




# SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 31<sup>st</sup> January 2024 at 17.48

20-03-24	
Date approved	Signed

The Full Governing Body meetings focus on fostering a collaborative and supportive learning environment in line with our school's visionary approach of Learning, Caring & Achieving Together. These minutes are a record of discussions on strategies to enhance collaborative learning experiences, reinforce a culture of care and inclusivity, and outline achievable goals that contribute to the collective success of our school community. This vision serves as a guiding principle for our governance, emphasising the importance of unity and cooperation in nurturing a positive and successful educational journey for all of our children.



**Attendees:** Becky Fisher (BF), Belinda Robinson (BR), Linda Sheppard (LS), Dominic Koole (DK), Ben Warnes (BW), Martin Smith (MS), Emel Lansdell (Notes)

**Apologies:** Tommy Towers (TT), Nicola Atwell (NA), Mike Ward (MW), Alex St John Wright (ASJW)

**Notes:** -



Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies, re-election of Governor Role <ul style="list-style-type: none"> <li>a. Apologies from TT, NA, MW, ASJW</li> <li>b. MS Governor term ends 29/1/24               <ul style="list-style-type: none"> <li>i. MS has agreed to do another term as a co-opted Governor</li> </ul> </li> <li>c. Discussion regarding BF intention to step down from Foundation Governor role at the end of summer and replacement opportunities (e.g. it may not require a direct clergy link).</li> </ul>	BR			Recruit for Foundation Governor role
2. Declaration of interest <ul style="list-style-type: none"> <li>a. None to declare.</li> </ul>	BR	To ensure there is no conflict of interest		
3. Minutes and matters arising from last meeting <ul style="list-style-type: none"> <li>a. NA due to complete safeguarding training               <ul style="list-style-type: none"> <li>i. Discussion around training process. Going forwards a training log will be set up and Governors will email certificates to the Clerk</li> </ul> </li> <li>b. MW completed school fund audit</li> <li>c. TT to look into how attendance was reported to DfE</li> </ul>	BR	Agree minutes	Minutes Circulated	-NA to confirm if completed safeguarding training -Set up Governor Training log  -Confirm if TT investigated how

<ul style="list-style-type: none"> <li>d. TT and DK to discuss presentation of PPM data</li> <li>e. BR sent SENDCo Governor Report to DK</li> <li>f. TT sent PP strategy to Governors</li> <li>g. BF to complete Cyber Security training</li> <li>h. TT will look at amalgamating various CoC policies into one. It is believed that a copy of the CoC is now in the front of the Visitor Book</li> <li>i. After school care provision to be discussed later in the meeting</li> <li>j. Lockdown policy has been practiced</li> <li>k. TT and NA to meet.</li> </ul> <p><i>Link to vision – Caring together</i></p>				<p>attendance was reported to DfE</p> <ul style="list-style-type: none"> <li>-TT and DK to discuss presentation of PPM data</li> <li>-BF to complete Cyber Security training</li> <li>- TT will look at amalgamating various CoC policies into one</li> <li>-TT and NA to meet after half term</li> </ul>
<p>4. Minutes of the F&amp;P CMT</p> <ul style="list-style-type: none"> <li>a. Looking better than expected [REDACTED] [REDACTED] Important spending decisions are being made</li> <li>b. BW and TT are working on H&amp;S</li> <li>c. Energy Audit took place. Following on from the meeting, MS met with SM (SBM) and Sustainable Sherston to see what actions can take place. Some steps can be taken but others require expert help e.g, for roof insulation</li> </ul>	BR	To update	Minutes to circulated	-Circulate F&P minutes (17.1.24)

<p>d. Preparations will start on next year's budget but funding details are usually confirmed mid – late February from the Council and final confirmations for pupil numbers are expected after the Easter holidays. There was a discussion around the projected intake numbers (29 potential families with 16 first choice places) compared to expected figure from the LA of 21</p> <p>e. The school Admin Officer was praised for her good work on social media</p> <p>f. There was a discussion about wraparound care. Options are being explored. BR has contacted the Camp regarding this.</p> <p><i>Link to vision – Achieving together</i></p>				
<p>5. HT Report</p> <p>a. TT provided a very thorough report</p> <p>b. DK enquired if the Governors needed to be aware of the safeguarding issues but was advised there was no action Governors needed to take. BR and TT will meet to discuss this</p> <p>c. BW asked about absences. BR noted that this was in a better position but figures were impacted by 3 children who were on role but not attending during de-registration. She informed</p>	BR	To update	Document to be circulated	



<p>the Governors that attendance was actively monitored and appropriate actions were in place. BW also asked if there was usually much movement within a school year. He was advised that there was</p> <ul style="list-style-type: none"> <li>d. Governors were unable to discuss performance in Tommy’s absence</li> <li>e. EYFS visit took place on 26/1/24 and was very positive. There is a possibility that the Phonics scheme may change</li> <li>f. BR raised TT’s question if Governors were happy with the financial overview  <div style="background-color: black; width: 100px; height: 15px; margin: 5px 0;"></div>           The Governors confirmed they were</li> <li>g. BR advised that the next budget would include a plan for ongoing improvements. This would be rolling budget for the future</li> <li>h. It was noted that academisation is on hold for now but will be revisited in future</li> <li>i. No further questions regarding the HT report but if any arose Governors were advised they could discuss these separately with TT.</li> </ul> <p><i>Link to vision – Learning together</i></p>				<p>-Discuss performance data in next meeting</p>
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<p>6. Progress against School Improvement Priorities</p> <p>a. The school's priorities were discussed as follows:</p> <ul style="list-style-type: none"> <li>i. EYFS – very positive LA review</li> <li>ii. SIAMS – TT to update. BF has not been involved in SIAMS meeting except one recently with Laura which was very positive</li> <li>iii. Improve Spellings &amp; GD in Writing –ASJW &amp; TT to update next meeting</li> <li>iv. Plan Effectively for future stability of school – discussed in previous items</li> <li>v. Curriculum Development – TT to update in next meeting.</li> </ul> <p><i>Link to vision – Achieving together</i></p>	<p>BR and BF</p>	<p>To update</p>		<p>-TT to update on SIAMS at next FGB</p> <p>-ASJW &amp; TT to update on Spellings and GD in writing at next FGB</p> <p>- TT to update on Curriculum Development at next FGB</p>
<p>7. T&amp;L</p> <p>a. Receive reports from curriculum leaders</p> <ul style="list-style-type: none"> <li>i. BF had a school visit with Emma (EC) about RE</li> <li>ii. RE is included in staff inset days (understanding Christianity)</li> <li>iii. There had been a discussion about talking about other faiths</li> <li>iv. There was also a discussion about whether an alternative was needed to the 'Discovery' program</li> </ul>	<p>BF</p>	<p>To update</p>		

<ul style="list-style-type: none"> <li>v. It was noted that having stable classes makes lesson planning easier</li> <li>vi. Staff do a good job and they make RE interesting e.g. through art, discussions, role play</li> <li>vii. The children enjoy RE</li> <li>viii. BR thanked BF for her work</li> </ul> <p>b. Review the provision and impact of curriculum and extended services</p> <ul style="list-style-type: none"> <li>i. Unable to review this meeting</li> </ul> <p>c. Evaluate how well the school works to meet the needs of the local community and promotes Community Cohesion and British values</p> <ul style="list-style-type: none"> <li>i. It was noted that the school has made lots of progress over the last few months.</li> </ul> <p><i>Link to vision – Learning and Achieving together</i></p>				<p>-Review provision and impact of curriculum and extended services in the next FGB</p>
<p>8. Safeguarding</p> <ul style="list-style-type: none"> <li>a. BF had a meeting with SM on 30.1.24 to look over the Single Central Register</li> <li>b. Wiltshire have introduced a new way of doing things and is now more digitised</li> <li>c. The Office will not be keeping: <ul style="list-style-type: none"> <li>i. Pecuniary interest forms</li> <li>ii. Governor training log</li> </ul> </li> <li>d. Query regarding obtaining declaration of disqualification forms</li> </ul>	BF	To update		<p>-EL and BR to discuss holding records/ training log separately</p>

<ul style="list-style-type: none"> <li>e. Query raised about whether the Church also need to issue Letters of Assurance, which outside agencies currently provide. The Safeguarding team have been contacted</li> <li>i. BF has a meeting with TT on 27.2.24 and another review of SCR on 11.6.24.</li> </ul> <p><i>Link to vision – Caring together</i></p>				
<ul style="list-style-type: none"> <li>9. Staff well-being           <ul style="list-style-type: none"> <li>a. Update on staff well-being               <ul style="list-style-type: none"> <li>i. This is continuing to improve and is much better than in September</li> <li>ii. The recent cold temperature in classrooms affected staff</li> <li>iii. There was a discussion about why staff preferred the 2-week board instead of the 1-week board that is currently in use (forward visibility for staff/ TAs who work part-time and don't have laptops)</li> <li>iv. BR asked if staff bought into the vision and LS confirmed they did</li> </ul> </li> <li>b. Continue to review work/life balance of staff</li> </ul> </li> </ul> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>	LS	To update		

<p>10. Staffing matters</p> <ul style="list-style-type: none"> <li>a. Receive confirmation that the Performance Management review of the Headteacher is scheduled by performance management governors and External Adviser <ul style="list-style-type: none"> <li>i. This will take place on 15.3.24. BR, MS and DK are on the panel</li> </ul> </li> <li>b. Review impact of the school's performance management and pay policies <ul style="list-style-type: none"> <li>i. This was covered in the last meeting and performance will be discussed in the next FGB meeting</li> </ul> </li> <li>c. Ensure staff CPD programmes are impacting on professional standards <ul style="list-style-type: none"> <li>i. Discuss at next FGB</li> </ul> </li> <li>d. [REDACTED]</li> <li>e. Consider development needs of staff and succession planning in the leadership team <ul style="list-style-type: none"> <li>i. Discuss at next FGB</li> </ul> </li> <li>f. Clerks' Performance Management or mid-year review depending on appraisal cycle <ul style="list-style-type: none"> <li>i. EL had conversation with SM.</li> </ul> </li> </ul> <p><i>Link to vision - Caring together</i></p>	BR	To inform		<p>-Discuss school performance at next FGB</p> <p>-Staff CPD programme impact on professional standards to be discussed at next FGB</p> <p>-Discuss staff needs/ succession planning at next FGB</p> <p>-EL and BR to discuss separately</p>
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<p>11. Governor's review</p> <p>a. Monitoring plan</p> <ul style="list-style-type: none"> <li>i. Sections have been updated</li> <li>ii. T&amp;L updates are needed. BR will have a conversation with ASJW</li> <li>iii. NA to do EYFS</li> <li>iv. DK to arrange a meeting with TT to discuss PP and SEND</li> <li>v. BR explained that the Governors were able to put in their plan into the monitoring plan. Everyone confirmed they were happy with the template.</li> </ul> <p><i>Link to vision – Caring together</i></p>	BR	To update	Monitoring Plan link circulated	<ul style="list-style-type: none"> <li>-T&amp;L update at next FGB</li> <li>-EYFS to be discussed at next FGB</li> <li>-DK to arrange meeting with TT (PP and SEND)</li> </ul>
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- BW raised a query about children no longer being set homework. LS explained that whilst she hadn't been involved in these discussions, spellings, maths and reading homework were still being set. TT to update FGB in the next meeting.</li> </ul>			
	<p><b>Start time.</b> 17.48</p>	<p><b>Finish Time.</b> 19.16</p>	<p><b>Date and time of next meeting</b> 20/3/24 at 17:45</p>	