SANDFORD ST. MARTIN'S PRIMARY SCHOOL

4.0 Full Governing Body Meeting

Minutes of the meeting held on Thursday 16th July 2026, 17:00, in the Studio

Present: Melanie Bolt (Foundation Gov., 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);
Mick Holloway (Foundation Governor, MH);
Jackie Jeanes (Foundation Governor, JJ);
Colin Logan (Co-Opted Governor, Vice-Chair, CL);
Cindy Masters (Parent Governor, CM);
Fiona Okai (Foundation Governor, FO);
Emma Roberts (Head Teacher, HT/ER);
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 DE.	
2.	**Apologies for Absence:** Rev. Neil Kelly (Foundation Governor, NK); Rev. Deborah Swann (Ex-Officio Governor, DSw); Jane Eyre (Parent Governor, JE); James Larson (Foundation Governor, JL); Clare Pampin (Deputy Head Teacher, Associate Member, CP). Apologies accepted. All governors were reminded that if they knew they were going to be unable to attend a meeting of the Board, they should contact either the Chair of that meeting, or the Clerk, to inform them and also to state the reason that would prevent them from doing so.	
3.	**Absences:** None.	
4.	**Declarations of business and/or any other conflicting interests for this meeting:** None	
5.	**Vote to renew Clare Pampin as an Associate Member:** Clare Pampin's term as an Associate Member had expired but the Board voted unanimously to renew it for a further two years (expiry 15th July 2028).	
6.	**Minutes of the previous FGB meeting, 3.0, of the 19th March 2026[1]:** 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 3.0 FGB meeting, see: Sandford St Martin's GVO | 3.0 FGB Final Minutes 19 03 26 (accepted 16 07 26) | GVO

8.	**HT's Report – Summer Term 2[2]:** The HT had posted her report earlier in the week, for governors to be able to comment on and ask questions. She went through the report headings, and answered the governor's questions along the way. She said her first term at the school had flown by; it had been a very busy and exciting term with a real buzz around the school. Everyone in the school community had been really welcoming. She then addressed a question about class sizes for the following year. She said they had had an influx of new younger children wanting to join the school, which would help with their sustainability into the future. They were now looking at a slightly larger number on roll, with one less class to staff, so that was a positive for them, financially. Their new Hub Lead, Natalie Atkiss, was due to start with them in September. The SENDCo, HC, would then be able to move back into the mainstream school; this would increase their SEND capacity and support, as currently the SENDCo was very stretched. She wanted to pay thanks to all the teachers and TAs who had done a tremendous amount of work to get the Hub up and running. They had likewise arranged various Alternative Provisions for pupils and now were also working with the Outreach Forum Centre. Various school trips had happened, and they had also introduced Open Classes and the Living Museum event, in a bid to get parents/carers in, to see what their children were working on. It might take some time for the parents/carers to get used to the idea, but it should pay dividends. The Senior Leadership Team had run a really successful Whole School Strategy Meeting in June, with the theme of the heath and the right environment for a seed to grow in, much as child needed the right environment to learn in. This had led them to the tag line "Grow to Learn and Learn to Grow – Together". A governor had asked about achievement being evaluated as needing attention; how was it then possible for the teaching and learning to be rated as good, looking at the Ofsted framework. ER said, in English, they were now using the Literacy Tree and Grammarsaurus programmes and all the staff were ready to move forward with them. Children got excited about high quality texts and immersive experiences so they were looking to redesign the curriculum over time to be more enquiry-based. The Ofsted framework actions would list all the things they were doing. At the same time, they were trying to take into consideration the work load and support staff and help upskill them, so the children could achieve the best they could. CL had been meeting with ER and they had agreed that Curriculum and Teaching probably should be marked "needs attention" but he felt that they were now getting the right attention. ER said there would not be any classes of thirty-six that had alarmed a few governors in the comments; she agreed that smaller groups in the upper years of the school would allow them to better target the help that some pupils clearly needed, and they could now afford to do that financially. A governor asked about having more "data drops", ideally three a year, to better track pupil's progress. Another asked about looking at why the children were dropping off; they were at "expected standard", then they were "working towards"; why was this, and what was the school doing to	

[2] For HT Report, see: Sandford St Martin's GVO | HT report to FGB July 2026 | GVO

	help them catch up? ER promised they would pick up on this in Pupil Progress meetings to ensure that pupils were not dropping off. They were using the "Insight" programme to be able to draw down data; for each year they would be able to look at the different objectives set, from September, and whether children could do the task securely during ongoing assessments. She hoped in the Pupil Progress meetings they would be able to see those gaps and address them. The Staff Governor agreed that Insight was a really valuable tool, but they needed to keep on top of it and enter the data. ER agreed that teachers did have to spend a lot of time on data and reports, but that then allowed them to show that they knew their children; it should lead to much more robust assessments. A governor had asked about SEND and targeting individuals, rather than national averages being used as comparisons. The HT said that NA would support them in that; she had spoken with both her and HC to regularly get together and talk about the SEN, Pupil Premium and Children in Care pupils, looking at them all with provision maps and their individual targets, breaking it all down to a granular level and ensuring they were all growing in the right way. She had presented the attendance figures in a different and more thorough way and said again they told their own story. She was proud to say they had not shut once during the heatwaves. With regards to behaviour, she said they'd had a couple of suspensions, some alternate provisions and some outreach work. They had to make sure they were the right place for some children to be attending. Most of the incidents were linked to the Hub but she was confident, come September, that they would be in a better place to deal with them. They were developing a behaviour curriculum, as a school, using Therapeutic Thinking but not going too far that way; children also needed to know there were boundaries. ER said she had invited the ECL, Richard Howes, from County, to do a review of their safeguarding measures. This would be in depth, looking at their policies, but also other little things like having their current certificates on display and different lanyard colours being used to determine people's role in school. She hoped these things all being right would show that safeguarding was a central tenet of the schools. She was also stressing to staff to use the My Concern system to note things down; they could then go back and look at any trends if a child then started to struggle with an issue.	
9.	**Standard Assessment Test reports[3]:** ER spoke about the recently published data; she said there had been a marking shambles leading to it being issued late. There were many stories behind the data, and she had presented a fuller picture with the second document. There were lots of children who had hit the 99 mark and therefore just missed the cut. She said she would produce a report for the governors so they had a three-year trend to look at in future, but for now, they clearly needed to do some work to make sure the children were getting the input they needed. She was planning tutor groups and booster classes, and ask if any of the governors	

[3] For SATs reports June 26, see: Sandford St Martin's GVO | SATs Results 2026 | GVO and Sandford St Martin's GVO | SATs by key groups 2026 | GVO

	would be willing to come in and assist in those – that would also give them a renewed understanding of what children were expected to know in the current curriculum. The Chair said that year's Yr. 6 cohort had missed a lot of the foundations of education, with the pandemic; they'd had to deal with all being sent home for weeks on end and then social distancing for months afterwards. A conversation was had about the girls exceeding the boys, and the need for good texts to get the boys inspired. The Staff Governor said they really needed to improve the stock of books available for Yr. 3 and upwards. A governor asked if there was a list of books that they would want for the library. LC said there was predominantly too much "white, British" authors and it needed to be more diverse, there were lots of good books out there. ER said a book like "Hidden Figures" was so inspiring to the children. She also advocated having a visual library tree, with book titles on the leaves, that parents/carers would be encouraged to pick and go and buy the book for their child; the school would then hope that once it was read the book would be donated to the library for others to enjoy too. Quality was also more important than quantity.	
10.	**Equality Objectives Review:** ER said she planned to go through all of the policies with the Chair of Governors and review them with equality in mind to check they were meeting their obligations.	**ER and MB to meet to review all policies**
11.	**Standards and Assessment Committee Highlights Report[4]:** JJ had submitted a highlights report on GVO for the 6.0 SAC meeting for all to read. She asked that the minutes record the Board's thanks to KG for leading the School Council that year, she had done a brilliant job. ER would be taking on the role in the new school year. They would be talking about "Rights and Responsibilities" and were also applying to be a "Rights Respecting School" with UNICEF, and linking in with a project with a Kenyan school. JJ paid thanks to all on the SAC for all their work through the year, and attendance at the meetings. CL then spoke about governor training and Link Governance. They needed to do better as a board on both fronts. That term there had been only three LG visits and two courses attended. He reminded them that they had all agreed that governors would cover at lest one course *per term*. In particular, he had asked that they all covered the NGA's Ofsted framework course; he wondered if they those that hadn't should all agree to cover the session together next term, so they were all up to speed with it. With regards to Link Governance, ER suggested between SAC meetings that they let staff know what was being looked at in the cycle; this should also link in with staff meetings and staff CPD, as well as the Governor Activity Mornings. CL reminded them that DS had also agreed to offer a finance training session for all in the new school year.	
12.	**Finance and Resources Committee Highlights Report[5]:** DS had posted her report for all to read prior to the meeting. She said their outturn figures had seen some ups and downs through the year, but these were now looking	

[4] For SAC Chair's report, see: Sandford St Martin's GVO | SAC Chair's report for FGB 16 07 26 | GVO

[5] For FRC Highlights report, see: Sandford St Martin's GVO | 5. and 6. FRC Chairs Report to FGB 16 07 26 | GVO

	much healthier. The still didn't have a complete understanding of the mainstream school versus the hub finances. For a start, they hadn't yet received all the money promised for the hub. But the outturn figures looked good for now, with the usual caveat that the further out in years the less realistic the figures became, due to various factors. She asked the meeting if they were happy to accept and ratify the figures proposed by the FRC. The vote was unanimously in favour. She said they had had to increase the price of school meals by £1 per week; this was in line with other school's charges. ER and CM were talking about ideas to try and increase uptake to help the situation, with more publicity needed about the great offer that the canteen provided. She also had to report that the was to be another "stealth cut" to the school's funding as the proposed teacher's pay rise would again not be fully funded. They spent 87% of their budget on staffing, and were looking to get it nearer 80% over time, but they couldn't do that easily and had ruled out redundancies as they were not prepared to do that to their staff. ER said she thought it was a strong budget that they should all be really proud of; a lot of schools were in deficit.	
13.	**Ethos Group Highlight report:** MB said they had not met recently, but the Rev. Jenny Nightingale was joining the community and would be the school's Ex-Officio Governor, come September, so she would be speaking with her to plan the Ethos Group meetings for the coming school year.	**MB to meet with JN to diarise meetings**
14.	**Meeting Dates for 2026-27:** The Clerk had published a suggested calendar for the coming year. There had been general agreement with the dates, apart from the SAC meetings needing to better tie in with deadlines for data. Most dates were okay, but it was suggested that the last SAC meeting be held later, on the 8th of July, and the last FGB of the year on the 15th, hopefully capturing the SATs data. With these changes, the Board agreed unanimously to accept the dates suggested.	
15.	**Governor Induction Review:** CL said the feeling had been that their induction programme could be improved as some things recommended were not always happening. A new checklist had been devised and now included timescales, so, in future, hopefully all the required actions would be covered and it also set out who was responsible for those actions to be completed. As an aside, the Clerk informed the meeting that the next governor whose term would end in the near future was FO, in October. The Chair said they had already spoken; FO was prepared to stand again as a foundation governor, her only worry was that she couldn't devote as much time to the role as she felt it needed. She had therefore offered to stand as an Associate Member instead, if another foundation governor candidate could be found. The Board knew they already needed to source at least one foundation governor to replace Rev. Neil Kelly, so it was decided they should advertise for two and see what happened. If no one had been found by October then they could still take FO up on her offer to remain as a foundation governor; this would be processed by the Diocese anyway. It was also agreed that Governor Succession should be a standing item on the FGB agenda.	

16.	**Community Update:** The Chair said the recent Summer Fayre and Family Camp Out were both a big success, with over £2K being raised by the fayre. They'd had good feedback from new parents/carers and their children on the camp and thought they should do it again. CL thanked ER for camping too, it was above and beyond the call of duty. MB said the Wareham Carnival was happening that weekend and made a plea for governors to help decorate the float, or participate in the procession, or help man the PTA stall at the carnival field.	
17.	**Clerk's Briefing[6]:** The Clerk had attached the slides to the meeting pack from the recent Clerk and Chair's Briefing, which had covered the Educational Challenge Leads, their redefined roles, and what they were able to offer schools by way of support. There was also a section on the Ofsted IDSR – Inspection Data Summary Report – which governors were encouraged to become familiar with. Also, a couple of slides about "flexi-schooling", making it clear that this was a special dispensation to help a child and their family whilst there was something else significant in their life (like serious training for a sporting excellence etc.) hampering them from full-time attendance. Parents/carers would be expected to show how they would also home educate their child so that they did not fall behind.	
18.	**Policies for Adoption[7]:** 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: • Guidance for Safer Working Practice 2026-27 (CP/PB) • Privacy Notice for Parents 2026-27 (KK/PB) • Equality Impact Assessment Form 2026-27 (MB/SAC) • Staff Disciplinary Policy 2026-27 (ER/CP) • Staff Disciplinary Procedure 2026-27 (ER/CP) • Appraisal and Capability Procedure for Teachers 2026-27 (ER/CP) • Appraisal and Capability Policy for Teachers 2026-27 (ER/CP) • Charging and Remissions Policy 2026-27 (KK/ER) • Debt Management Policy 2026-27 (KK/ER) • Disaster Recovery Plan 2026-27 (ER/KK) • Financial Procedures Policy 2026-27 (KK/ER) • Induction of New Board Members 2026-28 (ER/MB) • Leave of Absence Policy 2026-28 (ER/CP) • Pay Policy Teachers SSM 2026-27 (ER/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. Governors who had not yet approved the policies on GVO were asked to do so before the term ended.	

[6] For Clerk's Briefing notes, see: Sandford St Martin's GVO | Engaging with LA School Improvement Clerk & Chair's Briefing 15 06 26 | GVO

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

19.	**Correspondence:** ER said she had had communication that their Local Alliance Group funding had been agreed for the coming year at £7,361.	
20.	**Items for the next agenda/Any Other Business:** • Annual Governor's Safeguarding Training • Usual statutory items for 1.0 FGB meeting incl. Standing Orders, Terms of Reference, Code of Conduct, Register of Business Interests, etc. *There being no further business, the meeting ended at 18:55hrs.*	**FGB Agenda**

Date and time of next FGB meeting, 1.0: Thurs 22nd October 2026 at 17:00 in the Studio starting with Governor's annual safeguarding training