Sarum St Paul's CofE (VA) Primary School
(Draft) FGB
28th September 2026 @ 6pm

Name	Status	Present	Absent	Approved
J Adams (JA)	Parent Governor	•		
C Chitty (CC)	Foundation Governor	•		
H Easthope HE)	Ex Officio Headteacher	•		
J Field (JF)	Clerk	•		
R Gilfillan (RG)	Foundation Governor	•		
B Hancock (BH)	Foundation Governor		•	•
G Hepburn (GH)	Parent Governor		•	•
C Knapman (CK)	Foundation Governor	•		
DMisselbrook (DM)	Foundation Governor		•	•
M Nolan (MN)	LA Governor	•		
G Perrey (GP)	Staff Governor	•		
P Randall (PR)	Foundation Governor		•	•
C Ryalls (CR)	Ex Officio Foundation Governor	•		
K Ryalls (KR)	Foundation Governor		•	•

1. Welcome and prayer

JF welcomed everyone and CR opened in prayer at 6.00pm.
HE welcomed GP as our new staff governor.

2. Explanation of new governance structure

JF explained the new governance structure and how the governing body will operate under the new model.

3. Apologies
Apologies were received from DM, BH, PR, GH and KR.

4. Register of Pecuniary Interests
No declarations were made.

5. Election of Chair and Vice-Chair
CC elected Chair, proposed by MN and seconded by JA.
MN elected Vice-Chair, proposed by CC and seconded by HE.

6. Minutes of the previous meeting
The minutes of the previous meeting were approved.

7. Matters arising
All matters arising from the previous meeting were reported as complete or an agenda item.

8. Governance arrangements
a) The new governance structure was approved without questions.
b) The HTPM meeting is scheduled for 8 October at 3.15pm. The pay panel was discussed. CC and RG were identified as panel members, subject to confirmation of the third governor required. The process for appointing the third governor will be via WhatsApp. ACTION CC/JF
Date and governors for Pay Panel also to be discussed via WhatsApp ACTION CC/JF
c) Link governors were discussed. HE shared her initial thoughts as per Appendix 1. Some areas will link so that two or more governors can work together i.e. pupil premium and teaching and learning. HE added that Vicky Christopher had previously provided useful questions/templates for visits and monitoring and that a document outlining what a governor visit might look like is available on Right Choice. HE will circulate ACTION.
d) There are two parent governor vacancies. One vacancy is immediate and the other arises from 1 January 2027. Four parents have nominated themselves. The election closing date is 5 October 2026. Google Forms for the ballot have been sent to parents. We have received 47 votes so far. JF will keep everyone updated ACTION.
e) The Declaration of Disqualification and Governor Code of Conduct processes were discussed. Governors confirmed that the relevant Google Forms had been completed / would be completed as required.
f) CC asked everyone to let her know if they would like to sit on a complaint panel for other schools as she is always receiving requests.
HE discussed Governor Hub. LA's are now able to create their own "Academy Trusts" and it feels as though the schools in our hub and us will form one such "trust". The schools in our Hub are really good and one of the priorities is governance. The next meeting is 25th Feb at 6pm and focuses on governor monitoring of school finances. The third meeting of the academic year is self-evaluation of the governing body but the date hasn't been set.

9. Governor Hub
Governor training was discussed. Governors were encouraged to use the Governor Hub resources, which include useful training information, templates and guidance. A subscription has also been purchased for staff. HE/JF will explore whether it would be more appropriate for the governors to use the staff platform (The Key) rather than Governor Hub. ACTION.

10. Strategic priorities
a) School Development Plan / current priorities
HE provided an update on the new format suggested by the LA and talked governors through the School Development Plan.

JA asked why English & Maths are a focus when results have been so good.
HE said that we need to sure consistency across all year groups using the most recent, research backed, teaching methods.
JA asked about the potential risks of using Rosenshine
HE said we are looking at it as an overview, highlighting certain elements rather than following it completely. We have had a period of following schemes of work and now going back to traditional teacher planning but being mindful of workload.
MN said to follow the principles that are effective for us as a school and the rest not be enforced.
JA suggested we have a MUST, SHOULD and COULD strategy.
CC asked how staff are feeling and HE said it hasn't been rolled out to them yet.
CC said she was at the Vision & Values discussions and found it very effective.
GP agreed and said we are lucky to have a workforce who really care.
b) Governor priorities 2026–2029
HE outlined the proposed priorities.
JA said they are ok but very broad and the same as every other school would have.
CC said that budget and staff well-being are personalised to us.
CR suggested that one of the priorities could be embedding The Circle Model of Governance.
JA suggested that relevant LA/DfE guidance could be used to help define the priorities and translate them into the school context.
HE said we would put a document together and bring it to the next meeting. ACTION
HE added that we need a Strategic Risk Register ACTION
c) Monitoring and Evaluation Schedule
HE discussed the monitoring schedule and the practical arrangements for governor visits. One possibility is three dates are in the diary for governors to come into school and focus on particular areas of the SDP with approx. three or four governors attending each time. These would be in addition to the visits that governors responsible for the statutory roles would do i.e. safeguarding, health & safety and finance.
HE said that governors could also do pupil voice and staff voice when they are in school and she can set direction for this if needed.
GP said from a staff point of view it would be good to have more governor interaction.
HE / CC to refine and bring a proposal to the next meeting. ACTION

11. Headteacher's Reports
HE talked through the interim report and provided an update on the current position.
MN asked if the LA wanted us to open a behavior resource base in 2 years' time. HE confirmed looking at communication & language.
CC asked if staff we aware of the future of the base and HE confirmed everyone was informed on the inset day.
CC asked how the HI TAs are managing without Tracy and HE confirmed that Tracy is in once a week and that she (HE) meets with staff every week.
CC asked about the parents of the pupils' in the base and HE confirmed there had been concerns over reduction in communication. It is challenging but manageable.
RG asked when we would know more about the 'new' base and did governors need to do any research. HE confirmed we are waiting on the LA.
CC asked about spaces across the school and He confirmed we have 10 which will have a concerning budgetary impact.
JA asked if we should consider marketing ourselves differently i.e. using social media and HE said we have thought about it and probably will do so.
JA asked how whole school attendance compares to previous years. HE confirmed that it had dipped and there will be more detail in the November report.
HE said attendance target is 95%.

CC praised the SATs results bearing in mind the significant absence of the Y6 teacher last year.
MN commented it will be interesting to see results when the current Y4 do their SATs as they were the first cohort on the ULS phonics scheme.
All happy with the proposed report template.

12. SIAMS / Vision and Values

HE gave an update on the school's position in relation to SIAMS. The school is currently on the 'list' for a SIAMS inspection (possibly Spring Term 2027) and the Diocese SIA is visiting on 6th October. CR commented the new liturgy introduced to worship is really good.
All staff having an input into the SIAMS self-evaluation document.

13. Staff Survey Analysis

HE shared the findings from the staff survey.
CC said that in previous surveys there had been a section on governance and HE said she would include one next time ACTION.
HE spoke about the main area for concern which was communication and that has been addressed already with a positive impact. GP agreed.
Spoke about the low return and discussed having paper copies in the staff and/or incentivising.
CR commented that it was great to have that level of positive feedback for HE in her first year at school.

14. Policies for review

a) Scheme of Delegation 2026–27 – approved.
b) Child Protection Policy 2026–27 – approved.
c) Behaviour and Relationships Policy 2026–27 – approved.
d) Governor Behaviour Statement 2026–27 – approved.
e) AI Policy – approved.
f) Allergy Safety Policy – approved.
g) RSE Policy – to be added to the next agenda for review ACTION.

15. Correspondence

None.

16. Meeting reflection: School Vision & Values

JA – HE doing really well and everything in the right direction. Very impressed.
RG – Getting to grips with the new model but definitely on board.
CR – Great seeing the school's vision and values realised in school. School feels much calmer.
CK – Feels like the new model is going to be really effective.
MN – Excited and optimistic about the new model.
GP – Good to see the work the governors do.
CC – Found the headteacher reports really useful.

17. AOB

• School dates for the year, including FGB meetings, were discussed.
• The issue of connecting to the school Wi-Fi was raised. An SSL certificate/instruction for connecting will be sent ACTION.
• School signage is currently out of date. HE is in discussion with a company regarding replacement signage, with

work anticipated around the October half term.
• CC commented that continuous provision in Y1 is hugely inspirational.
The meeting closed in prayer, led by CR, at 7.58pm.

Actions arising

Action	Detail
JF	Update everyone on Parent Governor elections.
CC / JF	Confirm arrangements for HTPM/pay panel.
HE / CC	Review a structure for link governor visits/monitoring, including visit questions/templates.
HE / CC	Develop a strategic risk register
HE	Include governance in next staff survey. Consider an incentive to encourage completion of the staff survey.
JF	Add RSE Policy to next agenda.
HE / JF	Consider moving governor training to The Key
HE	Look at DfE/LA guidance on Governor Priorities
HE	Distribute an SSL certificate/instruction for connecting to school WiFi

APPENDIX 1

Governance Link Roles

Statutory Roles	Governor	Key Staff Member
Safeguarding (+allergy)	Caroline Chitty	Hannah Easthope
Health and Safety	Jon Adams	Janette Field/ Stephen Brown
SEND and Inclusion	Kim Ryalls	Julia Beales
Pupil Premium	Mark Nolan	Hannah Easthope
Other Link Roles	Governor	Key Staff Member
Finance	Ross Gilfillan	Janette Field
Wellbeing	Gina Hepburn	Hannah Easthope
Early Years	Bev Hancock	Deb Gregory
Curriculum	Petra Randall	Annie Martindale/ Subject Leaders
School Development Priority 1: Teaching and Learning	Camilla Knapman	Hannah Easthope/ Annie Martindale
School Development Priority 2: SIAMS and Christian Distinctiveness	David Misselbrook and Craig Ryalls	Hannah Easthope/ Deb Gregory
School Development Priority 3: Attendance	Caroline Chitty	Hannah Easthope

Visits

- Three times a year
- Safeguarding Governor = termly where possible (6 times a year)
- Behaviour to be included in all visits (previous priority)

- Must produce a report and send to link member of staff and headteacher for checking before sending to Clerk to Governors for distribution

Circle Model of Governance

Meetings

- 6 FGB meetings a year
- 1 admin meeting in July
    - SATs results
    - Elections
    - Link Roles
    - Self-Reflection/ Review – identifying impact (e.g. can we identify 3 ways we have impacted the school)