



'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 16<sup>th</sup> October 2025 at 7.00pm

## Minutes

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

#### **Present**

M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan, D. Quinn, J. Walters,  
A. Pickstone, G. Jessop and C. Armstrong

#### **Also Present**

J. Harris (Clerk)

No	Agenda Item
1	<b>Opening Prayer</b> Governors were reminded of the school vision:- <ul style="list-style-type: none"> <li>To inspire a lifelong love of learning through the bonds of family, faith, and friendship.</li> <li>To provide a safe community where everyone is nurtured, valued, and respected, giving them the fullest opportunity to be the best they can be.</li> </ul> The Chair led an opening prayer.
2	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. There were no apologies as all governors were present.
3	<b>Declarations of Interest</b> Governors were made aware that J. Walters was related to someone who had expressed an interest in a co-opted governor role.
4	<b>Agree Minutes of the last meeting held on the 11th of September 2025</b> A copy of the minutes had been shared prior to the meeting and <b>were agreed as a true record.</b> The Clerk was to upload copies to the minutes folders on Teams and Governor Hub.
5	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>The Clerk had uploaded copies of the agreed minutes from the July meeting to Teams and Governor Hub.</li> <li>G. Jessop had spoken to two governors from different DEMAT schools and shared their views.</li> <li>C. Armstrong was to share a copy of her report for a writing visit completed in the summer term.</li> </ul>
6	<b>Correspondence</b> There had not been any correspondence since the last meeting.

7	<p><b>Governance Compliance</b></p> <p>The Clerk was to check and, if necessary, chase any governors with outstanding compliance tasks on Governor Hub .</p> <p><b>Exploring Academisation</b></p> <p>The Headteacher and Chair had met with Jonathan Young, the Diocesan Director of Education for Ely, and had an open discussion about exploring academisation. It was not felt that joining a federation would be beneficial for the school. It was confirmed that Ely Diocese was not open to schools, which came under the Diocese, joining a trust with mixed articles of association or a trust for another Diocese. The school had the options of joining either the Diocese of Ely Multi-Academy Trust or ACT Academy Trust. It was agreed that ACT would be invited to speak to governors prior to the next meeting. The Chair was aware that ACT had traded services which may be beneficial for the school. Governors were asked to forward any questions for ACT prior to the next meeting and these would be collated by the Chair.</p> <p><b>Headteacher's Performance Management Panel</b></p> <p>The panel had met but had not yet completed their review. The Local Authority Advisor was to change and the panel required another member.</p> <p><b>Pay Review Committee</b></p> <p>The Chair explained that a committee had not been required as the pay policy stated that pay progression was no longer related to performance. There had not been any applications to move from the main pay scale to the upper pay scale. There had not been any other recommendations. If a committee was required in the future this would be made up of the three Vice Chairs.</p> <p><b>Training and Development</b></p> <p>The Chair had joined the Local Authority's Autumn Term Briefing for Governors and a copy of the presentation slides had been shared prior to the meeting. The Chair advised that the briefing had gone through changes to the Ofsted inspection framework. A summary of the changes was available on Governor Hub Knowledge, see link below:-  <a href="https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/inspection-evaluation/inspection-framework/ofsted-framework-changes-summary/?marker=full-search-q-summary%20of%20changes%20to%20ofsted%20inspection%20-result-0">https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/inspection-evaluation/inspection-framework/ofsted-framework-changes-summary/?marker=full-search-q-summary%20of%20changes%20to%20ofsted%20inspection%20-result-0</a></p> <p>The briefing had also included information about changes to relationships and sex education, safeguarding and the early years foundation stage. Governors were reminded that, in addition to training through Ely Diocese, they had access to online training through Governor Hub Knowledge. J. Walters advised that he had completed safeguarding training via Governor Hub Knowledge.</p> <p>A. Pickstone advised that she had completed P. E. and Sports Premium training and found this beneficial. She was looking at other training modules. The Chair encouraged all governors to explore the training modules available through Governor Hub Knowledge as these were automatically added to training records once complete. Governors were reminded that the Local Authority had asked maintained schools to share details of all training completed by governors on a termly basis.</p> <p>All governors were asked to access the Board Effectiveness tool on Governor Hub. Outcomes would then be used to inform governor development and training.</p> <p><b>Vacancies</b></p> <p>The governing body had vacancies for 1 co-opted and 1 staff governor. An application for the co-opted governor vacancy had been shared prior to the meeting. <b>Governors were happy to appoint C. Naylor as a co-opted</b></p>
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	<p><b>governor.</b> The Chair was to inform C. Naylor of her appointment and the Clerk was to begin the induction process.</p> <p><b>Visits</b></p> <p>J. Walters had completed a monitoring visit with a focus on sustainability. A copy of his report had been shared prior to the meeting. The school was taking steps to support sustainability, but these were restricted by budget constraints, and pupils had been engaged. <b>A governor asked if there was a model plan</b> and the Headteacher confirmed that the school had a climate action plan. J. Walters explained that the plan filtered into lots of different areas, for example lighting. The plan was not statutory but it was considered good practice to put this on the school website. The Headteacher advised that she had completed training the previous year. Schools should take small steps, which included giving consideration to alternatives when renewing contracts for energy and lighting or having double glazing installed. <b>A governor asked if the school needed any support.</b> The Headteacher explained that there were lots of different levels but she would continue to monitor and if necessary would seek appropriate support. J. Walters would be completing a follow up visit in the summer term.</p> <p><b>Website Audit</b></p> <p>R. Duncan had completed an audit and a copy of this had been shared prior to the meeting. He had found that everything was in place and was thanked for completing the audit.</p>
8	<p><b>Headteacher's Report</b></p> <p>A report from the Headteacher had been shared prior to the meeting and governors were invited to ask any questions.</p> <p><b>A governor asked about the update relating to trees on the school site.</b> The Headteacher explained that schools were now responsible for writing tree management plans. <b>A governor asked when the last survey had been completed</b> and was advised that this had been in the summer term. The school was awaiting a report but work had been completed during the summer break. The school had spoken to the Parish Council regarding ivy. The Headteacher was to complete a tree management plan and monitor the health and safety of trees on the school site but there had been very little guidance for this and no training made available. A governor asked about the impact of changes and it was explained that there were a lot of trees on the school site. An audit would be required every two years and ongoing work would be required for any dying or deceased trees. The school would need to pay for any pruning work but the Local Authority would pay for work to remove any dead trees. R. Duncan agreed to review the audit as part of his health and safety monitoring.</p> <p><b>A governor asked about pupil numbers for Stay and Play provision.</b> The Headteacher advised that numbers were low as there was now less need. Breakfast Club numbers were higher but these fluctuated. The Headteacher will continue to monitor pupil numbers.</p> <p><b>A governor asked about baseline assessments.</b> The Headteacher explained that these were completed for all pupils joining the reception class. The assessments were completed early in order to get a snapshot of need before the school started working with pupils. <b>A governor asked if the assessments were done through a test or observations.</b> The Headteacher explained that the teacher had a box of objects and pupils used an iPad to record what they could see and what they could count.</p> <p><b>A governor asked for an update on recruitment for a new school cook.</b> The Headteacher advised that the deadline for applications was the end of the week and interviews were scheduled for the following Monday. Cover was to be provided by an agency when the current cook left but costs would be high and this would have an impact on the budget.</p>

<p>A governor asked about the impact of 'brain buddies' support for emotions and self-regulation. The Headteacher explained that this was being delivered by the wellbeing team in the personal, social, health and economic education slot and was working well. Staff were present during the sessions and were able to take pupils out if they were triggered by something or needed a break.</p> <p>A governor asked about changes to the daily mile. The Headteacher explained that this was now being completed by each class at a time to suit them. It was working better as a movement break rather than a daily timetabled slot.</p> <p>A governor asked if any new pupils had allergies that required staff to complete training. The Headteacher advised that there were no severe allergies and staff completed relevant training as part of first aid. The kitchen also monitored pupils with allergies. The planning, preparation and assessment room had a board for staff awareness and the school's management information system also flagged any medical needs.</p> <p><b>School Improvement Plan</b></p> <p>A copy of the plan had been shared prior to the meeting. The Headteacher explained that she had met with staff to discuss their class and set targets. Year 2 targets were realistic and in-line with the needs of the cohort but it was hoped that these would be exceeded. Key areas had been grouped inline with Ofsted's new inspection framework.</p> <p><u>Curriculum and Teaching</u></p> <p>Writing was to be a focus in order to improve attainment and the school would continue to raise attainment in Mathematics. Nature based learning was to be developed.</p> <p><u>Early Years Foundation Stage</u></p> <p>Collaborative working with local preschools was to be developed.</p> <p><u>Personal Development, Wellbeing and Behaviour</u></p> <p>The behaviour curriculum was to be embedded.</p> <p><u>Leadership and Governance</u></p> <p>The delivery of foundation subjects was to be improved to ensure clear progression in subject knowledge and skills across the school. A coaching model was to be introduced to allow teachers to observe and develop good practice.</p> <p>A governor asked if any new teaching methods were being adopted and was advised that they were not. The Headteacher explained that Read Write Inc worked well for most pupils but teaching assistants were trained in interventions to support other pupils. The Headteacher had completed Difference Programme training and this was to be incorporated in enrichment days.</p> <p>A governor asked about using data for homework completed to measure progress. The Headteacher explained that in progress meeting discussion pupils who were struggling were often found to have not completed homework and consolidate learning. National Foundation for Education Resources (NFER) assessments were used to support teacher assessment. Governors agreed that it was beneficial to group key areas in-line with Ofsted and to embed progress made over the last few years.</p> <p>A governor asked if the school had received any feedback from secondary school relating to previous year 6 cohort. The Headteacher advised that positive feedback had been received verbally from the Head of Year 7. Pupils were settled and doing well and had been well prepared. Parents had also given feedback that their children were enjoying secondary school.</p> <p>A governor asked how they would be able to monitor key areas. The Headteacher advised that they would be able to speak to the Acorn Class teacher about preschool collaboration. The behaviour curriculum could be</p>
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	<p>discussed during any visit. Teachers could be asked about the impact of the coaching model from the spring term onwards.</p> <p><b>Outcomes of Parent Survey</b></p> <p>Outcomes had been shared prior to the meeting. A governor congratulated the school on the number of supportive responses. A governor asked how many parents had completed the survey and was advised that it was just under 50%. There had been two negative responses but no parents had approached the Headteacher to raise any concerns. The Headteacher was pleased that what parents felt the school did well was in-line with the school vision and values. Areas for improvement had already been identified and were being addressed. Some of the positive comments had been put on display in school reception.</p> <p>A governor asked if adverts had gone out for an open mornings and this was confirmed. Governors were invited to support these.</p>
9	<p><b>Safeguarding Updates</b></p> <p>A report from the safeguarding link governor had been shared prior to the meeting. J. Walters advised that there were issues with the school's new filtering system as it was blocking some things in error. The Headteacher continued to ensure that CPOMS was up to date and the Office Manager maintained the single central record. Policies were being followed. The Headteacher advised that work was being done to address the issues with the filtering system and improvements were being seen.</p> <p>A governor asked about the impact of artificial intelligence (AI). The Headteacher explained that teachers used 'Teach Mate' to support planning and report writing and this was beneficial. Co-pilot and Teach Mate being used to translate stories for a pupil with English as an additional language. The Headteacher would monitor the use of AI. Eventually the school will need to consider how pupils will be taught about the use of AI. A governor asked if the school might use AI for reports and the Headteacher explained that Teach Mate could be used. A governor asked if data sharing policy had been checked and this was confirmed.</p>
10	<p><b>Resources</b></p> <p>R. Duncan took over as Chair for agenda item 10.</p> <p><b>Budget Report</b></p> <p>A budget vs actual cumulative report for September had been shared prior to the meeting. The school was half way through the financial year for 2025/26. A governor asked for more information about unexpected spends. The Headteacher explained that agency cover for the school cook had not been expected. Pay increases had now gone through but the Headteacher was trying hard to balance the budget. The forecast carry forward had been reviewed and reduced. There were concerns relating to Stay and Play income and the kitchen. A governor asked about plans for capital funding. The Headteacher explained that capital funding had been used for roof repairs, upgrading lighting and a new fridge for the kitchen. A governor asked about census day and was advised that 84 pupils had been recorded compared to 95 the previous year. A governor asked about the provisional budget for 2026/27 and it was thought that this would be shared in January.</p> <p>A copy of a letter from the Local Authority had been shared prior to the meeting. R. Duncan explained that the Local Authority audited the finance procedures of 10 random schools every year and then shared findings and recommendations. Governors needed to be assured that the school was complying with recommendations. The Headteacher confirmed that she had reviewed the report and the school was already complying with recommendations.</p> <p><b>Health and Safety</b></p> <p>R. Duncan was to complete a monitoring visit the following week.</p> <p><b>Premises</b></p>

	<p>A plan was in place for maintaining the school.</p> <p><b>School Meals</b> The school cook had been discussed as part of the Headteacher's report.</p> <p><b>Staffing</b> Updates had been included in the Headteacher's report.</p> <p><b>Stay and Play</b> This had been discussed as part of the Headteacher's report and the budget.</p> <p><b>Policy Review</b> Copies of all policies had been shared prior to the meeting.</p> <ol style="list-style-type: none"> <li>1. Appraisal and Capability</li> <li>2. Equality and Diversity for School Staff</li> <li>3. Health and Safety Part 8 required amending. R. Duncan read out proposed wording which he would be send to the Headteacher for updating the policy.</li> <li>4. Stress Management</li> <li>5. Wellbeing – Statement of Intent</li> </ol> <p>Governors were made aware of changes and some small amendments were suggested and made during the meeting by the Headteacher. <b>Governors were happy to approve all five policies.</b></p>
11	<p><b>Standards and Ethos</b> A. Pickstone took over as Chair for agenda item 11. As a follow up to the P. E. and Sports Premium training that she had completed she <b>asked about swimming provision</b>. The Headteacher confirmed that this was in the plan. A governor asked the percentage of year 6 pupils who had left the school being able to swim confidently over 25 metres and was told that this it was around 80%. When asked how this compared to other school the Headteacher advised that she did not have this information.</p> <p><b>Collective Worship/Christian Distinctiveness</b> <b>A governor asked about the impact of changes.</b> The Headteacher advised that new worship leaders had settled well. The Religious Education Lead planned themes and collective worship was led by someone from the Church on Thursdays. The timings worked well. Set music was played as pupils entered and left collective worship. <b>A governor asked about links to the curriculum.</b> The Headteacher explained that bullying linked to personal, social, health and economic education and role models linked to careers. A governor asked if there was ever a focus on needs, for example dyslexia. The Headteacher confirmed that in the past there had been a focus on growth mindset and pupils had identified famous people.</p> <p><b>Autumn Term Events</b> The Chair had attended the Harvest Festival Service and was to complete a report for this. Pupils had sung well and enjoyed the experience. Parents had been very proud and it had been a family occasion.</p> <p><b>Document/Policy Review</b> Copies of documents/policies had been shared prior to the meeting. <u>Early Years Foundation Stage</u> <b>Governors were happy to approve the early years foundation stage policy.</b> <u>Parish School Covenant</u> The covenant had been updated to reflect things that had been achieved. <b>Governors were happy to approve the covenant.</b></p>
12	<p><b>Policy Review</b> The Chair took over for the remainder of the meeting.</p> <p><b>Acceptable Use of Artificial Intelligence</b> <b>The policy was approved</b> subject to changes made by the Headteacher during the meeting.</p> <p><b>Pay</b> It was explained that the policy was reviewed annually and was based upon a model from Education, Personnel Management. The staffing structure was an</p>



	appendix and included details of contract types. <b>Governors were happy to approve the pay policy.</b>
13	<b>Any Other Business</b> The Chair thanked everyone for their contributions during the meeting. The school's financial value standard was to be reviewed after October half term.
14	<b>Date of Next Meeting</b> Thursday 11 <sup>th</sup> December 2025 at 7.00pm to be held in person at the school. ACT were to be invited to present from 6.00pm till 7.00pm and the full governing body meeting would follow, ending at 9.00pm The meeting ended at 8.57pm.

SUMMARY OF ACTIONS	
No	Action
4	The Clerk was to upload copies to the minutes folders on Teams and Governor Hub.
5	C. Armstrong was to share a copy of her report for a writing visit completed in the summer term.
7	The Clerk was to check and, if necessary, chase any governors with outstanding compliance tasks on Governor Hub . It was agreed that ACT would be invited to speak to governors prior to the next meeting. Governors were asked to forward any questions for ACT prior to the next meeting and these would be collated by the Chair. The Chair was to inform C. Naylor of her appointment and the Clerk was to begin the induction process.
13	The school's financial value standard was to be reviewed after October half term.