

**Marlborough St Mary's CE Primary School
Governing Body**

**ACTION SHEET
8 July 2025**

Item	Action	By
4e	Parental engagement re online safety	RG/AA
7a	Create a media page on the website for publicity	School
9	Follow up school meal pricing with SBM	DK
10	Suggestions to improve the effectiveness of meetings	ALL

Value for Term 1 meeting - Fairness

Governors are asked to consider ways in which this has been demonstrated in their role.

Dates

1 September – join staff for TD day – and contribute to bring and share lunch

9:15- 12:00- Vision, Strategy and Drivers

12:00- 12:45- Lunch

12:45- 15:15- Safeguarding Training

Dates for FGB meetings 2025-2026

7 October; 2 December;

3 February; 24 March;

19 May; 7 July

Together we believe, learn and achieve

Our six values are:

Fairness, Respect, Friendship, Love, Perseverance and Courage

**Marlborough St Mary's CE Primary School
Governing Body**

**Minutes of a Meeting of the Full Governing Body
held in School on Tuesday 8 July 2025 at 6.30pm**

Present: Dan Knight (Co-Chair and chair for meeting); Amy Adderley; Louise Barry (Co-Chair); Dan Crossman; Kim Hall; Kate Hughes; Harriet Jackson; Caroline Philps; Gill Ross; Chris Smith Louise Stevens; David Williams

By TEAMS: Celia Dunne

In attendance: Laurien Carter – Clerk
Russell Goodman – Deputy Head

Apologies received and accepted: Christine Foulkes; Katie Riches

1. Welcome

Value for the term –Courage.

Dan Knight welcomed everyone to the meeting.

The meeting opened with a reading from Psalm 27 and a prayer.

**2. Any change to the Register of Business Interests;
Any Interest in any Agenda Item**

There were no changes to the Business Interests and no interest in any agenda item.

3. Minutes of FGB Meeting 20 May 2025

The Minutes of the meeting held on 25 May 2025 were approved and were signed accordingly.

4. Matters Arising, not covered in the agenda

a) Exit interviews (5)

Interviews were underway with those leaving. Feedback would be collated and shared as necessary.

b) Attend TD Day re Drivers

Details had been shared and those attending asked to bring a contribution to the bring and share lunch.

c) Consider Ways to Involve Subject Leaders in TLC/ discussion (11)

This would be considered when the details were agreed about subject involvement.

d) Undertake required Safeguarding Training as set out in Powerpoint (11)

Governors were reminded to undertake the required training.

The online safeguarding training from County would be updated for September.

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e) Consider Involving Parents in Online Safety Matters (11)

It was agreed that information should be included on the website. The aim was to offer workshops for all parents and then share information to those who did not attend.

Russell Goodman was considering how to take this forward. Amy Adderley was able to support this work; which would also involve Katie Riches.

5. Governance

Elect Chair and Vice Chair for Next Academic Year

Caroline Philps proposed that Louise Barry and Dan Knight be elected Co-Chairs. This was seconded by Kate Hughes. There being no other nominations they were elected as Co-Chairs.

Dan Knight proposed that Katie Riches continue as Vice Chair. This was seconded by Harriet Jackson. There being no other nominations, Katie Riches was elected Vice Chair.

Head Teacher Performance Management Panel appointment

It was agreed that Louise Barry would replace Kate Hughes on the Head Teacher Performance Management Panel.

6. Head Teacher's Report (*questions*)

Dan Crossman went through his report highlighting:

Attendance figures, as compared to the national details. It was not possible to compare the Disadvantaged Learners attendance but was partly aligned to those on FSM (Free School Meals) and this showed an improvement since last year.

The SDP had been RAG (red, amber, green) rated. Overall it had been successful, being a live document things change and other matters took priority as needed; resulting in some items being amber and two being red.

The SDP for 2025-2026 will include a number of items looking to embed/evolve those from this year.

The Phonics data was noted; with a particular note of the figure excluding the Resource Base (RB).

The GLoD (Good Level of Development) for the Reception pupils was noted. This was likely to be comparable to the national figure.

Governors also took note of the Multiplication Tables Check data.

The Key Stage 2 data had been made available earlier in the day. Governors were reminded that these were good results but that the cohort was totally different to that of the previous year. It was SEND heavy. The improvement over the past two years was shared for Reading Writing and Maths combined – 54%, 55% and now 65%. Going back further would not provide a fair comparison due to changes in the cohort make up over the years.

A full analysis of the data will be looked at in the TLC (Teaching and Learning Committee) in September; including data with and without RB pupils.

The current Year 6 pupils were affected by Covid.

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The School recognised that the results were going in the right direction.

Governors noted that: Reading was really strong; the scaled score was good and still going up; Maths was an issue nationally but again the School's scaled score was better. Governors congratulated the staff concerned.

The staffing changes were noted.

All staff were now on permanent contracts.

The number on roll continued to rise. There had been new joiners and tours during the past two weeks. ***These pupils were coming due to the reputation of the School; the recent press releases about the Teaching Awards; a local school was also experiencing a reduction in numbers, and combining classes, which may be impacting teaching and therefore reaching a tipping point with families looking elsewhere.***

The numbers for Reception in September remained at 32.

One new family had been very impressed by the facilities, compared to the private school previously attended.

Absence rates showed a good improvement, especially the persistent absent figures. SEND details were noted. ***The MISA (Mainstream Inclusion Support Adviser) visited once a term. There was a high level of input.***

The change from using Earwig assessment had been influenced by the costs and the requirement to sign up for three years. The School would review its use in detail in due course.

There would be six pupils leaving the Orchard at the end of term. There would be four vacancies in September.

Dan Crossman informed Governors of the possibility of establishing a third RB class as there was a spare classroom due to changes in the class structure. He explained about County involvement both previously and more recently. The LA officer concerned would be visiting the School the following week. Governors had also considered using the spare classroom for other work; a school based nursery or family centre, and stressed the need to ensure these were considered in any discussion. The recent government announcements relating to family centres also need to be questioned with the LA. Russell Goodman had also had detailed conversations with the finance lead at the LA which had proved very informative.

Governors were informed about progress within Frogwell School whilst Dan Crossman and Russell Goodman had supported them. There had been positive reports from external agencies. A County Review was due on 11 July. The School would seek additional information before committing to supporting another school should they be asked as a result of the learnings from this work.

The details relating to the TD day were noted and Governors encouraged to attend.

7a. OFSTED, Family Centre, NOR Working party

It was not known when the new OFSTED framework would be ready for inspections to take place in the autumn.

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Forest School had been supported by Tesco funding and this had included a recent visit and filming. This would be used for publicity by the company.

The School would look to further train staff so that the Forest School could be used more effectively from September. There was a need to integrate this into the curriculum provision. It was accepted that currently it had been mainly used for interventions and not the wider School community.

The work on the Family Centre by the Project Manager would start in September.

It was agreed that the working party looking at the number on roll had almost completed their work. All staff were very aware of the need to raise the profile of the School at any opportunity and were doing so.

Come and Play dates were being finalised.

The School needed to ensure visits were made to nurseries in advance of applications being made.

The conversion rate from visits to admissions was about 90%.

It was decided to hold a final meeting to set up a calendar to ensure visits are undertaken to nurseries etc.

The photos from the Awards events would be put on the website. A tea party was being held in London on 9 July and Dan Crossman and Louise Stevens would be attending – photos would be taken.

A media page would be created for publicity purposes.

8. Policies

The following policies, previously available, were approved:

Attendance

Uniform – with further minor amendments

Governor Visits

The schedule for visiting would be available in September.

9. Governor Activities

- Safeguarding Governor Activities

Katie Riches had submitted an email with updates relating to the recent CPOMS audit which was read out.

Russell Goodman explained that a flow chart was being developed for using CPOMS.

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The discussion recorded in the TLC minutes was also noted.

- SEND Governor Activities

The report by Amy Adderley and Caroline Philps was noted

Caroline Philps had a meeting scheduled for 9 July about integrated play.

- Disadvantaged Learners Governor Activities

Celia Dunne's report was noted.

She reported that the data was reflecting the work undertaken and she had seen real progress. The School's ambition for these pupils was evident.

Further work would be considered around the Affordable School's initiative and dovetailing of other aspects including mental health would be addressed.

The School recognised the support and work in this area by Celia Dunne during her time as a Governor.

- Equality & Diversity Governor Activities

There was nothing to update.

This work would fall into the remit of TLC from September.

- Curriculum Group Activities

Celia Dunne's report was noted.

- SIAMS Governor Activities

Kim Hall and Caroline Philps had meetings planned with Ben Ferris. The new staff link was yet to be finalised.

- Committee Reports

Finance and Resources

The minutes from the meeting held on 27 June were noted.

The budget approval was ratified.

There was a discussion about the need to increase the cost of meals. There had been a deficit the previous year and without an increase this would be more for 2025-2026.

The current cost was £2.75 and it was agreed that it was better to make just one increase than several smaller ones. This compared reasonably with the current charge by some local schools,

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supplied externally. ***For those in receipt of free school meals funding the School was allocated £1515 per pupil.***

The School had the advantage of cooking meals on site and samples at the recent new parents meeting had been very well received.

Dan Knight would follow up the discussion with the SBM (School Business Manager).

- FRC approvals

As above the budget was approved.

Teaching and Learning Committee

The minutes from the meeting held on 1 July were noted.

There was nothing further to add.

- Governor engagement

See appendix 1.

10. Chair's Report

- **Review how Governors feel they are meeting the vision and long-term strategic objectives and their continued relevance, agree focus for following year**

This would form part of the discussion at the TD days.

- **Governor's Annual Statement**

This had been shared, together with a one page summary. The various achievements were noted. The one page format was particularly endorsed. Both would be shared widely.

- **Evaluate the effectiveness of the governing board over the past year**

The above reports showed how much the Governors had undertaken and their involvement.

Governors were invited to submit ideas to further improve the effectiveness in the running of meetings. The Clerk would also share her comments with her experiences with other schools.

It was noted that the curriculum visits had evolved very positively.

- **Arrange end of year thanks to all staff**

The recent barbecue had been very successful and well attended.

The staff would be holding an end of year social to say goodbye to those leaving.

11. Approvals, see also item 9

TLC – there were no policies or other approvals.

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FRC

Policies

- First Aid Policy (SBM). *Subject to minor amends, Approved.*
- Medical Conditions Policy. *Approved.*
- Code of Conduct for Teaching & Support Staff. *Approved.*
- Staff Behaviour. *Approved.*
- Teachers Appraisal. *Approved.*
- Lone Working procedure. *Approved*

12. Correspondence

The Clerk continued to circulate updates from County; including training opportunities for 2025-2026.

13. AOB

Chris Smith was entitled to a sabbatical as a priest and would be spending time in America from 14 July until November looking in to The Gospel in the tent. The various contacts in his absence were noted.

Celia Dunne and Kate Hughes were thanked for all their work as Governors. Celia Dunne had moved from the area and her work noted above. Kate Hughes had served for a number of years and as chair, leading the Governors. Gifts had been presented to them both.

The Clerk was retiring from the County Clerking Service. She had worked for the School since the amalgamation and previously with St Mary's Infant School since 2010. She was thanked for all her work. She in turn thanked Governors. She was presented with gifts and a card.

The School would be using the Virtual Clerking Service from September.

14. Dates of Meetings

Dates for 2025-2026

7 October; 2 December;

3 February; 24 March;

19 May; 7 July

The meeting closed at 8.10pm

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Appendix 1

Dan	7/7/2025	8/7/2025	
Knight	8:50	0:00	HT Catch Up
Louise	7/7/2025	7/7/2025	
Barry	8:40	9:50	HT Visit
Dan	2/7/2025	2/7/2025	Exit
Knight	13:08	14:18	Interview
Kate	1/7/2025	1/7/2025	
Hughes	13:22	13:52	Interview
Louise	25/06/2025	25/06/2025	
Barry	14:27	14:44	HT Catch Up
Celia	18/06/2025	18/06/2025	Science &
Dunne	13:34	15:40	EYFS Visits
Dan	17/06/2025	17/06/2025	
Knight	10:43	11:29	H&S Visit
Louise	13/06/2025	13/06/2025	
Barry	08:44	10:26	Recruitment
Louise	10/6/2025	10/6/2025	
Barry	8:48	10:51	HT Visit
Chris	5/6/2025	5/6/2025	
Smith	14:34	15:21	Aow
Katie	5/6/2025	5/6/2025	Safeguarding
Riches	11:14	13:12	Gov
Dan	4/6/2025	4/6/2025	
Knight	10:44	12:27	HT Catch Up
Celia	3/6/2025	3/6/2025	
Dunne	9:29	10:29	DL Meeting
Louise	23/05/2025	23/05/2025	
Barry	14:54	15:07	Catch Up RG
Louise	23/05/2025	23/05/2025	
Barry	08:44	09:40	Catch Up RG
Caroline	22/05/2025	22/05/2025	
Philps	11:49	13:10	Fusion Club
Caroline	22/05/2025	22/05/2025	
Philps	10:01	10:56	SEND visit
Amy	22/05/2025	22/05/2025	
Adderley	09:58	10:47	SEND Visit
Kate	20/05/2025	20/05/2025	
Hughes	15:19	15:45	Interview
Louise	20/05/2025	20/05/2025	
Barry	08:41	09:15	HT Catch Up
Blended	19/05/2025	20/05/2025	Blended
Prov KS1	13:35	00:00	Prov

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Training

Louise Barry Governors' Briefing Term 6, 2024-25 (Online Broadcast)

18/06/2025