



'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 10th July 2025 at 7.00pm

Minutes

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

Present

C. Kirk (Chair), R. Duncan, G. Jessop, J. Walters, A. Pickstone and C. Armstrong

Also Present

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. Apologies were received and accepted from M. Norbury (Headteacher), D. Quinn and K. Hart.
3	Declarations of Interest There were no declarations of interest.
4	Agree Minutes of the last meeting held on the 15th May 2025 A copy of the minutes from the last meeting had been shared prior to the meeting. The minutes were agreed as a true record.
5	Matters Arising from the Minutes of the Last Meeting The Clerk had updated the minutes from the March meeting and uploaded copies to folders on both Teams and Governor Hub. R. Duncan had been exploring grants but had not yet found any for which the school met the criteria. A. Pickstone had contacted the local college to enquire about a catering student who might be interested in working in the school kitchen but had not yet received a response. Interviews for the Cook's role were to take place that week. The Chair had spoken to J. McCamphill from Ely Diocese about anything that the school need to be mindful of when exploring academisation due to the school being a Voluntary Aided Church of England School. The Chair had made contact with the Chief Executive Officer for the Meridian Trust and would share updates after she had met with him. The Chair had visited the school to observe the administration of SATs and also Collective Worship. R. Duncan had completed a health and safety walk around. C. Armstrong had completed a Writing monitoring visit.

	A. Pickstone had spoken to the Church and they were happy to host the Victory in Europe Day display, which had been put together by the school.
6	<p>Correspondence</p> <p>A letter of thanks, from Catherine McKinnell MP, Minister for School Standards, which had been sent to all governors had been shared prior to the meeting.</p>
7	<p>Governance</p> <p>Exploring Academisation Updates</p> <p>The Chair had put together some notes for the meeting held with the Chief Executive Officer from the Diocese of Ely Multi-Academy Trust (DEMAT). She asked governors to let her know if they wished to add anything to the notes. Governors considered next steps and G. Jessop agreed to speak to Reverend Kutar about her role as a governor for a DEMAT school.</p> <p>Board Effectiveness</p> <p>A way of monitoring board effectiveness was to be explored by the Chair and Clerk.</p> <p>Monitoring Visit Feedback</p> <p>Prior to the meeting reports for the following visits had been shared.</p> <ul style="list-style-type: none"> • Collective Worship • Mathematics • SATs • Science <p>C. Armstrong advised that she had also completed a writing visit and a copy of a report for this was to be completed and shared. Her visit had been very positive and she explained that Writing would continue to be a focus as it needed to be embedded. A governor asked if writing was impacted by the use of IT. C. Armstrong advised that this had been discussed during her visit and it had been accepted that it was a challenge to provide opportunities for writing. A governor asked if pupil's books still contained information that had been printed off and it was explained that the amount had reduced. There were to be more opportunities for long writing. Pupils in the early years' foundation stage were all at different stages with their writing and not all Year 1 pupils were at the same point. Governors were made aware that this was a national issue as well as pupils not having enough stamina.</p> <p>Training Feedback</p> <p>The Chair had joined a SEND training session run by Ely Diocese. A copy of the presentation for this had been shared prior to the meeting. The Chair and Headteacher had joined a Local Authority briefing earlier that day. The Clerk agreed to share the presentation from Peterborough City Council's Governor Conference, which had been held in May. This had included presentations relating to the proposed new framework for Ofsted inspections, attendance and inclusion.</p> <p>Agree Annual Governance Statement</p> <p>The Chair had completed and shared a statement prior to the meeting for governor feedback. The final statement was to be forwarded to the Local Authority and a copy would also be put on the school website.</p>
8	<p>Headteacher's Report</p> <p>A report from the Headteacher had been shared prior to the meeting. As the Headteacher had not been able to join the meeting it was agreed that governor questions would be noted and forwarded for the Headteacher to respond. The responses were to be added to the minutes.</p> <p>A governor asked what an EDRA was and it was explained that this was an Ely Diocese Regional Advisor.</p> <p>A governor asked what MHST was as this seemed to be a new acronym. Mental Health Support Team (also called the Emotional Health and Wellbeing Team)</p>

	<p>A governor asked about the impact if the school was not able to recruit a replacement cook. They asked if the Local Authority had any responsibility to support the school with this. The Chair advised that she had been exploring agencies and would provide an update. We would have had to have looked at agency staff which would have impacted the school budget.</p> <p>A governor expressed concern about the class structure for 2025/26 and if the Years 5/6 teacher would be able to cope due to them also being a subject lead and having to support Year 6 pupils with SATs. Smaller cohort than the Y5/6 teacher had this year. Subject leadership time is scheduled to allow additional release alongside time allocated at staff meetings for this.</p> <p>A governor asked why the previous structure had been changed and why Year 1 pupils had been split the way they had. Based upon the structure of the curriculum and looking at logistics it made more sense to structure the classes like this. However, some of the Y1 cohort have been identified to have maths and English lessons in the Acorn classroom.</p> <p>A governor asked for more information about teachers using artificial intelligence to support teacher workload. A governor was aware that the school had paid for 'TeachMate AI'. Teachers had received training and were to use this to support them to complete pupil reports and reduce their workload. A governor asked about the impact of this and if it might lead to pupil reports being less personal. Teachers still add the key information and are expected to check it reflects the child being written about. A teacher used this for some reports this year and it was difficult to tell the difference. Previous reports written by the teacher can be uploaded to 'clone the tone'. We are also being encouraged by the DFE to find ways to reduce teacher workload.</p> <p>A governor asked for more information about an assembly for pupils who took music lessons. It was explained that this had been organised by the music teacher and was for those pupils who were learning to play the piano. The governor asked about opportunities for pupils to perform, who were learning to play other instruments. The children playing guitar and ukulele had performed earlier in the year. This year was a trial by Noise Tuition and they have decided to do this each term and incorporate all instruments if the children wish to participate.</p> <p>Governors were able to see that attendance had improved since the spring term.</p> <p>Statutory Outcomes</p> <p>Reception Class</p> <p>67%, 8 out of 12 pupils, had achieved a Good Level of Development. A governor asked if there were any reasons for this being lower than the previous year's outcomes. 33% have SEND (2 of which have EHCPs). Whilst they have made good progress they have not hit all areas required for GLD.</p> <p>Phonics Check</p> <p>86% of Year 1 pupils, 12 out of 14 pupils, had passed the Phonics Check. 50% of Year 2 pupils, 1 out of 2 pupils had passed the Phonics Retest.</p> <p>Year 4 Multiplication Tables Check</p> <p>9 out of 16 pupils had got 20 or more questions right and 12 out of 16 pupils had got 16 or more questions right. National was 18 questions right.</p> <p>Key Stage 2 SATs</p> <p>80% of Year 6 pupils had achieved the expected standard for Reading and 40% had achieved greater depth.</p> <p>80% of Year 6 pupils had achieved the expected standard for Mathematics and 35% greater depth.</p> <p>70% of Year 6 pupils had achieved the expected standard for Writing and 15% greater depth.</p> <p>80% of Year 6 pupils had achieved the expected standard for Grammar, Punctuation and Spelling and 35% greater depth.</p>
--	--

	<p>70% of pupils had achieved the expected standard for combined (Reading, Writing and Mathematics) and 15% greater depth. Greater depth outcomes had been inline or higher than targets.</p> <p>A governor asked if the school would be asking for any papers to be remarked. We always check through to see if any need to be remarked and submit these where found.</p> <p>Annual Safeguarding Monitoring Report</p> <p>A copy of the report, which had been submitted to the Local Authority, had been shared prior to the meeting.</p> <p>Fire Safety Officer Visit</p> <p>A report for a fire safety audit completed in May had been shared prior to the meeting. Governors agreed that the outcomes had been good.</p> <p>Climate Action Plan</p> <p>A copy of the draft plan had been shared prior to the meeting. Governors were aware that the Headteacher had put a lot of work into completing this. A job description for a link governor for climate sustainability had been shared prior to the meeting. J. Walters agreed to take on this role.</p>
9	<p>P. E. and Sports Premium Statement</p> <p>A copy of the plan for 2024/25 had been shared prior to the meeting. This included an evaluation and next steps for each focus area. A governor asked about the impact of not using coaches from the Youth Dreams Project to deliver Physical Education lessons. The curriculum has been delivered by teachers to a good standard and teachers have been able to make appropriate assessments. The only area where we have had a negative impact is that often the coaches were male and able to be a positive role model to the children in a school where the majority of staff are female.</p>
10	<p>Resources</p> <p>R. Duncan took over as Chair for this agenda item only.</p> <p>Budget Monitoring</p> <p>A budget report for May had been shared prior to the meeting.</p> <p>A governor asked for more information about plans for capital spends. Planning to hold onto it until towards the end of the year as unexpected building repair is sometimes required and coded to capital. Hoping to use it for interactive whiteboard replacement if not spent by the end of the year.</p> <p>A governor asked if budget reports for June and July could be uploaded to Teams when available for governor review. The June one was already in the budget section.</p> <p>Health and Safety Monitoring Report</p> <p>R. Duncan had completed a health and safety walk around in June and a copy of his report for this had been shared prior to the meeting.</p> <p>A governor asked if there were any concerns about low hanging branches being at child height. The Chair advised that a tree survey had been completed and this had not been picked up as an issue.</p> <p>A governor asked about outstanding actions and it was explained that these needed to be prioritised as the school had limited funding. A governor asked if a 'rotting' bench was a health and safety concern and it was explained that it was not unsafe and was being monitored.</p>
11	<p>Standards and Ethos</p> <p>A. Pickstone took over for this agenda item only.</p> <p>Pupil Progress Updates</p> <p>A report had been shared prior to the meeting. This had also been discussed under agenda item 9.</p> <p>A governor asked if governors should be concerned that there were no greater depth pupils in other year groups. It is dependent on the ability of the children within each cohort. In some cohorts some are close to, but not consistently working at greater depth across all areas of the subject.</p>

	<p>A governor asked if comparison data could be available for national and other local schools for statutory outcomes. This has been published for SATS but other National Data is not yet available.</p> <p>A governor asked about interventions for Key Stage 2 SATs, which had been delivered over a long period of time. The Chair was aware that the Headteacher had felt that these had a positive impact.</p> <p>A governor asked if the Phonics Scheme changes over the years had impacted the current Year 6. It was suggested that this could be discussed when C. Armstrong next completed a visit. The Y6 cohort that has just completed SATS were the first to access RWI. Their outcomes in reading, GPS and writing reflect the scheme positively. The high outcomes in phonics each year also suggest a positive impact.</p> <p>Christian Distinctiveness and Collective Worship</p> <p>Governors asked what had gone well and how the school could build on this. Developing the role of the worship leaders and having Reverend Diane and Reverend Gill delivering CW consistently has been really effective. Great to have the opportunity to involve children in services at Church and Rev Gill and Rev Diane both make their CW interactive.</p> <p>It was suggested that a governor meet with Worship Leaders to seek pupil voice.</p> <p>Summer Term Events</p> <p>Details of events had been included in the Headteacher's report.</p> <p>A copy of a report for the Parochial Church Council had been shared prior to the meeting. The Chair was to submit the report and would also complete a 'Sway Newsletter'. It was agreed that spirituality had been a strong focus for the school in 2024/25.</p>
12	<p>Policy Review</p> <p>Copies of all policies had been shared prior to the meeting.</p> <p>Accessibility Plan</p> <p>The plan was to be updated to show that it was approved by the full governing body and not a committee.</p> <p>CCTV</p> <p>Complaints</p> <p>Equality and Diversity</p> <p>A governor asked if this was a model policy from Education Personnel Management. Yes it was a model policy (possibly from The Key) but very minimal changes from the last time it was approved</p> <p>Protocols for Pupils Exiting School</p> <p>Religious Education</p> <p>Spirituality</p> <p>It was agreed that it would be helpful for governors to know if policies were based upon models and if changes had been made to an existing policy if they could be in a different colour.</p> <p>Governors were happy to approve all of the policies.</p> <p>A governor asked about supporting pupils with medical conditions, if this included pupils with allergies, if staff received training and how often this was reviewed. The policy was currently reviewed every two years but it was suggested that this should be reviewed annually in the autumn term when new pupils joined the school.</p> <p>A governor asked if parents were asked to update information every year.</p> <p>A governor asked if future Headteacher reports could include information about any near misses and if this information was recorded on Smartlog.</p>
13	<p>Any Other Business</p> <p>It was agreed that the Chair would write a letter on behalf of all governors to thank the teacher who had supported Year 6 pupils through SATs and to thank all staff at the end of the academic year.</p>

14	Meeting Dates for 2025 to 2026 A list of proposed dates, each with a different focus, had been shared prior to the meeting. The Clerk was to add the dates to the calendar on Governor Hub.
The meeting ended at 8.35pm.	

Summary of Actions	
Agenda Item	Action
5	The Chair was to share an update after she had met with the Chief Executive Officer for the Meridian Trust.
7	G. Jessop was to speak to Reverend Kutar about her role as a governor for a DEMAT school.
	C. Armstrong was to complete a report for her writing visit so that this could be shared with other governors.
	The Clerk was to share the presentation from Peterborough City Council's Governor Conference, which had been held in May.
	The annual governance statement was to be forwarded to the Local Authority and a copy was to be put on the school website.
11	The Chair was to submit the report for the Parochial Church Council and would also complete a 'Sway Newsletter'.
12	The accessibility plan was to be updated by the Headteacher to show that it was approved by the full governing body and not a committee.
14	The Clerk was to add the dates for 2025/26 meeting to the calendar on Governor Hub.