

SANDFORD ST. MARTIN'S PRIMARY SCHOOL

1.0 Full Governing Body Meeting

Minutes of the meeting held on Thursday 19th October 2023, 17:45, in the Studio

Present: Mary Appleton (Associate Member, MA);
Paul Beveridge (Head Teacher, HT/PB);
Melanie Bolt (Foundation Governor, Chair of Governors, MB);
Vikki Britt (Local Authority Governor, VB) *(from 18:20)*;
Richard Heard (Parent Governor, RH);
Mick Holloway (Parent Governor, Vice-Chair, MH);
Jackie Jeanes (Foundation Governor, JJ);
David Kimble (Foundation Governor, DAK);
Diane Kimble (Foundation Governor, DIK);
Rick Nash (Foundation Governor, RN);
Fiona Okai (Foundation Governor, FO);
Clare Pampin (Deputy Head Teacher, Associate Member, DHT/CP);
Deborah Smith (Associate Member, DS);

Quorate

Attending: David Macbeth (Clerk, DM).

No.	Agenda Item	Tasks
1.	Welcome: The meeting was opened by MB, and then led in prayer by DAK.	
1a.	Welcome to new members: MB welcomed Rick Nash to the Board, as their latest recruit as a Foundation Governor. Sadly, the other new Foundation Governor, Donna Eite, was unable to attend.	
2.	Apologies for Absence: Donna Eite (Foundation Governor, DE); Rachel Elford (Associate Member; RE); Peter Gale (Staff Governor, PG); Tim Hoare (Co-Opted Governor; TH); Colin Logan (Associate Member, CL). 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, 6.0, of the 13th July 2023¹: 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

¹ For Minutes of the 6.0 FGB meeting, see: [Sandford St Martin's GVO | 6.0 FGB Final Minutes 13 07 23 \(accepted 19 10 23\) | GVO \(thegvoffice.com\)](#)

6.	Matters arising from minutes of the previous FGB meeting: None.	
7.	<p>Headteacher's Report – Autumn Term 1²: The HT had posted his report on GVO the previous week. The DHT spoke first, about the attendance figures. She said that they ran a report on any child falling to 90% or below attendance, and looked into the reasons why. It was slightly skewed at that time of year by a general increase in sickness bugs. From the reports they had created a group of fourteen pupils and asked staff to speak with the parents, rather than send out the usual letters, hoping that the challenges from staff would work better. One new initiative was the "Cocoon Club", before school, being run by Mrs. Lee. This was to help children struggling with issues of entering the classrooms, and parents were also welcomed to attend, if they felt it would help the child.</p> <p>A governor asked what ages were the children. The DHT replied that it was across all year groups; specifically, in Year 6, seven were being monitored out of thirteen absentees; in Year 5, it was four out of fourteen children – the other ten had authorised illness absences; In Year 3, it was two being monitored out of nine absentees. There were seven Pupil Premium children on the list.</p> <p>The HT then spoke about the Forest School Open Day. It had still been quite well attended, despite the dreadful weather that day. They had had nine families come through, not all of Reception age children. It was certainly a good model that they wanted to repeat. A governor asked if the local nurseries were still using the grounds. PB said Sandford were, but not Blossoms at that time. The governor asked if they shouldn't be doing more to encourage them. The HT said he would reach out to Blossoms to see why they were not currently attending.</p>	
8.	Strategy Committee Highlights: The Chair said they had discussed the Open Day, and adding on the Forest School element, and it had been brilliant work by all involved that it had happened so quickly. The new website was moving forward again and they hoped to have a release date soon. The Statutory Inspection of Anglican and Methodist Schools visit was due next year, so they were looking to ramp up actions further to improve Religious Education even more. Lastly, they intended to look at the 5-year School Strategic Plan at their next meeting in January.	
9.	Finance and Resources Committee Highlights Report³: DS said she was pleased to see the Number on Role figure at 351, as their projection had been 345, and gaining pupils meant increased funding. They were overspent in their supply teaching budget but it was manageable and the Senior Leadership Team were being very careful with the expenditures. The Health and Safety inspection had happened and was mostly positive; they still awaited County for reports on the Fire Risk Assessment and Legionella measures, they may well have to spend out on a replacement system. Clearly school promotion was good but they still needed to do more, with	

² For HT Report 08 07 23, see: [Sandford St Martin's GVO | 07 - HT report 12.10.23 for 19.10.23 | GVO \(thegvoffice.com\)](#)

³ For FRC Highlights report, see: [Sandford St Martin's GVO | FRC Chairs Report to FGB 19 10 23 | GVO \(thegvoffice.com\)](#)

	<p>two other successful local primaries at full enrolment. A governor asked why this was; were their results or websites better than Sandford's. The HT said one thing that had become apparent, particularly talking with parents at the Open Days, was that because the other two schools were seen as "village" schools, with single form entries, they were seen as less daunting and intimidating than Sandford for their offspring to be sent to. Only when parents actually came inside the grounds and building did they realise that Sandford was not scary. It seemed their larger size, and grounds, were actually working against them. The governor asked if those parent's comments could be put up on the new website. The HT agreed, and said their improved Ofsted rating was also getting out there, helping their figures improve. The governor asked if they couldn't also promote the staff's skills, and their ability to offer more specialisms. PB agreed this would also be good to do.</p>	
10.	<p>Standards and Assessment Committee Highlights Report⁴: As RH had chaired the meeting, he had produced a short report of the highlights. He said he had been blown away and inspired by the team's reporting of their specialist areas. Sadly, there had been a few results in the summer that were not as good as expected, but clearly the foundations were in place.</p>	
11.	<p>Link Governors List⁵: There were now just two unfilled slots in the subject list, science and geography; they didn't need to be covered every half term as they were not core subjects. MB hoped someone would volunteer to take one or both on. She asked if all governors would now reach out to their respective subject leads to arrange meetings.</p>	
12.	<p>Community Update: The recent Quiz Night had been a great success, with the governor's team proud to come in second of eleven teams. More events were planned.</p> <p>The Swim for Charity event had also been a huge success, raising over £3K. MA had been pushing for others to take it over as it would be her last as organiser. RH had agreed to assist, as long as it could be run on a Saturday afternoon, he was already heavily committed on Sunday mornings. Teachers and the PTA were also offering their assistance. That year's money would be spent on a foundation base for the Forest School hut and further play equipment. Next year's goal would be to purchase a low climbing wall. MA said someone also needed to take on organising the "Bikeability" event, run in March.</p> <p>Friday 1st of December was the date set for the Christmas Fayre, from 15:00 to 17:00. A parent who sung professionally had agreed to a half-hour slot to entertain the crowd, plus the School Choir and a Little Ballerina demonstration.</p> <p>A Carol Service was planned for Saturday 16th December at 15:30, hopefully outside the church building.</p> <p><i>VB joined the meeting at this point (18:20)</i></p>	

⁴ For SAC Highlights report, see: [Sandford St Martin's GVO | SAC Chair Report for FGB following SAC Meeting 28th Sept 2023 | GVO \(thegvoffice.com\)](#)

13.	<p>Clerk's Briefing and GVO Learning Point: The Clerk said he didn't have much to report that early in the school year. He asked only that anyone with papers to submit to meeting packs did so with at least seven days in hand. He also suggested that "Tasks" be incorporated into "Matters Arising" at all Committee meetings, to ensure that actions from meetings were being carried out in a timely manner.</p> <p>Lastly, he reminded them that there was a Finance course being run virtually by County, as well as a Prevent course, and County hoped to run further courses in the future, having appreciated that training attendance had fallen in recent years.</p>	
14.	<p>Correspondence: None received. A discussion took place about what constituted correspondence that should be brought to the FGB. The HT said he regularly got emails complaining about parking issues, but he just dealt with these as operational matters. The discussion then expanded to the issues of parking and suggestions were made; could they paint double-yellow lines on the entrance road; could the kerb by the disable bays be marked with yellow and black paint; could select Year 6 children be asked to hand out advice leaflets to "offending motorists" parking in the drop-off zone. The HT also said he was keen to explore widening the gates to the playground used to parents/carers parking, to make it flow and work better. It was decided that the emails should be shared with the governors and brought to the FGB to document them.</p>	<p>PB to bring car park concerns to FGB</p>
15..	<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 2023-24 (dates and mission statement plus a few changes proposed, to reflect current practices/update on hyperlinks); • Strategy Committee Terms of Reference 2023-24 (dates and mission statement changed, approved by SC 14 09 23); • Finance & Resources Committee Terms of Reference 2023-24 (dates and mission statement changed, approved by FRC 05 10 23); • Standards & Assessment Committee Terms of Reference 2023-24 (dates and mission statement changed, approved by SAC 28 09 23); • Governor's Code of Conduct 2023-24 (to be signed by all members following adoption); • Governor's Register of Business Interests 2023-24 (RoBI) (any personal changes to be updated, signed and dated by all members following adoption); • Keeping Children Safe in Education - Part 1 2023-24 – (updated; all to read and then sign that they have read it); <p>The Standing Orders and Committee ToRs were all ratified by the FGB.</p> <p>All Governors and Associate Members were asked to read the section of KCSIE and then use the "Comments" to show on GVO/ electronically sign, that they had read them and would abide by them.</p>	

	The Clerk would send out all the RoBI forms to Board members to fill in anew/amend and sign and then return to him for filing on GVO. All governors were similarly asked to "approve" the Code of Conduct to sign they would abide by them.	
16	<p>Policies for Adoption⁶: The majority of the following policies had been agreed by their owning committees, ready for ratification by the FGB. A discussion took place again about the process of staff reviewing and updating the policies, as some were not in a publishable format yet. The HT said he was working his way through them all, but they would only be finally ready for publication after the texts had been agreed by the Board. There were a couple of clerical amendments made to the Critical Incident Policy, following questions from the meeting.</p> <ul style="list-style-type: none"> • Appraisal & Capability Policy for Teachers 2023-24 (PB/CP) • Appraisal & Capability Policy for Support Staff 2023-24 (PB/CP) • Appraisal & Capability Procedure for Teachers 2023-24 (PB/CP) • Appraisal & Capability Procedure for Support Staff 23-24 (PB/CP) • Critical Incident Policy 2023-25 (PB/CP) • Dorset Scheme for Financing Schools 2023-24 (KK) • Intimate Care Policy 2023-24 (CP) • Safeguarding and Child Protection Policy 2023-24 (CP) • School Financial Efficiency Policy 2023-24 (KK) • Whistleblowing Policy & Procedure 2023-24 (CP) <p>The governors voted unanimously to adopt the above policies.</p>	
17.	<p>Items for the next agenda/Any Other Business: None.</p> <p><i>There being no further business, the meeting ended at 19:00hrs.</i></p>	

Date and time of next FGB meeting, 2.0: Thursday 7th Dec 2023 at 17:00

⁶ For Policies, see: [Sandford St Martin's GVO | GVO \(thegvooffice.com\)](https://www.thegvooffice.com/)