



'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 11th July 2024 at 7.00pm

Minutes

KEY: Governor Challenge Governor Approval

Present

M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan (Chair for item 8 only),
 A. Pickstone (Chair for item 9 only), G. Jessop and C. Armstrong

Also Present

J. Harris (Clerk)

Not Present

K. Hart

No	Agenda Item
1	Opening Prayer The Chair opened the meeting with the school prayer.
2	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from D. Quinn.
3	Declarations of Interest There were no declarations of interest.
4	Agree Minutes of the last meeting held on the 16th of May 2024 A copy of the minutes, including confidential, had been shared prior to the meeting. Governors were happy to approve the minutes as a true record.
5	Matters Arising from the Minutes of the Last Meeting All matters arising were either complete or had been put on the agenda for the meeting.
6	Correspondence The Chair advised that she had received the service level agreements for governor development and clerking for 2024/25. All governors were encouraged to attend training that was relevant to their roles. The service level agreements had been approved as a 'Chair's action', due to the requirement for returning them promptly.
7	Statutory Outcomes In the early years foundation stage 77% of pupils had achieved a good level of development. The Headteacher felt that this reflected the cohort. In year 1 83% of pupils had passed the Phonics Check, two pupils would be doing the recheck in year 2. In year 2 100% of pupils passed the Phonics Recheck.

	<p>In the year 4 multiplication tables check 9 pupils had passed. The cohort included 2 pupils who were disapplied, 1 pupil was dual registered and a pupil who was not read.</p> <p>In year 6 77% of pupils had reached the expected standard in Reading and 38% were greater depth. In Grammar, Punctuation and Spelling 54% had reached the expected standard. Governors were made aware that the cohort had a high proportion of pupils with dyslexia, with spelling being their main issue. In Writing 77% of pupils had reached the expected standard and 15% were greater depth. In Mathematics 38% of pupils had reached the expected standard and 15% were greater depth. The cohort had made lots of progress. Combined results were 38%, 1 pupil had achieved greater depth in all subjects. The Headteacher felt that outcomes were fair for the cohort. A governor asked if all pupils had made progress and this was confirmed. A governor asked if parents seeking a place for their child asked about key stage 2 SATs results and was advised that this was rare. Most parents were seeking a place based upon the school's reputation. A governor asked if the after school club for year 6 pupils had a positive impact and this was confirmed. Governors were pleased to see that the hard work of staff had a positive impact. The Headteacher made governors aware that 5 out of 13 pupils in year 6 had not been at the school from Reception class. A governor asked how the class teacher felt and were advised that there had not been any surprises. The Headteacher explained that the cohort had been impacted by the lockdowns. A governor asked if the school had learnt anything and was told that Mathematics was to be a focus. Reading was working well so staff would see if something similar was needed. The year 5 cohort were strong.</p> <p>Governors asked for their thanks to be passed on to the year 6 class teacher.</p>
8	<p>Governance</p> <p>Chair's Updates</p> <p>Prior to the meeting the Chair had shared a governor update on 'Sway', which was to be shared with the school community the following day.</p> <p>Academisation Exploration</p> <p>The Chair advised that she had been looking at the ACT multi-academy trust. Currently they had two schools but two further schools were to join due to 'requires improvement' Ofsted judgements. ACT's approach was to share good practice between schools. Each school retained its own identity but they all used the same systems. The trust took a 5% top slice from each good school. A governor asked if the trust had a Chief Executive Officer and this was confirmed. A governor asked if all of the schools within the trust were primary schools and this was also confirmed.</p> <p>A. Pickstone advised that she was looking at a school which belonged to the Diocese of Ely Multi-Academy Trust and would share updates at the next meeting.</p> <p>Annual Governance Statement</p> <p>The Chair had drafted the statement and shared this for governor feedback prior to the meeting. Governors were happy with the statement and this was to be submitted by the Chair.</p> <p>Training</p> <p>G. Jessop and A. Pickstone were to explore training for governors offered by Ely Diocese.</p> <p>The school had subscribed to Cambridgeshire County Council's governor training package but the programme for 2024/25 had not yet been shared. The Chair advised that she had joined a Governor Briefing held in May and had found it beneficial.</p> <p>Vacancies</p> <p>The governing body had vacancies for a parent and a staff governor.</p>

	<p>The terms of office for D. Quinn and K. Hart were due to end in the autumn term. They had both advised that they would be happy to continue.</p> <p>Monitoring Visits</p> <p>C. Armstrong had completed visits for Mathematics and Writing and copies of her reports had been shared prior to the meeting.</p> <p>R. Duncan had completed a health and safety visit and a copy of his report had also been shared prior to the meeting. K. Hart and R. Duncan had come into school prior to a Local Authority audit.</p> <p>D. Quinn had completed a visit to look at feedback and monitoring and was to complete a report for this.</p> <p>It was agreed that a programme for monitoring visits would be agreed at the next meeting.</p>
9	<p>Headteacher's Report</p> <p>Music Development Plan</p> <p>A copy of the Music Development Plan had been shared prior to the meeting. The Headteacher advised that it would be a requirement from September for this to be on the school website. A governor asked if this was a national requirement and this was confirmed. The Headteacher explained that it was the same as the requirement for copies of the P.E. and Sports Premium and Pupil Premium Strategy Statements to be on the website.</p> <p>School Improvement Plan Progress</p> <p>A copy of the School Improvement Plan had been shared prior to the meeting. Progress was in different coloured text for each term. The plan for 2024/25 was not yet complete but would be influenced by the outcome of the recent SIAMS inspection. Considering staff absences governors felt that the school had done well.</p> <p>A governor asked if there were any concerns relating to year 2 Writing. The Headteacher explained that some pupils were not consistent enough to be at the expected standard. The cohort had been impacted by some disruption. A governor asked if they were a weak cohort. The Headteacher felt that the cohort would be able to make progress with support and consistency. Behaviour for learning was a concern but pupils would 'grow' over the next year. Governors were aware that parents were impressed with the Headteacher's work with the cohort.</p> <p>Headteacher's Report</p> <p>A report from the Headteacher had been shared prior to the meeting. The main areas of discussion included the following:-</p> <p>The Headteacher advised that a teaching assistant was leaving at the end of the summer term to work at a new special school. It was hoped that a higher level teaching would be returning from sick leave in September. A teaching assistant would not be in school for the remainder of the summer term but it was hoped that they would return mid-September. The school was advertising for a one to one teaching assistant to support a pupil, with an education, health and care plan, who was joining Reception in September. A governor asked if the school would have a teaching assistant in every class plus the one to one teaching assistant. The Headteacher confirmed this but explained that a teaching assistant would only be with one of the classes for half a day as they were to be deployed where there was a need. A governor asked if the class of 33 was due to year 6 numbers and this was confirmed.</p> <p>Any External Reports</p> <p>A Mathematics Advisor from the Local Authority had visited the school recently. They had met with the subject lead, discussed the calculations policy and next steps, which had already been identified by the lead.</p> <p>Feedback from SIAMS Inspection</p> <p>The Headteacher advised that she had not yet received a copy of the draft report for the inspection completed on the 1st of July. She had felt that the outcome of the inspection was positive and had reaffirmed what the school</p>

	<p>had set out to do. Governors were reminded that Ely Diocese ran SIAMS training sessions for governors and these were listed on their website. The Headteacher had appreciated the support of Reverend Diane, governors and a group of parents.</p>
10	<p>Safeguarding Updates Annual Safeguarding Report A copy of the annual safeguarding report, which had been submitted to the Local Authority had been shared prior to the meeting.</p> <p>Report from Link Governor K. Hart had completed a safeguarding visit on the 17th of June and a copy of her report had been shared prior to the meeting.</p> <p>Safeguarding Audit The Local Authority had completed a safeguarding audit on the 24th of June and a copy of their report had been shared prior to the meeting. The Local Authority's Advisor had sent the Headteacher some preparatory questions prior to the audit. During the audit they had looked at policies on the school website, discussed the single central record and employee files and reviewed risk assessments, health and safety, Smartlog and monitoring reports. K. Hart had joined the audit. Safeguarding had been discussed with staff and pupils. There had been lots of positive feedback and a few actions which had been addressed promptly, including having a Prevent section on the school website. The Headteacher felt that it had been beneficial to have an external and supportive visit. A governor asked if there would be any follow up. The Headteacher explained that there would not be any follow up. The audit had been mainly advisory and sharing good practice, it had been an in-depth review. K. Hart would be able to check that actions had been completed when she completed her next safeguarding visit.</p>
11	<p>Parish School Covenant Governors were advised that the deadline for submission had been extended to the autumn term. Reverend Diane was supporting the school with drafting the Parish School Covenant.</p>
12	<p>Document/Policy Review Policies to be reviewed in the autumn term included Attendance and Early Career Teachers.</p>
13	<p>Resources R. Duncan took over as Chair for this agenda item only.</p> <p>Budget Monitoring A budget report had been shared prior to the meeting, which included explanatory notes for any notable variances. Variances included the salary for a one to one teaching assistant, which had added after the budget had been allocated. A governor asked if the funding was included in the budget and this was confirmed. The Headteacher explained that the Local Authority was updating software. The funding had been added to the working budget. A governor asked about the estimated carry forward and was advised that this was around £1,300.</p> <p>A governor asked about a letter from the Local Authority, which had been shared prior to the meeting. The Headteacher explained that all schools had received the letter, as they were using their reserves, and that it was not a concern. Governors were made aware that 38 schools had a licenced deficit and this number was expected to increase the following year.</p> <p>A governor was aware that the school would not be using sports coaches from the Youth Dreams Project in 2024/25 but asked if they had been asked about running after school clubs. The Headteacher confirmed that they had been asked and were looking at the availability of coaches for this. A governor asked about the impact if coaches were not able to run after school clubs. The Headteacher explained that the school was limited, as staff ran clubs on a voluntary basis. It was possible that more parents may pay for</p>

	<p>their child to go to Stay and Play. A governor asked if there might be a music club. The Headteacher expressed concern about the cost but agreed to explore this. The school was hoping to have enough funding to pay for support from the Youth Dreams Project in 2025/26. A governor asked if other schools had reduced their support and this was confirmed.</p> <p>Governors asked for their thanks to be passed on to the Finance Manager for her work on the budget.</p> <p>Change of Occupancy Application</p> <p>Governors were made aware that local residents, and the school, had received a letter regarding an application for a children’s home for ages 11 to 18 years. There had been some objections and the application had now been withdrawn.</p> <p>Staffing Updates</p> <p>Updates had been covered within the Headteacher’s report.</p> <p>Premises Plan</p> <p>The school had limited funding for capital projects and was being careful to ensure that funding was available for any unexpected spends. Quotes were being sought for some fencing that was unstable. A toilet needed to be replaced and it was suggested that parents be asked if they were able to help. A governor asked about a disabled parking bay. The Headteacher explained that this was included in the accessibility plan and was being explored. A. Pickstone offered to see if a colleague could draw up a plan for this.</p> <p>Health and Safety Survey</p> <p>A copy of R. Duncan’s report had been shared prior to the meeting. He had no concerns and confirmed that he was able to access Smartlog.</p>
14	<p>Standards and Ethos</p> <p>A. Pickstone took over as Chair for this agenda item only.</p> <p>Pupil Progress</p> <p>Outcomes had been discussed under agenda item 7.</p> <p>Christian Distinctiveness</p> <p>Updates on Christian Distinctiveness had been included in the Headteacher’s report.</p> <p>Summer Term Events</p> <p>Sports Day and a Summer Church Service had taken place. The key stage 3 performance was to take place the following week.</p> <p>A report for the Parochial Church Council had been completed and was to be submitted.</p> <p>Collective Worship</p> <p>A governor asked if Worship Leaders had been spoken to during the SIAMS inspection. The Headteacher confirmed that they had been observed during the inspection and they had been spoken to. A governor asked if Worship Leaders would be in place the following year. The Headteacher advised that the roles would continue but they may be different pupils.</p>
15	<p>Any Other Business</p> <p>There was no other business.</p>
16	<p>Meeting Dates for 2024/25</p> <p>A list of proposed dates had been shared prior to the meeting. There would not be committees in 2024/25 but working groups could be agreed if necessary. Meetings would continue to be held on a Thursday with the first and last meetings of the year being held in person and all others held virtually.</p> <p>The Chair thanked governors for their support and commitment over the last year.</p>
<p>The meeting ended at 8.05pm.</p>	

Summary of Actions	
Agenda Item	Action
8	A. Pickstone was to share updates relating to a school which belonged to the Diocese of Ely Multi-Academy Trust at the next meeting.
	The Annual Governance Statement was to be submitted by the Chair.
	D. Quinn was to complete a report for a feedback and monitoring visit.
	A programme for monitoring visits was to be agreed at the next meeting.
10	K. Hart was to check that actions picked up by the Local Authority Safeguarding Audit had been completed during her next safeguarding visit.
12	Policies to be reviewed in the autumn term included Attendance and Early Career Teachers.
13	The Headteacher was to explore a music club for after school.
	A. Pickstone was to see if a colleague could draw up a plan for a disabled parking bay.
14	A report for the Parochial Church Council was to be submitted.