



'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 7th September 2023 at 7.00pm

Minutes

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

Present

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

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer C. Kirk reminded governors of the school vision, 'a cord of three strands is not easily broken' - Ecclesiastes 4:12. An opening prayer, which related to the start of term, was then led by the C. Kirk.
2	Welcome and Apologies The Clerk welcomed everyone to the meeting and explained that until a Chair was elected for 2023/24 she would lead the meeting. Apologies were received and accepted from L. Kohlschmidt.
3	Elect Chair and Agree Term of Office C. Kirk was elected as Chair for 2023/24. Governors were reminded that C. Armstrong had been elected as Vice Chair in the summer term and would continue in this role for 2023/24.
4	Declarations of Interest There were no declarations of interest.
5	Agree Minutes of the last meeting held on the 11th of July 2023 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record and were to be signed by the Chair.
6	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none">• D. Quinn had sent a letter of thanks from governors to the Friends of Folksworth School.• Safeguarding training for governors would be delivered at the October meeting.• The religious education policy had been put on the school website.• A copy of the annual statement had been be uploaded to Teams for the committee chairs to add their comments.

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 12.10.23

	<ul style="list-style-type: none"> • The instrument of government had been put on the agenda for review. • C. Armstrong was to book Headteacher’s performance review training. • The Chair had looked at dates for presentations relating to academisation and the focus for meetings in 2023/24 had been updated and a copy of the list shared.
7	<p>Correspondence Uniform Review</p> <p>Prior to the meeting prices for school uniform had been shared. The Chair explained that a letter had been received from a parent, which asked governors to consider the cost of logoed uniform and if the school was being inclusive. Governors who were parents were aware that lots of parents either donated or gave away uniform, when their child had outgrown it. The Headteacher advised that the Local Authority were looking at the cost of school uniform and guidance relating to this was expected to be shared with schools. It was felt that the quality of logoed uniform was higher than that of uniform that could be bought more cheaply from supermarkets. For this reason logoed uniform tended to last longer so was sometimes more cost effective to buy. Governors were made aware that funding was available to support pupil premium pupils with the purchase of uniform. After much discussion governors agreed that having the Friends of Folksworth dealing with the sale of second hand uniform was an advantage. They accepted that parents of pupil premium pupils were able to discreetly request funding for uniform. The Headteacher agreed to let the parent know that governors would discuss uniform again when guidance had been received from the Local Authority.</p>
8	<p>Governance Attendance</p> <p>Governor attendance for 2022/23 meetings had been shared prior to the meeting. The Clerk was to update the record for D. Quinn as she had attended the October 2022 Resources Committee meeting. The updated information would then be forwarded to the Headteacher for putting on the school website as this was a statutory requirement.</p> <p>Code of Conduct for Governors</p> <p>The latest model code of conduct from the National Governance Association had been shared prior to the meeting. Governors were happy to approve the model code of conduct. The Clerk was to upload a copy of this to Governor Hub so that governors could confirm that they had read this and agreed to abide by it.</p> <p>Committee Membership and Link Roles</p> <p>Governors split into the two committees in order to elect a Chair and review terms of reference.</p> <p>Resources Committee</p> <p>Headteacher, C. Kirk, R. Duncan, D. Quinn and K. Hart R. Duncan had been elected as Chair and some updates were recommended for the terms of reference. Governors were happy to approve the terms of reference, subject to updates being made by the Clerk.</p> <p>Standards Committee and Ethos Group</p> <p>Headteacher, C. Kirk, A. Pickstone, C. Armstrong and L. Kohlschmidt A. Pickstone had been elected as Chair and the terms of reference were recommended for approval with no changes. Governors were happy to approve the terms of reference for both the standards committee and ethos group.</p> <p>Headteacher’s Performance Review R. Duncan, K. Hart and C. Armstrong</p> <p>Pay Review Committee</p>

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	<p>K. Hart, R. Duncan and C. Kirk</p> <p>Pay Appeals Committee Will be convened as and when required</p> <p>Appeals Committee Will be convened as and when required</p> <p>Staff/Pupil Discipline Will be convened as and when required</p> <p>Link Roles Children in Care – K. Hart Collective Worship – A. Pickstone Early Years Foundation Stage – C. Kirk Ethos – Vacancy Governor Training – R. Duncan Health and Safety – R. Duncan Higher Learners – C. Armstrong Mathematics – C. Armstrong Phonics – A. Pickstone Physical Education – Vacancy Pupil Premium – D. Quinn and C. Kirk Reading and Writing – Vacancy Religious Education – C. Kirk Safeguarding – K. Hart Science – Vacancy Special Educational Needs – C. Armstrong Spiritual, Moral, Social and Cultural Development – C. Kirk Sports Grant – A. Pickstone Website – R. Duncan Wellbeing – Vacancy</p> <p>Instrument of Government/ Vacancies The instrument of government had been shared prior to the meeting. There were vacancies for 2 co-opted, 1 foundation and 2 parent governors. The Chair had spoken to the Rural Dean and Parochial Church Council Warden. The foundation governor vacancy would be put on the agenda for consideration at the next Parochial Church Council meeting. It was possible that they might have someone they would like to recommend for the vacant role. The Chair had sought guidance from the Governor Development Team regarding reconstitution. Governors considered a reduction in the number of governors making up the governing body. This item was to be put on the agenda for the October meeting, when hopefully there would be a response from the Parochial Church Council. A governor asked if there were any skills gaps that could be used to inform governor recruitment. The Chair agreed to remove skills audits for governors who had left and see if there were any gaps. A parent governor election was to be held.</p> <p>Headteacher’s Performance Review Panel A review had been arranged for the 5th of October. Further dates would be agreed after each review.</p> <p>Keeping Children Safe in Education Guidance 2023 Governors were reminded that they needed to confirm that they have read the guidance through Governor Hub.</p> <p>Declarations 2023/24 Governors were reminded to confirm their declaration on Governor Hub.</p> <p>Standing Orders The standing orders had been shared prior to the meeting. These were approved subject to some updates to be made by the Clerk.</p> <p>Training</p>
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	<p>Governors were made aware that the new programme from the Governor Development Team was available and bookings could be made through Governor Hub. Governors were also reminded to complete any Smartlog training that had been allocated to them. Copies of certificates were to be forwarded to the Clerk so that these could be add to training records on Governor Hub.</p> <p>R. Duncan advised that he was to complete safer recruitment refresher training in November.</p> <p>Visits</p> <p>The following monitoring visits were agreed for the autumn term:-</p> <ul style="list-style-type: none"> • Behaviour (pupil voice) and Safeguarding – K. Hart • Mathematics and English – C. Armstrong • Religious Education – C. Kirk • Collective Worship – A. Pickstone • Website and Health and Safety – R. Duncan • Pupil Premium – D. Quinn <p>D. Quinn was to complete a report for a Pupil Premium visit completed in the summer term. The Chair was to update the governor monitoring schedule. The Chair had updated the focus for full governing body meetings in 2023/24. Committees were invited to add a focus for their meetings.</p>
9	<p>Headteacher’s Verbal Updates</p> <p>All staff were back in school and new staff had settled well. The school was still seeking a mid-day supervisor. A governor asked how many were currently employed. The Headteacher explained that there were 3 mid-day supervisors and 2 of these overlapped by a day. The school needed cover for 3 days but had advertised 5. A governor suggested that the vacancy could be advertised on the village Facebook page and through the Church. The school had 90 pupils on roll and this was a concern. A governor asked when the October census was due and was told that it was mid-October. A governor asked about Reception pupil numbers and was told that there were 9. The school had lost 16 Year 6 pupils at the end of the summer term. A governor asked for an update on arrangements for school meals and the kitchen. The Headteacher advised that she had set up a system over the summer break. The majority of food was delivered but fresh food was collected from the local supermarket each week. Meals were on a 3 week rotation and pupils were to be asked for their feedback. Currently numbers were low and the school was making a loss. It was agreed that it would take time for things to balance. There was a new payment system and, as meals were paid for in advance, the school would no longer have to spend time chasing debtors. The system also supported the school to know how much to cook each day. A governor asked how many meals were required to enable the school to break even. It was explained that currently there were about 15 paid meals but the school needed at least 20 each day. The Cook had settled well. An update on school meals was to be given at the next Resources Committee meeting.</p> <p>A governor asked if an open day was still going ahead and this was confirmed.</p> <p>Building work over the summer break had overran by a week. Contractors had cleared up after completing jobs. The Headteacher had chased the Project Manager as she was not happy with some of the work. A governor asked if the Local Authority had been overseeing the work. It was explained that the Local Authority had not been out yet but they would be attending a meeting to discuss snagging work. Governors thanked the Headteacher for the time she had spent chasing the work.</p> <p>Reception pupils had settled well and were getting used to school routines.</p>

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10	<p>SIAMS Self-Evaluation Form</p> <p>A copy of the self-evaluation form had been shared prior to the meeting. Governors agreed that this was very comprehensive and some further suggestions were made. The Headteacher updated the document at the meeting. The Chair suggested that the incumbents supporting the school could be invited to go through expectations to ensure that they were consistent.</p>
11	<p>Policy Review</p> <p>Copies of all policies had been shared prior to the meeting.</p> <p>For Approval</p> <p>Code of Conduct</p> <p>Governors were happy to approve the Code of Conduct for All Adults.</p> <p>Collective Worship</p> <p>Governors suggested some updates which were made by the Headteacher at the meeting. Governors were happy to approve the Collective Worship policy.</p> <p>Governor Guidelines for School Visits</p> <p>The updated visit report template was to be added as an appendix. 'Statutory requirements of the school' was to be added to the list of protocols. Visits were to take no longer than 30 minutes in order to support staff wellbeing. Completed reports were to be shared with the Headteacher and Chair. A governor asked if they should be shared with the member of staff who had been visited first. It was agreed that if clarification was required they could be shared with staff first. A. Pickstone agreed to update the policy and bring this for approval at the next full governing body meeting.</p> <p>Relationships Education</p> <p>There had been no changes since the last review. A governor asked if the policy included sex education and this was confirmed.. A governor asked if teachers were adequately trained and happy to deliver sex education. The Headteacher confirmed that lessons were well planned and there were lots of resources to support them. A parent had seen the resources ahead of a lesson at their request and had been happy with these. Pupils from years 5 and 6 were split up for their sex education lessons. Governors were happy to approve the Relationships Education policy.</p> <p>Safeguarding and Child Protection</p> <p>Governors were happy to approve the updated Safeguarding and Child Protection policy.</p> <p>For Information</p> <p>Teaching and Learning Handbook</p> <p>The handbook had been shared for information and did not need governor approval.</p>
12	<p>Any Other Business</p> <p>The Open Day was to take place on the 16th of October. The Headteacher would share details once planning has been completed.</p> <p>The Chair invited governors to a social event with staff at her house on the 16th of September.</p>
13	<p>Consider Governing Body Impact</p> <ul style="list-style-type: none"> • The governing board had held the Headteacher to account by asking questions. • The governing body had agreed committee membership and link roles which would support monitoring. • Governors had approved committee terms of reference which would support them to understand their role and carry it out effectively. • The governing board had agreed a plan for monitoring progress against the objectives of the School Improvement Plan.

Signed by.....

Chair of Governors

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	<ul style="list-style-type: none"> • Governors had approved policies to ensure that the school was compliant. • The governance planner and focus for each meeting had been reviewed to ensure that meetings would be effective.
14	Date of Next Meeting Thursday 12 th October 2023 at 7.00pm
The meeting ended at 9.10pm.	

Summary of Actions

Agenda Item	Action
4	Safeguarding training, including updates to keeping children safe in education guidance, would be delivered to governors as part of the October governor's meeting.
8	The Clerk was to update the record for D. Quinn and then forward the attendance information to the Headteacher for putting on the school website.
	The Clerk was to upload a copy of the code of conduct for governors to Governor Hub so that governors could confirm that they had read this and agreed to abide by it.
	The instrument of government was to be put on the agenda for the October meeting.
	A parent governor election was to be held.
	The Chair agreed to remove skills audits for governors who had left and see if there were any gaps.
	The Clerk was to update the standing orders.
	D. Quinn was to complete a report for a Pupil Premium visit completed in the summer term.
	The Chair was to agree the governor monitoring schedule.
9	An update on school meals was to be given at the next Resources Committee meeting.
11	A. Pickstone agreed to update the Governor Guidelines for School Visits policy and bring this for approval to the next full governing body meeting.
12	Headteacher to share details for open day once planning has been completed.

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