

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

**Action Sheet – 3 February 2026**

<b>Item</b>	<b>Action</b>	<b>By</b>
3.	Action – Rightchoice and the GIAS to be updated to reflect the appointment of BW as a coopted governor and the extension of LS's term as a staff governor from 1 March 2026 to 28 February 2030.	PC KG
7.	Action – DK to check with KH whether the TLC is monitoring Equity, Diversity and Inclusion (EDI). It was suggested that the TLC monitors Equity, Diversity, and Inclusion within the school, but not within the staff.	DK
7.	Action – RG to draft a financial paragraph to go into a newsletter in Term 4, share it with designated governors and LS and then discuss it with the PTA for information. This is to be completed no later than week 2 of T4 ready for incorporation into a newsletter before the end of term.	RG
8.	Action – governors to contact RG with any questions re the SEF (Self Evaluation Framework).	ALL
9.	Action – the following policies to be reviewed at the next FGB meeting: <ul style="list-style-type: none"> <li>• Redundancy Procedure</li> <li>• Grievance Policy</li> </ul>	RG
12.	Action – governors to review the Strategic Objectives document and whether they feel the school is meeting the vision & objectives as currently described. To be discussed at the next FGB.	ALL
12.	Action – skills audit to be issued.	LB – completed 08.02.26
12.	Action – governor one-to-ones to be arranged.	LB DK
C/F	Action – questions on the IDSR data are to be collated for DC to answer.	DK/ LB - Deferred to Term 5/6
C/F	Action – it was agreed to defer the Staff Voice for Terms 3/4 until a more appropriate time.	RG – Staff Voice deferred to Term 5.

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**MEETING OF THE FULL GOVERNING BODY  
FGB**

Tuesday 3<sup>rd</sup> February 2026 at 6.30pm in person and online

**Marlborough St Mary's Primary School**

**Governors Present:** Catherine Balston (CB); Louise Barry (LB) (Co Chair); ; Russell Goodman (RG) (Acting Headteacher); ; Dan Knight (DK) (Co Chair & Meeting Chair); Dave Mayer (DM); Caroline Philps (CP); Katie Riches (KR); Gill Ross (GR); Chris Smith (CS); Louise Stevens (LS) (online); David Williams (DW).

**Apologies:** Amy Adderley (AA); Kim Hall (KH).

**In attendance:** Patsy Clover (PC) (Clerk); Jo McMorrin (JM) (online) (left 19.56); Angus Taylor (AT) (left 19.56).

Quoracy: Yes

Item No.	Minute
1.	<b><u>Welcome, Apologies and Prayer</u></b> Apologies from AA and KH were accepted. CS opened the meeting in prayer. The meeting was declared quorate.
2.	<b><u>Declaration of interests</u></b> There were no declarations of interest in any agenda item.
3.	<b><u>Appointment of Governors</u></b> <b>Coopted Governor</b> – Becky Wilson was appointed. <b>Staff Governor</b> – Louise Stevens' term was extended to cover the period from 1 March 2026 to 28 February 2030. <b>Action</b> – Rightchoice and the GIAS to be updated to reflect the appointment of BW as a coopted governor and the extension of LS's term as a staff governor from 1 March 2026 to 28 February 2030.
4.	<b><u>Acceptance of the minutes of the FGB Admin meeting held on 2<sup>nd</sup> December 2025</u></b> The Part 1 minutes were <b>agreed</b> as an accurate record and approved by attendees. To be held on SharePoint as final version in pdf.

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	The Part 2 minutes were <b>agreed</b> as an accurate record and approved by attendees.	
<b>5.</b>	<b><u>Action points following 2<sup>nd</sup> December 2025 meeting</u></b>	
	Action – questions on the IDSR data are to be collated for DC to answer.	DK/ LB - Deferred to Term 5/6
	Action – it was agreed to consider the review of turnkey policies OOC.	ALL - as aside - completed
	Action - it was agreed to review the following policies OOC: <ul style="list-style-type: none"> <li>• Pay – To be reviewed in this FGB</li> <li>• SEND - APPROVED</li> <li>• SEND Information Report - APPROVED</li> <li>• Young Carers - APPROVED</li> </ul>	
	Action – it was agreed to defer the Staff Voice for Terms 3/4 until a more appropriate time.	RG – Staff Voice deferred to Term 5.
	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 - <b>To be incorporated into foundation subject visits COMPLETED</b> Action - DK will forward the governor meeting report to PC – ongoing <b>COMPLETED</b>	Completed
Action – LB to arrange which governors will attend Christmas/end of term thanks to all staff and distribute mince pies.	LB – completed 17 December 2025	
<b>6.</b>	<b><u>Matters Arising</u></b> – not covered in agenda	
<b>7.</b>	1. <i>[TLC for term 3 is to be conducted as part of this FGB]</i> <ul style="list-style-type: none"> <li>• TLC - TLC Draft Minutes <a href="#">13 November 2025.docx</a></li> <li>• TLC - items for discussion</li> </ul> <p>Curriculum and monitoring information was to have been provided by KH.</p>	
	2. FRC approvals following 23.01.26 meeting	

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	<ul style="list-style-type: none"> <li>• It was confirmed that the audited voluntary fund accounts were submitted to LA by the 31 December 2025 deadline.</li> </ul> <p>3. FRC matters arising following 23.01.26 meeting</p> <ul style="list-style-type: none"> <li>• Confirmation sought that the TLC is monitoring Equity, Diversity and Inclusion (EDI). <b>Action – DK to check with KH whether the TLC is monitoring Equity, Diversity, and Inclusion (EDI). It was suggested that the TLC monitors Equity, Diversity, and Inclusion within the school, but not within the staff.</b></li> </ul>
8.	<p><b><u>Head Teacher Report</u></b></p> <p><b><u>Head Teacher Report - Written report (inc. Safeguarding, staffing updates, SEND, current issues arising)</u></b></p> <p>RG went through his report highlighting:</p> <ul style="list-style-type: none"> <li>○ SEND – the school received a good review of its resources base. A new curriculum has been developed in advance of the expected SEND reform</li> <li>○ Safeguarding – statistics were provided. <b>To a governor question – there is no family key worker based in the school.</b></li> <li>○ LS spoke to the data for: <ul style="list-style-type: none"> <li>- the four autumn data drops since DC became head teacher emphasising the need for a focus on the ‘just below’ children.</li> <li>- the data for summer 2025 compared with the autumn data drop; no significant changes or patterns</li> <li>- DLs – there has been a consistent and significant upward trend in reading, a gradual improvement in writing and a strong performance in Maths.</li> <li>- DLs versus non-DLs – some progress is being made with gaps narrowing. However, writing continues to be the challenge.</li> </ul> </li> <li><b>To a governor question – the improvement in reading has resulted from a fundamental change in the reading curriculum to reading for pleasure.</b></li> <li>○ Exclusions</li> <li>○ Alternative provision and part time timetables.</li> <li>○ T1-2 Physical restraints (guidance to a safe place) and Review of Racist/bullying incidents.</li> <li>○ SEF (Self Evaluation Framework) – <b>Action – governors to contact RG with any questions re the SEF (Self Evaluation Framework).</b></li> <li>○ Demographics</li> <li>○ Attendance – the school has suffered from weeks of persistent ill health absences from November 2025 which have skewed the results reducing attendance to 89%.</li> </ul>
9.	<p><b><u>Policies</u></b></p>

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	<p>The following policies were approved:</p> <ul style="list-style-type: none"> <li>• Pay – deferred from 2 December 2025 FGB meeting ivo changes</li> <li>• Children who cannot attend school due to Medical Needs</li> <li>• Child in Care and designated Teacher</li> </ul> <p>Action – the following policies to be reviewed at the next FGB meeting:</p> <ul style="list-style-type: none"> <li>• Redundancy Procedure</li> <li>• Grievance Policy</li> </ul> <p>The following policies were approved:</p> <p>TLC Policies</p> <ul style="list-style-type: none"> <li>• Anti Bullying</li> <li>• Collective Worship</li> </ul>
10.	<p><b><u>Governance - training undertaken since last meeting</u></b></p> <ul style="list-style-type: none"> <li>• GB Annual Training Profile 2025-26.xlsx_</li> </ul>
11.	<p><b><u>Governor Activities &amp; Visits</u></b></p> <p><b>Visit Report 02.12.25 to 28.01.26 - Summary</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Governor Activities - the safeguarding audit has been completed.</li> <li>• SEND Governor Activities</li> <li>• Disadvantaged Learners Governor Activities</li> <li>• Curriculum Group Activities - a very positive English walk has taken place.</li> <li>• SIAMS Governor Activities</li> <li>• Biannual health and safety report to be considered next week.</li> </ul>
12.	<p><b><u>Chair's report (verbal)</u></b></p> <ul style="list-style-type: none"> <li>• Discussion: Review how we feel we are meeting our vision &amp; strategic objectives and their continued relevance. <i>See attached.</i> Action – governors to review the Strategic Objectives document and whether they feel the school is meeting the vision &amp; objectives as currently described. To be discussed at the next FGB</li> <li>• Skills Audit: Arrange for new governors to complete &amp; remaining governors to review their scores from last time. Action – skills audit to be issued.</li> <li>• Arrange governor one-to-ones with Chair Action – governor one-to-ones to be arranged.</li> <li>• Staff Engagement – Staff Voice Questions (Orchard focus in early T4)</li> </ul>

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<b>13.</b>	<p><b><u>Approvals</u></b></p> <p><b>It was noted that the following approvals had taken place at Committee meetings:</b></p> <ul style="list-style-type: none"> <li>○ FRC - FRC Minutes <a href="#">21 November 2025</a>.docx</li> <li>○ Consideration of HTPM (mid-year review). Process this year is in flux as a result of DC's illness. LA aware and content with the school's approach.</li> </ul>
<b>14.</b>	<p><b><u>Correspondence</u></b></p> <p>The Clerk continued to circulate updates and training opportunities from County.</p>
<b>15.</b>	<p><b><u>AoB</u></b>; Please notify Chair, Head and Clerk at least 48 hours before meeting.</p>
<b>16.</b>	<p><b><u>Future meetings: Dates for 2025-2026</u></b></p> <p>All Tuesdays at 6.30pm: 24 March 2026; 19 May 2026; 7 July 2026.</p>
	<p>Ended 21.27</p>

Signed: ..... (Chair).      Date: .....

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