



'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

Extraordinary Full Governing Body Meeting Thursday 12th October 2023 at 7.00pm

Minutes

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

Present

C. Kirk (Chair), M. Norbury (Headteacher), C. Armstrong, R. Duncan, D. Quinn and A. Pickstone

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer C. Kirk opened the meeting with the School Prayer.
2	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from L. Kohlschmidt and K. Hart.
3	Declarations of Interest There were no declarations of interest.
4	Agree Minutes of the last meeting held on the 7th of September 2023 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record.
5	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none"> • Due to a smaller size governing body, the approach to link roles was to be changed. The Headteacher explained that instead governors would be linked to School Improvement Plan priorities, as this would be more purposeful. Governors would be linked to the four Ofsted headings. Link roles that related to statutory policies and procedures would be retained and included health and safety and safeguarding. Governors felt that this approach would enable them to frame questions more easily. The following roles were agreed:- <ol style="list-style-type: none"> 1. Behaviour and Attitudes – C. Kirk 2. Leadership and Management – D. Quinn 3. Personal Development - A. Pickstone and K. Hart 4. Quality of Education – C. Armstrong and R. Duncan The Headteacher reminded governors that each section of the School Improvement Plan included questions that governors might want to

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	<p>ask. Visits had already been arranged for Mathematics and Writing which would come under the Quality of Education. R. Duncan was to complete a health and safety visit. For Leadership and Management governors would be able to monitor marking and feedback and see how the role of Subject Leads developed over the year. A. Pickstone had been in school for the Harvest Festival service and was to complete a report for this.</p> <ul style="list-style-type: none"> • A proposed instrument of government had been shared prior to the meeting. The Chair explained that the instrument had been checked by both the Local Authority and the Diocese. The proposed instrument reduced the total of number of governors from 13 to 10 governor and was made up as follows:- 3 elected parent governors 1 Local Authority governor 1 Headteacher 1 Staff governor 3 Foundation governors 1 Co-opted governor Total 10 governors Governors were happy to approve the proposed instrument of government. The Clerk was to forward a copy of the minutes showing governor approval to the Local Authority so that they could process the change. <p>A governor asked about a recent parent governor election and was advised that that had not been any nominations. If a parent expressed an interest now they could be appointed.</p> <ul style="list-style-type: none"> • The updated Standing Orders had been shared prior to the meeting. These had led to a query relating to the quorum for committee meetings due to low numbers. It was agreed that there would not be any committee meetings during 2023/24, apart from the October Resources Committee/Pay Review meeting. The Chair was to speak to the Local Authority regarding the service level agreement being updated to reflect changes to the number of meetings. • A. Pickstone was to update the Governor Guidelines for School Visits for the next meeting.
6	<p>Correspondence (See confidential minutes)</p>
7	<p>Safeguarding Updates The Headteacher explained that the Local Authority had shared an updated safeguarding training presentation for 2023/24 and she had would be delivering this to all staff on the January training day.</p> <p>Training for Governors The Headteacher went through the presentation with governors and the main areas of discussion included the following:-</p> <ul style="list-style-type: none"> • Early help assessments had been opened for some low level issues, currently there were around eight. Parents were able to request help as well as the school. • All staff supported each other. A governor asked about support for the Headteacher and she advised that previously she had contacted another Headteacher to discuss a concern. In addition to the Headteacher there were two other Designated Safeguarding Leads in the school who could discuss concerns.

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8	<p>Governance Instrument of Government/Vacancies This item had already been discussed under matters arising.</p> <p>Skills Audit Updates The Chair had checked skills audits and links with the Church were not as strong now that some governors had left.</p> <p>Training C. Armstrong had completed Headteacher’s Performance Management training in September. The Chair had joined a Governors for Schools Conference and the slides from this had been shared with all governors. The Chair advised that she was completing SIAMS training through the Diocese.</p> <p>Visits Visits had already been discussed under matters arising.</p>
9/10	<p>Headteacher’s Report/ School Improvement Plan/SIAMS SEF Prior to the meeting a report from the Headteacher, copy of the School Improvement Plan and the SIAMS Self Evaluation Form had been shared.</p> <p>SIAMS Self Evaluation Form (SEF) The Headteacher advised that she was to send a copy of the SEF to Dr Simon Hughes at Ely Diocese, he was due to visit the school after October half term. Governors agreed that the SEF was very comprehensive. The Headteacher explained that following the launch of the Locally Agreed Syllabus it was now Religious Education and World Views.</p> <p>School Improvement Plan A governor asked if targets were ambitious. The Headteacher explained that she had met with the team and they had set aspirational targets, that they felt could be achieved if pupils were pushed. A governor asked for targets to be clarified, for example Year 2 Mathematics. It was explained that 7 out of 9 pupils were expected to achieve age related expectations, of these 9 pupils 4 were expected to achieve greater depth.</p>
11	<p>Parent Survey Feedback A governor asked about responses where a parent strongly disagreed. The Headteacher advised that she was aware which families they were. The governor asked if the school was working with the families. The Headteacher confirmed that the school was working with a family. They agreed with things were done in school and their child was not unhappy. The other family no longer had a child at the school. A governor asked if the two families had been responsible for all of the strongly disagree responses and this was confirmed. The governor asked if there was anything that could be done and was told that the school continued to work with the family. A governor asked how many parents had fed back and was told that 26 out of approximately 60 families had responded. The governor asked if the Headteacher was happy with this number and this was confirmed. The Headteacher knew what comments related to. Governors agreed that the questions were very good and asked if open questions had been used previously and this was confirmed. A governor asked about behaviour and the Headteacher advised that she knew this was an area for improvement last year but this had now significantly improved. A governor asked about concerns relating to electronic letters and it was explained that the school already did a lot of these.</p>
12	<p>Policy Review A copy of the policy had been shared prior to the meeting.</p> <p>Equality and Diversity A governor asked about disabilities and it was explained that SEND was special educational needs and disabilities so these were included. The</p>

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	Headteacher explained the wording around protected characteristics. Governors were happy to approve the equality and diversity policy.
13	Any Other Business Governors were made aware of the plans for the open morning, which was being held from 9.30am to 11.00am. Governors were invited to arrive at 9.20am if they were able to support this. Lots of activities would be taking place in classrooms. Parents visiting the school would be able choose where they went and talk to pupils. (See also confidential minutes)
14	Consider Governing Body Impact <ul style="list-style-type: none"> • The governing body had held the Headteacher to account by asking questions. • The governing body had agreed a change to committee meetings and link roles which would support monitoring. • The governing body had agreed a plan for monitoring progress against the objectives of the School Improvement Plan. • Governors had approved a policy to ensure that the school was compliant. • Governors had considered stakeholder feedback.
15	Date of Next Meeting Thursday 14th of December 2023 at 7.00pm Canon Andrew Read, the Director of Education, Mission and Ministry for Ely Diocese had been invited to the next meeting. A governor asked about his focus and it was explained that he would be speaking about the future of small Church schools. This would support governors to consider options.
The meeting ended at 8.55pm.	

Summary of Actions

Agenda Item	Action
5	A. Pickstone had been in school for the Harvest Festival service and was to complete a report for this.
	The Clerk was to forward a copy of the minutes showing governor approval to the Local Authority so that they could process the new instrument of government.
	The Chair was to speak to the Local Authority regarding the service level agreement being updated to reflect changes to the number of meetings.
	A. Pickstone was to update the Governor Guidelines for School Visits for the next meeting.

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