




SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 4th December 2024 at 17.47

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| 05-02-2025 |  |
| 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), Alex St John Wright (ASJW), Mike Ward (MW), Dominic Koole (DK), Ben Warnes (BW), Martin Smith (MS), Ben Parkyn (BP), Camille Sowersby (CS), Heather Martin (HS), Emel Lansdell (Notes)

Apologies: Nicola Atwell (NA)

Notes: ASJW and MW arrived at 17.50, MS left at 19:30, CS left at 19:51

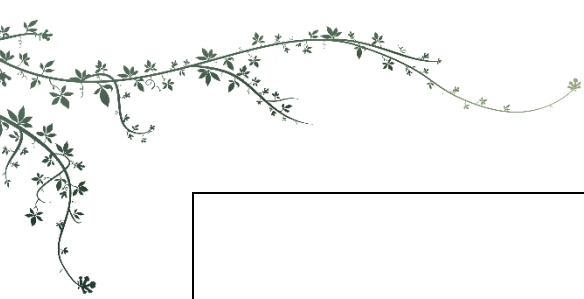
| Agenda Item | Who | Purpose | Circulated Documents | Action Points |
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| Welcome, apologies | BR | | | |
| 1. Declaration of Interest a. None to declare | BR | To ensure there is no conflict of interest | | |
| 2. Minutes and matters arising from last meeting (18.9.24) a. EL to check if ASJW has submitted their Pecuniary Interest Form b. BR has published Business Interests and Meeting Attendance documents on the website c. Governors have received the key dates calendar d. BR to arrange GDPR meeting with TT and DPO – covered in F&P meeting (27.11.24) e. Pay panel members were confirmed and meeting took place f. BR has checked the rules regarding parent Governors on the Pay Panel and | BR | To agree minutes | Minutes circulated | EL to check if ASJW has submitted their PI Form |

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| <p>any overlap between this and the HTPM Panel</p> <ul style="list-style-type: none"> g. It was agreed that a separate Ofsted team would not be created as all Governors need to be involved h. In the HT report, TT has included a running total on attendance for comparison purposes i. Query about suitability of safeguarding training Governors have completed at different settings <ul style="list-style-type: none"> i. TT noted that the safeguarding audit was due by 10.1.25 but wishes to submit this sooner. j. TT spoke to DM (Deputy) about creating an annual check document for filtering/ monitoring <ul style="list-style-type: none"> i. Report available as a supporting document for this meeting ii. TT noted that the meeting support document from Oakford was generic. BR queried if it was Oakford's responsibility to put filtering in place. TT confirmed it was, but a detailed breakdown is required to show what has happened and what action is being taken k. TT has updated the key roles section to the Child Protection and Safeguarding | | | | <p>EL to check with LA if BP, MS and DK's safeguarding training is suitable or if additional training is required</p> <p>DM looking into Oakford's Filtering/ Monitoring report – breakdown required</p> |
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| <p>Policy (to discuss later this meeting – 4.12.24)</p> <ul style="list-style-type: none"> l. NA and ASJW have met with TT, together and separately m. BR sent training details to Governors, updated the FGB email group and added new Governors onto Share Point n. FGB Governors confirmed they all had access to NC o. Pupil Voice to be discussed at this meeting (4.12.24) p. School and Governor Priorities for the year to be discussed at this meeting (4.12.24) q. See appendix 1 for Governor Skills Audit action. <p><i>Link to vision: Caring and Achieving together</i></p> | | | | |
| <p>3. Key updates from F&P CMT (27.11.24 and 16.10.24)</p> <ul style="list-style-type: none"> a. F&P 16.10.24 <ul style="list-style-type: none"> i. GDPR will be covered in this meeting (4.12.24) and also in the last F&P (27.11.24) ii. MW has worked on policies but will review with SM (SBM) upon her return iii. Positive figures for WAC – good attendance for both Early Birds and Fireflies. TT advised that | MW | To update | Minutes circulated | |

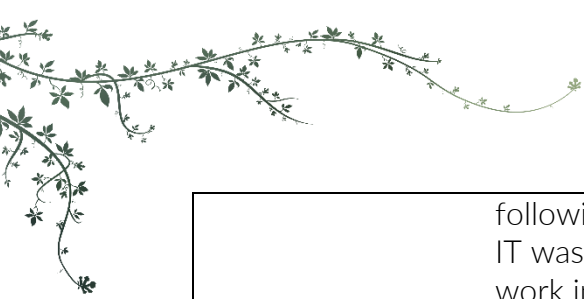
they were ahead of target following the last conversation with SM

- TT updated the FGB on the CSBG grant which was for just shy of £25k. Approx £15k to be spent by March 2026, and approx £10k is for Capital Works
- MW queried if these funds were ringfenced. TT advised that it was being used to fund resources, not staffing costs
- TT informed the FGB that the LA support they recently received during SM's absence was very useful. Both TT and AG were being shown how to complete tasks, but there were some elements of SM's role they were unable to do. TT advised that the support was chargeable, but this had not been communicated until after a second booking was made. There



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| <p>was a discussion about the LA support package that the school was on and whether a different one would be beneficial. TT listed the options and it was agreed that an enhanced package would be suitable. BW asked whether visits could be conducted when the school required them e.g. more in the short term. TT confirmed this was possible</p> <ul style="list-style-type: none"> iv. TT advised there was no change with the catering contract when asked if there was any update v. MW highlighted that many actions from this meeting were for SM, but they had not been done in her absence <p>b. F&P 27.11.24</p> <ul style="list-style-type: none"> i. BW advised the biggest topic during this meeting related to the pay policy and the F&P Committee's recommendation the FGB that the section on Performance Related Pay was removed. It was noted that this was being done nationally, | | | | |
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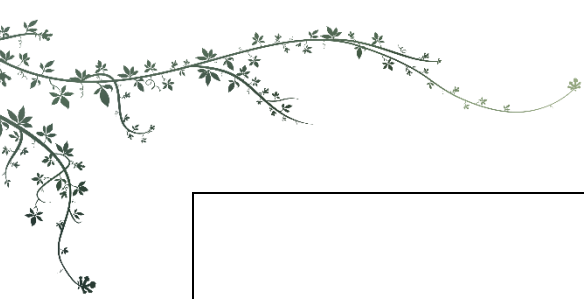




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| <p>following advice from the Unions. IT was explained how this would work in practice</p> <ul style="list-style-type: none"> • BR highlighted the links to the Capability procedure and TT stressed the need to shift the negative view of this policy, and how it would be there to support staff to meet the required standards. BR also stressed the importance of being able to track progress • ASJW also commented on the impact this would have on staff retention • FGB agreed to remove Performance Related Pay from the Pay Policy <p>ii. DK raised the subject of Government support for Breakfast clubs, with pilots starting in April. TT advised that given staff workloads and recent challenges, it would not be appropriate to start from the pilot date and is currently waiting to receive more information.</p> <p><i>Link to vision - Learning, Caring and Achieving together</i></p> | | | | |
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| <p>4. School and Governor Priorities for the year</p> <p>a. Review progress and impact of school improvement priorities to date and agree priorities for coming year</p> <ul style="list-style-type: none"> i. SIAP ii. SEF <ul style="list-style-type: none"> • These are in good shape and have been reviewed recently with the SIA. Additional detail has been added to identify what steps are in place to meet targets • BR explained what the Priorities and Monitoring document was and how Governor priorities link to the school's SIAP/ SEF. By the end of the year, all areas should be green • The Governor's Strategic Priorities and Monitoring Plan document was reviewed in detail <ul style="list-style-type: none"> o Financial Planning <ul style="list-style-type: none"> ▪ Financial stability is based on the number of pupils and exploration of other avenues of revenue. BR stated that the F&P Committee get a good, robust view of the finances as SM provides detailed reports/ updates. | <p>All</p> | <p>To discuss</p> | | <p>TT to send out SIAP/ SEF documents</p> <p>All Governors to ensure that they update this document as they go along</p> |
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| <p>The SFVS is carried out. Evaluations happen to ensure the right team is in place to provide financial support and ensure policies and best practice is followed in this area</p> <ul style="list-style-type: none">▪ TT reiterated the great help they have received from the LA support▪ MS commented on the ongoing challenge of low birth rates, currently the lowest since records began. TT noted that 50% of parents visiting the recent open day were out of catchment. TT advised that in year transfers also took place and these were factored into the budget plan. AG also emphasised that the focus isn't only on reception intake - tours take place throughout the year▪ BR commented on word of mouth being important and the FGB mentioned how successful the open day promotional video | | | | |
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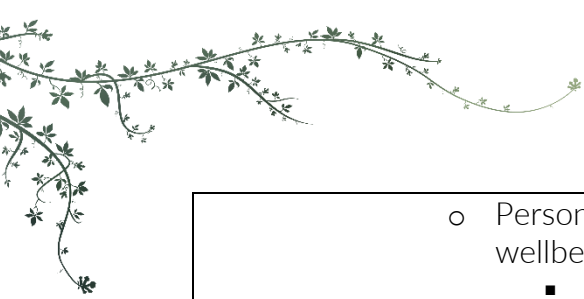


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| <p>was. The FGB congratulated the staff for all their work</p> <ul style="list-style-type: none"> ▪ MW asked whether the additional employee NI increases taking effect from April 2025, had been factored into the budget. TT believes it has <ul style="list-style-type: none"> ○ Safeguarding <ul style="list-style-type: none"> ▪ DK advised that this is looking good ○ GDPR <ul style="list-style-type: none"> ▪ BR noted that this was a development area, as SM has not been present ▪ BR explained to the FGB about the current situation as the current DPO is happy to help in the short term but wishes to give up this role. BR asked if there were volunteers or knew of anyone who might be interested. BP to consider taking on this position. BR to check if Governors can be DPO's. It was noted that BP is an Associate Member at present | | | | <p>BP to look into the DPO role and consider taking it on</p> <p>BR to check if a Governor is able to take on this role</p> |
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| <ul style="list-style-type: none"> ○ Attendance <ul style="list-style-type: none"> ▪ BR was present during the SIA visit. Celia was reassured with the steps TT is taking on attendance, an ongoing priority. Attendance letters are tailored to the individual and states what the amount of time off equates to. There is now more open conversation with parents ▪ TT and AG noted that it had been a bad term for sickness and holidays. Most absences were genuine ▪ Parents were not put off by being fined for absences ▪ DK commented that the figures had improved from the previous year ○ Ofsted readiness <ul style="list-style-type: none"> ▪ The full FGB will be involved in preparations ▪ TT said that this is a priority for the SLT from January, along with pupil voice | | | | |
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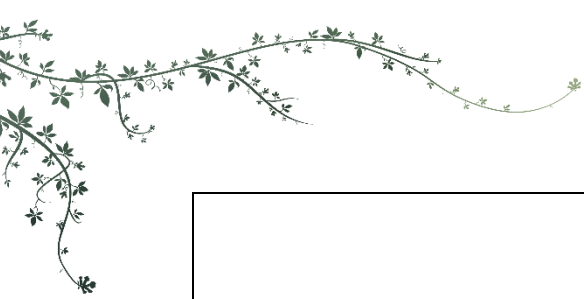
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| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ BR asked if TT could include Ofsted Readiness in the HT reports, to understand what progress is being made in school ○ <ul style="list-style-type: none"> ▪ BW asked if there was anything Governors could look at in preparation. BR has some information to share with FGB ▪ BR would like Governors to meet with Neil Carpenter (former HT/ Governor) in January to undertake a 360 Governor review. This will provide an outside view on performance as a Governing Body ○ Quality of Education <ul style="list-style-type: none"> ▪ ASJW talked through the positive T&L Maths report (meeting with ASJW, TT and NA) on 12.11.24 ▪ ASJW commented on a very positive pupil voice, which is occurring regularly ▪ They discussed with DM how data can be tracked | | | | <p>TT to include Ofsted section in HT report</p> <p>BR to send Governors Ofsted questions</p> <p>BR to propose dates to FGB for meeting with Neil Carpenter (360 review)</p> |
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| <p>and monitored across each key stage with a focus on creative and humanities subjects</p> <ul style="list-style-type: none"> ▪ Opportunities to stretch learning ▪ TT and ASJW thanked each other for their time and work <p>○ All children including disadvantaged learners continue to achieve well</p> <ul style="list-style-type: none"> ▪ It was agreed that this and SEND would be reviewed separately ▪ Meeting booked with TT, DK and CS for safeguarding and SEND on 4.3.25 – also to include a handover. DK and CS to discuss in advance <p>○ Behaviour and attitudes</p> <ul style="list-style-type: none"> ▪ Numerous measures are in place e.g. reports and questionnaires, which provides a good oversight ▪ Comments about exceptional pupil behaviour received following Bikeability course | | | | <p>DK and CS to chat ahead of March’s meeting with TT, and update relevant sections of the Gov. Priorities/ Monitoring Plan</p> <p>AG to ask for written feedback about pupil behaviour</p> |
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| <ul style="list-style-type: none"> ○ Personal development and wellbeing <ul style="list-style-type: none"> ▪ TA's are continuing to go the extra mile ▪ AG has also taken on additional work ▪ TT commented on the good job AG did trying to reach out to staff in different ways to feedback on their wellbeing ▪ BW asked if AG had completed Mental Health and 1st aid training, as the two are often closely linked. TT has, but AG currently hasn't. She is happy to understand more ▪ TT met with staff and let them know that they were able to talk to him and didn't feel they had to suffer alone ▪ TT commented that AG had a positive response to the wellbeing survey and more staff are opening up ▪ BR asked if there needed to be another named Wellbeing Governor, in case staff felt they needed | | | | <p>AG to let staff know that she and CS are the</p> |
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| <p>to talk to someone 'outside' of the day-to-day environment. CS volunteered</p> <p>[REDACTED]</p> <ul style="list-style-type: none">○ Ensuring statutory compliance<ul style="list-style-type: none">▪ Regular meetings are taking place for H&S | | | | <p>Wellbeing Governors</p> <p>CS to redo her Mental Health and 1st aid course</p> |
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| <ul style="list-style-type: none"> ▪ Filtering and monitoring audit took place by Oakford ▪ Policies are updated and reviewed <ul style="list-style-type: none"> ○ Stakeholders <ul style="list-style-type: none"> ▪ BR briefly talked through these b. Pupil Voice - Carried out in AY 2023/24 (T6) <ul style="list-style-type: none"> i. Discussion about how to improve the process and allow for easier cross referencing ii. Governors are to be involved more with this during their school visits • Pupil voice is taking place every fortnight with TT to see how pupils are getting on and will cover a range of subjects. It will also be included during Governor visits and a questionnaire will be issued at the end of the year. <p><i>Link to vision: Learning, Caring and Achieving Together</i></p> | | | | BR to add Pupil Voice to the Stakeholders list |
| <p>5. HT Report</p> <ul style="list-style-type: none"> a. School Performance - Outcomes for Pupils – Initial Assessments | TT | To update | Documentation circulated | |

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| <ul style="list-style-type: none"> i. Review the ASP - Analyse School Performance <ul style="list-style-type: none"> ● Included in report ii. Review the IDSR - Inspection Data Summary Report <ul style="list-style-type: none"> ● Included in report ● A very detailed and helpful report was provided ● There was a discussion about the next reception intake, with 20 families currently expressing interest. These will lead to conversation about class splits. More information will be available in January, then April once places have been confirmed ● TT provided an update from a query raised with the DfE regarding persistent absence showing as 20% compared with schools with a similar level of deprivation, when internal data shows this is 5.2%. This was due to the IDSR basing data on 1 term, compared with 3 terms for AY 21/22 and AY 22/23 ● Sickness was also discussed ● A conversation was had regarding a pupil with an EHCP, the challenges faced, and steps in place to address these and | | | | |
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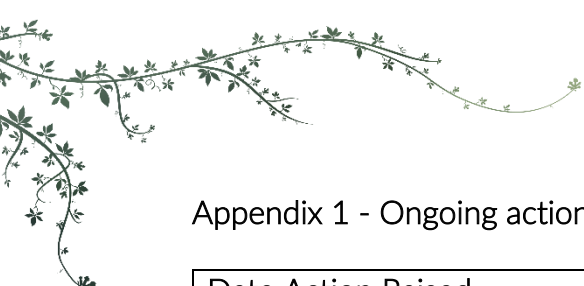
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| <p>support the child and their wellbeing</p> <ul style="list-style-type: none"> • TT raised an opportunity of converting the North Building into a Pre-School, as someone has expressed interest in setting this up and running it. There was a discussion about how this could work and reasons for who should run it. TT advised that it would be a standalone venture, but resources would be shared. The current shortage of nurseries in the area was alluded to. Meeting to take place in January 2025. <p><i>Link to vision: Learning, Caring and Achieving together</i></p> | | | | |
| <p>6. Policy updates</p> <p>a. Review pay and appraisal policies before the autumn appraisal cycle</p> <p>i. Receive confirmation from Headteacher/pay committee that all teachers' salaries have been reviewed and that each teacher has been provided with a pay statement</p> <ul style="list-style-type: none"> • The Pay Policy was discussed and FGB agreed on the removal of Performance Related Pay | TT | To Review and Agree | | |

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| <ul style="list-style-type: none"> b. Child Protection & Safeguarding Policy (few alterations made following last FGB 18.9.24) <ul style="list-style-type: none"> i. Changes made c. FOI d. School Uniform <ul style="list-style-type: none"> i. Slight changes were made to socks and trainers, providing more flexibility for parents e. Ensure statutory information is presented on the school's website <p>All policies were reviewed and agreed by the FGB</p> <p><i>Link to vision: Learning, Caring and Achieving together</i></p> | | | | |
| <ul style="list-style-type: none"> 7. T&L <ul style="list-style-type: none"> a. Receive reports from curriculum leaders <ul style="list-style-type: none"> i. These have been reviewed <p><i>Link to vision: Learning, Caring and Achieving together</i></p> | NA/ ASJW/ HS | To update | | |
| <ul style="list-style-type: none"> 8. Safeguarding <ul style="list-style-type: none"> a. CS said they had a good visit and DK commented that it was in good shape. People are aware that they can report issues at anytime b. TT is grateful to CS and DK for their work | TT/DK/ CS | To update | | |

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| <ul style="list-style-type: none"> c. AG has been working on the Single Central Record and updating gaps in SM's absence. Staff file checks have taken place d. DK queried length of time a photo/ passport document can be kept <ul style="list-style-type: none"> i. DK said he can come in to support if needed e. TT thanked AG for all her work <p><i>Link to vision: Learning, Caring and Achieving together</i></p> | | | | <p>AG to seek clarity on rules for keeping ID documentation, including for Agency staff</p> |
| <p>9. Staffing Matters</p> <ul style="list-style-type: none"> a. Update on staff well-being <ul style="list-style-type: none"> i. AG provided a document with an update on staff well-being ii. There hasn't been a 'normal' week yet iii. Staff were experiencing pay delays due to the LA missing their deadline iv. The staffing issues with TA's has been resolved v. TT and BR thanked AG for her work vi. It was also noted that the Governors focus wasn't on the day to day, but the strategic direction of the school vii. BR explained that before TT joined, there was more of a 'them | <p>AG/ TT</p> | <p>To update</p> | | |

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| <p>and us' element between staff and Governors, but she felt that these barriers had broken down. Governors are now more visible. TT commented that he felt supported by the Governors</p> <ul style="list-style-type: none"> viii. The importance of praise was recognised ix. TT debriefs staff following FGB meetings. BR to also get involved <p><i>Link to vision – Caring and Achieving together</i></p> | | | | BR to send note to staff following every other FGB |
| <p>10.GDPR</p> <ul style="list-style-type: none"> a. BR to collate where we are at with GDPR b. BP to consider taking on the DPO role <p><i>Link to vision – Caring together</i></p> | BR | To update | | |
| <p>11.Governor's review</p> <ul style="list-style-type: none"> a. Skills Audit b. Identify training needs <ul style="list-style-type: none"> i. Ensure all governors have completed 2024 safeguarding training including Cyber security training (SG Governors) ii. Plan governor training for the remainder of the Autumn and Spring 2024 terms | BR | To update | Monitoring Plan link circulated | |

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| <ul style="list-style-type: none"> • This was discussed earlier this meeting • BR directed staff to NC for training needs <p>c. Monitoring plan review</p> <ul style="list-style-type: none"> i. Agree programme of governor visits (best practice) <ul style="list-style-type: none"> • This was reviewed earlier this meeting <p><i>Link to vision: Learning, Caring and Achieving together</i></p> | | | | |
| | <p>AOB</p> <ul style="list-style-type: none"> a. TT asked if everyone had received the invite to the Nativity. FGB confirmed they had and would try to attend where possible b. Sports Premium visit to take place between TT and BP, who will be taking over from BR. It was suggested that on site monitoring would occur. | | | |
| | <p>Start time. 17.47</p> | <p>Finish Time. 8.00pm</p> | <p>Date and time of next meeting 5.2.2025 at 17:45</p> | |



Appendix 1 - Ongoing action points from FGB Meetings

| Date Action Raised | Action | Date Action Reviewed | Comment |
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| 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) | | |