



'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

## Full Governing Body Meeting Thursday 11<sup>th</sup> September 2025 at 7.00pm

### Minutes

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

**Present**

M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan, D. Quinn and J. Walters

**Present Virtually**

A. Pickstone

**Also Present**

J. Harris (Clerk)

No	Agenda Item
1	<b>Opening Prayer</b> C. Kirk opened the meeting with the school prayer.
2	<b>Welcome and Apologies</b> The Clerk welcomed everyone and explained that, as it was the first meeting of the academic year, she would lead until a Chair had been elected. Apologies were received and accepted from G. Jessop and C. Armstrong.
3	<b>Elect Chair and Agree Term of Office</b> C. Kirk was elected as Chair for 2025/26 and took over for the remainder of the meeting.
4	<b>Elect Vice Chair and Agree Term of Office</b> Three Vice Chair were elected for 2025/26, each with a different focus. <ul style="list-style-type: none"> <li>• R. Duncan – Resources</li> <li>• Pickstone – Standards and Ethos</li> <li>• J. Walters - Safeguarding</li> </ul>
5	<b>Declarations of Interest</b> There were no declarations of interest.
6	<b>Agree Minutes of the last meeting held on the 10<sup>th</sup> of July 2025</b> A copy of the minutes had been shared prior to the meeting. As the Headteacher had not been present she had responded to governor questions and these had been added in purple text. The Clerk was asked to amend the minutes as it had been another governor who had spoken about Teacher Mate AI. Once updated the minutes were to be shared with the Headteacher and Chair for signature and uploading to the school website. The Clerk was to upload copies to the minutes folders on Teams and Governor Hub.
7	<b>Matters Arising from the Minutes of the Last Meeting</b>

	<ul style="list-style-type: none"> <li>The Chair advised that she had met virtually with the Chief Executive Officer for the Meridian Trust. Discussion had included the trust needing to adopt 'mixed articles of association' in order to allow Church schools to join and support for non-trust schools through service level agreements. The Chair had found that the values of the Meridian Trust aligned with those of the school. Service level agreements for 2026/27 were to be explored. A meeting with Jonathan Young, the Diocesan Director of Education for Ely, was to be arranged to explore mixed articles of association. Governors were made aware that a local school, which had been exploring academisation, now had an Executive Headteacher, who led two local schools, and each school had a Head of School. The Chair had contacted a 'mixed' school federation, who had presented to local schools, to let them know that the school would not be exploring federating any further.</li> <li>As G. Jessop was not present it was not known if she had yet had an opportunity to speak to Reverend Kutar about her role as a governor for a DEMAT school. This would be picked up at the next meeting.</li> <li>The Clerk was to ask C. Armstrong for a copy of her report for a writing visit in the summer term so that this could be shared with all governors.</li> <li>The Clerk was to share the presentation from Peterborough City Council's Governor Conference, which had been held in May. This was to be added to the July meeting folder on Governor Hub and the governor training folder on Teams for 2024/25.</li> <li>The annual governance statement had been forwarded to the Local Authority by the Chair. The Chair had not received any feedback relating to this from the Governor Development Team.</li> <li>The Chair had submitted a report to the Parochial Church Council and she had also completed a 'Sway Newsletter'.</li> <li>The accessibility plan was to be updated by the Headteacher to reflect that it was approved by the full governing body and not a committee.</li> <li>The Clerk had added the dates for 2025/26 meetings to the calendar on Governor Hub. After discussion it was agreed that the meeting scheduled for the 23<sup>rd</sup> of April was not required and the July meeting was to be moved from the 9<sup>th</sup> to the 8<sup>th</sup> of July. The Clerk was to update the calendar and share an updated list of dates.</li> </ul>
8	<p><b>Correspondence</b> There had not been any correspondence since the last meeting.</p>
9	<p><b>Governance</b> <b>Attendance</b> Prior to the meeting attendance information for 2024/25 meetings had been shared. The Clerk was to forward the information to the Headteacher for uploading to the school website.</p> <p><b>Code of Conduct for Governors</b> Prior to the meeting a copy of model terms of reference from the National Governance Association had been shared for 2025/26. <b>Governors were happy to approve the terms of reference</b> and were asked to confirm acceptance through Governor Hub once uploaded by the Clerk.</p> <p><b>Link Roles</b> The following link roles were appointed:- Safeguarding and Child Protection/Sustainable Schools – J. Walters Health and Safety/Website – R. Duncan</p>

Christian Distinctiveness/Courageous Advocacy and Spirituality - G. Jessop  
Curriculum/Inclusion C. Armstrong  
Behaviour and Wellbeing/Pupil Premium – D. Quinn  
Preschool Transition and Early Years Foundation Stage – C. Kirk  
Collective Worship/Phonics/P.E. and Sports Premium – A. Pickstone  
It was agreed that safeguarding and health and safety monitoring would be completed on a termly basis prior to a full governing body meeting so that reports could be reviewed in a timely manner.

#### **Headteacher’s Performance Review Panel**

A third panel member was required in addition to R. Duncan and C. Armstrong for 2025/26. Panel membership was to be reviewed at the next meeting. The panel had met with the Strategic Lead for School Governance, who had completed the review, the previous week. The panel had considered objectives for 2025/26. Concerns were raised relating to the Leads’ knowledge and experience of Headteacher performance and this was to be checked.

#### **Keeping Children Safe in Education Guidance 2025**

Governors were reminded to confirm that they had read this through Governor Hub.

#### **Declarations 2025/26**

Governors were reminded to re-confirm their declarations on Governor Hub. Once all governors had completed this task the Clerk would collate a register of governor interests for the school website, which was a statutory requirement.

#### **Instrument of Government**

A copy of the instrument had been shared prior to the meeting for annual review. The governing body currently had vacancies for two governors.

#### **Standing Orders**

A copy of the standing orders had been shared prior to the meeting for annual review. **Governors were happy to approve these for 2025/26** with some small changes to be made by the Clerk.

#### **Training**

Governors were reminded to complete Smartlog training promptly when notified of any due and were asked to consider any further training needs. The Chair explained that for 2025/26 the governing body was required to report on governor training on a termly basis to Cambridgeshire County Council’s Governance Team.

Governors were made aware that they now had access to Governor Hub Knowledge, which included access to a wide range of virtual training courses. Governors were asked to access the ‘Board Effectiveness’ tool so that outcomes could be used to inform training. This was to be put on the agenda for review at the next meeting.

Governors were also able to access training through Ely Diocese, as this was included as part of the school’s service level agreement, and the Governance Team, although there was a charge for these sessions.

Governor also had access to training sessions for governors run by the Diocese of Ely Multi Academy Trust. The Clerk was to share training dates for 2025/26.

#### **Vacancies**

The governing body had vacancies for 1 co-opted and 1 staff governor. R. Duncan’s term of office as a Local Authority governor was due to end on the 7<sup>th</sup> of October. He had advised that he was happy to continue and **governors were happy to approve his re-appointment**. The Clerk was to update Governor Hub and share the details for the Headteacher to update the Department for Education database. The Clerk was to let the Governance Team know that his re-appointment had been approved.

	<p><b>Visits</b> Visits had been discussed in relation to link roles. The Headteacher was to let governors know about any focus visits that would be beneficial.</p>
10	<p><b>Headteacher's Verbal Updates</b> The Headteacher advised that the school was calm and pupils and staff had all settled well into the new academic year. A teacher's fixed term part time contract had ended and she had now returned to 0.9 days, she was not on maternity leave but had gone part time after maternity leave. The school now had a new cook and pupils were enjoying fresh homemade meals and a new menu. A governor asked if the Headteacher was still shopping at Tesco for food for meals and was advised that food was now ordered online and delivered to the school. Pupils with special educational needs now equated to between 30 to 35% of the total number of pupils. Governors were reminded that a new Ofsted inspection framework was to be launched after October half term. However, the school was not expecting an inspection in 2025/26. The Headteacher was completing the self-evaluation form. She had met with staff to discuss the school improvement plan the previous day. Objectives for 2025/26 included a focus on handwriting and spelling. There would continue to be a focus on arithmetic and the school would continue to work with the preschool to support transition. The school improvement plan was to be shared for the next meeting. Badges had been given to pupils for responsibilities they had been given for 2025/26. The timetable was to change the following week with pupils going straight into class at 8.45am for handwriting, spelling and arithmetic and then assembly at 9.15am. The Chair had been into school and encouraged other governors to visit and see how well it looked. The library had been tidied and resources were now more accessible. A governor asked if teaching assistant deployment was working well and this was confirmed. The Headteacher advised that lunchtimes were also better now. Some of the new Reception cohort needed support with pencil grip and marking. There were concerns that some were only accessing construction activities and the outdoor space. A governor asked if all of the Reception cohort had attended preschool and this was confirmed. Baseline assessments were to be completed the following week. An open morning for parents looking for a Reception place for their child for September 2026 had been arranged and governors were invited to attend. A parent survey had been carried out and outcomes collated. There had been lots of positive comments including to some relating to the school knowing pupils well and treating them as individuals. The number of responses had been higher than the previous year. The Headteacher was to share the outcomes with staff and governors. A governor asked if positive comments could be used for marketing and this was confirmed. Positive comments had also been made relating to improvements and changes to the celebration of learning. A governor asked about parents ordering school meals in advance and it was explained that they were reminded on Thursdays to book meals for the following week. Teachers checked everyday when doing registers and were able to add meals if they had not been booked. The office was supporting a family with their ordering. The school was no longer using The School Grid so instead pupils were given wrist bands to show if they had booked hot or cold meals and had any special dietary requirements. The school had saved</p>

	<p>£2,000 by making this change but this had been spent on repairs to the roof and a new fridge for the kitchen.</p> <p>The Friends of Folksworth Friends had held their annual general meeting recently and the Headteacher and Chair had attended. A new Chair and Treasurer had been appointed. The Friends constitution had been updated and they were now able to support the school with improving the school environment.</p> <p>A governor asked about census day and was advised that most key stage one pupils had a school meal. The Headteacher was expecting there to be 85 pupils in school on census day. A governor asked if any pupils had not returned to school after the summer break and was advised that they had all returned.</p>
11	<p><b>Policy Review</b> Copies of all policies had been shared prior to the meeting.</p> <p><b>Attendance</b> Governors were made aware that this was based upon a model from the Local Authority.</p> <p><b>Code of Conduct For All Adults</b> Governors were made aware that this was a model from Education Personnel Management.</p> <p><b>Collective Worship</b> Minor changes had been made relating to spirituality language.</p> <p><b>Safeguarding and Child Protection</b> Governors were made aware that this was based upon a Local Authority model and was in-line with keeping children safe in education guidance for 2025/26. A governor asked about the Headteacher's capacity relating to safeguarding responsibilities and if any tasks could be delegated. The Headteacher explained that she did not have any teaching responsibilities so had capacity for safeguarding.</p> <p><b>Teaching and Learning Handbook</b> The handbook had been shared for governor information. Governors were happy to approve all policies.</p>
12	<p><b>Any Other Business</b> There was no other business.</p>
13	<p><b>Date of Next Meeting</b> Thursday 16<sup>th</sup> October 2025 at 7.00pm (Virtual)</p>
The meeting ended at 8.24pm.	

<b>SUMMARY OF ACTIONS</b>	
<b>No</b>	<b>Action</b>
<b>6</b>	Once updated the minutes from July were to be shared with the Headteacher and Chair for signature and uploading to the school website. The Clerk was to upload copies to the minutes folders on Teams and Governor Hub.
<b>7</b>	A meeting with Jonathan Young, the Diocesan Director of Education for Ely, was to be arranged to explore mixed articles of association.
	G. Jessop would be asked if she had spoken to Reverend Kutar at the next meeting.
	The Clerk was to ask C. Armstrong for a copy of her report for a writing visit in the summer term so that this could be shared with all governors.
	The Clerk was to share the presentation from Peterborough City Council's Governor Conference, which had been held in May. This was to be added to the July meeting folder on Governor Hub and the governor training folder on Teams for 2024/25.
	The accessibility plan was to be updated by the Headteacher to reflect that it was approved by the full governing body and not a committee.

	The Clerk was to update the calendar and share an updated list of dates.
<b>9</b>	All governors were to confirm acceptance of the new code of conduct through Governor Hub once uploaded by the Clerk.
	Headteacher's Performance Review panel membership was to be reviewed at the next meeting. The Leads' knowledge and experience of Headteacher performance was to be checked.
	Standing Orders were to be updated for 2025/26.
	All governors were to access the 'Board Effectiveness' tool on Governor Hub so that outcomes could be used to inform training. This was to be an agenda item for the next meeting.
	The Clerk was to share DEMAT governor training dates for 2025/26.
	The Clerk was to update R. Duncan's term of office on Governor Hub and share the details for the Headteacher to update the Department for Education database. The Clerk was to let the Governance Team know that his re-appointment had been approved.
	The Headteacher was to let governors know about any focus visits that would be beneficial.
<b>10</b>	The school improvement plan was to be shared for the next meeting.