



'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

Virtual Full Governing Body Meeting Thursday 16th May 2024 at 7.00pm

Minutes

KEY: Governor Challenge Governor Approval

<p>Present M. Norbury (Headteacher), C. Kirk (Chair), A. Pickstone (Chair for item 9 only), G. Jessop, D. Quinn and R. Duncan (Chair for item 8 only)</p> <p>Also Present J. Harris (Clerk)</p> <p>Not Present K. Hart</p>
--

No	Agenda Item
1	<p>Opening Prayer The Chair opened the meeting with a prayer, which was mindful of the school's vision and values. '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.</p>
2	<p>Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from C. Armstrong.</p>
3	<p>Declarations of Interest There were no declarations of interest.</p>
4	<p>Agree Minutes of the last meeting held on the 25th of April 2024 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record, subject to two corrections.</p> <ul style="list-style-type: none"> The meeting was a 'virtual extraordinary full governing body meeting'. The Headteacher had advised that the school had received 'retrospective' funding to support in-year admissions in 2024/25. This information was to be added to the minutes by the Clerk.
5	<p>Matters Arising from the Minutes of the Last Meeting</p> <ul style="list-style-type: none"> The Chair was to check if C. Armstrong had arranged monitoring visits to look at Mathematics and Writing. The Chair was to contact K. Hart about arranging a safeguarding visit. The Chair was to consider the agenda for a meeting to discuss the options for small schools and share some possible dates for a meeting.

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 11.07.24

6	<p>Correspondence The Chair had received a letter that day and shared the main points of this with governors for their consideration. See confidential minutes The Chair advised that, with the support of A. Pickstone, she was dealing with a stage 2 complaint. She felt that it was possible that this might go to stage 3.</p>
7	<p>Governance Chair's Updates The Chair advised that she had attended a meeting the previous evening, to consider the options for small Church schools. She had spoken to governors from Elton Primary and they were happy to work more closely with Folksworth. It was suggested that governors should start to explore the options of joining a multi-academy trust and federating. A. Pickstone, R. Duncan and the Chair agreed to explore local multi-academy trusts and feedback at the next meeting. Training C. Kirk had attended a managing complaints, allegations and grievances training session for governors. She had also attended the summer termly governance briefing. Supporting documents from both of these had been uploaded to Teams and Governor Hub. Reverend Jessop was to book some training with the Diocese for the autumn term. Vacancies The governing body had vacancies for 1 parent and 1 staff governor. A parent governor election was to be arranged in September. Governors were made aware that interest had already been expressed from a parent who would have a child at the school in September. Monitoring Visits C. Kirk had observed the administration of SATs tests earlier that week and a copy of her report had been shared prior to the meeting. Procedures had been followed and included displays being covered and pupils sitting apart. She had been impressed with the way that the teacher and Headteacher had supported the wellbeing of pupils. The Headteacher confirmed that everything had gone well and the test papers had now been collected for marking. Pupils had done their best. D. Quinn was to arrange a visit to seek pupil voice relating to the marking and feedback policy.</p>
8	<p>Resources R. Duncan took over as Chair for this item. Budget Monitoring A budget monitoring report for April had been shared prior to the meeting. The Headteacher explained that this was the first month of the new financial year. Some costs which had been estimated may be slightly more than expected. This included subscriptions for Mathematics. A child with an education, health and care plan would be joining the school in September. This had not been known when the staffing structure had been agreed. The Headteacher was to meet with parents to find out the child's needs. The school will get additional funding for the child and will need to look at staffing. Reception numbers for September were healthy. Governors agreed that the format of the report was not as easy to follow as those for the previous finance system and asked if a different format could be explored. Staffing Update</p>

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 11.07.24

	<p>This item had already been discussed under correspondence.</p> <p>Premises Plan Update Planned work was limited due to a lack of funding and needing to allow for unexpected premises costs.</p>
9	<p>Standards and Ethos A. Pickstone took over as Chair for this item.</p> <p>Pupil Progress The Headteacher explained that NFER (National Foundation for Educational Research) Tests were used to track pupil progress once a term. Pupil progress meetings had been held and targeted pupils and interventions discussed.</p> <p>Christian Distinctiveness/Summer Term Events and Collective Worship Information relating to these items had been included within the Headteacher’s report.</p>
10	<p>Headteacher’s Report The Chair took over for the remainder of the meeting. A report from the Headteacher had been shared prior to the meeting. The main areas of discussion included the following:-</p> <ul style="list-style-type: none"> • The Headteacher had noticed an increase in the number of holidays being taken in term time. There would be an increase in the number of penalty notices but parents were aware of this. • Reverend Dianne had made a positive start and had been in school to lead Collective Worship several times. She was keen to collaborate with the school. • A governor asked about a reduction in persistent absenteeism. The Headteacher explained that previously there had been some absence due to illness and term time holidays which had taken attendance below 90%. • A governor asked about the outcome of a meeting with the Access and Inclusion Coordinator for Huntingdonshire. The Headteacher advised that she had been told to continue doing what she had been doing. The Headteacher had sought their views relating to suspensions and they had been supportive. The Local Authority had agreed to have a meeting regarding this. • A governor asked about the impact of unauthorised absences on classes and teachers due a pupil missing work. The Headteacher explained that the school did not provide work for pupils when they were on holiday in term time. As teachers no longer taught in blocks having gaps was not as big an issue as previously. When pupils returned it might be necessary for the teacher or a teaching assistant to support them with catching up. The governor asked if parents were aware of the impact of unauthorised absences and this was confirmed. A governor asked about changes to the Department for Education’s ‘working together to improve school improvement’ guidance which were coming into force on the 19th of August 2024. The Headteacher advised that the Local Authority would be issuing penalty notices. • A governor asked about the children who would be joining Reception in September and where they were coming from. The Headteacher advised that most of them were from outside the catchment area. • A governor asked if the one day a week SENCo role was temporary and was advised that it was a permanent arrangement and was working well.

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 11.07.24

	<ul style="list-style-type: none"> • A governor asked about a pupil who had left the school premises and if governors could offer any support. The Headteacher advised that the Local Authority had shared some protocols and these had been adapted for the school. It was explained that the pupil had managed to climb railings to leave the school. The priority was for the school to keep people out to support safeguarding. It had been explained to parents that pupils were not chased in case this upset them and they had been shocked by this. A governor asked for more information about handing over name badges. It was explained that this was an internal procedure whereby staff handed their name badge to a pupil so that they could go and request additional adult support. <p>School Improvement Plan Progress A copy of the school improvement plan had been shared prior to the meeting. A governor asked about changes to the marking policy. The Headteacher explained that the policy had been updated when it was being trialled but no changes had been made since it had been approved by governors. A governor asked about limited subject leadership time. The Headteacher explained that previously two teaching assistants had been covering release time but now there was only one. Subject leadership was also being picked up during staff meetings. A meeting to develop early year’s foundation stage knowledge across school had been held. There was more work to do relating to courageous advocacy across the school. Subject leads were aware of their responsibilities. A governor noted that 26% of pupil had special educational needs and disabilities and asked if this was above the national average and this was confirmed. The Headteacher explained that a lot of parents felt that a small school would be more supportive but it was a challenge for the budget, especially if the pupil did not have an education, health and care plan.</p> <p>Any External Reports The Headteacher advised that the School Improvement Advisor had looked at the early year’s foundation stage and Writing on her last visit. The Local Authority’s Mathematics Advisor had met with the subject lead and they had discussed plans and the calculation policy. Governors thanked the Headteacher for her report.</p>
11	<p>Safeguarding Updates Governors were made aware that protocols for visitors had been tightened. Class Dojo had also been tightened and was now only being used for communication which supported safeguarding. More concerns were being logged on CPOMS as staff were more aware of their responsibilities relating to safeguarding. A governor asked who the Designated Safeguarding Leads were. The Headteacher advised that they were herself, a teacher and the SENCo. L. Kohlschmidt had also completed the training so could provide cover if necessary. A governor asked if Class Dojo had replaced the school’s Twitter feed and this was confirmed.</p>
12	<p>SIAMS Parish School Covenant The Diocese had chased the draft covenant and the Chair had explained that the school had been waiting for Reverend Dianne to start. They had agreed to extend the deadline and this was to be drafted once Reverend Dianne had settled into her role.</p>

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 11.07.24

	A governor asked if the school was prepared for the next SIAMS inspection. The Headteacher advised that she had met with staff that week and they had discussed the self-evaluation form.
13	Document/Policy Review Copies of both documents/policies had been shared prior to the meeting. Behaviour Policy The Chair felt that that the policy was important, especially with regard to complaints, and the school followed the STEPS whole school therapeutic approach. A governor asked if the policy needed to include the inclusion room. The Headteacher explained that this was not a permanent fixture and had only been put in place to support an individual pupil's behaviour plan. Governors agreed that this was making the best use of the school. Governors were happy to approve the behaviour policy. Protocol for Children Exiting School The Headteacher explained that the protocol could be added to the safeguarding policy or it could stand alone. It was agreed that it should stand alone. Some changes were made to formatting. A governor asked how often the protocol would be reviewed or staff reminded of this. The Headteacher advised that safeguarding training was delivered annually and regular refreshers were given throughout the year.
14	Any Other Business There was no other business.
15	Consider Governing Body Impact <ul style="list-style-type: none"> • Governors had monitored the budget in order to gain a detailed understanding and be able to support the school in prioritising expenditure and ensuring it had a sound financial base. • Governors had approved policies to ensure that the school was compliant. • Governors had considered the extension of a temporary job share to ensure that it was beneficial for the staff and pupils. • Governors had reviewed a report from a monitoring visit to look at the administration of SATs tests which was a statutory duty. • Governors had planned further monitoring visits for the summer term in order to triangulate information shared by the Headteacher. • Governors had agreed to explore academisation so that they would be able to make an informed decision at the appropriate time if this was necessary. <p>The Chair thanked everyone for their contributions during the meeting.</p>
16	Date of Next Meeting Thursday 11 th of July 2024 at 7.00pm in person at the school.
The meeting ended at 8.14pm.	

Summary of Actions	
Agenda Item	Action
4	The Clerk was to add 'The Headteacher had advised that the school had received 'retrospective' funding to support in-year admissions in 2024/25 to the minutes from the April meeting.
5	The Chair was to check if C. Armstrong had arranged monitoring visits to look at Mathematics and Writing.
	The Chair was to contact K. Hart about arranging a safeguarding visit.
	The Chair was to consider the agenda for a meeting to discuss the options for small schools and share some possible dates for a meeting.

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 11.07.24

7	A. Pickstone, R. Duncan and the Chair agreed to explore local multi-academy trusts and feedback at the next meeting.
	Reverend Jessop was to book some training with the Diocese for the autumn term.
	A parent governor election was to be arranged in September.
	D. Quinn was to arrange a visit to seek pupil voice relating to the marking and feedback policy.
8	Governors asked if a different format budget report could be explored.

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 11.07.24