



'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 15<sup>th</sup> December 2022 at 7.00pm

### Minutes

**KEY:** **Governor Challenge** **Governor Approval** **School Vision**

<b>Present</b> C. Kirk (Chair), M. Norbury (Headteacher), C. Armstrong, R. Duncan, Y. Rogers and C. Russell-Green
<b>Also Present</b> L. Wright (Religious Education Lead)(joined at 7.20pm and left at 7.31pm) and J. Harris (Clerk)
<b>Not Present</b> K. Hart

No	Agenda Item
1	<b>Opening Prayer</b> The Chair advised that, at the last standards committee and ethos group meeting, she had opened the meeting with two prayers. One that reflected the feelings that schools had when they had just received the call saying that Ofsted were due to inspect the next day and one that reflected the feelings after the inspection. She opened the meeting with a prayer relating to governance and Christmas.
2	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. Governors were made aware that S. Barker had resigned as a co-opted governor due to work commitments. Apologies were received and accepted from D. Quinn, J. Hall, A. Pickstone and L. Kohlschmidt. The Clerk confirmed that the meeting was quorate as half of the current membership of the governing body was 6 governors.
4	<b>Declarations of Interest</b> There were no declarations of interest.
5	<b>Agree Minutes of the last meeting held on the 13<sup>th</sup> of October 2022</b> A copy of the minutes had been shared prior to the meeting. <b>The minutes were agreed as a true record</b> and were to be printed off for signature by the Chair.
6	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>The Clerk had added J. Hall as being present at the September full governing body meeting.</li> </ul>

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 09.02.23

	<ul style="list-style-type: none"> <li>• Home learning had been an agenda item for the standards committee and ethos group at their first meeting in the autumn term.</li> <li>• The impact of pay increases had been discussed by the Resources Committee as well as the staffing structure.</li> <li>• New governors had been asked to confirm that they had read Keeping Children Safe in Education guidance through Governor Hub. The Clerk was to check that confirmations had been completed by all governors.</li> <li>• The Chair had not received any comments relating to the governance planner so no changes had been made to this.</li> <li>• The Chair had shared a governance update with parents in October. A further update was planned for February.</li> <li>• A report from a Collective Worship visit had been shared prior to the meeting.</li> <li>• The charging and remissions policy had been updated.</li> <li>• The health and safety policy had been updated.</li> </ul>
7	<b>Correspondence</b> The report from Ofsted had been shared with governors prior to the meeting.
8	<b>Headteacher's Report</b> A report from the Headteacher had been shared prior to the meeting. The main areas of discussion included the following:- <ul style="list-style-type: none"> <li>• The school now had 8 first choice applications for a Reception class place for September 2023. It was hoped that the number of applications would continue to increase. A governor asked when the deadline for applications and was told that it was the 15th of January. K. Hart was to be asked to support the school with publicity. She had also been asked to help publicise information about the Ofsted report. The Chair agreed to speak to her regarding this support. Governors were aware that the Peterborough Evening Telegraph had shared an article about another school's Ofsted report and agreed that this should be pushed.</li> <li>• A governor had noticed that pupil numbers had gone down by 3 since the last report and asked for more information about this. The Headteacher explained that 2 pupils had moved to another local school, which was nearer to where they lived. Another pupil had moved to a school that their sibling attended.</li> <li>• The Headteacher had received a flexible working request and was looking at how this could be accommodated.</li> </ul> The Headteacher encouraged governors to email her if they thought of any further questions.
9	<b>Safeguarding</b> The Chair explained that safeguarding was to be a standing agenda item for all full governing body meetings. K. Hart, as link governor for safeguarding, was to share updates in order to assure governors that monitoring was being done and there were no issues. The Headteacher advised that Ofsted inspectors had been pleased at how rigorous staff were relating to safeguarding.
10	<b>Policy Review</b> Copies of both policies had been shared prior to the meeting. <b>Complaints</b> Governors were happy to approve the complaints policy. <b>Pay</b> The Headteacher advised that the policy had been updated to reflect the new staffing structure. A governor asked if pay increases for teachers were included in the budget and this was confirmed. The Headteacher explained that pay increases for teachers were implemented for December pay.

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	<p>However, support staff pay increases were to be implemented for January pay due to Education Personnel Management's capacity. The resources committee would have a better picture at their next meeting, scheduled for the 19<sup>th</sup> of January. <b>Governors were happy to approve the pay policy.</b></p>
11	<p><b>Ofsted Feedback</b></p> <p>The Chair asked the Headteacher to go through what had been picked up and what governors could do to support the school.</p> <p>The Headteacher advised that inspectors had said that leadership was very positive and what was said was triangulated by governors. They had asked for copies of governor's minutes and thought that these were thorough and showed challenge. When looking at the folder of visit reports they had felt that some were missing the impact section. The School Improvement Advisor had been asked to join the February meeting to go through these. Inspectors had felt that governors knew the school well.</p> <p>The three key areas that had been picked up for development were:-</p> <ul style="list-style-type: none"> <li>• Recording in books needs to reflect learning.</li> <li>• Subject leadership</li> <li>• Subject plans needed to link to the early years foundation stage.</li> </ul> <p><b>(L. Wright joined the meeting at this point)</b></p> <p>The Headteacher had been aware that these areas needed development. Inspectors had found that what everyone said matched.</p> <p>A governor felt that governors needed to formally record thanks to the Headteacher and staff for the good judgement from Ofsted. It was agreed that there had been no surprises as the school had already picked up the areas for development.</p> <p><b>A governor asked about ParentView, this had been completed by 37% of parents.</b> The Headteacher advised that this was about half of the families with children at the school.</p> <p>The Chair advised that she had sent a card and gift to every member of staff to say thank you.</p>
3	<p><b>Update from Religious Education Lead – Lesley Wright</b></p> <p>L. Wright explained that the Religious Education curriculum had been overhauled the previous year as it was not quite sequenced effectively. Ofsted inspectors had been very complimentary about the curriculum. This year the focus was on planning, using a variety of tools. These included books, art and looking at how to encourage pupils to show knowledge. An overhaul of Collective Worship had made this more succinct. This had been positive for pupils who enjoyed role play, reading, singing and having responsibilities. Next term pupils were to evaluate Collective Worship.</p> <p><b>A governor asked about the impact of the incumbent leaving.</b> It was explained that currently the incumbent led Collective Worship every other Tuesday and on alternative weeks this was led by Mr and Mrs Kirk. A retired vicar had offered to support the school as well as other members of the local Church community. The Chair felt that it was important for a member of the clergy to come into school.</p> <p>Feedback from parents relating to the Christingle Service had been very positive. The Chair had attended this and agreed to complete a report. Governors thanked L. Wright for her updates and she left the meeting at this point.</p>
12	<p><b>Celebration for School's 150<sup>th</sup> Anniversary</b></p> <p>The Headteacher advised that she was exploring ideas for a celebration to be held at the end of January. The current building had been on the site for 30 years but the original foundation for the old school was dated 1873. Ideas suggested by staff included afternoon tea, a birthday cake, photos and old records.</p>

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	<p>The Chair suggested that some members of the local community could be invited and pupils could speak to them. This could be followed by tea and cake.</p> <p>A governor, who was a member of the local history group, offered to help and see what photos and records they had of the school. The Headteacher asked the governor to let her know what documents they had.</p>
13	<p><b>Governance Training</b></p> <p>C. Russell-Green had booked a place for induction training in February. The Chair was not aware of any training gaps currently.</p> <p><b>Vacancies</b></p> <p>Following a recent parent governor election, when only one nomination had been received for two vacancies, a notice about the remaining vacancy had been put in the school newsletter. One parent had expressed an interest and a copy of their application had been shared prior to the meeting. The parent had human resources experience, which would be beneficial to the governing body. Governors were made aware that they were able to 'appoint' a parent governor if there had not been enough nominations during an election.</p> <p>Governors were happy to appoint S. Dewberry with a four year term of office from the 1<sup>st</sup> of January 2023. The Chair had already spoken to the parent and would send an email informing them of their appointment. C. Armstrong was to mentor the new parent governor.</p> <p>Due to the resignation of S. Barker the governing body now had a vacancy for a co-opted governor.</p> <p>Y. Rogers' term of office as a co-opted governor was due to end in February. Governors were able to re-appoint co-opted governors so this could be done at the February full governing body meeting.</p> <p>A. Pickstone had recently been re-appointed by the Diocese as a foundation governor.</p> <p><b>Visits</b></p> <p>Staff had been given a break from governor visits due to the recent Ofsted inspection but these would continue in January.</p> <p>K. Hart was to be asked to look at the implementation and impact of the new behaviour policy and monitor safeguarding.</p> <p>Y. Rogers was to look at history and ethos and wellbeing.</p> <p>D. Quinn was to be asked to look at pupil premium.</p> <p>C. Kirk was to look at religious education.</p> <p>C. Armstrong was to look at mathematics and special educational needs.</p> <p>R. Duncan was to complete the Headteacher's interim performance management review.</p> <p>New governor C. Russell-Green was to shadow A. Pickstone.</p>
14	<p><b>Action Points from Completed Monitoring Visits</b></p> <p>There were no action points to pick up.</p>
15	<p><b>Feedback from Resources Committee</b></p> <p>The committee had met on the 18<sup>th</sup> of October and a copy of the draft minutes had been shared prior to the meeting.</p> <p>R. Duncan advised that the committee had reviewed the budget and there were no concerns. All schools had received a letter from the Local Authority, following a recent finance audit that had been completed, that shared good practice. The school was already following most of the good practice. The committee had reviewed and approved internal financial procedures. Stay and Play had been discussed, improvements had ensured that this would at least break even. It was agreed that this was a valuable resource, self-funding and would be reviewed regularly. Lettings, including community use, had been discussed and arrangements for unlocking and locking the school considered.</p>

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	The committee had reviewed the Pupil Premium Strategy Statement and use of the P.E. and Sports Premium Grant. The Local Authority had passed over responsibility for securing a broadband contract. The committee had agreed that the school should continue with the current provider in order to maintain a high level of security. The building improvement plan had been reviewed and feedback shared from a health and safety visit. The Headteacher had shared an update on staffing. The committee had approved 14 policies, which were mostly related to human resources, and had been due for annual review. It had been agreed that the school needed to keep up pupil numbers in order to maintain funding.
16	<b>Feedback from Standards Committee and Ethos Group</b> The committee had met on the 10 <sup>th</sup> of November and a copy of the draft minutes had been shared prior to the meeting.
17	<b>Any Other Business</b> R. Duncan was to send an email or letter to formally thank the Headteacher and staff for all of their hard work. A termly report for the Parochial Church Council was to be completed and would include information about Collective Worship, celebrations and Church services.
18	<b>Consider Governing Body Impact</b> Governors had approved policies to support the school to be compliant. A new governor had been appointed with skills that would benefit the governing body. Governors had received an update from the Religious Education Lead, which helped increase their knowledge. Governors had thanked the Headteacher and staff for their hard work which had supported the school to achieve a good judgement from Ofsted. Governors had considered how the school could celebrate its 150 years anniversary and how the local community could be engaged.
19	<b>Date of Next Meetings</b> <ul style="list-style-type: none"> <li>Thursday 19<sup>th</sup> January 2023 at 7.00pm – Resources Committee – to be held in person at the school</li> <li>Thursday 9<sup>th</sup> February 2023 at 7.00pm – Full Governing Body – to be held virtually</li> </ul>
The Chair wished everyone a Merry Christmas and a Happy New Year. The meeting ended at 7.57pm.	

## Summary of Actions

Agenda Item	Action
6	The Clerk was to check that confirmations had been completed by all governors. A further governance update was planned for February.
8	The Chair agreed to speak to K. Hart regarding support with publicity relating to the Ofsted report and Reception class places for September 2023.
9	K. Hart, as link governor for safeguarding, was to share updates in order to assure governors that monitoring was being done and there were no issues.
11	The Chair was to complete a report for the Christingle Service.
12	The Headteacher asked Y. Rogers to let her know what documents the history group had relating to the school.

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13	The Chair agreed to send an email to S. Dewberry informing her of her appointment as a parent governor.
17	R. Duncan was to send an email or letter to formally thank the Headteacher and staff for all of their hard work.
	A termly report for the Parish Council was to be completed by M. Kirk and would include Collective Worship, celebrations and Church services.

**Signed by.....**

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