

SANDFORD ST. MARTIN'S PRIMARY SCHOOL

2.0 Full Governing Body Meeting

Minutes of the meeting held on Thursday 11th December 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) (until 18:24);
Lucy Chapman (Staff Governor, LC);
Jane Eyre (Parent Governor, JE);
Mick Holloway (Foundation Governor, MH) (until 18:54);
Jackie Jeanes (Foundation Governor, JJ);
James Larson (Foundation Governor, JL);
Colin Logan (Co-Opted Governor, Vice-Chair, CL);
Cindy Masters (Parent Governor, CM);
Clare Pampin (Deputy Head Teacher, Associate Member, CP);
Deborah Smith (Co-Opted Governor, DS).

Quorate

Attending: David Macbeth (Clerk, DM).

No.	Agenda Item	Tasks
1.	Welcome: The meeting was opened by MB then led in prayer by JL.	
2.	Apologies for Absence: Donna Eite (Foundation Governor, DE); Rev. Neil Kelly (Foundation Governor, NK); Fiona Okai (Foundation Governor, FO); 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.	Minutes of the previous FGB meeting, 1.0, of the 23rd October 2025¹: These were accepted as true and accurate record of that meeting.	CoG to approve electronically, Clerk to load to website and send copy to DC
6.	Matters arising from minutes of the previous FGB meeting: Statutory Items – the Clerk said that almost all governors had signed their approval to the Code of Conduct and Keeping Children Safe in Education documents, and had also returned their Register of Business Interest forms. He wouldn't "name and shame" the very few that remained outstanding, but asked that those few complete the tasks shortly. Link Governor Roles – there were three new roles proposed in Link Governance: Inclusion, School Food and Sustainability. The Clerk explained	

¹ For Minutes of the 1.0 FGB meeting, see: [Sandford St Martin's GVO | 1.0 FGB Final Minutes 23 10 25 \(accepted 11 12 25\) | GVO](#)

	<p>that these topics were all currently being driven by either the Government or the Local Authority. He also said that it was not always necessary to keep other Link Governance roles, if those subjects were now doing well, having been given more prominence and a drive for improvement.</p> <p>The Chair said that the roles proposed could also be “umbrellaed” in other ways. She suggested that Inclusion could be covered with SEND and Pupil Premium, and School Food be regularly looked at by the Finance Committee. It was decided that it should be a standing item on the FRC agenda. Sustainability was not yet fully formed as to what should be included; they awaited a visit from their Education Challenge Lead, TP, to get the ball rolling, so it was decided that role could be looked at again, following her input, and again, the FRC could probably look after it.</p> <p>JL had agreed to take Geography as his LG role.</p> <p>MB said she would now look after PSHE, with KG as the Subject Lead.</p> <p>The Vice-Chair thanked PB for the work he had already done to populate the new Ofsted Self-Evaluation Form. The next steps were to have a meeting with MB, CL, DS, MH and JE in attendance, to look at the Governance SEF and add practical things that could be done to improve governance, and for the Strategy Committee to look at the Ofsted SEF and to populate the various strengths and areas for improvement.</p>	<p>FRC Agenda item</p> <p>Working group to look at governance SEF and improving governance</p> <p>SC Agenda</p>
<p>7.</p>	<p>HT's Report - Autumn Term 2²: The HT had posted his report the previous week for governors to be able to comment on. Several had, and asked questions, which he answered and expanded upon in his verbal report.</p> <p>He said the good news was that they had had a lot of interest in the Headteacher's post, with several candidates coming to visit the school, and they expected quite a number of applications by the next day's deadline. He reported that they were sadly struggling with behaviour incidents in the school. He had provided bare details about these in his report, but said they were already out of date with three new incidents that week. They had children struggling with Social and Emotional Mental Health (SEMH), SEN needs, and sad and disaffected pupils. Teachers were feeling the need for an extra adult in the building to deal with these incidents; he and the DHT couldn't always be there to be that person, it wasn't strategic, they had other important work to fulfil. It was exhausting and they urgently needed support staff to help. As regards funding, they had a carry-forward amount of £70K into March; though most of this was Hub funding, some was also for the mainstream school. They were staffing the Hub ahead of the children arriving. What they really needed now was a breakout room for mainstream children who were struggling, with two staff members with SEMH capabilities, like their old Silver Birch room; unfortunately, that didn't look affordable at that moment. A governor asked if they were going ahead with recruiting a SEN Teaching Assistant for the Hub, to which the HT replied yes; they were also looking to recruit an additional TA on an eighteen-month contract for twenty-five hours a week – he would bring these posts to the next FRC with more certain figures.</p> <p>He moved on to the Number on Roll figures going forward, they looked particularly difficult in 2027-28 with mixed-age classes being necessary in Yrs. 3 & 4. The ex and present teachers in the meeting expressed concern at</p>	

² For HT Report, see: [Sandford St Martin's GVO | 07 - HT report to FGB Dec 25 | GVO](#)

classes of thirty-four; it was very hard to effectively teach so many children at once, and the increased amount of marking was also hard to do well. The HT said they could look at other variants, maybe teaching by phase, allowing two single age classes and one mixed-age, although this often led to dissatisfaction from parents/carers of the children put into the mixed-age class. It was a needs-lead choice though. A governor added that this also led to issues for the staff; with three mixed-age classes in a phase, all the teachers could support one another, with two single-age classes the mixed-age teacher was not as well supported. They also didn't have the additional TAs to help in those years, and there was a heavy teaching load to deliver. The Staff Governor said that fortunately, the curriculum was fairly similar in both years; what the teachers were looking for more was support with the SEMH/SEN children. PB finished the conversation by saying they didn't need to make any decision right then, and additional children joining or leaving the school could alter the picture before they got there.

School Improvement Action Plan – the SIAP was now RAG rated and showed better the areas they were targeting, red highlighting the areas of most concern; these included the sad news that the attainment for vulnerable children was not going in the right direction; the only slight plus was that they were aware of this earlier in the school year than ever before – so it gave them time to change the picture. Pupil Premium attendance was also not where they wanted it to be; of the forty pupils, twenty were marked as persistent absentees. **A governor asked how they were going to tackle this; by whole school, year group, or individual family?** PB said they would target each pupil and look at the individual barriers that were preventing attendance. With some, it was just lateness; by missing registration, they were marked down as absent; he thought as an exercise they should try running the figures without including that element to see what a difference it made to their overall figures. PA in Yr. 6 was around motivation, stamina and Emotional Based School Absence (EBSA). They were looking to provide appropriate provision, there was some funding available from the Local Alliance Group, and they could utilise the Millie College at Holton Heath – going off-site, to feel supportive and boost their motivation and confidence.

The DHT said she had done a home visit that week and the child had been in school since; they'd reduced their timetable slightly, allowing them to finish slightly early, and it had helped. One problem was when they told parents/carers their child's attendance was 88%, the family saw that as good attendance, not equating it to the day a fortnight missed; added up over a year or a school lifetime this translated to a lot of schooling missed. They were going to run a newsletter highlighting this. **A governor asked, if a child was taken out of school it counted as an unauthorised absence; how did that work with school refusal?** CP said it depended on the reason behind the refusal; it would often be marked as off ill. **The governor asked if it should be taken further, say with a letter delivered to the home.** CP said they would also report it to the Family Team, for them to try and unpick the reasons.

The HT agreed, it was sometimes authorised as medical or an appointment; they didn't have many unauthorised absences. He said that PA in Yr. 6 was actually below the national average; last year, as Yr. 5, they were below, so it was a better, if not great, picture than it could be. Their biggest concern

was last year's Yr. 4; now as Yr. 5 their PA had jumped to 27% PA. There was a large SEN and PP cohort in the year and this was definitely a year group they needed to target. It was the year with the least TA support, so they might need to look at more resources to help. Yr. 3 was also a concern, but again it was a known cohort with attendance issues last year.

He then updated the meeting with the revised incidence figures. A governor asked about the three latest incidents, and whether these included previous children involved. PB said that two were new children, and one was a repeat – they were, however, all boys with SEN or SEMH needs. A governor asked if sometimes a child would try to get suspended, to avoid school. The HT said if they suspected that, they would use other sanctions and strategies. He added that with all these incidents, it wasn't for lack of parental support; he had not had an angry word from any parent or carer; they were usually upset it had happened. A governor wanted to know if they were set work to do at home. PB said not for a short-term suspension.

He was then asked about the complaint from a parent about closing early on the last day of that term. The HT said they were not asking for that to be changed for the coming holiday, they were just worried that it might happen again, and they had raised some legitimate concerns. They thought the rule should be that the HT had to take the decision to the Board, so that it was always a strategic decision. His decision had been, in allowing teachers some focussed Planning, Preparation and Assessment time. He then said that he had had to disaggregate the 19th INSET day in order to give the new Headteacher an INSET day in the summer term, otherwise they wouldn't be able to have one until the Autumn term, which didn't seem fair. The new Spring term would start with an INSET day on the 5th of January where they would be looking at maths and therapeutic thinking. A governor asked if the Midday Supervisory Assistants would also be invited to the TT training, so they could access the language being used. The Staff Governor said they Behaviour Group had also thought they should be included. PB said he would open up the invitation to them, and they would fund paying them for the hours worked.

A governor asked about the SENDCo.'s responses to parental requests; what were the next steps to support the mainstream setting children? PB said they needed someone sufficiently skilled to be able to allow HC release time; TD was only available to do that one day a week, and some of that was to cover PPA time. They just didn't have the staff to back fill presently. This would also be an issue if HC was off sick. They were looking to recruit a full-time SENDCo for the Hub, full with fourteen children. A governor asked if, once that person was in place, would they look to redelegate the current SENDCo post in the main school. PB said, as they currently only had four Hub pupils, HC was able to cover both parts, but increasingly they were noticing that it wasn't working. They had limited financial and time resources, but conversations were happening to try and resolve some of the issues. A governor asked what the timeframe was to recruit a permanent lead for the Hub. The HT said they were looking to recruit in the spring/summer for a September start. He thought it was important to include the new HT in the process. Also recruiting a High-Level Teaching Assistant to the Hub would make a big difference. They just had a short-term issue across the Spring term.

8.	<p>Standards and Assessment Committee Highlights Report³: JJ went through the bullet points of her report. They had received reports on Reading, Writing, Maths and History. She said there was now another Link Governor report on Maths, since the meeting took place. She thanked LC for her presentation on History, and also for her progression map, which was really helpful. Another thing they had talked about was the consistent application of rewards for children – the HT said PD was going to do a reset on that topic during the January INSET day. The DHT said the subject leads had also had some additional SL time. A governor asked if they could be sent the school calendar so they would be aware of the times staff would be available for Link Governor time.</p> <p>A governor asked the DHT if the penalty notices for unauthorised absences had made any difference. She said none of the parents involved had responded to her, so she didn't know. The Chair said there had been some chat on Facebook; they resented the penalty notices, but it wouldn't make them change their behaviour. The DHT said it was all frustrating, it required the input of three people in the school to report it to the LA, who then often took some time deliberating whether to issue a notice. It was also noted that the money didn't go to the school, or help the pupil in any way. Another governor did note that it became less favourable to the parents if they were repeat offenders, as the amount went up.</p> <p><i>At this point in the meeting IB had to leave, wishing all a Happy Christmas (18:24)</i></p>	
9.	<p>Finance and Resources Committee Highlights Report⁴: DS had posted her report for all to comment on prior to the meeting. She was glad to report that the Outturn figures were now much more positive than before; they had money to spend on the Specialist Resource Provision Hub but also a bit for the mainstream school, and they still had their contingency fund. Annoyingly, they had lost out with regards to the staff pay rises. In short, they'd been told to budget for 2%, the teachers had been awarded 4% and then they'd been funded for 3%, leaving the school 1% out of pocket to find from "efficiencies", not easy when everything was already pared to the bone.</p> <p>She reported that having finally sorted out the gas meter issue, the water meter was now playing up, leading to further work.</p> <p>The reduced Number On Roll, of 340, for next year was twenty down on the previous year, leading to another reduction in funding. However, they were in a better position than they thought they would be. The Outturn figures for the next three years looked as follows: 2025-26 £69,802, 2026-27 £84,197 and 2027-28 £17,188. As ever, this was all open to change and took no account of any increases in their future funding. She said the FRC had recommended the figures, and asked the FGB to ratify them. A vote was taken and carried unanimously.</p> <p>MH was asked to speak about the Pay Panel meeting. He said they had looked through the anonymised data and accepted almost all of the HT's recommendations. They had looked at all the evidence, in a fair and robust process. They had also met with TP, their ECL, and PB, to conduct the</p>	

³ For SAC Highlights report, see: [Sandford St Martin's GVO | Chair's Highlight Report 2.0 SAC 20 11 25 | GVO](#)

⁴ For FRC Highlights report, see: [Sandford St Martin's GVO | 2.FRC Chairs Report to FGB 111225 | GVO](#)

	<p>Headteacher's Performance Management and a decision had been made for an advancement to be made. They were also looking at a downscaling of the HT pay spine for the new incumbent, due to the falling roll number.</p> <p>Again, the Pay Panel's recommendations had been accepted by the FRC, and DS asked the Board to ratify them, which was again carried unanimously. One thing that had been noted was the need for the wording "performance related pay" to be removed from all the various policies so they all aligned with consistent language.</p> <p>DS then reported that they had earmarked DFC money for some new Interactive White Boards and resurfacing the hall floor. The rest of their DFC allocation was on hold, pending the outcome of the dosing system for their water supply. PB said they were awaiting a decision from the SDBE. They had had another negative legionella test, which the Board of Education representative seemed to view as good, but it wasn't. He didn't know what they were doing, the school needed to be made safe - he hated to think of the consequences if they ever had a positive test.</p> <p>PB then reported that the second playground, used as a parent/carer car park at the start and end of the day, had now become a real issue. It had cost £75K to resurface the other playground. They'd got the road-sweeper to scour up all the loose material then, but it was now in a terrible state with the surface breaking up, so badly, that it was now no longer safe for PE or even as a playground. Staff had been tracking how many scrapes and grazes it was causing, until it was too bad and they'd taken the decision to close it – other than as a car park. A discussion was had about "knocking on some doors" to see if they could get a local business or two to help them out, in return for some free advertising along their fence line.</p> <p>On a more positive note the Chair said that the Friday Night Youth Club had managed to get some funding from the Solar Fund to fix the floodlights on the first playground. CL wondered if there was any mileage in approaching the Lawn Tennis Club for some funding, if they then painted tennis courts on the surface. It was agreed he should approach them.</p> <p>Lastly the Clerk was asked if he'd had any luck about "staff only policies" and them not being able to be viewed by guessing the change in URL from their public pages. He said the recommendation from SLS was to password protect any such documents. PB then said that staff didn't view them from the GVO site anyway, they used the school's intranet, so it was decided that any such policies on GVO should just not be published, ending the issue.</p>	<p>CL to approach LTA for any possible funding</p>
<p>10.</p>	<p>Ethos Group Report: MB said she had recently met with PB, DE and JJ to look at the SIAMS Self-Evaluation Form. It had been a really productive meeting, looking at the introduction and the seven strands it contained. They had filled in the introduction section and two further strands and hoped to fill the other five at their next meeting, so they could meet with the new HT in their last meeting in the summer term to go over it all with them. She reminded all Foundation Governors that they were ALL invited to attend the Ethos meetings.</p>	
<p>11.</p>	<p>LG Reports: Covered above.</p>	

12.	<p>Community Update: The Chair said the Christmas Carnival had been a great success. Her van had been all decked out with lights and tinsel with the kids riding alongside on their scooters, all festooned with lights; they were also the only school to take part in the parade.</p> <p>For their efforts in the October “Swimathon” the school had been awarded the Endeavour Award, for team tenacity, by the Lions Club; PD and some of the children would attend the presentation in January. 75% of the money raised at the event would come back to them; MA saying she expected them to breach last year’s total of £2.5K, which was great news.</p> <p>A group of children had visited the Pine Martin Grange Nursing Home to sing some carols to the residents there, and were rewarded for their efforts with a buffet.</p> <p>Lastly, a Christmas Carols Celebration would be sung in the church/hall on Saturday 20th at 4pm, organised by the church.</p> <p><i>At this point in the meeting MH had to leave (18:54)</i></p>	
13.	<p>Governor’s Skills Audit 2026: CL said the Board had got used to filling in the questionnaire on an annual basis, to see where they were at as a Board, and what training was needed, so they intended to run the audit as usual in January.</p>	
14.	<p>Clerk’s Briefing⁵: The Clerk said the recent Clerk’s Briefing had been all about the new Ofsted Inspection Framework, and how important it was for the governors to record evidence of their activities, like LG reports and training certificates. They’d also looked at Nexus pages and updates to them and compliance with the Freedom of Information Act. Lastly, he enthused as many governors as possible to sign up for a cyber-awareness course on the 17th of March being delivered online by Dorset Police.</p>	
15.	<p>Policies for Adoption⁶: The following policies had been agreed by their owning committees, or mostly agreed with the addition of a point or two as ready for ratification by the FGB.</p> <ul style="list-style-type: none"> • Acceptable Usage Policy 2025-28 (PB/CP) • Accessibility Plan 2025-28 (EqIA) draft 2 (PB/CP) • Admissions 2027-28 (PB/CP) • Appraisal and Capability Policy for Support Staff 2025-26 (PB/CP) • Appraisal and Capability Procedure for Support Staff 2025-26 (PB/CP) • Appraisal and Capability Policy for Teaching Staff 2025-26 (PB/CP) • Appraisal and Capability Procedure for Teaching Staff 2025-26 (PB/CP) • Critical Incident Policy 2025-26 (PB/CP) • Data Protection GDPR & Confidentiality Policy 2025-26 (PB/KK) • Disaster Recovery & Business Continuity Plan 2025-26 (PB/CP) • Hire of School Premises 2025-26 (KK/PB) • Lettings Policy 2025-26 (KK/PB) • Pay Panel Tor 2025-26 (Pay Panel) • Pay Policy (Teacher’s) 2025-26 (PB/KK) 	

⁵ For Clerk’s Briefing slides, see: [Sandford St Martin's GVO | Clerks' Briefing SLIDES November 2025 PDF | GVO](#)

⁶ For Policies, see: [Sandford St Martin's GVO | GVO \(thegvoffice.com\)](#)

	<ul style="list-style-type: none"> • SEND Policy 2025-26 (HC/FO/PB) • SEND Provision – A Guide for Parents 2025- 26 (HC/FO/PB) • Support Staff Pay Policy 2025-26 (PB/KK) <p>The HT went through the list, explaining the additions that had been added to various policies. All the policies were then voted on by the Board and carried unanimously. Again, it was noted the wording “performance related pay” to be removed from all the various policies so they all aligned with consistent language.</p> <p>It was agreed that the subject of encouraging salary sacrifice and other perks offered by Dorset Council to their employees should be on the next FRC agenda.</p>	FRC Agenda
16.	Correspondence: The Board had received a Christmas card from Sandford Nursery wishing everyone well.	
17.	<p>Items for the next agenda/Any Other Business:</p> <ul style="list-style-type: none"> • SIAMS SEF – update from the Ethos Group • New HT to be invited to attend <p>All governors were reminded they always had an invite to any school event. PB asked if the list of staff and their roles in the school was useful, as this did not currently feature in his full report to Governors. The board agreed it was useful, so this would be added in from now on.</p> <p style="text-align: center;"><i>There being no further business, the meeting ended at 19:15hrs.</i></p>	FGB Agenda

Date and time of next FGB meeting, 3.0: Thursday 19th March 2026 at 17:00 in the Studio