




SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 15th May 2024 at 17.53

19-06-2024	
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.

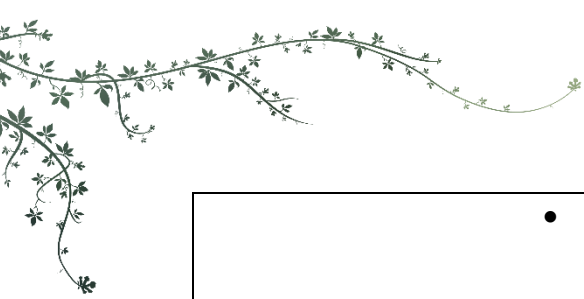


Attendees: Tommy Towers (TT), Becky Fisher (BF), Belinda Robinson (BR), Linda Sheppard (LS), Dominic Koole (DK), Martin Smith (MS), Emel Lansdell (Notes)

Apologies: Alex St John Wright (ASJW), Mike Ward (MW), Ben Warnes (BW), Nicola Atwell (NA)

Notes: DK left at 19.19 and returned at 19.21

<p>4. Minutes and matters arising from last meeting</p> <ol style="list-style-type: none"> a. TT has amalgamated various COC policies into one. To discuss during this meeting b. TT and NA met c. Discussion around how staff CPD programmes are impacting on professional & development needs of staff and succession planning will be covered in this meeting d. EYFS to be discussed this meeting e. DK and TT to arrange meeting but this won't link with next SIA meeting in July f. BR contacted Ben (who conducted energy audit) to investigate solar panel grants g. TT logged LS absence from Nov 2023 h. Monitoring plan & feedback from governor training to be discussed this meeting. <p><i>Link to vision – Caring together</i></p>	BR	Agree minutes	Minutes Circulated	DK and TT to arrange meeting early in T6
<p>5. F&P CMT</p> <ol style="list-style-type: none"> a. Minutes from last F&P meeting <ol style="list-style-type: none"> i. No comments regarding the minutes of the last F&P meeting <ul style="list-style-type: none"> • Approve next year's budget by 30th June – update 	MW	To update	Minutes to be circulated	



<ul style="list-style-type: none">• Approve 3-year budget forecast return by 30th July – updateii. The budget was discussed. TT handed out 2 scenarios for the budget during the meeting and explained the differences and reasoning for these <div data-bbox="436 502 913 890" style="background-color: black; width: 100%; height: 100%;"></div> <ul style="list-style-type: none">v. There was a discussion around IT equipment, funding options for this and its impact. Infrastructure requirements were also raisedvi. TT highlighted that the finances were looking good and factored in more items so it more realistic and to minimise unexcepted costs. There are also some elements which are harder to predict e.g. what future funding will be available				<p>BR to request PAN increase to 30 for AY 2024/2025</p>
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<p>vii. Next FGB meeting to be brought forward to 19/6/24 and the July meeting cancelled (10/7/24)</p> <p>viii. FGB agreed to the 2nd budget scenario [REDACTED]</p> <p><i>Link to vision – Caring and Achieving together</i></p>				
<p>6. HT Report</p> <ul style="list-style-type: none"> - A very detailed report was provided and key areas discussed: <ul style="list-style-type: none"> a. Summary of Progress Towards SIAP Priorities <ul style="list-style-type: none"> i. Monitor implementation and impact of the School Improvement Plan/start priorities for coming academic year <ul style="list-style-type: none"> • BR noted that there were lots of green on the report and asked if there were any concerns. TT replied the pupil survey would take place in T6, there is a query regarding the need for the display and presentation policy and the development on digital 	TT	To update	Document to be circulated	

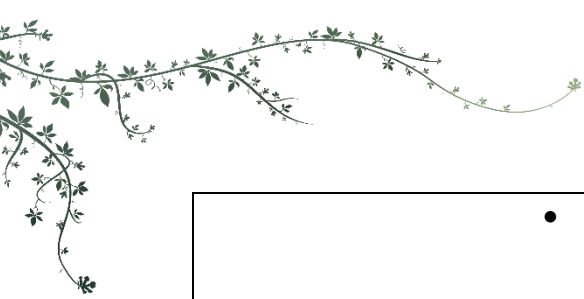


<p>strategy may need to be postponed until there is the required IT infrastructure in place</p> <ul style="list-style-type: none"> • SEF has also been completed as a collective piece of work and will be a continued work-in-progress. There was a conversation about grade descriptors and the subjectivity around the meaning of 'exceptional.' Additional conversation points were around what should be included in the report and the advice that was provided from the contracted book author, as well as the SIA. TT plans to reduce this document's length in September <p>b. Review attendance and exclusions data</p> <ul style="list-style-type: none"> i. There was a discussion around this and the impact of long-term sickness. TT is very aware of absences. This is monitored daily and appropriate action taken. Improvements in absences have been communicated with parents 				
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<ul style="list-style-type: none"> ii. There was a discussion about the national attendance average (approx. 92%) and how this differs from pre-Covid levels where schools were expected to achieve 96%, whilst aiming for 98% attendance. TT also mentioned that a new Government attendance policy would be in place in July iii. There was also a discussion around vaccinations and the possibility of communicating with parents of reception children regarding this c. Review admissions/school leavers <ul style="list-style-type: none"> i. Covered in report d. Staffing matters: <ul style="list-style-type: none"> i. Consider staffing adjustments for next academic year in the light of pupils' needs <ul style="list-style-type: none"> • Covered in report ii. Review impact of support staff deployment and interventions with pupils <ul style="list-style-type: none"> • Covered in report e. Leadership and management <ul style="list-style-type: none"> i. Discuss how staff CPD programmes are impacting on professional standards <ul style="list-style-type: none"> • Covered in report 				
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<ul style="list-style-type: none"> ii. Discuss development needs of staff and succession planning in the leadership team <ul style="list-style-type: none"> • Covered in report • Discussion about change in leadership team, reason for change and the requirements for the role. An advertisement is being placed on Monday (20/5/24) for an Assistant HT. DK to assist f. Quality of teaching and learning <ul style="list-style-type: none"> i. Receive a report on the quality of teaching <ul style="list-style-type: none"> • Covered in report g. Continuing professional development <ul style="list-style-type: none"> i. Ensure budget and programme for staff development is being implemented effectively <ul style="list-style-type: none"> • Covered in report ii. Agree training to be undertaken by staff and governors e.g. safer recruitment, safeguarding, health and safety <ul style="list-style-type: none"> • Covered in report h. Review communication with parents <ul style="list-style-type: none"> i. Tapestry update <ul style="list-style-type: none"> • TT explained what Tapestry is 				<p>DK to assist with interviews for new Assistant HT on 17/6/24</p>
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<ul style="list-style-type: none">• There has been progress made with this and will predominately be used in EYFS to celebrate what pupils are doing, and to reduce workload• Aim to introduce Tapestry in T6 in preparation for the next AY• It was noted that various functions of the application wouldn't be used e.g. communication and memos to avoid any cross over with other school communication methods.• MS enquired if there was a GDPR risk but TT explained there wasn't and that parents would need a password to gain access• LS asked if other staff were able to share moments which could be added onto Tapestry e.g. from Early Birds club. TT confirmed it could				
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ii. Consider ways of accounting to parents for governing body's work e.g. article in school newsletter, governors' newsletter.

Wraparound Care

- MS asked about the potential uptake of wraparound care as the report stated it had been positively received by the community. TT explained that feedback was based on a survey. TT also provided a further update on the wraparound structure, number of pupils, pricing and the booking process. A few final areas are being clarified by the School Admin Officer and TT
- TT also noted that Grassroots would be continuing for another year
- DK raised the point that tax free childcare could be used in wraparound care. TT replied that this had been factored in and they trying to streamline the booking/ invoicing process
- TT also thanked the staff who would be running it, thereby making full wraparound care in the school setting possible.

Link to vision – Learning, Caring and Achieving together

<p>7. Policy/ Records Update</p> <p>a. Policies:</p> <p>i. TT amalgamating various CoC policies into one:</p> <ul style="list-style-type: none"> • Staff Capability • Staff Discipline, Conduct & Grievance Procedures • Appraisal policy • Marking and feedback policy <p>ii. BR thanked TT on his work on this</p> <p>iii. FGB approved all policies</p> <p>iv. TT to identify if other policies should be shared on the website.</p> <p><i>Link to vision – Caring together</i></p>	TT	To discuss/ approve		-TT to identify if other policies should be shared on the website
<p>8. Performance/ Inspections</p> <p>a. Review school self-evaluation judgements</p> <p>i. Covered in reports and discussions</p> <p>ii. TT will focus on this more with SLT next AY.</p> <p><i>Link to vision – Achieving and Caring together</i></p>				

<p>9. T&L</p> <p>a. T&L update</p> <p>i. NA absent but TT shared key points from NA's visit to the school including an update on how Music/Art/DT is taught in the school and what current provisions are in place e.g. have Art, Choir, Guitar/Ukulele, LAMDA, Drama Club, Rocksteady. NA suggested exposing pupils to orchestra/instruments where possible</p> <p>b. Receive reports from curriculum leaders: The Arts</p> <p>i. TT to share NA's report .</p> <p><i>Link to vision – Achieving, Learning and Caring together</i></p>	TT	To update		TT to share NA's report
<p>10.Safeguarding</p> <p>a. CPOMMs is working well and appropriate support is being given where needed</p> <p>b. Leadership team met today (15/5/24) and had a thorough review of safeguarding, including looking at the various resources. A new process is now in place to help easily monitor and understand each situation.</p> <p><i>Link to vision – Achieving and caring together</i></p>	BF/ TT	To update		

<p>11. Staffing matters</p> <ul style="list-style-type: none"> a. Staff well-being update <ul style="list-style-type: none"> i. Going well ii. Learning walks have taken place and the process has been adapted so it is more relaxed and more time efficient iii. Internal resources will be moved into the staff room. The Caretaker is in the process of doing this iv. A member of staff had a mental health day and this was positively received. Staff feel that they can ask for this v. Staff well-being questionnaire will be carried out in T6. TT commented it would be useful to use the same questionnaire to compare results b. Ensure teaching staff have interim performance reviews/review appraisal policy <ul style="list-style-type: none"> i. This is mostly done, one remaining due to absence c. Approve term dates/INSET days (where relevant) <ul style="list-style-type: none"> i. Term dates set by LA. This is on the website along with INSET days <p><i>Link to vision -Caring together</i></p>	<p>LS/ TT</p>	<p>To update</p>		<p>Carry out staff well-being questionnaire in T6</p>
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<p>12. Governor's review</p> <ul style="list-style-type: none"> a. Monitoring plan <ul style="list-style-type: none"> i. BR commented that this was mostly green and progressing well b. Receive feedback from governor training <ul style="list-style-type: none"> i. The feedback received indicated that Right Choice was not used enough to warrant the cost. The subscription has been cancelled. National College will be used and pay as you go for specific courses with Right Choice ii. New training log in place. <p><i>Link to vision –Caring and Achieving together</i></p>	BR	To update	Monitoring Plan link circulated	
	<p>AOB</p> <ul style="list-style-type: none"> a) PAN <ul style="list-style-type: none"> o Possible increase in PAN for 2025/6 to 30 <ul style="list-style-type: none"> i. Discussion around a potential increase in PAN to 30 and its benefits. TT noted that the LA figures do not take planned housing developments into consideration ii. Governors agreed for PAN to be increased to 30. BR will request this increase b) FGB AOB - CFR report sign off <ul style="list-style-type: none"> a. This document was not available for the meeting and will be sent to the FGB electronically. Governors will be able to review and raise any queries by the end of this week. Approval needs to be confirmed by 21/5/24 to allow for SM to submit a signed copy by 31/5/24 			

	<p>c) Fallen tree branch</p> <ul style="list-style-type: none"> a. At the start of the week a branch fell onto the playground. This area was not identified as requiring any work during a recent tree survey b. The tree surgeon is fast tracking the school and will attend on Sunday (19/5/24). Remedial work will be carried out on numerous trees and an additional survey and work will be carried out on the area where the branch fell c. Safety measures have been put in place until this has been carried out. TT sent a communication to parents to advise them of this, following the incident d. The LA was contacted and a risk assessment has been done e. DK enquired about the parents' reactions and there were very good. LS commented that no children had spoken to her about the incident f. BR raised the link to the last F&P meeting, which now stresses that a specialist is required to maintain trees g. MS raised the point that the tree was owned by the Parish Council and asked if it an Elm tree as they should not grow so tall. MS will liaise with SM to contact the Parish Council in reference to this <p>d) The next FGB was confirmed for 19/6/24. DK has given his apologies as he is unable to attend</p> <p>e) BR thanked TT for his detailed report and work on policies</p> <p>f) BR also thanked everyone for their work.</p>			
	<table border="0"> <tr> <td data-bbox="573 963 837 1078">Start time. 17.53</td> <td data-bbox="837 963 1339 1078">Finish Time. 19.51</td> <td data-bbox="1339 963 2029 1078">Date and time of next meeting Proposed 19/6/2024 at 5.45pm</td> </tr> </table>	Start time. 17.53	Finish Time. 19.51	Date and time of next meeting Proposed 19/6/2024 at 5.45pm
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