


SHERSTON PRIMARY SCHOOL GOVERNING BODY

MINUTES OF MEETING OF THE FGB on 29.11.23 at 5.49pm

31-01-2024	
Date approved	Signed

In attendance:

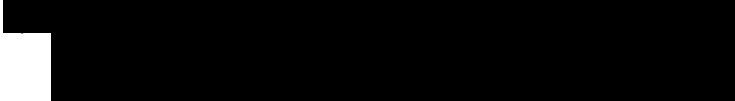
Tommy Towers (TT), Becky Fisher (BF), Belinda Robinson (BR), Linda Sheppard (LS), Alex St John Wright (ASJW), Mike Ward (MW), Dominic Koole (DK), Ben Warnes (BW), Emel Lansdell (Notes)

Apologies: Adam Beaumont (AB), Martin Smith (MS)

Non-attendance: Nicola Atwell (NA)

Notes: -

<u>AGENDA ITEM</u>	<u>WHO</u>	<u>PURPOSE</u>	<u>CIRCULATED DOCUMENTS</u>	<u>ACTION POINTS</u>
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.				
1. Welcome, apologies	BR			

<p>2. Declaration of Interest a) State if any to be aware of this meeting i. None to declare</p>	BR	To ensure there is no conflict of interest		
<p>3. Minutes and matters arising from last meeting a) Lockdown policy to be discussed this meeting b) DK has agreed to take on link roles from AB (leaving soon) c) Teachers have been allocated 1 additional hour a week for curriculum development d) BW has requested login for National College training e) NA to complete safeguarding training f) Pay policy will be discussed this meeting g) TT has requested PAN to be 15. Awaiting response  i) TT worked with DM and SM (SBM) regarding the filtering and website audit. DM prepared well for this – positive outcome from Safeguarding Compliance j) Missing text has been added to the Complaints policy k) Governors have looked over the Scheme of Delegation l) Training to be discussed this meeting.</p> <p>Link to Vison – Caring Together</p>	BR	Agree minutes	Minutes circulated	NA to complete safeguarding training
<p>4. Minutes of the F&P CMT a) TT, BR and SM completed GDPR training and will meet next Monday (4/12/23). Further resources to be reviewed b) Refence to the C/F position of £94,925 c) I/E report signed off d) Pay policy will be discussed this meeting e) SWAP report actions include MW carrying out a physical Fixed Asset Register Check every 6 months, reviewing policies and creating financial policies</p>	MW	To update	Minutes to be circulated	

<p>where applicable (introducing them at FGB throughout the year)</p> <p>f) MW to complete school fund audit by 31/12/23. DK asked if school is regularly audited. BR advised there is an LA audit for I/E report, but not a main audit</p> <p>g) TT and SM have implemented some actions following discussion of the SWAP report at the last F&P meeting.</p> <p>Link to Vision – Achieving Together</p>				<p>MW to complete school fund audit by 31/12/23</p>
<p>5. Head Teachers Report</p> <p>a) Discussion around introduction of CPOMs in school. It allows all staff to log any concerns quickly and easily around safeguarding and behaviour. This is helping to create a bigger picture around the children. BR asked if it graded severity. TT advised that teachers record this as an initial report and he can categorise it. TT commented that staff are aware that this does not replace dialogue</p> <p>b) There are no further safeguarding issues</p> <p>c) The LA have advised to do weekly welfare checks with children</p> <p>d) ELSA training starts in spring</p> <p>e) BR commented on yesterday’s successful open day. It was very successful and a positive atmosphere. She congratulated everyone for making this happen. BW commented that there was concern on the mum’s network that there would not be enough places for children but TT advised that the school could accommodate 30 pupils</p> <p>f) TT announced the appointment of Carly Stevenson (CS) for 1:1 SEN TA MAT cover to begin on 14th Dec. She is coming in voluntarily at present to enable a smooth transition</p>	<p>TT</p>	<p>To update</p>	<p>Documentation to be circulated</p>	

<p>g) DK enquired about the attendance data and how it is reported to the DfE, as authorised absence figure is quite high. TT noted that absence is higher amongst older children and Monday/ Fridays are often key days for absence. TT is working with teachers to monitor the situation</p> <p>h) DK also asked if the high level of staff absences were manageable. TT confirmed they were and have had support from TA's. TT explained the difficulty in being able to obtain supply teachers at short notice and he will assist where possible.</p> <p>Link to Vision – Learning Together</p>				<p>TT to look into how attendance data reported to DfE</p>
<p>6. Outcomes for Pupils – Initial Assessments</p> <p>a) Term 2 PPM data discussed</p> <p>b) TT addressed BW query regarding data explaining that data in the Performance Summary is provisional data, and data is also pulled from a system called Perspective Lite. There can be some differences as the data from the HT report is 'live data,' which takes into account children have since left/joined</p> <p>c) TT explained the coding of the report and advised that the new spreadsheet model will allow for teachers to be able to monitor a child's learning development more effectively. It can also more easily highlight if there is any correlation between siblings and allow for any steps to be implemented sooner, thus enabling each child to reach their potential. This is already taking place e.g. with maths interventions. The children and parents have been supportive of the additional support.</p> <p>d) TT also highlighted that the data is a has been collected earlier and it is a combination of the White Rose Assessment - what a child is working to now, as well as what they can expect to achieve by the</p>	<p>TT</p>	<p>To update</p>	<p>Documentation to be circulated</p>	<p>TT and DK to discuss presentation of future PPM data</p>

<p>end of the year – teacher assessment is a factor in this.</p> <p>e) In summary:</p> <ul style="list-style-type: none"> i. Reception: 4/5 girls are WTE in Maths and Literacy. Siblings showing similar learning traits ii. Year 1: Data remains consistent. Small drop in reading (1 child) iii. Year 2: Cohort has grown by 1 child. Should achieve greater depth in writing by end of KS1. 1 less child is WTE in Reading and Writing iv. Year 3: Cohort has grown by 1 child at time of assessment (now 2). Expected is down due to exceeding growing. 2 children now on track to exceed v. Year 4. Cohort has grown by 1 child. Expected has grown due to exceeding dropping vi. Year 5: Cohort has grown by 2 children. Expected has grown due to exceeding dropping vii. Year 6: Cohort has grown by 2 children. 1 new child is below in all subjects. Writing has dropped (1 child) <p>f) The situation is looking good, demonstrating how everyone is working towards the vision of Learning, Caring & Achieving Together.</p> <p>Link to Vision – Learning Together</p>				
<p>7. SEND update</p> <ul style="list-style-type: none"> a) Review the annual report for SEND and ensure it is on the school website b) TT recently met with SENDCo. Her report was issued at the end of the last AY and is on the 	AB	To update		BR to send SENDCo

<p>website. She also produced a report for the Governors</p> <p>c) TT has worked on PP funding strategy for this year. TT to share with Governors allowing for feedback prior to submission by the end of December.</p> <p>Link to Vision – Caring Together</p>				<p>Governor report to DK</p> <p>TT to send PP strategy to Governors</p>
<p>8. LAC</p> <p>a) Review the annual report to governors for Children Looked After</p> <ul style="list-style-type: none"> i. Report N/A ii. BR and AB (leaving soon) had completed training iii. BR noted it would be useful if another member of staff had training. TT advised that Dean Moran (DM) is the designated LAC member of staff and TT would complete the course, should a LAC arrive in the setting. <p>Link to Vision – Caring Together</p>	TT			
<p>9. School Performance – these may be covered in HT report</p> <p>a) Review the ASP - Analyse School Performance</p> <ul style="list-style-type: none"> i. This was the PPM official data from last year <p>b) Review the IDSR - Inspection Data Summary Report</p> <ul style="list-style-type: none"> i. TT explained that this is data which Ofsted use regarding how the school sits nationally. TT has reviewed this with DM but as figures are showing to total greater than 100%, the DfE has been contacted. The school's figures are correct 	TT	Documentation to be circulated		

<p>c) Data was discussed in section 5/6.</p> <p>Link to Vision – Achieving Together</p>				
<p>10. T&L</p> <p>a) Ensure pupil target setting is robust and challenging</p> <ol style="list-style-type: none"> i. TT has discussed this with DM and historically this has not been done. TT explained that with smaller class sizes and good teaching, staff are aware of each child’s needs. They can constantly assess where a child is with their learning ii. Interventions are already in place e.g. between 8.45am – 9am and during PE lessons. Pupils and parents are supportive of this iii. TT explained his focus was ensuring that children can reach their potential. This links with the school values of learning, caring and achieving together, as all come together to ensure each child’s needs are met <p>b) Receive reports from curriculum leaders</p> <ol style="list-style-type: none"> i. Agree on process <ul style="list-style-type: none"> • This will be discussed in section 16b <p>c) TT recently had a very positive meeting with Steve Wigley and Celia Hicks for SIA visit. A few tweaks were suggested e.g. reducing the amount of worksheets used in maths lessons</p> <ol style="list-style-type: none"> i. TT noted there was still work to do on the curriculum but wanted to give praise and thanks to all teachers, especially as they all had good or outstanding lesson observations the previous week. TT also wanted to give mention to how pleased he 	<p>NA/ ASJW/ TT</p>	<p>To update</p> <p>To agree on process</p>		

<p>is with Miss Harrison. He also said he was grateful for all the support he has received from DM and the rest of the team, parents and the community. He stressed the positive feedback was the result of a team effort. It shows that everyone is committed to living the vision of learning, caring and achieving together</p> <p>ii. BR also commented about how much TT has been able to do within a short space of time.</p> <p>Link to Vision – Learning & Achieving Together</p>				
<p>11. Staffing Matters</p> <p>a. Review and approve Pay Policy</p> <p>a. It was noted that a few minor changes had been made</p> <p>b. All approved.</p> <p>Link to Vision – Caring Together</p>	TT			
<p>12. Staff wellbeing</p> <p>a) LS said this was on the up</p> <p>b) BW enquired what was driving this. LS noted that the speed of change had slowed. TT commented that at first staff may have seemed unsure given that things were new and different, but they were soon able to see how changes being implemented were for the benefit of the children and living the school vision. This has meant that the team is coming together collectively to get things done</p> <p>c) TT noted that staff are tired and is conscious of them needing a life-work balance. He is looking to help achieve this by reminding them to focus on children being the reason that tasks need to be done (for</p>	TT/ LS	To update		

<p>example less pictures can be put into individual children's books)</p> <p>d) A Christmas event has been organised for the staff</p> <p>e) BR commented that this is a fun term for the children, but is aware that it also brings lots of additional work for staff.</p> <p>Link to Vision – Caring Together</p>				
<p>13. Safeguarding</p> <p>a) Recently had a positive meeting regarding safeguarding</p> <p>b) BF is to complete cyber security training</p> <p>c) NA has completed Safeguarding training at her current school but will do the course at Sherston too</p> <p>d) Discussion around CPOMs already taken place. It shows the enhanced safeguarding culture of the school</p> <p>e) The Complaints policy will be reviewed in section 15</p> <p>f) A safeguarding meeting will take place prior to each FGB</p> <p>g) BR asked about the reference to reading the Code of Conduct on the Visitors signing in book. TT explained this document was issued to new visitors and he has already asked the School Admin to revamp these. TT advised he will look to amalgamate various CoC/behaviour policies into another one as some require multiple policies to be read alongside each other. This will be done when the CoC policy is due to renewal in March 2024</p> <p>i. There was a discussion about the use of phone policy for staff and where they were allowed to use their phones. There was also discussion about volunteers needing to be aware of the mobile phone policy</p>	BF	To update		<p>BF to complete cyber security training NA to complete Safeguarding training</p> <p>TT will look at amalgamating various CoC policies into one</p>

<p>ii. DK suggested keeping policies simple e.g. having one for staff, visitors and volunteers. He also suggested having a copy of the policy in the front of the visitor signing in book so it is always there for visitors to see.</p> <p>Link to Vision – Caring Together</p>				<p>TT to put a copy of the new CoC in the front of the Visitor Signing In book</p>
<p>14. Report from Parents Forum</p> <p>a) The recent Parents Forum was positive</p> <p>b) Some actions have already been implemented e.g. phonics and nutritional information being added to the website</p> <p>c) There was a reference to the old ‘buddy’ system but due to the class sizes, there aren’t enough pupils for this to take place. However, due to the size and nature of the school, all children look out for and help each other</p> <p>d) After school care provision will be explored in the future. DK highlighted that this may be important for potential new starters</p> <p>Link to Vision – Caring & Achieving Together</p>	<p>TT/ B</p>	<p>To update</p>		<p>Explore after school care provision</p>
<p>15. Policies update</p> <p>a) Lockdown policy</p> <p>i. TT advised that staff are aware of this. There was a discussion about the possibility of including different scenarios. The team will practice it and further changes to be policy may be required. Governors agreed.</p> <p>b) Complaints policy (adjustments – appendix D to be included)</p>		<p>To review and approve</p>		<p>Lockdown policy to be practiced</p>

<ul style="list-style-type: none"> c) Scheme of delegation (Governors to look over this and bring feedback) d) F&P TOR (to review and approve) e) Teachers Pay f) FOI g) School Uniform policy h) All policies were ratified <p>Link to Vision – Achieving Together</p>				
<p>16. Governors review</p> <ul style="list-style-type: none"> a) Training update <ul style="list-style-type: none"> i. Plan governor training for the remainder of the Autumn and Spring 2024 terms. Use the self-evaluation tools as a guide to plan training. See Right Choice under ‘Training & Development’ (link: http://rightchoice.wiltshire.gov.uk/P11027) ii. BR suggested that courses are completed more frequently and tailored courses are available depending on the Governors role. This will allow for a training log and skills audit to be completed by the end of the year b) Monitoring plan review <ul style="list-style-type: none"> i. BR explained the monitoring plan, its purpose, how it is used and how it links with the school development plan. She noted it is RAG rated and each Governor is responsible to updating their areas e.g. to record meetings with TT, school walk arounds, pupil voice c) Agree programme of governor visits (best practice) <ul style="list-style-type: none"> i. It was agreed that the Governors will visit the Subject Lead in school, look at the action plan and feedback to the Governing 	All		Monitoring Plan link to be circulated	BR to circulate a list of courses

<p>Body. This will help reduce teacher workload and enhance Governor knowledge. Teacher and GB commitments were taken into consideration, so the following key areas will be focused on: Maths, English, RE, Geography. TT will support release of teachers and provide information where there are no subject leads. TT will meet with ASJW and will also meet with NA. BF agreed to take on RE.</p> <p>Link to Vision – Learning & Achieving Together</p>				<p>ASJW to meet with TT TT also to meet with NA</p>
	<p>AOB:</p> <ol style="list-style-type: none"> 1. BR thanked AB for all his work whilst a Governor 2. TT requested approval of a quote from SBM for the reception class. SBM happy that the cost (approx £■■) will be covered by the capital budget. TT noted that some items had not been included in the quote e.g. sandpit unit and cover, but this shouldn't exceed £■■. The Governors approved. 3. BR thanked everyone for all their work. 			
	<p>Start time. 5.49pm</p>	<p>Finish Time. 7.56pm</p>	<p>Date and time of next meeting 31/1/24 at 5.45pm</p>	