


**SHERSTON PRIMARY SCHOOL GOVERNING BODY**

**MINUTES OF MEETING OF THE FGB on 27.9.23 at 5.50pm**

<b>29-11-2023</b>	
<b>Date approved</b>	<b>Signed</b>

**IN ATTENDANCE:**

Tommy Towers (TT), Becky Fisher (BF), Belinda Robinson (BR), Linda Sheppard (LS), Alex St John Wright (ASJW), Martin Smith (MS), Mike Ward (MW), Nicola Atwell (NA), Ben Warnes (BW), Emel Lansdell (Notes)

**APOLOGIES:** Dominic Koole (DK), Adam Beaumont (AB)

**NOTES:** BF and MS left at 6.30pm

<b><u>AGENDA ITEM</u></b>	<b><u>WHO</u></b>	<b><u>PURPOSE</u></b>	<b><u>CIRCULATED DOCUMENTS</u></b>	<b><u>ACTION POINTS</u></b>
<b>1. Welcome, apologies, elections</b> a) Apologies from DK and AB b) Election of Chair and Vice Chair and membership of GB i. Nomination from BR as Chair (elected by MS and seconded by BF) ii. BR passed on DK's nomination for Vice Chair in his absence (elected by BF and seconded by MW) c) Termination of Associate Governor role (James Harmer)	EL	To elect a Chair and Vice Chair for 23/24		

i. This was agreed by all.				
<b>2. Governors Code of Conduct, Declaration of Interest and update Register of Pecuniary Interests</b> a) State if any to be aware of this meeting a. None to declare  b) To update documentation a. Forms were issued during the meeting.	BR	To ensure there is no conflict of interest and update the register, remind Governors and sign		
<b>3. Minutes and matters arising from last meeting</b> a) Last FGB minutes i. BR reviewed Scheme of Delegation/Standing Orders in Sept ii. Parents Forum in progress iii. Lockdown Policy – move to next meeting iv. Parent Governor elections took place in July– Ben Warnes elected v. MW reviewing audit manual to check what is included and what needs to be completed vi. Hold a separate meeting to discuss effectiveness of Governing Body over the last year in T2	BR	Agree minutes	Minutes circulated	Lockdown Policy to be reviewed in next meeting
<b>4. Review of CMTs, panel structure and Terms of Reference</b> a) Review of CMTs & panel structure: <ul style="list-style-type: none"> <li>• T&amp;L, F&amp;P (T&amp;L meetings currently incorporated in FGB)</li> <li>• Review TOR (Terms of Reference)</li> <li>• CMT membership &amp; chairperson</li> <li>• Agreed meetings cycle</li> <li>• Pay Panel</li> </ul>	BR			

<p>Governors agreed to keep the current structure. NA volunteered to take on T&amp;L chair, alongside ASJW</p> <p>b) Allocate link Gobs to:</p> <ul style="list-style-type: none"> <li>• SEND &amp; PP - AB</li> <li>• Sports Premium - BR</li> <li>• Safeguarding – BF</li> <li>• GDPR – DK (TBC)</li> <li>• H&amp;S – (TBC)</li> <li>• EYFS – ASJW</li> <li>• Curriculum – different areas: ASJW greater depth of writing</li> <li>• SIAMS Team – AB, TT, BF</li> <li>• PR/Communications - BR</li> <li>• Parent Forum - BF</li> <li>• Academisation – On hold for now</li> <li>• Sustainability – MS</li> </ul>				<p>BR to discuss potential link roles with DK</p>
<p><b>5. HT report</b></p> <p>a) Discussion around school performance and grading – school percentage of children achieving the expected standard is higher than national figure. Focus will be given to greater depth</p> <p>b) TT advised that he wishes there to be greater focus on curriculum. Teachers are not currently paid any additional salary/ have extra time for taking on subject lead roles and they often have multiple subjects. TT looking at ways to improve such as covering PPA time. Also exploring the option of allocating additional PPA time – potentially on a temporary basis (e.g. 1 year)</p> <p>c) BW asked about School Council. TT advised they had decided on the charity the Harvest collection will go to, allowing for seconds to be available for</p>	<p>TT</p>	<p>To update Governors</p>	<p>Report to circulate</p>	<p>Look at budget implications on increasing teacher's hours by 1 hr per week in next F&amp;P meeting</p>

<p>lunchtime meals if pupils are still hungry, as well as exploring why football/ rugby attendance is low and actions to improve this (pupils want less focus on drill and more matches). They also discussed what could be done regarding the closure of the local Doctors surgery.</p>				
<p><b>6. Staffing Matters</b></p> <p>a) Confirm that the Headteacher and at least one governor has undertaken recent training on safer recruitment, either on-line or provided centrally</p> <ul style="list-style-type: none"> <li>i. A number of Governors believe they have completed training incl. TT</li> <li>ii. TT advised that there is no statutory requirement to redo training, but it is recommended</li> </ul> <p>b) Receive confirmation from Headteacher/pay committee that staff performance reviews are in place, salaries have been reviewed and that each teacher has been provided with a pay statement</p> <ul style="list-style-type: none"> <li>i. Staff reviews completed by previous Acting Head in the last AY</li> </ul> <p>c) Review pay, appraisal and capability policies before the autumn appraisal cycle</p> <ul style="list-style-type: none"> <li>i. Pay Panel scheduled for 15.11.23.</li> </ul>				<p>BW to request login to National College</p> <p>BR to liaise with SM (SBM) about who's training is outstanding</p> <p>BR and TT to follow up on this</p>
<p><b>7. PAN</b></p> <p>a) Discussion took place around current and projected future PAN – currently set at 20 but concern that if year groups merge 40 will be too high.</p> <p>b) TT advised that can still accept more pupils than set figure.</p>	TT	To update Governors		TT to ask if PAN can be 15

<p><b>8. Flexi School Arrangement</b></p> <p>a) Currently an arrangement in place. TT to confirm if this can continue in early October. Discussion took place regarding why it is in place as well as usual reasons for this arrangement. Also discussed the impact on children, teaching staff and attendance figures. External advice from different sources also discussed</p> <p>i. ASJW asked if this was raised during the last OFSTED visit but TT confirmed it wasn't.</p>	TT	To review		TT to make decision by Early October and notify relevant persons
<p><b>9. Safeguarding</b></p> <p>a) Read Keeping Children Safe in Education 2023 and ensure mandatory safeguarding training is completed for all governors. Nominate a governor responsible for safeguarding who will report back to FGB</p> <p>i. BF Safeguarding Link</p> <p>b) On-line Internet safety</p> <p>i. Part of safeguarding training through National College</p> <p>ii. Online filtering system appears robust.</p>	BF	To update Governors		TT to liaise with SM (SBM) about filtering and website audit
<p><b>10. Reminder of Vision and Values</b></p> <p>a) Vision was discussed and how it is embedded and theologically rooted</p>	BR and TT	To update Governors		
<p><b>11. T&amp;L</b></p> <p>a) Ensure that equalities are embedded in all policies and frameworks, that equality targets are set and publicised</p> <p>i. Confirmed</p> <p>b) Ensure your school is ready to implement the relations education from September</p>	TT	To approve		

i. Part of PSHE				
<p><b>12. Policy/Records updates</b></p> <p>a) Outstanding policies:</p> <ul style="list-style-type: none"> <li>i. Data protection – pupils</li> <li>ii. Data protection – staff</li> <li>iii. Newly qualified teachers (ECTs)</li> <li>iv. Code of Conduct for safe practice</li> <li>v. School exclusion</li> <li>vi. First aid in schools</li> <li>vii. E-safety Policy and Procedure</li> </ul> <p>b) Policies currently due for review:</p> <ul style="list-style-type: none"> <li>i. Govs Code of Conduct – <i>Governors happy with this</i></li> <li>ii. School complaints</li> <li>iii. Behaviour in schools</li> <li>iv. Behaviour principles written statement</li> <li>v. Governors’ allowances (schemes for paying)</li> <li>vi. Instrument of government</li> <li>vii. Single central record of recruitment and vetting checks (ongoing)</li> <li>viii. Scheme of delegation</li> </ul> <p>BR thanked TT for his work on this</p> <p>BR asked if all policies read and if any questions – none raised</p> <p>BR noted that the Instrument of Government policy is approved by the Diocese and there is no change</p> <p>BR highlighted that some text is missing from current Complaints policy (appendix D)</p>	TT	To review and approve	Policy tracker circulated	TT to add missing text to complaints policy

<p>BR suggested that Governors look over Scheme of Delegation and agree at the next meeting</p> <p>All other policies have been ratified – all Governors agreed.</p>				<p>Governors to look over the scheme of delegation and bring feedback to the next FGB</p>
<p><b>13. School and Governor Priorities for Year</b></p> <p>a) Discuss and agree Governor main priorities for coming year. Work in progress throughout the year, with differing tiers for priorities. Main focus for Governors: Focus:</p> <ul style="list-style-type: none"> <li>• Effectively monitor progress against the SIAP (EYFS, SIAMS, Spelling, Writing at GD, Safeguarding, Embedding vision, Community Links)</li> <li>• Ensure smooth transfer of leadership and support TT in his new role</li> <li>• Plan for the financial stability of the School</li> <li>• Ensure statutory compliance</li> <li>• Engagement with school and wider school community</li> </ul> <p>b) Identify training needs</p> <p>i. Courses available through Right Choice and National College. TT also recommended 'My Governance Handbook.'</p>	<p>All</p>	<p>To discuss</p>		<p>BR to send BW a list of useful courses and arrange an informal meeting with Governors</p>
<p><b>14. Staff wellbeing</b></p> <p>a) LS raised there was lots to do but little time</p>	<p>LS</p>			

<ul style="list-style-type: none"> <li>i. BR asked why and if normal for time of year. LS confirmed but also adjusting to new leadership. Morale is still high</li> <li>ii. TT commented that teachers work late</li> <li>iii. TT also shared plans to have a skip arrive during an inset day to allow for tidying of classrooms to provide a better space/ stimulate the children. Progress has already been made</li> <li>iv. TT is hoping to streamline processes, gain time and reduce workload e.g. not using labels for date/ objectives.</li> </ul>				
	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>1. MW referred to a message he received regarding pupils with parents in the Services being entitled to £335 per child – applications to be made by 5/10/23. TT to liaise with SM (SBM) regarding this</li> <li>2. NA asked if Governors were able to help show support and presence more. TT said that Governors were welcome to come to the school and get involved.</li> </ul>			
	<p><b>Start time.</b> 5.50pm</p>	<p><b>Finish Time.</b> 7.40pm</p>	<p><b>Date and time of next meeting</b> 29/11/23 5.45pm</p>	