'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 10th September 2026 at 7.00pm

Minutes

KEY: Governor Challenge Governor Approval

Present M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan, J. Walters, C. Naylor, C. Armstrong, G. Jessop and A. Pickstone (arrived at 7.14pm) **Also Present** J. Harris (Clerk)

No	Agenda Item
1	**Opening Prayer** C. Kirk led an opening prayer which related to the start of a new academic year.
2	**Welcome and Apologies** The Clerk welcomed everyone to the meeting. She explained that, as it was the first meeting of the academic year, she would lead the agenda until a Chair had been elected. There were no apologies as all governors were present, apart from A. Pickstone who had advised that she would be slightly late joining the meeting.
3	**Elect Chair and Agree Term of Office** C. Kirk was elected as Chair for 2026/27 and took over from the Clerk.
4	**Elect Vice Chair and Agree Term of Office** It was agreed that it had been beneficial to have three Vice Chairs in 2025/26, each with a different focus. R. Duncan was elected as Vice Chair with a Resources focus for 2026/27. J. Walters was elected as Vice Chair with a Safeguarding focus for 2026/27. As A. Pickstone was not yet present the Chair was to check if she was happy to continue as Vice Chair with a Standards and Ethos focus for 2026/27. The Chair would also speak to her about continuing as a foundation governor, as A. Pickstone's term of office was ending during the 2026/27 academic year.
5	**Declarations of Interest** There were no declarations of interest.
6	**Agree minutes of the last meeting held on the 8th of July 2026.** A copy of the minutes, including confidential, had been shared prior to the meeting. The minutes, including confidential minutes. were agreed as a true record and copies were to be uploaded by the Clerk to the agreed minutes folders on Teams and Governor Hub.
7	**Matters Arising from the Minutes of the last Meeting**

	• The Chair advised that interest had been expressed in a governor role but the person was not a parent or staff member. The governing body currently only had vacancies for a parent governor and a staff governor so would keep this person in mind if an appropriate role became vacant in the future. • The Headteacher advised that two applicants had been interviewed for a teaching assistant post during the summer break and an appointment had been made. The new teaching assistant, who would be supporting a pupil on a one to one basis, had previous SEND experience. They had joined the school at the beginning of term with a carefully planned handover and supported transition. • The Headteacher was to feedback on key stage 2 SATs results, the Self-Evaluation Form and School Development Plan as part of agenda item 10. • The Chair and R. Duncan had approved a pay increase for support staff, which was backdated from April, in order for this to be implemented promptly. The budget would be updated to reflect the increase. **(A. Pickstone joined the meeting at this point)** • For the benefit of newer governors, the Chair explained the reasons for updating the school vision seven years ago. She explained that at this time a long serving Headteacher had left and a temporary Headteacher arrangement had been tried. The governing body had explored options and agreed to remain as a maintained school and the current Headteacher had been appointed. The vision had been shared for consultation with staff, pupils, parents and governors. A cord of three strands, taken from Ecclesiastes 4.12, confirmed the links with the Church and family, faith and friendship linked the school community. In conjunction with the vision the values had also been written. It had been agreed that it was important for the school to be at the heart of the village community. The Headteacher had attended villages meetings and invited visitors into school. The school logo had been designed with the old crest in the middle, two hands for family and friendship and the cross for faith. These were surrounded by a cord of three strands. The strapline was agreed as 'inspiring a love of learning through the bonds of family, faith and friendship'. The Headteacher had found that pupils did not have a love of reading so a new curriculum had been developed around books and stories. At the next meeting governors would review the values and vision to ensure that the vision was being 'lived' and drove policies. The Headteacher explained that previously there had been twelve Christian values. However, during a SIAMS inspection it had been considered that this was too many. A governor asked if the Chair wanted governors to update the vision and she explained that she wanted them to ensure that it was 'alive' and still relevant. • Governors were reminded that the Folksworth Friends were running an initiative to raise funds for air conditioning units for each classroom. A governor asked if parents were being encouraged to donate and it was confirmed that a message had been shared through 'Class Dojo' and this would be shared again. The 'friends' would continue to raise funds throughout the year. A governor asked about the cost of an air conditioning unit and were advised that it was around £5000.00 each. • A safeguarding monitoring visit was to be arranged by J. Walters. • Training was to be discussed under agenda item 9.9.
8	**Correspondence**

	The Chair advised that the only correspondence had been interest in a governor role which had already been discussed and a letter from the Secretary of State, which had been sent to all schools.
9	**Governance** **1. Attendance** The Clerk had collated meeting attendance details for 2025/26 and a copy had been shared prior to the meeting. This information was to be uploaded to the school website as a statutory requirement. **2. Code of Conduct for Governors** An updated model from the National Governance Association had been shared prior to the meeting. Governors were happy to adopt this. The Clerk was to upload a copy to Governor Hub so that governors could confirm acceptance. **3. Link Roles** Link roles were agreed as follows:- <u>In-line with Ofsted inspection framework headings</u> Curriculum and Teaching (Literacy and Numeracy) - C. Armstrong Inclusion **-** C. Armstrong Personal Development and Wellbeing – G. Jessop Early Years – C. Kirk Achievement (Pupil Premium) – C. Naylor Curriculum and Teaching – (Outdoor Learning/Science) – C. Naylor Personal Development and Wellbeing (Enrichment) - A. Pickstone Attendance and Behaviour – J. Walters Safeguarding – J. Walters Leadership and Governance (Governor Training) – J. Walters <u>To support SIAMS</u> Christian Distinctiveness – G. Jessop Courageous Advocacy and Spirituality – G. Jessop <u>Other Roles</u> Health and Safety – R. Duncan Website Compliance – R. Duncan **4. Headteacher's Performance Review Panel** The panel was confirmed as R. Duncan, C. Armstrong and C. Naylor R. Duncan advised that the panel would this year be supported by an external advisor from the Meridian Trust. It was agreed that their experience as a Principal would be beneficial. They had arranged to meet with the Headteacher in a couple of weeks and governors in October to discuss objectives. The Headteacher advised that a Local Authority Advisor would also be completing an annual monitoring visit earlier than usual as the school was expecting an Ofsted inspection in 2026/27. **5. Keeping Children Safe in Education Guidance 2026** All governors were reminded to confirm that they had read the guidance through Governor Hub **6. Declarations 2026/27** All governors were reminded to complete their annual declaration through Governor Hub **7. Instrument of Government** A copy of the instrument of government had been shared prior to the meeting for annual review. **8. Standing Orders** A copy of the standing orders had been shared prior to the meeting for annual review. The following updates were agreed:- Section 3 was to be updated to reflect that, rather than solely focusing on cost, governors would prioritise a high-value clerk whose

	expertise and contextual experience optimised board effectiveness. Governors would explore the Local Authority Clerking Service as well as independent clerking. Section 11 was to be updated to include directing new governors to relevant training and development opportunities. **9. Training** Governors were reminded to complete mandatory Smartlog training promptly when requested to do so. J. Walters had agreed to support governors with training and development. It was agreed that it was important for governors consider why they had completed training. A training record example had been shared prior to the meeting, this included an area for reflection on how training had assisted professional development. It was hoped that governors could complete at least two sessions of relevant training each term/ over the academic year. The Clerk had chased a service level agreement for governor training through Peterborough City Council's Governor Development Team. This would provide access to a range of online training sessions for governors. All governors were asked to maintain a training record for 2026/27. **10. Vacancies (1 parent and 1 staff governor)** The Headteacher was to share information about the staff governor role. A letter for a parent governor election was to go out on the 21st of September. **11. Visits** Monitoring visits were to be arranged which were in-line with the School Improvement Plan (SIP) priorities. R. Duncan advised that now the Self-Evaluation Form had been completed Headteacher's Performance Review Panel members would be setting new objectives for 2026/27. R. Duncan agreed to share a schedule for suggested monitoring visits.
10	**Headteacher's Verbal Updates** A governor asked the Headteacher for more information about 'welcome meetings'. The Headteacher explained that the innovation had been suggested by teachers. A meeting was to be arranged for each year group so that teachers could explain expectations and make parents aware of enrichment activities and curriculum expectations. The governor asked when these meetings would be held and was advised that they would be after school. **Data Overview** The Headteacher had shared a breakdown of outcomes prior to the meeting. The percentage of pupils in the early years foundation stage achieving a good level of improvement was higher than the previous year. The pupils who had not achieved had been receiving interventions. In year 4 the average score for the multiplication tables check was higher than the previous year. Speed of recall had been an issue for some pupils, who knew their tables and could recall these when not under pressure. In year 1, 77% of pupils had passed the phonics check. The 3 pupils who had not passed would retake the check in year 2. In key stage 2, outcomes were either inline or above national. Data reflected the ability of year 6 pupils and the Headteacher was pleased with results. There was a trend of improvement and high achievement. **Parent Survey** Prior to the meeting parent survey outcomes and an analysis had been shared. There had been 15 responses and feedback had been helpful. The

	survey outcomes document had been shared with parents via Class Dojo. A governor asked if governors, who were not parents, were able to have access to Class Dojo and the Headteacher asked governors to contact her if they wished this to be set up. The Headteacher went through suggestions for improvement and how some of these were being implemented. Some of the feedback would also feed into the School Improvement Plan. **Pupil Survey** An analysis had been shared prior to the meeting. The Headteacher advised that there had been some negative feedback but, as pupils gave their names, staff had been able to follow this up with individual pupils. They had found that some pupils had misunderstood questions and when unpicking why some pupils were not happy found that they were. **Key Areas for Development** A document to support this had been shared prior to the meeting. The Headteacher advised that she had met with staff the previous week and discussed using Ofsted inspection framework headings. Areas for development had been identified for each of the headings. Some of these were a continuation of work that had already started and was being embedded. A governor asked about safeguarding and was advised that there was a strong safeguarding culture across school. **Inclusion** - The Headteacher and SENDCO were auditing the learning environment for all learners, including those with autism and ADHD. **Curriculum and Teaching** - Handwriting was a focus and staff were to visit another school to see if they were able to adapt their model for teaching and learning spelling. The school wanted to increase parental engagement in supporting their child with spelling. Mathematics would continue to be a focus in order to raise attainment. **Achievement** – assessments were to be used effectively in order to address any gaps. **Attendance and Behaviour** – Improved attendance maximised learning opportunities. **Personal Development and Wellbeing** – Pupils' character was to be developed to enable them to reflect on learning. **Early Years** – To ensure strong foundations and skills for learning. **Leadership and Governance** – Subject leaders were to carry out vigorous monitoring and observing each other was to be a focus. A governor asked about governors and it was agreed that training and completing effective monitoring visits were areas for development. The Headteacher was to draft the School Improvement Plan and this would be shared for the next meeting. A governor asked if there had been any changes to subject leadership and was advised that there were no major changes but there had been some 'swaps'. The school was to trial 'Kapow' an online teaching resource and curriculum platform designed to help primary school educators teach foundation and specialist subjects with confidence. **Self-Evaluation Form** A copy of the SEF had been shared prior to the meeting. The Headteacher advised that free school meal/pupil premium numbers had not yet been confirmed by the Local Authority. A governor asked if parents needed to reapply and this was confirmed. A governor queried pupil numbers and the Headteacher went through these for each year group. The Headteacher advised that there had been a lot of changes since the last Ofsted inspection. There had been some new staff and changes to subject leadership. The Local Authority had completed a safeguarding review and this had been very positive. The NSPCC were due to visit the school in October. It was agreed that surveys could be included as evidence of safeguarding.

	Governors were reminded that the Ofsted inspection framework had changed. The Headteacher was to review the SEF on a termly basis and strengths were to be added. The SEF was to be a standing agenda item and the latest version would be shared with governors when the school was notified of an inspection. A governor asked if all pupils had now settled and was advised that they had and Reception pupils had joined a whole school assembly the previous week. One Reception pupil had not yet started and the Headteacher was to continue to communicate with parents.
11	**Policy Review** Copies of all policies had been shared prior to the meeting. 1. Attendance 2. Code of Conduct For All Adults 3. Complaints 4. Early Career Teachers Induction 5. Protocol for Children Not Collected from School 6. Responding to Prejudice Related Incidents 7. Safeguarding and Child Protection 8. School Uniform 9. Supporting Pupils with Medical Conditions 10. School Security 11. Teaching and Learning Handbook A governor asked about changes to the complaints policy and was advised that this was a model from the Local Authority. Formal complaints were now dealt with at two stages, stage 1 the Headteacher and stage 2 a panel of governors. The early career teacher policy was to be updated as the term newly qualified teacher was no longer used. An updated model policy was to be explored. A governor asked about reporting prejudice related incidents. It was explained that these were logged on CPOMS and details were included in the Headteacher's report to governors. A governor asked about cover for the designated safeguarding lead. The Headteacher advised that two staff members were trained for the role and she was always available by mobile if she was away from school. Contact numbers for the Local Authority were also available if needed and some staff members had completed designated safeguarding lead training previously. Governors were made aware that the school uniform policy was new. Branded items were limited to no more than three to make uniform more affordable for parents. A governor asked about the wording in the safeguarding and child protection policy around transition. The Headteacher advised that as this was a model policy for primary schools she had kept the suggested wording for this. A governor asked about safer recruitment training for governors. R. Duncan had completed the training and C. Armstrong was to complete this via Smartlog. Governors were happy to approve all 11 policies.
12	**Any Other Business** There was no other business.
13	**Meeting Dates** All meetings to be held on a Thursday from 7.00pm • 15th October 2026 (Virtual) • 10th December 2026 (Virtual) • 4th February 2027 (Virtual) • 18th March 2027 (Virtual) • 22nd April 2027 **if required** • 13th May 2027 (Virtual)

	• 8th July 2027 (In Person)
The meeting ended at 9.00pm.	

SUMMARY OF ACTIONS	
No	**Action**
4	The Chair was to check if A. Pickstone was happy to continue as Vice Chair with a Standards and Ethos focus for 2026/27. The Chair would also speak to her about continuing as a foundation governor, as her term of office was ending during the 2026/27 academic year.
6	A copy of the agreed minutes from the July meeting, including confidential, were to be uploaded by the Clerk to the folders on Teams and Governor Hub.
7	The school vision was to be an agenda item for the next meeting.
9	Governor attendance information for 2025/26 was to be uploaded to the school website as a statutory requirement.
	All governors were to confirm that they had read keeping children safe in guidance through Governor Hub
	All governors were to complete their annual declaration through Governor Hub
	All governors were asked to maintain a training record for 2026/27.
	The Headteacher was to share information about the staff governor role.
	R. Duncan agreed to share a schedule for suggested monitoring visits.
10	The Headteacher was to draft the School Improvement Plan and this would be shared for the next meeting.
11	C. Armstrong was to complete safer recruitment via Smartlog.