



SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB Committee on 1st July at 7.30pm

23.9.2026	 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), Alex St John Wright (ASJW), Anna Glassborow (AG), Heather Martin (HS), Will Siddall (WS), Ben Parkyn (BP), Martin Smith (MS), Emel Lansdell (Notes)

Apologies: Camille Sowersby (CS), Neil Carpenter (NC), Nicola Atwell (NA), Ben Warnes (BW)

Notes:

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies a. Apologies from Camille Sowersby (CS), Neil Carpenter (NC), Nicola Atwell (NA), Ben Warnes (BW).	DK			
2. Declaration of interest a. None.	All	To ensure there is no conflict of interest		
3. Governor updates a. Discussion around succession planning b. AG - term ending 31/8/26 After lots of thought, AG will step down as Staff Governor at the end of this AY. AG was thanked for all of her work. Staff Governor opening from September. TT has said the recruitment process will wait until September once new employees join, so everyone has a chance to put themselves forwards. EL suggested FGB consider a VC role share from September. <i>Link to vision – caring and achieving together</i>	DK	To update		

4. Minutes and matters arising from last meeting (18.5.26) a. Review actions from the last meeting i. GDPR/ Audit to be discussed this meeting ii. Discussed AG term of office length this meeting iii. Consideration of how what data FGB looks at and use their time to discuss in T1 AY 26/27 iv. FGB structure to be discussed this meeting v. FGB approved budget. Now submitted. DK queried if the budget allocated for [REDACTED] [REDACTED] TT also raised the change [REDACTED] [REDACTED] with [REDACTED] BP queried [REDACTED] [REDACTED]. This is to be considered. BP also queried the impact this would have. DK asked if CD could advise on this vi. Governor involvement to be included in Development Plan vii. CS sent T5 Governor visit report viii. IT issue around old FGB email account resolved ix. TT provided an update on the Parents Evening around Ofsted	DK	Agree minutes	Minutes circulated	TT to ask CD to share details of impact from [REDACTED]
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b. Approval of minutes from the last meeting i. FGB approved. <i>Link to vision –learning and caring together</i>				
5. HT Report a. Review unvalidated Key Stage assessment data against expected outcomes Ofsted results parents evening took place, parents were very supportive. TT provided an update on data, highlighting that most was provisional but it looked strong across the year groups. TT explained where targets weren't met, reasons why and actions in place. WS commented on the excellent results. DK asked TT to pass on thanks to staff. TT gave special thanks for EC and OH for all of their work. TT suggested DK contacts these staff members to express thanks from the FGB for all their efforts. b. Ofsted New SIA visited with previous SIA (CH) yesterday (30.6.26). Positive visit and pleased with progress. SIA pleased there is one plan to follow (development plan) and not multiple. Everything feeds into this and	TT	To update	Documents to be circulated	DK to contact EC and OH for their exceptional work around performance

evidence is provided. DK asked for the SIA report to be shared TT noted that the new “book grab” still requires further work as a [REDACTED] change is required. SIA advised that Ofsted Inspectors are receiving further training. There has been a focus on application of their interpretations for the terms “generally” and “typically,” but it won’t impact the results of the recent school inspection. DK asked if there has been contact from HMI. TT confirmed there hasn’t. c. Admissions The new EYFS parents evening went well and they were supportive about Ofsted. 18 families attended. Further tours being booked. TT updated FGB on changes and [REDACTED] progress for Reception 2026 entry. d. Attendance This is on track to meet DfE target. Persistently absent pupils were [REDACTED] but reduced to [REDACTED]. There was a discussion around recording absence due to the recent heatwave and partial school closure. TT explained there were specific codes that were used. It was also noted that some pupils did not attend last Friday due to the heat. However, many of these pupils [REDACTED]				TT to share SIA report
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e. Safeguarding WS asked about safeguarding report increasing. TT confirmed there were ■ cases and provided an update on each. They are not major incidents but protocols are being followed. <i>Link to vision: learning, caring and achieving together</i>				
6. T&L a. Ofsted Action Plan Deputy HT (DM) shared reports. Set out in terms, and everything feeds into the Development plan. SIA impressed. TT gave credit to DM. b. SIA visit Already discussed. No further questions. The Last T&L visit tied in with LA visit. NC has ideas about the Development plan and is visiting the school next week to discuss. ASJW asked if the Development plan ties in with DM's action plan. TT confirmed c. Publish details of how you spend your PE and sport premium funding by the end of the summer term TT explained this was in a digital form which CD is completing. The report is then issued, and will be published by the end of Sept.	ASJW/ NA/ BP	To update	Documents to be circulated	

TT updated the FGB on funding changes for Sports Premium. Some funding will be received until end of Dec but then need to apply. Criteria about what can/can't use it for. DK asked if there would be an impact on after school clubs. TT confirmed and plans to [REDACTED]. DK queried if it was a change nationwide or for Wiltshire. TT confirmed it was nationwide and the school hadn't budgeted to receive that support. <i>Link to vision: learning, caring and achieving together</i>				
7. Key updates from F&P Committee a. 2026/2027 Budget – submitted b. Solar panels update Session by LA on 7.7.26. WS to go attend. DK enquired about costs of feasibility study ([REDACTED]) but some done for free. WS said this was debated e.g. obtain 2/3 quotes to determine what is required. Decided postponed due to communication around LA involvement and wish to understand if there were recommended suppliers. 1 provider to give insight on small, medium, high requirements. Costs already risen. DK asked about timescale e.g. next summer holiday. WS advised this was preferable as scaffolding needed and to minimise impact by possible power interruptions.	WS	To update	Minutes to be circulated	

MS suggested LA might be coordinate a bulk purchase by a supplier, similar to installing solar panels on residents housing. Concern raised if it is linked to capital works and other priorities fall down the list by the LA. Heating and cooling discussed and suggested need for air conditioning – to be discussed at next F&P. MS advised fixed installation is the best option and to have one area as the cool space for those struggling. TT advised that windows in ceiling open which helped, as did outside space, sheltered location. TT explained the DfE/ LA didn't provide clear guidance about when to shut schools due to warm weather. Suggestion to link school closure to red weather warnings in the area, in the Severe Weather policy when it is next reviewed (Dec '26). MS also commented on the fast-changing pace of weather forecasts. DK/ TT commented that the school coped well during the heatwave and positive feedback DK received from parents that the school remained open when it could. a. Other BMR looks fine so far. Lots of discussion around smart whiteboards. Approved to go ahead. TT said this was progressing and are trying to confirm an install date. BP enquired about cloud servers. This was ratified. IT refresh going on.				Discuss air conditioning at next F&P (T1, AY 26/27) Severe weather policy to be reviewed in Dec 2026
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No further questions. <i>Link to vision: learning, caring and achieving together</i>				
8. Safeguarding and SEND Key points already discussed. Positivity around the extra day for SENDCO. CS raised some queries to be discussed in her absence. She noted that [REDACTED] of pupils are now on the SEND register and whether things are improving and whether any progress has been made [REDACTED] TT met with SENDCO about systems she uses and [REDACTED] Each term each family will have an update from the SENDCO. TT feels [REDACTED] days at school are manageable but will monitor. No further questions. TT was thanked. <i>Link to vision: caring and achieving together</i>	TT	To update		
9. Staffing matters a. Staff well-being update A survey was conducted recently. Staff pulled through during the heatwave.	TT/ AG	To update		

TT helped with residentials [REDACTED]. The term for all going well and quickly. There is good energy. A member of staff is having an operation and due back in the Autumn. TT commented the positive results have helped. b. TA career break (approval required) TT updated the Governor's on a TA ([REDACTED]) request for a career break from Nov 2027 for [REDACTED] months. This is a strong member of a staff who does a lot for the school. MS suggested the alternative options [REDACTED]. FGB approved the career break. WS asked about the free breakfast scheme roll out and [REDACTED] the impact would be on WAC. TT updated the FGB breakfast grants and rollout options (Sept '27 or Sept '28). TT is proposing 2028 as there is no feedback that pupils will not attend school because of this, whereas there was a great need for WAC. [REDACTED]. CD has some thoughts. AG shared parents feedback that a child is never turned away from WAC which is a strong message. HM asked what time do kids come in for breakfast club and what do they do for breakfast. TT confirmed				
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WAC starts at 7.45 and pupils bring their own breakfast. Earlybirds is popular. No further questions. <i>Link to vision: learning, caring and achieving together</i>				
10. Policy/ Records Update <i>Policies are to be taken as read for this meeting. Questions and issues should be raised before final sign off.</i> a. Policies: i. Pupil Premium Strategy TT hasn't updated last section as data not available yet. FGB approved. ii. SEND policy Report to parents on the policy for children with SEN FGB approved. iii. New Allergy Statutory Guidance Training will be delivered in September. Draft policy as there is a meeting to discuss the policy and actions next week. Language needs to be clarified e.g. different types of allergy such as hay fever, food allergy/ intolerance. TT advised there were no many pupils with a severe allergy and all pupils with one has a health plan. Procedures will be tightened e.g. the location of EpiPens.	TT	To discuss/ approve	Documents to be circulated	

TT advised there was a link with Caterers so they are aware of special cases and provisions are in place if the regular cook is off. DK asked if there were ■ of pupils who have allergies in the kitchen. TT confirmed. AG informed the FGB there was a move to software which captures this information and feeds into SIMS. BP has some content queries about the policy and will share these directly with TT. TT to send through final version FGB to approve via email. iv. RSE policy TT explained that statutory guidance changed this year. The school used Twinkl live, which is fully updated with 2026 statutory changes. It required FGB approval then will be shared with parents. DK queried the point about teaching pupils sex education within RSE. TT confirmed this was done via the science curriculum ■. TT to amend. No further questions. FGB approved. b. Ensure statutory information is presented on the school's website including a report on the impact of the pupil premium on outcomes of disadvantaged pupils and impact and outcomes of sport funding in primary schools				BP to share content queries for the Allergy policy with TT TT final version of Allergy Policy to FGB to approve via email TT to amend RSE policy to reflect sex education is taught separately
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TT advised this will be finalised by end of the year. No further questions. c. Receive confirmation from Headteacher/pay committee that all teachers' salaries have been reviewed and that each teacher has been provided with a pay statement Not applicable at present. Move to T1 next AY <i>Link to vision: learning, caring and achieving together</i>				Receive confirmation from Headteacher/pay committee that all teachers' salaries have been reviewed and each teacher is provided with a pay statement in T1 AY (26/27)
11. GDPR a. Audit template BP and CD's meeting was postponed but CD is making progress. CD found an online system with no cost to support this. TT to ask CD to update where we are at the end of the year. Discuss in Sept. CD to send update on where at by end of this AY. b. H&S Wiltshire audit due soon <i>Link to vision: caring and achieving together</i>	BP	To update		CD to send an update on GDPR audit template progress by the end of this AY and discuss in T1 (AY26/27)
12. Governor's Evaluation/ Monitoring a. Evaluate the effectiveness of the governing board over the past year b. Review composition of the GB for the coming academic year	DK/NC	To update	Proposed meeting dates for 2026/27 to be circulated	

DK suggested having separate T&L Committee meetings given the focus from Ofsted. Can update at FGB meetings. The FGB can decide frequency of meetings and suggested having NC as a member. It also gives an opportunity to look at data and for Governors to understand where in house data comes from. AJSW stressed it was not to make extra work for teachers. Purpose is to see where things are, what interventions are in place and monitor progress. DK commented it provides more focused time with leadership team and not expecting teachers to be present/ conduct presentations. FGB to consider this for next AY, but were favourable. DK said there is focus on the agenda and consideration about what are most important areas as Governors e.g. safeguarding, T&L, finance. TT to include to include Governor evaluation/ monitoring in the Development plan. WS expressed thoughts around best use of Governor's time and if T&L Committee meeting took place, is there an opportunity to delegate. ASJW queried whether FGB needs 6 big meetings and a suggestion for fewer, longer meetings. WS also noted there would be a more defined agenda for F&P linking with timings of tasks that need completed. BP has said Committee/ FGB approval outside of meetings has worked well. FGB to contact DK if have any thoughts on FGB structure for the next AY.				FGB to consider having separate T&L Committee meetings TT to include to include Governor evaluation/ monitoring in the Development plan. FGB to contact DK if they have thoughts about its structure for the next AY
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c. Consider ways of accounting to parents for governing body's work e.g. article in school newsletter, governors' newsletter d. Agree dates of full governing board and committee meetings for the year and agree any standing invitations to any non-governors e.g. deputy head teachers This was agreed but noted can be amended if the structure changes. <i>Link to vision: learning, caring and achieving together</i>				
	AOB - Delayed entry request ([REDACTED] 2027) TT explained the situation regarding a request to defer entry for a child born in [REDACTED], currently [REDACTED], who [REDACTED]. TT spoke to LA today [REDACTED]. TT contacted a person involved with inclusion. There are concerns with [REDACTED]. TT explained that the decision to make is if the child joined [REDACTED]. [REDACTED] ASJW [REDACTED] if the decision could be made once had further information. At present FGB felt there is not enough information about [REDACTED]. DK advised caution in response [REDACTED]. - Cyber Security EL thanked Governors who completed the Cyber Security training recently and reminded those who hadn't to complete it. - Thanks			

	DK thanked the FGB for their time and commitment over the year. Thanks was given to DK to Chairing and also to TT.		
	Start time. 7.30pm	Finish Time. 9.08pm	Date and time of next meeting 23/9/26 at 6pm

Appendix 1 - FGB 1.7.26 Meeting Actions

Agenda item	Action
Minutes	TT to ask CD to share details of impact from [REDACTED]
T&L	DK asked to share SIA report when available
HT report	DK to contact EC and OH for their exceptional work around performance
HT report	TT to pass on FGB thanks to staff or all their hard work around performance
F&P	Discuss air conditioning at next F&P (T1, AY 26/27)
F&P	Severe weather policy to be reviewed in Dec 2026. link red weather warning in area to school closure
Policies	BP to share content queries for the Allergy policy with TT
Policies	TT final version of Allergy Policy to FGB to approve via email
Policies	TT to amend RSE policy to reflect sex education isn't taught as part of this
Policies	Receive confirmation from Headteacher/pay committee that all teachers' salaries have been reviewed and that each teacher has been provided with a pay statement in T1 AY (26/27)
GDPR	CD to send an update on GDPR audit template by the end of this AY
Governor's Evaluation/ Monitoring	TT to include to include Governor evaluation/ monitoring in the Development plan
Governor's Evaluation/ Monitoring	FGB to contact DK if they have thoughts about its structure for the next AY
AOB	TT to go back to LA with FGB comments around the deferred entry in [REDACTED] for Sept 2027