



'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 Thursday 18th May 2023 at 7.00pm

Minutes

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

<p>Present C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, A. Pickstone, D. Quinn, C. Russell-Green and C. Armstrong</p> <p>Present Virtually J. Hall (joined at 8.02pm)</p> <p>Also Present J. Harris (Clerk)</p>
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No	Agenda Item
1	<p>Opening Prayer An opening prayer was led by the Chair.</p>
2	<p>Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from K. Hart and L. Kohlschmidt. J. Hall had advised that she would be joining the meeting later.</p>
3	<p>Declarations of Interest There were no declarations of interest.</p>
4	<p>Agree Minutes of the last meeting held on the 27th of April 2023 A copy of the minutes, from an extraordinary meeting that had been held to primarily approve the budget and hear about the work of Folksworth's Village Hall Committee, had been shared prior to the meeting. Governors were happy to approve the minutes as a true record.</p>
5	<p>Matters Arising</p> <ul style="list-style-type: none"> • The report for the Parochial Church Council was to be put on the agenda for review at the next Standards Committee and Ethos Group meeting. • R. Duncan advised that he had met with A. Goodfellow and Folksworth's Village Hall Committee had an annual general meeting scheduled for July. • Governors were asked to avoid arranging visits during SATs week. • The Headteacher advised that the school was on the list of schools to receive a SIAMS inspection in 2023/24. For this reason SIAMS would be a standing agenda item for future meetings. • The draft SIAMS self-evaluation form had been shared prior to the

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	meeting. The Headteacher advised that she had started to hold a series of staff meetings relating to this.
6	Correspondence No correspondence had been received since the last meeting.
7	Headteacher's Report A report from the Headteacher and a copy of the SIAMS self-evaluation form had been shared prior to the meeting. The Headteacher was disappointed that the catering company, who provided school meals, had given notice to terminate their contract from the 4 th of August. The Headteacher was now exploring alternative arrangements. She had asked the catering company if they might continue if they were able to recruit a new member of staff. A governor asked about statutory requirements relating to school meals and was told that they needed to comply with food standards. The Headteacher was also speaking to other schools about their provision. A governor asked if another school might be able to help with meals. The Headteacher explained that she had not explored this yet as she had only been given notice at the beginning of the week. The handover between teachers for Oak Class had now been completed and pupils were settled. See confidential minutes A governor asked if mid-day supervisor roles were hard to fill and was told that the school was advertising as it was unlikely that the role would be filled quickly before September. A governor asked about pupil numbers. The Headteacher advised that a child had joined Year 3 from another local school. The school was expecting 9 pupils to join Reception in September. A governor asked how this compared to other schools and the Headteacher was not able to say. A governor asked if Reception numbers were likely to increase and it was explained that there was usually some pupil movement during the summer. A governor asked how many Year 6 pupils were leaving and was told 16 pupils. A governor asked if the planetarium visit in June had been suggested by the school. The Headteacher explained that the Friends of Folksworth had suggested a few options but it was felt that the planetarium fit in with science. Governors asked if the school would be having a summer fete and this was confirmed, it was explained that it had not been advertised yet. However, the Friends of Folksworth had started preparing for this. A governor asked when the school would have results from National Foundation for Education Research (NFER) tests. The Headteacher explained that tests would be completed over the following two weeks and results would be available after half term. A governor asked about Year 6 SATs and the Headteacher advised that she felt positive about them. She advised that 9 of the 16 pupils had SEN needs but they had all tried their best. A governor asked if being moderated would have an impact on workloads and this was confirmed. Governors were made aware that Mrs Wright had completed training that week and the moderation was to take place on the 7 th of June. A governor asked if the summer term was a bad time of year to be looking for another provider for school meals. The Headteacher felt that the biggest challenge was school was too small for providers. A governor asked for an update on the appointment of a new incumbent. It was explained that the profile for the role had only just gone out. A governor was disappointed that Family Focus meetings were being moved to the Church rather than the school. It was agreed that this should be

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included in the report for the Parochial Church Council.
A governor asked if the Headteacher had received a letter from the Brownie group regarding the charges for using the school for meetings. It was explained that nothing had been put in writing, since the leader had approached a governor and been advised to send a letter to the Headteacher.

Pupil Premium

A copy of the pupil premium strategy statement had been shared prior to the meeting. A governor asked about the purchase of '1stClass@Number' and '1stClass@Writing'. The Headteacher advised that teaching assistants completed training so that they were able to deliver good outcomes. The Chair had looked at Education Endowment Fund (EEF) research and encouraged governors to look at this. The Headteacher explained that EEF costs interventions and rated their impact. A governor asked if teaching assistants were to be deployed as they were currently. It was confirmed that pastoral support would be kept and it was hoped that each class would have a teaching assistant. This model had been budgeted for but teaching assistants would be placed where there was a need. Teaching assistants did interventions and supported with behaviour. A governor asked if the strategy statement was to go on the school website and this was confirmed. The Headteacher explained that the school needed to show impact but, if it was only one pupil, who could be identified, she had the information to back this up. D. Quinn was to arrange a pupil premium visit.

School Improvement Plan Progress

A copy of the school improvement plan had been shared prior to the meeting. The Headteacher explained that spring term progress was in green and the summer term was in blue. Subject leads now had more responsibility and added their own updates. The plan was a purposeful working document. A governor asked about the A1 Cluster writing moderation. The Headteacher advised that all teachers had attended, they had met with other schools and looked at samples of work. A governor asked if this had been useful and it was confirmed that it had boosted teacher confidence. A governor noticed that a high proportion of the recent in-year intake had SEN needs. The Headteacher advised that she had been in touch with the Service Director for Education. A lot of pupils with SEN were moving to Folksworth from another local school and did not have any paperwork. This was increasing the workload of the SENCo. A governor asked about the SENCo's workload and was told that they were to be given more release time. A governor asked if a positive impact had been seen in science books and this was confirmed. A governor asked what 'Developing Reading for Pleasure 4' was. The Headteacher explained that this was training. The governor asked about the impact of the training. The Headteacher explained that although she did not feel that the training was beneficial the networking aspect was. Governors were pleased to see that there had not been any reports of bullying or any suspensions since the new behaviour policy had been introduced.

A governor asked what subject 'Kapow' was being used to support and was told that it was used for computing and geography. The governor asked about the reasons for this and it was explained that it was to support with planning. The governor asked why these two subjects and was told that it was to meet subject knowledge needs and to ensure that teachers were secure. A governor asked about mathematics. The Headteacher advised that a book scrutiny had been done since the handover and the subject lead was still settling into the role. The Headteacher advised that the expectation was for subject leads to be more accountable.

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

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8	<p>Safeguarding Report from Link Governor K. Hart had recently completed a visit to look at behaviour and safeguarding. During the visit she had checked the single central record and recruitment procedures. K. Hart was to feedback on her visit at the next meeting.</p>
9	<p>Policy Review Equality and Diversity A copy of the policy had been shared prior to the meeting. A governor asked about a point under monitoring and evaluation. 'In particular we collect, analyse and use data relation to achievement, broken down as appropriate according to disabilities and special education needs; ethnicity, culture, language, religious affiliation, national origin, socio-economic circumstances, gender and age.' The Headteacher confirmed that data was analysed, including data collected during the recruitment process. (J. Hall joined the meeting virtually at this point) A governor asked if data could be shared with the Standards Committee and Ethos Group. The Headteacher explained that this would be a challenge as numbers were low and were more class based. A governor asked if the policy would be going on the school website and this was confirmed. Governors were happy to approve the equality and diversity policy.</p>
10	<p>SIAMS Evaluation Update The Headteacher advised that she had started to populate the self-evaluation form. She had completed contextual questions and these were to be split and shared for discussion at staff meetings. They would begin with question 3, key expectations for collective worship. Staff were now seeing the purpose of doing this and 'worship leads' were now in place. The school council and worship leads were to say prayers at lunchtime/the end of the day. Some questions had also been raised for staff who had not been at the school when the values had been picked. The Headteacher was to add pupil voice. Two further questions would be discussed at the next staff meeting and then these would be shared with governors for their comments. The Headteacher was to speak to teaching assistants. Governors were made aware that a new religious education syllabus was to be launched in the summer term. A governor asked if new families and new staff received a welcome pack. It was suggested that something could be said about the vision at the new intake evening and included in the induction of new staff. The Headteacher felt that the school lived its vision. It was agreed that the vision should be discussed at the next Standards Committee and Ethos Group meeting. A governor asked when the Headteacher felt the school was likely to have a SIAMS inspection and she thought this may in the spring or summer terms of 2024.</p>
11	<p>Governance Publicity The Headteacher was sharing write ups with the local press but governor input and support was encouraged. The Chair had noticed that the school website still listed two governor who had recently resigned and this was to be updated. Training A. Pickstone advised that she had recently completed some Smart Log training. The Chair encouraged to access online sessions through the National Governance Association's Learning Link. Vacancies The governing body currently had vacancies for 2 co-opted governors and 1 parent governor. It was agreed that a parent governor election would be</p>

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	<p>completed in the autumn term. The co-opted governor vacancies would continue to be advertised through the school newsletter, by word of mouth and through the school website.</p> <p>Visits Visits were to be arranged after SATs and the half term break. C. Armstrong advised that she had completed a visit to look at higher learning and her report was to be reviewed at the next meeting. J. Hall was to arrange a visit for June.</p>
12	<p>Action points from Completed Monitoring Visits The Chair read out the main points from K. Hart's behaviour visit report. A follow up visit was to be arranged to capture the views of staff and pupils. The Headteacher explained that some pupils had an individual behaviour plan in place.</p>
13	<p>Any Other Business The Chair advised that she would be joining the Headteacher for a virtual meeting with the Diocese, the following week. The meeting was to discuss the future of Church schools. She asked governors to consider the school's unique selling point and the main threats. After discussion it was agreed that the school's main unique selling points were the nurturing environment and family atmosphere and threats were finance and pupil numbers. The Chair thanked everyone for their contributions during the meeting.</p>
14	<p>Consider Governing Body Impact</p> <ul style="list-style-type: none"> • Governors had reviewed and approved the equality and diversity 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.
15	<p>Date of Next Meetings The Standards Committee and Ethos Group were scheduled to meet virtually on the 16th of July at 7.00pm. The last full governing body meeting of 2022/23 was scheduled for Tuesday the 11th July 2023 at 7.00pm. This meeting would be held in person at the school.</p>
The meeting ended at 9.10pm.	

Summary of Actions

Agenda Item	Action
5	SIAMS would be a standing agenda item for future meetings.
7	The Headteacher was exploring alternative arrangements for school meals.
	D. Quinn was to arrange a pupil premium visit.
	C. Armstrong was to arrange a mathematics visit in September and a review in the summer term.
8	K. Hart was to feedback on her visit at the next meeting.
10	It was agreed that the vision should be discussed at the next Standards Committee and Ethos Group meeting.
11	C. Armstrong advised that she had completed a visit to look at higher learning and her report was to be reviewed at the next meeting.
	J. Hall was to arrange a visit for June.
12	A follow up behaviour visit was to be arranged to capture the views of staff and pupils.

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