



'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

### Extraordinary Full Governing Body Meeting Thursday 12<sup>th</sup> September 2024 at 7.00pm

## Minutes

**KEY:** Governor Challenge Governor Approval

**Present**

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

**Also Present**

J. Harris (Clerk)

No	Agenda Item
1	<b>Opening Prayer</b> C. Kirk opened the meeting with a prayer relating to the responsibilities of governors.
2	<b>Welcome and Apologies</b> The Clerk welcomed everyone to the first meeting of 2024/25. Apologies were received and accepted from D. Quinn.
3	<b>Elect Chair and Agree Term of Office</b> C. Kirk was elected as Chair for 2024/25 and took over for the remainder of the meeting.
4	<b>Elect Vice Chair and Agree Term of Office</b> R. Duncan and A. Pickstone were both elected as a Vice Chair. R. Duncan was to have an oversight of resources and A. Pickstone standards and ethos.
5	<b>Declarations of Interest</b> There were no declarations of interest.
6	<b>Agree Minutes of the last meeting held on the 11<sup>th</sup> of July 2024</b> A copy of the minutes from the last meeting had been shared prior. <span style="background-color: green;">These were agreed as a true record.</span>
7	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>• At the last meeting it had been agreed that some items, which would normally have been picked up by committees, would be discussed at full governing body meetings. For this reason terms of reference would no longer be required for committees.</li> <li>• A. Pickstone was to share feedback relating to schools which belonged to the Diocese of Ely Multi-Academy Trust (DEMAT) and the Peterborough Diocese Education Trust (PDET) at the next meeting.</li> <li>• The annual governance statement had been submitted to the Local Authority.</li> </ul>

	<ul style="list-style-type: none"> <li>• D. Quinn had completed a report for a feedback and monitoring visit.</li> <li>• K. Hart was to look at actions picked up by a Local Authority Safeguarding Audit when she completed her next safeguarding visit.</li> <li>• Policies to be reviewed for approval at the next meeting included Attendance and Early Career Teachers.</li> <li>• The Headteacher was to explore a music club for after school.</li> <li>• A. Pickstone was exploring the possibility of a colleague drawing up a plan for a disabled parking bay.</li> <li>• The Chair had submitted the report for the Parochial Church Council.</li> </ul>
8	<p><b>Correspondence</b> The Chair advised that no correspondence had been received since the last meeting.</p>
9	<p><b>Governance Attendance</b> Attendance records for meetings held in 2023/24 had been shared prior. The Clerk was to make one correction to the record for C. Armstrong. The records would then be forwarded to the school for putting on the website.</p> <p><b>Code of Conduct for Governors</b> Governors were happy to adopt the National Governance Association’s model code of conduct. This was to be uploaded to Governor Hub by the clerk and then governors were to confirm that they had read and agreed to abide by this.</p> <p><b>Committee Membership and Link Roles</b> It had been agreed that items normally picked up by the Resources and Standards and Ethos Committees would be picked up at full governing body meetings in 2024/25. A Pay Review Committee would still need to meet to review recommendations for pay uplifts. Governors were happy to continue with the following link roles:-</p> <ul style="list-style-type: none"> <li>• Christian Distinctiveness – G. Jessop</li> <li>• Health and Safety – R. Duncan</li> <li>• Safeguarding (includes Looked After Children) – K. Hart</li> <li>• Website Audit – R. Duncan</li> </ul> <p><b>Headteacher’s Performance Review Panel</b> The panel was confirmed as R. Duncan, K. Hart and C. Armstrong and were scheduled to meet on the 3<sup>rd</sup> of October.</p> <p><b>Keeping Children Safe in Education Guidance for 2024/25</b> Governors were reminded to confirm that they had read part one and annexe B of the guidance on Governor Hub.</p> <p><b>Declarations 2024/25</b> Governors were reminded to check and reconfirm their declarations on Governor Hub.</p> <p><b>Instrument of Government</b> A copy of the instrument of government, which had been updated in November 2023, had been shared prior to the meeting. Governors confirmed that they were happy with this.</p> <p><b>Standing Orders</b> A copy of the standing orders had been shared prior to the meeting. <b>These were approved,</b> after some changes suggested by governors were made by the Headteacher during the meeting.</p> <p><b>Training</b> Governors were asked to complete promptly any Smartlog training which had been allocated to them. Copies of completion certificates were to be forwarded to the Clerk for uploading to governor training records. Governors considered further training needs. Safer recruitment training was available through the governor training programme provided by the Local</p>

	<p>Authority. The Clerk had shared the programme of governor training provided by Ely Diocese.</p> <p><b>Vacancies</b></p> <p>The governing body had vacancies for a parent and a staff governor. Two governors had a term of office ending during the autumn term. D. Quinn's term of office as a parent governor was ending 03.12.24. Paperwork for a parent governor election was to be forwarded to the school by the Clerk. D. Quinn was happy to continue so would submit a nomination form in-line with the election process.</p> <p>K. Hart's term of office as a co-opted governor was due to end 16.12.24. Her reappointment was to be put on the agenda for the next meeting.</p> <p><b>Visits</b></p> <p>It was agreed that governors should complete a visit for their link roles each term. There would be two health and safety visits during the year and the website audit was completed annually.</p> <p>School Improvement Plan priorities were to be discussed, and link roles for these agreed, at the next meeting.</p>
10	<p><b>Headteacher's Verbal Updates</b></p> <p>The Headteacher advised that pupils in the reception class had settled well. There were 12 pupils in the class, which included 2 pupils with an education, health and care plan. There was a level of need and, following interviews the previous week, a teaching assistant had been appointed for the reception class. Pupils in other year groups had also settled.</p> <p>The Headteacher explained that there had been some changes to timetables based upon needs and a focus on arithmetic. Phonics was now strong, due to regular practice, so this was being repeated for arithmetic. <b>A governor asked how long was spent on this each day.</b> It was explained that each day pupils spent 55 minutes on English, 45 minutes on Phonics and key stage two spent 30 minutes on guided Reading, 15 minutes on Mathematics and 55 minutes on Mathematics. <b>A governor asked if all pupils had a break at the same time</b> and this was confirmed. However, they completed the daily mile at different times. A governor asked how pupils felt about timetable changes and was told that they did not mind.</p> <p><b>A governor asked about two members of staff who had been off long term sick.</b> The Headteacher advised that one member of staff had returned and another was due back soon. <b>The governor asked if their return would be on a phased return</b> and this was confirmed.</p> <p>The Headteacher had not been in school for some of the time during the week but there had not been any issues, due to the strong staff team.</p>
11	<p><b>SIAMS</b></p> <p><b>Parish School Covenant</b></p> <p>The Chair was to speak to Reverend Diane about completing the covenant and G. Jessop agreed to support this.</p> <p>The Headteacher advised that she had requested a meeting with Reverend Diane and the Religious Education Lead was to speak to her about Worship Leaders.</p>
12	<p><b>Any Other Business</b></p> <p>The Headteacher advised that the school had been without hot water in the kitchen but a repair had addressed this and a toilet had been replace. These were unexpected costs and would have an impact on the budget. <b>A governor asked if the school had 'contingency funding'</b> and was told that it did not. <b>A governor asked about the availability of second hand school uniform.</b> It was explained that requests could be passed to the 'Friends of Folksworth' through the school office or directly through their Facebook page.</p> <p>A governor who was also a parent had noticed that the material and sizing of physical education tops had changed. The Headteacher had not been made aware and agreed to contact the supplier.</p>

13	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting was moved to Thursday the 17<sup>th</sup> October 2024 at 7.00pm. The pay review committee would meet prior to this at 6.30pm.</p> <p style="text-align: center;">The meeting ended at 8.36pm.</p>
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<b>Summary of Actions</b>	
<b>Agenda Item</b>	<b>Action</b>
9	The attendance records for 2023/24 meeting were to be forwarded to the school for putting on the website.
	The code of conduct was to be uploaded to Governor Hub by the clerk and then governors were to confirm that they had read and agreed to abide by this.
	A Pay Review Committee was to take place prior to the next full governing body meeting.
	Paperwork for a parent governor election was to be forwarded to the school by the Clerk.
	Reappointment of co-opted governor was to be put on the agenda for the next meeting.
	School Improvement Plan priorities were to be discussed, and link roles for these agreed, at the next meeting.
12	Headteacher to investigate uniform issues and contact the supplier.