

SANDFORD ST. MARTIN'S PRIMARY SCHOOL

3.0 Full Governing Body Meeting

Minutes of the meeting held on Thursday 19th March 2026, 17:00, in the Studio

Present: Paul Beveridge (Head Teacher, HT/PB);
Melanie Bolt (Foundation Gov., Chair of Governors, MB) *(from 17:35)*;
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);
James Larson (Foundation Governor, JL);
Colin Logan (Co-Opted Governor, Vice-Chair, CL);
Cindy Masters (Parent Governor, CM) *(from 17:35)*;
Fiona Okai (Foundation Governor, FO);
Clare Pampin (Deputy Head Teacher, Associate Member, CP);
Deborah Smith (Co-Opted Governor, DS).

Quorate

Attending: Emma Roberts (New Headteacher from April; ER);
David Macbeth (Clerk, DM).

No.	Agenda Item	Tasks
1.	Welcome: In the absence of the Chair, the meeting was opened by CL then led in prayer by DE.	
2.	Apologies for Absence: Jackie Jeanes (Foundation Governor, JJ); 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.	Welcome to the new Headteacher, Emma Roberts: ER attended her first FGB meeting at Sandford, prior to taking up the post of Headteacher after Easter, and was warmly welcomed by the Board. The governors then took it in turns to introduce themselves and give a brief description of their governance role and history of connection to the school.	
6.	Minutes of the previous FGB meeting, 2.0, of the 11th December 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
7.	Matters arising from minutes of the previous FGB meeting: None.	

¹ For Minutes of the 2.0 FGB meeting, see: [Sandford St Martin's GVO | 2.0 FGB Final Minutes 11 12 25 \(accepted 19 03 26\) | GVO](#)

8.	HT's Report – Spring Term 2²: The HT had posted his report the previous week, for governors to be able to comment on, and he went briefly through it, answering questions along the way. He was pleased to report that Persistent Absence (PA) in Yrs. 3 and 5, whilst still too high, was at least reduced. Yr. 3 was a fairly small cohort of forty-four, and within that, eleven children had been taken out of school on unauthorised holidays. The school had applied to the Council for some penalty notices to be issued, but they did not seem to be an effective measure. Generally, regards absences, their vulnerable groups were all going in the right direction. In Yr. 5, there were several pupils on Educational Health Care Plans (EHCPs) with reduced timetables, and this also then reflected in their overall attendance figures. He then spoke about their projected pupil numbers and class sizes, going forwards. He pointed out the red text in 2027-28, in the mixed Yrs. 5 & 6, with 34 children per class. He said that was not where they would want to be, but the finances didn't lend themselves to an easier option. He talked about the Ofsted Self-Evaluation Form; this had now been populated. He thought they could say they were at or near the Expected standard in five of the seven areas and probably strong in Early Years; they were most vulnerable around Achievement, and that really need attention – the school had to be able to say all the statements were true and provide the evidence in to be secure in the grading of Expected or Strong standard. He reported on progress with the Specialist Resource Provision Hub; they had had fourteen high calibre applicants for the permanent role of Hub Lead. ER and CP had both contributed to the shortlisting, and then interviewed four. They had all agreed on the successful candidate, Natalie Atkiss; she was already leading a hub in Wiltshire, had lots of experience and came with exceptional references. She would start as part of the Senior Leadership Team in September. He touched on the School Improvement Action Plan and felt that things were moving in the right direction generally. One area he had flagged as red was getting SEND attendance from 93% to 95%; their attendance was currently lower than last years, with 28% Persistent Absence versus 23%. A governor asked if it wasn't dangerous to label it SEND – there were various groups there, all lumped together – Ofsted would look at the case studies and expect to see what they were doing for each child. The HT understood the thinking, but said it was a metric they had to record. He hoped they would see improvements once the new staffing arrangements bedded in, the Hub should give them more capacity to help. Pupil Premium was also adrift of where they wanted to be but moving in the right direction. Regards behaviour he reported they had had less incidents; they had had three children on fixed term suspensions since the last HT report and one permanent exclusion – only their second ever as a school. There had been some violent incidents with one child but new measures put in place seemed to be working. A governor asked how the staff felt about the violence. He said one member of staff was on stress leave, but the others said they felt well supported and could see the plans working; they were very compassionate and wanted to see the children succeed. The DHT then reported on the Safeguarding section, as the Designated Safeguarding Lead. She said she was having two or three “Team Around	
----	--	--

² For HT Report, see: [Sandford St Martin's GVO | HT report to FGB March 26 | GVO](#)

	the Family" meetings a week, with more parents reaching out for help. As staff, they had concerns around the TV and films they were aware children were watching and were trying to educate the parents about the dangers that that could pose; also, to limit the amount of screen time, even turning the Wi-Fi off if needs be. <i>At this point in the meeting MB and CM arrived (17:35).</i> A governor asked if they should run another session on E-Safety for parents. The HT thought they would welcome it. The Clerk said that Dorset Police offered sessions. Another Governor said it was also offered in their E-Safety Policy that they <i>would</i> provide such sessions. The HT then finished by thanking the governors for the level of support they had all given him over the years. He also paid thanks to CP for all her support. He said it had been a joy and a pleasure working at SSM for nine years. Thanks were then paid to PB by the Vice-Chair for all his dedication and hard work and unflappable approach to all the issues he'd faced. The Chair of Governors then asked the Board if they had any idea how many hours of Board or Committee meetings Paul had sat through in the preceding nine years. The answer was four hundred, though that could probably be doubled or tripled if all the hours of preparation were also added in! All agreed he had always gone above and beyond what was required and he was thanked again.	
9.	Strategy Committee Highlights Report: MB recalled the SC had looked at the Three-Year School Strategic Plan³; the Early Years section still needed more work but she, CP and CL had met and populated some more of the gaps. The document could be viewed on GVO. They had also looked at the Ofsted SEF, in particular the leadership and management sections had now been added to. They had had an update on the Hub back in January and now a lot of that had happened or was in process. Another area coming into view was Sustainability, in fact it had been slated to be on that evening's agenda but had got lost along the way. The Clerk apologised that it had been missed, but also added that school food waste was also about to become a hot topic. On the subject of school food, the meeting was then informed that CM had been successful in her application to replace AR as the school's new cook; she was warmly congratulated by the Board members.	FGB Agenda
10.	Finance and Resources Committee Highlights Report⁴: DS had posted her report for all to comment on prior to the meeting. She started with the Number on Roll which was then 342 pupils; September enrolment looked like it would be 31, but maybe it could be more, which might give them a problem regards class sizes. The had done their benchmarking – it needed a little tweaking because some of the Dorset Council data went into the wrong boxes. Supply staffing was as usual a challenge to fund; their teaching staff model was on the higher side but they had a good spread of staff. Mostly they were in the "average" range, so it was a good exercise to see where they stood in	

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

⁴ For FRC Highlights report, see: [Sandford St Martin's GVO | 3. and 4. FRC Chairs Report to FGB 190326 | GVO](#)

	relations to similar schools. They had also conducted their Value for Money and Contracts Reviews. The two FRC meetings covered had received reports on the Premises and I.T. Development Plans. Top of that list was finding a solution to the dosing of the water system to prevent Legionella. The HT said he had recently spoken with Diocese; they were now not sure on the silver oxide system. KK and OE at Diocese were often in communication about it, and other suggestions made sounded as complicated as anything else gone before. MB said they were testing and flushing regularly, to ensure they were safe. The new Interactive White Boards had been installed; LC said they were lovely and staff were really pleased with them. PB agreed and said all classes now had the same specification, so that should make it easier for all DS then turned to the Outturn figures. She said they looked great, especially in comparison to the doldrums they had faced prior to the Hub getting the go-ahead, but she warned that a lot of the money belonged to the Hub, not the mainstream school, but they did have a small surplus to carry forward. County were happy with the figures. They still needed to refine their staffing model for the following school year, so the budget was still a work in progress. Issues affecting their budget were staff pay rises – or their budgeted figures versus the reality they had been confronted with. Issues with supply cover also were affecting them again. Utilities had also impinged on their finances; it appeared they'd had a water leak, having seen a surge in their bill - it was all still under investigation. With their current staffing scenarios, it looked like they would have an Outturn carry forward figure of £85K. She asked the meeting if they were happy to ratify the figures which was met with unanimous agreement. DS said the 2026-27 budget main principles were already agreed by the FRC, there was just some finessing to do. Their School Financial Value Standard return was all good, the only action from it being to continue to try and recruit FRC members, especially ones with financial skills. She then asked the meeting if they would ratify the SFVS return which they did unanimously again. They had conducted a review of school meals; they were still not breaking even yet, partly due to set up costs – they might need to look at a small increase in the cost per meal to help the situation, they would keep an eye on the data. In the Premises and IT Development Plan, they had also looked at an upgrade of laptops, using their Devolved Formula Capital from Diocese which was renewed again come April. She finished by thanking Paul for all his contributions at the FRC meetings, he had been enthusiastic and positive throughout all of it, helping to make many child-centric decisions.	
11.	Standards and Assessment Committee Highlights Report⁵: JJ had submitted a highlights report on GVO for the 4.0 SAC meeting and delivered a summary to the meeting. ABR had attended and talked about Maths in school. There was a new focus on multiplication throughout the school. They currently used a platform called Power Maths but it was expensive and not used to its full capacity, nor did it cover mixed age teaching well, so they were now using a platform called White Rose; it catered much better for	

⁵ For SAC Chair's report, see: [Sandford St Martin's GVO | SAC 4.0 Meeting 12th March 2026 Chair's Report | GVO](#)

	mixed age and was significantly cheaper. Overall, ABR was pleased with the progress they were making in Maths. They had also discussed a sticker printer for Design and Technology but the one they had thought they might buy, at around £500, was now discontinued. MB had said she would do further research to find the best option for them. As usual, they had had a report from CP on Safeguarding and Attendance, but that had been covered earlier in the HT's report. They had also touched on allergy training, with new guidance coming from government, and stocking EpiPens in the school for emergencies – these were £200 a pen and had a “use by” date, so there was a cost to doing so. Link Governance reports had been covered – one request that came from these was providing better “visualisers” in the classrooms to be able to project written text onto the whiteboards. A funding request would be made to the FRC. They had looked at the SIAMS SEF and were pleased at the progress made in filling it in. Staff wellbeing was discussed – from a recent survey, behaviour, appreciation and communication were the hottest topics. The School Council had been busy, attending the opening of the new Lidl supermarket down the road and preparing for Red Nose Day. Seven policies were discussed and voted on, ready for ratification by the whole Board. Finally, sincere thanks had been paid to PB for everything he had done for the school.	
12.	SEND Governor's Annual Report to Governors⁶: FO and HC had submitted a written report to the governors about how Special Educational Needs provision was going at Sandford Primary. Four children were now accessing the Hub on a regular basis, and others more informally. They were being successful with inclusion and helping the children to access the mainstream school more. There was some dysregulated behaviour, and it was stretching the staff and the SENDCo. who had to juggle a lot of things every week, particularly release time, but training was happening. They also had some funding for Occupational Therapy and a Speak and Language Therapy support. Therapeutic Thinking and Positive Behaviour were both being developed further. Graduated response folders were being used, and staff trained to fill them, to record actions devised for pupils. TD had organised the SEND office for staff to have easy access to information. HC was receiving a lot of parental concern and requests for SEN referrals, meaning she was spending a lot of time on paperwork; this was impacting her abilities elsewhere and she was getting limited support from external agencies; this had ramped up further because of the Hub. A governor asked, with the staff capacity issues they were facing, had things been put on ice that would come back to bite them later? The HT said it had, they couldn't hide it. It was frustrating that there was a lag. CP said that teachers were helping out as much as they could; PB agreed, saying staff had worked really hard to keep it all moving forward. Governors expressed their thanks to the staff for all the hard work.	

⁶ For SEND Report, see: [Sandford St Martin's GVO | SEND Annual Report to Gvs 25-6 | GVO](#)

13.	Ethos Group Report: MB said they had been working hard on the SIAMS SEF, getting ready for a likely inspection the following year. With PB leaving, they had wanted to be ahead of the curve with the document. There was still the Religious Education section to populate; DT would lead on that, but the majority was now filled in and ER would be able to see where the school was at; she might also think of other details or ideas she would want to add. It was agreed it was a very detailed document. Their next meeting was set to include an RE book look and focus on any areas they hadn't looked at recently. Other things they needed to add to the SEF were the staff and pupil voices. Diocese were also going to support them next term. She then paid thanks to PB, the SEF was a big task to fill in, but he had been determined on getting it mostly wrapped up before ER took over.	
14.	Community Update: The Chair said the PTA were running an Easter Bingo after school, the following Wednesday. There was also an Easter Fun Day being organised by the Church for Saturday 28th March. The HT said the school had been asked to participate in celebrating 110 years of Holton Heath Station and the children had been asked to design posters for the event. The School Council would represent the school. The school was networking with other Purbeck event providers including Purbeck Go Wild and Planet Purbeck; there were lots of things the school could get involved with - they were already booked in for the camping event with Yrs. 3, 4 & 5 attending. MB was working with staff at Lidl to try and get them to donate their left-over food to the local community fridge, currently it went back to Poole.	
15.	Governor Training: CL said governors had only covered seven courses since the last FGB meeting, but they had agreed as a Board to all cover one course per term. He therefore requested that all cover the NGA Ofsted framework course before Easter. He also informed them that the NGA portal for training, the Learning Link, was being revamped as of April, so would hopefully offer an even wider range of material.	
16.	Policies for Adoption⁷: 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. • Allegations of Abuse 2026-27 (CP/PB) • Anti-Bullying Policy 2026-27 (CP/PB) • Attendance Policy 2026-27 (CP/PB) • Children in Care Policy 2026-27 (CP/PB) • Educational Visits and LOtC Policy 2026-27 (PB/CP) • E-Safety Policy 2026-27 (CP/PB) • Financial Efficiency Policy and Procedure 2026-28 (KK/PB) • First Aid 2026-27 (CP/PB) • Freedom of Information – Publication Scheme (PB/CP) • Health and Safety Policy 2026-27 (KK/PB)	

⁷ For Policies, see: [Sandford St Martin's GVO | GVO \(thegvooffice.com\)](https://www.thegvooffice.com/)

	• PHSE Policy 2025-26 (PB/CP) • Pupil's Mobile Phone/Smart Device Policy 2026-27 (CP/PB) • Relationship and Sex Education Policy 2026-27 (CP/PB) • Retention Schedule 2026-27 (KK/PB) • School Uniform Policy 2026-27 (PB/CP) • Social Media and Social Networking Policy 2026-27 (PB/CP) As all the above policies had been agreed by the committees, and also received many approvals online via the GVO system, a vote was taken to ratify all the policies; the vote was unanimously carried in favour of all the policies being adopted.	
17.	Correspondence: The Board had received correspondence from the County asking the governors to get behind a campaign to get fairer funding for education in Dorset; historically, the county had always been low on the list, but with so many Labour and Lib Dem MPs now in Dorset, there had never been a better time to ask for this situation to be improved. There was further cause for alarm as, due to the High Needs budget deficit, the County had clawed back half of one percent from all school budgets to try and balance their books; this equated to about £5K for Sandford. The School's Forum had been asked to rule on the decision, and had voted against it, but County had overruled them. Their Building Maintenance Insurance Scheme contribution was also set to rise by 20% as this too was falling into the red. A governor asked if they should send a letter from them all as a Board. PB said that all the HTs were being asked to meet and write a letter in protest at this decision. DS was then asked if she would write a letter for the Board, setting out their feelings about the finances. MB would then get everyone to sign the letter to then be sent on behalf of the whole Board. The Clerk said he had had a request from County and the Diocese about sharing governor's data between them, in an effort to improve each entities' record keeping. The Board were happy for them to share such records.	DS to write funding letter, MB to get all to sign
18.	Items for the next agenda/Any Other Business: • Sustainability at the school MB said she had attended a recent Local Alliance Group meeting where it was confirmed that permission was going to be granted to build five thousand houses in the Lytchett area, but with no plans to build a new school to go with them – although it might take a while for them to be built, there would presumably be some more children needing education in the future. All governors were reminded they were cordially invited to the Celebration Assembly on Friday 27th March, and to the lunchtime get together the same day to celebrate Paul Beveridge's last day as Headteacher at SSMPs. <i>There being no further business, the meeting ended at 18:49hrs.</i>	FGB Agenda

Date and time of next FGB meeting, 3.0: Thursday 16th July 2026 at 17:00 in the Studio