



'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 11<sup>th</sup> December 2025 at 7.00pm

### Minutes

**KEY:** Governor Challenge Governor Approval

<p><b>Present</b>          M. Norbury (Headteacher), C. Kirk (Chair), R. Duncan, G. Jessop, C. Armstrong and C. Naylor</p> <p><b>Also Present</b>          J. Harris (Clerk)</p>
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No	Agenda Item
1	<p><b>Opening Prayer</b>            The Chair led an opening prayer which related to governors meeting near to Christmas.</p>
2	<p><b>Welcome and Apologies</b>            The Chair welcomed everyone to the meeting and introductions were made for the benefit of new co-opted governor C. Naylor            Apologies were received and accepted from D. Quinn, J. Walters and A. Pickstone</p>
3	<p><b>Declarations of Interest</b>            There were no declarations of interest.</p>
4	<p><b>Agree Minutes of the last meeting held on the 16th of October 2025</b>            A copy of the minutes had been shared prior to the meeting and <span style="background-color: green;">were agreed as a true record.</span> The Clerk was to upload copies to the agreed minutes folders on Teams and Governor Hub.</p>
5	<p><b>Matters Arising from the Minutes of the Last Meeting</b></p> <ul style="list-style-type: none"> <li>• The Clerk had uploaded copies of the agreed minutes from the September meeting to Teams and Governor Hub.</li> <li>• C. Armstrong was to share a copy of her report for a writing visit completed in the summer term.</li> <li>• The Clerk had chased governors with outstanding confirmations on Governor Hub.</li> <li>• The presentation from ACT was to be picked up under agenda item 7.2.</li> <li>• The Chair had informed C. Naylor of her appointment and the Clerk had begun her induction.</li> <li>• The school's financial value standard was to be picked up under agenda item 10.</li> </ul>

6	<p><b>Correspondence</b> There had not been any correspondence since the last meeting.</p>
7	<p><b>Governance</b> <b>Compliance</b> All governors had completed their compliance tasks on Governor Hub.</p> <p><b>Exploring Academisation</b> The Chief Executive Officer and Deputy for the ACT Academy Trust had met with governors. Governors agreed that the meeting had been very informative. C. Naylor had taken notes and these had been shared for governor feedback. The Chair was to upload a copy of the notes to Teams so that these could be reviewed prior to the next meeting. Lots of research had been completed as governors explored academisation and a decision would be made with regard to next steps at the February meeting.</p> <p><b>Headteacher's Performance Management Panel</b> C. Naylor agreed to join the panel with R. Duncan and C. Armstrong.</p> <p><b>Training and Development</b> D. Quinn had not yet accessed the Board Effectiveness tool on Governor Hub. Once this had been done outcomes would be used to inform governor recruitment and training. Reports for Smartlog and other training completed by governors since September had been shared prior to the meeting. The two reports were to be forwarded to the Local Authority by the Clerk, as this was now a termly requirement. C. Naylor was to explore new governor induction training as well as training for the Headteacher's Performance Management Panel.</p> <p><b>Vacancies</b> The governing body had a vacancy for a staff governor.</p> <p><b>Visits</b> Since the last meeting C. Kirk had completed monitoring visits for the Early Years' Foundation Stage and Collective Worship. R. Duncan had completed a Health and Safety walkaround. C. Armstrong was to complete Writing and Mathematics monitoring visits the following week. It was suggested that a report be given on the impact of outdoor learning and the Headteacher agreed to speak to the Oak Class Teacher about this. C. Naylor agreed to complete a monitoring visit after Christmas to look at Learning Through Nature and she would also seek pupil voice. A copy of a website check had been shared prior to the meeting.</p>
8	<p><b>Headteacher's Report</b> A report from the Headteacher had been shared prior to the meeting. A governor asked about the Ely Diocese Regional Director (EDRA) looking at SEND and the curriculum across both schools. The Headteacher explained that the EDRA was also the Headteacher of a Peterborough primary school. The Headteacher and SENDCo were to visit St Augustine's as part of this work. A governor asked if the EDRA had completed a report and this was confirmed. The Headteacher explained that the information in the report was operational and not relevant for governors so a copy had not been shared. A governor asked about a Cadbury World visit being postponed. The Headteacher explained that the visit tied in with pupils work on 'Charlie and the Chocolate Factory. The visit had been postponed until after Christmas as tickets would be cheaper. The school was mindful of the cost of trips having to be passed on to parents and tried to manage this carefully. A governor asked how the new school cook was settling into her role. The Headteacher advised that they had settled well and the cook from Elton had come over to support them for the first few weeks.</p>

	<p>Governors noted that attendance was above 97%, which was exceptional. The Headteacher advised that there were still issues with arriving late. A governor asked about the doors of the storage shed which were rotten and was advised that the school was waiting for work to be completed.</p> <p><b>Renewal of ICT Support Contract</b></p> <p>A service level agreement proposal for ICT support through the Meridian Trust had been shared prior to the meeting. The Chair and Headteacher had met with the Trust and found that they ran a similar system to the one used by Folksworth. The proposal for £2343.00 was cheaper than the current agreement with an IT Service, who charged £5450.00. Comparison between the two agreements had been made and the only thing missing from the Meridian Trust agreement was support for the school's Financial Management System. The school could pay for this support from the IT Service or see if Meridian Trust was able to pick this up. Governors were made aware that there had been a cyber attack on the SENDCo's email account as this had not been set up properly. There had also been lots of small issues. The technician assigned to the school no longer lived local to Cambridge and the Headteacher had to follow their instructions. It was agreed that the charges for this service were very expensive. A governor asked if the current agreement ran out in April and this was confirmed. The school was to consider moving to Meridian Trust and a decision would be made in January. A governor noted that the proposed agreement had conflicting dates and the Headteacher confirmed that these should be from April 2026 to August 2027 and she agreed to ask Meridian Trust to confirm the price for this period. A governor asked if there were any risks. The Headteacher explained that she had worked with Cambridgeshire County Council to set up the current system so there may be some issues moving to a different IT Service. The school had some individual contracts for services which would need to be aligned. A governor asked about licences for software and was advised that Meridian Trust would be able to purchase these as the current service did. The Headteacher explained that the current IT Service provider did not plan for the future and since the previous technician had left they were still trying to fill gaps. Governors were happy for the Headteacher to explore further an agreement with Meridian Trust and an update would be shared at the next meeting. The Chair advised that in the meeting with the Meridian Trust they had been very complimentary regarding the independent use of laptops by pupils. A governor asked if Meridian Trust would be able to support the school if hardware needed to be replaced in the future. The Headteacher confirmed that they were happy to source quotes for the school and were able to secure deals when buying for a large number of schools.</p> <p><b>School Travel Plan</b></p> <p>The Headteacher explained that the school's bike rack needed to be replaced and when seeking quotes she had been put in touch with a contact at the Local Authority. They had advised the school to put together a travel plan as this may help the school to secure some funding. The Headteacher had put together some initiatives and applied for accreditation and would know in January if the school had been successful. The next step was to consult with families so a survey had gone out. The school would also need to consult with other stakeholders, including the School Council and governors. There were issues with the road where cars turned as this was busy and consideration had been given to closing this road at drop off and pick up times. Governors were happy to support with this. A copy of the Travel Plan was to be shared for the next meeting.</p>
9	<p><b>Safeguarding Updates</b></p> <p>J. Walters had a safeguarding visit planned for the spring term. The Headteacher explained that J. Walters also completed check-ins between</p>

	<p>termly visits and currently there were no concerns. Safeguarding training was to be delivered to staff on the January inset day. The Headteacher agreed to deliver a condensed version of the training to governors at the start of the February meeting. This would take around 30 to 45 minutes.</p>
10	<p><b>Resources</b></p> <p>R. Duncan took over as Chair for this agenda item.</p> <p><b>Budget Report/Stay and Play/School Meals</b></p> <p>A budget report produced at the end of November had been shared prior to the meeting. The school had four months until the end of the current financial year. R. Duncan asked the Headteacher about unforeseen pressures and if any further pressures were expected. The Headteacher explained that the budget had been impacted by the previous school cook leaving unexpectedly and also when the budget had been set she had not been aware that the school would have to start paying for work to trees on the school site. Education, health and care plan (EHCP) applications had been submitted but were very slow to progress so money to support these pupils was coming from school funds. A governor asked if funding for EHCPs was backdated and was advised that it was not. The Headteacher had received a consultation document and was hoping that this would go through before April. There had been some unexpected spends, including repairs to the roof. A breakdown of costs for breakfast and after school provision had been shared prior to the meeting. The biggest issue was Stay and Play as income had been expected to be around £18,000.00 but, due to lower numbers, this had now been adjusted to £14,500.00 as this was more realistic. The Headteacher did not want to increase charges as some pupils who had joined in September needed after school provision. A governor asked what was needed to cover costs. The Headteacher explained that the school needed 8 pupils to stay each day to cover staffing costs. A governor asked how the £9.80 charge for each session compared to other local provision. The Headteacher advised that it was low but the school did not offer a meal or a separate building. It was suggested that the school consider increasing costs from April. Recently numbers had been increasing due to the cold weather and it getting dark early. The Headteacher would continue to monitor the provision. A governor asked about staffing and it was explained that, as other staff were on site, one staff member ran the provision in the morning and two after school. A governor suggested that instead of parents paying on an ad hoc basis they could be encouraged to book sessions on a weekly or monthly basis. The Headteacher was concerned that if they were not able to book on a flexible basis they might look elsewhere for provision and school. There were some families with children who accessed the provision every day. It was agreed that Stay and Play should be discussed further at the next meeting.</p> <p>The school was hoping to have 15 children in the Reception class for September 2026. An update on applications would be shared at the next meeting.</p> <p>A breakdown of kitchen costs had been shared prior to the meeting. The Headteacher felt that charges for key stage 2 meals were average and could be increased from April. The Headteacher explained that the school had a small key stage 1 cohort and staffing costs had increased. The hours of the school cook had been reduced to enable some savings. Currently there were 10 pupils who paid for meals each day and it was hoped that these numbers would increase. Key stage 2 pupils seemed to favour a packed lunch. A governor asked if the school offered a packed lunch option and this was confirmed. An update on school meals would be given at the next meeting.</p> <p>A governor asked for more information about a deficit of £2,500.00 in teaching costs. The Headteacher explained that there had been a difference between the original budget and the current budget due to slightly higher</p>

	<p>than expected pay increases. The funding provided by the government had not been enough to cover the difference.</p> <p>Costs for an agency cook who had covered the role until the new cook had been appointed were to be added to the budget. The Headteacher confirmed that cover was no longer in place.</p> <p><b>Health and Safety/Tree Management Plan for Approval</b></p> <p>R. Duncan had completed a health and safety walkaround in October and a copy of his report had been shared prior to the meeting. The Headteacher had contacted the Local Authority to make them aware of work required to some of the trees on the school site. The school now required a management plan for trees and a copy of a plan had been shared prior to the meeting. The Headteacher had asked for an example but had been told that a plan had not been in place before, however, some guidance had been shared. The Local Authority would carry out a survey of trees every 2 to 2.5 years. The last survey had been completed in August 2024 and some of the information in this had informed the plan. Photographs had been taken to support the Headteacher to check the condition of trees. The risk of injuries from trees on the school site was very low. A governor asked if the plan was to be shared with the Local Authority. The Headteacher explained that the Local Authority would only be looking at high risks. A governor asked if the Local Authority would be felling any trees and was advised that they would not as they were not high risk. A governor asked if there were any trees protected by a preservation order and it was explained that this was being explored. The next survey was due in 2026. The Headteacher was to arrange for a willow tree to be pollarded and for some trees near the trim trail to be cut back. The school had 96 trees on site and these were considered low risk or healthy.</p> <p><b>Premises</b></p> <p>The Local Authority had written to the school to advise that an estate survey was to be completed in order to check the condition of buildings.</p> <p><b>School's Financial Value Standard Review</b></p> <p>The school's financial value standard return for 2025/26 was being completed. Comments from the 2024/25 return had been transferred. The Headteacher and Finance Manager were working hard to collate supporting documents in a folder. The Chair was to add minutes from meetings as additional evidence. R. Duncan was to check the folder. He explained that it was a statutory requirement to submit the school's financial value standard each year. An update was to be shared at the next meeting.</p>
11	<p><b>Standards and Ethos</b></p> <p>The Chair took over for this item.</p> <p><b>Christian Distinctiveness</b></p> <p>The Chair had completed a report for Christingle and was to complete one for the Advent Service. She had met with Worship Leaders prior to the Advent Service and it had been good to see them projecting their voices now that they were more confident. They had been 'loud and proud'.</p> <p>G. Jessop was to complete a visit in the spring term to look at how spirituality was being embedded.</p> <p><b>Pupil Premium Strategy Statement for 2025/26</b></p> <p>The statement was to be uploaded to the school website by the 31<sup>st</sup> of December.</p> <p><b>Pupil Progress</b></p> <p>A copy of the School Improvement Plan had been shared prior to the meeting. The Headteacher had met with teachers the previous week and reviewed outcomes of National Foundation for Educational Research assessments. It was still early in the school year and pupils had not covered everything. There were lots of special educational needs in Year 1, pupils were making progress but this was less than expected. A child had recently joined the school with significant needs.</p>

	<p>A governor asked if there were any concerns about Year 6 pupils. The Headteacher advised that there were no concerns as pupils had recently completed mock SATs tests and had done really well. The cohort had made a good start and were strong and were already attending booster sessions.</p> <p>A governor asked if writing was a concern across school. The Headteacher explained that teachers were looking at targeted areas. Governors were made aware that 40% of pupils across school had special educational needs (SEND). Due to the school's nurturing environment a lot of parents chose Folksworth but this had an impact on data, particularly relating to writing.</p> <p>A governor asked if the Headteacher was able to add a column to show pupils who were making the required progress. The Headteacher explained that pupils were making progress but at a slower rate. Teachers also looked at non-SEND pupils and modelled high expectations of learning. A governor asked if non-SEND pupils in Year 1 were making good progress. The Headteacher confirmed that on the whole they were but the teacher reflected and tried different structures. The pupil who had recently joined the school had not thrived at their previous school but at Folksworth they were flourishing. Key stage 1 pupils were not used to tests so outcomes were expected to improve.</p> <p><b>Remote Education Policy for Approval</b> A copy of the policy had been shared prior to the meeting. <b>Governors were happy to approve the remote education policy.</b></p>
12	<p><b>Policy Review</b> <b>Prevent Action Plan</b> A copy of the plan had been shared prior to the meeting. A governor asked how the school would evidence things that had been done. The Headteacher explained that the plan was more for guidance and had been adapted from a template from the Department for Education.</p>
13	<p><b>Any Other Business</b> There was no other business. The Chair thanked everyone for their contributions to the meeting. Governors were made aware that the school's nativity was being held the following week.</p>
14	<p><b>Date of Next Meeting</b> Thursday 5<sup>th</sup> February 2026 at 7.00pm (Virtual)</p>
The meeting ended at 8.38pm.	

<b>SUMMARY OF ACTIONS</b>	
<b>No</b>	<b>Action</b>
<b>4</b>	The Clerk was to upload copies of the agreed minutes to the folders on Teams and Governor Hub.
<b>5</b>	C. Armstrong was to share a copy of her report for a writing visit completed in the summer term.
<b>7</b>	<p>The Chair was to upload a copy of the notes from the meeting with the ACT Academy Trust to Teams so that these could be reviewed prior to the next meeting. A decision would be made with regard to next steps at the February meeting.</p> <p>The two training reports were to be forwarded to the Local Authority by the Clerk, as this was now a termly requirement.</p> <p>C. Naylor was to explore new governor induction training as well as training for the Headteacher's Performance Management Panel.</p> <p>C. Naylor agreed to complete a monitoring visit after Christmas to look at Learning Through Nature and she would also seek pupil voice.</p>
<b>8</b>	An update on the service level agreement for IT support would be shared at the next meeting.

	A copy of the Travel Plan was to be shared for the next meeting.
<b>9</b>	The Headteacher agreed to deliver a condensed version of the safeguarding training, delivered to staff, to governors at the start of the February meeting. This would take around 30 to 45 minutes.
<b>10</b>	It was agreed that Stay and Play should be discussed further at the next meeting.
	An update on applications for the Reception class place for September 2026 would be shared at the next meeting.
	An update on school meals would be given at the next meeting.
	An update on the school's financial value standard was to be shared at the next meeting.
<b>11</b>	The pupil premium strategy statement for 2025/26 was to be uploaded to the school website by the 31st of December.