

Foxton Primary School
Full Governing Board Meeting
13th December 2023, 17.30 (In school)
MINUTES

Present: Governors: Janet Muir (HT), Lisa Murphy (LM), Cary Francis (CF), Chris Grey (CG) – left the meeting at 18:09,

Apologies: Lynne Brooks (LB), Ally Smith (AS), Joseph Barker-Sherry (JBS)

Absent: Jen Shepherd.

In attendance: Jeni Houghton, Camclerk

Action Log 8th December 2022			
AP61	HT to run a parent election in the New Year. Ongoing: for action after the Friends' AGM.	LM and HT	Ongoing
Action Log 26 January 2023			
AP73	Governor Biography for website: Ongoing – uploading will be ready for next FGB.	JS	Ongoing ASAP
Action Log 14th July 2023			
Governors to seek sources of sponsorship for sports kit Would Hot Numbers sponsor the sports kit? Café Amigo have been more forthcoming for sponsorship. It was suggested that any organisation that donated funding towards the kit would then be promoted at matches by a banner. Kingsway Golf was also suggested. It was agreed for LM to continue to pursue this.			Ongoing.
Action Log 19th October 2023			
AP001	Circulate the notes from the school vision meeting with Governors. Completed.	LM	ASAP
AP002	School with arrange something to give thanks to Reverend Angela on her retirement. Completed.	JM	End of term.
AP003	Link Governor documentation to be updated and shared via GovHub. Completed.	CF	ASAP
AP004	Clerk to share the updated skills audit for completion. Completed	Clerk	ASAP
AP005	Governor monitoring document to be updated and shared via GovHub. Completed.	CF	ASAP
AP006	Investigate the annual safeguarding report for governors available from the LA. Completed	JM	ASAP
AP007	Send Governors the link for annual safeguarding and Prevent Training. Completed. Governors are reminded to complete both training.	AS	ASAP
AP008	Report back to staff that the concern she raised was discussed by Governors. Completed	LB	ASAP

Item	Item	Action
1	Welcome	
2	Apologies for absence: Apologies were received and accepted from LB, AS, JBS. JS was absent.	
3	Declarations of interest relating to items on the agenda: there were none.	
4	Minutes from previous meeting 19th October 2023: These were approved .	
5	Matters arising - update on Action List – see above	
6	Chair's Business a. Parent governor vacancy update: defer for the next meeting. b. Vision Development:	

	<ul style="list-style-type: none"> It was proposed that the staff and governors meet as a group to agree the vision. It was thought that a Monday would be beneficial as this is when the staff meeting directed time is allocated. Support staff would be invited to this meeting. Monday 29th January was proposed, with a 3.30pm start. Action 1: CF to email governors. 	CF
8	<p>Headteacher's Business</p> <p>a. Headteacher's Report</p> <ul style="list-style-type: none"> One child has left to be home-schooled. 4 S17 requests this term Pupil progress meetings have been held this week. The performance data percentages are low, and the School Improvement Advisor is aware. An 'early adopter' grant may be available through the local authority to support the Wrap Around care provision and this is being explored further. A staffing update is on page 5 of the Headteacher Report. <p>Governors asked that their best wishes are passed to Mrs Fenske as she begins her maternity leave.</p> <p>Thanks were given to Julie for being willing to open up in the holidays for the carpet work to be undertaken.</p> <p>Q: Have you considered two layers of persistent absenteeism (PA) to have a layer of severe PA (below 50%)?</p> <p>There are various groups within the data as captured on the following two reports:</p> <p>ai Attendance Analysis Dec 2023</p> <p>aii Attendance Report Sept to Dec</p> <p>Absenteeism generally was discussed in relation to the above reports and a recent outbreak of illness amongst staff and pupils.</p> <p>aiii All Classes Pupil progress Sheet Yr 2023 to 2024 was shared ahead of the meeting.</p> <p>aiiii SDP 2023 to 2024 Draft was shared ahead of the meeting.</p> <p>b. Foxton Small School Rating Overview: was shared ahead of the meeting.</p> <ul style="list-style-type: none"> 'green' schools would be reviewed each year. <p>SEND Update (Lucie D'Heudieres) joined the meeting remotely to present this item:</p> <ul style="list-style-type: none"> Lucie shared her screen to support her update with slides: these will be shared on GovHub Current cohort for 2023/24 was shared with a separate consideration for student with ASD. The monitoring section was explained as students who do not currently receive any additional support but remain under review by staff. 	

	<ul style="list-style-type: none"> • SEND Support are students who have access to adaptations and interventions targeted to their need. • Education, Health, and Care Plans (EHCP) are in place for 4 students and 2 more being processed. There will be a further application made. • 17 students are on the SEND Register – 8 of whom are also entitled to pupil premium funding, 15/17 are boys, 16/17 are white British and 3 are on a temporarily reduced timetable. • The aspects that the SEND statistics do include were covered and these include low speech and language skills in Reception girls, five KS1 students who show signs of ADHD but have not yet been assessed and ASD in girls due to a different presentation and emerging understanding about ASD in girls. • An assessment for ADHD requires an Early Help Assessment to be opened, a discussion with the link SEND practitioner and a referral to community paediatrics. • The school priorities and associated actions were shared, and these are discussed with the link SEND practitioner. • The purpose and impact of temporarily reduced timetables and access to Alternative Provision for students was explained. <p>Q: What happens if a new child joins mid-year?</p> <p>If there were no previous identified SEND then reasonable adjustments would be implemented, a conversation would be held with parents and then would seek consent to consult with the link SEND practitioner. If the child came with identified needs then there would be associated paperwork and information that would come with the student, and this would be shared with the relevant staff.</p> <ul style="list-style-type: none"> • The concept of a Behaviour Curriculum and plans to start this as a way forward at Foxton was shared. • Booking Bug is the platform through which schools book training for SEND. • The Ordinarily Available Provision (OAP) Toolkit was explained. • Parent priorities were shared, and this information had been obtained through speaking with parents. • There is an increase in parents wanting a diagnosis, particularly related to ADHD. It was noted that parents have to evidence that they have completed a parenting course or have worked with a Family Worker for a referral for an ADHD assessment to be considered. • New Learning Plans and costed provision plans are created on Insight to align with the school development planning process. This should help streamline the process. • Some anonymised information for individual students were shared for the Board to have an indication of the range of needs across the school. • Aspects of progress within SEND were shared, including in attendance, engagement, and curriculum with writing being a key priority. • The slides end with some parent and pupil voice feedback, all of which was very positive. <p>Thanks were given to Lucie for her presentation, and she left the meeting.</p>	
10	Finance, Premises & Personnel Committee Report: this meeting will be rescheduled.	

11	<p>Standing Item – Safeguarding</p> <ol style="list-style-type: none"> Annual Safeguarding Monitoring Report Safeguarding Update: within the Headteacher Report Link Governor Reports: Safeguarding governor visit will be conducted early January. Health and Safety inspection: This was completed and shared in advance of the meeting. 	
12	<p>Standing item - Governor monitoring visits</p> <ol style="list-style-type: none"> Feedback from visits planned this term <ol style="list-style-type: none"> 271123 PHSE RE SEND 6.12.23 : a brief summary was given, most of which had been covered in the SEND update from LD'H History, Geography and MFL visit have also been carried out and they are in the monitoring visits folder on GovHub. A brief verbal update was given <ul style="list-style-type: none"> Governors will be reminded to upload their visit forms and update the monitoring log. Action 2. Thanks were given to LB for her work within a particular class in readiness for a new member of staff. Governor Action Plan 2023-2024: This is within the Monitoring folder on GovHub and has been shared with all governors. 	LM
13	<p>Standing Item - Policy compliance update and policies for approval:</p> <ul style="list-style-type: none"> Supporting Pupils with Medical Conditions and First Aid Policy <ul style="list-style-type: none"> Small updated and forms added as an appendix. The policy was approved. Relationships Education including RSE: for the next meeting. Physical Intervention Policy <ul style="list-style-type: none"> Small updates and aligned to Cambs Steps. The policy was approved. Visitor and Parent Code of Conduct Policy <ul style="list-style-type: none"> Small updates to the policy from the previous year. Review date will be changed to December 2026 The policy was approved. SEND Policy <ul style="list-style-type: none"> Small updates to the policy The policy was approved. Fire Safety Policy <ul style="list-style-type: none"> This was updated due to the new security system linked to the village hall. It was agreed to add a risk assessment for the movement around the recreation ground back to the playground. Action 3. The review date would be changed to December 2026 The policy was approved. 	JM
14	<p>Standing Item – Governor professional development</p> <ol style="list-style-type: none"> Skills Audits: to be completed for the next meeting. Action 4 Clerk to remind 	Clerk

	b. Training: Governors are reminded to complete their Safeguarding and Prevent training and to update the GovHub training log. Action 5	All
15	<p>Standing item – teacher and head teacher wellbeing</p> <ul style="list-style-type: none"> This half term has been tricky due to staff absences: staff have been very supportive in covering. There has been some additional supply costs to cover. <p>Governors note their thanks to the Headteacher and the staff for their resilience and asked that Christmas wishes are passed to all.</p>	
16	<p>Friends of Foxton- verbal update.</p> <ul style="list-style-type: none"> New Chair in place – Dad of a Reception pupil. Only one parent came to help get ready for the Christmas Fair <p>Q: How is the situation, previously discussed under this agenda item? It is being managed carefully to minimise impact.</p>	
17	<p>AOB</p> <p>Governors discussed the appropriate protocols to manage governors who do not attend meetings. The usual protocol is that a governor can be asked to step down from the role if they fail to attend three consecutive meetings.</p>	

Actions arising from this meeting:

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AP009	Action 1: CF to email governors to invite to the staff / governor vision meeting on 29 th January.	CF	ASAP
AP010	Action 2: LM to remind governors to upload their monitoring visit forms and to update the monitoring log.	LM	ASAP
AP011	Action 3: JM to draw up a risk assessment for the Fire Safety Policy to detail students' movement around the recreation ground and back to the playground.	JM	Next Mtg
AP012	Action 4: Clerk to remind governors to complete and upload their skills audits and to complete their safeguarding and prevent training and update their GovHub training log accordingly.	Clerk	ASAP
AP013	Action 5: Governors to complete their safeguarding and prevent training and update their GovHub training log accordingly.	All	ASAP