




# SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 19<sup>th</sup> June 2024 at 17.56

18-09-2024	
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), Becky Fisher (BF), Belinda Robinson (BR), Linda Sheppard (LS), Alex St John Wright (ASJW), Mike Ward (MW), Ben Warnes (BW), Martin Smith (MS), Nicola Atwell (NA), Emel Lansdell (Notes)

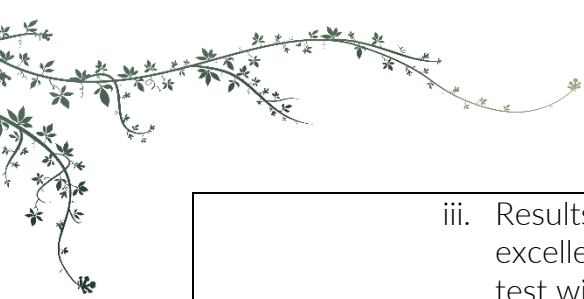
**Apologies:** Dominic Koole (DK)

**Notes:** ASJW and MW arrived at 17.58

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies a. Apologies from DK	BR			
2. Declaration of interest a. None to declare	BR	To ensure there is no conflict of interest		
3. Governor updates a. Succession planning: i. BR Chair role <ul style="list-style-type: none"> <li>Advert will be going out in the Sherston Cliffhanger in July and it will be posted on Sherston What's Occurring. A communication will also be sent out to parents</li> </ul> ii. BF term ending 24/7/24 <ul style="list-style-type: none"> <li>No current replacement</li> </ul> iii. LS term ending 31/8/24 b. BR thanked BF and LS for all of their hard work c. BR explained the focus would be on recruiting Governors, with the Chair being selected afterwards.	BR	To update		
4. Minutes and matters arising from last meeting a. BR has drafted advertisement for role of Chair	BR	Agree minutes	Minutes circulated	

<ul style="list-style-type: none"> <li>b. TT discussed Staff Governor Role with teaching/ TA staff in a recent meeting. The School Admin Officer will be taking on this role once LS term ends</li> <li>c. DK and TT have now met</li> <li>d. BR has requested PAN increase to 30 for AY 2024/2025. This has now been confirmed by the LA</li> <li>e. DK assisted with Deputy Headteacher interviews on 17.6.24</li> <li>f. TT confirmed the school is compliant with policies that need to be displayed on the website</li> <li>g. TT shared NA's Governor report</li> <li>h. Staff questionnaire has now been carried out.</li> </ul> <p><i>Link to vision – Caring and Achieving together</i></p>				
<p>5. F&amp;P CMT</p> <ul style="list-style-type: none"> <li>a. Last F&amp;P meeting on 1/5/24</li> <li>b. Next F&amp;P scheduled 3/7/24</li> <li>c. 2024/25 Budget was discussed <ul style="list-style-type: none"> <li>i. TT explained that there were no major changes since the last FGB meeting, with the exception of 1 new child who is due to start in Sept '24</li> </ul> </li> </ul>	MW	To update	Minutes circulated	

<p>iii. It was noted that that numbers were based on LA figures and do not include any out of catchment so are cautious</p> <p>iv. FGB agreed to sign off the budget</p> <p>v. BR thanked TT and SM (SBM) for all their work on this.</p> <p><i>Link to vision – Caring and Achieving together</i></p>				
<p>6. HT Report</p> <p>a. Review unvalidated Key Stage assessment data against expected outcomes</p> <p>i. Provisional data for Pupil Outcomes &amp; Performance was discussed</p> <p>ii. TT also discussed the separate PPMs for Governors report which provides a truer reflection of pupil progress throughout their education, instead of comparing different sets of pupils YoY</p>	TT	To update	Documents circulated	Additional pupil progress documentation to follow



<ul style="list-style-type: none"> <li>iii. Results from KS2 Maths were excellent, as is the recent phonics test with a pass rate of 100%</li> <li>b. Other key elements of the report were discussed: <ul style="list-style-type: none"> <li>i. Dean Moran (DM) has been appointed as the new Deputy Headteacher</li> <li>ii. TT noted that the development plan was in good shape, the recent SIAMs inspection was successful and is showing as green. The priorities for the following year were mentioned, but it was highlighted that the digital strategy could not be progressed at present due to the current IT infrastructure</li> <li>iii. Attendance is continuing to be monitored closely</li> <li>iv. An update was provided on safeguarding. BF enquired about support during holidays and TT confirmed steps were in place</li> <li>v. A H&amp;S update was provided on 2 recent incidents and what action was taken</li> <li>vi. TT noted BW's work on H&amp;S, including COSHH. TT also commented that he was awaiting</li> </ul> </li> </ul>				<p>BW to meet with SM ref H&amp;S and will attend H&amp;S audit</p>
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<p>a reply from the LA regarding an issue in a RA</p> <ul style="list-style-type: none"> <li>vii. A monthly jobs list is being created for the Caretaker</li> <li>viii. Tapestry is now in place for Reception and has been well received by parents</li> <li>ix. TT has cancelled some learning walks and formal lesson observations allowing for focus on the recent SIAMs inspection and staff well-being. TT commented that quality of teaching is high</li> <li>x. TT has booked H&amp;S training</li> </ul> <p>c. TT also raised the success of the recent Reception Assembly and the great feedback received. The EYFS teacher was congratulated for her efforts</p> <p>d. No further questions from FGB</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>				
<p>7. Policy/ Records Update</p> <ul style="list-style-type: none"> <li>a. Policies: <ul style="list-style-type: none"> <li>i. Children with Health Needs Who Cannot Attend School <ul style="list-style-type: none"> <li>• FGB agreed</li> </ul> </li> <li>ii. Report to parents on the policy for children with SEN (policy is on website)</li> </ul> </li> </ul>	TT	To discuss/ approve	Documents circulated	TT to contact SENDCo regarding date/ content error on

<ul style="list-style-type: none"> <li>● BR noted an error on the date for the Sherston School SEND Annual Information Report 23-24</li> <li>● ASJW also noted an error regarding reference to mid-term reports</li> </ul> <p>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</p> <ol style="list-style-type: none"> <li>i. TT explained that the report was carried out differently this year to minimise complications due to working with 2 budgets as a result of AY timings</li> <li>ii. BR queried the spending on Grassroots. TT confirmed part of it was for afterschool (approx. £4k), which will continue and the other (approx. £4.6k) is for lunchtime activities, which won't continue <ul style="list-style-type: none"> <li>● TT explained that when the SSCO cluster stops, there shouldn't be a gap in the sports provision as</li> </ul> </li> </ol>				<p>Sherston School SEND Annual Information Report 23-24 Updated SEND report to be added to website in T6</p> <p>TT to add Sports Premium Report on website</p>
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<p>there is planned collaboration with other local schools where a representative from each will focus on a different sport</p> <ul style="list-style-type: none"> <li>iii. FGB approved Sports Premium Reports</li> <li>iv. PP policy previously agreed (signed Nov '23).</li> </ul> <p><i>Link to vision -Caring together</i></p>				
<p>8. Performance/ Inspections</p> <ul style="list-style-type: none"> <li>a. SIA visit in T5 (SEF) and T6 <ul style="list-style-type: none"> <li>i. The SIA has postponed their visit until 19<sup>th</sup> July</li> </ul> </li> <li>b. The recent SIAMs visit was discussed during this meeting.</li> </ul> <p><i>Link to vision -Caring and Achieving together</i></p>	TT			
<p>9. T&amp;L</p> <ul style="list-style-type: none"> <li>a. Reports from governors visiting the school – DK (SEND/ PP review) <ul style="list-style-type: none"> <li>i. Review impact of the pupil premium</li> </ul> </li> <li>b. Review the impact of Sports Premium <ul style="list-style-type: none"> <li>i. Review of how PE and sport premium funding has been spent</li> </ul> </li> </ul>	BR	To update	Documents circulated	

<ul style="list-style-type: none"> <li>• Sports premium also discussed in section 7 (Policy/ Records Update)</li> </ul> <p>c. Governors were directed to DKs report. No questions from FGB.</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>				
<p>10. Safeguarding</p> <ol style="list-style-type: none"> <li>a. BF advised that the team had postponed their meeting until next week (w/c 24.6.24) due to the SIAMs inspection</li> <li>b. It has been noted that the Governor central record checks no longer need to be done, but relevant checks will still be in place</li> <li>c. CPOMMs is continuing to be an effective tool</li> <li>d. BF advised that Governors need to complete a safeguarding course in September. TT is planning to do this for Staff as face-to-face training on a September inset day. Governors are also able to do their training via National College</li> <li>e. A link Governor for Safeguarding will be needed once BF's term ends. BF would be able to do a handover before leaving. NA expressed an interest in this. BF suggested completing the NC training to get a better understanding of what it entails.</li> </ol>	BF	To update		

<p>Link to vision –Caring and Achieving together</p>				
<p>11. Staffing matters</p> <ul style="list-style-type: none"> <li>a. Staff well-being update <ul style="list-style-type: none"> <li>i. Staff are feeling the impact of it being a busy term, especially with reporting and the inspection, but they are getting through it</li> <li>ii. iSingPop was a success and great opportunity to bring everyone together following the SIAMS inspection</li> <li>iii. TT is continuing to help with work life balance for instance by removing mid term reviews, introducing subject leader time, providing staff welfare days – all of which have been well received, Learning resources have now been moved into the staff room cupboard at their request</li> </ul> </li> <li>b. Staff Questionnaire <ul style="list-style-type: none"> <li>i. 50% of questionnaires were returned which is the same as last year</li> </ul> </li> </ul>	<p>LS/ TT</p>	<p>To update</p>		

<p>ii. There were a few concerns about work life balance and not always being able to take full breaks</p> <p>iii. There were a few requests for greater links with the FGB</p> <ul style="list-style-type: none"> <li>• TT will advise staff how to access FGB minutes but noted he is also concerned about staff workload. BR highlighted that there is a slight delay as minutes from a previous meeting are approved at the start of the next meeting. NA and BR suggested that TT could provide a brief summary of Governor meetings at Thursday staff meetings</li> <li>• There was a question asking if Governors could volunteer more. It was noted that Governors aren't always aware of volunteering opportunities but TT will share details with Governors, who will attend if possible. BR commented that there are sometimes many parent volunteers but asked TT</li> </ul>				<p>TT to signpost staff to the minutes of Governor meetings on the website</p> <p>TT to give staff a brief summary of the FGB meeting at next staff (Thurs.) meeting</p> <p>TT to communicate with Governors regarding volunteering opportunities</p>
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<p>to let Governors know if they can be of assistance</p> <ul style="list-style-type: none"> <li>● NA also asked if there was a view of key dates so Governors could plan attendance e.g carol singing. TT to share plan</li> <li>● Most staff who responded believed Governors give effective support</li> </ul> <p>iv. TT wants to get on top of Governor visits for the next AY as they have proven very useful</p> <p>v. NA asked if there were 'meet the Governor' sessions. FGB discussed Governor attendance at parent's evenings etc in the past and how parents do not always wish to speak to them. BR noted that it is useful for Governors to attend the Parents Forum.</p> <p><i>Link to vision – Learning, Caring and Achieving together</i></p>				<p>TT to share key events plan with Governors</p>
<p>12. Governor's Evaluation/ Monitoring</p> <p>a. Evaluate the effectiveness of the governing board over the past year</p> <p>i. BR would like to hold a separate session with the Governors and possibly previous Clerk (Neil</p>	<p>BR</p>	<p>To update</p>	<p>Monitoring Plan link circulated</p>	

<p>Carpenter) to obtain an external view</p> <ul style="list-style-type: none"> <li>ii. TT thanked the Governors for all they have done. He said he has felt very supported and the Governors bring their knowledge and skills, which strengthen the school</li> <li>iii. MS commented that it is important for Governors to focus on the strategic element for the school, and not the operational</li> </ul> <p>b. Undertake a GB Skills Audit</p> <ul style="list-style-type: none"> <li>i. This needs updated. BR will send this out in the coming weeks to assess where we are</li> </ul> <p>c. Prepare annual statement on GB effectiveness over the past year</p> <ul style="list-style-type: none"> <li>i. To be done</li> </ul> <p>d. Review composition of the GB for the coming academic year</p> <ul style="list-style-type: none"> <li>i. Governors to be recruited and skills audit to be completed</li> </ul> <p>e. 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</p> <ul style="list-style-type: none"> <li>i. TT and SM have reviewed the proposed dates which have been shared with the FGB</li> </ul>				<p>BR to send skills audit to Governors in the next few weeks</p>
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<p>f. Monitoring plan</p> <p>i. Good progress but few outstanding items</p> <ul style="list-style-type: none"> <li>- BR thanked everyone, especially to TT for all of the work and achievements this AY, including a positive SIAMS inspection.</li> <li>- NA commented that she had heard lots of positive feedback about Sherston School and as the Governors are now more familiar with the school, their role and each other, they will be able to build on this next year.</li> </ul> <p><i>Link to vision –Caring and Achieving together</i></p>				
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- TT raised a concern about the current lack of volunteers for events the FFS are organising. He and the Governors recognised the importance of the FFS, the hard work of its members, its successes and the positive impact their efforts have on the school. They also acknowledged the time difficulties parents face due to work/ other commitments, which can prevent them from being able to help out</li> <li>- Governors will also be contacted about events going forwards and will volunteer where possible. The upcoming book fair and Olympics Day were mentioned as needing volunteers. Some of the Governors confirmed they could assist at these.</li> </ul>			
	<p><b>Start time.</b> 17.56</p>	<p><b>Finish Time.</b> 19.30</p>	<p><b>Date and time of next meeting</b> 18.9.24 at 5.45pm</p>	