



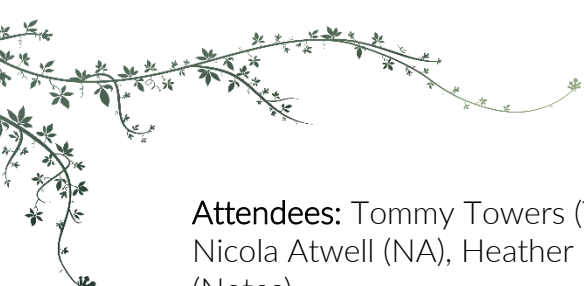


SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB Committee on 5th February 2025 at 17.45

26-03-2025	
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), Nicola Atwell (NA), Heather Martin (HS), Martin Smith (MS), Ben Warnes (BW), Ben Parkyn (BP), Neil Carpenter (NC), Emel Lansdell (Notes)

Apologies: Anna Glassborow (AG), Camille Sowersby (CS), Mike Ward (MW)

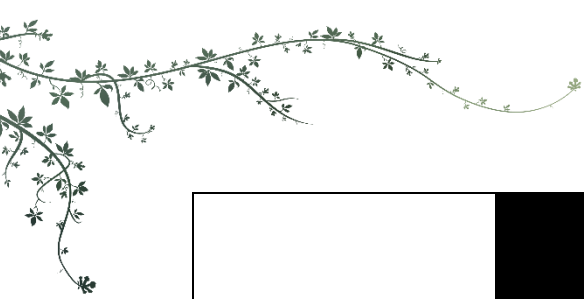
Notes: ASJW arrived at 18.14, BP left at 19.10

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 Terms of Office a. ASJW term ending 28.3.2025 – ASJW agreed to complete another term b. DK term ending 23.5.2025 – DK agreed to complete another term c. Due to personal circumstances BR won't be able to commit as much time to being CoG, but has worked on a plan with MS, NC and TT to ensure the FGB can continue to fully support the school. DK thanked BR for putting so much thought into this d. As there are currently no co-opted vacancies available, BR nominated MS to step down as a co-opted Governor and become an Associate Member. This was seconded by DK e. BR nominated NC to join as a co-opted Governor. This was seconded by TT. <i>Link to vision – learning, caring and achieving together</i>	BR	To update		

<p>4. Minutes and matters arising from last meeting (4.12.24)</p> <ul style="list-style-type: none"> a. ASJW has completed their PI form b. DK has completed safeguarding training. MS and BP to complete Governor specific safeguarding training c. TT advised that Oakford have not yet provided a breakdown of their filtering/ monitoring report. Assurances were made that everything was ok. TT meeting with Oakford next week (w/c 10.2.25) d. TT sent out SIAP and SEF documents e. BR checked that the FGB knew how to access the Monitoring Plan and advised that this needed to be updated as you go along. NA enquired about the level of detail required. BR provided guidance around this f. BP has agreed to take on the DPO role. There was a discussion around whether an external company should conduct an audit. The FGB view is to obtain an understanding of where we are at first. Cost implications versus benefits are also being considered. 	BR	Agree minutes	Minutes Circulated	<p>-MS and BP to complete Governor specific safeguarding training</p> <p>-TT to send SIAP and SEF documents to NC</p> <p>-BR to send previous DPO's contact details to BP, to arrange a handover -BR will arrange for BP to be assigned the DPO email address and the current DPO to be removed -BP to look at DPO training</p>
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<ul style="list-style-type: none"> g. Ofsted section to be discussed during this meeting h. BR sent FGB Ofsted questions i. NC attending today's FGB. 360° feedback to follow j. DK and CS to talk ahead of March's meeting with TT, and update relevant sections of the Gov. Priorities/ Monitoring Plan k. AG is asking for written feedback about pupil behaviour l. AG has let staff know that she and CS are the Wellbeing Governors m. CS to redo her mental health and first aid course n. BR confirmed that Pupil Voice is included in the Monitoring Plan on the Stakeholders list. She also noted the importance to include this during Governor visits o. AG has sought clarity on the rules for keeping ID documentation, including for Agency staff. TT advised that there were weekly meetings with TT, AG and SM to review the SCR p. BR sent a note to staff following on from the last FGB. BR also messaged to congratulate staff following the recent LA visit 				<p>-NC will look at NGA evaluation section and work on this for the next FGB (26.3.25)</p> <p>- CS to redo Mental Health and First Aid course</p>
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<p>q. BP in the process of arranging a meeting with TT about the Sports Premium visit, with possibility for on-site monitoring</p> <p>r. FGB approved the minutes from the meeting of 4.12.24.</p> <p><i>Link to vision: learning and caring together</i></p>				<p>-BP to finalise meeting with TT for sports premium visit</p>
<p>5. Key updates from F&P CMT (29.1.25 – postponed from 22.1.25)</p> <p>a. Budget update</p> <p>[REDACTED]</p> <p>ii. TT has been successful in recruiting new starters, with the possibility of more pupils starting from April</p> <p>iii. TT highlighted that the final number of new pupils for 2025/26 will be confirmed in April. A current view shows that there were 18 applications for Reception, 12 of which were first choices. This does not include out of area pupils</p> <p>[REDACTED]</p>	BR	To update	Minutes Circulated	

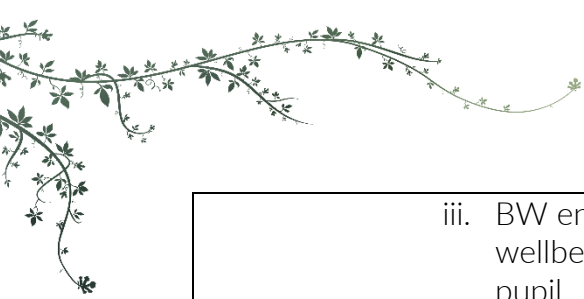


<p>[REDACTED]</p> <p>v. BR also raised the impact of the WAC grant</p> <ul style="list-style-type: none">• Some costs have been linked to this e.g. electricity• Some clubs are run by volunteers for free, with a small charge for running costs• WAC is making an income• The WAC offering is strongly received by new parents <p><i>Link to vision: learning, caring and achieving together</i></p>				
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<p>6. HT Report</p> <p>a. School Performance - Outcomes for Pupils – Initial Assessments</p> <p>i. TT talked through this and the supporting document. Maths boosters have been successful for Y6. Attention is now directed towards writing and boosters in this area are taking place</p> <p>ii. TT explained that there is greater focus on pin pointing where additional work is required, before pupils enter year 6. Year 3 has been identified as needing additional support and measures are being put in place to address this e.g. introducing interventions earlier, reallocating support staff</p> <p>iii. BP commented that there seems to be more pupils who are going back than forwards. TT highlighted that the last assessment was completed at the end of T6. Pupils had 6 weeks off school, were adjusting to new teachers and work was harder in the next year group. TT also noted there was an element of variation in marking across teaching staff, but this is trying to become more streamlined</p>	<p>TT</p>	<p>To update</p>	<p>Document to be circulated</p>	
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<ul style="list-style-type: none"> iv. TT praised the EYFS teacher for creating a new way of capturing data in reception v. TT also informed the FGB about having a separate tracker for SEND/PP pupils to monitor actual progress, instead of pupils often remaining at the same standard (WTE). This provides visibility what stage they are at on a term by term basis. TT has regular meetings with SENDCo and interventions are monitored. The impact is assessed and changes are made if required. ASJW suggested linking the tracker to interventions b. Overview of pupil performance against targets ensuring all pupils (including PP and SEND) are making good progress <ul style="list-style-type: none"> i. As above c. Ensure staff CPD programmes are impacting on professional standards <ul style="list-style-type: none"> i. TT advised that in January, staff were provided with time to focus on subject leadership training. EC has also received her Mentor certificate. ii. CPD information is disseminated through staff meetings by the SENCo 				<p>TT to link SEND/PP progress tracker to interventions</p>
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<p>iii. BW enquired about staff wellbeing with high needs 1:1 pupil. TT provided an update on the situation and how brilliant staff have been. TT also advised on the recent changes with Yr6 teacher joining the pupil one day a week. This is going well. The teacher is completing additional training</p> <p>d. Consider staffing needs and recruitment/redundancy for September</p> <p>i. TT advised that SEN TA's would be required for the next AY. This is being looked at</p> <p>[REDACTED]</p> <p>e. TT also discussed attendance and explained that most absence was due to illnesses or holidays (some for a full week, others were ad hoc occurrences). TT talked through how absenteeism is</p>				
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monitored and the steps which are in place. This includes talking to the parents in person, issuing letters which contain information about fines, as well as issuing penalty notices where applicable. Attendance remains a priority and is tracked, daily, weekly and termly. TT also noted that persistent absences relate to a different set of pupils so actions have been successful. The FGB noted that attendance was still strong at 96.68% for Term 3

- f. BR thanked TT for a very detailed report
- g. BR also raised the feedback from the LA review, which was very positive. BR thanked TT and the team. DK commented that the feedback they received was stronger than the written version and it also complemented the children's behaviour. DK highlighted that they were impressed with reception. TT also gave a mention to OH who has recently taken on Geography and did an exceptional job.

Link to vision: learning, caring and achieving together



<p>7. Policies</p> <p>a. Accessibility Plan</p> <p>i. TT to make a few minor changes to dates:</p> <ul style="list-style-type: none"> • Spring/ Summer 2025, not 2026 • Review date to change to 2027, not 2028 <p>ii. DK, CS and TT to discuss this policy during their meeting and look at how to link to the development plan</p> <p>iii. BR asked about the phrasing “Governing boards should undertake an audit of the extent to which pupils with disabilities can access” the specified areas “on an equal basis with their peers.” TT explained that this text was historical</p> <p>iv. FGB approved this (on the agreement that the changes discussed will be made)</p> <p><i>Link to vision: caring and achieving together</i></p>	TT	To review and agree		<p>TT to amend dates on policy</p> <p>DK, CS and TT to discuss Accessibility Plan during their meeting and link to development plan</p>
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<p>8. Ofsted Preparations & outcomes of LA Supportive Review</p> <ul style="list-style-type: none"> a. FGB agreed it would be useful to have a dedicated meeting about Ofsted, ahead of the next FGB (26.3.25) and benefit from NC's experience. FGB agreed for the additional meeting date to take place on 5.3.25 at 6pm. AJSW has sent his apologies and will be updated afterwards <ul style="list-style-type: none"> i. DK commented that it would be useful to make links with the Development plan. Together the main priorities will be determined b. NC to look at 360° review questions with TT and BR c. The meeting will also highlight training needs – NC will look in to this d. NA asked what will happen when the call comes? TT explained the process. <p><i>Link to vision: caring and achieving together</i></p>	TT/BR	To discuss		<p>-Ofsted prep meeting on 5.3.25 at 6pm</p> <p>-NC to look at 360° review questions with BR and TT</p> <p>-NC to look at Governor training needs</p>
<p>9. T&L</p> <ul style="list-style-type: none"> a. Review the provision and impact of curriculum and extended services b. Evaluate how well the school works to meet the needs of the local community and promotes Community Cohesion and British values 	NA/ ASJW	To update		

<p>T&L curriculum reports will be discussed at the next FGB, due to timings of FGB meetings and those with TT/ teachers. Discussion about performance, curriculum focus and monitoring (including interventions) took place during the HT report section of the meeting.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>10. Safeguarding</p> <ul style="list-style-type: none"> a. No causes for concern b. Meeting taking place in a few weeks time c. [REDACTED] d. TT commented that the culture in the school was good. Staff meetings previously included safeguarding scenarios and now feature KCSIE quizzes. <p><i>Link to vision: learning, caring and achieving together</i></p>	DK/ TT	To update		
<p>11. Staff well-being</p> <ul style="list-style-type: none"> a. Update on staff well-being <ul style="list-style-type: none"> i. TT commented on there being lots of illness making it a difficult term but everyone has been brilliant 	AG/ CS/ TT	To update		

<p>ii. This week (w/c 3.2.25) is staff welfare week. Unfortunately, due to absences, subject teacher time has been lost but TT was impressed with how well staff have handled everything</p> <p>[REDACTED]</p> <p>iv. TT complemented OH on how well she planned Humanities week (w/c 10.2.25) and other teachers feel good that so much thought went into it. It will be a positive end to the term</p> <p>v. TT checked in on all staff about their wellbeing.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>12. Staffing matters</p> <p>a. Confirm timings for mid-year HT Performance Review</p> <p>i. Last year the SIA was present as it was TT's first year at the school. TT confirmed that she did not need to be present for the next one</p> <p>ii. NC, MS and DK will be present for the review as BR may not be able to make it. NC to confirm timings.</p> <p><i>Link to vision: caring and achieving together</i></p>	TT	To inform		NC to confirm timings for mid year HT Performance Review

<p>13. Parents Forum</p> <ul style="list-style-type: none"> a. No further parent's forums since the last one, which went well b. There was a discussion about the new PE kit, with the top being available from Easter c. BR stressed the importance of the uniform policy and uniforms being easily accessible to everyone. <p><i>Link to vision: caring and achieving together</i></p>				
<p>14. Governor's review</p> <ul style="list-style-type: none"> a. Monitoring plan <ul style="list-style-type: none"> i. Progress is being made, but more detail to be added for review at the next FGB (26.3.25) <p><i>Link to vision: learning, caring and achieving together</i></p>	BR	To update	Monitoring Plan link circulated	Governors to update the monitoring plan for the next FGB
	<p>AOB</p> <ul style="list-style-type: none"> - BR asked HM how her recent training went. HM confirmed it went well. - BR and TT thanked everyone for their work, and to NC to for his support. 			
	<p>Start time. 17.45</p>	<p>Finish Time.</p>	<p>Date and time of next meeting 26/3/25 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