) and considered it a good way forward to provide continuity and resilience. The last action before FGB approval was for the F &amp; P committee to consider the financial viability. JC joined that discussion. The F &amp; P asked Janet Scott (JS) to provide a budget which fully costed the proposed new SLT structure, without assuming any of the proposed savings. This provided a budget that did not go into debit after 3 years, although the rollover would be close to a negative figure. PH is really confident that the proposed savings will be made and this is evidenced by other schools, who are already working on a different management structure, and also by savings already made to the supply budget at SG. The F &amp; P committee decided that the proposed leadership structure is financially and operationally sound. <b>It was unanimously agreed by the FGB.</b> PH has already been laying the ground work to make the changes.</p>	
9.	<p><b>ISDR and ASP</b></p> <p>In PH's absence the presentation was transferred to next meeting on 16<sup>th</sup> May 2023.</p>	PH/AW
10.	<p><b>Finance and Premises Committee</b></p> <ul style="list-style-type: none"> <li>i. <b>Financial update from 7<sup>th</sup> February meeting.</b> For details see the minutes.</li> <li>ii. <b>Budget Monitoring – December to January and February 2023</b>  <b>The Revenue rollover is currently forecast at £72,430</b> which is a projected £7112 improvement. <b>Capital Revenue</b> is currently <b>£9675</b> as a Government Grant of £14,000 has been received towards energy costs. This has not been needed so will be used shortly for the fencing project and the capital Rollover will again be in deficit due to the LED loan  <b>The current PPG Allocation is £23,850.</b>  Has the boundary fence been completed? The fencing is in place and the green gate has been moved. The electronics will be completed over the Easter holidays. The Playground is being paid for by KCC. <b>Governors praised the quick response by the SLT to repurpose the energy grant for the safeguarding of the pupils.</b> RC reported that the new boiler is in place and working well. KT checks the consumption on a weekly basis and is finding that it is at least 20% more efficient than the last boiler which will bring more savings. </li> <li>iii. <b>School Financial Value Statement (SFVS): RC's experience Needs to be change to 7 years in the document. The Statement was agreed for sending to Finance with that amendment.</b></li> <li>iv. <b>Annual Asset Register check.</b> RC met with KT to look at the register. It is not up to date with items that are not recorded and others that are out of date. KT is going through the whole register and recording the items online and sorting out those that need to be written off. RC will meet with him</li> </ul>	JS/AW



	<p>again to check and agree write-offs.</p> <p>v. <b>Subscription to The Education People, learning link. It was agreed to continue to subscribe.</b></p> <p>vi. <b>Educational Visits Policy</b> – A governor asked if there is a school mobile phone or if teachers take their own? Governors were concerned that teachers should have to share their details and asked that the school buy 2 pay-as-you-go mobile phones for use with visits. It was agreed to leave the wording as it is in the policy so that if there is no school phone available a member of staff may use their own. On page 4 under planning and preparation it mentions that trousers can be worn by girls. This should not be gender specific. <b>The policy was agreed with this amendment.</b> JE explained that PH will be looking at the policy in order to extend it for outdoor learning.</p> <p>vii. <b>Uniform Policy</b> – Governors were pleased that stakeholders had been consulted. The policy is agreed.</p>	PH
11.	<p><b>Standards and Curriculum (S &amp; C) JC highlighted the following from the meeting held on 8<sup>th</sup> March 2023. For details see S &amp; C minutes.</b></p> <p>i. <b>Pupil Premium, Attendance, PE Sports Premium provision, Statutory Assessment</b> – see Headteacher Report Agenda Item 7 and Appendix 3 SIP update.</p> <p>ii. <b>Policies agreed: Intimate Care was reviewed and agreed by the committee.</b> <b>Governor Monitoring Visits Policy</b> had a few minor amendments and the appendices have been combined into the main document. <b>The policy was agreed by FGB.</b></p> <p>iii. <b>Curriculum overview</b> - PH did a short presentation to the committee on the complete review of the school's curriculum offer on the website. The offer has been significantly upgraded to reflect current practice and ethos. <b>The committee commended the large amount of work the staff have put in to produce an excellent and very clear representation of school practice.</b></p> <p>iv. The committee also focussed on Y6 pupils recent assessment (end of KS2 pupils) as one remit this year is monitoring Greater Depth (GD) achievement by the end of year. Anonymised data showing Emerging, Expected and GD in maths, spelling, grammar and reading was circulated. The committee are satisfied that the teaching is on track.</p>	PH
12.	<p><b>Pay and Performance Committee</b> The Headteacher Appraisal Panel met for PH's mid-year review. DA had prepared a very thorough document to demonstrate how well PH is working towards meeting his targets. This demonstrated that PH is doing an excellent job and is way ahead on his targets.</p> <p><b>Action</b> for RC to contact Tel German to arrange next year's appraisal in September.</p>	RC
13.	<p><b>Governance Impact</b> Governors feel very welcome in school which makes monitoring easy and enables governors to better support the school. Engagement with the SLT on a wide range of initiatives has resulted in good improvement in all areas of school's activities and responsibilities.</p> <p>Parents are welcomed into school and communication is good with fortnightly newsletters to keep parents informed. The lack of letters received by the Chair from parents demonstrates that there are no outstanding issues at the moment. There is also a weekly detailed staff memo which ensures everyone in school is</p>	

	<p>aware of the week's programme. These initiatives have a very positive effect on Parent/pupil/staff relationships with a positive wellbeing effect alongside good progress of the children</p> <p>Since looking at impact in January it is noted that safeguarding is now well embedded, with all staff trained and understanding the CPOMS system. Children are aware of safeguarding issues and know who they should speak to. The SIA commented that safeguarding at SG is exceptional.</p> <p>Policies continue to be reviewed and updated providing current guidance to staff and governors ensuring everyone has an understanding of the protocols within school.</p> <p>Pertinent assessment data continues to be provided enabling governors to give robust challenge and support. Governors are pleased to note that JW and GN are now trained as KS1 and KS2 moderators respectively.</p> <p>The hard work put in by staff to update the curriculum has resulted in an excellent website document demonstrating all facets of the curriculum delivered for every class at SG.</p> <p>Governors undertook a learning walk and formal monitoring during the day which will inform their decisions and support for the school going forward.</p> <p>The growing collaboration between governors and all staff members is leading to good progress in many areas. The governors are very pleased with the progress that has been made to move on from the difficulties experienced during Covid and have enjoyed the very positive "buzz" felt around the school today. They expressed their thanks to PH and all the staff.</p>	
14.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>i. The SLT look at safeguarding at the beginning of every weekly meeting. The SIA commended that as exemplary practice. CPOMS is being embedded and is constantly under review. It is used by all staff.</li> <li>ii. <b>The Arbor assessment system</b> is being introduced alongside SIMS and Pupil Asset. They will eventually be incorporated into Arbor which is a much better system. PH has been to other schools to see how the system works for them.</li> <li>iii. <b>Prevent</b> – PH would like all governors to repeat their training again in line with school staff. JE re-sent the link. Governors to tell RD when they have completed the training. <a href="http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course">http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</a></li> </ul>	All
15.	<p><b>Training and Development</b></p> <p>RD has continued to circulate relevant courses to all governors.</p> <p>RM will share the link recommended by the DFE on understanding your data. Governors were reminded that they should share details of any courses attended. AW will recommence recording details of courses attended by governors in the minutes.</p>	RM AW
16.	<p><b>GDPR</b></p> <p>WM met with JS. All is in place. One minor breach was reported with no further action required.</p>	
17.	<p><b>Governor Monthly newsletter and NGA newsletter</b></p>	



<https://www.gov.uk/government/publications/understanding-your-data-a-guide-for-school-governors-and-academy-trustees/>

## Full Governing Body

**The Committee on Standards in Public Life publishes new report, '[Leading in Practice](#)'**, which poses questions for leaders based on the analysis of how leaders from various sectors build ethical values into their ways of working.

### **Outstanding Governance webinar**

Building on the basics of good governance, strategic leadership, culture and values, [Outstanding Governance Awards](#).

## Finance and Premises

### **Budget 2023: No further investment in schools**

Jeremy Hunt announced £289 million of “start-up” funding to support primary schools with the provision of childcare to pupils between the hours of 8am and 6pm from 2026. the Treasury has confirmed that from 2026, most schools would be expected to provide childcare “self-sufficiently” through means such as charging parents.

### **Safe and secure: protecting your data and reputation**

Governing boards are responsible for ensuring that schools comply with a range of legal and regulatory requirements, including the management of information requests. NGA’s [FOI and SAR guidance](#) provides practical advice and guidance to help governance professionals respond effectively to requests such as Freedom of Information (FOI) and Subject Access Requests (SAR),for and ensure that schools operate in a transparent and accountable manner.

NGA’s [GDPR and cyber security](#) guidance is designed to support governing boards in meeting their obligations in relation to data protection and cyber security.

## Pay and Performance

### **Increase in child abuse image offences**

[A report by the NSPCC](#) has found that the total number of child abuse image offences recorded by police increased by 22% in 2022 to a record 30,925 offences. Snapchat is recorded as being used in 4,293 offences – at least three times as many as other social media platforms.

Those governing can refer to NGA’s [safeguarding guidance](#) to support the online safety of pupils, as well as NGA’s [PSHE guidance](#) on the importance of PSHE education in keeping pupils safe and addressing issues such as healthy and respectful relationships.

### **New report on school staff wellbeing**

[New research](#) has found that 65% of school staff find their workload unmanageable, an increase from 63% the previous year. Those governing can

	<p>refer to NGA's staff workload and wellbeing <a href="#">guidance</a> to support the wellbeing of staff in their school or trust</p> <p><b>Standards and Curriculum</b></p> <p><b>New standards for equal access to sports</b></p> <p><a href="#">New standards</a> which ensure that girls and boys are offered the same sports during PE and extracurricular time in schools has been announced this week. Schools are being asked to deliver a minimum of two hours curriculum PE time with Government support, including £600 million across the next two years for the PE and Sport Premium and up to £57 million funding for the opening school facilities programme. Schools that successfully deliver equal opportunities for boys and girls will be rewarded through the School Games Mark. Read NGA's <a href="#">guidance</a> to learn more about the boards role on PE and school sports.</p>	
	<b>Other</b>	
18.	<p><b>Chair's actions and correspondence</b></p> <p>There have been no formal communications from parents to the Chair which is a reflection that at present the parents are happy.</p> <p>The school operates an open policy to parents which the staff appreciate and which, as it helps deal with any concern immediately, reduces complaints. A positive collaboration between parents and staff is growing.</p>	
19.	<p><b>A.O.B.</b></p> <p>There were no items for A.O.B.</p>	
20.	<p><b>Next Meeting</b></p> <p><b>Next year equivalent meeting:</b> 18<sup>th</sup> March 2024 - tbc</p> <p><b>Next meeting:</b> there was some confusion as to whether the date is 15<sup>th</sup> or 16<sup>th</sup> May 2023. AW to check with PH.</p> <p>AW is looking at the schedule of meetings for next year to make sure they comply with financial regulations and meet with the school assessment timetable.</p>	<b>AW</b>
21.	<p><b>Confidentiality</b></p> <p>There were no confidential items.</p>	

**Signed**

**Date**

Questions/comments

Answers

Impact

## Appendix 1

### Completed or ongoing actions from the meeting of 23<sup>rd</sup> January 2023.

Item	Action	Action by
	YB will discuss Mainstream Core Standard training for governors at next S & C meeting on March 8 <sup>th</sup> 2023. <b>Absent with Covid so action for next meeting.</b>	YB
	PH to meet with RC, RD, JC and AW to review and update policies. <b>Still outstanding.</b>	PH/RD/JC/AW
	PH to liaise with JC and S & C over music curriculum and resources. <b>Still outstanding.</b>	PH
	Mini IDSR briefing session, led by PH, to be included in the Governor Development Day programme, March 20 <sup>th</sup> 2023. <b>As PH was unwell this action is now to be done at the next meeting on 16<sup>th</sup> May 2023. JC attended training and will circulate notes.</b>	PH/AW
	PH to review Uniform list and Policy for P & P May 2023 meeting. This may need to be shared earlier. <b>Agenda item for agreement today.</b>	PH/AW
	AW to include Educational Visits Policy on F&P 7 <sup>th</sup> February meeting agenda. <b>It was reviewed at F &amp; P and is an agenda item for FGB approval today.</b>	AW
	SLT to review Educational Visits Policy and post on SharePoint in preparation for F&P 7 <sup>th</sup> February meeting. <b>Completed.</b>	SLT
	RC will give a signed copy of Minutes of the meeting of 17 October 2023 to Andrea Woollett, Clerk to Governors. <b>Completed.</b>	RC
	Invitation to Children's reading lessons to include Governors. <b>Governors invited.</b>	PH
	PH to lead an IDSR mini briefing session on Governor Development Day visit on March 20 <sup>th</sup> . <b>Included in programme 20<sup>th</sup> March 2023 – next meeting. RM did session on KS1 and KS2 use as starting point for inspections. Can request access to ISDR. Start with data and look at progress.</b>	PH
	Programme to be agreed and shared for Governor Development Day meeting 20 <sup>th</sup> March 2023. <b>Completed.</b>	RC/JC/AW/PH
	Safeguarding concerns and guidance on Ofsted Safeguarding questions and possible lines of enquiry to be added to S&C Agenda March 8 <sup>th</sup> 2023. <b>Agenda item next time.</b>	JC/AW
	Child Protection Policy (template 2) - duplicate bullet points to be deleted. Policy amended on school website. <b>Completed and updated as well.</b>	PH
	Asset Register check to be completed by RC on Governor Visit day March 20 <sup>th</sup> 2023. <b>On programme for day.</b>	RC
	Headteacher appraisal review 13 <sup>th</sup> March 2023. <b>Date agreed</b>	App Panel
	Governors to email RD when training courses are completed. Reminder copy training.	ALL
	NGA Guidance on Strike Action: advice for Governors to be shared. <b>PH circulated advice to governors.</b>	JC
	Article on Tonbridge & Malling Borough Council Parking Proposals for Hildenborough Village, for inclusion in the School's newsletter. <b>Completed.</b>	RM
	Strike Action. PH will send a message to Parents to inform them of the current situation. <b>Completed. Very helpful to parents</b>	PH
	School article for KEYS magazine. <b>To be completed.</b>	tbc

## Appendix 2

**Actions from the meeting of 20<sup>th</sup> March 2023 to be completed ASAP or by 15<sup>th</sup> May 2023 FGB meeting.**

Item	Action	Action by
1.	Action carried forward. YB to talk to governors about Mainstream Core Standards at next S & C meeting on 3 <sup>rd</sup> May 2023.	<b>YB</b>
2.	Action carried forward. PH to meet with RC, RD, JC and AW to review and update policies. yet.	<b>PH</b>
3.	Action carried forward. PH to liaise with JC and S & C over music curriculum and resources.	<b>PH/JC</b>
4.	Agenda Item 3 i.. RD to contact Elaine Greenshields regarding governor vacancy.	<b>RD</b>
5.	Agenda Item 3 ii. DA, YB, RD, and DW (co-opted governors) and JE (staff governor). BS (co-opted governor) in November 2023. They were asked to consider whether they would wish to continue. Staff governor election to be arranged for September.	<b>DA, YB, RD, DW JE BS PH</b>
6.	Agenda Item 7. Xv. PH to keep governors updated on future proofing.	<b>PH/govs</b>
7.	Agenda Item 9. ISDR and ASP presentation to be agenda item for May.	<b>PH/AW</b>
8.	Agenda Item 10.3. AW to ask JS to change RC's experience to 7 where needed.	<b>AW/JS</b>
9.	Agenda Item 10.6. PH to change mention of wearing trousers in Educational Visits Policy to be non-specific.	<b>PH</b>
10.	Agenda Item 11.ii. PH to ensure updated Intimate Care Policy on website and changes made to Governor Monitoring Visits before posting on website.	<b>PH</b>
11.	Agenda Item 12. RC to contact Tel German to arrange next years appraisal in September	<b>RC</b>
12.	Agenda Item 1.iii. All governors to complete Prevent training and confirm this with RD.	<b>All</b>
13.	Agenda Item 15. RM to send link about understanding your data. AW to record courses attended by governors as an appendix to the minutes.	<b>RM AW</b>
14.	Agenda Item 20. AW to check date of next meeting with PH. AW also to check dates for data drops and financial regulations.	<b>AW</b>