

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

Action Sheet – 24 March 2026

Item	Action	By
8	Action – RG to include three cycles of history in the safeguarding data provided for children as they move through the system at the next FGB	RG
8	Action – RG to provide comparative data and consider the need for interventions re racist/ bullying incidents at the next FGB	RG
11	Action - RG to create a developmental opportunity for teachers to attend governor meetings should they wish to (ongoing)	RG
11	Action – the SFVS is to be submitted to the LA by DK/KG before 31 March. Complete.	DK
12	Action – RG, CB and KR will produce a Parent Survey based on the last survey to be issued at the beginning of T6.	RG, CB, KR
12	Action – LB to forward the last survey. Complete.	LB
12	Action Financial Communications to parents to form part of the comms relating to the school-based nursery. Ongoing.	DK, LB, RG
12	Action – DK, LB and RG to arrange a Staff Voice.	DK, LB, RG
12	Action – hot cross buns to be delivered to school on the last day of term. Complete.	DK/LB
12	Action – LB to arrange for the governor funds to be topped up by email.	LB

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Marlborough St Mary's CE Primary School Governing Body

MEETING OF THE FULL GOVERNING BODY

FGB

Tuesday 24th March 2026 at 6.30pm in person

Marlborough St Mary's Primary School

Governors Present: Amy Adderley (AA); Catherine Balston (CB); Louise Barry (LB) (Co Chair) (online); Christine Foulkes (CF); Russell Goodman (RG) (Acting Headteacher); Kim Hall (KH); Dan Knight (DK) (Co Chair & Meeting Chair); Caroline Philps (CP); Katie Riches (KR); Gill Ross (GR); Chris Smith (CS); Louise Stevens (LS); David Williams (DW).

Apologies: David Mayer

In attendance: Patsy Clover (Clerk).

Quoracy: Yes

Item No.	Minute	
1.	<u>Welcome, Apologies and Prayer</u> Apologies were accepted for David Mayer. The meeting was declared quorate.	
2.	<u>Declaration of interests</u> There were no declarations of interest in any agenda item.	
3.	<u>Acceptance of the minutes of the FGB Admin meeting held on 3rd February 2026</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. The Part 2 minutes were agreed as an accurate record and approved by attendees.	
4.	<u>Action points following 3rd February 2026 meeting</u>	
	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 Rightchoice – completed 09.03.26 SK GIAS – completed 11.03.26
	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 – non action. Discussed at FRC.
	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
		RG - ongoing

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	completed no later than week 2 of T4 ready for incorporation into a newsletter before the end of term.	
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"> • Redundancy Procedure • Grievance Policy 	RG - included in agenda. Complete
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 - included in agenda. Outstanding
12.	Action – skills audit to be issued.	LB completed 08.02.26 - included in agenda. Complete
12.	Action – governor one-to-ones to be arranged.	LB DK - in progress, to be completed by T5 FGB
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.
5. <u>Matters Arising</u> – not covered in agenda		
6. <u>Family Centre Steering Group</u> The DfE grant of £150,000 has been awarded leading to television interviews with ITV. A decision re the planning application should be made by WC by 14 April. No objections have been received to date. The costing scenarios for 2026/2027 to 2028/2029 have been revised. The FRC are still in favour of the project; the figures are cautious but are likely to be revised positively. Next steps will involve meetings early next term and a tender process to award the contract. Care has been taken with communications as the awarding of the DfE grant is only the first step in the process towards achieving a school-based nurse. A governor steering group will continue to be required. To a governor question – ‘like for like’ contracts (including hours worked) must be provided for any staff TUPE’d over. To a governor question – projected costs and match funding from private donors were quantified. Other funding streams are still being sought.		

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7. Committee Reports	<p>TLC update - it was noted that the TLC meeting scheduled for 05.03.26 was cancelled due to governor availability and that the TLC report would be covered as part of the HT report.</p> <p>It is anticipated that the year-end budget will be in the black by circa £20,000. Breakeven predictions are forecast for the next three years.</p>
8. Head Teacher Report	<p><u>Head Teacher Report - Written report (inc. Safeguarding, staffing updates, SEND, current issues arising)</u></p> <p>RG went through his report highlighting:</p> <ul style="list-style-type: none">• Safeguarding – a social worker has been assigned to the school one day per fortnight. statistics were provided. Information was provided about the LA's Family First approach. To a governor question – it is difficult to present data for children who have moved through the system. Action – RG to include three cycles of history in the safeguarding data for children as they move through the system.• Attendance – attendance has increased from 89% per the last report to 94.2%. National and LA rates are 94.8% and 95.3% respectively. Weekly attendance meetings are being held with the pastoral team. The LA's Educational Welfare Officer was positive about the school's approach and felt it was important to analyse the data with children on a part time timetable and directed off site removed. As a result, two sets of data have now been provided, and a new tracking document is being used to track cases of concern against actions – attendance increases to 95.4% with an increase to decile four when this data is excluded. To a governor question – attendance has improved for some of the children on part time timetables but not for others. To a governor question – attendance is recovering. To a governor question – attendance is affected by the resource base needed for certain children. To a governor question – in some cases, sibling attendance is affected.• Physical Restraint - three incidents which involved guiding the children to a safe space when they were at risk of harming themselves or others.• Racist/ Bullying Incidents – Bullying - T3-4 – zero. Racist incident T3-4 – one; there has been a massive decrease following intervention. Incidents have been separated out on CPOMs. To a governor question – every single incident is recorded as a physical incident. To a governor question – a decision about when to introduce interventions needs to be made. To a governor question – online incidents include incidents occurring outside school. To a governor question – parents believe that the school should assume responsibility for interventions re online safety and behaviour. Action – RG to provide comparative data and consider the need for interventions re racist/ bullying incidents.• Staff absences and sickness were discussed.

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	<ul style="list-style-type: none"> • SEND – 65 children are on the SEND register, of which 24 have an EHCP. 40% of these children are DLs which is broadly in line with national data. Children are being identified earlier. Pupil Passports are used to track the offer for each SEND child; these are updated and shared termly. The Ordinarily Available Provision Year Group documents have been updated. • Data Tracking incl. DL – trends between the autumn and spring whole school and DL attainment statistics were discussed. The gap between DLs and non-DLs is decreasing very slightly. <i>To a governor question – there is a dip in attainment between summer and autumn.</i> • ■ Number on Role changes – since the start of the academic year 15 children have joined the school and four have left, all of whom have moved out of the county. The net change will result in additional funding of approx. £65,000 following the next pupil census. <i>To a governor question – parents will only become aware of the number of children in a school when their child actually joins.</i> • ■
9.	<p><u>Policies</u></p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> • Complaints Policy • Redundancy Procedure • Grievance Policy and Procedure •
10.	<p><u>Governance - training undertaken since last meeting</u></p> <ul style="list-style-type: none"> • GB Annual Training Profile 2025-26.xlsx <p>Governors were notified of outstanding training.</p>
11.	<p><u>Governor Activities & Visits</u></p> <p>Visit Report 28.01.26 to 11.03.26 - Summary</p> <ul style="list-style-type: none"> • Safeguarding Governor Activities - the safeguarding audit has been completed. • SEND Governor Activities - nothing to report • Disadvantaged Learners Governor Activities - a report is in pre-reading • Curriculum Group Activities • SIAMS Governor Activities – a meeting is to take place next week.

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- Science – report is to be finalised. The leaders are well-organised and have a strong skill set re their subject. Children are learning what they are expected to learn and the teachers know each child well. **To a governor question – TAs provide individual attention to children who have missed a lesson.**
- Maths – report is to be finalised following a three-hour visit covering each year group on Monday.
- It was discussed that a greater understanding of the role of governors might be helpful during Governor visits. **Action – RG to create a developmental opportunity for teachers to attend governor meetings should they wish to.**

Committee Reports

- FRC approvals

- SFVS ready for submission by 31 March. **Action – the SFVS is to be submitted to the LA by DK before 31 March.**

- LA subscriptions & comparator (If any over £6k) and still offering competitive value and contracts & maintenance agreements (If any over £6k) and still offering competitive value

HR support and insurance for teacher absence had been the only points of potential concern. **To a governor question – the insurance policy has covered the majority of the costs arising from DC's absence.**

12. Chair's report (verbal)

- *Review [results of Skills Audit](#)* The FGB is in a strong position, and no specific actions are required.
- *Review Governor – Parent communications / Parent Survey Questions for early Term 5.* Volunteers are needed to produce a survey for parents; the last survey took place two years ago. There is also a separate need to produce a communications plan to cover subjects such as the school-based nurse and the school's finances. **To a governor question – RG has no recollection of the format of the last Parent Survey or the response rate. Action – RG, CB and KR will produce the Parent Survey based on the last survey to be issued at the beginning of T6, a copy of which is held by LB. Action – LB to forward the last survey. Action - comms to form part of the comms relating to the school-based nursery.**
- *Arrange Easter/end of term thanks to all staff (Hot cross buns?)* **Action – hot cross bins to be delivered to school on the last day of term.**

Action – LB to arrange for the governor funds to be topped up by email.

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13. <u>Approvals</u>	<p>It was noted that the following approvals had taken place at Committee meetings:</p> <ul style="list-style-type: none"> ○ FRC - FRC Minutes - 23 January 2026 ○ TLC – TLC Minutes – 13 January 2026 meeting deferred to the FGB on 3rd Feb. TLC minutes contained within the FGB minutes.
14. <u>Correspondence</u>	The Clerk continued to circulate updates and training opportunities from County.
15. <u>AoB</u>	Please notify Chair, Head and Clerk at least 48 hours before meeting
16. <u>Future meetings: Dates for 2025-2026</u>	All Tuesdays at 6.30pm: 19 May 2026; 7 July 2026.
	The meeting closed in prayer.
	Ended 20.35

Signed: (Chair). Date:

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