




SHERSTON PRIMARY SCHOOL GOVERNING BODY

Minutes of the FGB CMT on 20th March 2024 at 17.50

15-5-2024	
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), Nicola Atwell (NA), Emel Lansdell (Notes)

Apologies: Martin Smith (MS), Dominic Koole (DK)

Notes: NA arrived 17.52, BF left 18.35, BW left 19.21

Agenda Item	Who	Purpose	Circulated Documents	Action Points
1. Welcome, apologies a. Apologies from MS and DK	BR			
2. Declaration of interest a. None to declare	BR	To ensure there is no conflict of interest		
3. Governor updates a. BR term ending 24/5/24, but will continue until a succession plan is in place i. DK will no longer be able to take on the Chair role once BR term ends ii. BR asked if anyone was interested in taking on the role and if so, she would be able to discuss this. If no-one from FGB wished to step into the Chair position, a person would need to be recruited iii. BW enquired about the hours the role took up. BR replied that it varied but understood people's concerns about time commitment iv. TT asked what needed to be done at this stage considering the timeframe. BR replied the structure of T&L needed to be looked at, filling the vacant	BR	To update		

<p>Foundation Governor positions and filling the Safeguarding role once BF steps down in the summer</p> <ul style="list-style-type: none"> b. LS enquired about her governor term ending. BR advised staff governors terms are 2 years and it would require a discussion with TT c. Priority is recruiting 2 Foundation Governors. BF and BR have had a few discussions around this. 				
<p>4. Minutes and matters arising from last meeting</p> <ul style="list-style-type: none"> a. Discussions taking place regarding recruiting for Foundation Governor role b. NA completed safeguarding training c. Governor training log set up (for non-staff Governors) d. TT investigated how attendance is reported to DfE. Data is automatically collected using Wonde. The DfE can access the system when needed, taking a snapshot of figures e. TT and DK discussed presentation of PPM data f. BF completed Cyber Security training g. TT will look at amalgamating various CoC policies into one for next FGB h. TT and NA to meet after half term i. F&P Minutes (17.1.24) circulated 	BR	Agree minutes	Minutes Circulated	TT will look at amalgamating various CoC policies into one

<ul style="list-style-type: none"> j. Performance data to be discussed later this meeting k. TT to update on SIAMs this meeting l. ASJW and TT to update on spellings and GD in writing later this meeting m. Curriculum Development to be discussed this meeting n. Update on reviewing provision and impact of curriculum and extended services during this meeting o. EL and BR discussed holding records/ training logs p. Discuss how staff CPD programmes are impacting on professional standards at next FGB q. Discuss development needs of staff and succession planning in the leadership team r. Clerks Performance Review took place today (20.3.24) s. T&L update to be done this at this meeting t. EYFS to be discussed at next FGB u. DK and TT to arrange meeting (PP and SEND). Another meeting will be scheduled for July with SIA Celia. DK to be invited. <p><i>Link to vision – Caring together</i></p>				<p>TT and NA to meet after half term</p> <p>Discuss how staff CPD programmes are impacting on professional & development needs of staff and succession planning in the leadership team, at next FGB -EYFS to be discussed at next FGB - DK and TT to arrange meeting -TT to send invite to DK for next meeting with SIA in July</p>
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<p>5. Minutes of the F&P CMT</p> <ul style="list-style-type: none"> a. SFVS on today's agenda b. MW discussed benchmarking and how an alternative tool was used as DfE data hadn't been updated yet. The main red flag was energy which was investigated further. The impact of rates was shown to be high, but noted that it is out of the school's control and is reimbursed. Further benchmarking will be completed once DfE data is available c. MW discussed his work reviewing the Finance Manual. He has created a draft Fixed Asset Policy and will follow this up with SM (SBM). He also advised he will carry out a Fixed Asset Register review twice a year d. [REDACTED] discussed the budget at the F&P meeting in SM's absence. [REDACTED] e. The H&S and Premises log will be discussed at 3 F&P meetings instead of 6. It was noted that this is a live document and any issues will be raised with the F&P Committee as necessary f. TT discussed the wraparound care proposal and plan to implement this 	<p>MW</p>	<p>To update</p>	<p>Minutes Circulated</p>	
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<p>from September. Few remaining details to be finalised before communicating this with wider community. TT explained that it isn't just for parents who work. It is about supporting the community with a strong wraparound care offering. TT is very grateful to those who would be running it. FGB is happy for this to go ahead.</p> <p>g. MW also raised the possibility of a grant being available for solar panels. The FGB was happy for this to be explored.</p> <p><i>Link to vision – Achieving together</i></p>				<p>BR to contact Ben (who conducted energy audit) to investigate solar panel grants</p>
<p>6. HT Report</p> <p>a. Monitor pupil performance and ensure all pupils are making at least expected progress towards targets (and ensuring pupils in receipt of pupil premium and or catch-up funding and are making good progress)</p> <p>i. TT provided a very thorough report and discussed this in detail including pupil numbers. 16- 18 pupils are expected in September 2024. There are also potentially for 4 new starters in the summer including from Australia/ NZ.</p>	<p>TT</p>	<p>To update</p>	<p>Document to be circulated</p>	

<ul style="list-style-type: none"> ii. Attendance is being closely monitored and appropriate action being taken, resulting in some children attending school later in the day, and thereby improving figures. Staff absence was also looked at iii. PPM data across the year groups was discussed in detail iv. One safeguarding case which is being progressed quickly v. Celia (SIA) visited today (20.3.24) regarding SEF which was positive vi. Leadership is strong vii. Class sizes will remain unchanged for the present <div style="background-color: black; width: 100%; height: 100%; margin: 10px 0;"></div> <ul style="list-style-type: none"> ix. Very positive recent EYFS visit by LA. Improvements which have been made since the last visit. Discussion about possibility of introducing Tapestry to improve communication with parents, as well as reducing workload x. Lots of work has gone into curriculum development 				<p>TT to log LS absence from Nov 2023</p>
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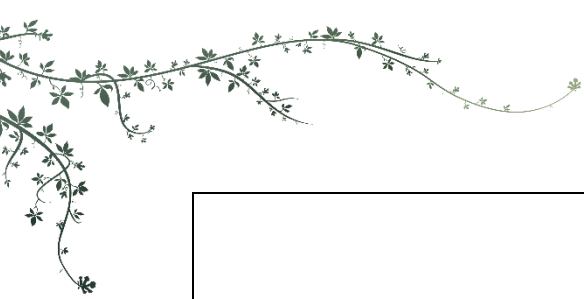
<ul style="list-style-type: none"> xi. Many teaching strengths were highlighted xii. BW asked about the potential change to a new reading scheme. DM to purchase resources for Little Wandle in term 5, with implementation in term 6 to enable a smooth start in the next AY. TT discussed changes to how spellings are learnt and its effectiveness. <p><i>Link to vision – Learning together</i></p>				
<p>7. Policy/ Records Update</p> <ul style="list-style-type: none"> a. Policies: <ul style="list-style-type: none"> i. PSHE/RSE Policy <ul style="list-style-type: none"> • Approved ii. Code of Conduct (amalgamate various CoC policies into one and copy to be put in front of visitor signing in book) <ul style="list-style-type: none"> • This will be reviewed in May iii. Protective security policy (Lockdown policy) – change update <ul style="list-style-type: none"> • Noted that some tweaks were made following a test run b. Ensure updated Admissions policy is on the website by March 	TT	To discuss/ approve		Code of Conduct (amalgamate various CoC policies into one and copy to be put in front of visitor signing in book) at next FGB

<ul style="list-style-type: none"> i. This is a link to LA page c. Ensure the school has published information to demonstrate how they are complying with the Public Sector Equality Duty and include equalities objectives <ul style="list-style-type: none"> i. Website audit conducted and was ok ii. TT contacted LA to obtain latest version. Previously someone used to produce data on this but has now left d. Review records of bullying, discriminatory and prejudicial behaviour <ul style="list-style-type: none"> i. This is positive. TT stressed that any concerns about bullying are recorded and investigated. They may be categorised as 'alleged bullying' on CPOMMs if evidence is not obtained. Further investment into equipment is being looked at, as well as working closely with Grassroots e. No questions regarding policies from FGB <p><i>Link to vision – Caring together</i></p>				
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<p>8. School Financial Value Standard (SFVS)</p> <p>a. Approved by F&P Committee at the last meeting</p> <p><i>Link to vision – Achieving together</i></p>	MW	To approve		
<p>9. Performance/ Inspections</p> <p>a. Update on School Improvement Plan</p> <p>i. This has been written</p> <p>b. SIAMS readiness</p> <p>i. Action plan is complete</p> <p>ii. Laura Harris came for a pre-inspection visit last term. This was incredibly positive with some minor actions to consider</p> <p>c. SIA Updates</p> <p>i. Visit took place on 20.3.24 with focus on SEF. Discussed in HT report section.</p> <p><i>Link to vision – Achieving and Caring together</i></p>	TT	To update		
<p>10.T&L</p> <p>a. T&L update</p> <p>i. Covered in HT report</p> <p>b. Receive reports from curriculum leaders</p> <p>i. See below. Report to be circulated</p> <p>c. Improve Spellings & GD in Writing</p> <p>i. ASJW met with TT and DM (Yr 1 teacher/ Deputy) and thanked</p>	NA/ ASJW/ TT	To update		ASJW to circulate report

them for their time. ASJW discussed the contents of the report

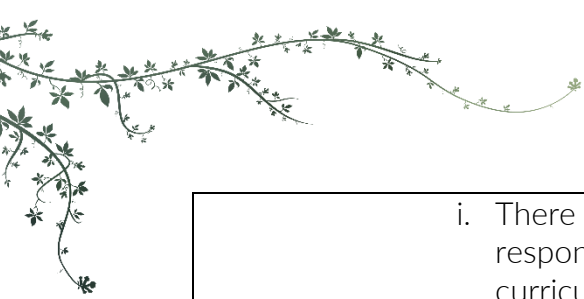
- ASJW asked about tracking progression throughout the year groups. This was very clear with teacher planning and working through the medium-term plan. Resources were available
- DM discussed phonics and spellings and explained a change in how learning spelling are learnt including a termly spelling test, which has been more effective
- TT commented that a recent Parent's forum suggested that they didn't feel there was enough outdoor learning. This will be done when the weather will permit. There are plans to include activities such as mark making outdoors
- Assessment for Greater Depth of writing was also



<p>discussed. This was evidence informed and DM had books to showcase this. TT also noted that staff meeting planned what greater depth in writing looks like for year 6</p> <ul style="list-style-type: none">ii. TT thanked ASJW for his time and insight <p>d. Curriculum Development</p> <ul style="list-style-type: none">i. This has been discussed <p>e. Homework</p> <ul style="list-style-type: none">i. There was positive feedback on the drop of the pick and mix homework at the parents' forum. Parents, staff and children found homework stressful. There is now greater focus on spelling and maths. An improvement has been already been seen in terms of children doing additional reading and a positive impact on their confidence and self-esteem. TT commented that communications hadn't filtered to TA's regarding homework changes and is mindful of this for future <p>f. Review the provision and impact of curriculum and extended services</p>				
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<ul style="list-style-type: none"> i. This has been discussed. Currently years 1-6 have an offering but activities are being looked at to include pupils in Reception ii. There is a strong uptake for clubs such as art iii. There are plans to introduce LAMDA lessons into the school day as it is good for confidence. <p><i>Link to vision – Achieving, Learning and Caring together</i></p>				
<p>11. Safeguarding</p> <ul style="list-style-type: none"> a. BR left early but it was noted she didn't have anything further to add following what had been covered in the HT report b. Everything is being robustly logged via CPOMMs. Everyone is feeding into it <p><i>Link to vision – Caring together</i></p>	BR	To update		
<p>12. Staffing matters</p> <ul style="list-style-type: none"> a. Update on staff well-being <ul style="list-style-type: none"> i. This is continuing to improve and staff are aware that TT will support them – there is action as well as initial words from a new HT b. Continue to review work/life balance of staff 	LS/ TT	To update		



<p>i. There has been a positive response to the additional curriculum development time staff have. TT proposes to keep this for at least another year</p> <p>ii. Mid-year reports will not be taking place to ease workload</p> <p>iii. TT is helping with cover where possible. Everyone is very supportive e.g. a quick response was provided when a FOI request was made</p> <p>iv. TT is looking at introducing welfare days e.g. to enable staff to attend one off specific events e.g. weddings</p> <p>v. TT is also looking to introduce a welfare week where 'work to rule' is in place e.g. no additional meetings, leaving on time</p> <p>vi. BR commented that TT has achieved a lot in a short space of time. TT commented that there is a sense of fun and everyone comes together as a team. ASJW noted that this goes beyond the staff is reflected in the children</p> <p>c. Receive confirmation that the Performance Management review of the Headteacher has been undertaken by performance management governors</p>				
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<p>and External Adviser (scheduled 15.3.24)</p> <ul style="list-style-type: none"> i. This has taken place and was very positive d. Monitor progress of Headteacher's performance against objectives <ul style="list-style-type: none"> i. As above e. Ensure staff CPD programmes are impacting on professional standards <ul style="list-style-type: none"> i. To discuss at next FGB f. Consider development needs of staff and succession planning in the leadership team <ul style="list-style-type: none"> i. 1st aid and mental health training will be done in the Summer Term g. Clerks' Performance Management or mid-year review depending on appraisal cycle <ul style="list-style-type: none"> i. This was completed today. Clerk doing a good job. <p><i>Link to vision – Achieving and Caring together</i></p>				<p>-Discuss how staff CPD programmes are impacting on professional standards at next FGB</p> <p>-BR and TT to discuss development needs of staff and succession planning in the leadership team and update at next FGB</p>
<p>13. Parents Forum and Parents Questionnaire</p> <ul style="list-style-type: none"> a. No questions from FGB b. TT advised that a few changes have already been made including looking into Parent Pay functionality c. TT explained due to unspecific comments and the anonymity of the 	TT	To inform		

<p>questionnaires action could not be taken where it would like to be. LS commented that staffing at breaktimes has been reviewed to minimise potential bullying instances from arising</p> <p>d. BR asked about the expectation from the question “I receive valuable information from the school about my child’s progress.” This appeared to be more about children’s progress e.g. whilst there will not be a mid-year review, there are always opportunities for parents to come into the school</p> <p>i. There was a discussion around other possible ways to provide an update on a pupil’s progress which isn’t labour intensive for staff e.g. grey cards and its pros and cons</p> <p>e. Questionnaires were issued online this time inside of physically being handed out during parents evening. Overall a good response rate</p> <p>f. BR said it made a good read and everyone should feel very proud</p> <p><i>Link to vision – Achieving and Caring together</i></p>				
<p>14. Governor’s review a. Monitoring plan</p>	BR	To update	Monitoring Plan link circulated	Discuss monitoring plan &

<ul style="list-style-type: none"> i. Ongoing. Will look at in more detail at next FGB b. Receive feedback from governor training <ul style="list-style-type: none"> i. BR sent some training suggestions <p><i>Link to vision –Caring together</i></p>				<p>feedback from governor training at next FGB</p>
<p>15. Website Compliance</p> <ul style="list-style-type: none"> a. An external audit on the website was conducted b. There were a few advisories including a missing Governors document c. SM, AG (Admin Officer) and TT were congratulated d. TT brought the improved website to the FGB’s attention, explaining it is now more user friendly with fewer drop-down options on menus. AG’s hard work was recognised. <p><i>Link to vision – Achieving together</i></p>	BR	To update		
	<p>AOB</p> <ul style="list-style-type: none"> - BR advised that Budget sign off is 21/6/24. It was asked if the July FGB meeting (10/7/24) could be brought forwards to June with a suggestion of 19/6/24. BR to send email communication regarding the date change. - TT and BR thanked everyone for their work. 			
	<p>Start time. 17.50</p>	<p>Finish Time. 20.05</p>	<p>Date and time of next meeting 15/5/24 at 17:45</p>	