




SHERSTON C OF E

PRIMARY SCHOOL

Full Governing Body Meeting

Minutes of the FGB Committee on 3rd December 2025 at 6pm

11.2.26	 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), Dominic Koole (DK), Anna Glassborow (AG), Alex St John Wright (ASJW), Ben Warnes (BW), Heather Martin (HS), Camille Sowersby (CS), Neil Carpenter (NC), Ben Parkyn (BP), Martin Smith (MS), Emel Lansdell (Notes)

Apologies: Nicola Atwell (NA)

Notes: MS arrived at 18.04, BW arrived at 18.34

Agenda Item	Who	Purpose	Circulated Documents	Action Points
<p>1. Welcome, apologies</p> <ul style="list-style-type: none"> a. Apologies from NA. Also from BW who would be arriving late b. Election of Vice-Chair <ul style="list-style-type: none"> i. Nomination for CS to take on Vice – Chair role. Seconded by DK. FGB approved the move c. MW resignation and new Chair of F&P Committee <ul style="list-style-type: none"> i. DK updated the FGB on MW’s resignation from the F&P Committee and the FGB ii. It was noted that there was now a gap in financial skills in the FGB. DK suggested recruiting a new Governor with financial expertise and the FGB structure would be reviewed if necessary. NC has agreed to chair F&P meetings interim. FGB agreed. <p><i>Link to vision – caring together</i></p>	DK	To elect a new Vice Chair		<p>-AG organise thank you collection for MW</p> <p>-DK to look at recruiting new member of FGB/ F&P Chair in the New Year</p>

<p>2. Declaration of Interest a. NC to advise EL on change of employment status.</p> <p><i>Link to vision – caring together</i></p>	DK	To ensure there is no conflict of interest		-NC to update EL on employment changes
<p>3. Minutes and matters arising from last meeting (17.9.25)</p> <p>a. Approval of minutes from the last meeting</p> <p>i. FGB approved the minutes from the meeting of 17.9.25</p> <p>b. Reviewed actions from the last meeting</p> <p>i. Actions discussed and the majority were confirmed as completed or to be discussed during this meeting (T&L update).</p> <p>ii. BP to meet with TT about GDPR and update at the next FGB (4.2.26)</p> <p>■ There was a conversation about the budget ■ AY 26/27. This has started but the funding certificate has not been received yet. Pupil numbers were discussed. Currently expect approx. xx ■ 1st choices for reception intake in AY 26/27.</p> <p>■</p>	DK	To agree minutes	Minutes circulated	- BP to meet with TT about GDPR and update at the next FGB (4.2.26)

<ul style="list-style-type: none"> iv. Positive feedback was received from the recent open day. TT commented that it has been a busy time, with lots of tours (some are repeats for reception intake with different family members). TT thanked DK for helping with presentation and being present v. DK to update on School/ Governor priorities for the year at the next FGB (4.2.26). <p><i>Link to vision: caring and achieving together</i></p>				<p>-DK to update on School/ Governor priorities for the year at the next FGB (4.2.26)</p>
<p>4. Governor's Plan/ Priorities</p> <ul style="list-style-type: none"> a. To discuss <ul style="list-style-type: none"> i. DK to update on School/ Governor priorities for the year at the next FGB (4.2.26) b. Plan governor training for the remainder of the Autumn and Spring terms <ul style="list-style-type: none"> i. NC to email SIA about Ofsted training ii. Governor specific safeguarding training (to be completed by <u>all</u> governors) iii. Cyber security training (NCSC) iv. Prevent/ FGM training 	DK	To discuss	Monitoring Plan link circulated	<p>- NC to email SIA about Ofsted training</p>

<ul style="list-style-type: none"> v. Online Safety training vi. Nominated Safeguarding Governor training vii. Safer recruitment training (including by Safeguarding link Governors) <p>EL informed the FGB that there were a few outstanding gaps in training. FGB can approach EL or TT if require further assistance.</p> <ul style="list-style-type: none"> c. Monitoring plan review <ul style="list-style-type: none"> i. BP queried best way to update the document. This was discussed. DK to edit document and ensure it follows new SEF, ready for further input from Governors ii. DK asked Governors about the process. FGB confirmed it was working well. <p><i>Link to vision: learning, caring and achieving together</i></p>				<p>-Governors to complete outstanding training asap</p> <p>-DK to edit Monitoring Plan document</p>
<p>5. HT report</p> <ul style="list-style-type: none"> a. School Performance - Outcomes for Pupils – Initial Assessments <ul style="list-style-type: none"> i. Review the ASP - Analyse School Performance 	TT	To update	To be circulated	

<ul style="list-style-type: none"> • TT talked through this in detail and highlighted areas of achievement and comparisons to the national standard. TT also raised areas requiring further focus. It was also mentioned that questions and weightings differ each year • No questions • TT updated on staff absences due to illness and support in place for [REDACTED]. Also another member who is signed off until the end of term. TT advised the FGB that TA insurance is in place • Regarding H&S: <ul style="list-style-type: none"> a. TT informed the FGB that a pupil had injured their arm and now ok b. The heating working ok c. Fencing has been replaced at lower cost, so plan in place to improve the external fence 				<p>-AG arranging collection for a member of staff who is off sick until the end of the term</p>
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<ul style="list-style-type: none"> • MS enquired about solar panels. TT updated the FGB on recent developments and conversations which took place at the recent F&P <ul style="list-style-type: none"> a. MS explained process borrowing funds for solar panels and possibility of support from Sustainable Sherston b. Discussion around pros/ cons of undertaking this. FGB in agreement to pursue funding opportunities c. TT raised concerns about workload • WAC is successful and generating an income • TT explained about the change in IT provider from Oakford to ■■■ who are set up to work with smaller schools. TT also shared the reasons for the change, benefits already 				<p>-MS to speak to Sustainable Sherston, to see if anyone who would be willing to help with the solar panel project</p> <p>-AG to see if any volunteers who wish to be involved</p> <p>-SBM to explore solar panel funding in the New Year</p>
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<p>witnessed and outstanding challenges with Oakford, including around contracts</p> <ul style="list-style-type: none">a. DK raised concerns about the work involved with the change. TT explained that the supplier switch was required as the school could not maintain the current set up and highlighted its negative impact on staff• TT raised a proposed capital spend plan for leasing [REDACTED] and existing ones need to be replaced. SBM is obtaining new quotes for [REDACTED]• There was a conversation around [REDACTED]. TT advised it had not been finalised yet and the challenges encountered with the LA. CS advised against signing documentation if LA proposes it as an “interim				
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<p>measure,” as it is legally binding. TT confirmed this would not happen</p> <ul style="list-style-type: none">• There was a conversation about the consultation for transfer of funds (increase from 0.5% to 1%). NC supported the SBM in a response [REDACTED] the measure• TT commented that teaching was strong, there was lots of energy. TT very impressed. DK asked if progress can be evidenced. TT replied this is done through observation reports. EYFS, Willow and Sycamore are very strong. NC commented the balance of mixed year groups (5/6) has been managed very well. Approach to school life very good and everyone is more involved. Learning walks took place last week and were great• No further questions				
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<p>ii. Review the IDSR - Inspection Data Summary Report</p> <ul style="list-style-type: none"> • TT advised the format changed but tried to obtain headline data. Figures are from 2025 census – 1 yr old • Numbers on roll just ■ average • No of pupils in receipt of SEND ■ average, helped by early identification, more pupils joining with additional needs so aware sooner • Attendance was discussed. TT highlighted improvements in pupils with PP and SEND. Persistent absence has also improved. TT talked through the processes to manage this, involvement with parents e.g. prior conversations and tailored letters • ASJW asked if absence was mixed across the years? TT tracks it. TT advised figures were impacted by pupils in 				
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<p>hospital, vomiting bugs and colds</p> <ul style="list-style-type: none"> iii. Attainment – above average in most subjects. Writing remains a focus iv. Disadvantaged learners are below average except in maths. Trying to improve this, however, there are big improvements in progress even if not above the national standard. TT is working on how to showcase this. BP will assist TT in reviewing data v. TT was thanked for his work <p>b. Ofsted update</p> <ul style="list-style-type: none"> i. TT completed Ofsted training it this week and explained a senior leader/ Chair of Governors needed to be with them at all times ii. TT noted the emphasis on training and leadership iii. DK enquired how staff felt. TT replied there was much illness but staff were still coming in to work. AG commented there was no atmosphere about inspection being due soon iv. Development plan is coming on v. 96.8% attendance 				
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<ul style="list-style-type: none"> • TT met with the Education Welfare Officer which went well • TT persistent absence due to holidays e.g. start of Sept and around the October half term • TT updated the FGB on communication challenges from the LA to parents around absence fines. CS asked if there was guidance around what is “exceptional circumstances.” TT replied there was some but vague. TT confirmed the school did not issue the penalties or receive the payment from it • NC asked if visits for education welfare were taking place. TT responded that there were 3, and they were receiving support • No further questions about attendance • TT was thanked for all his work. <p><i>Link to vision – learning, caring and achieving together</i></p>				
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<p>6. Key updates from F&P CMT (20.11.25)</p> <p>a. H&S Governor visit update</p> <p>b. September I&E return report</p> <p>i. Total C/F £[REDACTED] – report submitted</p> <ul style="list-style-type: none"> • NC chaired the last meeting • Lots of discussion around GDPR and Safeguarding • The SBM is reviewing the asset register/ financial policies and is doing a great job • BMR due in term 3 as one recently completed • WAC is successful • Pupil numbers were discussed • Discussions around consultation on block grant/SEND. NC/SBM responded for the school • H&S is going well. Looking at the maintenance plan. The SBM has some thoughts/ tools/ plans around this. Walkaround will monitor items and highlight areas to work on. Caretaker going through this 	<p>MW/ BW</p>	<p>To update</p>	<p>Minutes circulated</p>	
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<ul style="list-style-type: none"> • School fund audit – DK signed/ TT signed. <p><i>Link to vision – learning, caring and achieving together</i></p>				
<p>7. Safeguarding</p> <p>a. Safeguarding visit update</p> <ol style="list-style-type: none"> Good visit. Pupils were engaged Looked at SCR with SBM and a few spot checks made █ referral TT does weekly safeguarding scenarios but are more tailored/ context. DK asked if these were written down. TT confirmed. AG also noted that CPOMMS was used well NC said that Medical tracker was discussed in F&P and will look to purchase next FY. DK suggested using Forms in the interim No further questions <p>b. Update on Safeguarding</p> <ol style="list-style-type: none"> Discussed above <p>c. Review the annual report of safeguarding procedures (safeguarding audit due by 9.1.26)</p> <ol style="list-style-type: none"> TT to get report ready for CS visit on 9.1.26. <p>d. Review the annual report to governors for Looked After Children</p>	<p>CS/ NA/ TT</p>	<p>To update</p>	<p>To be circulated</p>	

<p>i. n/a</p> <p><i>Link to vision – learning, caring and achieving together</i></p>				
<p>8. T&L</p> <p>a. Update on T&L</p> <p>i. Few visits: HM and NA</p> <p>ii. TT said NA’s visit on Science was positive and touched on the new scheme of work which has greater focus on investigations/ experiments</p> <p>iii. HM did EYFS visit</p> <ul style="list-style-type: none"> • Went very well and did the Arts festival too. HM commented it was disappointing EYFS teacher missed it due to absence. TT touched on the impact [REDACTED] but they did very well. The display will be up in January • No further comments <p>b. Receive reports from curriculum leaders</p> <p>i. Circulated.</p> <p><i>Link to vision – learning, caring and achieving together</i></p>	<p>NA/ ASJW/ HM</p>	<p>To update</p>	<p>To be circulated</p>	

<p>9. 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"> i. Review and approve policies: <ul style="list-style-type: none"> • Teachers Pay • FOI • School Uniform • Charging and Remissions • Update to Protective Security Lockdown Policy ii. BP commented that the charges/remissions policy did not talk about WAC. Conversation about providing clarity that this is for educational activities. AG advised that handbook includes WAC charges iii. NC enquired whether the FOI policy was a LA one. This was confirmed. It was suggested that a Subject Access Request policy could be adopted and whether there was an LA one that can be adopted. TT replied that use same one at present 	<p>TT</p>	<p>To Review and Agree</p>		<p>-TT to amend Charging/ Remissions policy to highlight WAC is separate</p> <p>-TT to create Subject Access Request policy in NY</p>
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<ul style="list-style-type: none"> iv. BP queried [REDACTED] and it being clear about which stance is being adopted v. ASJW asked about the uniform policy change and only dark socks to be worn, following feedback from parents vi. FGB approved these policies pending changes being made vii. NC/ DK thanked TT. <p><i>Link to vision – caring and achieving together</i></p>				<p>-TT to consult with SBM and edit [REDACTED] policy (option)</p>
<p>10.GDPR</p> <ul style="list-style-type: none"> a. BP has put together a GDPR audit template, in priority order b. TT and BP to look at in the NY and put plans in place c. Website to be relaunched in January sparking a discussion about what photos can be included on the website d. TT to ensure staff do not discuss pupils on WhatsApp chat. <p><i>Link to vision – caring and achieving together</i></p>	BP	To update		<p>-BP and TT to review audit template in the NY</p> <p>-TT to remind staff not to discuss pupils on WhatsApp chats</p>
<p>11. Sports Premium visit update</p> <ul style="list-style-type: none"> a. BP coming in January. Will update at next FGB (4.2.26). <p><i>Link to vision – caring and achieving together</i></p>	BP	To update		<p>-BP to update at next FGB (4.2.26)</p>

<p>12. Staffing Matters</p> <ul style="list-style-type: none"> a. Update on staff well-being <ul style="list-style-type: none"> i. Previously discussed b. Staff appreciated staff welfare week c. Sense of culture shift and more involvement from everyone during the day, a sense of everyone coming together d. Art week was challenging e. Lots of illness, but staff are still coming f. Generally good g. All doing well despite staff shortages h. No further questions. <p><i>Link to vision – caring and achieving together</i></p>	AG/ TT	To update		
	<p>AOB</p> <ul style="list-style-type: none"> 1) Laptop lease <ul style="list-style-type: none"> a. All in favour to explore this. DK asked when to make decision by. TT advised SBM keen to do soon as it impacts staff and pupils b. It would cost approx. £■■■■ yr over ■ yrs. ■■■ will be involved in process. Discuss at Jan F&P. If need to do sooner, contact FGB 2) ■■■ additional hours <ul style="list-style-type: none"> a. ■■■ due to finish at 12.30 Friday afternoons but additional workload due to rise in pupil numbers and WAC prevent this. Impacts other staff who need to cover ■■■■ b. Costs £■■■■ a yr to have ■■■ in until end of school day to so there is ■■■■ presence during school hours c. SBM advised can use some income from ■■■■ d. ■■■ does lots of marketing. NC asked if there needed to be a change in job description/ grading. TT to review – did change of hours but will look at this e. FGB approved in principle with changes being made to the job description. 			

	<p>3) HM informed the FGB that in February the Church will advertise new Rector and will do visual presentation, including a range of pics from all groups. TS photographer can put this together to illustrate life of school. HM to message AG with requirements including use and number of photos. Discussion about consent for use for photographic images. AG advised that once photos selected, parents will be contacted about permission</p> <p>4) Thanks all round.</p>		
	Start time.	Finish Time.	Date and time of next meeting
	6pm	19.51pm	4.2.2026 at 6pm

Appendix One

Actions not covered in last minutes (17.9.25)

- AG to rearrange online audit for T6 (AY 24-25) **done**
- TT to update SEF **done**
- HM to liaise with EYFS teacher in T1 to plan Arts Festival **taken place**
- BR will prepare annual statement on GB effectiveness for the end of term (T6 AY 24-25)