




# SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 18<sup>th</sup> September 2024 at 17.50

|               |   |
|---------------|---|
| 04-12-2024    |  |
| 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), Nicola Atwell (NA), Ben Parkyn (BP), Camille Sowersby (CS), Heather Martin (HS), Emel Lansdell (Notes)

**Apologies:** MW and ASJW will be arriving late

**Notes:** ASJW arrived at 18.39, CS left at 19.58

| Agenda Item   | Who | Purpose | Circulated Documents | Action Points |
|---|-----|---------|----------------------|---------------|
| 1. Welcome, apologies, elections <ul style="list-style-type: none"> <li>a. Election of Chair               <ul style="list-style-type: none"> <li>i. Nomination for BR to continue as Chair, seconded by MS</li> <li>ii. No other Governors currently wishing to stand as Chair</li> </ul> </li> <li>b. Election of Vice- Chair               <ul style="list-style-type: none"> <li>i. BR and DK discussed continuing in their roles for the present, no other Governor currently wishing to take on Vice Chair position</li> <li>ii. DK nominated by BR, seconded by TT</li> </ul> </li> <li>c. Welcome to new Governors:               <ul style="list-style-type: none"> <li>i. Anna Glassborow – staff Governor</li> <li>ii. Ben Parkyn – associate member</li> <li>iii. Camille Sowersby - associate member</li> <li>iv. Heather Martin – Foundation Governor.</li> </ul> </li> </ul> | EL  |         |                      |               |

|  |    |  |                    |   |
|--|----|--|--------------------|---|
| <p>2. Declaration of Interest, Pecuniary Interest and Code of Conduct</p> <ol style="list-style-type: none"> <li>a. State if any Declaration of Interest</li> <li>b. Register of Pecuniary Interests – update and sign documentation             <ol style="list-style-type: none"> <li>i. Publish on the website                 <ul style="list-style-type: none"> <li>• BR sent documentation to Governors relating to Pecuniary Interest and Business Interests &amp; Meeting Attendance. Some completed forms have been returned, others to follow shortly</li> </ul> </li> </ol> </li> <li>c. Sign Code of Conduct             <ol style="list-style-type: none"> <li>i. BR highlighted a few changes including stakeholder engagement being the fourth core function of governance</li> <li>ii. FGB approved CoC.</li> </ol> </li> </ol> <p><i>Link to vision – Caring together</i></p> | BR | To ensure there is no conflict of interest and to review/ update documentation |                    | <p>-Governors to send BR signed Pecuniary Interest form and update if any Business Interests &amp; Meeting Attendance changes to be made</p> <p>-BR to publish Business Interests &amp; Meeting Attendance on the website</p> |
| <p>3. Minutes and matters arising from last meeting (19.6.24)</p> <ol style="list-style-type: none"> <li>a. BW met with SM regarding H&amp;S and attended the H&amp;S audit in July</li> <li>b. TT contacted SENDCo regarding the date error on SEND Annual Information Report 23-24. This has been updated and is on the website</li> </ol>   | BR | To agree minutes   | Minutes Circulated |   |

|   |    |                             |                    |  |
|---|----|-----------------------------|--------------------|--|
| <ul style="list-style-type: none"> <li>c. TT added Sports Premium report onto the website</li> <li>d. TT signposted staff to the minutes of the Governor meetings on the website</li> <li>e. TT gave staff a summary of the 19.6.24 FGB meeting</li> <li>f. TT to communicate with Governors regarding volunteering opportunities and events plan</li> <li>g. BR to send skills audit to FGB, now new members have joined</li> </ul> <p><i>Link to vision – Caring and Achieving together</i></p>   |    |                             |                    | <ul style="list-style-type: none"> <li>-AG/ TT to send key dates calendar to Governors</li> <li>-BR to send skills audit to FGB</li> </ul>   |
| <p>4. Minutes of the F&amp;P CMT (3.7.24)</p> <ul style="list-style-type: none"> <li>a. BR to follow up on arranging a GDPR meeting with TT and DPO. This will form part of the development plan</li> <li>b. SM and MS have arranged meeting with Sustainable Sherston on 25/9/24</li> <li>c. SM and TT looked at cover for a change in TA hours</li> <li>d. SM working through plan for IT equipment needs, following SLT meeting in T6 AY 2023-24</li> <li>e. MW liaised with SM about a client quoting for a switch to improve wifi. They provided different advice which may be more beneficial. TT advised that a quote for the switch and timings to</li> </ul> | MW | To update and agree minutes | Minutes Circulated | <ul style="list-style-type: none"> <li>-BR to follow up on arranging a GDPR meeting with TT and DPO</li> <li>-SM working through plan for IT equipment needs</li> <li>-MW to put client in touch with TT regarding improvements to wi-fi/ alternative</li> </ul> |

|   |    |           |                          |  |
|---|----|-----------|--------------------------|--|
| <p>carry out the work, were still to be provided by Oakford</p> <ul style="list-style-type: none"> <li>f. MW and SM working through Financial Manual policies</li> <li>g. SM looking into setting up Credit Card</li> <li>h. TT sent communication to staff requesting the fire door to KS2 was not wedged open</li> <li>i. Broken lightening rod has been repaired</li> <li>j. Issues with DfE benchmarking tool not having all the data. BR commented that MW provided a comprehensive view with the other benchmarking tool but it would be useful to see school performance data.</li> </ul> <p><i>Link to vision – Caring and Achieving together</i></p> |    |           |                          | <p>fix to switch install<br/>- SM in process of setting up Credit Card. MW to check progress</p> <p>MW to look at school performance on benchmarking tools</p> |
| <ul style="list-style-type: none"> <li>5. Review of CMTs, panel structure and Terms of Reference <ul style="list-style-type: none"> <li>a. T&amp;L, F&amp;P (T&amp;L meetings currently incorporated in FGB) <ul style="list-style-type: none"> <li>i. BR provided a summary of the current structure and reasons for why T&amp;L is incorporated into FGB meetings</li> </ul> </li> <li>b. Review TOR (Terms of Reference) <ul style="list-style-type: none"> <li>i. No changes</li> <li>ii. FGB approved</li> </ul> </li> <li>c. CMT membership &amp; chairperson</li> </ul> </li> </ul>  | BR | To update | Meeting dates circulated |  |

|  |  |  |  |  |
|--|--|--|--|--|
| <p>i. This was discussed and will remain the same. New members have now been added (HM and CS in T&amp;L Committee, BP in F&amp;P Committee)</p> <p>d. Review the scheme of delegation including spending limits under financial delegation</p> <p>    i. FGB approved</p> <p>e. Appoint governors to the statutory committees:</p> <p>    i. Pay Panel</p> <ul style="list-style-type: none"> <li>• Meeting to be set</li> <li>• Pay Panel to be confirmed. Meeting included at the end of F&amp;P on 27.11.24</li> <li>• Few queries regarding whether Parent Governors could be on the Pay Panel and if an overlap between this and HTPM Panel was possible. BR to look into this</li> <li>• DK and NA will help if possible</li> </ul> <p>    ii. HT Performance Management (also see staffing matters)</p> <ul style="list-style-type: none"> <li>• Meeting set in approx. 2 week's time</li> </ul> |  |  |  | <p>-Confirm Pay Panel members</p> <p>-BR to check rules regarding parent Governors on Pay Panel/ overlap between this and HTPM Panel</p> |
|--|--|--|--|--|

|   |    |           |                                |                 |
|---|----|-----------|--------------------------------|-----------------|
| <p>Allocate link Govs to:</p> <ul style="list-style-type: none"> <li>a. SEND &amp; PP (CS)</li> <li>b. Sports Premium (BP)</li> <li>c. Safeguarding (DK with CS – to inherit)</li> <li>d. Whistleblowing (DK with CS)</li> <li>e. GDPR (BR)</li> <li>f. EYFS (HM)</li> <li>g. Curriculum (NA - humanity subjects and ASJW - core subjects)</li> <li>h. SIAMS Team (TBC)</li> <li>i. PR/Communications (AG and BP)</li> <li>j. Parent Forum (this will be open to all Governors, ideally different ones each time)</li> <li>k. Academisation (DK)</li> <li>l. Sustainability (MS)</li> <li>m. Equalities (AG).</li> <li>n. Attendance (BR)</li> </ul> <p><i>Link to vision – Learning, Caring and Achieving together</i></p> |    |           |                                | Ofsted team tbc |
| <p>6. HT Report</p> <ul style="list-style-type: none"> <li>a. Review unvalidated Key Stage assessment data against expected</li> </ul>  | TT | To update | Documentation to be circulated |                 |



|   |  |  |  |   |
|---|--|--|--|---|
| <p>outcomes (provisional data discussed in AY 2023/24 T6)</p> <ul style="list-style-type: none"> <li>i. TT discussed performance data, the progress that has been made and highlighted links to the PPM document</li> <li>ii. TT and FGB congratulated teachers and TA's for their effort and achievement</li> </ul> <p>b. TT discussed the recent staffing challenges and stressed how amazing the teachers/ TA's have been in helping out and going above and beyond. It demonstrates a great level of commitment to the children and the school</p> <div style="background-color: black; width: 200px; height: 40px; margin: 10px 0;"></div> <p>d. MS noted that attendance was up. TT discussed the processes and steps in place to improve this. TT commented that parents are more communicative regarding attendance.</p> <ul style="list-style-type: none"> <li>i. BR asked if there could be a running total for attendance to allow for comparisons to be made</li> </ul> |  |  |  | <p>TT to include running total on attendance for comparison</p> |
|---|--|--|--|---|



|   |    |          |  |  |
|---|----|----------|--|--|
| <p>e. TT and FGB thanked BW for his work on H&amp;S last year and a successful H&amp;S Audit in July 2024.</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>   |    |          |  |  |
| <p>7. Policy updates</p> <ul style="list-style-type: none"> <li>a. Ensure that equalities are embedded in all policies and frameworks, that equality targets are set and publicised <ul style="list-style-type: none"> <li>i. This has been done</li> </ul> </li> <li>b. Ensure the school publishes information to demonstrate compliance with the three strands of the Public Sector Equality Duty <ul style="list-style-type: none"> <li>i. This has been done</li> </ul> </li> <li>c. Governors Code of Conduct</li> <li>d. Children Missing in Education</li> <li>e. Complaints Policy</li> <li>f. SEND Policy <ul style="list-style-type: none"> <li>i. Error on report document in AY 2023/24 T6 – updated version to review</li> </ul> </li> <li>g. Behaviour Policy</li> <li>h. Governors' Allowances</li> <li>i. Instrument of Government <ul style="list-style-type: none"> <li>i. Discussion about the possibility to change the structure to allow for more co-opted Governors.</li> </ul> </li> </ul> | TT | To Agree |  |  |

|   |  |  |  |   |
|---|--|--|--|---|
| <p>This caused a concern as additional Foundation Governors would be required - this is already presenting a recruitment challenge</p> <ul style="list-style-type: none"> <li>ii. FGB agreed for current structure to remain</li> <li>j. Register of Business Interests</li> <li>k. ECT Policy</li> <li>l. Online Safety Policy <ul style="list-style-type: none"> <li>i. BR raised the safeguarding training requirement for all Governors. Some have completed this as part of their current employment, others are still to complete this training</li> <li>ii. BR asked how this was publicised to parents <ul style="list-style-type: none"> <li>• AG and TT replied that there is an internet usage policy on the website and a home-school agreement which both the child and parent sign</li> <li>• There was a discussion about children's mobile phone possession and use</li> </ul> </li> </ul> </li> <li>m. Privacy Notice Staff</li> <li>n. Privacy Notice Children</li> <li>o. Child Protection &amp; Safeguarding Policy <ul style="list-style-type: none"> <li>i. TT to update key roles section</li> </ul> </li> </ul> |  |  |  | <p>-Governors to complete safeguarding training if not already done so</p> <p>-TT to talk to DM about creating an annual check document for Filtering/ Monitoring</p> |
|---|--|--|--|---|

|  |                     |                  |  |  |
|--|---------------------|------------------|--|--|
| <ul style="list-style-type: none"> <li>ii. DM is the lead for Filtering and Monitoring</li> <li>iii. BR is the lead for attendance</li> <li>iv. TT is the Senior Attendance Champion</li> <li>p. First Aid in Schools</li> <li>q. Exclusion Policy</li> </ul> <p>All policies have been reviewed and agreed by the FGB (<b>note:</b> changes are to be made to Child Protection &amp; Safeguarding Policy).</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>   |                     |                  |  | <p>-TT to update key roles section of Child Protection &amp; Safeguarding Policy</p> |
| <p>8. T&amp;L</p> <ul style="list-style-type: none"> <li>a. Ensure pupil target setting is robust and challenging <ul style="list-style-type: none"> <li>i. Meetings are set in the calendar including for foundation subjects</li> <li>ii. TT to review with SENDCo what can be done and what support teachers need. TT would like more involvement with SENDCo including around performance management targets</li> <li>iii. TT, NA and ASJW to arrange meetings to visit the school.</li> </ul> </li> </ul> <p><i>Link to vision –Caring together</i></p> | <p>NA/<br/>ASJW</p> | <p>To update</p> |  | <p>NA and ASJW to set up meetings together and also with TT</p>                      |
| <p>9. Safeguarding</p>   | <p>TT/BR</p>        | <p>To update</p> |  |  |

|  |        |           |  |  |
|--|--------|-----------|--|--|
| <p>a. Read Keeping Children Safe in Education 2023 and ensure mandatory safeguarding training is completed for all governors</p> <ul style="list-style-type: none"> <li>i. All Governors have read this. Some Governors to complete the online safeguarding training</li> <li>ii. Prevent training may also need to be completed by Governors <ul style="list-style-type: none"> <li>• BR to send details of training and TT to arrange NC login details for new Governors</li> </ul> </li> </ul> <p>b. Nominate a governor responsible for safeguarding who will report back to FGB</p> <ul style="list-style-type: none"> <li>i. DK will take on the safeguarding role for the present, with CS to inherit.</li> </ul> <p><i>Link to vision –Learning, Caring and Achieving together</i></p> |        |           |  | <p>-BR to send out training details to Governors, update FGB email group and add new Governors to SharePoint<br/> -TT to arrange NC log in details for new Governors</p> |
| <p>10. Staffing Matters</p> <p>a. Update on staff well-being</p> <ul style="list-style-type: none"> <li>i. TA's have been stretched with current staffing challenges but everyone remaining positive</li> <li>ii. Welfare days are in place</li> <li>iii. Welfare weeks are in place where there are no meetings, trips, events etc</li> </ul>   | AG/ TT | To update |  |  |

|  |    |           |  |                             |
|--|----|-----------|--|-----------------------------|
| <ul style="list-style-type: none"> <li>iv. TT responding to the wants of the staff e.g. rearranging the staff room, changing the location of resources into the staff room, holding meet and greet sessions in the hall instead of classrooms</li> <li>v. The introduction of wraparound care has created more admin, but looking at ways to reduce this <ul style="list-style-type: none"> <li>• There has been a positive start to Fireflies</li> </ul> </li> <li>b. Ensure consistency and fairness of the appraisal process and outcomes as implemented across the school <ul style="list-style-type: none"> <li>i. Staff appraisals have been carried out</li> </ul> </li> <li>c. Agree annual appraisal cycle of Clerk</li> <li>d. Confirm that the Headteacher and at least one governor has undertaken recent training on safer recruitment</li> </ul> <p><i>Link to vision –Caring and Achieving together</i></p> |    |           |  |                             |
| <p>11. Pupil Voice update</p> <ul style="list-style-type: none"> <li>a. Carried out in AY 2023/24 T6, after last FGB (19.6.24)</li> <li>b. Discussion about how to improve the process and allow for easier cross referencing</li> <li>c. Governors are to be involved more with this during their school visits</li> </ul>  | TT | To update |  | Discuss further at next FGB |

|  |     |            |                                 |                             |
|--|-----|------------|---------------------------------|-----------------------------|
| <p>d. To discuss further at the next FGB</p> <p><i>Link to vision –Caring and Achieving together</i></p>   |     |            |                                 |                             |
| <p>12. 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"> <li>- To discuss at next FGB including around SIAP and SEF</li> <li>- It was noted that summaries and new targets are included in the HT report.</li> </ul> <p><i>Link to vision –Caring and Achieving together</i></p>   | All | To discuss |                                 | Discuss further at next FGB |
| <p>13. Governor’s review</p> <p>a. Skills Audit – already discussed this meeting (BR to send this out)</p> <p>b. Identify training needs</p> <ul style="list-style-type: none"> <li>i. Governors to complete Cyber Security training</li> <li>ii. Already discussed this meeting (BR to send training details to Governors – some training already completed)</li> </ul> <p>c. Monitoring plan</p> <ul style="list-style-type: none"> <li>- To discuss at next FGB.</li> </ul> <p><i>Link to vision –Learning, Caring and Achieving together</i></p> | BR  | To update  | Monitoring Plan link circulated | Discuss further at next FGB |

|  |   |                              |  |  |
|--|---|------------------------------|--|--|
|  |   |                              |  |  |
|  | <b>AOB</b><br>- TT submitted PAN as 30 for AY 2025/26 |                              |  |  |
|  | <b>Start time.</b><br>17.50                           | <b>Finish Time.</b><br>20.06 | <b>Date and time of next meeting</b><br>4/12/24 at 17:45 |  |