

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

**ACTION SHEET
20 May 2025**

Item	Action	By
5	Exit interviews Attend TD day re Drivers	LB/DK ALL
11	Consider ways to involve Subject Leaders in TLC/ discussion Undertake required Safeguarding training as set out in powerpoint Consider involving parents in online safety matters	ALL ALL School

Value for Term 6 meeting - Courage

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

Dates for 2024-2025

8 July

1 September – join staff for TD day –

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

12:00- 12:45- Lunch

12:45- 15:15- Safeguarding Training

Dates for 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 20 May 2025 at 6.30pm

Present: Louise Barry (Co-Chair and chair for meeting); Dan Crossman; Christine Foulkes; Kim Hall; Kate Hughes; Dan Knight(Co-Chair); Caroline Philps; Katie Riches, arrived late; Gill Ross; Louise Stevens;

By TEAMS: Amy Adderley; Celia Dunne; Katie Riches for first part of the meeting

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Harriet Jackson; Chris Smith; David Williams
Russell Goodman –Deputy Head

1. Welcome

Value for the term – Perseverance. This was particularly relevant with SATs the week previous.

Louise Barry welcomed everyone to the meeting.

The meeting opened with a prayer.

2. Any change to the Register of Business Interests;

Any Interest in any Agenda Item

Kim Hall had completed her Business Interest Form. There were no other changes to the Business Interests and no interest in any agenda item.

3. Minutes of FGB Meeting 25 March 2025

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

4. Matters Arising, not covered in the agenda

a) Update Business interest form (2)

Dan Crossman had updated his Business Interest record.

b) Consider taking on responsibilities held by Kate Hughes (5a)

Covered in item 12.

b) Share collated information for Online Safety (5b)

This had been shared and was available on the onedrive.

c) Vision and Strategy Comments (8)

These had been agreed.

Marlborough St Mary's CE Primary School Governing Body

d) Check sign in system to produce a list for governor visits (14)

The sign in now included reason for visit and staff member being seen. A report would be downloaded.

e) Advertise Co-opted Governor Vacancy (15)

An advert had been publicised but with no applicants as yet.

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

Dan Crossman went through his report highlighting:

There was not too much safeguarding information for this report. There was an increase in supervision/legal proceedings, involving four pupils. Two were now in temporary care.

These were local placements.

The involvement of external Education Support Advisers (ESA) was welcomed. ***The two external ESAs were based in school every two weeks.***

The weekly safeguarding question and answer would be included in the weekly memo. Governors found it useful for learning purposes.

Attendance figures, compared to national, were noted; as were the breakdown figures.

The key impact aspect was the involvement of social care combined with other factors. Severe medical conditions did not exempt inclusion in the figures. However the School was able to filter such detail – and had done so with case studies for OFSTED.

The data information was noted.

For EYFS (Early Years Foundation Stage) pupils there had been an increase in those not meeting the self regulation and listening/attention aspects. Prior to Covid, there had been a need to increase those reaching the number and word aspects.

For the whole School data there had been a slow improvement since 2023. ***There were cohorts where there were concerns; Year 5, with high SEND needs and also Year 4. Year 5 pupils were a concern more widely as they had been Reception pupils during the first lockdown.***

Dan Crossman updated Governors about the two staffing vacancies and the fixed term position. All of which was positive. This led to a discussion about the budget impact over the educational needs of the School. This would be looked at as the budget was finalised and the resignation date for teachers reached.

The staff absence rates were noted: teaching staff remarkably low with TAs higher. ***The latter was expected to reduce going forward.***

Exit interviews will be offered at the end of term 6.

Dan Crossman gave details of ways in which impactful integration was taking place between Acorn and EYFS. This work had also been seen as part of a learning walk by the SIA (School Improvement Adviser). As well as the educational aspect there had also been any improvement to behaviour. ***Governors questioned how this would be continued with future staff. Again this would depend on the budget and any resignations. Scenarios were being prepared.***

The work of the MISA (Mainstream Inclusion School Advisory) team was explained and welcomed.

Marlborough St Mary's CE Primary School Governing Body

Consideration will be given to creating a Disability Living Allowance Policy.
The School were acting on the responses to the staff voice in the Orchard.
The details relating to those accessing alternative provision and on a reduced timetable was explained.
Governors noted the information relating to Forest Schools.
Dan Crossman updated Governors about the work with Frogwell and the challenges this brought. It had also given staff opportunities for leadership at the School and for Russell Goodman at Frogwell.

Dan Crossman reminded Governors of the Strategic Aims and Drivers. The Drivers were -
Communications and Language – Talk
Vocabulary and Phonics – Read
Self Regulation and Self Worth – Pride
Sense of Community and belonging - Marlborough

These had first been considered in 2023 and it was now opportune to revisit and consider others. This would be done in detail at the September TD day to which Governors were invited.

Following discussion it was agreed that the Marlborough aspect was still an issue. Pride was more difficult to define (and carried other connotations) and may be better expressed as belief. Possible new descriptors were suggested: Joy; Equity.

Governors also considered the impact of SEND needs which could be classified as part of needs more generally. The School sought to address all needs and various initiatives had been introduced including Five to Thrive.

The School had been collaborating in various ways but the biggest issue for all local schools was a falling roll. County had yet to give any steer on how this should be addressed. The School would look to take a lead on ways to overcome this and become more outward looking.

6. OFSTED, Family Centre, NOR Working party

There were no updates.

The leaflets had been shared and visits made to local nurseries. There were indications that nursery children would be coming to the School. There was also an improvement in numbers for two year olds.

8. Graffiti Incident over Easter

Governors had been notified of the incident which happened over Easter. They were updated. A potential suspect had been seen by the police but this could not be taken further. Governors were also informed about a car parked on the site at the time which was also damaged.

Marlborough St Mary's CE Primary School Governing Body

9. Succession Plan for Clerk

The School had been looking at options and would now advertise for a Clerk. It was noted that other local schools were also looking to appoint but so far without success. County were unable to help at this time.

10. Policies

The Complaints Policy was approved subject to the changes agreed at FRC (Finance and Resources Committee). The Policy included the vexatious aspect and was based on the DfE model.

11. Governor Activities

- **SEND Governor Activities**

Amy Adderley had a meeting scheduled with Laura Venn for 22 May to review SEND.

- **Equality & Diversity Governor Activities**

There was nothing to report. It was agreed to consider a pupil voice to follow up the one from the previous year. This could check on the effectiveness of the actions arising from the last one.

It was also agreed that Equality Diversity and Inclusion would be transitioned to be covered in the TLC (Teaching and Learning Committee) going forwards.

- **SIAMS (Statutory Inspection of Anglican and Methodist Schools)**

Carline Philps would meet Ben Ferris in term 6

Katie Riches arrived

- **Disadvantaged Learners Governor Activities**

Celia Dunne would be having a meeting in term 6 with Louise Stevens.

- **Curriculum Group Activities**

There had been a visit to view the blended learning in Year 1 on 19 May involving Celia Dunne, Caroline Philps and Kim Hall. A report would be shared in due course.

It was noted that it was more difficult for Subject Leaders to be released to attend a session at the TLC (Teaching and Learning Committee). Governors were asked to consider ways in which this could be re-thought going forward.

- **Safeguarding Governor Activities**

Katie Riches went through her PowerPoint updating Governors about the Safeguarding Audit. The latter was approved. She explained about the various items. The need for the training was noted and Governors reminded to undertake as required.

Marlborough St Mary's CE Primary School Governing Body

The Audit is self rating and the School had a few items to reach highly effective. The various items were noted. It was recognised that the School were able to produce chronology for complex cases.

Parental involvement in online safety would be considered as there are concerns about out of school online issues.

- **Committee Reports**

The minutes from the meeting held on 16 May were noted.

Dan Knight explained about the CFR (Consistent Financial Reporting) document and the IER (Income and Expenditure Report). The budget for 2025-2026 was still being finalised. It needed to be approved by 20 June.

The previous year budget predictions would be compared. It was hoped that the rollover and staff changes would allow for further options to deliver the educational needs of the School.

All local schools recognised that the falling roll was a big concern and had asked that the LA start to look at how this is addressed going forward.

- Approvals
 - - Ratify I & E monitoring report to 31 March for LA submission by 31 May.
 - - Ratify CFR report for previous financial year for submission to LA by 31 May.

The IER and CFR were approved.

- **TLC**

The Minutes of the meeting held on 1 May were noted. There was nothing further to add.

Governor engagement

See Appendix 1

12. Chair's Report

- Carry over
 - Review results of Skills Audit

The Skills Audit had been completed. The outcome was still strong despite the various changes to personnel. Governors who felt they needed to know more about the curriculum were encouraged to attend TLC to improve their knowledge and understanding.

- Succession planning / Governor One to One's

Governors were thanked for undertaking the one to ones. The various changes to responsibilities and outstanding items had been shared.

Kim Hall would take over as Chair of TLC in September.

Marlborough St Mary's CE Primary School Governing Body

- Staff Survey Questions for early Term 6

It was agreed to have informal conversations with staff at the barbeque on 18 June. If necessary a more formal survey would be considered.

- Pearson Teaching awards update

The various achievements were noted.

Laura Stewart - SEND and Inclusive Practice
Awarded Certificate of Excellence

Georgia Derbyshire - Teacher of the Year in a Primary School
Awarded Nominee Certificate

It was agreed to award the certificates to those concerned at the barbeque. The one relating to the School, Primary School of the Year - Awarded Certificate of Excellence, would be given to all teaching staff and they in turn could present to their class. This was an aspect of Pride to be celebrated and shared.

The outcome of the Head Teacher of the Year in a Primary School would be known on 18 June.

Communications and publicity would then be considered to celebrate these awards.

13. Approvals, see also item 10

The following approvals had taken place at Committee meetings.

TLC

- EYFS (Early Years Foundation Stage) Policy
- PSHE (Personal Social Health Economic) and RSE (Relationships and Sex Education) Policy
- Online Safety Policy

FRC

- Online Safety Policy
- Leave of Absence
- Sickness Absence Procedure for Teaching staff
- Governors Allowances Policy (May 24)
- Afterschool and Breakfast Club Policy

14. Correspondence

The Clerk continued to circulate updates from County; including training opportunities.

15. AOB

None

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

19. Dates of Meetings
Dates for 2024-2025

8 July

Dates for 2025-2026

7 October; 2 December;
3 February; 24 March;
19 May; 7 July

The meeting closed at 8.15pm

Marlborough St Mary's CE Primary School Governing Body

Appendix 1 – Governor Engagement School Visits

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
	19/05/2025	19/05/2025	Blended
Kim Hall	13:47	15:37	Provision
			Blended
Celia	19/05/2025	19/05/2025	Learning
Dunne	13:36	15:54	Visit
Blended	19/05/2025	20/05/2025	
Prov KS1	13:35	00:00	Blended Prov
Christine	16/05/2025	16/05/2025	Finance
Foulkes	13:23	15:03	Committee
	16/05/2025	16/05/2025	
Gill Ross	13:20	15:01	FRC
Kate	16/05/2025	16/05/2025	
Hughes	13:00	15:09	Frc
Dan	16/05/2025	16/05/2025	
Knight	12:58	15:12	FRC
Caroline	15/05/2025	15/05/2025	
Philps	09:11	13:08	Sats
	15/05/2025	15/05/2025	
Gill Ross	09:00	10:13	SATs
Louise	15/05/2025	15/05/2025	
Barry	08:50	10:42	Sats
Kate	15/05/2025	15/05/2025	
Hughes	08:34	10:13	Sats
	14/05/2025	14/05/2025	
Gill Ross	09:00	11:35	SATs
Caroline	14/05/2025	14/05/2025	
Philps	08:56	11:39	Sats
Dan	13/05/2025	13/05/2025	
Knight	13:55	15:02	HT Catch Up
Louise	13/05/2025	13/05/2025	
Barry	13:54	15:13	HT Catch Up

Marlborough St Mary's CE Primary School Governing Body

	13/05/2025	13/05/2025	
Gill Ross	08:53	10:38	Yr 6
Kate	13/05/2025	13/05/2025	
Hughes	08:34	10:38	Sats
Dan	12/5/2025	12/5/2025	SATS
Knight	9:10	11:39	Invigilation
	12/5/2025	12/5/2025	
Gill Ross	8:50	11:08	Yr 6
Louise	1/5/2025	1/5/2025	
Barry	13:17	14:56	Tlc
Caroline	1/5/2025	1/5/2025	
Philps	11:59	14:48	Fusion
Louise	1/5/2025	1/5/2025	
Barry	8:42	9:13	HT Visit
Dan	29/04/2025	29/04/2025	SBM Catch
Knight	10:10	10:49	Up/H&S
Caroline	24/04/2025	24/04/2025	
Philps	11:53	13:04	Fusion Club
			Budget
Christine	24/04/2025	24/04/2025	Discussions
Foulkes	09:48	11:07	SBM

County training record

Louise Barry	School Governance	Finance Overview For Maintained School Governors (Online Live)	29/04/2025
Louise Barry	School Governance	Governors' Briefing Term 5, 2024-25 (Online Broadcast)	01/05/2025