

SANDFORD ST. MARTIN'S PRIMARY SCHOOL

1.0 Full Governing Body Meeting

Minutes of the meeting held on Thursday 23rd October 2025, 17:00, in the Studio

Present: Paul Beveridge (Head Teacher, HT/PB);
Melanie Bolt (Foundation Governor, Chair of Governors, MB);
Vikki Britt (Local Authority Governor, VB);
Ian Burton (Foundation Governor, IB);
Lucy Chapman (Staff Governor, LC);
Donna Eite (Foundation Governor, DE);
Jane Eyre (Parent Governor, JE);
Mick Holloway (Foundation Governor, MH);
Jackie Jeanes (Foundation Governor, JJ);
James Larson (Foundation Governor, JL);
Fiona Okai (Foundation Governor, FO); *(until 17:31)*
Clare Pampin (Deputy Head Teacher, Associate Member, DHT/CP);
Deborah Smith (Co-Opted Governor, DS).

Quorate

Attending: David Macbeth (Clerk, DM).

No.	Agenda Item	Tasks
	Safeguarding and Child Protection Training: The governors attended in the adjacent Silver Birch classroom for some statutory training delivered by CP, as the Designated Safeguarding Lead for the school. <i>(At this point in the meeting FO had to leave (17:31))</i>	
1.	Welcome: The meeting was opened by DM then led in prayer by DE.	
2.	Apologies for Absence: Colin Logan (Co-Opted Governor, Vice-Chair, CL); Cindy Masters (Parent Governor, CM); Rev. Neil Kelly (Foundation Governor, NK); Rev. Deborah Swann (Ex-Officio Governor, DSw). Apologies accepted.	
3.	Absences: None.	
4.	Declarations of business and/or any other conflicting interests for this meeting: None	
5.	Election of Chair of Governors: DM said that he had received a single self-nomination for the post from MB, so, as no one else had been nominated, she was elected unopposed to be Chair for a further two-year term (ending the 22 nd of October 2027).	
6.	Election of second Vice-Chair/s of Governors: MB said that CL had been previously voted to be Vice-Chair of the Board (term ending 31 st December 2026), but they had also previously made the decision to have two Vice-	

	Chairs. As of the meeting, there had been no nomination received, so she asked all to consider if they could fulfil the post, going forward.	
7.	<p>Constitutional Items for Adoption: The following constitutional documents were up for their annual re-adoption by the FGB:</p> <ul style="list-style-type: none"> • Full Governing Body Standing Orders 2025-26¹ (date changes, additional Link Governor roles, clarification on Any Other Business at meetings); • Strategy Committee Terms of Reference 2025-26² (date changes, 5-Year School Strategic Plan now 3-Year Plan, meetings to last one and a half hours, phrase “drive the strategic direction of the school” added; approved by SC – 11 09 25); • Finance & Resources Committee Terms of Reference 2025-26³ (date changes, delegated funds increased and School Business Manager added as authorisation, appointments clause clarified; approved by FRC - 25 09 25); • Standards & Assessment Committee Terms of Reference 2025-26⁴ (date changes only; approved by SAC - 09 10 25) • Keeping Children Safe in Education - Part 2 (minimum) 2025-26⁵ – (updated; all to read and then sign that they have read it); • Governor’s Code of Conduct 2025-26⁶ (following its adoption by the Board, all governors and associate members to sign electronically, using the “Approval” button of GVO, that they will abide by the code); • Governor’s Register of Business Interests 2025-26 (RoBI) (any personal changes to be updated, signed and dated by all members following its adoption); • Governor Allowances 2025-28⁷ (date changes only but extended to three-year renewal; it was queried if £10 maximum on taxi fares was sufficient – agreed this would be looked at for 2026-27 version). <p>The FGB Standing Orders and Committee ToRs, Code of Conduct and RoBI forms were all ratified unanimously by the FGB.</p> <p>All Governors and Associate Members were asked to read Part 2 – The Management of Safeguarding (minimum) of KCSIE and then use the “Task Completed” button to show on GVO/ electronically sign, that they had read them and would abide by them. To be completed by 3rd November 2025.</p> <p>All governors were asked to complete and return their RoBI forms to the Clerk by the 3rd of November 2025.</p>	<p>All governors to read Part 2 and then mark Task complete</p> <p>All governors to return RoBI forms to Clerk by 3rd November</p>
8.	Pupil Placement Planning – with guest Ed Denham from School Organisation at Dorset Council. ED joined the meeting via a video link. He wanted to	

¹ For FGB SO 2025-26, see: [Sandford St Martin's GVO | FGB Standing Orders 2025-26 \(adopted 23 10 25\) | GVO](#)

² For SC ToRs 2025-26, see: [Sandford St Martin's GVO | SC ToRs 2025-26 \(adopted 23 10 25\) | GVO](#)

³ For FRC ToRs 2025-26, see: [Sandford St Martin's GVO | FRC ToRs 2025-26 \(adopted 23 10 25\) | GVO](#)

⁴ For SAC ToRs 2025-26, see: [Sandford St Martin's GVO | SAC ToRs 2025-26 \(adopted 23 10 25\) | GVO](#)

⁵ For KCSIE, Part 2, 2025-26, see: [Keeping children safe in education 2025](#)

⁶ For GCoC 2025-26, see: [Sandford St Martin's GVO | 2025-26 Governors Code of Conduct \(adopted 23 10 25\) | GVO](#)

⁷ For Governor Allowances Policy 2025-28, see: [Sandford St Martin's GVO | Governors' Allowances 2025-28 | GVO](#)

Speak to the FGB about school places in the local area in the future, and an overview of the issues facing County. There were three primary schools in the area, all facing falling roll numbers, as indeed were many schools across the county, and the nation. Looking at the birth rate projections, he asked if an argument could be made for all three schools to be single form entry in Reception, going forward. County needed to work out a process to ensure all schools were sustainable and manage the numbers down successfully.

(At this point in the meeting JL had to leave (18:11))

He explained that the Coastal Learning Partnership Academy (CLP) ran Stoborough and Wareham St. Mary's, and were obviously keen to maintain full classes. Sandford St. Martin's, as a Maintained, Voluntary Aided School, were their own admission's authority, and had the right to set their own Published Admission Number (PAN). His concern for them was that, with fewer children in their catchment area, they wouldn't be able to sustain their new PAN.

The Chair of Governors asked him about the reports of five thousand houses being built in the Lytchett and Upton areas, and that new schools might be needed to take in those children?

ED said he was aware of those proposals in the Local Plan, but the timelines to realising those houses was quite long; they were not likely to see a significant change in population for at least seven, eight, even nine years, and not all the planned houses might be built. It was too far away for them to take into account, it was the next three or four years that were driving their thinking. He agreed that some may be covered by local capacity, but they may well need to build new school/s, in walking distance of the houses. They didn't want families to have to drive distances to get their children to primary schools. He cited the example of Weymouth, that had seen significant building of houses, but had then seen a time lag of children in need of places at schools.

The DHT said they currently had about twenty children from the catchment area, and another twenty from outside it; had the Council done any work on why they came to Sandford. ED agreed they had an even spread, so another governor argued that reducing their PAN wouldn't necessarily help Wareham and Stoborough. **Another governor added that it was also the school's wraparound care that was its attraction, hence many parents/carers using it – wouldn't reducing the PAN would reduce parental choice.** ED said he didn't pretend that it wouldn't affect some families. **The governor continued – reducing the PAN would lead to further staff cuts, but they could increase the PAN in a matter of a fortnight, if the influx of pupils warranted it, but then recruiting the right staff, with the right skills, was very difficult in a short time frame. It would all be a loss to the school and what they offered.**

Conscious of the time, the HT asked how they could move forward with the conversation; would a meeting with PH of CLP and the HTs of Wareham and Stoborough be appropriate? ED said he heard what they were saying as a Board, but yes, if those parties felt it would be valuable he would like them all to meet. PB said the offer was there, to talk further, they wanted to work closely with the other schools and maintain good relations with the CLP. SSM had looked at a PAN of thirty during their discussions, it would have been a straighter decision, avoiding mixed age classes etc., but the Board had

	<p>decided against it. The Board was rightly proud of the school, it was intentionally NOT part of an academy, it enabled them to be able to make a quality offer to educate children without it being always looked at through the lens of being a “business”.</p> <p>ED said he would go back and talk to the other parties and would come back if there was a request to meet.</p> <p><i>At that point ED left the meeting (18:30)</i></p>	
9.	<p>Governance Roles: The Link Governor roles, that were specified in the Standing Orders as needing to have a governor overseeing that area of responsibility, were filled by volunteers as follows:</p> <ul style="list-style-type: none"> • HT's Performance Management – MB, DS, JJ + CL (trainee) • SEND - FO • Safeguarding - MB • Equality - MB • Pupil Premium - JJ • Maths - VB • Reading - JJ • Writing – MB • Geography - JL • PE & History - CL • Art and MFL - CM • Music - JE • PHSE – VB (for the time being) <p>The two new positions for Sustainability and School Food still needed volunteers to fill them, but due to the time pressures on the meeting, these were rolled over to the next meetings to settle; volunteers were needed.</p>	
10.	<p>Minutes of the previous FGB meeting, 6.0, of the 17th July 2025⁸: These were accepted as true and accurate record of that meeting.</p>	<p>CoG to approve electronically, Clerk to load to website and send copy to DC</p>
11.	<p>Matters arising from minutes of the previous FGB meeting: None.</p>	
12.	<p>HT's Report/School Improvement Action Plan – Autumn Term 1⁹: The HT had posted up the SIAP that he had added to since the recent SAC meeting. He had incorporated a fifth box to include Maths, as requested. All five boxes were areas where the school was below national standards. A governor thanked him for adding in the standards to the table, it was very helpful to be able to see them. He said it meant the targets could be measured more effectively. In the second set of boxes, the Implementation Plans, were also now included the costings for various interventions, and the broad actions recorded. He hoped it was now acceptable, workable and trackable. The governors thanked him for putting it all together, it was a really good and succinct document that year.</p>	

⁸ For Minutes of the 6.0 FGB meeting, see: [Sandford St Martin's GVO | 6.0 FGB Final Minutes 17 07 25 \(accepted 23 10 25\) | GVO](#)

⁹ For SIAP 2025-26, see: [Sandford St Martin's GVO | School Improvement Action Plan 25-26 draft 3 | GVO](#)

	<p>PB then informed the meeting that he had tendered his resignation. He would work until Easter 2026, to give them the best opportunity to find a suitable replacement. He said he loved the school, his decision was no reflection on the staff or the governors, but it was the right thing for him and his family. He wanted to be able to hand the school over in as good a position as he could. He asked the governors to keep his confidence for a while, until the adverts went out and it became common knowledge. All the governors thanked him for all his hard work through the years at the school.</p>	
13.	<p>Strategy Committee Highlights Report: The Chair said at their first meeting of the year they had discussed and agreed the SC ToRs; planned to have a “Love Your School Day”, with the help of JS, the new caretaker. They had had a good look at the Key Stage 2 data, identifying some key issues affecting the results, like Pupil Premium and attendance etc.; they planned to have a small group to work on the 3-Year Strategic Plan, consisting of PB, MB, CL, CP, DE and the Early Years Team; also, to structure it around the new Ofsted inspection framework. They had discussed items in the Premises Strategy Plan, including Interactive White Boards, the water dosing system replacement and the hall floor. They had also looked at the results of the Board's Self-Evaluation Form. Following on from the meeting, they wanted a small working party to evaluate the SEF further and make some positive recommendations to improve their performance as a Board, so if anyone would like to volunteer, they would be most welcome.</p>	
14.	<p>3-Year School Strategic Plan¹⁰: The HT said that CP had added the Early Years Foundation Stage content to the document. It showed their goals, and followed the headlines of the SIAP, including the therapeutic thinking, mapping out the curriculum and the inclusivity of the school. School targets were set at Fisher Family Trust Level 50; this was realistic growth from where they were at. The year after the targets were the national averages and above, possibly FFT 70 or 80. The document was framed by the Ofsted inspection framework, but also the Statutory Inspection of Anglican and Methodist Schools Inspection questionnaire. Their visions and values were also incorporated into the document, and the SIAP cascaded down into it. They still needed to work around the third year; it was hard to think that far ahead, but realistically, it was only a couple of years' time.</p>	
15.	<p>Standards and Assessment Committee Highlights Report¹¹: JJ reported that she had volunteered to be the Chair of the SAC for the following year, and JE had volunteered to be the Vice-Chair. With no other nominations both were duly elected, with the thanks of the committee members. They had then agreed the SAC ToRs with no amendments. In “Matters Arising” they had spoken further about a plan LH had to buy a label printer for the pupils to use, where they could practice ever more elaborate computer aided designs (CAD) as they progressed through the school; a Pupil Premium meeting being rescheduled (more below) and Staff Wellbeing meetings being held and the need to communicate with staff better that things did</p>	

¹⁰ For 3-Year Strategic Plan, see: [Sandford St Martin's GVO | Governors Strategic plan 2025-28 SSM inc EYFS | GVO](#)

¹¹ For SAC Highlights report, see: [Sandford St Martin's GVO | Chair's Highlight Report 1.0 SAC 09 10 25 | GVO](#)

	<p>get actioned. A suggestion was made by the HT to put up a whiteboard in the staff room to reinforce the message "You Said, We Did", to list the requests and actions that followed.</p> <p>Other issues for staff were training of Midday Supervisory Assistants, finding time to run clubs now Time Off in Lieu was rescinded and Subject Lead time. PB said that with some current maternity leave, they did not have a High-Level Teaching Assistant to use to free up time for other teachers; once the HLTA was back, the situation would improve.</p> <p>Other issues discussed at the meeting were looking at the actions to improve performance following the data review, hence Maths being in the SIAP; awaiting funding from County for the SEN Hub; safeguarding and attendance – training had been done, penalty notices had been issued; the committee also agreed that the HT and DHT should be given TOIL for safeguarding meetings they now had to attend during the holidays, a new initiative from the Department for Education and Social Services that eroded their work/life balance. The Ethos group were working on the SIAMS SEF; the School Council was up and running and the counsellors had been issued their badges; Admissions and request for ED to talk to the Board; School Open Day; sum of £430 raised by school and donated to the Child of Hope charity; the Swimming Gala (raising more than last year, currently in excess of £2.5K) and finally had agreed a few policies, up for FGB ratification.</p> <p>Pupil Premium Report¹²:</p> <p>JJ then said that she had now met with PB and MS, the PP Lead. Almost all of their PP children were in KS2. For unknown reasons, parents/carers were not registering their younger children, even when they had a PP sibling already in school; CP was working to spread the word. They were also not signing them up for the Breakfast Club, saying they weren't aware they could.</p> <p>They had looked at the Yr. 6 data, and her report showed the PP scores, relative to "All Children". They would continue to look at the discrepancy, through the year, to see interventions and actions hopefully helping the children to improve. It was too early in the school year to see any trends in attendance.</p>	
16.	<p>Finance and Resources Committee Highlights Report¹³: DS had posted her report for all, and said the FRC had recently discussed the supply staff budget - it was tight already with only £8.5k to go and would need close monitoring. The staff budget was overspent due to the pay awards being higher than DC had advised to budget for, leading to the shortfall. The gas meter appeared to now be fixed, but now, instead, the water meter was showing flow with everything turned off. They were waiting on the Hub funding to come through and this would be recorded separately. Their Number on Roll was down to 340 on Census Day, five down on their estimations for next year's budgeting and twenty children's funding down on last year's funding. They would have the Outturn figures in the next FRC meeting to show the full impact of these factors. They had been told their current Legionella regime was not illegal, but also was not ideal. They were</p>	

¹² For PP Report, see: [Sandford St Martin's GVO | Pupil Premium Children Update Year 6 Autumn 2025 | GVO](#)

¹³ For FRC Highlights report, see: [Sandford St Martin's GVO | 1.FRC Chairs Report to FGB 231025 | GVO](#)

	<p>hoping for some funding from Diocese to replace the dosing system – Diocese had reserved an amount towards it. PB added that they had also now put in two bids for Devolved Formula Capital funding from the Diocese; one to replace five older IWBs, and the other to renovate the hall floor.</p> <p>DS said they had also discussed succession planning, and welcomed MH back to the Board. He had agreed to act as the FRC Vice-Chair and was also going to pick up on his previous roles as the Computing Link Governor and covering cyber security in the school. The kitchen staff were now on the school's book, and the new catering company, Educatering, was being promoted. PB said that they were really good, the bar had really been raised; they needed to keep promoting it. LC suggested they did a daily post via Dojo showing what was on the menu for that day. MB added that the office staff were always happy to send out items and photographs to the wider community, they just needed to be supplied material.</p>	
17.	<p>Governor Training, Succession and SEF¹⁴: CL had sent out requirements for training courses to all the governors; MB enthused all to keep covering at least one course a term. With regards to the SEF, most of the comments had been positive about the Board; CL had drawn up a summary¹⁵ on which he had highlighted five areas that they should work on to be more successful still. MH, JE and DS all volunteered for the working party, to assist MB and CL.</p>	
18.	<p>Community Update: The Chair reminded the meeting of the upcoming Quiz Night, with a curry on offer this time. 2026 would mark one hundred and fifty years of educating children in Sandford, so they needed to think of ways to celebrate that milestone, she thought it should be the centre of attention for next years' Summer Fayre. LC said they should make sure that County was aware; they could also feature it in all their History lessons.</p> <p>CP said, although it had already happened, she wanted to make them aware of a very successful Open Day earlier in the week. Forty families had attended and been shown around the site and the Forest School; they had also served up a "homemade" pumpkin soup the children had prepared that had gone down very well. Following a question, it was thought they should tie Educatering into the next event, so the families could get a taste for how good the school's food offer now was.</p>	
19.	<p>Clerk's Briefing: The Clerk presented the school with a signed by the author copy of "100 Ideas for Greener Schools", by Edd Moore, who used to teach at Damers School in Dorchester, before becoming an author. This gift was from the Clerk's partner, whose boys had been taught by Edd.</p> <p>He echoed a sentiment from earlier in the meeting, that the Board should be making more use of the Tasking system on GVO, and enthused the various Chairs to look at the Tasking lists for their committees, prior to meetings. He requested that he be given administration access to the school website, as he used to have, so he could more easily update the Governors' pages. He noted that there were still no photographs of the Governors, as there used to be, on the school's website. He added that the Board had been requesting this to be resurrected for almost two years.</p>	

¹⁴ For SEF 2025 results, see: [Sandford St Martin's GVO | SSM governors' self-review summer 2025 | GVO](#)

¹⁵ For SEF summary, see: [Sandford St Martin's GVO | Self-review summary for FGB Oct 2025 | GVO](#)

20.	Correspondence: None received.	
21.	<p>Policies for Adoption¹⁶: The following policies had been agreed by their owning committees, ready for ratification by the FGB.</p> <ul style="list-style-type: none"> • Dorset Scheme for Financing Schools (Nov 24) 2025-26 (KK/PB) • Intimate Care Policy 2025-26 (CP/PB) • Low Level Concerns Policy 2025-26 (CP/PB) • School Financial Efficiency Policy 2025-26 (KK) • Safeguarding and Child Protection Policy 2025-26 (CP/PB) • Supporting Pupils with Medical Conditions Policy 2025-26 (CP/PB) • Whistleblowing Policy 2025-26 (CP) <p>The governors voted unanimously to adopt the above policies. Another “policy” that was agreed by the FRC was not brought to the meeting. The Clerk explained that the Board was required to agree that the school would abide by the Dorset Contract Procedures Rules, but currently these were buried in a much longer document on the Council’s website, and mislabelled as to which section in which to find it. He had therefore written, on behalf of the Board, to the School’s Finance Officer, saying it was not right to expect governors to sign off on a document that was not readily available. The FO had written back to say it was something her team were working on.</p> <p>Lastly, the Clerk and the DHT had been at slight cross-purposes regards the Safeguarding Policy and the requirement of governors to read the relevant section of Keeping Children Safe in Education. The policy had been up on GVO, and governors had been voting for it, via the GVO approval button. The Clerk said he would put up the KCSIE link following the meeting, for all to be able to read the relevant section, then use the “Task Complete” button to show they had done so.</p>	
22.	<p>Items for the next agenda/Any Other Business:</p> <ul style="list-style-type: none"> • None <p><i>There being no further business, the meeting ended at 19:20hrs.</i></p>	

Date and time of next FGB meeting, 2.0: Thursday 11th Dec 2025 at 17:00 via Zoom

¹⁶ For Policies, see: [Sandford St Martin's GVO | GVO \(thegvooffice.com\)](https://www.thegvooffice.com)