



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Wednesday 24th March 2021 at 7.30pm

Minutes

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

<p>Present C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, A. Pickstone, J. Hall and D. Quinn</p> <p>Also Present L. Kohlschmidt (left at 7.56pm) and J. Harris (Clerk)</p> <p>Not Present K. Hart and Y. Rogers</p>

No	Agenda Item
1	<p>Opening Prayer The Chair opened the meeting with the School Prayer.</p>
2	<p>Welcome and Apologies The Chair welcomed everyone, including L. Kohlschmidt, who was joining the meeting to give an overview of the early years foundations stage.</p>
3	<p>Overview of Early Years Foundation Stage L. Kohlschmidt shared a presentation, which included information relating to the following:-</p> <ul style="list-style-type: none"> • Curriculum – 3 prime areas and 4 specific areas. • Routine – self-registration, choosing time, assembly, whole class teaching and outdoor and indoor activities. • Preparation for the rest of their school life - Independent learning, building and maintaining strong relationships, teamwork, exploring the world and making links and thinking critically • Reading and Writing – pupils were encouraged to label their things and to choose it, use it and put it away • Mathematics – number and shape and space and measure. • Investigation Area • Small World • Home Corner • Art Area • Outdoor Learning <p>Governors asked what observations had been made relating to behaviour now that pupils had returned to school. It was explained that initially pupils had been keen and happy but after a few days some had started to get anxious. It was felt that reading a story that reflected their feelings would help so pupils had been reading 'Ruby Finds A Worry'. Some pupils who had been in school during the lock down, as they had a parent who was a critical worker, had found it overwhelming now that other pupils had returned as they were</p>

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	<p>now part of a bigger group.</p> <p>Governors agreed that the presentation had been informative. Governors asked how Year 1 pupils were coping with the Reception strategy and were told that they still needed continuous provision as they had missed school due to the lock downs when they were in Reception. The Headteacher advised that L. Kohlschmidt had spent a lot of time preparing the classroom for pupils returning and this was appreciated. The class had a well organised teaching and learning area and resources to support this. Governors asked if there was anything else that L. Kohlschmidt would like for her class and she advised that she would like more outdoor resources to support physical development. Governors suggested that she draft a plan for the Headteacher and she agreed to try and do this. Governors thanked L. Kohlschmidt for the useful insight that she had provided.</p> <p>(L. Kohlschmidt left the meeting at this point)</p>
4	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>
5	<p>Agree Minutes of the last meeting held on the 11th of February 2021</p> <p>A copy of the minutes had been shared prior to the meeting and these were agreed as a true record.</p>
6	<p>Matters arising from the minutes of the last meeting</p> <p>An action tracker had been shared prior to the meeting. The following updates were shared:-</p> <ul style="list-style-type: none"> • It was agreed that the Clerk would upload supporting documents for meetings to both Teams and Governor Hub. • The Clerk was to check if all governors had confirmed that they had read and agreed to abide by the school's acceptable use agreement. • Governors asked if the school was expecting more than the 5 pupils previously advised of for Reception in September. The Headteacher told governors that she had spoken to admissions and been told that 7 applications had been received for a place at the school. It was possible that some late applications may be received. It was also possible that numbers may change after parents had been offered a place for their child. Governors were made aware that lower numbers for Reception in September was a national issue. • The Chair advised that she had responded to Y. Rogers email relating to seeking governors from diverse backgrounds and this would be taken into account when advertising to fill vacancies. • J. Hall had a place booked for Headteacher's Performance Review training in June. • A. Pickstone had completed a report for a virtual Read Write Inc presentation to parents. • J. Hall had not yet shared contact details for the Springs Dance Academy with the Headteacher as they were currently closed but she was to do this after Easter. • The next SIAMS working group meeting had been arranged for the 22nd of April. • The Chair and Chair of the Resources Committee had met with the Headteacher to review the budget.
7	<p>Chair's Updates/Correspondence</p> <ul style="list-style-type: none"> • The Chair made governors aware that the Deputy Headteacher had resigned after 9 years at the school and read out a letter to governors. She was leaving to do private tuition and supply cover. It was suggested that all governors write a short note for the Chair to collate and put in a card to be presented in July. Governors asked if the Chair had responded to the letter and she advised that she had spoken to

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	<p>her. The Chair agreed to send a response on behalf of all governors and put a copy of the letter in Teams.</p> <ul style="list-style-type: none"> The Chair advised that she had received S. Rees-Squelch's resignation. Governors were asked to provide notes for a card. Her resignation meant that a new Chair was required for the Standards Committee and for some link roles. The Chair advised that the school had received a lovely letter from Rosemarie Sadler, the Head of Service for School Improvement. A copy of the letter had been shared prior to the meeting. The letter had been put up in the staff room and the Chair read out some areas. Phonics results for the school were in the top ten of Cambridgeshire Local Authority schools and were above the national average. Governors agreed that it was good to receive this acknowledgement. Governors asked how staff felt about the results and letter and were told that they were really happy. The Chair highlighted a visit note from Lisa Valla. School Improvement Advisor, from the 17th of March, relating to governors monitoring remote learning. A lot of work had been completed since the last meeting and it was agreed that there was enough evidence to support that this had been actioned. The Chair had retained copies of reports in a folder so that she could talk about remote learning when required.
8	<p>Headteacher's Report</p> <p>A copy of the Headteacher's Report had been shared prior to the meeting. The main areas of discussion included the following:-</p> <ul style="list-style-type: none"> There had been a focus on preparation for the school re-opening, staffing and recruitment. The Headteacher had given tours of the school to people who were interested in the Deputy Headteacher's post. Three applications had been received so far and more were expected over the Easter break. Governors asked about a C.C.T.V. system that was to be installed and were advised that this had been discussed at the last resources committee meeting. The Headteacher explained that a parent had offered to install a C.C.T.V. system at the school free of charge through their business. The system was to have 4 cameras which would cover the bins, sheds, main drive and the back of the school. A screen in the office would enable the areas to be monitored. A C.C.T.V. policy was to be drafted and the data protection policy would require an update. The system was to be installed after Easter and the Headteacher would have an application which would enable her to access the system from home. Governors asked if signage would be required and this was confirmed. Governors asked for more information about plans for a sensory room. The Headteacher explained that a room near Acorn Class was to be used. Governors asked what had influenced the Headteacher and she explained that a room was required for pupils who needed Lego therapy and anxiety work. Some pupils with behavioural issues needed somewhere to calm down and a pupil with an education, health and care plan needed somewhere for sensory work. It was agreed that lots of pupils would benefit from the sensory room. Governors asked about costs and were told that small things would be purchased which included a lighting tube, crash mat, putty and gym ball. The room had previously been used for Read, Write Inc and governors asked if the room would be missed. The Headteacher explained that the sensory room would not be used until September but there were other areas that could be used for interventions.

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	<ul style="list-style-type: none"> Governors asked if issues relating to persistent absenteeism at the end of the autumn term had been resolved. The Headteacher explained that attendance had been difficult to monitor during the lock down. The school was supporting some families and Early Help Assessments had been completed. If pupils were absent the school rang parents. Governors agreed that it had been a nice way to support wellbeing, by offering support staff a paid day away from school, as a thank you for them stepping up during the lock down, to enable teachers to work from home to deliver live lessons. The Chair advised that she had recently joined the annual governor conference and they had suggested that governors ask staff what they wanted to support wellbeing. As the Headteacher knew staff best she agreed to ask them and report back to governors about anything they could support them with. It was suggested that when she was able to visit the school the link governor for wellbeing, Y. Rogers, could also speak to staff. Governors felt that the 'grow your own potatoes' project was positive and governors who were parents advised that their children were very engaged with this. Governors thanked the Headteacher for organising an Easter Service and for her vision, which included plans for the sensory room.
9	<p>Policy Review Copies of both policies had been shared prior to the meeting.</p> <p>Anti-Bullying The Headteacher explained that there had been some small changes and governors were happy to approve the anti-bullying policy.</p> <p>Mental Health and Wellbeing Governors asked if this was a new policy and were told that it had been drafted by the Deputy Headteacher. Governors asked if she had written the policy from scratch and it was explained that the Deputy Headteacher had adapted a model policy after looking at policies used by other schools. Governor suggested some changes and these were made by the Headteacher during the meeting. Governors asked about CAMHS and it was explained that this was Child and Adolescent Mental Health Service and it was agreed that this would be put in full. Governors asked about staff training and were told that this was covered annually and was part of the special educational needs co-ordinator's role. Governors were happy to approve the mental health and wellbeing policy.</p>
10	<p>Feedback from Standards Committee and Ethos Group A copy of the minutes from the last meeting, held on the 4th of March, had been shared prior to the meeting. A. Pickstone advised that assessments had been discussed. Although there had not been any progress data parent consultations had taken place during the lockdown. Mock tests had been purchased for the summer term from National Foundation for Educational Research (NFER) for Mathematics, Reading and Grammar. The committee had discussed catch up and it had been agreed that it was unlikely that all pupils would have caught up by the end of the summer term so tutoring would start in September. There had been a focus on remote learning and the committee had been pleased with the positive feedback from parents and pupils. The committee had agreed that the school had been well prepared for the lock down and some good practice was to continue. The Ethos Group had discussed events, including those for Easter. Governors asked about the cross for the peace garden and it was explained that this had been put on the field to make it more visible to the community. SIAMS had</p>

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	<p>also been discussed and a working group meeting had been arranged. Governors asked about the cost of the NFER tests and were told that this was around £400 and similar tests were around the same price. Governors asked if the tests were for the whole school and this was confirmed. Governors asked if the tests had been budgeted for and were told that they had not.</p>
11	<p>Feedback from Resources Committee A copy of the last minutes, from the meeting held on the 11th of March, had been shared prior to the meeting. R. Duncan advised that the committee had reviewed the 2020/21 budget and it was near to year end. A carry forward of around £20,000 was predicted. The budget for 2021/22 was being built and was based upon a 'worse-case scenario'. The Headteacher was working with the Local Authority's Finance Advisor. The committee had also reviewed the school's financial value standard and approved a quote for flooring. The risk assessment had been updated for re-opening and staffing had been discussed.</p>
12	<p>Approve School's Financial Value Standard A copy of the school's financial value standard had been shared prior to the meeting. R. Duncan explained that governors had a responsibility to ensure that finances were being managed, money spent appropriately, good value sought and checks and balances were in place. The Headteacher and School Finance Manager had completed the return and collated evidence to support answers in the checklist. The deadline for submission had been extended to the 28th of May but the return was already complete. The return enabled governors to see benchmarking against similar schools. Staffing costs at the school were higher than some other schools but this was due to experienced teachers who were on a higher pay scale. The schools financial value standard was approved and was to be signed by the Chair and submitted to the Local Authority.</p>
13	<p>Governance Monitoring Remote Learning The Chair felt that governors had completed lots of work and there was enough evidence to support this. Review Committee Membership and Link Roles The following changes were agreed:-</p> <ul style="list-style-type: none"> • D. Quinn was to join the Standards Committee and Ethos Group. • Pupil Premium – D. Quinn (with support from C. Kirk) • Sports Grant – A. Pickstone • Catch Up Grant – J. Hall • English – D. Quinn • Reading and Writing – Y. Rogers and J. Hall <p>The Chair agreed to ask K. Hart about joining the Headteacher's Performance Review panel and completing the relevant training. Training Updates The Chair had completed training for Special educational needs and disabilities and education, health and care plans. The Chair had also joined the annual governor conference and found this inspiring. She encouraged governors to try and attend the next conference. Governors joining the conference had agreed that it was important not to label children and to celebrate what they had achieved. Vacancies The governing body had vacancies for 2 parent, 1 foundation and 1 co-opted governor. W. Reynolds had been elected as staff governor and was to be invited to attend the next meeting. A parent governor election was to be arranged for after Easter.</p>

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	<p>Wording for an advert for a co-opted governor was to be considered but it was agreed that this would be put on hold until September. It was to be reviewed at the July meeting.</p> <p>Visits</p> <p>Visit reports had been completed by A. Pickstone, J. Hall and D. Quinn and these had been put in a folder in Teams. Governors asked about the 'further questions' section on the report template. It was explained that after completed reports had been shared with the Headteacher they were brought to the next full governing body or relevant committee meeting for discussion. The questions could be used as a focus for a follow up visit. Visit follow up was to be an agenda item for committees.</p>
14	<p>Any Other Business</p> <p>The Chair thanked everyone for joining the meeting and it was agreed that governors had covered a lot.</p> <p>A governor, who was a parent, expressed concern about a lorry reversing out of the school site recently during drop off time and asked if deliveries could be arranged for outside drop off and pick up times. The Headteacher advised that that this was a 'one off' event and deliveries were being arranged for after 9.00am.</p> <p>Governors thanked the Headteacher and asked for thanks to be passed onto staff.</p> <p>The Clerk was thanked for her comprehensive minutes.</p>
15	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Thursday 20th May 2021 at 7.30pm
The meeting ended at 9.17pm.	

Action Tracker

Progressing		Status
Agenda Item	Action	Status
6	Clerk to check if all governors had confirmed that they had read and agreed to abide by the school's acceptable use agreement	Progressing
	J. Hall to share contact details for the Springs Dance Academy with the Headteacher when they re-open	Progressing
8	Headteacher to ask staff if there was anything that governors could do to support their wellbeing	Complete
12	The schools financial value standard was to be signed by the Chair and submitted to the Local Authority	Complete
13	Chair to ask K. Hart about joining the Headteacher's Performance Review panel and completing the relevant training	Complete
	A parent governor election was to be arranged for after Easter	Complete
	Wording for an advert for a co-opted governor was to be reviewed at the July meeting	Progressing
	Visit follow up was to be an agenda item for committees	Progressing

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