




SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB Committee on 9th July at 17.54pm

17th Sept 2025	
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: Tommy Towers (TT), Belinda Robinson (BR), Anna Glassborow (AG), Neil Carpenter (NC), Heather Martin (HM), Martin Smith (MS), Camille Sowersby (CS), Emel Lansdell (Notes)



Apologies: Dominic Koole (DK), Nicola Atwell (NA), Ben Warnes (BW)

Absent: Ben Parkyn (BP)

Notes: Mike Ward (MW) arrived at 17.57pm, Alex St John Wright (ASJW) arrived at 18.16pm, MS left at 19.18

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies	BR			
2. Declaration of interest a. None to declare.	BR	To ensure there is no conflict of interest		
3. Governor updates a. Succession planning: i. BR Chair role ending at the end of Term 6 ii. DK has volunteered to take on the Chair role in the next AY (2025/26) <ul style="list-style-type: none">Some changes to be made to procedures to help manage Chair's workload [REDACTED]FGB to consider if they would like to take on the Vice Chair role in the next AY (2025/26).	BR	To update		

<i>Link to vision, caring and achieving together</i>				
<p>4. Minutes and matters arising from last meeting (14.5.25)</p> <ul style="list-style-type: none"> a. Review actions from the last meeting <ul style="list-style-type: none"> i. EL updated Right Choice and GIAS with AG's revised end of term date ii. BP to feedback outcome of the meeting with previous DPO with TT, and discuss how to communicate requirements. Include in next FGB (17.9.25) iii. CS completed Mental Health and First Aid course. Awaiting confirmation of results iv. BR to look at the Governor skills audit. NC and BR to meet before the end of the year to finalise Governor Training and include in the draft school development plan. Training and the skills audit will be looked at in more detail in at next FGB (17.9.25) <p>TT sent a letter to parents/ carers about the class restructure. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	BR	Agree minutes	Minutes circulated	<p>-BP to feedback outcome of the meeting with previous DPO with TT, and discuss how to communicate requirements in T1 (AY 2025/26)</p> <p>- BR to look at Governor skills audit. NC and BR to meet before the AY end regarding Governor Training. This and the Skills Audit to be reviewed at next FGB (17.9.25)</p>

<p>  vii. AG to rearrange the online audit visit before the end of T6 as the provider cancelled the original date viii. CS had a safeguarding meeting with TT last week, which was positive. CS gave a brief update on her visit. Document shared with FGB ix. TT to modify how the number of safeguarding cases is reported, so it is clear if it is an existing case or not x. Staff reviews will be completed in  2025 xi. Clerk's performance management review to be completed after today's FGB (9.725) xii. Succession planning is in place for Chair's role ending b. Approval of minutes from the last meeting i. FGB approved the minutes from the meeting of 14.5.25. <i>Link to vision, learning, caring and achieving together</i> </p>				<p>-AG to rearrange online audit for T6</p> <p>-TT to modify how the number of safeguarding cases is reported, so it is clear if it is an existing case or not</p>
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<p>5. F&P CMT</p> <ul style="list-style-type: none"> a. F&P meetings took place on 21.5.25 and 25.6.25 <ul style="list-style-type: none"> i. NC provided a summary of meetings and commented on how well the new SBM has done. BP raised numerous questions during budgeting conversations. The budget has now been submitted. ii. Catering/ kitchens was also discussed. iii. TT advised the SBM will take on AG's extra day b. Next F&P dates for AY 2025 – 26 tbc <ul style="list-style-type: none"> i. TT explained the reason for the change in the F&P meeting schedule for the next AY. Meeting dates have been circulated. <p><i>Link to vision, learning, caring and achieving together</i></p>	<p>MW/ NC</p>	<p>To update</p>	<p>Minutes circulated</p>	
<p>6. HT Report</p> <ul style="list-style-type: none"> a. Review unvalidated Key Stage assessment data against expected outcomes b. Update on implementation and impact of the School Improvement Plan/start priorities for coming academic year 	<p>TT</p>	<p>To update</p>	<p>Documents circulated</p>	

FGB reviewed the detailed HT report. TT advised there had been a few changes since the initial document was circulated and noted there had been much interest by prospective parents recently.

TT updated the FGB on recent performance data. It was positive and above the national average. However, writing is an area to focus on and there are plans in place. TT explained factors influencing these results. The FGB and TT thanked the staff for their hard work and achievements.

TT talked through the newly formatted development plan. [REDACTED]

Data for SEF was received yesterday (8.7.25).

- TT thanked NC for his time to help with SIAP
- HM enquired if there was specific funding for the arts/ Sherston Arts Festival. TT explained about funding and planning timescales for this event (T1 for T2).

TT commented there had been much absence this year [REDACTED]. [REDACTED]

TT was thanked for his update.

Link to vision, learning, caring and achieving together

-TT to update SEF

-HM to liaise with EYFS teacher in T1 to plan Arts Festival

<p>7. Policy/ Records Update</p> <p>a. Policies:</p> <ul style="list-style-type: none"> i. H&S policy (incl premises) – this was completed but not shared ahead of the last FGB (14.5.25) ii. Children with Health Needs Who Cannot Attend School iii. Pupil Premium Strategy iv. LAC policy v. SEND policy <ul style="list-style-type: none"> • Report to parents on the policy for children with SEN vi. Behaviour policy vii. FGB approved all the above policies <p>b. Ensure statutory information is presented on the school's website including a report on the impact of the pupil premium on outcomes of disadvantaged pupils and impact and outcomes of sport funding in primary schools</p> <ul style="list-style-type: none"> i. TT to update website with updated policies. <p><i>Link to vision: caring and achieving together</i></p>	TT	To discuss/ approve	Documents circulated	
<p>8. Performance/ Inspections</p> <ul style="list-style-type: none"> a. No inspections b. NC has assisted with SIAP and SCR. <p><i>Link to vision: caring and achieving together</i></p>	TT			-TT to update website with revised policies

<p>9. Ofsted Preparations a. Discussed during this meeting.</p> <p><i>Link to vision: caring and achieving together</i></p>	NC			
<p>10.T&L</p> <p>a. Reports from governors visiting the school</p> <p>i. CS safeguarding visit report was shared and discussed today (9.7.25)</p> <p>ii. BW in today for H&S visit (9.7.25). BW had a detailed walk through with the SBM</p> <p>iii. ASJW to meet with TT in T1</p> <p>b. Review impact of the pupil premium</p> <p>i. Document was shared with FGB</p> <p>c. Review the impact of Sports Premium</p> <p>i. Publish details of how you spend your PE and sport premium funding by the end of the summer term</p> <ul style="list-style-type: none"> • Document was shared with FGB. <p><i>Link to vision: learning, caring and achieving together</i></p>	ASJW	To update	Documents circulated	
<p>11.Safeguarding</p> <p>a. Discussed earlier this meeting (9.7.25)</p>	CS/TT	To update		

<p>12. Staffing matters</p> <ul style="list-style-type: none"> a. Staff well-being update <ul style="list-style-type: none"> i. As the end of term is approaching, staff are feeling tired ii. Issue with lighting affecting teachers [REDACTED] TT advised specialist school lighting is used and what action is being taken to resolve, so that children are not impacted. <p><i>Link to vision: caring and achieving together</i></p>	AG/ TT	To update		
<p>13. Governor's Evaluation/ Monitoring</p> <ul style="list-style-type: none"> a. Evaluate the effectiveness of the governing board over the past year <ul style="list-style-type: none"> i. This was discussed and NC shared his experience having joined part way through the AY. ii. The FGB felt it was in a good place, with knowledgeable Governors, everyone taking ownership of their roles and challenging appropriately iii. TT commented on the value of Governor visits and staff notice Governor involvement iv. The need to explore more about what Governors want to do was 	BR/NC	To update	Monitoring Plan link circulated	

<p>highlighted [REDACTED]</p> <ul style="list-style-type: none"> v. BR asked TT about the impact of F&P timetable changes on TT. TT advised the new format allows the best fit of availability of the Committee b. Prepare annual statement on GB effectiveness over the past year <ul style="list-style-type: none"> i. BR will prepare for the end of term c. Review composition of the GB for the coming academic year <ul style="list-style-type: none"> i. Discussed during the meeting d. Review GB Skills Audit <ul style="list-style-type: none"> i. Discussed during the meeting e. Agree dates of full governing board and committee meetings for the year and agree any standing invitations to any non-governors e.g. deputy head teachers <ul style="list-style-type: none"> i. New dates shared with FGB f. Monitoring plan <ul style="list-style-type: none"> i. Ongoing. <p><i>Link to vision: caring and achieving together</i></p>					<p>-BR will prepare annual statement on GB effectiveness for the end of term</p>
	<p>AOB</p> <ul style="list-style-type: none"> -TT to book in dates with CS, ASJW and HM for the next AY at the end of this meeting -NC to speak to SIA about HTPM and arrange a date for early next AY 				
	<p>Start time. 17.54pm</p>	<p>Finish Time. 19.19pm</p>	<p>Date and time of next meeting AY 2025/2026 – 17.9.25</p>		