



'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 9th February 2023 at 7.00pm

Minutes

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

Present

C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, A. Pickstone, J. Hall,
C. Russell-Green, D. Quinn, Y. Rogers C. Armstrong, Laura Kohlschmidt, K. Hart and
S. Dewberry

Also Present

L. Valla (School Improvement Advisor)(left at 7.40pm) and J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer An opening prayer was led by the Chair.
2	Welcome and Apologies The Chair welcomed everyone to the meeting, including new governor S. Dewberry, and School Improvement Advisor L. Valla. There were no apologies as all governors were present.
4	Training – The Impact of Monitoring Visits – delivered by L. Valla L. Valla explained that she had met with the Headteacher earlier in the week to look at governor visit reports. She asked governors why visits were carried out. It was agreed that visits were carried out to evidence the information shared by the Headteacher and for governors to be visible to staff. The key document for governors to consider when arranging visits was the School Improvement Plan. Visits should take into consideration priorities, the journey of progress, what has been done and the next steps. It was agreed that reports needed to have clear headings to ensure that visits had purpose. Governors reviewed the current headings and some changes to the template were agreed and the updates were made by the Headteacher. Governors were reminded that the School Improvement Plan included key questions for governors to ask when carrying out visits. It was suggested that questions be shared with staff prior to visits in order to support their wellbeing. Further suggestions included agreeing the length of visits, a follow up section and sharing completed report examples with new governors prior to their first visit. (L. Valla left the meeting at this point)

Signed by.....

Chair of Governors

Agreed at Full Governing Body Meeting 23.03.23

5	Declarations of Interest There were no declarations of interest.
6	Agree Minutes of the last meeting held on the 15th of December 2022 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record, subject to the Clerk recording A. Pickstone's apologies for the last meeting.
7	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none"> The Clerk had checked and all governor confirmations had been completed. The Chair had spoken to K. Hart about providing safeguarding updates for each meeting. The Chair had emailed S. Dewberry to confirm her appointment as a parent governor. R. Duncan had sent an email to formally thank the Headteacher and staff for all of their hard work. A termly report had been completed for the Parochial Church Council relating to Collective Worship, celebrations and Church services. It was agreed that A. Pickstone and J. Hall would complete the next report.
8	Correspondence A letter from the Local Authority, regarding the recent Ofsted inspection, in which the school had been judged 'good' in all areas, had been shared prior to the meeting. A parent who had sent a letter to the Chair had been sign posted to the Headteacher.
9	Headteacher's Report 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"> A governor asked about pupils numbers for the September Reception class. The Headteacher advised that currently there were 9 first choice applications but it was possible that this number may increase as there were lots of second choice applications for Folksworth. A governor asked if any of these applications were from families living in the catchment area for Great Gidding Primary. The Headteacher advised that there had not been any applications for the Reception class but tours had been given to parents looking for a place in other year groups. A governor asked about the consultation process for Great Gidding. The Headteacher advised that, at a Headteacher's meeting earlier in the week, the consultation document had been shared. Currently the school had around 45 pupils but numbers were going down. A governor asked about the nearest school to Great Gidding. The Headteacher advised that, if the school was to close, it would come under the Sawtry catchment area. Other local schools included Brington, Folksworth, and Stilton. Governors asked about Folksworth's capacity and were told that the school could accommodate 30 pupils in Maple, Oak and Elm classes and 15 in Acorn class, which gave a total of 105 pupils. Currently there were more spaces in the lower groups. A governor asked if having a sibling at Folksworth would give priority for a place. It was explained that it would for pupils in the catchment area, following the school's admissions policy. A governor asked about attendance at workshops for Reading and SATs. The Headteacher advised that the Reading workshop had been well attended. Positive feedback had been received for the SATs workshops. A governor asked if attendance was a concern and the Headteacher

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	<p>advised that she would like this to get to 95% or above. She explained that there had been lots of illness. Prior to the Christmas break there had been 30 pupils off but it was hoped that attendance would now improve.</p> <ul style="list-style-type: none"> • A governor asked if the 3 internal seclusions were for the same pupil and it was explained that they were for 3 separate pupils. The governor asked if the seclusions related to behaviour and this was confirmed. Consistency in addressing behaviour had improved following the introduction of the updated policy. A governor asked if behaviour issues linked to special educational needs and this was confirmed. <p>Governors thanked the Headteacher for her comprehensive report.</p> <p>E-Safety Update</p> <p>The Headteacher made governors aware that a Safer Internet Day had been held and Project Evolve' had been used for teaching the e-safety curriculum. Governors asked if there was a need at home and were advised that there was, particularly with older pupils.</p> <ul style="list-style-type: none"> • A governor asked if future reports could also include previous data, relating to behaviour, for comparison and the Headteacher agreed to include this.
10	<p>Safeguarding</p> <p>The autumn term briefing for governors had gone through the changes in keeping children safe in education guidance. Governors were reminded to be mindful of safeguarding when carrying out visits. The school's single central record had been reviewed in the autumn term. Ofsted had been pleased with the school's safeguarding culture.</p>
11	<p>Policy Review</p> <p>Copies of both policies had been shared prior to the meeting. These had been reviewed by committees and recommended for approval.</p> <p>Grievance Procedure</p> <p>A governor noted that section 3.3.1 stated 5/10 working days. The Headteacher was to update this to 10. Governors were happy to approve the grievance procedure subject to the update.</p> <p>Special Educational Needs</p> <p>A governor noted that the website address on page 8 and the last page was not correct and the Headteacher agreed to correct this. Governors were happy to approve the special educational needs policy.</p>
3	<p>Update on Celebration for School's 150th Anniversary</p> <p>The Headteacher had taken responsibility for organising the celebration and members of the local community had been invited to attend. It was agreed that everyone had enjoyed looking at old photographs of the school. A governor who was a parent fed back that some parents had expected to give donations. The Headteacher explained that the event had been a celebration and not for fund raising. The celebration had supported pupil learning as some older members of the community had come in to speak to them. The assembly had been well attended and pupils and staff had dressed up as Victorians. Governors were aware that positive comments had been made by pupils and members of the Parish Council. A drone had taken a photo of pupils arranged to form '150'. Governors thanked the Headteacher and staff for the additional work and the Chair for providing cakes.</p>
12	<p>Governance Training</p> <p>Information about three SIAMS training sessions, run by Ely Diocese, had been shared and all governors were encouraged to attend one. The Headteacher and Chair would be also completing further SIAMS training.</p>

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	<p>C. Russell-Green advised that she had completed governor induction training. J. Hall had completed developing and monitoring the primary curriculum training.</p> <p>S. Dewberry was to look at a convenient dates for induction training.</p> <p>C. Kirk had completed Supporting Disadvantaged Pupil training.</p> <p>Vacancies</p> <p>The governing body had a vacancy for one co-opted governor and the term of office for Y. Rogers was due to end soon. Y. Rogers was to give consideration to whether or not she wished to continue as a co-opted governor. The Parish Council was to be asked if they had anyone who might be interested in a governor role. Vacancies were to be discussed further at the next meeting.</p> <p>Visits</p> <p>Governors were to use the new format report template for future visits. It was agreed that having a focus for visits made them more effective. Speaking to the Headteacher about where the school was would also be helpful.</p> <p>The following visits were to be arranged/carried out:-</p> <ul style="list-style-type: none"> • C. Armstrong - Higher Learners (S. Dewberry to shadow her) • K. Hart - Behaviour and Safeguarding • A. Pickstone – Early Years Foundation Stage (C. Russell-Green to shadow) • D. Quinn - Pupil Premium • Y. Rogers - History <p>Governors were reminded that each section of the School Improvement Plan had questions that governors could ask. Governors were asked to agree any other questions with the Headteacher prior to visits.</p>
13	<p>Action points from Completed Monitoring Visits</p> <p>Reports from Y. Rogers and J. Hall had both mentioned time management. Governors were asked to be mindful of staff time when carrying out visits.</p>
14	<p>Feedback from Resources Committee</p> <p>The committee had met on the 19th of January and a copy of the draft minutes had been shared prior to the meeting. R. Duncan advised that the budget had been a focus. There had been some challenges relating to pay increases not being funded but the school was expecting to have a small carry forward. A governor asked if school were able to set a deficit budget. The Headteacher advised that some schools may have to do this but they would need a plan to show how they would address this. The committee had also received an update on Stay and Play, approved a new broadband contract and given approval to continue with the current provider for cleaning and considered building improvements. The outcomes of an energy survey had been discussed. The company completing the survey had put together an action plan but the capital cost was over £50,000. A virtual meeting had been arranged for the 23rd of February to discuss this further. The School's Financial Value Standard had been reviewed and recommended for approval and nine policies had been approved.</p> <p>Since the meeting C. Kirk and D. Quinn had met with the Headteacher to discuss the charges for Stay and Play and the Breakfast Club. Charges made by other local providers had been reviewed. Costs for running the school's provision had been worked out and it was proposed that there be an increase of 50 pence from the 1st of April. This would make the charges for the Breakfast Club £4.00 and Stay and Play £9.00 per hour. The charges would be reviewed again to see if a further increase was required from September. If the school did not increase charges in order to break even the provision would have to close. Governors were happy to approve the increased charges. When the school communicates with parents about the increased the reasons for this would be explained.</p>

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15	<p>School's Financial Value Standard</p> <p>A copy of the school's financial value standard had been shared prior to the meeting. Governors were made aware that the Chair had recently reviewed the evidence for this. Governors were happy to approve the school's financial value standard.</p> <p>A governor suggested that an open morning, on a Saturday in October, might support the school to increase pupil numbers in the Reception Class. A flier for this could be shared with local preschools etc. The Headteacher expressed concern about other schools feeling that Folksworth was trying to steal their pupils. It was agreed that the school should be publicised more by having a regular piece in the local press. The Yaxley Gazette and Sawtry Eye were suggested. A governor asked if the school could set up a social media account on Facebook, as well as the current Twitter account, and was made aware of safeguarding related issues. S. Dewberry offered to explore this further with the Headteacher. Publicity would be discussed further at the next meeting.</p>
16	<p>Any Other Business</p> <p>There was no other business.</p>
17	<p>Consider Governing Body Impact</p> <ul style="list-style-type: none"> • Governors had received training which would enable them to carry out effective visits. • The School's Financial Value Standard had been reviewed and approved. The checklist provided assurance that the school was managing its resources effectively. • Governors had reviewed and approved policies to ensure that the school was compliant. • Governors had received feedback from the Resources Committee, who had reviewed the budget and gained a better understanding, which would enable them to support the school in prioritising expenditure. • Governors had considered how the school could increase pupil numbers in order to maintain funding and retain staff.
18	<p>Date of Next Meeting</p> <p>Thursday 23rd March 2023 at 7.00pm</p> <p>D. Quinn asked for her apologies to be recorded for this meeting as she was unable to attend due to work commitments.</p>
The meeting ended at 9.10pm.	

Summary of Actions

Agenda Item	Action
7	It was agreed that A. Pickstone and J. Hall would complete the next report for the Parochial Church Council.
11	The Headteacher was to update the grievance procedures and special educational needs policy.
12	Vacancies was to be discussed further at the next meeting.
15	Publicity was to be discussed further at the next meeting.
18	D. Quinn's apologies were to be recorded for the March meeting

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