

**Foxton Primary School
Full Governing Board Meeting
27 Jan 2022, 18.00**

Via Teams

Minutes

Present: Euridce Baptista, Joseph Sherry, Laura Moran, John Carter, Janet Muir (Headteacher), Lynne Brooks, Anna Caroe and Cary Francis

Apologies: Lisa Murphy

In attendance: George Hayes (Acting as Clerk), Stephen Atkinson (DHT)

Item		Action
1	Welcome The clerk welcomed all attendees to the meeting and chaired the meeting until such time that a Chair was elected.	
2	Elections Lisa Murphy, Anna Caroe and John Carter were presented to the meeting as experienced governors who were willing to become co-opted governors at the school. The existing membership of the Governing Body elected Lisa Murphy, Anna Caroe and John Carter to the Governing Body as co-opted members, effective from 27 th January 2022. Chair of the Governing Board Anna Caroe self-nominated to become Chair of Governors. Anna Caroe temporarily left the meeting whilst her nomination was discussed. Following discussion, Anna Caroe was elected as Chair of Governors and chaired the meeting from this point on. Vice Chair of the Governing Board Following discussion and with a view towards succession planning, Joseph Sherry was elected as Vice Chair of Governors.	
3	Apologies for absence Apologies for absence had been received from Lisa Murphy	
4	Declarations of Interest There were no declarations of interest in relation to the agenda items. Euridce Baptista updated governors that her DBS check still required processing and that if this cannot be resolved soon, she would tender her resignation. Laura Moran updated that discussions had been held with the Local Authority and it is hoped that a resolution would be forthcoming soon.	
5	Minutes from the previous meeting It was confirmed that no formal minutes were taken from the previous meeting, the meeting was instead recorded. It was agreed that written minutes would be the expectation going forward to ensure good record keeping and evidence of governors work and decision making.	
6	Matters Arising	

	There were no matters arising, aligned to not having any formal minutes from the meeting.	
7	<p>Chair's Business</p> <p>The Chair outlined the premise of corporate decision making and how she welcomed all voices and opinions, but that once a decision has been made by the Governing Body, this becomes a collective corporate decision.</p> <p>Laura Moran confirmed that a Code of Conduct was signed at the beginning of the academic year.</p> <p><u>Register of Pecuniary Interests</u></p> <p>New governors are required to complete their Pecuniary Interest Form. It was agreed that this would be best completed via GovernorHub, alongside confirming having read and understood KCSIE.</p> <p><u>Membership of Committees</u></p> <p>Committee membership was confirmed as follows; Strategy Committee: Laura Moran, Joseph Sherry, Lynne Brooks, John Carter and Cary Francis Business Committee: Laura Moran, Euridce Baptista, Anna Caroe and Lisa Murphy Salaries Committee: Laura Moran and Lisa Murphy Headteacher Performance Management: Laura Moran, Joseph Sherry and John Carter</p> <p><u>Meeting Dates 2021-22</u></p> <p>It was confirmed that the Headteacher Performance Management was due on Thursday 3rd February 5.00 – 6.00pm. John Carter sent apologies due to the short notice.</p> <p>Salaries Committee: needs to meet virtually at earliest opportunity to agree progression for those staff awaiting review.</p> <p>Discussion was held about the most convenient meeting day, with meetings historically being held on a Thursday. Current dates for FGB meetings are 17th March, 5th May and 14th July.</p> <p>Committee meeting dates are not currently set in advance. The Chair suggested setting these dates in advance to ensure alignment with reporting back to the FGB.</p> <p><u>Governance Action Plan</u></p> <p>It was confirmed that the updated version of the Governance Action Plan would be shared with the Chair and Headteacher for broader dissemination following the recent session to identify particular people with associated actions.</p> <p><u>Website Bios</u></p> <p>The Chair suggested the introduction of a pen portrait of each governor to include on the school website.</p> <p><u>Clerking</u></p> <p>Thanks were extended to those who had sought volunteers who were unable to support this particular meeting. There may be some other options to pursue.</p> <p><u>Finance Skills Gap / SFVS</u></p> <p>The return of the Schools Financial Value Standard was due by 31st March. The Business Committee need to be working on this to submit by the deadline.</p>	<p>Joseph Sherry to locate Code of Conduct and new governors to sign. Stephen Atkinson to set up GovernorHub logins and Foxton email addresses for new governors.</p> <p>Future agenda item about which committee personnel sits within.</p> <p>Chair to set up a DoodlePoll to coordinate preferred meeting dates.</p> <p>All governors to share a Pen Portrait with the Chair</p> <p>Chair and HT to follow up clerking discussions.</p> <p>Business Committee to progress SFVS completion.</p>

	<p>Laura Moran confirmed that the Finance Officer/Clerk previously completed this and did share some documentation which can support the pending completion.</p> <p>Governors discussed and considered associate membership opportunities to add particular advice in regard to finance. It was agreed that all governors would consider any potential associate members from within their networks, as well as the potential to advertise vacancies.</p> <p><u>Skills Audit</u> It was agreed that all new governors would complete the Skills Audit once their GovernorHub access is enabled.</p> <p>It was also noted that since meeting to discuss the Action Plan, John Carter had shared a Governor Monitoring Form and it was confirmed that this would progress via the Strategy Committee.</p>	<p>All governors to consider finance associate membership potential candidates</p> <p>New governors to complete Skills Audit</p> <p>Strategy Committee to progress Governor Monitoring Form</p>
8	<p>Headteacher's Business</p> <p>It was confirmed that documentation had been shared prior to the meeting for governors' consideration. The Headteacher provided a verbal summary.</p> <p><u>Headteacher's Report</u> The Headteacher updated governors that first choice admissions for September 2022 were currently looking very low and there was a need to consider school publicity in the future.</p> <p>Teachers had undertaken data forecasting predictions and the Headteacher noted that some of these are quite low. The Headteacher particularly highlighted the Year 3 cohort, which is a small class, where every child equates to 17% of the overall cohort. These predictions will continue to be reviewed.</p> <p>The Headteacher updated that a new assessment programme called Insight has been introduced and is being used to track children's attainment and progress.</p> <p>The Headteacher, Senior Teacher and Laura Moran had met with Sam Abbs from the Local Authority Safeguarding Team to discuss safeguarding and child protection. This had raised some significant aspects of work required, and meetings had already been scheduled to prioritise this work immediately.</p> <p>Liz Holmes (LA English Advisor) has set out a plan for visits and support going forward and the school has welcomed Cary Francis undertaking an English Monitoring Visit recently.</p> <p>The Local Authority have offered to undertake a Health and Safety Audit during Spring Half Term 2, and the Headteacher asked whether governors would be willing for this to take place. Governors approved this to progress, and confirmed that Laura Moran would attend as Health and Safety governor, provided that arrangements can be confirmed for a Tuesday to align best with availability.</p> <p>Question: Pupil data in Year 3 and 4 looks very stark in comparison to other year groups. Does this correlate to particular cohorts, prior learning and progress? Response: This is cautious as the moment as the Class Teacher is only just</p>	

<p>getting to know the children having been the Interim Headteacher last term. This cohort achieved 60% GLD in the EYFS and there has been pupil mobility since this time. There is a significant proportion of the cohort with SEND, Pupil Premium and SEMH barriers to learning.</p> <p>Question: Is the same true for the Year 4 cohort? Response: No, these are different. Data forecasts are cautious, so this is more likely to change and improve in the future.</p> <p>Question: How many children make a full class at Foxton, what was the admissions picture like this time last year and are we anticipating an increase from the current low number of applications? Response: The school's Published Admission Number (PAN) is 19. Last year, Reception class was full. EYFS places are offered in March, so the school may then pick up second and third preference applications.</p> <p>Governors requested for data to be broken down further in future versions of the Headteacher's report, including column headings so that they can consider Pupil Premium and SEND cohorts in more detail. The Headteacher agreed to accommodate these changes in future versions and was grateful for governor feedback.</p> <p><u>School Development Plan</u> The Headteacher had circulated the current version of the School Development Plan, but requested that she would like to adapt the format, which would transfer some aspects, but also introduce new aspects. Governors agreed that this would be helpful.</p> <p><u>Monitoring / Link Governors</u> It was agreed for governor monitoring links to be contacted by teachers to confirm monitoring visit arrangements to take place after the February Half Term break.</p> <p>. It was agreed that Laura Moran would also attend the SEND monitoring visit, alongside Joseph Sherry, following a recommendation from the recent safeguarding review visit. It would then be good to have Joseph Sherry involved in some future safeguarding monitoring visits.</p> <p>Governors discussed whether staff meeting time could be dedicated for governor monitoring to avoid increasing workload. The Headteacher shared that this would be better to happen during the middle or end of Spring HT2. The Headteacher confirmed that in-school monitoring visits would be welcome and that cover arrangements can be provided for teachers if this is within the school day.</p> <p><u>CPD and Monitoring</u> A summary was shared regarding recent staff training which included; Reading for Pleasure, English Leadership Course, MathsHub courses, SEND courses and dyslexia training.</p> <p><u>Salaries Committee</u> The Headteacher reminded governors that there were two staff where pay progression required governor consideration.</p> <p>It was agreed for the two governors to confirm a date and time with the Headteacher for this to be completed.</p> <p><u>Pupil Premium/Covid-19 Catch Up Funding</u></p>	<p>Teachers to contact link governors to confirm Spring HT2 monitoring visits</p> <p>Laura Moran and Lisa Murphy to confirm and hold Salaries Committee.</p> <p>HT/Joseph Sherry to progress Pupil</p>
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	<p>The Headteacher recognised the urgency of getting this updated on the website to ensure compliance. The Headteacher was grateful to Joseph Sherry who has offered support in completing these documents. It was agreed for the Headteacher and Joseph Sherry to progress this outside the meeting.</p> <p><u>LAIG</u> Governors were informed that the Local Authority has set up a Local Authority Implementation Group (LAIG) meeting to support the school. The initial meeting would take place on 4th March at 9.30am and it was agreed that the Chair would attend alongside the Headteacher and provide feedback to the next FGB meeting.</p>	Premium and Covid-19 Catch Up Funding Reports
9	<p>Safeguarding</p> <p><u>Monitoring Report</u> It was confirmed that Laura Moran has undertaken a virtual visit and the monitoring report had been circulated by the Headteacher.</p> <p><u>LA Safeguarding Review</u> Sam Abbs from the Local Authority Safeguarding Team had visited the school and an update from this meeting was anticipated shortly. The first piece of work to be prioritised is a review of paperwork that the school currently completes.</p> <p>Laura Moran updated that the major issue is paperwork within the school and that the process had recognised that the Single Central Record (SCR) was compliant and should be celebrated. It was noted that existing governors knew before the review that the filing system and process was of concern and needed to be progressed and addressed.</p> <p>Laura Moran summarised that apart from the issue of filing, she felt the school came out quite well and extended thanks to Anita for her continued work and oversight of this area.</p> <p>The Governing Body thanked the Headteacher for the information included within her report and reflected upon the positive start for the new iteration of governance. The Governing Body also thanked those who had been involved with or contributed towards the recent safeguarding review process.</p> <p>Governors were updated that the Headteacher is booked to attend the two-day Designated Safeguarding Lead training, which will ensure that Mr Atkinson can then become a Deputy Designated Safeguarding Lead.</p> <p>Governors were updated that some safeguarding related posters in school required updating, which is being actioned and that from February, the school will use MyConcern as an electronic reporting tool for safeguarding concerns.</p> <p>It was noted that Cary Francis' DBS check was in progress and that the Headteacher would clarify with the Local Authority whether new governors will require new DBS checks or whether their existing school DBS checks are suitable.</p>	Headteacher to check with LA about new Governor DBS check suitability.
10	<p>Policies</p> <p>Lisa Murphy has been nominated as the Policy Governor.</p>	

	<p>There were no policies presented at this meeting, but the Headteacher shared with governors that there will be more to follow at subsequent meetings.</p> <p>Lisa Murphy has completed a website audit as previously agreed, which highlights a lot of out of date or missing policies. A significant amount of work will be required in order to achieve compliance.</p> <p>There is a rolling list of policies for review within school, but noted that this may need refreshing.</p>	
11	<p>Governor Professional Development</p> <p>The Chair shared her ideas regarding recording training that has been undertaken to provide an accurate summary of what training has been completed, the impact of the training and any potential gaps that require attention.</p> <p>Question: Does training include all CPD opportunities e.g. from professional backgrounds?</p> <p>Response: Yes – all CPD and training should be included to provide the most holistic picture.</p> <p>Governors discussed different options regarding how they could best share documentation and record training.</p> <p>The Chair agreed to add the Training Grid to GovernorHub for shared editing and updating.</p>	Chair to upload training grid to GovernorHub
12	<p>Teacher and Headteacher Wellbeing</p> <p>Governors were reminded that the Chair was the lead governor for Wellbeing and Stakeholder Engagement. The Chair expressed that she anticipated this agenda item may include staff involvement and updates from the Headteacher at future meetings.</p> <p>For the purposes of this meeting, the Headteacher updated that staff appear positive, although everybody recognises that there is a lot of work to be done, they remain committed to achieving the best possible outcomes for children.</p> <p>The general atmosphere within school is positive and the Senior Teacher confirmed that this was his shared perception. The stability and certainty of the new Headteacher is welcome and the new Headteacher is already considered approachable.</p> <p>People are working hard, whilst being understanding of each other, as well as being welcoming of the support being provided by the Local Authority.</p>	
13	<p>Friends of Foxton</p> <p>The Chair of Governors proposed that future meetings would include opportunities for community links and communication channels.</p> <p>The Headteacher joined a meeting of the Friends of Foxton during last term and noted that the next meeting was imminent.</p>	

	<p>HT joined meeting during last term with Chair and some other members. Next meeting taking place next Thursday evening.</p> <p>Lynne Brooks suggested that the finance support for the Friends may be a useful associate governor to support with financial expertise.</p>	Lynne Brooks to follow up with potential finance expertise
14	<p>Pupil Voice</p> <p>It was noted that pupil voice had been undertaken during Cary Francis' recent English Monitoring Visit.</p> <p>Cary thanked the school for accommodating the visit, which included the opportunity to speak to all classes about Reading and feeling/perceptions of reading and how engaged they were. Some of these positive comments have been included within the monitoring visit report.</p> <p>It was confirmed that children's views aligned with discussions held with curriculum leaders and Cary highlighted that it would be positive to be able to action those developments that students have raised.</p> <p>Cary also included a safeguarding related question to children which confirmed that children felt safe and knew who to contact if they had any concerns. Students spoke well and confidently about reading, based upon the responses from a range of students.</p>	
15	<p>AoB</p> <p>It was confirmed that the next meeting would be held on 17th March 2022, ideally in person, starting at 6.30pm.</p>	

Signed as a true record: Alaio, Chair

Date: 18.3.22