




SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 14th May 2025 at 5.50pm

9.7.2025	
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), Dominic Koole (DK), Alex St John Wright (ASJW), Anna Glassborow (AG), Neil Carpenter (NC), Ben Warnes (BW), Ben Parkyn (BP), Martin Smith (MS), Camille Sowersby (CS), Emel Lansdell (Notes)

Apologies: Mike Ward (MW), Heather Martin (HM), Nicola Atwell (NA)

Notes: BR arrived at 6.32pm, MS left at 6.48pm

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies a. Apologies from MW, HM, NA	DK			
2. Declaration of interest a. None to declare	DK	To ensure there is no conflict of interest		
3. Governor updates a. AG 1 year term ending 31/8/25 i. AG has agreed to continue this role for another year	DK/ TT	To update		-EL to update Right Choice and GIAS
4. Minutes and matters arising from last meeting (26.3.25) a. Review actions from the last meeting i. BP and MS have completed Safeguarding training for	DK	Agree minutes	Minutes Circulated	

<p>Governors and sent certificates to EL</p> <ul style="list-style-type: none"> ii. BP had handover with previous DPO. Data has been gathered, but further discussion is required about how to look after it iii. CS's Mental Health and First Aid training is in progress. DK thanked CS to undertaking this as it is a long course iv. NC is discussing 360° review questions and Governor training with BR. To avoid producing multiple plans, NC suggested formalising this area in the leadership section of the draft school development plan and reviewing in T1 (AY 2025/6). The FGB agreed with this proposal v. Governors are updating the Monitoring Plan vi. BR signed the SFVS vii. DM and TT added comments to SIAP to show evidence and impact 				<ul style="list-style-type: none"> -BP to feedback outcome of the meeting with previous DPO with TT and discuss how to communicate requirements - CS to complete Mental Health and First Aid course -NC and BR to finalise Governor Training and include in the draft school development plan. Training will be looked at in more detail in T1 (AY 2025/26)
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<p>viii. TT has arranged to visit another school to see how they mix year groups</p> <p>ix. TT sent a letter to parents about a possible future class restructure, which referenced the Leadership team and Governors' involvement in decision making. A follow up will be sent after the May half term once the outcome is known</p> <ul style="list-style-type: none"> • MS enquired how classes will be determined and highlighted that parents may have concerns. TT explained it would be based on numerous factors including class dynamics, learning and friendship groups • AG and TT updated the FGB on recent/ planned tours and the expected additional pupils who will be joining before the end of the AY <p>x. TT amended dates on the Equality Information and Objectives policy</p> <p>xi. TT discussed completing spellings homework during WAC with</p>				<p>-TT to send parents a follow up letter about a possible restructure, after the May half term break</p>
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<p>WAC. TT noted that screens have been removed during WAC to assist with this</p> <ul style="list-style-type: none"> xii. Governors Review to be discussed later this meeting <ul style="list-style-type: none"> b. Approval of minutes from the last meeting <ul style="list-style-type: none"> i. FGB approved the minutes from the meeting of 26.3.25. <p><i>Link to vision, learning, caring and achieving together</i></p>				
<ul style="list-style-type: none"> 5. Next F&P CMT meeting on 21.5.25 <ul style="list-style-type: none"> a. Next year's budget to be approved by 30th June b. 3-year budget forecast return to be approved by 30th July <p>DK asked TT what the plan was regarding the budget. TT noted it was Year End Close tomorrow (15.5.25) which will provide the Carry Forward figure.</p> <p>TT also updated the FGB on the new SBM appointment (CD). CD has been coming into the school to assist with this, but officially starts after the May half term break. AG and TT have been working through costings. The budget is a priority and should be completed quickly. TT touched on the additional income that has been secured for a pupil with SEND [REDACTED]. It was also mentioned that this</p>	DK	To update	Minutes to be circulated following F&P meeting (21.5.25)	

same figure was expected for another pupil with SEND who attends an alternative provision. [REDACTED]

- NC asked about timescales of meetings and being able to approve the budget:
- Deadline to approve the 2025/26 budget is 30.6.25
 - F&P meetings on 21.5.25 and 11.6.25
 - FGB meeting on 9.7.25.

The FGB noted that they would be happy for the F&P Committee to sign this off, but the meeting would need to be quorate.

DK asked if TT was happy with the new SBM appointment. TT confirmed he was. NC and TT noted that all candidates for the role were good. TT thanked NC for his assistance.

DK enquired about timings around communication for staff on contracts which are due to terminate at the end of the AY and a deadline of May to make decisions. TT has spoken to the staff concerned.

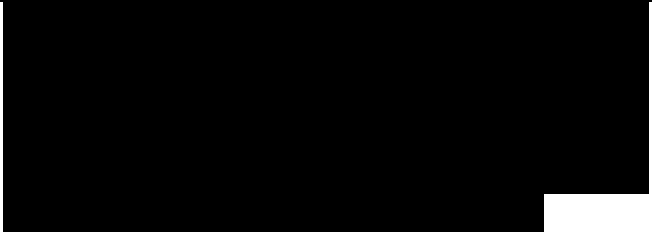
<p>DK asked if there were any other financial matters to raise. TT mentioned that AG was no longer working on Mondays. This vacancy is being advertised, but consideration will be taken on how best to make the crossover as seamless as possible.</p> <p>BP asked about the outcome of the catering contract. TT confirmed that a new contract with Edwards and Ward has been negotiated, and subsidies have been reduced.</p> <p>MS asked about absenteeism. TT informed the FGB that agency staff had been used.</p> <p><i>Link to vision, learning, caring and achieving together</i></p>				
<p>6. HT Report</p> <ul style="list-style-type: none"> a. Review attendance and exclusions data <ul style="list-style-type: none"> i. DK commented on the positive attendance rate b. Review admissions/school leavers <ul style="list-style-type: none"> i. This was discussed c. Teaching and learning report and pupil progress <ul style="list-style-type: none"> i. TT provided context around the Year 6 data where writing is showing as a weakness. TT has raised concerns with the Yr 6 	TT	To update	Document circulated	

<p>teacher as pupils who were showing as working at standard are now showing as working below, following a recent LA writing moderation session. Steps to address this were detailed in the HT report. NC asked who moderates. TT confirmed this was the LA</p> <p>ii. ASJW asked if he could be sent an exemplar and would provide assistance if needed</p> <p>d. Ofsted update</p> <p>i. This is covered in the report and was touched on throughout the meeting</p> <p>ii. The SIA came in yesterday (13.5.25) and the SEF was reviewed</p> <ul style="list-style-type: none"> • DK asked how much of the SEF had been communicated with staff. TT advised he would update them at tomorrow's meeting (15.5.25). <p>A thorough HT report was provided with key points highlighted. Additional performance data was provided in a separate PPMs document.</p>				<p>-TT to send exemplar to AJSW</p>
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TT noted that the number of incidents of unkind behaviour reduced from 19 to 4 in term 4, showing the positive impact of the steps taken to address the matter.

TT noted that reception intake for AY 2025/26 was down to around 19, which is still higher than the projected 15. This is due to pupils now going to attend private school. [REDACTED]

TT also highlighted sickness figures and that agency was being used, especially if a long period of absenteeism was expected. This is to manage the workload and staff welfare. [REDACTED]

 <i>Link to vision, learning, caring and achieving together</i>				
<p>7. Policy/ Records Update</p> <p>a. Policies:</p> <p>i. Appraisal Policy</p> <ul style="list-style-type: none"> • Health & Safety Policy (including Premises Management Documents) • BP asked about the performance review element of the policy. TT updated the FGB on why this was included <p>ii. EYFS Policy</p> <p>iii. Staff Capability</p> <p>iv. Staff Behaviour & Code of Conduct Policy (includes <i>Staff Discipline, Conduct & Grievance Procedures</i> and the <i>Statement of Procedures for Dealing with Allegations Against Staff</i>)</p> <p>v. Receive confirmation that employment policies are in place</p>	TT	To discuss/ approve		

<p>vi. FGB approved all the above policies</p> <p>b. Website</p> <p>i. Ensure website is up to date and includes statutory items, including governance information</p> <ul style="list-style-type: none"> • TT and AG confirmed that this was up to date. An online safety page for parents is also included • They also noted that an online audit was due soon, but date the is to be checked. <p><i>Link to vision: caring and achieving together</i></p>				<p>-AG to check the date of the online audit</p>
<p>8. Performance/ Inspections</p> <p>a. Review school self-evaluation judgements</p> <p>i. This was referred to earlier in the meeting</p> <p>ii. TT explained the ratings for each area and there was an in-depth conversation about whether the school grades, particularly for areas marked at “at least grade 2,” (Quality of Education, Personal Development and Early Years) ought to be changed. The FGB agreed to keep it at the SIA’s and SLT’s recommendation</p>	<p>TT</p>	<p>To update</p>		

<p>iii. TT also mentioned that the LA Safeguarding Audit was completed last term.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>9. Ofsted Preparations</p> <p>a. NC has been working with AG and TT on the SCR. TT thanked NC for his help</p> <p>b. NC advised Governors on key documents to be familiar with and where they are located.</p> <p><i>Link to vision: caring and achieving together</i></p>	NC	To update		
<p>10. Safeguarding</p> <p>a. No visit currently planned but will be booked in next term</p> <p>b. CS asked whether the one referral to the LA was an existing referral. TT confirmed it was, but it also highlighted that the report needs to be modified to make this clearer</p> <p>c. Safeguarding report analysis is complete</p> <p>d. TT mentioned that staff meetings include a safeguarding quiz</p> <p>e. TT also informed the FGB that children were following the coloured lanyard</p>	DK/CS/ TT	To update		<p>-CS to arrange a safeguarding meeting with TT and DK</p> <p>-TT to modify how to report number of safeguarding cases, so it is clear if it is an existing case or not</p>

<p>process, so they all knew who they could approach/ engage with/ report presence of. This has been working well</p> <p>f. AG has been digitising records as part of the SCR review.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>11. Staffing matters</p> <p>a. Staff well-being update</p> <p>i. A survey was not done this time as it is quite soon after the last meeting. It will be done again in term 6.</p> <p>ii. [REDACTED]</p> <p>iii. DK asked how morale was with high levels of sickness. TT replied that supply teachers have been used so existing staff weren't negatively impacted. The Year 6 part time teacher has also helped out</p> <p>iv. [REDACTED] informed the FGB that during recent learning walks, EYFS did really well and this success was celebrated. [REDACTED]</p>	AG/ TT	To update		

<p>[REDACTED]</p> <ul style="list-style-type: none"> v. TT reminds staff about the bigger picture, in that they are all part of a team vi. TT believes the new SBM appointment will positive vii. Staff welfare week takes place the week after half term. TT also talked about encouraging all staff to make sure they leave early one day each week <ul style="list-style-type: none"> b. Ensure teaching staff have interim performance reviews/review appraisal policy <ul style="list-style-type: none"> i. This will take place either at the end of term 6 or in September c. Clerks' Performance Management or mid-year review depending on appraisal cycle <ul style="list-style-type: none"> i. Plan to do this prior to the next FGB (9.7.25) d. Ensure budget and programme for staff development and training is being implemented effectively <ul style="list-style-type: none"> i. Budget is not set yet but plan to continue with the National College for training ii. TT also highlighted that some training could be undertaken by 				<ul style="list-style-type: none"> -Staff to have interim performance reviews in T6 or Sept -Clerks performance management review to be done before next FGB (9.7.25)
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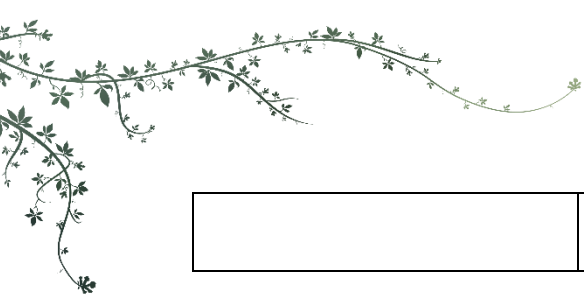
<p>one member of staff and then shared with the wider team</p> <p>e. Consider staffing adjustments for next academic year in the light of pupils' needs</p> <p>i. Recruiting for a 1:1 TA</p> <p>[REDACTED]</p> <p>f. Review impact of support staff deployment and interventions with pupils</p> <p>i. Discussed earlier in the meeting and is included in the HT report.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>12. Governor's review</p> <p>a. Monitoring plan</p> <p>i. Governors are updating this with what they have been doing</p> <p>b. Governor skills audit</p> <p>i. BR explained that this was an annual self-assessment check which helps to identify that the right skills are in the right place and ensures that Governor's feel</p>	BR	To update	Monitoring Plan link circulated	-Review Governor skills audit prior to the next FGB (9.7.25)



<p>equipped for their role. It can also identify any training needs</p> <ul style="list-style-type: none"> c. Receive feedback from governor training <ul style="list-style-type: none"> i. There was some discussion around the new cyber security training that needs to be completed. Comments were raised around how knowledge wasn't tested and how equipped Governors felt after completing the course. There were also feedback about certificates not being populated with an individual's name ii. School staff are still to complete this training d. Succession planning <ul style="list-style-type: none"> i. The next FGB will be BR's last one. She explained her situation and assured the Committee that she would be there to support as long as she is needed and would like to remain involved with the school. There was an in-depth discussion around how to move forwards ii. The second Foundation Governor role remains outstanding 				<p>TT, BR and DK to meet about</p>
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<p>iii. TT, BR and DK to catch up regarding this</p> <p>iv. DK thanked BR for all her service over the years</p> <p>e. Governor visit updates</p> <p>i. BP visited to look at sports</p> <ul style="list-style-type: none"> • He said that it was looking good. He spoke to lots of children who were keen to talk about what they like • A volleyball lesson was taking place which he saw, but didn't observe • There was a discussion about data for participation. This flagged that a key reason why numbers were low for KS2 is due to clubs outside of school. Girls involvement could be an area to look at <p>ii. NC has been into look at SCR, recruitment and SATs processes.</p> <p><i>Link to vision, learning, caring and achieving together</i></p>				<p>succession planning</p>
	<p>AOB Everyone was thanked for their work and DK was also thanked for chairing the meeting.</p>			
	<p>Start time.</p>	<p>Finish Time.</p>	<p>Date and time of next meeting</p>	



	5.50pm	7.35pm	9/7/2025 at 5.45pm
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Appendix 1 - Ongoing action points from FGB Meetings

Date Action Raised	Action	Date Action Reviewed	Comment
T2 (4.12.24)	BR to send Skills Audit to FGB	T5 (14.5.25)	Review to be carried out ahead of T6 FGB (9.7.25) Review in the spring
T2 (4.12.24)	AG and SM to do an audit and digitise personal documentation (link to Single Central Record)	T5 (14.5.25) T3 (5.2.25)	AG, NC and TT have been reviewing the SCR weekly and digitising documentation Ongoing