Lenham Primary School
Full Governing Board BUSINESS Meeting
held at the school
23rd September 2025 at 5pm

MINUTES

Governors: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Gail Spragg, Richard Westcott (Vice-Chair), Ian Overhead, Ian Hewett, Teresa Sweetland, Vicky Travis, James Godfrey, Fiona Armstrong

In Attendance: Nicki Cox (TEP Governance Professional/Clerk), David Penney, Anji Martin, Teresa Thompson

Apologies: Andrew Crossley, Ian Hewett (James Godfrey was absent, without apologies)

The Meeting Started at 5.04pm

Item		Purpose	Action
1	Welcome Apologies Quorum	a) To welcome those in attendance at the first FGB meeting: The Chair of Governors welcomed all to the first meeting of the new academic year. There were some new faces around the table: introductions were made. b) To consider apologies for absence: Apologies have been received from Andrew Crossley who was unable to attend due to having had recent cataract surgery and from Ian Hewett. **All Governors Accepted This.** Apologies had not been received from James Godfrey, who was not in attendance. c) To confirm the meeting is quorate: The meeting was confirmed as being quorate.	DECISION
2	Safeguarding Updates	a) The Safeguarding Lead, who was also the Year 5 teacher, delivered a presentation: There were several minor changes to KCSIE 2025.	

Ceri Norey

Fiona Armstrong, the newly appointed Parent Governor, entered the meeting at 5.12pm.

Content for online safety was the biggest challenge, with key points being misinformation, dis-information and conspiracy theories, with the latter's frequency increasing rapidly due to the social media platform, TikTok.

There had been plenty of guidance received on filtering and monitoring. The school paid in to a system and were able to check on what pupils were accessing, as well as staff members. AI (Artificial Intelligence) was part and parcel of school life; information was not always accurate. Pupils tended to believe all information received.

School Attendance – guidance had removed ASD (autism spectrum disorder), now terming it simply as Autism. There was lots of information on alternative placements, this was not relevant to the school, however.

Content was heavy upon the return to school at the start of each academic year. The Key provides a PowerPoint which greatly assists.

A knowledge check document was shared with Governors. Previously, staff had been required to read section 1 of the document and then carry out a test, however, this year they had been asked to fill out what they already knew, prior to doing so, enabling people to establish where gaps in their knowledge lay. Training should be specific to individuals.
Staff were required to know every answer on the document. The Staff Governor felt the training had been rolled out successfully. A Governor asked whether scenarios listed were a true reflection of what occurred in school? Many differing scenarios were discussed. The Key presentation was excessively long. The Safeguarding Lead drops in to meetings throughout the year.

The school uses CPOMS (Child Protection On-Line Management System) which allows any incident to be recorded at any time and by any member of the community. Minutes from safeguarding meetings were always reviewed and behavioural data too, which could highlight issues. The four DSL's (Designated Safeguarding Lead) held weekly meetings. CPOMS allowed staff members to build a picture of areas of school life that they may not ordinarily see. Attendance was often linked to safeguarding; the school were hot on the case with anyone who had less than 90% attendance and kept a close eye on attendance which dipped below 95% but was above 90%.

Governors were required to read the documents and were asked to do so in a timely manner.

All staff carry out Prevent at the start of every year. Governors are recommended to carry out every two years.

A Governor asked how Governors could assure OFSTED that they were up to speed with safeguarding within the school?
CPOMS was fantastic. Wording on logged incidents had been tightened up. These could be subpoenaed in court, so there was a necessity to log people's roles. Staff had been extremely responsive. Actions for staff could be added. The HT tried to pick up all loggings within the hour; staff were able to interrupt the HT with any incidents considered of an urgent nature. Patterns in families were now more easily tracked.

		When a referral was made to Kent Front Door, the school could copy extracts from CPOMS, making an increased number of referrals successful. Sometimes, referrals would not be successful, the school was able to go through an escalation policy if they were unhappy with the outcome. A Governor asked how the subject matter was filtered through to pupils? An assembly detailing who was who in terms of staff and Governors was held, with pupils aware that all those wearing lanyards were safe. Pupils were also reminded to find their trusted adult. All pupils in Year 3 and above were clear as to who the safeguarding lead was. The HT revisited a reminder about lanyards every other term. The Safeguarding Lead was thanked for her time; she left the meeting at 5.33 pm.	
3	Declaration of Business Interests	a) Governors must complete the annual declaration of interests on Governor-Hub prior to the meeting: Those Governors that had not yet updated their annual declarations were asked to do so as soon as possible and by the 7th of October. b) To declare any business interests related to agenda items, including any that arise during the meeting: Governors were reminded to declare any business interests that became apparent throughout the course of the meeting. The HT wished to declare that she was now the Chair of the PTA (Parent Teacher Association).	 ACTION
4	Minutes of the Previous FGB Meeting	a) FGB minutes of 15th July 2025 to be approved by the Governing Board and signed by the Chair. **All Governors approved the minutes as a true reflection of the meeting.** The minutes would be e-signed on behalf of the Chair of Governors. b) To receive an update on agreed actions from the previous meeting. Please refer to the table under the minutes. c) Matters not pertinent to this business meeting will be carried forward to the next agenda. All matters were dealt with during the meeting.	 DECISION
5	Board Constitution and Roles	a) Adopt 2025/26 standing order for the Chair/Vice-Chair election process and term of office: The standing order had been circulated prior to the meeting. Governors agreed that an elected Chair or Vice Chair of Governors would remain in post for one year and until the first meeting of the new academic year. Governors would self-nominate, either in advance or at the meeting. If more than one person put themselves forward for either role, a secret ballot would take place and in the result of a tie in votes, the outgoing Chair would have the deciding vote. **All Governors Approved.** b) Receive any self-nominations in advance or at the table and Elect Chair: There had been no nominations received prior to the meeting. Ceri Norey wished to put herself forward for the role of Chair of Governors. There were no further self-nominations.	 DECISION

Ceri Norey

		All Governors approved of the appointment of Ceri Norey as Chair of Governors, and she would remain in post until the first meeting of the 2026-2027 academic year.	DECISION
		c) Receive any self-nominations in advance or at the table and elect Vice Chair: There had been no nominations received in advance. Richard Westcott wished to put himself forward for the role of Vice Chair. There were no further self-nominations received. **All Governors approved of the appointment of Richard Westcott as Vice Chair of Governors. He would remain in post until the first meeting of the 2026-2027 academic year.**	DECISION
		d) **Confirm** the Instrument of Government (IOG): Governors felt that the constitution was currently appropriate for the needs of the Governing Board and agreed that no changes should be made. **All Governors Approved.** Further consideration would be made, should the school increase in size, as had been previously proposed.	DECISION
		e) **Adopt** Standing Order: Co-opted Governor: Governors agreed that Governors would be voted in with a show of hands, unless there was a greater number of candidates than Governor posts, in which case a secret ballot would take place. **All Governors Approved.**	DECISION
		Virtual Governance: **All Governors Approved.**	DECISION
		Appointment of Governors: Fiona Armstrong had been elected as Parent Governor. Her term of office start date was 23rd September 2025, running consecutively for four years and expiring on 22nd September 2029. Local Authority Governor: Ceri Norey was an LA (Local Authority) Governor; her current term of office was set to expire on 29th November 2025.	

Ceri Norey

		Governors agreed that her wealth of experience and dedication to the school and Governing Board were of huge benefit and wished for her to be re-appointed for another four-year term, with necessary due diligence checks having taken place. The Clerk, Chair and Vice Chair would complete the LA re-appointment form and forward to the Local Authority for approval. Co-Opted Governors: Teresa Sweetland's term of office was set to expire on 4th October 2025. She had agreed to carry on in her role as Co-Opted Governor. **All Governors approved the appointment of Teresa Sweetland as Co-Opted Governor, with a term of office start date of 5th October 2025 and expiring on 4th October 2029.** **All Governors approved the appointment of David Penney and Teresa Thompson as Co-Opted Governors, with a term of office start date of 23rd September 2025 and expiring on 22nd September 2029.**	ACTION DECISION DECISION
6	Monitoring and Delegation	a) **AGREE** 2025-26 model Terms of Reference: This had been circulated before the meeting. **All Governors Approved.** b) **Confirm** Statutory Delegated Governors for: Safeguarding & Online Safety – Ceri Norey SEND – Gail Spragg/ Fiona Armstrong Finance – Ian Hewett Health & Safety – David Penney c) **Confirm** Governor Services Recommend Monitoring Roles for: Training & Development – Vicky Travis Pupil Premium/Other Targeted Funding – Gail Spragg	DECISION

Ceri Norey

		Mental Health & Well-Being – James Godfrey Early Years – Teresa Sweetland Attendance – David Garland Sports Premium – Ian Overhead PE – Ian Overhead Inclusion & Equality – Richard Westcott Website – Richard Westcott	
		Andrew Crossley and Teresa Thompson had not been delegated roles currently, due to their newness to the Governing Board.	
		Finance Working Group – Ian Hewett, Richard Westcott, David Penney, David Garland, Ceri Norey Curriculum Working Group – Ceri Norey, Teresa Sweetland, Teresa Thompson, Gail Spragg, Ian Overhead, James Godfrey, Victoria Travis, Fiona and Andrew Crossley.	
		All Governors Approved.	DECISION
		The Clerk would update Governor-Hub accordingly with delegated roles.	ACTION
		d) **Confirm** Monitoring Pairs based on School Improvement Plan/Curriculum Priorities: This was noted.	
		e) **Appoint** Headteacher Performance Management Panel: Gail Spragg (Chair) Teresa Swetland Ceri Norey **All Governors Approved.**	DECISION
		f) **Appoint** Pay Panel: Richard Westocott	

Ceri Norey

		Ian Hewett David Garland **All Governors Approved.** g) **Approve** Governor Visits Monitoring Policy: There were not many changes from last year's document. Governors were required to write up reports once monitoring had been caried out. The HT asked that Governors email requests to visit the school, rather than by telephone and that a little notice be given on intended visits. **All Governors Approved.** h) **Agree** Governor Monitoring Schedule: **All Governors Approved.**	DECISION DECISION DECISION
7	Governance Compliance	a) **Review and Approve**: Code of Conduct: **All Governors Approved.** Governors' Allowances Policy: Lenham Primary School Governing Body decided at a meeting on 23rd September 2025 that it would not pay out of pocket expenses to members of the Governing Board. The school budget has no allocated spend for such expenses. Should any Governor feel that their role is compromised at any time during this academic year because of the need to make necessary arrangements as outlined below, then please write to the Chair of Governors who will discuss the matter with you**.** This is to be reviewed in Term 1 2026. **All Governors Approved.** b) Governors to sign the Code of Conduct on Governor Hub: Governors were asked to confirm having read the Code of Conduct and agreeing to abide by the terms set out within, on Governor-Hub. c) Governors to sign to say have read and understood KCSIE 2025-26 on Governor Hub: Governors were asked to carry this out by the next meeting. Governors were required to read parts 1 and 2.	DECISION DECISION ACTION ACTION

		d) Review Governor training needs and any induction plans arising from the Skills Audit: The Clerk has circulated the downloaded version and would re-circulate. Governors were asked to complete and return by half term.	ACTION
		e) Safeguarding Lead Governor to undertake the Training for Governors with Responsibility for Safeguarding training course: The Safeguarding Governor would undertake the training module.	ACTION
		f) All Governors to undertake annual online strategic safeguarding training for governors: Governors were asked to undertake by the end of October.	ACTION
		g) Confirm current Governors in post are published on the school website, GIAS: The HT would ensure that both were up to date.	ACTION
8	Strategic Leadership	a) Approve costed School Development Plan: The plan had been circulated before the meeting; it had taken on a slightly different format. There was no specific section for Early Years, with this area now being considered in the CWG (Curriculum Working Group) meetings. Governors that sat on the CWG would know the plan in fine detail. **Governors were asked if they accepted the School Plan and its updates?** **All Governors Approved.** b) Agree annual priorities for Governor Monitoring: This had been discussed. c) Review School Self-Evaluation Form (SEF): This was a live document; some amendments had been made with further changes required due to OFSTED framework changing.	DECISION
9	Finance	a) Receive Update from FWG: There was no update currently as the FWG meeting had not yet been held.	

		6-month Monitoring had been circulated before the meeting. Roll-Over - £106,249 **All Governors Approved** An update from the CWG meeting was given and the HT Report was shared on screen for benefit of Governors and had been circulated before the meeting. A Governor had raised the following questions: 1. With the new 'Data and Assessment Team' the HT report states that "The purpose of this team is to create a 'one stop shop' for all data and assessment information". Is there a terms of reference for the team i.e. who attends, how often do they meet, what are the core objectives of the group, what are the outputs and where does the information go, etc. I'm assuming the purpose of the team is about bringing together whole school data to identify cross-school trends and anomalies, so that the school could take early actions to manage issues and share best practice/learning? Is this right or is it something else? 2. Is it possible to briefly go cover the 'Headlines and analysis of 2025 KS2 SATs' in next week's FGB ? What have we learnt, what does the school need to work on or do differently this year based on the SATs data? 3. I can't find the latest *School Self-Evaluation and Action Plan in the TEAMS folders. Please can you provide a link. Is the new 'Data and Assessment Team' referenced in the SAP?* 4. Have the school or any parent governors got any ideas about who could take over the chair of the PTA? All questions were answered throughout the course of the meeting. A speech & language TA (Teaching Assistant) had been appointed and was working in Rainbow classroom. Most SEN training was done in house. The SENCO Lead was extremely knowledgeable. Performance Management – staff were required to adapt to respond to needs of pupils. The school liaised with teachers about rating themselves on teaching standards. The PTA had struggled to find a Chair; the HT had been nominated and was now appointed in the role. She would act as coordinator, with assistance from parents.	
11	Safeguarding	a) Any Safeguarding Updates: This had been discussed. b) HT to confirm all staff/volunteers have read and understood KCSIE and the Single Central Record is up to date: The SSRC was updated today, the Chair of Governors could undertake a check.	

C. Norey

		Four members of staff had not read KCSIE 2025 – two of which were confirmed as now having done so, the remaining two would be chased.	
12	Policy Review and Approval	a) The following policies had been circulated before the meeting: Child Protection Policy 2025-26, Absence, Appraisal, Capability, Code of conduct, Complaints, Grievance, Safer Recruitment, School Discipline, Special Leave, Suspension and Exclusion and whistleblowing) Some of the policies required slight amendments: ***Attendance policy:*** • *refers to the school website but then quotes the school email address instead - office@lenham.kent.sch.uk* • *correct spelling of 'will' in the* ***Holidays in Term Time*** *section which states "the amount of the penalty wil be £160 …"* ***Grievance policy – page 4 update required where it states*** *"This procedure was adopted in November 2022 and supersedes…" It needs to be September 2025.* ***Governor allowances policy*** *- Needs the school name and approval dates completed on the front of the document.* ***Safer Recruitment Policy*** *– Should there be a line inserted into the policy to reference the "Equality Information policy"? E.g. "Recruitment will have due regard to the schools 'Equality Information and Objectives Policy' to support the objectives as set out in section 8 of that policy.* ***School Discipline and Conduct Policy*** *– need to re-format the contents page as there are additional numbers between contents descriptions/categories* **All Governors Approved the policies with any amendments made.**	DECISION
13	Governor Development	a) To receive key items from the monthly TEP bulletin: This was noted. b) Confirm Governor Training Schedule Including: A list of available training would be circulated to Governors.	
14	Chair's Actions/ Correspondence	a) Chair advises on any actions and any correspondence received. Nothing received.	
15	Any Other Urgent Business	a) To receive any other business. The school had access to many funding streams, some of which were under the guise of the PTA, however, the HT requested Governors seek to source charitable funds where possible. The newly appointed Parent Governor was a Headteacher at another school. She wished to offer her full support to the Governing Board.	
15	Confidentiality	Determine and agree which items are Confidential: Please refer to the Confidential Minutes.	
16	Date of next meetings	2025-26 FGB Meeting Dates: | 2025-2026 CWG Meeting Dates: | 2025-2026 FWG Meeting Dates:	

		18th November 2025 13th January 2026 17th March 2026 12th May 2026 14th July 2026	Tuesday 16th September at 1:30 Tuesday 4th November at 1:30 Tuesday 13th January at 1:30 Tuesday 3rd March at 1:30 Tuesday 28th April at 1:30 Tuesday 8th June at 1:30	

The Meeting Finished at 6.52pm

Action Points from Meeting held on 15th July 2025

Agenda Item	Action	Responsible	Actioned
11a previous	Seek to carry out an external review of GB	CofG	The school would join forces with a school that Gail Spragg also Governed at.
13 previous	Seek to arrange emotional well-being support for the school	JG	This was on-going. There was support available for staff, HT wished to source support for pupils' additionally.
4a	Establish whether Teresa Sweetland wishes to continue in post for a further term of office.	CofG	Actioned – Teresa Sweetland would be reappointed at tonight's meeting.
6a	Write up brief monitoring report on the Big Summer Sing	IO	Actioned
7a	Look at the proposed KCSIE changes within CWG	CofG	Actioned
8b	SBM to circulate information on proposed payroll provider to Governors	SBM	It was necessary to set the FWG meeting dates
9b/c	Amend dates on documents	HT	Actioned
12a	Read article within bulletin regarding complaints and consider undertaking complaints training, if not already done	All	Governors asked to complete training
13b	Ensure the Complaints Policy contains all required info	CofG	Actioned
15a	Remove headline from Focus advert	CofG	The advert was not required.
15a	Circulate dates for CWG/FWG meetings	CofG	Actioned
15a	Add update from CWG as a rolling agenda item	Clerk	Defer to Term 2

Action Points from Meeting held on 23rd September 2025

15a previous	Add update from CWG as a rolling agenda item from Term 2	Clerk	
10 previous	Add Pay Policy to Term 2 Agenda	Clerk	

13 previous	Seek to arrange emotional well-being support for the school	JG	
8b previous	Set FWG meeting dates	CofG	
3a	Update annual business interests	All	
7b	Update to confirm having read KCSIE 2025	All	
7c	Confirm approval of Code of Conduct on G-Hub	All	
7d	Complete Skills Audit	All	
5e	Safeguarding & Prevent training (SG Lead to also undertake specific training)	All	
5g	Ensure GIAS and website up to date with Governor information	HT	

Signature: 18th November 2025
(Ceri Norey, Chair of Governors)