

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

**Action Sheet – 7 October 2025**

Item	Action	By
5.2	Circulate 2025-26 Code of Conduct	LB
7	Governors to identify areas of interest for link governor purposes	ALL
9	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
11	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 Action - DK will forward the governor meeting report to PC.	CP KH DK
12	School Premises Walk – to be arranged for T2.	DK

**MEETING OF THE FULL GOVERNING BODY**

**FGB – Admin.**

**Tuesday 7<sup>th</sup> October 2025 at 6.30pm in person**

**Marlborough St Mary's Primary School**

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

**Absent:** Harriet Jackson (HJ); Amy Adderley (AA).

Quoracy: Yes

Item No.	Minute
1.	<b><u>Welcome, Apologies and Prayer</u></b> CP opened the meeting in prayer. Apologies from HJ and AA were accepted. The meeting was declared quorate.
2.	<b><u>Declaration of interests</u></b> There were no declarations of interest in any agenda item.

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3.	<p><b><u>Appointment of Governors</u></b></p> <p>Coopted Governors – Catherine Balston.</p>
4.	<p><b><u>Acceptance of the minutes of the FGB Final meeting held on 1<sup>st</sup> July 2025</u></b></p> <p>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.</p>
5.	<p><b><u>Start of Year Admin.</u></b></p> <p>The below were approved/ accepted, as required. Training is to be completed by the end of T1.</p> <p>Approve by email between meetings if necessary</p> <ol style="list-style-type: none"> <li>1. Approve, accept and sign Governors' Code of Conduct – to be circulated</li> <li>2. Confirm continuing eligibility to serve as a Governor</li> <li>3. To note the limited sharing of information with the Diocese</li> <li>4. Any changes to the Register of Business Interests – new form to be completed if needed</li> <li>5. Completion of online safeguarding training via Rightchoice</li> <li>6. Confirm KCSIE 2025 read</li> <li>7. To undertake the National Cyber Security centre training</li> <li>8. Confirm read, understood and will abide by the School Health and Safety and GDPR guidance</li> </ol> <ul style="list-style-type: none"> <li>• Ratify Scheme of Delegation (reviewed at TLC &amp; FRC)</li> <li>• Ratify Committee Terms of Reference (reviewed by TLC/FRC respectively) <ul style="list-style-type: none"> <li>○ FRC Terms of Reference Sept 2025.docx</li> <li>○ TLC Terms of Reference September.2024.docx</li> </ul> </li> <li>• Ratify Finance Manual (reviewed by FRC): <ul style="list-style-type: none"> <li>○ Apr 22 - School Finance Manual - Maintained Schools.pdf</li> </ul> </li> </ul>
6.	<p><b><u>Matters Arising</u></b> – not covered in agenda</p> <p>None.</p>
7.	<p><b><u>Governance</u></b></p> <p>The following appointments of required/named roles and panels were made:</p> <ul style="list-style-type: none"> <li>• FRC Chair – Dan Knight</li> <li>• TLC Chair – Kim Hall</li> <li>• Whistleblowing – Dan Knight and Louise Barry (Co-Chairs of Governors)</li> <li>• SEND (Statutory) - Caroline Philps</li> <li>• Safeguarding, Online Safety &amp; Cyber Security (Statutory) - Katie Riches</li> <li>• Health and Safety (recommended) - Dan Knight</li> <li>• Disadvantaged learners &amp; Attendance (recommended) - Katie Riches/Gill Ross</li> </ul>

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	<ul style="list-style-type: none"><li>• Sports premium - Christine Foulkes</li><li>• Website compliance - tbc</li><li>• Children in Care (CIC previously LAC) - Katie Riches</li><li>• Equality and Diversity – Now included in TLC</li><li>• Wellbeing - Katie Riches/Gill Ross</li></ul>
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Action – governors were asked to identify areas of interest for link governor purposes.

There are three governor vacancies with one expression of interest.

- Pay Panel – Amy Adderley; Dan Knight; Gill Ross
- HT Performance Management Panel - Dan Knight, Louise Barry, Katie Riches
- Staffing Panel for end of Fixed Term Contracts: David Williams plus anyone available when panel convened, as necessary.

### 8. Head Teacher Report

RG went through his report highlighting:

- Safeguarding

Whole school training has been provided by the LA. The SCR check has been deferred and will be completed by the end of T1. There are a significant number of safeguarding concerns in the school and some complex safeguarding cases. There has been a fundamental improvement in the relationship between the school, the police and social care.

- Staffing

The new staff details were noted.

- SEND

Real focus and progress have been made on creating a bespoke curriculum. Managing the higher needs resource base (acorn) and lower needs resource base (oak) is challenging and will form a large part of the School Development Plan (SDP) this academic year. All pupils in the resource base must have an EHCP. The details relating to levels of SEND support were noted.

- Statutory Data (GLoD, Phonics, KS1, TTMC, KS2 - attainment & progress with national comparison)

The full details of the statutory data had been made available. Nine KS2 children were disapplied and didn't take their SATs last year.

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Attendance was a significant challenge at the beginning of the 2024 academic year. However, a 1.3% improvement has been achieved over the course of the year; this is a significant improvement, and attendance is now above national levels. The school has also seen a halving of persistent absence (attendance below 90%) with a particular improvement for Disadvantaged Learners. Due to this change, the school has been asked to speak at several Wiltshire attendance conferences.

To a governor question – the improvement was achieved by having a focussed and relentless effort from the SLT and school staff, following the statutory systems and processes, identifying which worked and adopting different approaches where the statutory systems and processes didn't work. The emphasis was on understanding but not excusing. A whole school approach was tailored to each child/ family.

Reading is very strong as the adoption of a reading for pleasure scheme has been transformative. As a result, there isn't a need for significant curriculum changes. Writing has been identified as an area of focus and is the only area of the core curriculum where changes might be needed.

To a governor question – the autumn data is the starting point. The first data drop is carried out in November. All three assessment points follow the same procedure for reading, writing and maths.

The school has sufficient evidence to demonstrate that the 2024/25 cohort was weaker compared with 2023/24 and so their results weren't expected to be at the same level; this is not the beginning of a trend.

KS1 – reading, maths and science are very strong with good results at greater depth. Writing will be an area of focus for next year, as this was a weaker area. A child-by-child case study has been carried out to identify the reasons for the drop in the results for phonics in 2024.

EYFS is also very strong. RG doesn't believe that there is any need for a change of direction.

Progress matrices have identified the number of children who were previously 'just below' but are now 'on track' or those who were 'on track' but are now 'greater depth'. RG stressed the importance of sustained progress throughout the children's time at the school, not just in Y6.

To a governor question – the summation is that the curriculum is working.

- Number on Role (NOR)

The number on roll has decreased to 354 in 2025. Every member of staff is aware that attracting more pupils and ensuring that the correct funding is identified for each child as soon as possible is a key area of focus.

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	<ul style="list-style-type: none"> <li>○ School Development Plan (SDP)</li> </ul> <p>The SDP will be made available to the FGB but is a working document and will continue to evolve. Working Groups led by members of the SLT will work on the six areas of priority which have been identified.</p> <p>To a governor question – The wider staff will shortly be made aware of the plan to have working groups for each of the six priority areas.</p> <p>T5-6 - Exclusion; EHE/AP; Part time timetable T5-6 Physical Restraint; T5-6 Review of Racist/bullying incidents (CPOMs categories)</p> <p>RG updated the FGB on the above and no significant incidents or trends were identified.</p>
<b>9.</b>	<p><b>Policies</b></p> <p>The following policies were approved, with amendments to the Attendance Policy discussed and agreed.</p> <ul style="list-style-type: none"> <li>• Admissions (set by LA)</li> <li>• Staff disciplinary procedure</li> <li>• Single Equalities</li> <li>• Safeguarding &amp; Child Protection</li> <li>• Whistleblowing</li> <li>• Governor's Code of Conduct (see start of year admin)</li> <li>• Governors Visits</li> <li>• Attendance – the government's guidance on Working Together to Improve Attendance has been used for this policy. <b>Action – the policy is 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.</b></li> </ul>
<b>10.</b>	<p><b>Family Centre Steering Group</b></p> <ul style="list-style-type: none"> <li>• Members of Steering Group – Jo McMorrin, RG, DK, LB, KR, GR and AA.</li> <li>• Introduction to phase 2 of project – the project is moving at pace, and a report will be presented at the December FGB meeting.</li> </ul>
<b>11.</b>	<p><b>Governor Activities</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Governor Activities A meeting has been arranged between KR and RG for next week.</li> <li>• SEND Governor Activities CP.</li> <li>• Disadvantaged Learners Governor Activities A meeting has been arranged between KR and RG for next week.</li> <li>• Curriculum Group Activities A meeting has been arranged between KH and RG for next week.</li> </ul>

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	<ul style="list-style-type: none"> <li>• SIAMS Governor Activities CP and KH monitored Pupil Voice last term. <b>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></li> </ul> <p>Action - DK will forward the governor meeting report to PC.</p>
<b>12. Committee Reports</b>	<ul style="list-style-type: none"> <li>• FRC approvals following 26.09.25 meeting Ratify I &amp; E monitoring report to 30 September for submission to LA by 31 October – The school continues to face a very challenging financial position with both staff costs and SEND provisions outstripping associated funding from Government. In the short term, Local Authority support will be required to guarantee cash flow for the remainder of this FY and further actions will be required in FY 26/27 to deliver a balanced budget <ul style="list-style-type: none"> <li>◦ Building and Premises Policy</li> <li>◦ Charging and Remissions Policy</li> <li>◦ Health and Safety Policy</li> <li>◦ School Premises Walk – <b>Action - to be arranged for T2 with as many governors as possible.</b></li> </ul> </li> <li>• FRC matters arising following 29.09.25 meeting The Minutes from the meeting held on 29 September were noted.</li> <li>◦ PAN – Pupil Admission Numbers – a decision must be made about whether to keep the PAN at 60 or drop it to 30. Keeping the PAN at 60 will provide more flexibility, giving the school the capacity to take more pupils and helping with long-term strategic staffing planning. It was thus agreed to keep the PAN at 60.</li> <li>◦ Staffing <ul style="list-style-type: none"> <li>• TLC approvals following 30.09.25 meeting The Minutes from the meeting held on 30 September were noted.</li> </ul> </li> <li>◦ Agree annual monitoring schedule priorities. The aim is to link the governors' monitoring schedule with the school's schedule. RG and KH will be discussing a proposed schedule next week.</li> </ul>
<b>13. Chair's report (verbal)</b>	<ul style="list-style-type: none"> <li>• Annual kitty donation for Governor leaving presents and for staff appreciation during the year A £5 donation was requested from each governor at the next FGB. The kitty will continue to be monitored through the year.</li> <li>• Review of Training undertaken in the last year &amp; training recommendations Already discussed.</li> <li>• Governor Vacancies There are three Governor vacancies.</li> </ul>

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<b>14.</b>	<b>Approvals</b> The following approvals had taken place at Committee meetings. <ul style="list-style-type: none"><li>• FRC - <a href="#">FRC Minutes 27 Jun 2025 - Final.docx</a></li><li>• TLC - <a href="#">TLC Minutes 01 July 2025.docx</a></li></ul>
<b>15.</b>	<b>Correspondence</b> The Clerk continued to circulate updates from County, now every two weeks; including training opportunities.
<b>16.</b>	<b>AoB;</b> Please notify Chair, Head and Clerk at least 48 hours before meeting
<b>17.</b>	<b>Future meetings: Dates for 2025-2026</b> All Tuesdays at 6.30pm: 2 December 2025; 3 February 2026; 24 March 2026; 19 May 2026; 7 July 2026.
	<b>Ended 20.43</b>

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