



'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 Tuesday 11th July 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 An opening prayer, which related to the end of the academic year, was led by the Chair.
2	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from L. Kohlschmidt, J. Hall and C. Russell-Green.
3	Declarations of Interest There were no declarations of interest.
4	Agree Minutes of the last meeting held on the 18th of May 2023 A copy of the minutes, including confidential, from the last meeting had been shared prior to the meeting. Governors were happy to approve the minutes as a true record, subject to the Clerk making some small changes. Governors who had been present for confidential discussion at the last meeting were happy to approve the confidential minutes.
5	Matters Arising <ul style="list-style-type: none"> The vision had been discussed at the 6th of July Standards Committee and Ethos Group meeting. A governor asked about a pupil survey relating to behaviour and was advised that this was being completed out currently. It was confirmed that arrangements would be made for a monitoring visit to speak to pupils in September.
6	Correspondence A copy of an email from the Parish Council, which had been sent to the Chair, had been shared prior to the meeting. The Chair advised that she had responded to the email.

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Chair of Governors

Agreed at Full Governing Body Meeting 07.09.23

	The Chair advised that she had received email resignations from J. Hall and C. Russell-Green.
7	<p>Headteacher's Report</p> <p>SATs Results</p> <p>Key stage 2 SATs results had been released earlier that day, these were shared with governors at the meeting.</p> <p>81% of pupils were at the expected level in reading and 31% were greater depth.</p> <p>56% of pupils were at the expected level in writing, which was below national. The school had been moderated but as this had not been a good experience the Headteacher had raised this. The school had agreed to trial a different format in 2023/24. The Headteacher explained that the cohort included 4 pupils who were dyslexic and others with other special educational needs. In order to be expected pupils needed to meet all of the criteria so some pupils were not going to achieve this. Writing results were lower than expected but reflected the cohort.</p> <p>A governor asked why grammar, punctuation and spelling results were better than writing. 81% of pupils were at the expected level and 25% were greater depth. The Headteacher explained that pupils were able to answer questions but were not able to apply things. Editing skills were to be a focus for 2023/24.</p> <p>Of 16 pupils in year 6, 9 of these had special educational needs and 4 or 5 of these were dyslexic. Each pupil was worth a high percentage.</p> <p>63% of pupils were at the expected level for mathematics and 6% were greater depth. Governors were made aware that 2 pupils had got a standardised score of 99 and 1 pupil had got 98.</p> <p>Combined results were low due to writing with 44% of pupils at the expected level.</p> <p>A governor asked how the year 6 teacher felt about the results. The Headteacher explained that she was disappointed but felt that they were a fair reflection of the cohort. Governors were made aware that 1 pupil did not attend SATs booster sessions. The cohort had lots of SEMH needs. The Headteacher felt that each pupil had a good achievement. A governor asked if the school would be investigating mathematics results. The Headteacher explained that she would be looking at test papers to see which questions had been an issue and if there had been any errors. A governor asked if the school was able to appeal and this was confirmed.</p> <p>Governors were made aware that a pupil who had recently moved from another school was included in key stage 1 data.</p> <p>86% of pupils were at the expected level in reading and 14% were greater depth.</p> <p>43% of pupils were at the expected level in writing and 64% in mathematics. The Headteacher would be looking at writing to ensure that punctuation and editing were right. Reading had been a focus and she needed to see what was working and apply this to writing and mathematics. Work had already begun with an increased slot for writing each day. A governor asked if all of the work for writing was done in class. The Headteacher confirmed that it was from pupil's work. However, the assessment used to be 'best fit'.</p> <p>A governor asked if the Headteacher expected any feedback from parents and she did not. Governors were made aware that this had been the last year that key stage 1 SATs were statutory, but schools could still use them. The school was using National Foundation for Educational Research (NFER) tests.</p> <p>Headteacher's Updates</p> <p>A report from the Headteacher had been shared prior to the meeting.</p> <p>A governor asked if the school was still expecting 9 children to join Reception</p>

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	<p>in September and this was confirmed.</p> <p>A governor asked for an update on Great Gidding Primary School and was told that it would be closing at the end of the summer term. A governor asked if Folksworth would be receiving any funding for pupils who had moved from Great Gidding to Folksworth. The Headteacher advised that she had received some funding to support SENCo release time.</p> <p>A governor asked about progress and the impact of subject leads increased monitoring time. The Headteacher advised that they were now able to go in to lessons and to carry out book looks. Pupil voice feedback was sought to ensure consistency and actions were being tracked, which fed into the school improvement plan.</p> <p>A governor asked when the teacher currently on maternity leave was expected to return to work. The Headteacher advised that she may return in October, keeping in touch days were being arranged.</p> <p>A governor asked about a suspension and it was explained that it had been for one day.</p> <p>A governor asked if year 4 multiplication check results were good and was advised that 76% of pupils had got above 20 out of 25, which was better than the previous year. 'Times table rock stars' had helped pupils to answer questions promptly. There were 4 pupils who had not got above 20 and these had not been expected to pass. A governor felt that alternating between spelling and times tables for home learning tasks had been beneficial for pupils.</p> <p>A governor asked for more information about the courageous advocacy trophy. The Headteacher explained that it was presented for speaking out and taking action against injustice in the world. The trophy had been presented by Canon Andrew Read from Ely Diocese. A pupil, who had a grandparent who was not able to communicate due to Parkinson's disease, had raised funds by completing a sponsored silence outside of school. The Chair explained that the Headteacher had spoken to the pupil's parents and grandparents. A governor asked if the trophy was to be awarded annually. The Headteacher explained that the trophy had been given by the Diocese and the school could choose how often it was awarded. Pupils were given a certificate and the trophy was kept in school. During his visit Canon Andrew Read had found that pupils were engaged, calm and settled during collective worship.</p> <p>SIAMS</p> <p>A governor asked about SIAMS preparation work and if staff were able to access the training they needed. The Headteacher explained that a series of staff meetings had been used to put together the SIAMS self-evaluation form. Staff had not accessed training yet but the Headteacher and religious education lead had been bringing back points and cascading these. They would also feedback to support staff and then this would be shared with governors.</p> <p>Governors thanked the Headteacher for painting the kitchen over May half term.</p> <p>School Development Plan</p> <p>A copy of the plan had been shared prior to the meeting and have been reviewed by the Standards Committee and Ethos Group at their meeting the previous week. The Headteacher advised that she had begun to draft the plan for 2023/24 and went through the key priorities.</p> <p>Leadership and Management</p> <p>To embed the role of subject leads and a consistent approach for assessments.</p> <p>Quality of Education</p>
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Chair of Governors Agreed at Full Governing Body Meeting 07.09.23

A focus on punctuation and editing, regular opportunities for writing, mathematics, challenge for all abilities and history.

Early Years Foundation Stage

The curriculum was being mapped to ensure learning built from Reception to year 6.

Personal Development, Behaviour and Welfare

The role of Pastoral Lead was to be developed. The Headteacher wanted a process of referral for special educational needs and small group work. A governor asked if the Headteacher expected there to be more opportunities in 2023/24 and this was confirmed. There had been a positive impact on behaviour and she wanted to utilise 'Steps' training. The staff member would also be providing cover for release time.

Spiritual, Moral and Cultural Development

Worship leaders were now in place and were to be developed so that they could be more involved.

A governor asked if anything that had been done previously had been stopped in order to balance things. The Headteacher explained that the focus changed once something was embedded and expectations needed to be kept up.

Governors were made aware that the government wanted schools to provide wrap around childcare. The school had been given a defibrillator and this was now the Headteacher's responsibility. R. Duncan offered to put the Headteacher in touch with two members of the local community who were first responders.

A governor asked if staffing was to remain the same for 2023/24. The Headteacher advised that a teaching assistant, who worked in the afternoons, on a fixed term contract was not going to be replaced. It was agreed that the school was in a good position compared to some other local schools.

School Meals Update

The Headteacher had spoken to other schools about employing their own catering staff and ordering food and they had been very supportive. The Headteacher had met with the Local Authority to simulate numbers to see if this was a viable option. A governor asked about feedback from other schools and was told that they had said that it was a challenge but worth it. A governor asked if there was a framework that the school would need to adhere to. It was confirmed that there were school food standards. The Headteacher had looked at menus for other schools and asked pupils to complete a survey. The 'SchoolGrid' was able to transfer parent accounts to the school to support payment. The school had advertised for a cook but so far there had been little interest. The Headteacher had increased the pay hoping this would attract more interest. If the school was to employ a member of staff from the current provider there may be a 'finder's fee'. It was agreed that the school employing its own catering staff would ensure consistency. A governor asked about the cook who had previously been employed by the school and was told that they were not in a position to return.

Staffing Updates

The Headteacher had appointed a one to one teaching assistant who would have a contract whilst the pupil remained in the school. Staff who had left had been positive about the school and felt that they had been nurtured. The school was still seeking a mid-day supervisor. The Headteacher had approached someone about food hygiene training so that teaching assistants could support catering staff when necessary. A governor asked if this was more cost effective than using an agency and this was confirmed.

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	<p>The school fete had been successful and had raised £1700. D. Quinn agreed to write a letter of thanks from governors to the Friends of Folksworth. It was agreed that there had been a family/community feel.</p>
8	<p>Safeguarding Annual Monitoring Report A copy of the annual safeguarding monitoring report had been shared prior to the meeting. The school needed to ensure that governors received safeguarding training. It was agreed that safeguarding training, including updates to keeping children safe in education guidance, would be delivered to governors as part of the October governor’s meeting.</p> <p>Report from Link Governor A copy of K. Hart’s visit report had been shared prior to the meeting. She had completed a combined visit for safeguarding and implementation of the new behaviour policy. The focus of the safeguarding aspect of the visit had been monitoring the single central record. Behaviour was in a good place and the framework was adaptable, including next steps for some pupils for whom the sanctions were not enough. The next behaviour visit was to focus on pupil voice relating to charts etc.</p>
9	<p>Policy Review Copies of both policies had been shared prior to the meeting.</p> <ul style="list-style-type: none"> • Attendance • Early Career Teachers <p>Governors were happy to approve both policies.</p>
10	<p>Vision Implementation Update The framework and questions were being rolled out. The Chair had created a folder and was gathering information to support the new framework. A governor asked if governors would be questioned by SIAMS inspectors, the same as they were by Ofsted inspectors. It was explained that they would want to speak to parents and may wish to speak to governors. For this reason governors needed to understand the language. A governor asked if they would speak to pupils. It was confirmed that they would expect pupils to know the language and value. During reflection time this language was being used and worship leaders were also involved. During their visit the EDRA had spoken to pupils and they could verbalise things.</p>
11	<p>Feedback from Standards Committee and Ethos Group Meeting The committee had met on the 6th of July. A. Pickstone advised that the committee had looked a data and then discussed the key priorities for 2023/24, including the focus on writing. Ambitious targets, interventions and the variety of events pupils experienced were also discussed. Following on from the last Ely Diocese Regional Advisor (EDRA) visit the Headteacher and religious education lead had visited another school to observe collective worship. They had been reassured that lots of things were already been done but picked up some points of good practice to consider.</p> <p>Approve Religious Education Policy A copy of the policy had been shared prior to the meeting. The committee had reviewed the policy and were happy to recommend this for approval. Governors were happy to approve the religious education policy and this was to go on the school website.</p>
12	<p>Governance Elect Vice Chair Information about the role of the Vice Chair had been shared prior to the meeting as J. Hall had stepped down from this role. C. Armstrong was elected as Vice Chair for 2023/24.</p> <p>Publicity Governors were asked to support the Headteacher with publicity. It was</p>

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	<p>suggested that information about courageous advocacy and a new intake open morning could be shared. It was agreed that a showcase of learning would help support the open morning. The open morning was scheduled for Tuesday the 17th of December from 10.00am and all governors were invited to attend and help set up. An advert was to go in the Stilton Community Association Newsletter (SCAN). It was agreed that the open morning should reduce the number of individual tours and pupils could escort visitors.</p> <p>Annual Statement/Self-Evaluation The Chair had updated the annual statement and a copy of this was to be uploaded to Teams for the committee chairs to add their comments. Although it was not a statutory requirement to complete the statement it was agreed that it was good practice. The Chair had drafted a newsletter from governors.</p> <p>Training Governors were reminded to log completed training on Governor Hub and to share copies of any supporting documents from sessions. The Chair and Clerk had joined a virtual Termly Governance Briefing the previous week and updates from this were shared. Copies of supporting documents had been uploaded to Governor Hub and Teams.</p> <p>Vacancies For September the governing body had vacancies for 2 co-opted governors, 1 foundation governor and 2 parent governors. The instrument of government was to be put on the agenda for review at the next full governing body meeting. A governor was required to make up the Headteacher’s Performance Review panel with R. Duncan and K. Hart. C. Armstrong agreed to complete the training and join the panel.</p> <p>Visits The Chair had spoken to Canon Andrew Read and asked him to speak to governors about multi-academy trusts. It was suggested that the Local Authority be invited to speak to governors about other options. The Chair was to look at dates for these presentations.</p>
13	<p>Action points from Completed Monitoring Visits</p> <p>Higher Learning Potential C. Armstrong had carried out a visit to see if pupils with higher learning potential in reading, writing and mathematics were receiving an appropriate level of challenge. She had found that most received an appropriate level of challenge but some needed an individual approach. Some pupils felt that they were not allowed to take part in questions as other pupils who were less able were encouraged. A governor asked if this had been fed back to teachers and this was confirmed. The Headteacher explained about green cards and that teachers had been asked to think about this and be consistent with all pupils who worked hard. The Headteacher explained that the school had to adhere to the national curriculum so was not able to go beyond expected for a pupil’s year group. A governor asked if NFER (National Foundation for Educational Research) tests reflected higher learners and this was confirmed.</p> <p>SEND C. Armstrong had carried out a visit to see if resources were in place to support pupils in accessing the curriculum and that differentiation was evident in their support and work completed. The number of pupils in the school with dyslexia was high, particularly in one class. It had been a challenge to give appropriate support to those pupils that needed it and this must have had an impact on the teacher and/or support staff.</p>

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	Pupil voice was an extremely positive experience, particularly year 6 pupils, who felt confident that they had the tools to succeed in secondary school.
14	Any Other Business Governors were made aware that key stage 2 performances were being held that week on the Thursday and Friday. A leavers' service was being held on the last day of term. The Chair thanked everyone for supporting the school over the last year.
15	Consider Governing Body Impact Governors had reviewed and approved the religious education policy to ensure that the school was compliant. Governors had reviewed progress against School Improvement Plan priorities. Governors had held the Headteacher to account by asking questions.
16	Dates for 2023/24 A list of proposed dates had been shared prior to the meeting. The Standards Committee and Ethos Group had agreed at their last meeting that they would meet virtually at 8.30am in order to support staff wellbeing. The Chair was to update the focus for each meeting and then the list of dates would be shared.
The meeting ended at 9.25pm.	

Summary of Actions

Agenda Item	Action
7	D. Quinn was to write a letter of thanks from governors to the Friends of Folksworth.
8	It was agreed that safeguarding training, including updates to keeping children safe in education guidance, would be delivered to governors as part of the October governor's meeting.
11	The religious education policy was to go on the school website.
12	A copy of the annual statement was to be uploaded to Teams for the committee chairs to add their comments.
	The instrument of government was to be put on the agenda for review at the next full governing body meeting.
	C. Armstrong was to complete the Headteacher's performance review training and join the panel.
	The Chair was to look at dates for the presentations relating to academisation etc.
16	The Chair was to update the focus for each meeting and then the list of meeting dates would be shared.

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