

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Full Governing Body Meeting
held at Hythe Bay
on Thursday 10th July 2025 at 6.00pm



Present: Mr Luke Haisell (Chair of Governors), Mrs Julia Comber, Mrs Sarah Lomax, Mrs Rebecca Prout (Headteacher), Mr Vic Casambros, Mrs Ann Griggs, Mrs Mary Tyler, Rev Michael Darkins, Ms Joan Devenny, Mr Jon Jansen-Alder, Mrs Sarah East, Miss Anne Whatford and Rev Anderson Yan (Visitor). Mrs Joyce Rhodes arrived late.

Clerk: Sam Brown.

Quorum: 9 Governors.

Item		Action by
1.	Welcome and Prayer The Chair welcomed everyone to the meeting. Rev Michael Darkins introduced Rev Anderson Yan the new Curate at St Leonard's Church. Rev Darkins then led the meeting in prayer.	
2.	Apologies for absence Apologies for absence were received and accepted for Ms Ali Chambers and Rev Michael Darkins and Rev Anderson Yan requested to leave the meeting early. The Clerk confirmed that the meeting was quorate.	
3.	Declaration of business interests There were no declarations against any items on the agenda.	
4.	Membership Issues <u>4.1 Election of Chair</u> The Clerk confirmed that Mr Luke Haisell was willing to stand again as Chair. The Clerk asked Mr Haisell to leave the meeting. The Governing Body unanimously re-elected Mr Luke Haisell as Chair of Governors, proposed by Mrs Rebecca Prout and seconded by Mrs Ann Griggs. Mr Haisell re-joined the meeting. <u>4.2 Associate Member</u> The Rev Michael Darkins confirmed that Rev Anderson Yan would be in post as Curate at St Leonards for three years. The Governing Body unanimously agreed to appoint Rev Anderson Yan as an Associate Member for this time. The Clerk would complete the necessary paperwork.	Clerk
5.	Minutes of previous meeting – 22nd May 2025 – and matters arising The minutes of the previous meeting were unanimously approved and would be signed as a true record. <u>5.1 Staff Celebration</u> Following discussion at the previous FGB and further conversations with staff it was unanimously agreed that governors would contribute to and provide a grazing table for staff on the penultimate day of the summer term as gesture of thanks. <i>Mrs Joyce Rhodes joined the meeting at 6.05pm.</i> <u>5.2 CCTV Policy</u> The Headteacher confirmed that the images policy was in line with the current use of images as well as CCTV and was compliant in all areas. <u>5.3 CIO Update</u>	MT

	The Vice Chair of the CIO Trustees Committee confirmed to the meeting that the CIO budget had been approved. She explained HAF funding had been declined due to an administrative error. Following discussion and scrutiny of the previous year's data Trustees unanimously agreed to only open the Play Scheme for a reduced two and a half week period. Following this decision a parental complaint had been received and a further extraordinary CIO meeting had taken place. Trustees agreed to reinstate the two inset days into the opening programme, meaning a full three week period. They felt they were unable to offer any further time due to staff recruitment and the honouring of annual leave for staff. The Vice Chair explained that she had met with the complainant and offered to pay any financial shortfall of attending an alternative provider. The complainant remained unhappy and was due to meet with a panel of three Trustees the next day. Trustees established that they were happy to run the provision at a loss as it was a charity but it was how that loss was being made that mattered. They were also concerned about the wellbeing of staff and hoped the complaint could be resolved. A governor asked if there was a complaints policy that had been followed. The Vice Chair of Trustees confirmed that the CIO had a policy and it had been followed. She continued to say that HAF funding had now been secured for the two and a half week period. Trustees had agreed to make a full review of the setting in the new academic year. The CIO had recently joined the After School Club Alliance which would support the setting with guidance and policies. Governors noted that it was a difficult decision made after much deliberation but responses had been made in line with the schools Christian ethos especially in offering to pay any shortfall for families affected. 5.4 Collective Worship / RE Monitoring This item was brought forward following the request by Rev Michael Darkins to leave early due to other commitments. He recounted his recent monitoring visit to the meeting which included collective worship and KS2 RE lessons. He praised the worship he had seen stating that it was inclusive, open and invitational with time for reflection. It fulfilled the vision and values of perseverance, showed kindness not only through words but with actions. Rev Darkins commented that sometimes it was difficult to fit everything into 15 minutes and there was a need to be more flexible. The Headteacher stated that in September school would work on arriving to worship ready to start at 10.30am. Rev Darkins confirmed that in RE KS2 were learning about the trinity, Christ as a person and drawing parallels with Islam and Sikhism. There were no other matters arising not covered by the agenda. <i>Rev Michael Darkins and Rev Anderson Yan left the meeting at 6.20pm.</i>	
6.	Headteacher Appraisal	
	The Clerk confirmed the independent panel advisor was still to be confirmed. The Clerk would organise a date in Term 1.	Clerk
7.	Headteacher's Report	
	The Headteacher verbally updated the meeting on recent school events. She confirmed that the year 6 production had all gone well but unfortunately due to an Amber weather warning Sports Day had been cancelled. To ensure children did not miss out the Sports Coach had organised running races in PE lessons instead. The usual summer events would continue over the next week including a Year 5 dance performance at Brockhill and open afternoon.	

	The Headteacher established that the provisional KS2 SATs results had been received and were in line with predictions. Data would be available in full in Term 1. The Headteacher reported that the permanent exclusion mentioned at the previous meeting had not been necessary as the placement had broken down and the child had now started at another school closer to his new placement. The Headteacher reported a safeguarding incident to the meeting which had happened the previous afternoon. A man on the Green had spoken with a child through the school fence, both the parents and police had been informed. Schools locally had been spoken to and staff were being extra vigilant in the area in question. The Headteacher confirmed from next Friday the gate with access to the Green would remain closed at all times and only access would be through the pedestrian gate next to the staff car park. The Headteacher confirmed that the Sports Coach had agreed to reduce his contracted hours but would continue to support at lunch time, during the afternoon PE sessions and run the after school clubs. She explained that two temporary TAs had been given notice due to the ceasing of HNF, one further temporary TA remained to cover a maternity leave until early next year. One of the SRP teachers had decided to retire and a small tea party was being held on Thursday 17th July in the afternoon if governors would like to attend. The Headteacher stated that the cleaning contract had been changed to a new supplier that also offered the option of a locking up service. She confirmed that this change was also a saving of around £15,000 (fifteen thousand pounds). The remainder of this item was deemed confidential.	
8.	Staff Wellbeing The governors acknowledged that it had been a tough year with fewer staff and more demands on time. It was unanimously agreed that the Chair of Governor would write a letter of thanks to staff for their hard work.	Chair
9.	Safeguarding Nothing further to report.	
10.	Governor Action Plan <u>10.1 Nurture Visit</u> The governor that carried out the visit explained that she had visited the Nurture Team whose role it was to enable children to remain calm and stay in class. She praised the leadership of the school and highlighted the use of the zones of regulation throughout the whole school. Governors noted the written report. <u>10.2 Cyber Security</u> The governor with responsibility for cyber security highlighted his report stating that no concerns had been raised and that the necessary infrastructure was in place. A governor asked if iPads used in school had any security settings. The Headteacher confirmed that they were well locked down and not even a teacher was able to add apps they were all controlled centrally by the ICT technician. <u>10.3 Writing</u> The governor that carried out the visit around writing stated that she had observed the huge pressure of work in this area. She commented that it was not just SEN children that needed special attention but also the more	

	able to ensure they were challenged. She stated that since the visit the DfE had published the new writing framework, areas of which Hythe Bay are already doing so are ahead of the game. 10.4 Maths The governor with responsibility for monitoring Maths reported that she had attended a training session on Maths mastery alongside the Maths lead, she stated that it had been very interesting and it had highlighted some key issues. One of these was the timings of the day impacting on the Maths lessons, for example if worship over ran. The Staff Governor and Maths lead commented saying that from September in KS2 an extra 15 minutes per day would be dedicated to Maths alongside the introduction of adaptive grouping, to ensure that children made accelerated progress. A governor asked if volunteers could help with maths and what the time commitment for this would look like. The Maths lead said ideally one to two hours per week in the afternoons.	
11.	Policies Review The Sports Funding report was unanimously approved for publication on the school website in line with statutory guidance. Clerk to publish report. The Prevent Risk Assessment was reviewed and approved unanimously. The Bullying and Harassment Policy was unanimously approved.	Clerk
12.	Training and Feedback 12.1 Safeguarding / Prevent The Clerk reminded all governors of the expectation to renew their safeguarding and prevent training annually. Links to online training would be sent during the summer by the Clerk. 12.2 Complaints Training Governors noted the report and the Headteacher confirmed that the policy was in line with guidance. 12.3 District Governor Training The Vice Chair of Governors gave a verbal report with formal report to follow. She said there was nothing that Hythe Bay were not already doing and highlighted the uncertainty around SEN and funding. 12.4 Governance Conference The Vice Chair of Governor reported verbally that the conference had been useful with sections on attendance, exclusions and complaints. In all cases it was essential that the policies were adhered to. SEN was also discussed following a presentation on the day, again with uncertainty around the funding tariff and the Communities of Schools model. The Vice Chair of Governors thanked staff for all their work around SEN and the funding issues.	Clerk
13.	DfE and Publications Updates / Correspondence There was nothing new to report.	
14.	Any Other Business 14.1 Term Dates Governors unanimously approved the term dates for September 2026 to August 2027. 14.2 Budget Feedback The meeting noted the budget feedback received from the Local Authority and previously scrutinised by the Resources Committee.	

Signed

Date

18/9/25

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	14.3 <u>Thanks</u> The Chair of Governors thanked the Headteacher for her hard work and congratulated her on completing her first year.	
15.	Confidentiality Part of Item No 7 was deemed to be confidential.	
16.	Date of Next Meeting Thursday 18 th September at 6.00pm.	

Meeting Closed at 7.15pm

Apologies received after the meeting from Dr Joad Wren.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
4.2	Rev Anderson Yan as Associate Member	Clerk	FGB 18.09.25
5.1	Grazing table, Thursday 17 th July	MT	17.07.2025
6.0	Date to be agreed	HT / Clerk	Term 1
8.0	Thank you letter to staff	Chair	18.07.2025
11.0	Sports Report published online	Clerk	31.07.2025
11.0	Original Policy signed	Chair	ASAP
12.1	Links to online Training sent	Clerk	01.09.2025
14.1	Term Dates published	Clerk	ASAP

Signed

Date

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