

Marlborough St Mary's CE Primary School Governing Body

Action Sheet – 2 December 2025

Item	Action	By
9.	Action – questions on the IDSR data are to be collated for DC to answer.	DK LB
10.	Action – it was agreed to consider the review of turnkey policies OOC. Action - it was agreed to review the following policies OOC: <ul style="list-style-type: none"> • Pay • SEND • SEND Information Report • Young Carers 	DK LB DC RG ALL
13.	Action – it was agreed to defer the Staff Voice for Terms 3/4 until a more appropriate time.	DK LB
13.	Action – LB to arrange which governors will attend Christmas/end of term thanks to all staff and distribute mince pies with her.	LB

MEETING OF THE FULL GOVERNING BODY

FGB

Tuesday 2nd December 2025 at 6.30pm in person

Marlborough St Mary's Primary School

Governors Present: Amy Adderley (AA) (online); Louise Barry (LB) (Co Chair & Meeting Chair); Christine Foulkes (CF); Russell Goodman (RG) (Acting Headteacher); Kim Hall (KH); Harriet Jackson (HJ); Dan Knight (DK) (Co Chair) (online); Caroline Philips (CP); Katie Riches (KR) (online); Gill Ross (GR); Chris Smith (CS).

Apologies: Louise Stevens (LS); Catherine Balston (CB); David Williams (DW).

In attendance: Jo McMorrin (JM) (left 19.14).

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Quoracy: Yes

Item No.	Minute														
1.	<p><u>Welcome, Apologies and Prayer</u> CS opened the meeting in prayer. Apologies from LS CB and DW were accepted. CS was welcomed back from his sabbatical. The meeting was declared quorate.</p>														
2.	<p><u>Declaration of interests</u> There were no declarations of interest in any agenda item.</p>														
3.	<p><u>Appointment of Governors</u> Coopted Governors – Dave Mayer was appointed, subject to the successful return of his DBS check.</p>														
4.	<p><u>Acceptance of the minutes of the FGB Admin meeting held on 7th October 2025</u> The Part 1 minutes were agreed as an accurate record and approved by attendees. To be held on SharePoint as final version in pdf.</p>														
5.	<p><u>Action points following 7th October 2025 meeting</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px;">Circulate 2025-26 Code of Conduct</td> <td style="padding: 2px;">LB - done</td> </tr> <tr> <td style="padding: 2px;">Governors to identify areas of interest for link governor purposes</td> <td style="padding: 2px;">ALL - in progress</td> </tr> <tr> <td style="padding: 2px;">Attendance Policy – to be amended to stress that the policy and level of fines are determined by the government, not by the school, with a link to the government's guidance on Working Together to Improve Attendance.</td> <td style="padding: 2px;">RG - open</td> </tr> <tr> <td style="padding: 2px;">Governor Activities</td> <td></td> </tr> <tr> <td style="padding: 2px;">Action – a report on the monitoring of Pupil Voice by CP and KH is to be included in the agenda for the next FGB meeting</td> <td style="padding: 2px;">CP KH - to be addressed in this agenda</td> </tr> <tr> <td style="padding: 2px;">Action - DK will forward the governor meeting report to PC.</td> <td style="padding: 2px;">DK - done</td> </tr> <tr> <td style="padding: 2px;">School Premises Walk – to be arranged for T2.</td> <td style="padding: 2px;">DK - done</td> </tr> </tbody> </table>	Circulate 2025-26 Code of Conduct	LB - done	Governors to identify areas of interest for link governor purposes	ALL - in progress	Attendance Policy – to be amended to stress that the policy and level of fines are determined by the government, not by the school, with a link to the government's guidance on Working Together to Improve Attendance.	RG - open	Governor Activities		Action – a report on the monitoring of Pupil Voice by CP and KH is to be included in the agenda for the next FGB meeting	CP KH - to be addressed in this agenda	Action - DK will forward the governor meeting report to PC.	DK - done	School Premises Walk – to be arranged for T2.	DK - done
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6.	<p><u>Matters Arising</u> – not covered in agenda RG advised that funding for an upgrade to the staff bathroom is being sought. CS agreed to investigate the possibility of a donation from the church.</p>														

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7.	<u>Family Centre Steering Group</u> CONFIDENTIAL
8.	<u>Committee Reports</u> <ul style="list-style-type: none">• FRC approvals following 21.11.25 meeting<ul style="list-style-type: none">○ It was noted that the voluntary fund accounts have been approved for independent examination and submission to the LA by 31 December (currently with the independent auditor).○ Pay Panel (review of teacher's appraisals and pay recommendations by end of Term 1) – DK provided a verbal update. • FRC matters arising following 21.11.25 meeting<ul style="list-style-type: none">○ Benchmarking (CF) - MSM Benchmarking CF referred the governors to the spreadsheet explaining that staff costings would increase substantially. It was noted that Pupil Premium income wasn't keeping pace with the cost of living. CF is more confident about breaking even with the catering provision where the school prides itself on the service provided. CF stated that the LA will not provide a loan if the school can't demonstrate how it will be paid back. RG commented that the school is good at capital funding bids but needs to tackle operational funding. ○ Staff Planning CONFIDENTIAL • TLC approvals following 13.11.25 meeting<ul style="list-style-type: none">○ Verbal update – KH has toured the school with RG and was impressed by the quality in every classroom. She confirmed that the pupil premium report will be submitted by 31 December.
9.	<u>Head Teacher Report</u> <p>RG went through his report highlighting:</p> <ul style="list-style-type: none">○ Safeguarding – improved identification of potential safeguarding issues has resulted in an increase in the number of reports made.○ Attendance – the school is in the bottom 40% for attendance nationally but have halved the number of persistent absences.○ SDP – working party teams have been introduced and the staff are engaging with the SDP. There is also a direct relationship with the SEP.○ Resource base and SEND review – by LA. The TAs are being encouraged to scaffold. More emphasis is being placed on parent and pupil voice, and the school is working to improve SEND attendance.

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	<ul style="list-style-type: none"> ○ Curriculum enrichment – there is a need to embed functional skills and track the smaller step curriculum in the resource base. New drivers are connection and joy. Subject leaders have updated the three “I” statements and “at a glance” documents. ○ Skills audit – the training tracker needs to be improved for key staff. ○ IDSR data – Action – questions on the IDSR data are to be collated for DC to answer. LB advised that a meeting may be arranged between a small group of governors and DC and RG to gain an in-depth knowledge of the IDSR. ○ Attainment progress – overall trends have remained consistent with national averages over the past year. ○ Behaviour and discipline – there have been no suspensions or exclusions. Safe. Happy. Learn. ○ The school's strengths lie in reading and phonics. ○ A stubborn attainment gap remains in writing and maths especially amongst disadvantaged learners.
<p>10. <u>Policies</u></p>	<p>Action – it was agreed to consider the review of turnkey policies OOC.</p> <p>Action - it was agreed to review the following policies OOC:</p> <ul style="list-style-type: none"> • Pay • SEND • SEND Information Report • Young Carers
<p>11. <u>Governance - training undertaken since last meeting</u></p>	<ul style="list-style-type: none"> • GB Annual Training Profile 2025-26.xlsx
<p>12. <u>Governor Activities & Visits</u></p>	<ul style="list-style-type: none"> • Safeguarding Governor Activities – a monitoring visit has taken place and the SCR has been reviewed. A LA safeguarding visit has been requested. • SEND Governor Activities <ul style="list-style-type: none"> ○ Oak Nov25 • Disadvantaged Learners Governor Activities – KR is taking over as the Governor for Disadvantaged Learners. A new three-year strategy will be created next year. • Curriculum Group Activities - a geography review is needed. • SIAMS Governor Activities

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	<ul style="list-style-type: none"> o SIAMS June25 (Great Bedwyn CoG) o SIAMS July25
13.	<p><u>Chair's report (verbal)</u></p> <ul style="list-style-type: none"> • Discuss Staff Voice for Terms 3/4 (last conducted in June 2024) – Action - deferred until a more appropriate time. • <i>Arrange Christmas/end of term thanks to all staff (mince pies?)</i> - Action – LB to arrange which governors will attend with her. • <i>Collection of donations towards annual kitty for Governor leaving presents and staff appreciation during the year</i>
14.	<p><u>Approvals</u></p> <p>It was noted that the following approvals had taken place at Committee meetings:</p> <ul style="list-style-type: none"> • FRC - FRC Minutes 26 September 2025.docx • TLC - TLC Minutes 30 September 2025.docx
15.	<p><u>Correspondence</u></p> <p>The Clerk continued to circulate updates and training opportunities from County.</p>
16.	<p><u>AoB;</u> Please notify Chair, Head and Clerk at least 48 hours before meeting</p>
17.	<p><u>Future meetings: Dates for 2025-2026</u></p> <p>All Tuesdays at 6.30pm: 3 February 2026; 24 March 2026; 19 May 2026; 7 July 2026.</p>
	Ended 20.22

Signed: (Chair). Date:

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