



'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 Monday 18th March 2024 at 7.00pm

Minutes

KEY: Governor Challenge Governor Approval

Present

M. Norbury (Headteacher), C. Kirk (Chair), A. Pickstone, C. Armstrong, G. Jessop, D. Quinn and K. Hart (arrived at 7.08pm)

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer The Chair opened the meeting with a prayer, which was mindful of the school vision. The Christian values of community, compassion, friendship, courage, hope and thankfulness had been especially evident during the last few weeks.
2	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from R. Duncan.
3	Declarations of Interest There were no declarations of interest.
4	Agree Minutes of the last meeting held on the 8th of February 2024 A copy of the minutes of the last meeting, including confidential, had been shared prior to the meeting. The minutes were agreed as a true record and were to be signed by the Chair. (K. Hart joined the meeting at this point)
5	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none"> • A separate meeting was to be arranged in the summer term to discuss options for small schools. • The Headteacher had arranged for a message to be put on the school website regarding the parent governor vacancy. • C. Armstrong was to complete visits to look at Mathematics and Writing. • G. Jessop had shadowed C. Kirk and A. Pickstone when they had completed a Christian Distinctiveness visit. • The Headteacher and A. Pickstone did not have any updates relating to exploring the use of the playing fields for local football teams etc.

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Chair of Governors

Agreed at Full Governing Body Meeting 25.04.24

	<ul style="list-style-type: none"> R. Duncan had completed a visit to check the SFVS evidence folder.
6	<p>Correspondence The Chair thanked governors for their prompt responses to an email relating to working with the governors of another local school.</p>
7	<p>Governance Chair's Updates The Chair had updated the skills audit dashboard with G. Jessop's details. It was felt that the only area that would benefit from governors upskilling was data. The Chair had joined a recent governor conference arranged by the Local Authority. Governors had been made aware that Steps would now be known as Cambridgeshire Therapeutic Thinking. Discussion at the conference had include the challenges of governor recruitment and retention. The Local Authority was creating a strategy to support this.</p> <p>Training A. Pickstone was to renew her general data protection regulation training through Smartlog. G. Jessop had completed SIAMS training and was booked to join foundation governor training later that week. Governors were reminded that the school had a service level agreement with the Local Authority to enable governors to access training. This could be booked by selecting the Cambridge Governor Services icon and then training tab.</p> <p>Vacancies (1 parent and 1 staff governor) The parent governor vacancy had been picked up under matters arising.</p> <p>Monitoring Visits R. Duncan had completed a report for a visit to check the school's financial value standard and a copy of this had been shared prior to the meeting. A copy of C. Kirk, A. Pickstone and G. Jessop's Christian Distinctiveness visit report had been shared prior to the meeting.</p>
8	<p>Resources D. Quinn took over as Chair for this agenda item.</p> <p>Budget Monitoring - February CFR The February CFR report had been shared prior to the meeting. This included numbers in the right hand margin which related to detailed notes for any variances at the end of the report. The school was forecasting a carry forward of £17.02. The Headteacher explained that the deadline for orders was mid-February.</p> <p>A governor asked about the P.E. and Sports Premium Grant. The Headteacher explained that spends included mid-day supervisors leading activities at lunchtimes and support from the Youth Dreams Project up to the end of the summer term. The grant had also been used to subsidise some trips. A governor asked who led P.E. lessons and was advised that his was done by teachers and Youth Dreams Project jointly. The Headteacher explained that the grant could not be used to pay for planning, preparation and assessment cover. P.E. lessons were not additional time for teachers. Teachers had been consulted and confirmed that they were happy to lead P.E. lessons.</p> <p>A governor asked if contributions for trips were enough to cover costs. The Headteacher explained that the Pupil Premium Grant could be used to subsidise the cost of trips for pupil premium pupils so that they did not miss out. Parental contributions covered the remaining costs. The PE and Sports Premium Grant was used to subsidise residential trips for pupil premium</p>

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	<p>pupils so that they were able to take part in outdoor activities that they would not have an opportunity to do in school.</p> <p>2024-25 Budget - Preparation Update</p> <p>The Headteacher advised that it would be a challenge for the budget to break even, so she would need to see where savings could be made. For this reason the school had given notice to the Youth Dreams Project. The school needed to plan for three years and this would be done once Reception pupil numbers for September were shared in April. Spends on staff training and supply cover would be limited. Learning journals would be made in school. A staff member was expected to be off so cover would need to be arranged for their responsibilities. It was hoped that pupil numbers would increase. The Headteacher was aware that other small schools were also finding the budget a challenge. A governor asked if the school might be able to ask a local business to pay for learning journals. The Headteacher agreed that this was an option that could be explored. The use of journals was being reviewed, communication with home was important, but these were not being used as much as they had previously.</p> <p>Governors thanked the Headteacher for her work on the budget.</p> <p>Staffing Update</p> <p>Updates had been included in the Headteacher’s report. Governors agreed that it was useful to see if contracts were temporary or permanent. A job share was to be reviewed in the summer term for September. The school had one teaching assistant who was linked to a named pupil.</p> <p>Premises Plan Update</p> <p>The plan had been shared prior to the meeting. The school continued to have issues with squirrels, which made their nests in the roof every year. If this continued to be an issue traps might need to be used. A governor asked if replacing windows in Acorn class would impact spending on mesh to deter squirrels and was told that it would not. A governor asked if there was any danger from a slanting lamppost outside the school. The Headteacher explained that it had been disconnected so was not a danger. When there had been money for spends on improving the building the school had made good use of it.</p> <p>School’s Financial Value Standard (SFVS)</p> <p>R. Duncan had completed the SFVS return for 2023/24 and this had been shared prior to the meeting. In response to governor suggestions the Headteacher made an update to the summary of actions to include ‘school to explore ways to be more sustainable in the future’. Governors were happy to approve the SFVS and this was to be submitted to the Local Authority by the 31st of March.</p>
9	<p>Standards and Ethos</p> <p>A. Pickstone took over as Chair for this agenda item.</p> <p>Pupil Progress</p> <p>The Headteacher advised that National Foundation for Educational Research (NFER) tests had been completed prior to half term. These were used to measure progress and analyse any gaps. A governor asked if results had picked up any key messages. The Headteacher advised that the School Improvement Plan included data issues relating to the number of greater depth pupils. Overall pupils were performing well, progress had improved since the autumn term and teachers now knew their class better. Pupils close to targets were being tracked and greater depth needed to be further challenged. Pupil progress meetings were to be held the following week. A governor asked about Key Stage 2 SATs booster clubs. The Headteacher advised that the majority of pupils were attending and were finding them useful. The school had offered revision guides at a discounted rate but not</p>

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many parents had engaged. Not all pupils were completing homework, the school wanted pupils to do their best. A governor asked if meeting year 6 targets was a focus. The Headteacher explained that they were a weaker cohort than the previous year but were on track to meet targets. A governor asked if there had been a good response to parent evenings and it was confirmed that these were well attended. Alternative arrangements had been made for parents who had not been able to attend. A governor asked if Class Dojo could be used to engage year 6 pupils. It was confirmed that hints and tips could be shared as well as notes when homework had been set. A governor asked about booster clubs and if pupils knew what would be covered each week. It was explained that the club was led by pupils. A governor asked if all year 6 pupils attended every week and was told that this was the intention but not all of them did.

Christian Distinctiveness

The previous week C. Kirk, A. Pickstone and G. Jessop had completed a monitoring visit. They had looked around school, gone onto the playground and run focus groups with pupils from years 3 to 6. It was obvious that Folksworth was a Church school. Pupils had been thoughtful, made positive comments and were aware of the school ethos. There had been a bereavement within the school community and this had been handled well by the Headteacher and staff. Pupils were caring and looked after others across year groups. Governors asked for their thanks to be passed on to staff.

Spring Term Events

The Headteacher advised that pupils had raised £150.00 for comic relief the previous week. The school was now be cashless and this had worked well. The following week pupils would be attending an Easter Service at the Church. An Easter Egg Hunt was to be arranged and the 'Friends' were organising a disco for the last day of the spring term. A governor asked if the Easter Service would be attended by the whole school and this was confirmed. It was explained that year 6 pupils would walk with Reception pupils and help to look after them. A governor asked if any pupils would be taking part in the service and this was confirmed. A governor asked if photos of the service could be shared through Class Dojo. The Headteacher explained that photos would not be published until after Easter, whilst gathering consent, but would be for future services.

Collective Worship

A governor asked for more information about collective worship leaders. It was explained that they led and ended collective worship and this was working well. Classes alternated prayers and pupils were completing the Bishop's Lent Challenge. The new incumbent was due to start after the Easter break. The Headteacher and Chair had been invited to attend the licensing service for Reverend Diane during the Easter Break. Themes for collective worship were being planned.

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10	<p>Headteacher's Report</p> <p>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 school had 3 pupils joining after the Easter Break, 1 in Reception and 2 in year 3. A governor asked about Reception numbers for September. The Headteacher thought that there were around 9 first choice applications but it was possible that numbers may increase if parents did not get their first choice. The Headteacher was aware that Reception numbers were low across Cambridgeshire. • A governor asked about inclusion and how Mother's Day would be handled for pupils who did not have conventional families. The Headteacher advised that the school was always mindful of this and of those that did not celebrate. Pupils were able to do friendship cards instead and parents were asked for their views. • A governor asked visits from the new Primary Advisor and was told that they would complete two visits this year. The following year there would only be one visit due to budget restraints. The previous advisor had been aware that the school had a strong governing body. • The Headteacher had not been able to attend the Diocese Head's Conference due to the bereavement. • Recovery Through Relationships (Trauma) training had been postponed and was likely to be done in the autumn term. It had been felt that this was too much at the current time. • A governor asked when the Ely Diocese Regional Advisor (EDRA) was next due to visit and was told that they had visited the previous week. A governor asked about their visit. The Headteacher advised that they had met with the Religious Education Lead to see how well they could speak about the subject in preparation for a SIAMS inspection. • A governor asked about Science Week and was told that this had not been followed up yet but the lead was collecting evidence. • A governor about some pupils who had individual behaviour plans. The Headteacher explained that this was the next step of the behaviour policy for them. A governor asked if pupils were likely to move to the next step. The Headteacher explained that behaviour plans were like the 'assess, plan, review' cycle to see if they were still needed.
12	<p>SIAMS</p> <p>Parish School Covenant</p> <p>There were no updates on the Parish School Covenant.</p>
13	<p>Document/Policy Review</p> <p>Copies of policies had been shared prior to the meeting.</p> <p>Premises Hire</p> <p>The Headteacher had added charges and the capacity of the hall. Governors were happy to approve the premises hire policy.</p> <p>Collective Worship</p> <p>The policy was not due for review until September 2025.</p> <p>Critical Incident</p> <p>There had been some small changes, including the Deputy Headteacher being replaced by Senior Teacher and updated contacts. A governor asked about Phase Two, on page 10, and the line 'Communication will happen through email where possible.' The Headteacher explained that this was communication with staff. A governor asked if Class Dojo could be added as</p>

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	<p>another form of communication and it was agreed that it could be used for a non-urgent lockdown. A governor asked if the school would be able to use the village hall or Church in an emergency. It was agreed that this could be arranged if necessary. A governor asked if phone numbers were up to date and this was confirmed. Governors were happy to approve the critical incident policy.</p> <p>Feedback and Marking The Headteacher explained that this was a new policy. A lot of background work had been done, parts had been trialled and staff feedback sought. Governors agreed that the policy was very clear and reflected what pupils got out of it. Governors were happy to approve the feedback and marking policy.</p>
14	<p>Any Other Business There was no other business.</p>
15	<p>Consider Governing Body Impact</p> <ul style="list-style-type: none"> • Governors had reviewed and approved policies to ensure that the school was compliant. • Governors had reviewed the budget and gained a detailed understanding, which enabled them to support the school in prioritising expenditure and ensuring the school had a sound financial base. • Governors had reviewed and approved the school's financial value standard to ensure that the school was compliant. • The governing board had held the Headteacher to account by asking questions. • Governors had reviewed a report from a collective worship monitoring visit and found that pupil voice had been positive. • The skills audit dashboard had been updated and showed that the governing body had a wide range of skills and experience. It had identified an area for development through governor training.
11	<p>Safeguarding Updates K. Hart had completed a safeguarding visit in the autumn term and was to arrange a further visit for the summer term. The Headteacher had completed Prevent and Domestic Abuse Lead training. K. Hart advised that she was aware that site security was a focus for some schools but she felt that the school was in a good position. The Chair reminded governors that this had been discussed at the last meeting, staff and pupils were comfortable challenging anyone in school without visible identification.</p>
16	<p>Date of Next Meeting Thursday 25th of April 2024 at 7.00pm The meeting ended at 8.22pm.</p>

Summary of Actions

Agenda Item	Action
5	A separate meeting was to be arranged in the summer term to discuss options for small schools. C. Armstrong was to complete visits to look at Mathematics and Writing.
8	SFVS was to be submitted to the Local Authority by the 31st of March.
9	Governors asked for their thanks to be passed on to staff for the way they had handled a bereavement.

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11	K. Hart was to complete a safeguarding visit in the summer term.
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Not yet agreed as a true record

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