



'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 20th March 2025 at 7.00pm

Minutes

KEY: Governor Challenge Governor Approval

Present

M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan (Acting Chair for the meeting), A. Pickstone, C. Armstrong, D. Quinn and J. Walters

Also Present

J. Harris (Clerk)(joined at 7.50pm)

No	Agenda Item
1	<p>Safeguarding Training for Governors The Headteacher delivered safeguarding training to governors. A presentation from Cambridgeshire County Council, which had been used to support training with staff, was shared as part of the training. A video relating to County Lines was shared as well as information about the 'Dark Web'. The Headteacher made governors aware that the school used 'Project Evolve, an online safety toolkit. A copy of the presentation from the Local Authority was to be shared with governors. (The Clerk joined the meeting at this point)</p>
2	<p>Opening Prayer The Chair had agreed to put together some prayers, so that other governors could have an opportunity to lead an opening prayer.</p>
3	<p>Welcome and Apologies The Acting Chair welcomed everyone to the meeting Apologies were received and accepted from G. Jessop and K. Hart.</p>
4	<p>Declarations of Interest There were no declarations of interest.</p>
5	<p>Agree Minutes of the last meeting held on the 6th of February 2025 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record.</p>
6	<p>Matters Arising from the Minutes of the Last Meeting</p> <ul style="list-style-type: none"> • The spirituality presentation had been shared with governors. • The Clerk had updated the minutes from the December meeting, which had been agreed at the last meeting, and these had been forwarded for the Chair to sign. • Details of training provided by both of the Diocese of Ely Multi Academy Trusts had been shared with governors and staff.

	<ul style="list-style-type: none"> • A parent governor election was underway and the deadline for nominations was the following day. • The Chair was to upload a copy of the autumn term report, which had been submitted to the Parochial Church Council, to Teams. • R. Duncan had completed the summary of actions and the School's Financial Value Standard had been submitted to the Local Authority for the 14th of March deadline. • Updates on spring term events had been detailed in the Headteacher's report.
7	<p>Correspondence There had not been any correspondence since the last meeting.</p>
8	<p>Governance Exploring Academisation Updates A local primary school had invited governors to join them for presentations from both of the Diocese of Ely Multi Academy Trusts and, on another date, a presentation from the Spirit Federation.</p> <p>Membership The governing body had vacancies for a staff governor and a parent governor.</p> <p>Monitoring Visits K. Hart and J. Walters had recently completed a safeguarding monitoring visit and a copy of their report had been shared prior to the meeting.</p> <p>Training Feedback J. Walters advised that he had completed governor induction training that day. He had also completed training allocated to him through Smartlog.</p>
9	<p>Headteacher's Report A report from the Headteacher had been shared prior to the meeting. The Headteacher gave an overview of autumn term data.</p> <ul style="list-style-type: none"> • Reception – Pupils were on track for a good level of development, the target was for 75% of pupils to achieve this. • Year 1 – Pupils were making progress but Writing was an area of focus. The number of pupils able to score 20 and above had increased but there were concerns for some pupils who were struggling. A governor asked if pupils were able to retake the Phonics Check if they failed and it was confirmed that they could do this in Year 2. • Year 2 – 50% of pupils who were to retake the Phonics Check were expected to pass. • Year 4 – Pupils were finding greater depth a challenge. • Year 5 – Pupils were on track to reach the expected standard. • Year 6 – 80% of pupils were expected to reach the expected standard for Reading and 85% for Writing. One pupil was not yet at the expected standard for Mathematics but there were no concerns. The Headteacher confirmed that pupils had been completing previous SATs papers. Currently combined was at 70% but there was time to improve this. All pupils were attending booster sessions, trying hard and finding previous papers beneficial. Governors agreed that this supported pupils to prepare for SATs. <p>A governor asked if Writing had been moderated across school and this was confirmed. Overall the Headteacher was happy with assessments and had discussed next steps and greater depth. A governor asked if progress had been made in Writing. The Headteacher explained that there had been a focus on hand writing and spelling and progress had been made. A governor asked about the positive impact of 'Dojo Points' and the Headteacher advised that there were less lates and pupils were motivated to complete Accelerated Reader quizzes and home learning more.</p>

	<p>A governor was aware that pupils had recently enjoyed a 'Science Boffins' workshop as part of British Science Week. This had been funded by the 'Folksworth Friends', who had also provided funding for a group set of virtual reality headsets. Pupils were keen to try them and staff were to complete training on the April inset day.</p>
10	<p>Policy Review Copies of all policies had been shared prior to the meeting.</p> <p>Data Protection, Data Retention, Data Security and Data Subject Access Request Procedure. The Headteacher advised that these were model policies which had been checked by the Data Protection Officer. Governors were happy to approve these policies.</p> <p>Premises Hire Previously this had been the lettings policy. Governors felt that charges should not increase. The school was hire on a regular basis by a dance class and brownie pack. Governors were happy to approve the policy.</p> <p>Privacy Notices - Governors/Volunteers, Job Applicants, Parents/Carers, Pupils, School Workforce, Visitors The Headteacher advised that all of the privacy notices had been checked by the Data Protection Officer. Governors were happy to approve the privacy notices.</p> <p>Remote and Home Working The Headteacher advised that there had not been any changes since the last review. Governors were happy to approve the policy.</p> <p>Scheme of Financial Delegation It was explained that this outlined delegations. Governors were happy to approve this.</p> <p>School Dog The Headteacher felt that some pupils would benefit from contact with a dog. The dog had not been trained as a therapy dog but the Headteacher was exploring a dog safety workshop run by the Dogs Trust. The dog would remain in the office and selected pupils would visit it there and may be allowed to take it for a supervised walk. A governor asked if there were any concerns about pupils handling the dog roughly and there were not. Pupils would be taught to be gentle, be safe and respectful. Contact with the dog should be therapeutic and pupils would be given the opportunity to engage but did not have to if they didn't want to. The dog belonged to the Headteacher and was covered by public liability as long as a policy and risk assessment were in place. The Headteacher had spoken to other schools who had a dog visit and they had all found this to be positive. A letter about the dog was to go out to parents. Contact with the dog would be built up slowly as the risk assessment was very clear about this.</p> <p>Trade Union Membership Recognition The Headteacher explained that she had used a model policy provided by Education Personnel Management. Governors were happy to approve the policy.</p>
11	<p>Resources</p> <p>February Budget Report A budget vs actuals report had been shared prior to the meeting. The school was in a better position than some other local maintained schools but needed to be mindful and plan for future years.</p> <p>25-26 Budget Preparation Update An initial budget forecast for the next three years had been shared prior to the meeting. The Headteacher had met with the Finance Advisor and looked at areas where possible savings could be made. Lower pupil numbers was a concern. Some Education, Health and Care Plans had not yet been completed and the school may get additional funding. The school was forecasting a</p>

	<p>carry forward of approximately £9,000 at the end of year 1. It was a challenge to forecast the budget for years 2 and 3. The Headteacher would need to look at spends in year 1 in order to sustain the budget for years 2 and 3. If any staff members left the structure would be reviewed as staffing costs were the biggest percentage of the budget. National insurance contributions were to increase and, although schools were expected to receive a grant for this, the amount of the grant was not yet known. A governor asked when the Headteacher would need to consider an alternative model for the Reception class. The Headteacher advised that 6 pupils were expected to join in September and it would not be sustainable if numbers were this low the following year. The school was able to accommodate 30 pupils in key stage 1. The Headteacher did not want to merge the Reception class with years 1 and 2. The school had already adapted the staffing structure to not have a Site Manager. The school needed 15 pupils in the Reception class but there had been a low birth rate year and other schools were also impacted by this. The school had 2 new pupils joining after Easter. A governor asked if the school still attracted pupils from Hampton and Yaxley and this was confirmed. It had been agreed to cancel the meeting that had been scheduled for April and the budget was to be approved at the May meeting.</p> <p>Premises Plan Update The Headteacher advised that there were no updates as there was no funding.</p> <p>Review of Contracts A contact list had been shared prior to the meeting. This was to be reviewed when looking at the budget.</p>
12	<p>Standards and Ethos Pupil Progress Updates This had been discussed as part of the Headteacher's report.</p>
13	<p>Any Other Business There was no other business.</p>
14	<p>Date of Next Meeting Thursday 15th May 2025 at 7.00pm</p>
The meeting ended at 9.08pm.	

Summary of Actions	
Agenda Item	Action
1	A copy of the safeguarding training presentation from the Local Authority was to be shared with governors.
2	The Chair agreed to put together some prayers so that other governors could have an opportunity to lead an opening prayer.
6	The Chair was to upload a copy of the autumn term report, which had been submitted to the Parochial Church Council, to Teams.