



'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 17<sup>th</sup> October 2024 at 7.00pm

## Minutes

**KEY:** **Governor Challenge** **Governor Approval**

**Present**

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

**Also Present**

J. Harris (Clerk)

No	Agenda Item
1	<b>Opening Prayer</b> An opening prayer was led by the Chair.
2	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. There were no apologies as all governors were present.
3	<b>Declarations of Interest</b> There were no declarations of interest.
4	<b>Agree Minutes of the last meeting</b> The minutes from the meeting held on the 12 <sup>th</sup> of September, including confidential, had been shared prior to the meeting. <b>Governors were happy to approve the minutes as a true record.</b>
5	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>The clerk had forwarded governor attendance records for 2023/24 meetings to the school for putting on the website.</li> <li>The code of conduct had been uploaded to Governor Hub by the clerk so that governors could confirm that they had read and agreed to abide by this.</li> <li>The Pay Review Committee had met prior to the full governing body meeting.</li> <li>The Clerk was to forward paperwork to the school for a parent governor election, for sharing at the beginning of the following week.</li> </ul>
6	<b>Correspondence</b> The Chair advised that she had received a response to an email she had sent the Chief Executive Officer of Peterborough Diocese Education Trust (PDET). <b>See confidential minutes</b> <b>A. Pickstone joined at this point of the meeting)</b> An email had been received drawing attention to local plan engagement. It was felt that a new housing development might benefit the school. Two

	<p>pieces of land had been identified in Folksworth that could be developed. A long consultation would be required. K. Hart declared a conflict, as her family owned part of the land identified. The Headteacher and R. Duncan agreed to share any updates.</p>
7	<p><b>Governance</b>  <b>Pay Review Committee</b>  It was confirmed that the committee had met prior to the full governing body meeting.</p> <p><b>Headteacher’s Appraisal Review</b>  Governors were made aware that the review had been rescheduled and would now be completed the following week.</p> <p><b>Training</b>  The Chair advised that she had recently joined two sessions arranged by Ely Diocese. The role of the Parochial Church Council and The Governor’s Role in Monitoring Religious Education.  G. Jessop advised that she had also joined two sessions arranged by Ely Diocese. These were the role of the foundation governor and a spirituality session for schools.  Governors were reminded that the school had paid for governors to access Cambridgeshire County Council’s Governor Training Programme. They were encouraged to look at the programme and book any training they felt was relevant to their role.</p> <p><b>Vacancies</b>  The governing body had vacancies for a parent governor and a staff governor. There would be a further parent governor vacancy in December, when D. Quinn’s term of office ended.</p> <p><b>Re-Appoint Co-opted Governor</b>  Governors were happy to approve the reappointment of K. Hart as a co-opted governor. Her new four year term of office was 17.12.24 to 16.12.28.</p> <p><b>Visits</b>  R. Duncan had completed a health and safety checklist and website audit. Copies of his reports had been shared prior to the meeting.  K. Hart was to complete a safeguarding visit the following week.  R. Duncan was to complete a health and safety walk around after October half term.  Governor visits relating to School Improvement Plan priorities were to be explored.</p>
8	<p><b>Headteacher’s Report</b>  The Headteacher advised that a date had been agreed for an open morning and governors were invited to attend.  A governor asked if the number of pupils going on trips had reduced due to increasing costs. The Headteacher explained that to support them, parents were being given more time to pay and could pay in instalments. Most parents wanted their children to have the opportunity to go on a residential trip. Sometimes the school was able to use P.E. and Sports Premium funding to subsidise the cost of activities and transport.  A governor asked for more information about the teachers’ behaviour curriculum document. The Headteacher explained that the document ran alongside the behaviour policy and set out the expected teaching model. A governor asked if behaviour expectations had been cascaded through celebration assemblies. The Headteacher confirmed that there was lots of positive praise but things were still in development. Feedback was to be sought from the School Council. A governor asked when the model would be in use and was told that things like ‘smart walking’ and ‘smart lining up’ would probably be introduced in January. Each week on a Friday there would be a focus for rewards.</p>

	<p>A teaching assistant had been appointed and a governor asked if this was on a temporary contract. The Headteacher advised that it was a permanent contract for a named pupil.</p> <p>Governors were pleased to see that the Parish School Covenant had now been completed.</p> <p><b>Feedback from Surveys</b></p> <p>An analysis of responses from a parent survey had been shared prior to the meeting. A governor noted that there had been 16 responses and asked if this number was low. The Headteacher advised that this was between 15 and 20% of parents. A governor asked if the school was likely to take up any of the suggestions. The Headteacher confirmed that the school was already working on some, but some had already been in place. Unfortunately, the school was not able to give timings for events too far in advance. A restorative approach to discipline was already happening across the school. Governors were made aware that some suggestions were specific to a family. A governor asked if there were any concerns relating to a comment about challenge. The Headteacher advised that this had been discussed with staff and was being monitored. The decision to not use a coach from Youth Dreams for physical education lessons had been operational.</p> <p>The Headteacher advised that 'Folksworth Friends' were keen to support the school and she was ensuring that donations from them were being used where there was a need. A governor asked about next steps. The Headteacher advised that she would explain things that were already being done, which had been raised, and choose things to celebrate. It was suggested that this information could be shared with prospective parents too. D. Quinn and K. Hart agreed to support the Headteacher with drafting something for this.</p> <p><b>School Improvement Plan</b></p> <p>A copy of the plan had been shared prior to the meeting. It was explained that this year there were not as many priorities as the Headteacher wanted to 'drill down' on things that would have a positive impact for pupils. The school was in a good place and would be able to embed things. The Headteacher had met with teachers to discuss aspirational targets. A governor asked about some targets which were lower than the previous year. The Headteacher explained she had used Fischer Family Trust data for setting targets and some pupils had not been greater depth. Governors were assigned to the following priorities:-</p> <ul style="list-style-type: none"> <li>• Quality of Education – C. Armstrong (Writing) and (Science)</li> <li>• Personal Development, Behaviour and Welfare – K. Hart</li> <li>• Spiritual, Moral and Cultural Development – G. Jessop</li> </ul> <p><b>Self-Evaluation Form</b></p> <p>The Headteacher advised that the self-evaluation form had not yet been completed.</p>
9	<p><b>Resources</b></p> <p>R. Duncan took over as Chair for this item only.</p> <p><b>Budget Report</b></p> <p>A report had been shared prior to the meeting, this related to budget data up to the end of September. Governors asked for their thanks to be passed on to the Office Manager for the format which governors had found easy to follow. A slight deficit was forecast for half way through the year but the Headteacher felt that things would improve. The Headteacher advised that the pay increase for teachers had been agreed at 5.5%. Most schools had allowed for a 2% increase but Cambridgeshire maintained schools had allowed for a 3% increase. It was possible that schools would receive a grant to help cover the increases. Funding for one to one support had been agreed for a pupil with an education, health and care plan. Unfortunately, the funding for support had not been as much as expected. The budget was tight</p>

and was being monitored closely. The Headteacher explained that it was a challenge to monitor the budget as the Local Authority kept upgrading the system and making it more complicated. The school was not able to generate reports but had to create them which was very time consuming. The Local Authority was to run some training sessions but there were still some issues. There had been some unexpected building issues, which included replacing a toilet and dealing with leaks. A governor suggested that feedback be sent to the Director of Education as the Headteacher and other staff were having to spend more time on the budget, when they should be supporting pupils.

#### **Health and Safety**

R. Duncan had completed remote monitoring of Smartlog and was to complete a walk around after October half term.

#### **Premises**

Premises updates had been included in the Headteacher's report. Governors were made aware that fencing had been made secure by a parent who has a local business. They had been thanked and paid for their work. Financial Procedures were to be put on the agenda for review at the next meeting.

#### **School Meals**

The Headteacher explained that there was a new menu each term and the uptake of meals was good. A governor asked if parents could be given the opportunity of a 'taster' session. The Headteacher agreed to explore this but explained that there would be cost implications.

#### **Staffing**

Staffing updates had been included in the Headteacher's report.

#### **Stay and Play**

Numbers for Stay and Play were consistent but the school would like them to increase. The Breakfast club was popular, with numbers comparable to the previous year. The staff pay increases would impact the cost of providing provision and charges may need to increase. The school was providing wrap around care up till 5.30pm.

#### **Policy Review**

Copies of all policies had been shared prior to the meeting for governor review.

#### **Acceptable Use of Mobiles and Other Smart Devices**

The Headteacher made some small amendments in-line with governor suggestions. The Headteacher confirmed that pupils who bought mobile phones into school either handed them to their teacher or the office on arrival. A governor asked about pupils who bought mobile phones into school and it was explained that it was mostly pupils who walked home from school on their own. A governor asked about smart watches and was told that these were not allowed in school.

#### **Appraisal and Capability**

Governors were made aware that there had been significant changes. The Headteacher explained that, if agreed by unions, teacher pay increases would no longer be based upon performance. The section relating to this had been removed from the model policy provided by Education Personnel Management and the Headteacher had followed their guidance. A governor asked about support staff and it was explained that they automatically progressed through the pay scales. A governor asked if the change would reduce workload. The Headteacher confirmed that teachers would no longer need to collate evidence. The structure for the Headteacher's Performance Management would also shift. A governor asked about 'QTS' and it was explained that this was 'Qualified Teacher Status'. A governor asked about section B point 1.4. The Headteacher confirmed that it would be put in writing if the capability procedure had come to an end. A governor asked if teachers still able to receive a warning and this was confirmed. A governor

	<p>asked for more information about section 2 point 2.2. The Headteacher explained that a teacher may be moved from the capability procedure to a sickness absence management procedure if appropriate.</p> <p><b>Charging and Remissions</b> There had not been any changes to this policy since the last review.</p> <p><b>Code of Conduct for All Adults</b> There had not been any changes to this policy since the last review.</p> <p><b>Early Career Teacher</b> A governor asked if the policy was still relevant as it related to the transition from newly qualified teachers to early career teachers. The Headteacher confirmed that the policy was relevant as it set out what provision the school would put in place for an early career teacher.</p> <p><b>Health and Safety</b> A governor asked if the school had been tested for RAAC (Reinforced Autoclaved Aerated Concrete). The Headteacher advised that testing had found none.</p> <p><b>Online Safety - Including Acceptable Use</b> <b>Online Safety – Acceptable Use of the Internet and Devices</b> A governor asked if the self-audit for staff, appendix three, was used. The Headteacher explained that currently it was not but this was to be explored.</p> <p><b>Organisational Change</b> A governor asked if the school had a redundancy policy and this was confirmed.</p> <p><b>Protocol for Child Exiting School</b> The Headteacher explained that this was a new policy which had been put in place following an incident.</p> <p><b>Protocol for Children Not Collected from School</b> The Headteacher explained that this was a new policy which had been put in place as good practice following a safeguarding audit.</p> <p><b>Responding to Prejudice Related Incidents</b> There had not been any changes to this policy since the last review.</p> <p><b>Site Security</b> The Headteacher explained that this was a new policy which had been put in place as good practice following a safeguarding audit.</p> <p><b>Supporting Children With Medical Conditions</b> A governor asked if the SENDCo had responsibility for support. The Headteacher explained that the SENDCo was only in school on Friday's but staff skills were overseen by them. The Headteacher was to explore responsibility further.</p> <p>Governors were happy to approve all fourteen policies.</p>
10	<p><b>Standard and Ethos</b> A. Pickstone took over as Chair for this item only.</p> <p><b>Christian Distinctiveness/Collective Worship</b> G. Jessop had completed a monitoring visit and a copy of her report had been shared prior to the meeting. During her visit she had been mindful that during the last SIAM inspection 'embedding the spirituality policy' had been picked up as an area for development. G. Jessop had recently joined a training session, with the Headteacher and Religious Education Lead, which had picked up four symbols:</p> <ul style="list-style-type: none"> <li>• A mirror - to reflect who we are as people</li> <li>• A window – to see what is awe inspiring in the world outside</li> <li>• A doorway - looking at others</li> <li>• A candle flame - what we cannot see</li> </ul> <p>She had reviewed the spirituality policy and found that it covered everything that was done in school, including the language that was used in Collective Worship and Religious Education etc. A governor asked if Collective Worship and Worship Leaders had been reviewed for the new term. The Headteacher</p>

	<p>advised that Collective Worship Leaders were enjoying their new roles and she was ensuring that reflection time was happening every day. C. Kirk, her husband and G. Jessop came into school to support Worship Leaders to write prayers and project their voices. Child friendly assemblies were delivered by Reverend Diane Kutar and G. Jessop and were going well.</p> <p><b>Autumn Term Events</b> A Harvest Festival Assembly had been held. Pupils were to visit the Church for an Advent Service, whole school Nativity and Christingle Service.</p> <p><b>Parish School Covenant</b> A copy of the covenant had been shared prior to the meeting. This had been completed by the Headteacher and Reverend Diane Kutar and was mindful of the school vision and SIAMS self-evaluation. A format had been provided with headings. They had reflected on what was positive in school and areas for development. A report had been submitted to the Parochial Church Council but no feedback had been received. Reverend Diane Kutar was to encourage the council to work with the school more. Governors liked the photographs that had been included. A governor suggested that something could be added about how faith helped the school community deal with the unexpected. The Headteacher was to add something and <b>governors were happy to approve the covenant.</b> The covenant was to be submitted to Ely Diocese and would be reviewed on an annual basis.</p> <p><b>Policy Review</b> A copy of the policy had been shared prior to the meeting for governors to note.</p> <p><b>Teaching and Learning Handbook</b> The structure of the school day had been added and it was agreed that this was beneficial for new staff and would support their induction. Staff would be asked to read the handbook each year and confirm that they had read and understood this. <b>A governor asked if the school contacted parents if pupils did not read at home for three weeks</b> and this was confirmed. <b>Governors asked how this was monitored.</b> It was explained that key stage 1 pupils had a reading diary and key stage 2 pupils completed an accelerated reader survey when they finished reading a book.</p>
11	<p><b>Policy Review</b> Copies of both policies had been shared prior to the meeting.</p> <p><b>Attendance</b> <b>Safeguarding and Child Protection</b> <b>Governors were happy to approve both policies.</b></p>
12	<p><b>Any Other Business</b> Governors were invited to attend the 'Folksworth Friends' annual general meeting which was scheduled for the following Tuesday at 7.00pm. The Chair thanked everyone for their contributions during the meeting. Governors appreciated the challenges that the Headteacher was facing with the budget.</p>
13	<p><b>Date of Next Meeting</b> Thursday 12<sup>th</sup> December 2024 at 7.00pm</p>
The meeting ended at 8.36pm.	

<b>Summary of Actions</b>
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<b>Agenda Item</b>	<b>Action</b>
7	The Headteacher's Annual Review had been rescheduled and was to be completed the following week.
	K. Hart was to complete a safeguarding visit the following week.
	R. Duncan was to complete a health and safety walk around after October half term.
	Governor visits relating to School Improvement Plan priorities were to be explored.
8	D. Quinn and K. Hart were to support the Headteacher with drafting a follow up to the parent survey.
9	Financial Procedures were to be put on the agenda for review at the next meeting.
	The Headteacher was to explore responsibility for supporting pupils with medical conditions.
10	The Parish School Covenant was to be submitted to Ely Diocese