



'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 23rd March 2023 at 7.00pm

Notes of Meeting

KEY: **Governor Challenge** **Governor Approval** **School Vision**

Present

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

Also Present

J. Harris (Clerk)

Not Present

K. Hart

No	Agenda Item
1	Opening Prayer An opening prayer was led by the Chair.
2	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from J. Hall, C. Russell-Green, D. Quinn, L. Kohlschmidt, and S. Dewberry. The Clerk advised that the meeting was not quorate so governors were not able to make any decisions.
3	Declarations of Interest There were no declarations of interest.
4	Agree Minutes of the last meeting held on the 9th of February 2023 A copy of the minutes had been shared prior to the meeting. These could not be agreed as a true record, due to the meeting not being quorate, so were to be put on the agenda for the next meeting.
5	Matters Arising A. Pickstone and J. Hall were to complete a report for the Parochial Church Council at the end of term and the Chair agreed to support them with this.
6	Correspondence There was no correspondence for discussion.
7	Headteacher's Report A report from the Headteacher had been shared prior to the meeting. The main areas of discussion included the following:- <ul style="list-style-type: none"> A governor asked if parent's evening had gone well. The Headteacher explained that this had been held in the hall and she had overheard frank conversations and parents being responsive. A governor asked about turnout and was told that it was good and some parents had

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Agreed at Full Governing Body Meeting 27.04.23

	<p>arranged alternative times.</p> <ul style="list-style-type: none"> • A governor asked about the Department for Education's condition survey and was told that it was done every five years. A governor asked if the school received any feedback or a copy of the report. The Headteacher confirmed that the school would receive a copy of a report. She advised that an asbestos survey was now due, ahead of work in the summer on the kitchen ventilation, arranged by Cambridgeshire County Council. • A governor asked if any training needs had been picked up at interim performance reviews. The Headteacher explained that this had been picked up at appraisals. A governor asked about 'angry children' training. The Headteacher advised that she was disappointed as this had been superseded by the STEPS approach, and had not offered any new strategies. • Governors asked if the new teacher for Oak Class was settling and this was confirmed. • A governor asked if the EDRA had completed a report for their recent visit and was told that a copy had been received that day. • A governor asked about support for collective worship and was told that this was working well. Reverend Carol, Reverend Andrew and Reverend Jill had been working closely with Clare and Mike Kirk. • A governor asked how the school had observed 'mental health' week. The Headteacher explained that there had been activities and discussion. The governor asked about the impact of this and was told that it had raised the profile of mental health. • The Chair had attended a number of celebration of learning events across the week and these had been well attended. They had been very interactive and there had been a sense of pride when pupils were sharing their work. The Chair had seen a love of learning. A governor asked if teachers felt well supported and this was confirmed. The governor asked if teachers felt that the work for celebration of learning events was worth it. The Headteacher confirmed that parents appreciated these and pupils liked their parents coming into school. The Chair had been there for pupils who did not have a parent present. Pupils speaking publicly was good and helped build confidence and improvements could be seen. Governors asked for their thanks to be passed on to teachers. • A governor asked how attendance compared to other local schools and was told that it was good. The governor asked when this was shared. The Headteacher explained that attendance data was shared with the Department for Education every day. Governors asked about unauthorised holidays and were told that there had been some extra days off after half term. The Headteacher explained that where parents were able to evidence that they had been forced to move holidays to term time, after the pandemic, they were not fined. A governor asked if the Local Authority issued the fines and it was explained that the school applied and then the Local Authority sent out penalty notices. • A comprehensive SEND update had been shared prior to the meeting. A governor asked about in-year admissions and was told that there were two pupils with SEND. • Higher Ability Learners were to be discussed under agenda item 11.
8	<p>Safeguarding</p> <p>The school continued to follow relevant processes. A link governor visit was due. The April training day would be a safeguarding training session for the</p>

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	whole school. Governors were invited to join the session on the 17 th of April.																	
9	Policy Review Copies of all policies had been shared prior to the meeting. <ul style="list-style-type: none">• Anti-Bullying• Managing Serial and Unreasonable Complaints• Mental Health and Well-Being Governors were not able to approve any policies due to the meeting not being quorate so these were to be put on the agenda for the next meeting.																	
10	SIAMS Preparation The new framework and summary SIAMS self-evaluation template had been shared prior to the meeting. A governor asked when the new framework would be introduced and was told September 2023. The Headteacher advised that she had attended a conference, the rationale had been explained and it was clear that one size did not fit all. It had been good for the religious education subject lead to attend the conference as well. The Headteacher had been reassured that the curriculum fit but there was work to do. A series of staff meetings would be held over the summer term for each section of the self-evaluation form and then this would be shared with governors. A governor asked if any staff members had been through a SIAMS inspection and were told that the new Oak Class teacher had. The Headteacher was to see what evidence from the previous framework could be transferred. A governor asked when support staff would be involved. The Headteacher explained that this would be done once teachers were on board. Governors were reminded that Church schools should be teaching religious education for at least two hours each week and 50% of this should be Christianity. A governor asked if the Ely Diocese Regional Advisor (EDRA) had picked up anything and was told that they had not. The Headteacher explained that religious education could be built into other subjects and some visits. Governors were made aware that a new agreed syllabus was to be released in summer. Governors asked what they could do to support the school. The Headteacher advised that she wanted to wait until staff had started to look at the self-evaluation form and then she would seek views on impact and evidence. The Headteacher felt that the school’s vision was ‘theologically rooted’ and still relevant to the school community. A section was to be discussed at the start of each full governing body meetings. Governors thanked the Headteacher for her work on SIAMS.																	
11	School Development Plan Monitoring The Chair advised that she had a schedule to propose. There would be visits for each priority. Mathematics would be split into two visits, one for tables and one for problem solving. Governors would speak to the relevant subject lead when carrying out school development priority visits. <table><tr><th>Term</th><th>Focus</th><th>Governor</th><th>Date of Visit</th></tr><tr><td rowspan="4">Summer Term</td><td>SDP Priority 1 Subject Leadership – whole school learning and progress EYFS to Year 1</td><td></td><td></td></tr><tr><td>SDP Priority 1 Subject Leadership – NC coverage, progression of knowledge and skills</td><td></td><td></td></tr><tr><td>SDP Priority 2 .1 Writing transcription, oracy</td><td>Jenny</td><td></td></tr><tr><td>SDP Priority 2.2 maths tables, progress, problem solving</td><td>Claire</td><td></td></tr></table>	Term	Focus	Governor	Date of Visit	Summer Term	SDP Priority 1 Subject Leadership – whole school learning and progress EYFS to Year 1			SDP Priority 1 Subject Leadership – NC coverage, progression of knowledge and skills			SDP Priority 2 .1 Writing transcription, oracy	Jenny		SDP Priority 2.2 maths tables, progress, problem solving	Claire	
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	SDP Priority 2.3 challenge all abilities, resilience	Claire	5 th May (HLP)
	SDP Priority 2.4 History enquiry led approach	tba	Later on in term/year
	SDP Priority 2.5 Reading for pleasure, story time, reading corners, pupil and staff voice	tba	
	SDP Priority 3 EYFS interaction and engagement	Amy & Charlotte	22 nd April
	SDP Priority 4 Behaviour Policy impact	Roy	
	SDP Priority 5 Collective Worship impact	EDRA	Report
It was agreed that it was good practice for governors to share questions they were going to ask with the Headteacher prior to visits. The Chair agreed to share the updated monitoring schedule and new visit report template.			
12	Feedback from Standards Committee and Ethos Group The committee had met on the 9 th of March. A copy of the draft minutes had been shared prior to the meeting.		
13	Governance Reappoint Co-opted Governor The term of office for Y. Rogers had ended on the 11 th of February. This item was to be put on the agenda for the next meeting. Feedback from Annual Governance Conference The Chair, Clerk and R. Duncan had all joined the virtual conference on the 11 th of March. R. Duncan explained that consideration had been given to what governors need to know and where they could find this information. Governors had been made aware that Peterborough City Council and Cambridgeshire County Council were moving away from each other for some areas of work but this would not affect governance. Good practice relating to safeguarding and governance had been shared. The National Governance Association (NGA) had given a presentation. Reports from Headteachers had been discussed as well as effective induction for new governors. The slides from the conference were to be uploaded to Teams and Governor Hub for governors who were not able to join the conference. Governors were reminded that all schools had free access to the NGA Learning Link by registering through https://nga.vc-enable.co.uk/Register Publicity Governors thanked the Headteacher for using Twitter and submitting an article to the Stilton Community Association Newsletter and the Yaxley Gazette. The Chair asked governors to support the Headteacher with publicity as she was mindful of her workload. It was agreed that publicity helped fill places. It had been suggested that an open morning be held and fliers be shared with preschools. C. Russell-Green had agreed to support the school with this. Information about residential trips was to be shared to show what the school did. Information about governor vacancies was to be included in the termly governor newsletter. The Chair agreed to share a draft newsletter for governor comments. Training Governors were reminded to forward slides from training sessions so that these could be uploaded for other governors to view.		

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	<p>Vacancies The Chair advised that S. Dewberry would be resigning as a parent governor due to her job. A parent governor election was to be arranged for May and the Clerk agreed to draft a letter for this.</p> <p>Monitoring Visits Visits had been discussed under agenda item 11. Governors were reminded that they should be supportive of teachers and mindful of their time and workloads.</p>
14	<p>Action points from Completed Monitoring Visits</p> <ul style="list-style-type: none"> • The Headteacher was to review monitoring and marking to ensure that this was consistent in all classes. • The Headteacher was to support the SENCO with ensuring that tasks relating to SEN pupils, that were the responsibility of teachers, were being completed. • The delivery of problem solving and reasoning in mathematics was not consistent. C. Armstrong was to follow this up on her next visit.
15	<p>Any Other Business Pupil numbers after the Easter break would be close to 100. Funding was based upon the October census so an increase was expected from April 2024. There had been 95 pupils on roll for the last census.</p>
16	<p>Consider Governing Body Impact</p> <ul style="list-style-type: none"> • Governors had planned effective visits. • Governors had joined training sessions relating to the new SIAMS framework so that they were able to support the school with preparing for its next inspection. • Governors had given consideration to the workload of staff in order to support their wellbeing. • Feedback from the Annual Governance Conference had included sharing the good practice of other governing bodies.
17	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Tuesday 25th April at 7.00pm - Resources Committee - to be held virtually • Thursday 27th April at 7.00pm – Full Governing Body - to be held virtually
The meeting ended at 9.00pm.	

Summary of Actions

Agenda Item	Action
4	The minutes from the 9 th of February meeting were to be put on the agenda for the next meeting.
9	Anti-Bullying, Managing Serial and Unreasonable Complaints and Mental Health and Well-Being policies were to be put on the agenda for the next meeting.
10	A section of the SIAMS self-evaluation form was to be discussed at the start of each full governing body meeting.
11	The Chair agreed to share the updated monitoring schedule and new visit report template.
13	Re-appoint co-opted governor was to be put on the agenda for the next meeting.
	The slides from the conference were to be uploaded to Teams and Governor Hub for governors who were not able to join the conference.

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	The Chair agreed to share a draft newsletter for governor comments.
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