



'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 Wednesday 8th July 2026 at 7.00pm

Minutes

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

Present

M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan, J. Walters, C. Naylor,
A. Pickstone and C. Armstrong (joined at 7.12pm)

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer The Chair led an opening prayer which related to family, faith and values.
2	Welcome and Apologies The Chair welcomed everyone and advised that C. Armstrong would be joining the meeting later. Apologies had been received and were accepted from G. Jessop and D. Quinn
3	Declarations of Interest There were no declarations of interest.
4	Agree minutes of the last meeting held on the 14th May 2026 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record and copies were to be uploaded by the Clerk to the agreed minutes folders on Teams and Governor Hub.
5	Matters Arising from the Minutes of the last meeting C. Naylor and D. Quinn had not had an opportunity to complete a joint pupil premium visit. However, the Headteacher had shared an anonymised pupil premium progress tracker prior to the meeting. - The Clerk was to arrange for a parent governor election to be run in September.
6	Correspondence The Chair advised that there had not been any correspondence since the last meeting.
7	Governance Monitoring Visits Prior to the meeting reports for recent monitoring visits had been shared. Learning in Nature C. Naylor had completed a follow up visit. She explained that she had observed pupils working on a project outside and felt that they were well managed. A governor asked if the programme linked with other subjects. The Headteacher advised that it was a two year programme that did link with

	other subjects. C. Naylor was to arrange a further visit in the autumn term. The Headteacher advised that a staff meeting had been held outside and teachers were being encouraged to do outdoor activities with pupils. (C. Armstrong joined the meeting at this point) Early Years Foundations Stage The Chair advised that she had completed three monitoring visits during the 2025/26 academic year and had seen progress. Sustainability J. Walters had found that the school was doing everything that it could to be more sustainable and if the budget allowed for it would do more. Religious Education G. Jessop had looked at 'class books'. These were large floor books which had been introduced to evidence learning in specifically chosen subject areas. They included pupils' drawings and notes. Writing C. Armstrong had seen positive progress made by pupils in key stage 2. There had been some concerns relating to the progress of pupils in key stage 1 and support had been put in place. See confidential minutes School Vision The Chair felt that a performance in school that day had been a culmination of the school vision. She had seen parents, friends, confident joyful pupils and dedicated staff. The school needed to celebrate this and how pupils had grown and become individuals. She thanked everyone who had been involved. The Chair felt that the school vision was still right for the school but should be explored by governors in 2026/27. She wanted all governors to know the story behind the vision and this would be picked up at the September meeting. The Chair advised that she had completed a sway newsletter and this would be shared at the end of term. Training and Development Prior to the meeting two reports, detailing Smartlog and other training, had been shared. The Clerk was to forward this information to the Local Authority's Governance Team. Vacancies The parent governor vacancy had been discussed under agenda item 5. Governors were made aware that Governor Hub would be updated with keeping children safe in education guidance for 2026/27. Governors were encouraged to review the changes in preparation for September. https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/keeping-children-safe-education-changes-september-2025/
8	Headteacher's Report The Headteacher's report, school improvement plan and a data overview had been shared prior to the meeting. The main areas of discussion included the following:- • The Headteacher advised that key stage 2 SATs results had been delayed and would not be available until the 16th of July. • A teaching assistant for a named child had resigned so the school was recruiting a one to one teaching assistant. A governor asked if there had been any interest in the post. The Headteacher confirmed that she had received some enquiries but no applications yet. Another teaching assistant had agreed to increase their hours to provide cover until an appointment had been made.

	• A governor asked if pupil numbers in the report were still up to date. The Headteacher advised that the school would be losing 3 pupils due to different circumstances. • Governors were made aware that schools had received an email from the Local Authority stating that they appreciated that schools were struggling due to the delay in processing EHCP (education, health and care plan) applications. The school had received top up funding of just under £14,000 to cover the cost of support put in place for pupils. A governor asked about EHCNA. It was explained that an EHCNA (education, health and care needs assessment) determined if a pupil had severe special educational needs requiring an education health and care plan. The school currently had two outstanding due to delays. • In the early years foundation stage 71% of pupils had achieved a good level of development. In the previous year outcomes for the school had been 67% and national had been 68%. Some pupils still needed support with speech and language and motor skills. A governor asked if support would continue in year 1 and this was confirmed. • In the year 4 multiplication tables check the average score had been 19.4, which was an improvement on the previous year when the average had been 18.1. The majority of pupils had done well but a couple of pupils with special educational needs had scored lower. 2 pupils had got all of the 25 questions right. The Headteacher explained that it was important for pupils to know their tables for years 5 and 6 but the test was done on computer under test conditions. • In the year 1 phonics check 77% of pupils had passed. All pupils, including some with education, health and care plans, had completed the check. It was clear that Read Write Inc Phonics work and ERP interventions had a positive impact. 3 pupils who did not pass would do the recheck in year 2. • In the year 2 phonics recheck 100% of pupils had passed, this was 2 pupils. • In year 6 assessments for Writing 71% of pupils had reached the expected standard and 2 had achieved greater depth. Moderation had been done with St Augustines and they had also discussed plans for year 5 pupils. • The Headteacher would be informing year 6 pupils of key stage 2 SATs results on Thursday when they were released. A governor asked if any further delays were expected. The Headteacher advised that she was not expecting any further delays. A governor asked if key stage 2 SATs test papers would be returned to the school. The Headteacher confirmed that test papers would be returned and teachers would check these in case any were borderline and needed resubmitting for marking. The Headteacher made governors aware that results were normally available to view online from 7.00am. A governor asked about parents being informed and it was explained that the Headteacher did a print out for pupils to take home and discuss with parents. Pupils had put in lots of hard work, attended all of the booster sessions and revised. • The Headteacher had reassessed Writing progress for some key stage 1 pupils and this had been supported by NFER (National Foundation for Education Research) assessments. A governor was aware that pupils from years 2 and 3 would be together for 2026/27 and asked if they would need more support. The Headteacher explained that the class teacher would have high expectations and the patience to
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	support pupils. A teaching assistant would support pupils with English and Mathematics. - Teaching assistants would not be supporting classes in the afternoons. Higher level teaching assistants would be deployed to provide cover for teachers' planning, preparation and assessment time and teaching assistants would lead intervention groups for years 1, 2 and 3 and years 4, 5 and 6. Teachers would be identifying pupils for interventions. - Summer term updates had been added to the school improvement plan in blue text. Subject leaders had been asked to update their subject areas. The school improvement plan was to be a focus for the first staffing meeting. The plan would also be a focus for the first full governing body meeting. The Chair explained that it would be used to plan effective monitoring visits and inform governor training. - A governor asked if the Headteacher's report reflected the new Ofsted inspection framework. The Headteacher advised that she was to explore a new format for her report. The new school improvement plan would reflect the new framework. The Chair encouraged governors to read about the new framework in preparation for the next academic year. A governor asked if the Headteacher would be sharing a self-assessment form and it was confirmed that this would be shared in September.
9	Resources R. Duncan took over as Chair for this agenda item. Budget Monitoring Report A report for June had been shared prior to the meeting. The budget was showing a small deficit. The Headteacher advised that the budget allowed for the new teacher, changes to the P.E. and Sports Grant and the top up funding for pupils with special educational needs. The budget was as accurate as it could be. A governor asked about the 3.5% pay rise for teachers and was advised that the school had budgeted for a 3% increase. A governor asked about swimming lessons and was advised that these were not funded by the P.E. and Sports Grant. Governors were made aware that 10 families had not made the voluntary contribution for the coach so the school had to cover these costs. For the next academic year, the school would be looking at pupils going to Sawtry for swimming as this was more local. A governor asked if the new teacher was on the upper pay scale and it was confirmed that as an experienced teacher they were. The SENCO was to increase their hours to 1.5 days a week from September. This would then be increased to 2 days a week from April when the new budget was set. A governor asked if capital was to be used to fund roof repairs. The Headteacher confirmed that it would but, with other planned jobs, this may take it over the capital budget. A governor asked if the school was able to use other funding and this was confirmed. The school had been expecting some repairs but a replacement was necessary. A governor asked if a further quote, to the one shared prior to the meeting, was to be sought and this was confirmed. A governor asked if the school was able to claim back VAT and this was also confirmed. Governors accepted that works may take the school over the capital budget. A governor noted that the quote for roof repairs included replacement of roof tiles and queried this. The Headteacher explained that the roof leaked when it rained and tiles needed to be replaced. However, the school had some tiles so she would get quotes for all of the necessary work. Cleaning Contract

	The Headteacher advised that the new cleaner was reliable and took pride in their work. Recruitment This had been discussed under the Headteacher's report. Staffing for 2026/27 This had been discussed under the Headteacher's report. Audit Letter A copy of a letter from the Local Authority had been shared prior to the meeting. R. Duncan explained that random audits of maintained schools were completed every year and a letter shared listing findings and recommendations of good practice. The Headteacher advised that in future claim forms would be going through wages. It was agreed that the letter was helpful and the Headteacher was able to confirm that the school was in-line with all other recommendations.
10	Standards and Ethos A. Pickstone took over as Chair for this agenda item. The School Vision and Its Impact The Chair of Governors reminded governor that in the next academic year she wanted to look at the vision, the story behind it, the relevance, its impact and what pupils knew. It was suggested that the Chair of Governors and G. Jessop would speak to Worship Leaders. The school vision would be an agenda item for all meetings. A governor asked if the school vision was discussed at assemblies and staff meetings. The Headteacher felt that it could be discussed more in staff meetings. She advised that it was discussed in classrooms and considered in reflections each day. In collective worship pupils considered links between the school's Christian values and world events. A governor advised that they had noticed, when a staff member had spoken to a pupil about their poor behaviour, that the school vision had been referenced. Governors were made aware that during collective worship the school values were also discussed. The Chair felt that newer governors would benefit from knowing the story behind the school vision. It was suggested that the vision and its impact and links to other things could be discussed at the end of each meeting. The logo was also part of the story. Christian Distinctiveness The Headteacher's report had included information about things being done which related to Christian distinctiveness. Questions asked during interviews included some relating to the school vision. A governor asked about the responses to these and was advised that they were mixed. The Headteacher explained that she sometimes discussed things further in order to get a better understanding. The Chair advised that she had completed a report for the Parochial Church Council. She had been able to use Class Dojo communications to pick up information about events. Summer Term Events The Headteacher listed the following which had already taken place:- • Celebrations of Learning for all classes • Sports Day • Move Up Day • Move Up Day for Year 6 to Secondary School • Key Stage 2 Play • Fete • Open Gardens • Football Tournament • Leavers Assembly Events still to take place were as follows:- • Pizzas and Waterslides for Year 6

	• Colour Run (organised by the Friends of Folksworth Primary) Governors agreed that the Friends were using funds wisely to support wellbeing and additional opportunities. The Headteacher advised that CROPS were coming into school to support year 6 pupils with the transition to secondary school. CROPS (Christian Options in Peterborough Schools) was a local educational and youth charity operating across the Greater Peterborough area since 1989. The school was expecting 3 work experience pupils, one of whom was an ex-pupil of the school. The Chair had noticed year 6 pupils wearing leavers hoodies with pride around the village. The Headteacher advised that they had been allowed to wear them throughout the summer term, including on move up day to secondary school.
11	Safeguarding J. Walters took over for this agenda item. Annual Safeguarding Monitoring Report A copy of the annual report had been shared prior to the meeting. The Headteacher and another designated safeguarding lead were to complete refresher training in 2026/27. The Headteacher had completed reviews of external provision and recorded this on CPOMS but needed to explore if further written logs were required. Cyber Security Updates The had not been any incidents since the last meeting. Link Governor Monitoring Report A report from J. Walters had been shared prior to the meeting. There had not been any reportable incidents since his last visit. A governor asked about issues with the gate and was reassured that this had now been fixed. The Headteacher explained that it had been thought that the issue had been due to the hot weather causing the gate to expand. J. Walters advised that during his next visit he would be seeking pupil voice.
12	Policy Review Copies of all policies had been shared prior to the meeting. Allergy The Headteacher explained that the policy was a model which was in line with 'Benedict's Law' which came into force from September 2026. The school had bought EpiPens but these had a short shelf life. The Headteacher had bought a kit which include an emergency inhaler. Staff were to be trained in the use of EpiPens and would also be required to complete Smartlog training relating to Benedict's Law. A governor asked if staff would be completing in person training using a dummy and this was confirmed. The Headteacher explained that the school's first aid training also covered allergies and administering dummy pens. The governor asked if governors would be required to complete the Smartlog training and was advised that all staff needed to complete the training but not governors. A governor asked if parents shared updates with the school relating to their child's medication. It was confirmed that parents were asked to let the school know about any changes and plans were in place. A governor asked where inhalers were stored and was advised that these were kept in first aid boxes in each class room. Medications were stored in the school office and staff only administered prescription medications. Critical Incident Plan The Headteacher advised governors of some minor updates. Effective Feedback and Marking The Headteacher advised governors of some minor updates. School Dog (Policy and Risk Assessment) The Headteacher advised governors of some minor updates.

	A governor asked if pupils still engaged with the school dog. The Headteacher confirmed this and advised that the school dog was used to support pupil wellbeing. Governors were happy to approve all of the policies.
13	Any Other Business There was no other business.
14	Meeting Dates for 2026/27 A list of proposed dates had been shared prior to the meeting. There would be an extraordinary business meeting in September and 6 full governing body meetings. The Chair thanked everyone for a good year and encouraged governors to look at the changes to keeping children safe in education guidance for 2026/27 and the vision statement.
The meeting ended at 8.48pm.	

SUMMARY OF ACTIONS	
No	Action
4	A copy of the agreed minutes from May were to be uploaded by the Clerk to the folders on Teams and Governor Hub.
5	The Clerk was to arrange for a parent governor election to be run in September.
7	The Clerk was to forward reports for governor training completed in the summer term to the Local Authority's Governance Team. The school vision was to be an agenda item for all meetings in 2026/27.