




SHERSTON C OF E

PRIMARY SCHOOL

Full Governing Body Meeting

Minutes of the FGB Committee on 17th September 2025 at 17.50

3.12.2025	 Chair of Governors
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), Anna Glassborow (AG), Nicola Atwell (NA), Ben Warnes (BW), Heather Martin (HS), Ben Parkyn (BP), Camille Sowersby (CS), Martin Smith (MS), Emel Lansdell (Notes)

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

Notes: BW arrived at 6.53pm, BR arrived at 18.43, NA left at 7.04

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies, elections <ul style="list-style-type: none"> a. Election of Chair <ul style="list-style-type: none"> i. Nomination for DK to take on Chair role. Seconded by MS. DK elected as Chair b. Election of Vice- Chair <ul style="list-style-type: none"> i. No nominations. Governors to think about whether they would like to do this role ahead of the next FGB. If no interest is expressed in the next 2 weeks, then next steps will be considered. DK talked about his role as Vice Chair. Governors can approach DK with any queries c. Welcome to new Governors <ul style="list-style-type: none"> i. Associate Member updates (CS) <ul style="list-style-type: none"> • To be discussed later in meeting 	EL			

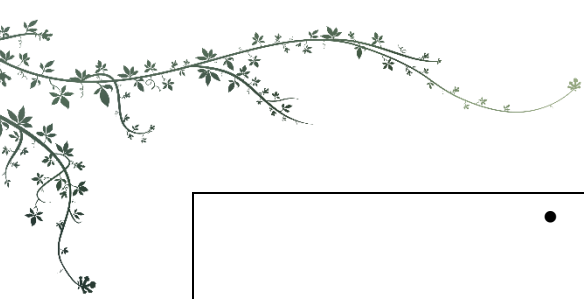
<p>2. Declaration of Interest, Pecuniary Interest and Code of Conduct</p> <ol style="list-style-type: none"> a. State if any Declaration of Interest <ol style="list-style-type: none"> i. None to declare b. Review the Register of Pecuniary Interests <ol style="list-style-type: none"> i. Update and sign documentation <ul style="list-style-type: none"> • Document handed out during the meeting, with some forms already signed ii. Publish on the website <ul style="list-style-type: none"> • To be published once final changes are made to Register of Business Interests 25/26 c. Sign Code of Conduct <ul style="list-style-type: none"> • No comments • Approved. <p><i>Link to vision – Caring together</i></p>	DK	To ensure there is no conflict of interest and to review/ update documentation	Documents to be circulated	EL to update Register of Business Interests 25/26 with final changes and publish on website
<p>3. Governor review (link roles, skills and training), structure (CMT and Panel), ToR and Scheme of Delegation</p> <ol style="list-style-type: none"> a. Link Governor roles <ol style="list-style-type: none"> i. Governors believe all skills are covered ii. Query over any gaps in skills now BR has stepped down as a Governor. TT believes this is covered 	DK/ BR/ NC	To update	Documents to be circulated and new monitoring plan link to be circulated	

<ul style="list-style-type: none"> iii. Governors agreed additional financial support should be considered during succession planning b. Governor's review <ul style="list-style-type: none"> i. Skills Audit <ul style="list-style-type: none"> • This was completed ii. Governor training <ul style="list-style-type: none"> • NC and BR met before the end of AY 2024/25 to finalise Governor Training and include in the draft school development plan iii. Identify Governor training needs <ul style="list-style-type: none"> • Governor's induction <ul style="list-style-type: none"> a. No new governors b. Governors to contact NC if they felt anything was missed c. NC to help put plan together to provide further support if required • Governors to complete: <ul style="list-style-type: none"> ➤ Safeguarding training ➤ Cyber Security training (NCSC.GOV.UK) 				<p>EL to send link to NCSC.gov.uk cyber security training</p>
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<p>iv. Monitoring plan</p> <ul style="list-style-type: none"> • Agree programme of governor visits <ul style="list-style-type: none"> a. TT has some meetings booked in for the year b. Governors agreed that not all link governor roles require a school visit • It was agreed that NC would attend Parent Forum and monitor attendance practices • Governors to send EL visit reports <p>c. Committees (membership and chairperson)</p> <ul style="list-style-type: none"> i. F&P <ul style="list-style-type: none"> • No change ii. T&L (currently incorporated in FGB) <ul style="list-style-type: none"> • It was agreed that this is working well and will continue with same approach 				<p>TT to send EL Governor meeting dates</p> <p>AG to send key dates document</p> <p>Governors to send EL visit reports</p>
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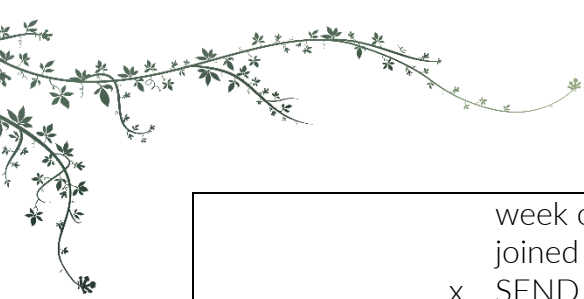
<p>d. Appoint Governors to the statutory committees as needed</p> <ul style="list-style-type: none"> i. Pupil disciplinary ii. Staff disciplinary iii. Appeals panels iv. Pay Panel v. HT Performance Management <ul style="list-style-type: none"> • DK and NC will meet with SIP and HT for his PM (Advice must be taken from an External Adviser in maintained schools) vi. It was agreed that the HT/ Pay panel will be created but others will be confirmed as required <ul style="list-style-type: none"> • DK and NC will form this committee <p>e. Review TOR (Terms of Reference)</p> <ul style="list-style-type: none"> i. Agreed <p>f. Review the scheme of delegation including spending limits under financial delegation</p> <ul style="list-style-type: none"> i. Agreed <p>g. EL to update register of business interest document with changes.</p> <p><i>Link to vision –Learning, Caring and Achieving together</i></p>				<p>EL to update register of business interest document with changes</p>
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<p>4. HT Report</p> <p>a. Ofsted update</p> <p>i. TT talked through the changes Ofsted have introduced including the new 5-point grading system and focus on inclusion. TT to liaise with Governors as required as new material is being processed</p> <p>ii. F&P takes place after this FGB. Budget looks ok. No questions from Governors</p> <p>• Conversation around EYFS</p> <p>• [Redacted]</p> <p>• [Redacted]</p> <p>• [Redacted] unexpected challenges which have presented themselves this AY</p> <p>• [Redacted]</p>	<p>TT</p>	<p>To update</p>	<p>Documentation to be circulated</p>	
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<ul style="list-style-type: none">● TT noted the EYFS teacher did good job getting pupils to follow the new school routine and with current classroom layout● No further questions on EYFS <p>iv. 127 pupils on role now – a new pupil joined this week</p> <p>v. New school structure going well</p> <ul style="list-style-type: none">● DK thanked TT for managing the change● TT thanked AG for all her work <p>vi. Development plan/ SIAP discussed last term. No questions about school priorities</p> <p>vii. TT confirmed the report matches the data set</p> <p>viii. Figures positive for expected on role pupils in AY 2026/27. There are frequent admission enquiries for pupils of all ages and from various locations</p> <p>ix. Attendance is approx. 96%. It was noted there were lots of holidays at the start of term, which skews figures. TT also commented that persistent absence increased during the last</p>				
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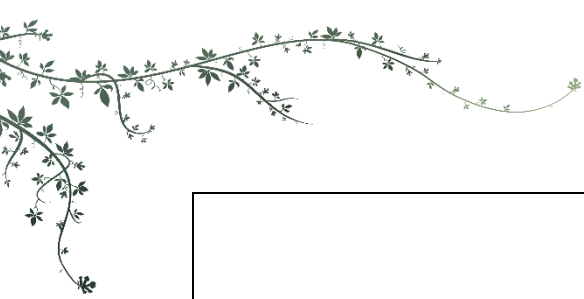




<p>week of school. New pupils also joined since the last FGB</p> <p>x. SEND is not updated yet. TT to meet with SENDCo [REDACTED]</p> <p>xi. Discussion about data, including the times table check. TT noted that some children are joining mid-year [REDACTED]</p> <p>xii. There was a discussion about the subjective nature of marking for writing</p> <ul style="list-style-type: none">• DK commented that writing is above national average. TT highlighted it was not a trend (3 year drop) and steps were in place to improve• TT informed Governors that the Talk to writing scheme writing has been relaunched. It was covered in inset and there are interventions linked to it. TT has further plans for developing interest in reading. TT noted there is no moderation for writing this year. No further questions on writing				
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<p>xiii. TT informed the Governors that the new TA's in reception and the new SBM are doing a good job</p> <p>xiv. No Safeguarding points to raise</p> <p>xv. TT advised that some building works had been completed over the summer but the work on the fence is still to be completed. No H&S questions.</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>				
<p>5. T&L</p> <p>a. Ensure <i>pupil</i> target setting is robust and challenging</p> <p>b. Planned visits from curriculum leaders</p> <ul style="list-style-type: none"> ● Meeting dates with TT are in place ● T&L link governors to update at next meeting. <p><i>Link to vision –Caring together</i></p>	NA	To update		T&L Committee to update at next meeting
<p>6. Safeguarding</p> <p>a. Read Keeping Children Safe in Education 2025 and ensure mandatory safeguarding training is completed for all governors</p> <ul style="list-style-type: none"> ● Lots on information about AI, misinformation, and 	TT/ DK/ CS	To update		



<p>disinformation. Sherston School will not be teaching pupils how to use AI but will raise awareness of its existence, but not to be used as a tool to support their learning.</p> <ul style="list-style-type: none">• Governors raised concerns over use of AI for staff and children and need to monitor this area• TT advised there were plans for an online themed week around online safety consisting of workshops, including for parents.• TT conducted a pupil voice [REDACTED] about AI• TT explained that trials with AI would be carried out before pupils were introduced. Currently permission from TT is required if a pupil wants to use AI• CS to visit TT on 22/9				
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<p>b. Nominate a governor responsible for safeguarding who will report back to FGB</p> <ul style="list-style-type: none"> i. CS is the Safeguarding Link Governor with NA to support ii. No further safeguarding questions raised. <p><i>Link to vision – Learning, Caring and Achieving together</i></p>				
<p>7. Minutes and matters arising from last meeting (9.7.25)</p> <ul style="list-style-type: none"> a. Reviewed actions from the last meeting b. Approval of minutes from the last meeting <ul style="list-style-type: none"> i. FGB approved the minutes from the meeting of 9.7.25. <p><i>Link to vision: caring and achieving together</i></p>	DK	To agree minutes	Minutes Circulated	
<p>8. F&P update</p> <ul style="list-style-type: none"> a. CD working through budget monitoring b. No further updates or questions. <p><i>Link to vision, caring and achieving together</i></p>	TT	To update		
<p>9. Review the school vision and mission statement and ensure continued relevance</p> <ul style="list-style-type: none"> a. Still relevant. There were no comments or changes to be made. <p><i>Link to vision, learning, caring and achieving together</i></p>	DK	To review		

<p>10. Policy updates</p> <p>Policies are to be taken as read for this meeting.</p> <p>Questions and issues should be raised before final sign off.</p> <ul style="list-style-type: none"> a. Ensure that equalities are embedded in all policies and frameworks, that equality targets are set and publicised b. Ensure the school publishes information to demonstrate compliance with the three strands of the Public Sector Equality Duty c. Admissions Arrangements (linked to Wiltshire Council website) d. Governors Code of Conduct e. Children Missing in Education f. Behaviour Policy (links with LA Exclusions policy) g. Governors' Allowances h. Instrument of Government i. Register of Business Interests j. ECT Policy k. Online Safety Policy l. Privacy Notice Staff m. Privacy Notice Children n. Child Protection & Safeguarding Policy o. First Aid in Schools p. Approval of the above policies 	TT	To Agree	Documentation to be circulated	
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<p>TT noted that changes were in line with new safeguarding guidance.</p> <p>Few minor alterations were to be made e.g. contact name.</p> <p>BP suggested a new policy was introduced around AI given its upcoming presence. BP will look at this and become AI linked governor</p> <p>Governors approved above policies.</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>				<p>BP to draft AI Policy</p>
<p>11.GDPR</p> <ul style="list-style-type: none"> a. BP to feedback outcome of the meeting with previous DPO with TT and discuss how to communicate requirements <ul style="list-style-type: none"> i. No further updates. ii. Handover with previous DPO took place iii. BP to meet with TT and update at next FGB. <p><i>Link to vision –Caring and Achieving together</i></p>	<p>BP/TT</p>	<p>To update</p>		<p>BP to meet with TT about GDPR and update at the next FGB</p>

<p>maximum of 30 pupils in KS1 classes</p> <p>iii. The strength and the growth of the school was noted.</p> <p><i>Link to vision: caring and achieving together</i></p>				
<p>13. 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> <p>i. TT sent this out last term</p> <p>ii. DK asked about the process. BR provided guidance on how to do this</p> <ul style="list-style-type: none"> • TT noted that the Development plan is slimmer than previous years, under the advice of SIA. Initial draft was completed by TT, NC and DM • DK to look at School/ Governor priorities for the year • No further questions <p>iii. Agree governor plan and governor priorities linked to SIP priorities</p> <ul style="list-style-type: none"> • DK to refer to this 	All	To discuss		<p>TT to send DK a word copy of the Development Plan</p> <p>DK to look at School/ Governor priorities for the year</p>

<p>b. Review outcomes of school self-evaluation process and links to school improvement plan</p> <p>i. This is being done.</p> <p><i>Link to vision: caring and achieving together</i></p>				
	<p>AOB</p> <ul style="list-style-type: none"> • 2027/28 PAN consultation (response to LA required by 17.10.25) <ul style="list-style-type: none"> ○ Current PAN is 30, it was increased last AY from 20 – 30 ○ [REDACTED] options are 15 or 30 ○ TT commented that PAN cannot be broken (unless with ECHP) ○ FGB agreed to keep it at 30 for all years, after consideration of class structure in future years • Location change <ul style="list-style-type: none"> ○ FGB agreed to the new location of the Year 6 classroom ○ FGB agreed to new time for FGB and F&P meetings of 6pm (no longer 5.45pm) • BR handover <ul style="list-style-type: none"> ○ EL to take over editing of Governor website with minutes and key documents ○ BR drafted a letter announcing DK's appointment to Chair role and will send to DK and TT. BR suggested extending this communication via facebook • BR stepping down from Chair role <ul style="list-style-type: none"> ○ TT and DK issued a big thank you to BR for her exceptional service over many years to the school, parents, pupils and wider community. MS touched on the difficult challenges BR steered the Governors and school through, including Covid and the new HT transition. TT fed back how welcome he was made to feel and how organised everything was ○ This was echoed by all the FGB 			
	<p>Start time. 17.45pm</p>	<p>Finish Time. 19.42pm</p>	<p>Date and time of next meeting 3/12/25 at 6pm</p>	



Appendix One

Actions not covered in last minutes (7.9.25)

- AG to rearrange online audit for T6
- TT to update SEF
- HM to liaise with EYFS teacher in T1 to plan Arts Festival
- BR will prepare annual statement on GB effectiveness for the end of term