



'A cord of three strands is not easily broken.' Ecclesiastes 4:12
 Inspiring a love of learning through the bonds of **family, faith and friendship.**

Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Thursday 5th February 2026 at 7.00pm

Minutes

KEY: **Governor Challenge** **Governor Approval**

Present

M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan, D. Quinn, J. Walters, A. Pickstone, G. Jessop, C. Armstrong and C. Naylor

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer The Chair led an opening prayer.
2	Welcome and Apologies The Chair welcomed everyone to the meeting. There were no apologies as all governors were present.
3	Declarations of Interest The Headteacher was aware that a decision relating to academisation might be made and that this was possibly a conflict due to her being Headteacher. Governors were happy for the Headteacher to remain for this area of discussion.
4	Agree Minutes of the last meeting held on the 11th of December 2025 A copy of the minutes had been shared prior to the meeting and were agreed as a true record. The Clerk was to upload copies of the minutes to the folders on Teams and Governor Hub.
5	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none"> The Headteacher was to deliver safeguarding training at the next meeting scheduled for the 23rd of April.
6	Correspondence There had not been any correspondence since the last meeting.
7	Governance Exploring Academisation Prior to the meeting a statement, which collated the findings from exploring academisation, and notes from a meeting with ACT Multi Academy Trust had been shared. The Chair explained that governors should consider the reasons for exploring academisation, where the school was at currently and the next steps. It was agreed that the Local Authority was not in a position to support the school's needs in the same way it had in the past.

	<p>Governors agreed that federating had no financial benefits nor additional security for the school.</p> <p>See confidential minutes</p> <p>It was agreed that options would be discussed in more depth at an extraordinary full governing body meeting. The 5th of March was agreed provisionally for the meeting but would be confirmed by the Chair.</p> <p>Training and Development</p> <p>Looking at the outcomes of the 'Board Effectiveness' Tool on Governor Hub there were no significant gaps or concerns.</p> <p>The Chair had circulated a skills audit and governors who had not yet completed this were asked to do so as soon as possible. The outcomes would be collated and used for the Schools Financial Value Standard (SFVS).</p> <p>Vacancies</p> <p>The governing body had a vacancy for a staff governor.</p> <p>Visits</p> <p>Reports for visits relating to finance, outdoor play, collective worship, Christmas events, mathematics and writing had been shared prior to the meeting.</p> <p>R. Duncan advised that he had completed a remote visit through Smartlog but still needed to follow up on risk assessments. A report was to be completed and shared for the next meeting.</p> <p>C. Armstrong explained that the mathematics and writing visits had been the first for the 2025/26 academic year. She had looked at plans for the year and would complete follow up visits to look at progress that had been made. The Chair advised that the focus of the outdoor learning visit had been the use of P.E. and Sports Premium Funding.</p> <p>G. Jessop had met with the religious education lead and looked at the curriculum. A report was to be completed and shared for the next meeting.</p> <p>C. Naylor was to complete a 'learning through nature' visit after half term.</p>
8	<p>Headteacher's Report</p> <p>A report from the Headteacher had been shared prior to the meeting. The Headteacher advised that to date there had been 12 applications for Reception class places for September 2026 through Cambridgeshire. A governor asked about applications through Peterborough. The Headteacher was aware of 3 siblings from Peterborough but was hoping for more information nearer to April. It was hoped that the Reception class would be full, with 15 pupils.</p> <p>A governor asked about 'Difference Programme' training. The Headteacher explained that this had been put together by the Church of England and looked at how differences were taught to pupils. The Headteacher had also completed the training and staff were to use free resources to support collective worship in the summer term. A governor asked if governors could look at the impact of the programme at the summer term meeting. The Headteacher explained that pupils would be putting together 'class books' and it would be good to look at these.</p> <p>A governor asked the Headteacher to share highlights of 'book looks' and lesson 'drop ins'. The Headteacher advised that generally monitoring had been positive with the curriculum being delivered as planned. Pupils and staff had interacted well and the majority of behaviour had been good. Pupils who fidgeted and found it hard to focus were being managed with different strategies. Teaching had been strong and consistent across school. The Headteacher had given individual feedback to staff. Book coverage had shown coverage and differentiation across the school.</p> <p>A governor asked about the outcome of the Local Authority's visit to look at wraparound care provision. The Headteacher advised that they had found everything in order. Limited feedback was given.</p>

	<p>A governor asked about ongoing issues with Easy Clean. The Headteacher advised that she had met with them earlier that day and they would be working with the school to see why cleaning tasks were taking so long. They needed time to address inconsistencies.</p> <p>A governor asked for more information about a 'phishing' email issue. The Headteacher explained that an email had gone to all the contacts of a staff member and this had then disappeared. The Headteacher received a call from IT saying that the account had been compromised and an investigation was being carried out. The Headteacher had asked IT to check if any files had been accessed and been assured that none had been accessed. A couple of preschools had emailed to query the email. IT advised the Headteacher to put two-factor authentication on the account, which had already been applied to all school email accounts. It was then found that IT had not set up the staff member's account securely so the Headteacher had complained. IT accepted responsibility for their error and addressed the security issues. The Headteacher and SENDCo had visited St Augustine's Junior School to observe SEND/inclusive practice. It had given them an opportunity to discuss different things and share good practice. It was hoped that the SENDCo for St Augustine's would be able to visit Folksworth. Staff wellbeing was an ongoing focus and updates would be shared in future reports.</p> <p>A governor asked about the focus on how best to meet the needs of Maple class pupils. The Headteacher explained that there was a large range of needs. A SEND specialist teacher had observed the class and offered some ideas for staff to try. A lot of these ideas had already been tried and there had been some further suggestions. It was agreed that Maple class was a 'tricky' cohort but there was lots in place and there would be termly visits from the SEND specialist teacher.</p> <p>A copy of the school travel plan had been shared prior to the meeting. Governors were made aware that the school had been able to get a bike and scooter rack and these were likely to be placed in view of a CCTV camera. Governors appreciated the work that had gone into the plan and getting the rack. Consideration was being given to closing the road that led to the school during drop off and pick up times. A governor asked about the benefits of the plan and the Headteacher explained that it had enabled her to secure funding for the rack and consider pupil safety. The Headteacher had looked at a plan from 10 years ago and found that it was similar to the current one. There were concerns relating to cars coming up to the school gate to turn around next to the footpath used by parents and children. Governors offered their support with addressing this but the Headteacher explained that it seemed to be the same few not following guidance.</p> <p>A data protection audit had been completed. The Headteacher explained that she submitted paperwork for the annual audit and this was returned with feedback and copies of updated policies. The school was compliant. The Headteacher had been due to meet with Meridian Trust the previous week to discuss IT support but had to cancel due to illness so the meeting had been rescheduled for the following week. The IT Service had sent a quote so this would be reviewed to see what they could cover. The quote was an increase of approximately £4500.00 from the previous year and the service level agreement had been reworded to show a focus on monitoring and protection.</p> <p>A governor asked if the Headteacher felt that the recent open morning had an impact. The Headteacher confirmed that it had been well attended due to better timing. Positive comments had been received, including some relating to the environment.</p>
9	Safeguarding Updates

	<p>J. Walters advised that he had regular catch ups with the Headteacher. There were no major safeguarding issues and had discussed the email issues. All staff had received annual safeguarding training and designated safeguarding leads met on a termly basis. The Headteacher and J. Walters were scheduled to meet the following week and a report would be completed and shared for the next meeting.</p>
10	<p>Resources R. Duncan took over as Chair for agenda item 10.</p> <p>Budget Report A budget vs actual cumulative report for December had been shared prior to the meeting. The school had three months remaining of the financial year for 2025/26. A governor asked about capital spends and was advised that these had been roof repairs and a replacement steamer for the kitchen. A governor asked about the difference between lines E12 and E13. The Headteacher explained that E12 was building maintenance costs, for example repairs to toilets, and E13 was grounds maintenance costs. The Headteacher had managed to make savings on gas and electricity and this may contribute towards a carry forward of around £200.00 at the end of the financial year. If an education, health and care application some additional funding may be through before year end. A governor asked about the differences between the forecasted budget and the projected budget. The Headteacher explained that this was due to a grant for national insurance and pay increases that had not been fully expected.</p> <p>Health and Safety R. Duncan advised that he had completed online monitoring of checks, tests and training. A copy of his report had been shared prior to the meeting.</p> <p>School Meals A breakdown of income and expenditure for the kitchen had been shared prior to the meeting. The Headteacher explained that staffing costs were higher than current income from meals. Pupils in key stage 2 preferred to bring a packed lunch so most of the income was universal free school meal funding for key stage 1 pupils. Governors asked about wastage and were advised that there was very little. Consideration had been given to reducing meal choices but jacket potatoes and sandwich options were low cost. The Headteacher suggested that parents could be asked to complete a survey to see why some pupils were not having a school meal. It was agreed that school meals would be discussed again in autumn 2026.</p> <p>Stay and Play A breakdown of staffing costs and income had been shared prior to the meeting. It was agreed that increased staffing cost justified an increase in charges. The provision was cheaper than other local providers and ran from 3.30pm to 5.30pm. Early Birds was making a profit as staffing costs were lower and the number of pupils using the provision was higher. It was agreed that charges should increase from April. It was hoped that pupils numbers would increase in September when new children joined the school. A governor asked if parents were getting used to booking meals and clubs online. The Headteacher confirmed that positive feedback had been received and the system was working well.</p> <p>Internal Financial Procedures A copy of the procedures had been shared prior to the meeting. R. Duncan explained that the procedure were reviewed on an annual basis. A governor asked if there had been any updates and was advised that changes had been made in-line with the use of Arbor. A governor asked about the procedure for receiving and banking cash. The Headteacher explained that it was very rare</p>

	<p>that cash was received. It was suggested that for 2026/27 the school should become cashless. Governors were happy to approve the procedures.</p> <p>Scheme of Financial Delegation A copy of the scheme of financial delegation had been shared prior to the meeting. R. Duncan explained that this document was reviewed each year. It was agreed that committees should be removed and that resources would be an agenda item for the full governing body. Governors were happy to approve the scheme of financial delegation.</p> <p>School Financial Value Standard (SFVS) The Chair had been collating evidence and had completed and shared the form for submission prior to the meeting. It was explained that SFVS was submitted to the Local Authority annually by the 31st of March. Governors went through questions, paying particular attention to those that had not yet been answered.</p> <p>Question 2 There was no longer a resources committee but resources was an agenda item for full governing body meetings. It was agreed that this should be answered as 'in part'.</p> <p>Question 12 Balances were at a reasonable level and the school was working hard to avoid a deficit budget. However, there were some things that were outside the control of the school that impacted the budget. It was agreed that this should be answered as 'no'.</p> <p>Question 30 The school did have arrangements for auditing voluntary funds and followed Local Authority guidance. It was agreed that this could be answered with 'yes'.</p> <p>R. Duncan was to check evidence against the checklist and complete the summary of actions. Governors were happy to approve SFVS subject to R. Duncan completing these actions.</p> <p>Benchmarking A link to benchmarking information had been shared prior to the meeting. R. Duncan explained that the school had been compared against 30 schools with similar pupil numbers. However, governors should be mindful that funding could vary in different areas of the country and due to the school phase.</p> <p>A governor asked why the school spent more on utilities than other similar schools. The Headteacher explained that this was due to 13 payments going through in the financial year instead of 12.</p> <p>A governor asked about pupil to teacher ratios and the Headteacher advised that this would change in 2026/27 with mixed year group classes. It was agreed that it was good to be able to compare spending against similar schools/</p>
11	<p>Standards and Ethos A. Pickstone took over as Chair for agenda item 11.</p> <p>Christian Distinctiveness/Collective Worship/Spring Term Events A governor asked about upcoming events for Easter. The Headteacher advised that pupils would attend a service and there would be an easter egg hunt as well as usual events.</p> <p>The easter story would be discussed as part of collective worship and religious education lesson planning also fitted in with this. Reverend Diane and Reverend Gillian continued to come into school on Tuesdays. A governor asked if pupils were engaging with collective worship. It was confirmed that there was a nice routine and all pupils were keen to participate.</p> <p>Learning Through Nature Programme A report had been shared prior to the meeting. Mrs Pye was leading with Oak class. She was building up a class book of activities with pupils and was hoping to roll this out. A governor asked about the impact of the programme on her workload. The Headteacher explained that there was not much additional work as she was looking at how teachers could incorporate outdoor</p>

	<p>learning. Mrs Pye had wanted to lead the programme for her continuing professional development. A governor asked if there was enough outdoor space and this was confirmed. It was explained that there were modules and these linked to different subjects. Religious education was only in one of the modules but the school was to look at linking this with others.</p> <p>C. Naylor was to complete a visit to look at the programme after half term.</p> <p>Pupil Progress A governor asked if all years groups were having assessments that week. The Headteacher confirmed that they were, with year 6 pupils completing mock SATs and other year groups National Foundation for Educational Research (NFER) tests. Outcomes were to be shared for the next meeting. A governor asked how pupils found the tests and was advised that pupils were now used to them. However, some year 5 and younger pupils found it a challenge to sit for tests.</p>
12	<p>Policy Review The Chair took over for the remainder of the meeting. Copies of all policies had been shared prior to the meeting.</p> <p>Data Protection The policy had been updated to include artificial intelligence and subject access requests. A governor asked if the school received many subject access requests and was advised that there were a few and they could be very time consuming.</p> <p>Data Retention A governor asked if the data protection officer checked data related policies. The Headteacher explained that they advised what needed adding and signposted to model policies.</p> <p>Freedom of Information The Headteacher advised that this was a new model policy the IT Service. A governor asked if this would be on the school website and this was confirmed.</p> <p>Premises Hire Currently the only hire was a dance class and they had a fixed rate. A request had been received to use the hall for a first aid session but no charge would be made for this as it benefited the local community. A governor asked if the school was still used as a base for an annual run and this was confirmed. The Headteacher stayed on site all day for this event and governors thanked her for this.</p> <p>Privacy Notices x 7 Updates had been made in-line with feedback from the data protection officer and these would be on the school website.</p> <p>Trade Union Membership Recognition This was a model from Education Personnel Management. A governor pointed out that Church of England was missing from the school name and this was to be updated by the Headteacher.</p> <p>Governors were happy to approve all policies.</p>
13	<p>Any Other Business There was no other business.</p>
14	<p>Date of Next Meeting The 5th of March had been suggested as a date for an extraordinary meeting to agree the next steps towards academisation. The next full governing body meeting was scheduled for the 23rd of April and would focus on safeguarding training for governors and approval of the 2026/27 budget. Class books would also be looked at by governors.</p>
The meeting ended at 8.56pm.	

SUMMARY OF ACTIONS	
No	Action
4	The Clerk was to upload copies of the agreed minutes to the folders on Teams and Governor Hub.
7	R. Duncan was to complete a report for his remote visit and share a copy for the next meeting.
	G. Jessop was to complete a report for her visit with the Religious Education Lead.
	C. Naylor was to complete a 'learning through nature' visit after half term.
8	Staff wellbeing updates were to be shared in future Headteacher reports.
9	J. Walters was to complete a safeguarding report after his next visit and share a copy for the next meeting.
10	It was agreed that school meals would be discussed again in autumn 2026.
11	Pupil progress outcomes were to be shared for the next meeting.