



SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB Committee on 13th May 2026 at 6pm

1.7.26	 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), Camille Sowersby (CS), Neil Carpenter (NC), Nicola Atwell (NA), Anna Glassborow (AG), Heather Martin (HS), Will Siddall (WS), Ben Warnes (BW), Martin Smith (MS), Emel Lansdell (Notes)

Apologies: Alex St John Wright (ASJW), Ben Parkyn (BP)

Notes: BW arrived at 6.01pm, MS left 18.57

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies a. Apologies BP, ASJW.	DK			
2. Declaration of interest a. None to declare.	All	To ensure there is no conflict of interest		
3. Minutes and matters arising from last meeting (18.3.26) a. Review actions from the last meeting i. TT looked at new model for class structures. Agenda item this meeting ii. CD/BP to rearrange next GDPR visit from 20.4.26 iii. Subject Access Request policy review during this meeting iv. GDPR/ Audit to be reviewed at next meeting due to BP's absence v. AG checked the frequency of compliance checks for the website. AG advised on the changes and proposed completing these internally using the DfE guidance. It will show what needs to be done, what documents need renewing etc, with lower cost impact. FGB agreed with this approach	DK	Agree minutes	Minutes Circulated	-CD/BP to rearrange next GDPR visit from 20.4.26 -GDPR/ Audit to be reviewed at next FGB (1.7.26)

b. Approval of minutes from the last meeting i. Approved c. Update on action point from T3: TT/DK to arrange a talk with HT at MPS (regarding expansion) i. TT spoke to the HT at MPS ii. There is a consultation with the LA, but the expansion will be going ahead. TT is investigating the potential overlap between Malmesbury and Sherston catchment areas and what this means iii. No further questions around this. <i>Link to vision –learning and caring together</i>				
4. Governor updates a. AG - year term ending 31/8/26 i. AG is part way through a potential 4 year term, but will think about how long she wishes to stay in the role and update at the next FGB <i>Link to vision – caring together</i>	DK	To update		-Discuss AG term of office length at the next FGB (1.7.26)

5. Ofsted Report and Response There was a discussion about Ofsted's report, actions taken and next steps. a. Ofsted Action Plan i. T&L Governor visit took place ii. [REDACTED] [REDACTED] [REDACTED]. TT has sent this out and discussed the key points iii. TT noted that there are [REDACTED] targets to work on but he has included [REDACTED]. [REDACTED] iv. DM has already done lots of work on English v. TT advised that there is a termly overview of how to meet targets from T6. The action plan will focus on these [REDACTED] things and will then feed into the development plan and the management plan vi. TT told the FGB that the new Reception teacher is proactive and has a positive attitude	TT/DK/ CS	To update		
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vii. LA coming in for supportive review deep dive (with the new regional lead [REDACTED]) on 30.6.26. This will include lesson walks, and cover what feeds into development plan viii. NC commented that this is comprehensive. If add more layers then can lose focus ix. TT working on SEF [REDACTED] [REDACTED]. DK noted it was included as the school wishes to improve on these areas, even if not key focus from Ofsted. TT felt it was an area to develop as a school and show that they are listening to parents x. NC asked if Governors could input into this and a need to look at Governor efficiency. TT will be reviewing this in T6, as in the previous year. There is a clear focus from Ofsted and a programme is being built around it xi. DK raised progress needs to be made and to follow on from the [REDACTED] from Ofsted [REDACTED] [REDACTED]. FGB needs to					FGB to look at what data needs to be looked at & they use their time in T1 AY 26/27
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think about what data is looked at and how Governors use their time. Conversation for September 2026 xii. BW raised there being a large time element required to review policies/ documents [REDACTED] Policies are now taken as being read ahead of the meeting to focus meeting time on important conversations. DK said work was being done on agendas to make the best use of time and allow focus on required areas xiii. DK also noted that structural changes can take place. The T&L Committee previously had its own meetings but was integrated into the main FGB. This can be changed if necessary. DK also mentioned that when Governors go into school, they need to ensure they are getting the best out of visits e.g. looked at everything they wanted to, all questions asked and answered xiv. TT noted that Governors focus was at the top level. TT also felt				
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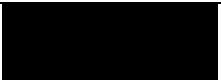
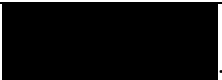
there is now a specific line of enquiry that wasn't present before through the LA. This will provide TT the opportunity for high level challenge and there is lots in place to give Governors' ownership xv. NA commented on the links between staff and Governors. DK stressed Governor visits were not just to look for problems. If good practice is seen then this should be celebrated xvi. DK suggested FGB consider what would be the best structure going forwards e.g. separate T&L. Discuss at next FGB (1.7.26) b. T&L visit took place with the LA including New Regional Lead. However, the Ofsted report hadn't been released at the date of this meeting c. WS asked if there were multiple action plans from different sources and if there was an intent to move these into one. TT explained that it wouldn't be practical to work off multiple plans. Areas of focus are mapped into a termly overview which records what is				FGB to consider the most effective structure for next FGB (1.7.26)
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being done each week and the SEF inputs into the development plan i. TT has used the Ofsted report, old SEF and the new inspection framework when working on the SEF. This will feed into development plan and the performance management plan. <i>* See additional confidential minutes (Part II)</i>				
6. Key updates from F&P Committee (28.4.26) a. Review end of financial year statement, which shows the final outturn (rollover) i. Looked at BMR. Ended the year in good place, better than expected ii. Total Carried Forward £ [REDACTED]. DK and TT signed the CFR Declaration Form b. Next year's budget to be approved by 30th June i. CD made changes in the meeting as part of discussions. Most of the budget is made up from [REDACTED] costs ii. In a growth situation which is positive c. 3-year budget forecast return to be approved by 30th July i. Takes into inflation set by LA	NC	To update	Minutes to be circulated	

ii. Positive 3 yr plan. It was noted that figures always look worse after that iii. Lots of questions during the meeting, including from WS which NC raised in his absence iv. Looked at extra/ staffing and contracts. Agreed for [REDACTED] contract to become permanent and [REDACTED] hours to be increased to [REDACTED] days due to workload and feedback from parents. The [REDACTED] teacher will be on a [REDACTED]. v. Governors are aware they need to approve the budget via email before submission to LA on 19.6.26. F&P meeting is on 11.6.26 vi. DK noted that the underlying pupil number assumption were [REDACTED] vii. WS queried the notes accompanying the revised budget document as it related to [REDACTED], [REDACTED] NC noted that the school was erring on the cautious side but				-Governors to approve budget via email for submission on 19.6.26. -TT to confirm with CD about the budget comment relating to [REDACTED] Budget should be based on [REDACTED] teachers. -NC also to catch up with CD on the budget
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need to check which figure is correct viii. WS raised concern about [REDACTED] headcount growth and if this trend negatively changed then [REDACTED] teachers would not be sustainable. This had been considered and only [REDACTED] [REDACTED], allowing for a continual review of needs ix. MS commented that the rollover would sustain the school for [REDACTED] yrs x. DK highlighted that although there was a [REDACTED] CF this year, there is a plan to [REDACTED] over the [REDACTED] yr period xi. WAC continues to be successful. Moved location to the old library. WAC was recognised as a key driver for new parents d. Approve residential trips – where relevant				
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i. Relevant H&S/ RA checks in place. No action required e. Solar panels update i. Meeting taken place and another booked tomorrow (14.5.26). WS joined the working party. Making contact with the original solar panel firm to a quote on 3 levels. Progressing. f. No further questions g. DK noted it was a positive position. <i>Link to vision – learning, caring and achieving together</i>				
7. HT Report a. Review attendance and exclusions data b. Above National Standard, and at DfE target. PA now at █%. TT highlighted the impact absence has on figures for a █ c. Review admissions/school leavers i. TT commented that all █ leavers were due to relocations d. Receive a report on the quality of teaching i. Learning walks postponed. Due to take place w/c 18.5.26. Done preparation work from the Ofsted action plan. It was noted that there needed to be	TT			

  The positive shift is more noticeable with   Further work to do e. Review pupil progress towards targets - TT documented this in depth in the HT report and talked through key points, highlighting both strong and less positive areas - TT commented that whilst  data is strong with over  in writing, these results may differ in the next AY as there are many  pupils with high level of need. There is lots of work to do around this which has already started, including TT getting involved with teaching, and guided writing. The school is taking steps to ensure pupils don't slip through - Class structure was also touched on during the update - TT raised the challenges faced when new joiners arrive who are not performing as well e.g. working towards expected standard				
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v. TT stressed the collective approach required to manage this, with everyone being on board. TT also emphasised the importance of needing to get things right in Reception due to the impact it can have in later years vi. NA asked if there were conversations with the parents of new joiners who were not meeting the expected standard. TT confirmed this was done straight away. Parents evenings take place, as well as sharing steps that parents can do at home to support their child vii. NA asked what parents expectations were e.g. to manage to the catchup within the school setting? TT noted that [REDACTED] this was managed at school viii. TT shared that misleading information was provided from previous schools about pupil's performance ix. TT highlighted that there was a good level of development EYFS. [REDACTED] areas were met and is				
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above the national average (expect [REDACTED] reaching GLD) f. Teaching and learning report and pupil progress i. Data is strong and the focus is on the next [REDACTED] yrs g. Staffing update - leavers and new joiners i. Currently there is a supply teacher job share in Reception which is going well. One teacher works 3 days and the other 2 days. TT commented that things [REDACTED] [REDACTED] with the initial supply teacher ii. TT explained the changes in classes: [REDACTED] [REDACTED] iii. Fixed term contracts ending for [REDACTED] in [REDACTED] including 1 with 1:1 support, as the child will be leaving. [REDACTED] [REDACTED] iv. WS asked with all changes with Reception what were the				
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comments from parents and how was continuity with the children? TT responded that it was hard at first and feedback was only to ask if they could send a card to previous teacher. TT said that he is visible to parents in the morning and has been fortunate in the transition v. NC asked if any staff [REDACTED] vi. DK thanked TT and noted there was a good structure in place for September. The FGB echoed DK's comments h. September 2026 Reception intake i. [REDACTED] places allocated ii. DK highlighted that this was an incredible achievement iii. TT advised that [REDACTED] families were appealing. DK stressed that families they were not appealing against the school iv. AG explained that the school doesn't manage admissions v. NC shared deadlines in the appeals process: [REDACTED] taken place with the next one on [REDACTED] DK gave credit to AG/ TT and all their work around				
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prospective parents and it making a difference i. Class Structure for 2026/27 ii. TT shared 3 scenarios and how they consider the level of need as pupils move up the school: ██████████ iii. TT explained the █████ option was the more traditional split, expectations on curriculum, way teach is easier from a T&L perspective iv. █████ choice is SLT and staff's preferred option v. WS agrees split with model in █████ but noted it depends on pupils and what feels right vi. BW challenged where pupils go if they join below standard. TT replied that historically mid-year transfers were mostly in █████. However there have been lots of joiners in █████ this year vii. DK shared support for the structure which lets pupils make progress: █████ viii. WS asked if TT would move a pupil mid-year? TT said he				
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hadn't experienced this, but would consider it if the school had the trust of the family/ best interest of pupil. It wouldn't be done for convenience viii. DK enquired about the expected reaction from parents about the changes. TT thinks they would be pleased. ■ ■ ix. TT shared belief that ■ pupils is not too many and every child is an individual. The quality of the teacher is key to enabling this x. WS asked when this will be finalised by? TT explained that communications will go out to parents w/c 15.6.26, with shuffle up sessions on 9/10th July. No class lists will be issued with it. TT will officially announce the new structure ahead of this communication xi. FGB agreed to class structure ■ xii. No further questions xiii. TT thanked for his work. <i>Link to vision: learning, caring and achieving together</i>				
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8. Safeguarding a. Governor visit report i. CS completed a Governor visit a few weeks ago, report to be sent ii. Short visit, no SCR review iii. Talked about incident on CPOMMS, no concerns iv. Some situations where [REDACTED] v. CS spent time with the SENDCO. There is more work to be done around this and was pleased with F&P's decision [REDACTED] - CS noted parent feedback around SEND and negative views about turnaround times - Noted barriers to SENDCO [REDACTED]. Currently works [REDACTED] CS suggests to keep this under review - TT raised that some systems need to be put in place [REDACTED]	CS	To update		-CS to send Governor visit report
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vi. DK asked when [REDACTED] vii. CS raised the question that if SEND needs continue to grow, does the school need someone who can give more hours, manage the changes in the system/ process forms etc changed viii. TT also wants to change the narrative to parents ix. DK highlighted that the parent survey results show problems and the Governors need to support TT and ensure this area is properly resourced x. No further questions. <i>Link to vision: learning, caring and achieving together</i>				
9. Staffing Matters a. Staff well-being update i. TT and AG presented the results of the survey in the meeting ii. A revised questionnaire was issued. AG did a great job with the star rating iii. TT noted the question about being able to complete work in	TT	To update	LA Term Dates for 26/27 circulated Staff survey results to be presented in the meeting	-AG to share results

the hours set was at its lowest level iv. Positive response to staff feeling valued v. Few comments around Governor involvement in the school not being high enough, [REDACTED]. CS queried this and wanted to understand why this/ these member/s of staff feel Governors don't do enough. CS also queried whether this was a wellbeing issue. AG questioned whether staff understand what Governors do and if they recognise that they do this role in addition to their own jobs vi. TT said the survey gives a more accurate feel of the school compared to last year vii. Further help around SEND was referred to viii. NC asked if TT felt Governors should come in for part of a staff meeting/ inset day. Include in development plan. TT said there weren't many opportunities for all Governors and staff to get together but the				
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-Include Governor involvement at school in the Development Plan

previous FGB Chair's leaving event reflected the collaboration ix. NC noted that the results were mostly positive x. AG thanked for her work on this b. Approve term dates/INSET days (where relevant) i. Term dates set by LA ii. On the website iii. Inset days are spread throughout the year. <i>Link to vision: learning, caring and achieving together</i>				
10. Policy/ Records Update Policies are to be taken as read for this meeting. Questions and issues should be raised before final sign off. a. Policies: i. Subject Access Request (new policy) ii. Appraisal Policy iii. Health & Safety Policy (including Premises Management Documents) iv. Staff Capability v. Staff Behaviour & Code of Conduct Policy (includes <i>Staff Discipline, Conduct & Grievance Procedures</i> and the <i>Statement of</i>	TT	To discuss/ approve		

*Procedures for Dealing with
Allegations Against Staff)*

WS sent TT some information [REDACTED] picked up on more recent updates to the policies than the LA models. TT uses the Right Choice models and had contacted the LA to confirm the latest versions were available.

TT advised that the EYFS policy is not due for update until next year and plans to do this alongside the new EYFS teacher early in the new year.

TT also let the FGB know that the H&S audit is due soon, which CD will go through.

FGB approved these policies.

b. Website

- i. Ensure website is up to date and includes statutory items, including governance information

- From a school perspective this is up to date
- Difficulty uploading image of new governor WS onto the new website. TT contacted website provider to assist with this.

<i>Link to vision – caring and achieving together</i>				
11.GDPR/ Data breach a. Low impact event where there was a data breach due to communication being sent to an old email mailing list b. The majority of contacts were from deactivated professional emails and to people known by the school c. This was highlighted straight away and action quickly taken d. EL mentioned that she has been in contact with [REDACTED], but the old email account was still visible when selecting a recipient i. TT mentioned he has weekly meetings on Fridays with [REDACTED] and to highlight if this remained an issue. <i>Link to vision –achieving together</i>	EL/DK/TT			EL to advise TT if there is no development resolving removal of the old [REDACTED] contact list
12.Parents Forum and Questionnaire a. Parents Forum i. Very positive, low response rate ([REDACTED]) due to Ofsted survey being completed around the same time ii. Letter sent to parents today communicating that the	NC/AG/ TT	To update		

	[REDACTED] Parents will also be advised that they are able to contact the school if they would like more regular updates on their child's progress. A reading update is also included to demonstrate that the school is working on this, listening to parents and responding quickly iii. WS said this was positive and DK added there were some lovely comments iv. WS noted SEND often mentioned in the feedback. TT also explained there has been an increase in the number of pupils with additional needs, as well as the SENDCO [REDACTED] last Autumn, [REDACTED] v. A needs led approach is being used and process changes have slowed down vi. DK asked for agenda item to change to Safeguarding and SEND for future meetings vii. CS commented that as the school reputation grows parents will consider moving children here				EL to update future agendas to show: Safeguarding and SEND combined
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viii. NA shared [REDACTED] ix. TT noted that if a parent thinks their child has [REDACTED], the school will start taking appropriate action as the focus is on pupil and their needs, whether or not they have a diagnosis. There is support through the mainstream inclusion fund x. WS asked as a school is there is SEND strategy. TT confirmed there was a SEND policy but acknowledged there were times where this [REDACTED] xi. TT said the level of communication/ feedback is important show the school is working with parents xii. CS commented that she tried to explore any issues with the SENDCO and they fell under broad categories [REDACTED] [REDACTED]. TT said there will be a conversation around expectations [REDACTED]				
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| <p>xiii. DK asked TT if they have enough information about what parents are unhappy about or if a deeper dive is required</p> <p>xiv. AG suggested having an information evening for parents next year on SEND to share how things have changed, changes to the framework, area of focus, perhaps [REDACTED], explaining what the school can/ can't do</p> <ul style="list-style-type: none">• BW suggested this could tie in a visit with the SENDCO/ run clinics• DK thought this would raise the profile of the school's work on SEND, show that the school takes this area seriously and responds to parent feedback• BW commented there has been lots of media fuelling the drive to parents thinking children may have SEND• TT mentioned that the SENDCO did a good workshop with the staff | | | | |
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xv. WS asked how much need is there to change the approach and what is the problem that is trying to be solved e.g. better training for staff/ more hours for [REDACTED]? TT to look at in more detail next year and this will feed into performance management. Structure [REDACTED] xvi. AG said from a “customer service” point of view the lack of communication isn’t great and asked if there was anything she could help support with e.g. when queries come in, [REDACTED]. TT said speed and communication need to be resolved first xvii. WS touched on ground management, the teaching strategy and what the SEND provision was like from a Governors view b. Parent Survey responses (from T4) i. Discussed. <i>Link to vision: learning, caring and achieving together</i>				-TT to review in detail next year what the issues are around managing SEND and feed into Performance Management
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	AOB - TT updated FGB on the recent introduction of the Hubs Alliance. All pool data, weaknesses and strengths. TT attended a Hub meeting. However, no one else from Sherston's hub was there (other schools include [REDACTED] [REDACTED] [REDACTED]) - o BW asked how it was determined which schools go into a hub. TT explained it was based on proximity, and they are all needed to be overseen by the same School Improvement Advisor. [REDACTED] is part of the school's hub - o BW asked if the school had to join the hub. TT confirmed - o CS queried if it would be useful. TT thought it would be beneficial to see things outside of the usual school setting and allow for good practices to be shared - o NC commented that the principle is good but hubs need to be supportive and all work together. It may also provide an opportunity to obtain more information around SEND/ training - o WS asked if it was just TT who would attend these sessions. TT confirmed yes. DM could attend but it would require class cover - o Governors approved TT joining the Hubs Alliance but want to see that TT's time is well spent. Suggested TT updates FGB on hub meetings and what benefit the school has from these - Parents Evening on Ofsted report to take place on 14.5.26. DK, NC and HM will be present along with [REDACTED] from the LA. It was decided that not too many Governors attended - DK issued thanks to everyone.		
	Start time. 6pm	Finish Time. 8.20pm	Date and time of next meeting 1/7/2026 at 6pm