



SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB Committee on 26th March 2025 at 17.46pm

14-05-25	
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), Nicola Atwell (NA), Anna Glassborow (AG), Heather Martin (HM), Neil Carpenter (NC), Ben Warnes (BW), Ben Parkyn (BP), Camille Sowersby (CS), Martin Smith (MS), Emel Lansdell (Notes)

Apologies: Mike Ward (MW), Alex St John Wright (ASJW)

Notes: NA arrived at 17.55pm, BW arrived at 18.07pm, MS left at 18.36pm, DK left at 19.31pm

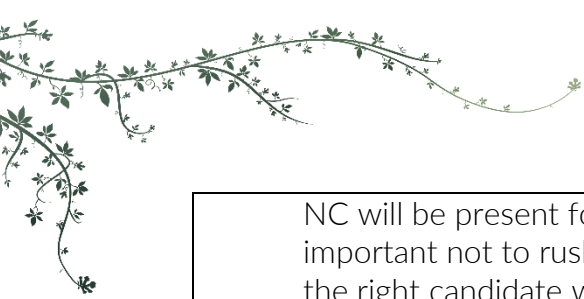
Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies	BR			
2. Declaration of interest a. None to report	BR	To ensure there is no conflict of interest		
3. Governor updates a. None to report	BR	To update		
4. Minutes and matters arising from last meeting (5.2.25) a. Review actions from the last meeting i. All governors are up to date with safeguarding training. Associate Governor, MS, to send certificate once course is complete. ii. TT sent SIAP and SEF documents to NC iii. BR sent BP previous DPO's contact details. BP in the process of arranging a handover meeting and will look into DPO training	BR	Agree minutes	Minutes Circulated	-MS complete Safeguarding training. BP and MS to send certificates to EL -BP to have handover with previous DPO and enquire about DPO

<ul style="list-style-type: none"> iv. NC looked at NGA evaluation and it was included in the training session. Decisions can be made about how to evaluate and use this next year v. CS to redo Mental Health and First Aid course. She was directed to NC to complete this vi. BP and TT to meet on 31.3.25 regarding sports premium visit vii. TT linking SEND/ PP to tracker to progress interventions. TT had a discussion with the SENDCo about monitoring interventions. TT also explained that the SEND tracker for Maths had been revised to make it more user friendly and to see more visible progress viii. TT amended dates on Accessibility Plan policy ix. DK, CS and TT discussed the Accessibility Plan during their meeting and linked it to the development plan x. Governor review meeting for Governors took place on 5.3.25. NC directed Governors to view the notes on SharePoint. BR checked all Governors had access 				<p>training with them/ via NC</p> <p>-CS to complete Mental Health and First Aid course</p>
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<p>to Share Point – FGB confirmed they had</p> <ul style="list-style-type: none"> xi. NC to look at 360° review questions with BR and TT. This is in progress xii. NC looking at a training log for Governor training needs xiii. HT mid-year performance review has taken place xiv. Governors have been updating the monitoring plan but noted that there were gaps in the Curriculum section. BR to discuss with NA and ASJW <p>b. Approval of minutes from the last meeting</p> <ul style="list-style-type: none"> i. FGB approved the minutes from the meeting of 5.2.25. <p><i>Link to vision: learning, caring and achieving together</i></p>				<p>-NC to continue looking at 360° review questions with BR and TT</p> <p>-NC looking to update on Governor training at the next FGB (14.5.25)</p> <p>-Governors to continue to update the monitoring plan. BR to discuss this with NA and ASJW</p>
<p>5. Key updates from F&P Committee Meeting (19.3.25)</p> <ul style="list-style-type: none"> a. Budget update 2025/26 <ul style="list-style-type: none"> i. TT gave an update on the last F&P meeting, including the different nature of the meeting due to the recent resignation of the SBM, detailing the support available and the need to determine priorities 	TT	To update	Minutes Circulated	

<ul style="list-style-type: none"> ii. Two meetings have been arranged in April with MW and TT to look at the budget. AG will also attend the second one iii. Still awaiting confirmation of some figures from the DfE <p>b. School Financial Value Standard (SFVS)</p> <ul style="list-style-type: none"> i. Query around question 23. TT commented that the LA have reviewed the document and advised to submit. FGB approved. BR to sign ready for submission before 31.3.25 <p>No major update on H&S/ Premises other than some bigger work being conducted in the summer to the heating and lighting.</p> <p>Benchmarking was reviewed. No major concerns. A few areas with regards to admin support staff spend were highlighted in amber. MW will investigate further as there is a possible element of mis-categorisation.</p> <p><i>Link to vision: learning, caring and achieving together</i></p>				-BR to sign SFVS
<p>6. HT Report</p> <ul style="list-style-type: none"> a. Ofsted update <ul style="list-style-type: none"> i. TT thanked everyone for attending the Governors Ofsted Preparation meeting 	TT	To update	Document to be circulated	

<p>ii. TT talked through the Ofsted preparations taking place in school, including the SLT agreeing the following areas of focus: Phonics/ Reading, Geography and Attendance. TT, NC and AG are also reviewing the SCR weekly. Further steps were also referenced from the HT report</p> <p>b. Review records of bullying, discriminatory and prejudicial behaviour</p> <p> i. None to report</p> <p>c. Performance (SIP)</p> <p> i. Receive progress report on School Improvement Plan priorities and consider implications</p> <ul style="list-style-type: none"> • The SIAP has been reviewed mid-year and demonstrates good progress to whole school targets <p>TT provided a very detailed HT report and discussed the key points. TT also advised the FGB of changes that had happened since the report was issued, including an update on SBM recruitment following SMs recent resignation. Interviews will take place on 28/4 and TT welcomed support from Governors. MW and</p>				<p>DM and TT to add comments to SIAP to show evidence and impact</p>
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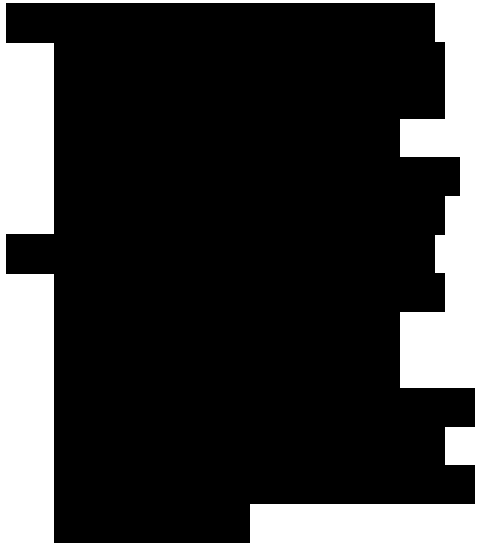


<p>NC will be present for this. DK noted it was important not to rush recruitment, to ensure the right candidate was selected.</p> <p>TT also updated the FGB on changes to AGs working pattern and the plans in place around this. TT stressed the importance of minimising the risk of crossover.</p> <p>Additional finance support has been provided from reaching out to the HT cluster, which has been very useful.</p> <p>Staff insurance has also been looked into.</p> <p>DK enquired about the purpose of the LA visit regarding WAC. TT advised it was to review income and capital spending to ensure that funds were being used well and they were confident that it was a service which could grow. The LA were happy with the visit and have suggested a few areas of improvement, including how to increase numbers on Fridays.</p> <p>TT updated FGB on a student who has recently come off role. DK enquired if there was anything further that could be done but the LA assured TT that there isn't. TT meeting with Educational Welfare tomorrow (27.3.25). A recent behaviour review highlighted incidents of unkind actions between children taking place</p>				
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outside. This has been addressed with staff, outside resources were reviewed and £600 has been spent upgrading them. A new daily program has been introduced and has had a very positive impact.

There was also a conversation about the budget, projected intake and future class structure.



- How classes would be chosen was also raised. TT highlighted factors such as the importance of keeping friendship groups, class dynamics, resilience and where a child is at with their learning
- TT is due to visit another school to see how they mix year groups. The

<p>need for involvement of parents and the community was also expressed</p> <ul style="list-style-type: none"> • TT will issue a letter to parents with a drop in option after half term, to explain the possible need to change class structure in the future. <p>TT also commented that staff sickness was ongoing.</p> <p><i>Link to vision: learning, caring and achieving together</i></p>				<p>-TT to visit another school to see how they mix year groups</p> <p>- TT will issue a letter to parents with a drop in option, after half term, regarding possible class structure changes</p>
<p>7. Policy/ Records Update</p> <p>a. Policies for March Review:</p> <ol style="list-style-type: none"> Supporting Pupils with Medical Conditions (aka Administering Medication Policy) Equality Information & Objectives <ul style="list-style-type: none"> • TT to amend dates on Equality Information & Objectives policy PSHE/RSE Policy <p>b. FGB approved all three policies.</p> <p><i>Link to vision: caring and achieving together</i></p>	TT	To discuss/ approve		<p>TT to amend dates on Equality Information & Objectives policy</p>

<p>8. T&L</p> <ul style="list-style-type: none"> a. Receive reports from curriculum leaders <ul style="list-style-type: none"> i. NA and ASJW have recently had a visit with TT ii. NA discussed her visit and remarked on the enthusiasm of the children, who were keen to tell her what happens in class and responded positively to her questions. She commented that their enjoyment came through in their written work iii. HM also briefed the FGB on her visit to EYFS and noted the improvements since the last visit. She observed a lot of enthusiasm when a story was read and noted the links that were made about un/healthy foods and life cycles. TT and HM praised the EYFS teacher and highlighted their greater involvement/ being a team player e.g. with the impressive art exhibition b. Receive report on the quality of teaching <ul style="list-style-type: none"> i. Covered in HT report c. Review the provision and impact of curriculum and extended services 	<p>NA/ TT</p>	<p>To update</p>		

<ul style="list-style-type: none"> i. Links to recent Governor visits d. Evaluate how well the school works to meet the needs of the local community and promotes Community Cohesion and British values <ul style="list-style-type: none"> i. This is done well. <p><i>Link to vision: learning, caring and achieving together</i></p>				
<p>9. Ofsted Preparations</p> <ul style="list-style-type: none"> a. This was a very successful meeting with Governors and TT b. Preparations are on track c. TT is updating SIAP <p><i>Link to vision: caring and achieving together</i></p>	NC	To update		
<p>10. Safeguarding</p> <ul style="list-style-type: none"> a. CS advised that there were no new incidents b. CS commented on the school also having its own internal log and TT being able to talk through each incident. They are being logged in the correct way and it explains how incidents are being dealt with c. TT confirmed the Wiltshire Safeguarding Audit was completed in January 2025 d. TT praised AG for a great job in reviewing SCR and also thanked NC for his support with this 	CS/ TT	To update		

<p>e. The LA conducted a safeguarding check and were impressed during their visit, especially with the SCR. They were impressed with the systems in place in terms of monitoring and analysing safeguarding and the follow up actions.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>11. Staffing matters</p> <p>a. Update on staff well-being</p> <p>i. AG shared an update on feedback on wellbeing from staff, all of which was submitted anonymously online. There was some very positive feedback but some comments regarding low morale. This is despite TT working hard in this area e.g. implementing staff welfare weeks and supporting staff when they are experiencing difficult personal situations</p> <p>ii. Key themes include staff illness, a timetabling clash of big events running in the same week and the impact from behaviour of a child. TT provided the FGB with context for each of these areas and steps he has/ is taking to address them</p>	LS/ TT	To update		





<ul style="list-style-type: none"> iii. TT will always try to resolve any issues if he is made aware of them. The anonymity of the feedback makes it difficult to be able to address some concerns iv. It was suggested that a revised template will be produced going forwards to provide more informative feedback and also to allow opportunities to focus on what has been going well. BW suggested implementing a tracker to monitor wellbeing. It was recognised that additional work did not want to be created for staff, but it is important to receive honest responses around wellbeing, and give the option of anonymity. It was suggested that some time was allocated at the end of a meeting to complete this v. The FGB recognise that it has been a challenging time for staff b. Review work/life balance of staff <ul style="list-style-type: none"> i. Linked with above c. Receive confirmation that the Performance Management review of the Headteacher has been undertaken by performance management governors and External Adviser <ul style="list-style-type: none"> i. This has been done. 				
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<i>Link to vision: learning, caring and achieving together</i>				
<p>12. Parents Questionnaire</p> <ul style="list-style-type: none"> a. The results of this were shared. Feedback was very positive for all questions. b. Catering was discussed and the different preferences of individuals are trying to be balanced. AG commented that meal uptake was higher than last year c. NC commented that there was a lot of positivity around flexibility and WAC d. There were differing opinions around communications being too much and too little. A balance is trying to be achieved e. TT has already implemented an adjustment to Tapestry setting which allows parents to receive notifications f. BR asked how the questionnaire was conducted. TT confirmed this was done online. BR raised the possibility that not everyone would have responded compared to if these were handed out at parents evening. This is something to consider for next time g. TT commented that the anonymity of the results can make it harder to act upon a concern. A suggestion to include the child's year group was made 	TT	To inform		

<p>h. BW suggested having a reminder about why the decision was taken to stop topic homework. TT explained this was in response to parents feeding back the difficulty to fit this in.</p> <p>i. BP asked if spellings homework could be incorporated into WAC. TT replied that it was part of the initial plan for WAC but hasn't been implemented yet. TT to discuss with WAC staff</p> <p>i. BR remarked that the majority of voices were happy and that was a great achievement.</p> <p><i>Link to vision: learning, caring and achieving together</i></p>				<p>TT to discuss completing spellings homework during WAC sessions, with WAC staff</p>
<p>13. Governor's review</p> <p>a. Monitoring plan - ongoing</p> <p>b. Review governor plan/feedback from governor visits (best practice)</p> <p>c. Governor skills audit</p> <p>d. Receive feedback from governor training</p> <p>e. CS to redo Mental Health and First Aid course</p> <p>i. Discussed earlier in meeting</p> <p>Touched on earlier in the meeting, Will review in more detail at the next FGB (14.5.25).</p> <p><i>Link to vision: learning, caring and achieving together</i></p>	BR	To update	Monitoring Plan link circulated	<p>Review the Governors review section next meeting (14.5.25)</p>

<p>14. Website Compliance</p> <ul style="list-style-type: none"> a. Ensure updated Admissions policy is on the website by March <ul style="list-style-type: none"> i. A link is available to this b. Ensure the school has published information to demonstrate how they are complying with the Public Sector Equality Duty and include equalities objectives <ul style="list-style-type: none"> i. This has been done. <p><i>Link to vision: caring and achieving together</i></p>	BR	To update		
	<p>AOB BR and TT thanked everyone for their time and effort.</p>			
	<p>Start time. 17.46pm</p>	<p>Finish Time. 19.59pm</p>	<p>Date and time of next meeting 14/5/25 at 17:45</p>	



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		Review in the spring
T2 (4.12.24)	AG and SM to do an audit and digitise personal documentation (link to Single Central Record)	T3 (5.2.25)	Ongoing