MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
OF SELSDON PRIMARY SCHOOL
HELD ON MONDAY 7TH SEPTEMBER 2026 AT 6:15PM at SELSDON

	PRESENT: **Graham Cluer** — **Co-opted Governor** **Hugo Feitor** — **Headteacher** **Rhodri Flower** — **Parent Governor** **Ayesha Marrett** — **Co-opted Governor (present via video link)** **Mike Swadling** — **Partnership Governor, Chair of Governing Body** **Katie Walton** — **Partnership Governor** **Jess White** — **Staff Governor** **ALSO IN ATTENDANCE:** **Liz Parry** — **Clerk to Governors** **ABSENT:** **Kwabena Mensa** — **Parent Governor** **Shanoor Suhan** — **Associate Member**
1.	**Welcome and Apologies for Absence** The Clerk opened the meeting and welcomed everyone. Apologies for absence were subsequently received from Kwabena Mensa. It was noted that since the last meeting Tanya Denis had sadly tendered her resignation due to ongoing health issues. Governors expressed their sadness and sincere thanks to Tanya in her absence and noted her very significant and valued contribution to the work of the Governing Body over many years. It was also noted that since the last meeting Alan Tigg had ceased to be a governor. The Chair had written to Alan to thank him for his period of service over many years which had been very much appreciated.
2.	**Declaration of Pecuniary Interests in the Current agenda** • To note that all governors are asked to complete a 2026/27 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships • Governors to declare any pecuniary or personal interests in any agenda item for this meeting • To note that the completed register of interests will be published on the school's website in compliance with requirements All governors present completed a form and passed it to the Clerk. No governors had any conflicts of interest to declare at the current meeting.

	ACTION: Absent governors to submit a completed pecuniary interest form to the Clerk at the earliest opportunity.
3.	**Quorum** It was confirmed that the meeting was quorate.
4.	**Election of Chair to the Governing Body for the forthcoming year.** The Clerk reported that she had received one nomination for Mike Swadling to be Chair. This was formally seconded and then the Governing Body agreed unanimously to the appointment of Mike as Chair for a further year, with very grateful thanks.
5.	**Election of Vice Chair to the Governing Body for the forthcoming year** The Chair reported that two nominations for Vice Chair had been received for Graham Cluer and Katie Walton. Both nominations were formally seconded. The Governing Body agreed unanimously that it wished to appoint Graham and Katie as joint Vice Chairs with thanks to both.
6.	**Update on Governing Body Membership** The current membership of the Governing Body was noted as follows **a. Two parent governors:** **Rhodri Flower and Kwabena Mensa** **b. One LA governor** **Vacancy** **c. One staff governor** **Jess White** **d. One headteacher** **Hugo Feitor** **e. Two partnership governors** **Mike Swadling and Katie Walton** **f. Four co-opted governors** **Graham Cluer, Ayesha Marrett, 2 Vacancies** During discussion it was noted that the Clerk had written to Governor Services during the Summer Holidays to seek support with appointing to the current vacancies. No update as yet. The Headteacher said that he was in contact with a neighbour of the school who had expressed an interest in becoming a governor and he would follow this up. The Chair proposed that Shanoor Suhan is asked if he would be agreeable to being appointed as a Co-opted Governor, rather than remaining an Associate Member, and this was agreed by the Governing Body. **ACTION: Clerk to write to Shanoor. Headteacher to liaise with the school's neighbour. Clerk to follow up with Governor Services. Update at the next meeting.**

7.	**To Formally Approve the Governing body Code of Conduct** All governors present at the meeting formally approved the Code of Conduct and signed it. The document was passed to the Headteacher to be held on file in school. **ACTION: Absent governors to be asked to sign the Code of Conduct at the next meeting.**
8	**To review and adopt the Standing Orders for the coming year** Governors formally approved the reviewed Standing Orders, and a copy was signed by the Chair and passed to the Headteacher to be held on file in school.
9.	**Appointment of Governor Focus Roles** To comply with statutory requirements for allocation of focus roles (and additionally as required by the Governing Body) **The following allocations of roles were agreed:** ➢ **SEND: Rhodri** ➢ **Safeguarding: Graham** ➢ **Mental Health and Wellbeing Kwabena subject to his agreement** ➢ **Looked After children:** ➢ **Health and Safety to include new requirements for oversight of allergies/management in school Katie** ➢ **Early Years Ayesha** ➢ **Finance Mike** ➢ **GDPR Shanoor subject to his agreement** ➢ **Oversight of School Website Katie**
10.	**Procedure for Headteacher' s Performance Management:** The Governing Body discussed the requirements for Headteacher review meetings and agreed that Katie and Mike will again take on the reviewing process, supported by the school's Link Advisor Joyce Lydford. Mike offered any other non staff governor the opportunity to be a member of the panel if they wished to do so.
11.	**To convene a Disciplinary Panel** It was noted that a Disciplinary panel will be required this term. It was agreed that the Clerk will contact HR to ask for their availability to support and then contact governors. Rhodri, Graham and Ayesha said that they would be willing in principle to serve on the panel, subject to availability.
12	**Approval for planned school residential trips during the current academic year and review of last year's trips** The Headteacher explained that the previously approved residential trip to PGL Lidington would be taking place in October for a week's trip for Year 6. 38 children out of a cohort of 42 were booked to

	go on the trip. The costs to families were £400 which had been paid in instalments over a period of time if parents wished to do so. There was a reduction of £100 for pupil premium pupils. The total cost of the trip was £16,384 and to date the school had collected £13,600. Costs had been reduced by using school minibuses for travel rather than hiring a large coach. During discussion it was noted that the trip provides a hugely important educational and enrichment opportunity for the children, with the experience of being away from home and undertaking challenging, fun and rewarding activities for a week. The experience involves a lot of teamwork and development of resilience and character. The children also bond and improve and develop their friendships and relationships within the year group which is highly valuable and important for the course of Year 6. **Q**: Although it is cheaper and has bonding benefits for the children with the trip taking place in the autumn term rather than the summer term, what happens if the weather is bad and there is a lot of rain for example? **A**: We find that in October the weather is usually reasonable and not too cold, but if it is wet weather the activities continue, with children dressed appropriately. Governors re-iterated their approval for the residential trip and registered their particular thanks to the staff who will be accompanying the children on the trip. **ACTION: Update on the outcome of the residential trip to be reported at the next meeting. Approval of residential trip for 2027 to be an agenda item in the Spring Term.**
13.	**Minutes of the Previous meeting held on 16th July 2026** • To check the accuracy and minutes to be signed by the Chair • Signed minutes to be passed to the Headteacher to be held on file in school The minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the Headteacher to be held on file in school.
14.	**Matters Arising from the Previous minutes and update on all action points not on the current agenda:** The Chair took the meeting through the minutes and noted that all actions had been completed. Mike reported that as agreed he had written to the Chair of the Collegiate Trust to thank them for their offer and to explain that the Governing Body would not be pursuing any further discussions. The Headteacher asked the Governing Body to note that the local MP Natasha Irons was due to visit the school and governors were also invited to attend: New date for the visit: 21st September 1 – 2pm Noise levels from lettings: Following a neighbour complaint the Headteacher reported that the local authority had been in to monitor the noise and had provided some advice about placement of speakers. However, the noise levels were not found to be sufficient to constitute a nuisance,

	The school has also instructed the church to ensure that children are not allowed to play outside for too long, and this has been agreed.
15.	**Brief update on return to school this term, including pupil numbers, numbers of children with SEND, staffing arrangements, budget position, morale etc** The Headteacher reported that the new term had started well. On the previous Tuesday there had been an **Inset Day**, and the new 3-year strategy putting physical health, exercise and sporting opportunities at the heart of the curriculum had been shared with staff. This had been well received and there had been lots of constructive ideas and discussion and some offers of workshops from a badminton expert. The Headteacher had also sent a letter to parents setting out the whole school approach and also explaining that this did not mean that the focus on the core curriculum and the wider curriculum would be in any way diminished. There had to date been a positive response from parents and carers and some suggestions for support including sharing of knowledge and expertise with the game Korfball. **Pupil numbers** in school were currently 300. There had been some pupil mobility over the summer. The number of children in Reception was 30.18 pupils have started in Nursery. The school has Open Days scheduled for each month until January with a view to encouraging applications for next year. During discussion it was agreed that the Governing Body should undertake some further evaluation and discussion on whether or not there was a case to apply to the LA to reduce the PAN. Given the time scale for consultation this would not take effect until 2028/2029. **ACTION: Agenda item at the next meeting to discuss possible reduction in the PAN, pros and cons, and to take forward any decision made.** **SEND**: There are currently 9 children in the school with EHCPs and 49 children are on the SEND register. The LA has instructed the school to take another pupil with complex needs who will require a great deal of support. Negotiations on funding are on-going. **Staffing:** The school will have 3 members of staff going on maternity leave this year which will inevitably impact the staffing budget. Every effort to mitigate this will be made. The Headteacher said that he hoped to be able to fill one maternity cover with a very experienced TA with teaching experience. **Morale:** The school SLT is working to do everything possible to maintain strong morale. There had been no staff leavers at the end of the summer. As previously discussed, there was enthusiasm for the school approach regarding physical health and sports. There had been some recent discussion about expectations for teachers preparing their classrooms and planning in advance of the new school term, and the Headteacher said that he was keen to introduce 6 hours directed time for set up. A query was raised about whether this fell within the 195 days teachers are expected to work. **Q**: Is there any implication for staff time with additional planning for the new strategy? **A:** We are looking at how best to ensure that there is time to incorporate what needs to be done. This term I have asked teachers to plan an event in class around a particular sport which will give all

	children the opportunity to participate. We have introduced 2 slots a day of 15 minutes 'move and groove'. We also have a working party looking at planning. During discussion the Governing Body agreed that the new strategy looked exciting and positive.
16.	**Policy Review:** ➢ **All HR Policies:** Resources | Croydon Education Partnership ➢ **Safeguarding Policy** ➢ **Health and Safety Policy and First Aid** ➢ **Pay Policy** ➢ **Attendance & Punctuality Policy** ➢ **Mobile Phone Policy** ➢ **Allergy Policy** The Governing Body **formally approved all the above reviewed policies**. The Headteacher drew governors' attention to the Disciplinary Policy which had been updated during 2025/2026. It was noted that the **Allergy Policy** is a new policy, which has come about as a result of Benedit's Law. All staff will receive training on 21st September. Children with allergies in school have an Individual Health Care Plan. It was noted that an oversight of Allergy compliance and ensuring that the school kitchen /meal provision arrangements etc linked in with the school's approach will be taken on by Katie within her remit as Health and Safety Governor. **The Mobile Phone** is also a new policy and reflects the school's policy of not allowing children to have access to mobile phones in school during the school day.
17.	**Update on planned initiatives, including:** ➢ **Becoming a school with sports focus** This had been discussed under item 15. ➢ **New letting arrangements** New arrangements were in place with Bright Futures 4 All now in situ. ➢ **Any further discussions re land sale** The Headteacher reported that a solicitor has been instructed. There has been some further discussion with the developers who are seeking to buy land from the neighbours to improve access.
18	**Safeguarding:** **To Confirm that all governors have read the updated KCSIE Guidance** https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

	All governors present confirmed that they had read the updated KSCSIE Guidance **To receive annual Safeguarding training on the new updates** The Headteacher delivered training on the new updates. The PowerPoint presentation was subsequently uploaded to Governor Hub for governors' information and reference. There was a recognition that there had been some significant changes in KCSIE this year.
19	**Chair's Items: Report on any correspondence, Chair's actions etc** None
20.	**Governors' Training - any updates and identification of governor training needs** Governors agreed to review the training schedule and book on any relevant training. The Chair also asked governors to give some thought as to what training they would like for a bespoke session from the LA **ACTION: Governors to email Mike with ideas and thoughts on training needs /possible whole governing Body training.**
21.	**To agree arrangements for governors' visits into school this term** It was noted that governors were invited to meet with Natasha Irons on 21st September Governors were invited to make arrangements with the Headteacher to come in during the term in connection with their focus roles. It was agreed that there will be a Governors' Day in School on Monday 1st February, starting at 11am, and including a session at 2.45pm to meet with parents/carers, and a session from 3.30pm to meet with staff. There will then be a full Governing Body meeting at 4:00pm
22.	**Confidential Items** None
23.	**Dates of next meetings**

Autumn Term 2026	
Monday 16th November 6.15pm	**Full GB in person**
Spring Term 2027	
Monday 1st February Governors' Day in School 11am following by Governing Body meeting at 4:00pm (Resources Focus)	**Full GB in person**

Monday 22nd March 6.15pm (Achievement Focus)	Full GB in person
Summer Term 2027	
Monday 17th May 6.15pm (Resources Focus)	Full GB in person
Monday 12th July 6.15pm (Achievement Focus)	Full GB in person

Signed……Chair of the Governing Body

Date……