

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 5 - Wednesday 21st May 2025 at 4.00pm

Present: Mr D Milham (Chair), Mrs S Garrett, Mrs C Lay, Mr M Lee, Mr A Brookes, Mrs Paice and Mrs Fairs.

Clerk: Mrs J Linter

1. Apologies

Apologies were received from LD, AW and AdP.

2. Declaration of Business Interests

No changes required.

3. Membership

JL reported that RF term of office ends in September 2025 and SGr in November 2025.

4. Minutes of Previous Board of Trustees' Meeting

The minutes of the Board of Trustees' meeting held on 5th January 2025 were accepted as a true record and signed by the Chair of Trustees.

5. Matters Arising

There were no matters arising.

6. Headteacher's Report

The headteacher's report had been circulated.

Six appeals have been logged and will be heard in Term 6. Five are for Reception Class places in September and one for Year 1 in September.

Attendance is good. Data dashboards provided by the DfE was shared with the trustees.

SG is continuing to work with Kent Police regarding Operation Encompass including children under 5 years of age.

Key Stage 2 SATS took place last week. SG thanks ML for supporting the children and Frank Stoddart (Member) monitoring the administering of the papers.

Teachers are starting to write the year-end reports. They will sent home to parents on 9th July 2025. SG said they were designed to provide necessary and useful information for parents and to be easy for teachers to complete without repeating information about what has been taught that has already been made available to parents. Parent trustees present said that they really enjoy reading the reports and thought that they were very good.

SG provided an update with regards to staffing in Term 6 and September. Information will be shared with parents on Friday's newsletter (23rd May).

The school now charges for extra-curricular clubs - £10 per club for two terms.

The school provides art work to display in the church and this year will be supporting Throwley Village Fete and Sheldwich Village Fete this year.

ML asked how the year groups have been affected long term by Covid. CL said that there is a lot of support required for children's resilience and emotional support. Also, parents are receiving more support than the school used to provide prior to Covid.

7. Education Committee Meeting

The Education Committee met on 1st April 2025. The minutes are available on Sharepoint.

Diversity and Inclusion visit took place in March – report yet to be issued. SGr said there was systematic learning to ensure every child was included. SGr said although the values were great intent, having spoken to staff it seems that there was no one way that they could state that the school was inclusive. CL asked for the detail to be included in the report.

ML and DM had completed a formal monitoring visited today to look at PE and Sport. A report will follow. The majority of the budget of £18K is used for taking children to and from sporting events. Swimming lessons and sports week was discussed. DM and ML also spoke to the pupils about PE and Sport.

History and Geography formal visit will take place on 26th June with ML, SP and AdP.

8. Finance and Resources Committee

Monitoring reports and the draft budget had been made available prior to the meeting.

ML said that the year end forecast showed an in-year deficit of £37K and an overall surplus of £73K. This included £15K of major electrical work that has been/due to be carried out this year after defects were found during the 5 year electrical wiring tests.

ML said that JL will continue to work on the budget and ensure it is ready at the next meeting on 16th July.

Four policies had been reviewed; Reserves Policy, Charging and Remission Policy, Pay and Reward Policy and the Health and Safety Policy. Details had been discussed in the Finance meeting. Reviews agreed.

JL said that Andrew White KCC Property has requested detailed plans of the building before the long lease is issued. JL to contact Carre Consultants about visiting another pre-school that has been built in London.

9. Dates of Meetings and School Events

Wednesday 4 th June 2025	4.00pm	MAT meeting with David Whitehead
Thursday 12 th June 2025	2.30-5.00pm	Trustees' Development meeting
Thursday 26 th June 2025	AM	Formal visit (History/Geography)
Wednesday 16 th July 2025	3.45pm	Education Committee Meeting
Wednesday 16 th July 2025	4.30pm	Board of Trustees' Meeting (short agenda)

10. AOB

ML mentioned that the board had lost one trustee. It was agreed to advertise in the next issue of the Parish News.

11. Confidentiality and Publication of Minutes

Part of item 6, Headteacher's report was considered confidential.

Meeting closed at 6.00pm