

Hythe Bay Church of England Primary School and Children's Centre
Minutes of a Full Governing Body Meeting
held at Hythe Bay
on Thursday 18th September 2025 at 6.00pm



Present: Mr Luke Haisell (Chair), Mrs Joyce Rhodes (Vice Chair), Mrs Rebecca Prout (Headteacher), Mrs Ann Griggs, Miss Anne Whatford, Mr Jon Jansen-Alder, Dr Joad Wren, Rev Michael Darkins, Mrs Julia Comber, Mrs Mary Tyler, Mr Vic Casambros and Mrs Sarah Lomax. Lee Round, Area Schools Organisation Officer (LA Visitor for Items 1 to 4).

Clerk: Sam Brown.

Quorum: 9 Governors.

Item		Action by
1.	Welcome and Prayer The Chair welcomed everyone to the meeting introducing Lee Round. Rev Michael Darkins led the meeting in prayer.	
2.	Apologies for absence Apologies were received and accepted for Mrs Sarah East. Rev Michael Darkins would need to leave early due to another appointment. Ms Joan Devenny and Ms Ali Chamber did not attend. The Clerk confirmed that the meeting was quorate.	
3.	Declaration of business interests There were no declarations against any items on the agenda. Governors amended where appropriate and re-signed Register of Business Interests Forms for the forthcoming year. The Clerk was asked to update Governor Hub accordingly and produce Business Interests document to be published on the school website following approval at next FGB meeting.	All Clerk
4.	Visiting Speaker – PAN Presentation Lee Round introduced himself as the Area Schools Organisation Officer (ASO) from KCC. The remainder of this item was deemed confidential. <i>Rev Michael Darkins left the meeting at 6.56pm.</i>	
5.	Membership Issues The Clerk updated the meeting on forthcoming end of office terms with no immediate action required.	
6.	Minutes of previous meeting – 10th July 2025 – and matters arising The minutes of the previous meeting were unanimously agreed as a true record and signed by the Chair. There were no other matters arising not covered by the agenda.	
7.	Review and Agree Committee Structure The Chair presented the draft Committee Structure for the academic year. There were no changes to be made and Chairs and Vice Chairs would be elected at the first round of meetings. Structure unanimously agreed. Replacement Panel Member on the HT Appraisal panel was unanimously agreed as Mrs Mary Tyler. The Clerk would amend and re-circulate the document.	Clerk
8.	Terms of Reference / Standing Orders The following documents were reviewed and approved unanimously. • Instrument of Government • Terms of Reference for the Governing Body • Standing Orders for Meetings of the Governing Body	

Signed

Date

Page 1 of 3

	• Standing Order for Virtual Governance • Standing Order for the Election of Chair or Vice Chair • Standing Orders for the Appointment of Co-opted Governor • Standing Orders for the Appointment of Associate Member • Terms of Reference for the Governance Professional • Code of Conduct for Governors The Clerk would provide copies of the Code of Conduct at the first round of Committee meetings for all Governors to sign and return for the records.	Clerk All
9.	Governor Action Plan / School Improvement Plan <u>9.1 SIP/SEF</u> The Headteacher confirmed that the draft SIP was underway with a meeting next week with the School Improvement Partner. The SIP would include more focussed governor questions which would inform the Governors' Action Plan. The SEF was being written with a focus on the new Ofsted framework and a staff inset had taken place today to ensure all stakeholders were involved. <u>9.2 Draft Action Plan for 2025/2026</u> Following discussion it was agreed that all committees would review the Governors' Action Plan to ensure threads continued throughout all the documentation. The revised draft would then be presented for approval at the next FGB.	All Clerk
10.	Headteacher Appraisal The Clerk stated that she would contact the external advisor once appointed and confirm dates for the panel to meet.	Panel / Clerk
11.	Safeguarding The Headteacher informed the meeting that KCSIE (Keeping Children Safe in Education) had been updated and that all school staff had signed to say they had read the relevant documentation. The Clerk requested that governors complete the declaration to confirm that they had read part 2 of the document. The Chair of the meeting asked that these declarations be returned by the next FGB meeting.	All
12.	Policies Review The following polices and documents were reviewed and ratified with no changes. • Policy Schedule • Child Protection Policy • Mobile and Smart Technology Policy • Social Media Policy • Governor Visits Policy and Procedure • Staff Acceptable Use Policy • Volunteers / Visitors Acceptable Use Policy Hard copy of all policies would be signed by the Chair at the next available opportunity.	Clerk / Chair
13.	Training and Feedback <u>13.1 Safeguarding and Prevent Training</u> The Chair asked all governors to complete the Safeguarding and Prevent training modules by the next FGB, links found on the Governor Hub.	ALL / Clerk
14.	The Governor / DfE / Education People Updates The Headteacher highlighted the DfE attendance report, she stated that attendance meetings were already underway with some of the most persistent offenders. A governor asked if there was an obvious trend between SEN and poor attendance. The Headteacher confirmed this was the case, explaining that the implementation of part time timetables for some children had an impact on the overall figures. The Clerk encouraged governors to book onto training via Governor Hub.	

15.	Any Other Business The Headteacher asked governors to formally approve the Year 6 Residential visit to Windmill Hill on 27 th October for one week. Governors unanimously approved. The Headteacher explained that due to staffing she would be attending the residential and offered her apologies that she would need to attend the Resources Committee meeting virtually. Apologies were accepted. Governors were thanked for encouraging volunteers to join the reading team. Governors agreed that they would need to be mindful of staff workload this year with reduced numbers of support staff.	
16.	Confidentiality Item No 4 was deemed confidential at this time.	
17.	Date of Next Meeting Thursday 6 th November 2025 at 6.00pm.	

Meeting Closed at 7.15pm

Apologies received from Ms Joan Devenny after the meeting had ended.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
3.0	Register of Business Interest Forms Complete	ALL	ASAP
3.0	RBI Document updated and ready for approval	Clerk	FGB 06.11.25
7.0	Committee Structure updated and circulated	Clerk	ASAP
8.0	Code of Conduct signed	ALL	FGB 06.11.25
9.2	Draft Governors' Action Plan reviewed at Committee	ALL	FGB 06.11.25
10.0	HT Appraisal Panel Dates	Clerk	ASAP
11.0	KCSIE Declarations	ALL	ASAP
12.0	Signed hardcopies of policies	Clerk / Chair	ASAP
13.1	Safeguarding and Prevent Training	ALL	FGB 06.11.25

Signed

Date

6/11/25

Page 3 of 3