



FOXTON PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING
Thursday 14th July at 5.30pm

Venue: Foxton Primary School

Present: Janet Muir (HT), Anna Caroe (AC - Chair), Laura Moran (LMo), Lisa Murphy (LMu), Chris Grey (CG), Lynne Brooks (LB), Cary Francis (CF), Jen Shepherd (JS)

Absent: Joseph Sherry (JSh) and John Carter (JC)

In attendance: Anna-Marie Cooper (Acting as Clerk)

Key: Orange for governor questions
Green for action points (Action log at end of minutes)
Blue for decisions

	The meeting was quorate.
1	Welcome The Chair welcomed all governors and extended a particular welcome to Jen Shepherd who was attending the meeting as a new parent governor.
2	Apologies and <u>consent to absence</u> Apologies were received and accepted from Joseph Sherry. John Carter sent his apologies during the meeting.
3	Declaration of Interests None.
4	Minutes of previous meeting The minutes of the 5 th May 2022 meeting were approved as a true and accurate copy and need to be signed by the Chair.
5	Matters arising – update on Action Log from 5th May AP33 JM to send JS the link to online PREVENT training AP34 LB and AC to run a training report to identify what impact needs to be captured AP35 Clerk to check the skills audit returns, chase any outstanding and undertake analysis

	Action	Owner	Outcome
AP5	School office to administrate email set up and DBS check for Chris Grey (c/f)	School office/CG	Completed
AP11	All governors to share PREVENT training certificates with the school office, who will then ensure that these are uploaded to the Single Central Record – JC to complete online course and share certificate, LMu to forward certificate and HT to check SCR	JC/HT/LMu	Anita in office is collating – need to check status (AP33)
AP12	Clerk to share LA guidance on parent governor recruitment with Lisa Murphy to progress the publication and election process as required (c/f)	Clerk	Completed
AP17	Joseph Sherry and Laura Moran to progress developing the school's equality and diversity objectives (c/f)	JSh/LMo	Completed – on agenda
AP18	Lisa Murphy and the Headteacher to discuss policies for the next meeting.	LMu/HT	Completed – on agenda
AP23	JSh as Chair of Finance, Personnel & Premises Committee to email staff a message of reassurance.	JS	Completed
AP24	HTPM panel to consider the option of setting 22-23 targets during end of year appraisal and discuss with the School Improvement Adviser	HTPM Panel	Meeting postponed until 20/07/22
AP25	Data Group to plan meeting dates.	Data Group	Completed
AP26	AC to discuss the capturing of training impact with the Clerk	AC/Clerk	Completed – to be captured in the minutes (AP34)
AP27	HT/LMo to ensure an additional column is added to the SCR to record when it is checked.	HT/LMo	Completed – a worksheet has been added
AP28	HT/LMu to add an approval column to the Policy Review Spreadsheet	HT/LMu	In progress – a formula is needed for this column
AP29	Fire Safety and Site Security Policies to be added to the agenda for approval at the next FGB meeting	Clerk	Completed – on agenda
AP30	All governors to download the skills audit, complete and re-upload to Governor Hub.	All governors	Completed – (AP35)
AP31	HT to provide a curriculum overview at the FGB meeting on 14/07/22 – clerk to add to agenda	HT/Clerk	Completed – on agenda
AP32	All governors to bring something to the next meeting to be shared with staff	All governors	Completed

6	<p>Curriculum Overview of RE and PSHE</p> <p>Lucie D'Heudieres joined the meeting via Zoom and delivered a presentation to governors. Lucie explained that she has been RE subject lead for 5 years and PHSE lead for 1 year – she is also the SENCo and a class 1 teacher. Both subjects have 1-year action plans which are RAG rated termly. Lucie went onto share the following headlines:</p> <p><u>RE Intent</u> – planning of the curriculum</p> <ul style="list-style-type: none"> • Enquiry based with over-arching topics
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- 60% Christianity
- Includes other religions
- 2-year planning for split classes
- Thematic topics in KS2 at the end of the year
- Humanism in KS2
- Unified planning style
- Use CCC Agree RE syllabus – although this soon expires
- Use various resources to support curriculum development

PSHE Intent

- Enquiry based with over-arching topics
- 2-year planning for split classes
- Distribution of different themes
- Drip feed RSE throughout the year
- Certain more sensitive topics addressed in Years 5 and 6

RE and PSHE Implementation

- Taught by teachers and HLTAs
- Teaching through other subjects
- Links made to RE within other subjects
- Recording is multi-sensory
- Opportunities for children to express their own ideas/thoughts
- Engenders a culture of respect
- Broad curriculum from Early Years upwards

RE and PSHE Impact

- Information gathered and triangulated from book scrutinies, lesson observations and pupil voice
- Children enjoy RE and PSHE and generally have good knowledge
- Gaps have been identified through monitoring in providing feedback
- Disadvantaged and SEND children all take part
- Attainment is good across the school
- Assessments are recorded on Insight

Next Steps

- More trips to places of worship
- Faith week
- Further develop the RE curriculum with the support of RE Adviser
- Continue to support and advise on the PSHE curriculum

Q Are you part of NATRA? Not in a structured way. A governor suggested membership maybe worth considering as they offer online tours of places of worship and access to a range of resources including a cross-curricular art competition.

Q How often are the opt-out elements of sex education reviewed? The requirements changed in 2020 and haven't changed since. A letter is sent to parents to clarify the options.

Governors thanked Lucie for her presentation, and she left the meeting.

	<p>The Chair confirmed she is planning for different subject leaders to present at FGB in addition to link governor monitoring. LB offered to develop a link governor visits timetable for 22-23.</p> <p>AP36 – LB to develop a link governor monitoring timetable for 22-23</p> <p>Q Are all teachers retaining leadership of their subjects? All bar one.</p>
7	<p>Chair’s Business</p> <p>a) RAG rated action plan and new draft governor development plan 22-23 – AC confirmed that the action plan has been mostly completed and thanked governors for the huge amount of work undertaken. AC shared the draft governor development plan on the screen and explained that it will link to the SDP and continue to develop the work of governance. It will be ready for September and includes LAIG feedback about governors getting to know the school. Governor training needs to be a priority and there is likely to be a target around pupil progress and attainment. A governor suggested including safeguarding as this is a definite focus for Ofsted.</p> <p>b) Skills audit/board self-review – AC thanked governors for completing the skills audit and uploading to Governor Hub.</p> <p>c) LAIG feedback – AC referred to her summary document which was available on Governor Hub prior to the meeting.</p> <p>Q What does LAIG stand for? Local Authority Implementation Group. AC explained that the meetings co-ordinate the support being provided to the school by the LA such as maths, English, safeguarding, school improvement adviser. It is a very supportive process, and 5 points are identified at the end of each meeting to be shared with governors. The final LAIG meeting is due to take place in September because the school is making good progress.</p> <p>d) Vacancies/recruitment update – AC confirmed that Jen Shepherd has been elected unopposed at parent governor. Flora Chen has also been recruited and it is proposed that she is appointed as an associate member to shadow John Carter as maths link governor in the autumn with a view to taking over his co-opted position when he leaves in December. Flora is a STEM ambassador and has visited the school and met with the AC and JM. AC highlighted that LM’s term of office soon comes to an end and that a parent election will need to take place. She also reported that there is another candidate interested in joining the governing body.</p> <p>e) Clerking update – AC explained that SLAs for 22-23 had been received from the LA School Governance Team for the Camclerk Service and Training and Support. She proposed that the school subscribes to both SLAs and reminded governors that it has been budgeted for.</p> <p>Decision: The governing body agreed to subscribe to the School Governance Team Camclerk Service and Training & Support SLAs for 2022-23</p> <p>AP37 – AC to return the reply slip to the SLA by 22 July</p> <p>f) Agree 22-23 meeting dates – AC confirmed that she will discuss and agree with JM and share dates. They are likely to remain on a Thursday and take place every half-term. JS will set Finance Committee dates and these meetings are likely to remain virtual. AC flagged up two events taking place in September – a vision evening on 22nd at 6pm and an E-safety evening for parents on 20th.</p>

	<p>AP38 – AC and JM to agree meeting dates and share with governors</p> <p>g) Strategy/vision update – AC explained that a written rationale together with an article from The Key had been posted on Governor Hub prior to the meeting for governors to review and that the process will start next term with a vision evening on 22 September.</p> <p>h) Roles for next year – a current list of link governor roles had been uploaded to Governor Hub prior to the meeting for governors to review. With the loss of LM and the addition of JS a discussion took place to decide - based on experience and skills who should be assigned key link roles.</p> <p>Decision: the following changes in link roles were agreed for 22-23 JS – H&S, Children in Care (CiC), PE, and science LM – safeguarding CG – music, HTPM and pay review CF – RE and PSHE</p> <p>AP39 – AC to speak to JS regarding link governor roles</p> <p>LMu informed governors that she has uploaded a document to Governor Hub with suggested questions to ask subject leaders.</p> <p>Q Have we done a EYFS visit? No but an Early years Adviser has been into school and written a report.</p> <p>Q Who is the school contact for CiC and H&S? We don't currently have any CiC, and the H&S link is JM.</p>
<p>8</p>	<p>Headteacher's Business</p> <p>a) Headteacher's Report – the Headteacher's Report was available on Governor Hub in advance of the meeting for governors to review. The HT highlighted the following points:</p> <ul style="list-style-type: none"> • A Ukrainian family has applied to join in September and are visiting the school next week • An EHCP has been applied for a high-needs child in pre-school and the school will soon find out whether this has been granted. The child visited the school this week and the school may need to consider a reduced timetable and the redeployment of TAs. • A meeting of the governors' data panel took place on 7th July (report available on Governor hub prior to the meeting) where attainment data was discussed and analysed. English results were strong with KS2 reading and SPaG at 94%. Although an improvement was seen in maths at 69% it still below national and needs to improve further - therefore it will be a school improvement priority for 22-23. Reading, Writing and Maths (WRM) combined was higher than national (59%) at 63%. Governors praised CG for the detailed report from the data panel which provided a comprehensive summary of headline attainment data and captured the analytical and challenging approach of the meeting. <p>Q Do we have as many visits from the LA Maths Adviser? No, there have been 3-4 visits but more English visits as phonics has been a focus. A new Maths Adviser has been allocated from September and some visits have already been booked.</p>

- The school has successfully organised a sports event and a production which has pleased parents.
- Stephen Atkinson (SA) will be supporting another school from September and working in Foxton Primary for 2.5 days a week.
- Having been at her previous school for many years JM thought it might have been difficult to settle into a new school but has found this to be the case and has felt very supported.

Q Which years will the Ukrainian children be in? Years 4 and 6. Both children and their parents speak English and one of the students on work experience also speaks Ukrainian.

AC thanked JM for her report.

- b) **School Development Plan update** – the RAG rated SDP was available on Governor Hub prior to the meeting for governors to review. JM reported that she is pleased with the amount of green and the progress that has been made. She confirmed that the following areas for development will be carried forward:

- Maths to be in line with writing and reading
- Vision development
- Website development
- Embedding of subject leadership
- Curriculum focus on science
- Governor development/transition
- Developing the use of Insight (assessment tool)

A governor suggested that all subject leaders check their subjects cover the requirements of the national curriculum, particularly science.

LB commented that more targets need to be added to Insight to show progress.

Q Is SA remaining as maths subject leader? Yes, and he has already observed practice in the other school that could support the role.

- c) **SEF update** – the draft SEF 22-23 was available on Governor Hub prior to the meeting for governors to review. JM confirmed this is work in progress and has been seeking advice from the School Improvement Adviser – Belinda Harvey who is happy with the first section. She plans to develop the rest over the summer.

Q What is the SEF? Self-evaluation form. JM briefly explained the process for the benefit of the new governor.

Q Has the LA provided statements on what 'Good' looks like? Yes - they have been included and need to link to evidence.

Q Are you taking a break over the summer? Yes. The importance of taking a break and coming back to it was stressed at the 'New to Headship' programme JM has been attending.

	<p>AC requested that governors don't email JM over the summer and respect her time. She also thanked JM for the huge amount of work she has undertaken and commented on how positive the past two terms have been.</p>
9	<p>Finance, Premises & Personnel Committee Report Minutes were not available for the meeting on 09/06/22 and the chair of the committee wasn't in attendance – therefore the item was deferred to the next meeting.</p> <p>AP40 Clerk to include Finance, Premises & Personnel Committee Report 09/06/22 on the next FGB agenda</p>
10	<p>Safeguarding (Standing Item) Annual safeguarding monitoring report, safeguarding action plan, Prevent action plan, and link governor monitoring visits 21/06/22 were all available on Governor Hub prior to the meeting for governors to review. It was assumed that all documents had been read by governors – no questions were raised.</p> <p>A discussion took place regarding the need to ensure that JS's details have been checked and are recorded on the SCR.</p> <p>AP41 LM to ensure JS's details have been checked and are on SCR</p> <p>It has been identified that more staff/governors need to be safer recruitment trained. A teacher has offered to undertake the training, AC and CG need to attend refresher training and LM confirmed that she completed it on 04/10/21.</p> <p>AP42 LMu to inform the office regarding safer recruitment training to ensure the SCR is updated</p> <p>AP43 LMu to ensure the safeguarding posters in school are updated to reflect the change in safeguarding link governor</p> <p>LM informed governors that safeguarding was a big focus during the recent Ofsted inspection at the school where she teaches and needs to remain a high priority.</p> <p>AC thanked LM for all the hard work she has undertaken in the safeguarding role.</p>
11	<p>Governor Monitoring since last FGB (Standing Item)</p> <p>AC confirmed that all governors have undertaken monitoring visits in school this term and reminded governors to write up their reports and upload to Governor Hub.</p> <p>AP44 All governors to write up outstanding monitoring visit reports and upload to Governor Hub</p> <p>Q How often are governors expected to carry out a monitoring visit? AC explained that there is a visit schedule on Governor Hub and suggested that more frequent visits will be needed for maths next year.</p> <p>A governor remarked upon the level of challenge recorded in the data visit report and it was suggested this approach should be adopted in all reports.</p>

<p>12</p>	<p>Policy Compliance Update and Policies for Approval (Standing Item)</p> <p>Policies for approval were uploaded to Governor Hub in advance of the meeting for governors to review. JM and LMu confirmed they have reviewed all policies and will identify how these can be delegated in the future.</p> <p>Decision: The following policies were ratified</p> <ul style="list-style-type: none"> • Fire safety • Site security • Governor expenses • Appraisal & capability • Charging & remissions • Allegations of abuse against staff • Children with health needs who cannot attend school • Early Career Teachers (ECT) induction • EYFS • Finance • Pay • Privacy notice for staff <p>Marking and Behaviour policies shared for information only. It was noted the exclusion policy needs to be revisited due to very recent DfE guidance.</p> <p>AP45 JM and LMu to revisit the exclusion policy – clerk to add the next FGB agenda</p> <p>Governors thanked JM and LMu for all the work they have carried out on policy compliance and for the consistency of presentation. It was also highlighted that governors need to ensure that policies on the school website are up to date.</p>
<p>13</p>	<p>Governor Professional Development (Standing Item)</p> <p>a) Ofsted training follow-up – all governors attended preparing for Ofsted training</p> <p>b) Feedback on training undertaken – this will be shared and captured in the minutes</p> <p>c) Governor induction – LB confirmed she has attended the LA New to governance Induction and found it very useful. AC confirmed that she has developed a governor induction pack which includes a checklist and mentoring agreement which is available on Governor Hub – it is being used with JS.</p> <p>AP46 JS to attend LA New to governance Induction as soon as possible</p> <p>AP47 All governors to read the governor induction information and provide any feedback to AC</p> <p>LB reminded governors to update their training records in Governor Hub and confirmed she will be running a training report to present at each FGB meeting.</p> <p>AP48 All governors to ensure their training records in Governor Hub are up to date</p>
<p>14</p>	<p>Teacher and Headteacher Wellbeing (Standing Item)</p> <p>LB staff governor reported that staff are feeling tired and under pressure due to the pending Ofsted inspection. There has also been a great deal of staff sickness absence which has</p>

	<p>added to the stress. Support staff have been finding lunchtime cover work difficult and would prefer to spend their time on supporting children’s learning.</p> <p>Q Would it help if support staff received lunchtime games training? Probably not.</p> <p>Governors thanked staff for going over and above their roles and for providing honest feedback.</p> <p>Q Would it help if supply cover in the budget was increased so that HLTAs are not being used? It has already been increased but it still won’t be enough as staff sickness absence due to Covid is likely to continue with another wave expected in the autumn.</p> <p>Q How are staff supported with their wellbeing? They support each other, speak to LB, or write it down. JM has a mentor, but no supervision is provided for the headteacher or staff.</p> <p>AC highlighted that wellbeing hotlines should be displayed in the school for staff to access.</p> <p>Q Do we have a wellbeing link governor? Yes - it is AC.</p> <p>LB confirmed that staff do feel they can contact AC if needed.</p>
<p>15</p>	<p>Equality and Diversity – Update</p> <p>Equality & Diversity information and objectives was available on Governor Hub prior to the meeting for governors to review. LM, JS and JM met and reviewed the Equality & Diversity targets which can be RAG rated moving forward.</p> <p>A governor suggested that the RSE curriculum is included and that the phrase ‘alternative live-styles’ should be changed. It was agreed this would be changed to ‘a range of life-styles’.</p> <p>Decision: Governors ratified the Equality & Diversity information and objectives 22-23 subject to the above changes.</p>
<p>16</p>	<p>Friends of Foxton</p> <p>The HT provided a verbal update:</p> <ul style="list-style-type: none"> • Over £2500 was raised at the Auction of Promises • The picnic may not go ahead on Saturday if the temperature is too high • The chair of the committee is staying until Christmas • More parents are attending meetings online • A quiz is being arranged for the autumn term <p>JS offered to be a link to Friends of Foxton.</p>
<p>17</p>	<p>Pupil Voice</p> <p>JM reported that there have been a few assemblies, subject leaders have spoken to children and buddy groups have been in action.</p>
<p>20</p>	<p>AOB</p> <p>JM reported that a £574 donation made by a family had not come across to the budget which needs to be added to the music budget.</p> <p>Decision: Governors agreed to the virement of £574 to the music budget for 22-23</p>

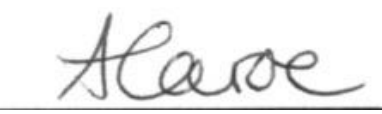


JM explained that the Sports premium funding needs to be spent by 31 July 2022 – a governor suggested that any unspent funding is committed for the next year.

The meeting closed at 7.43pm

Date of next meetings subsequently confirmed as starting at 5.30pm:

29/09/22	FGB	In person
03/11/22	FPP Committee	Virtual
08/12/22	FGB	TBC
26/01/23	FGB	TBC
23/02/23	FPP Committee	Virtual
30/03/23	FGB	TBC
18/05/23	FGB	In person
08/06/23	FPP Committee	Virtual
13/07/23	FGB	In person

Signed by the Management Committee Chair as a true and accurate record of the meeting: Date: 28.10.22	
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Action Log 14 July 2022

	Action	Owner	Deadline
AP24	HTPM panel to consider the option of setting 22-23 targets during end of year appraisal and discuss with the School Improvement Adviser	HTPM Panel	Meeting postponed until 20/07/22
AP28	HT/LMu to add an approval column to the Policy Review Spreadsheet	JM/LMu	Sept 22
AP33	JM to send JS the link to online PREVENT training	JM	Sept 22
AP34	LB and AC to run a training report to identify what impact needs to be captured	LB/AC	Sept 22
AP35	Clerk to check the skills audit returns, chase any outstanding and undertake analysis	Clerk	Sept 22
AP36	LB to develop a link governor monitoring timetable for 22-23	LB	Sept 22
AP37	AC to return the School Governance reply slip to the SLA by 22 July	AC	22/07/22
AP38	AC and JM to agree meeting dates and share with governors	AC/JM	Completed
AP39	AC to speak to JSh regarding link governor roles	AC	Sept 22



AP40	Clerk to include Finance, Premises & Personnel Committee Report 09/06/22 on the next FGB agenda	Clerk	Sept 22
AP41	LM to ensure JS's details have been checked and are on SCR	LM	Sept 22
AP42	LMu to inform the office regarding safer recruitment training to ensure the SCR is updated	LMu	Completed
AP43	LMu to ensure the safeguarding posters in school are updated to reflect the change in safeguarding link governor	LMu	Sept 22
AP44	All governors to write up outstanding monitoring visit reports and upload to Governor Hub	All	Sept 22
AP45	JM and LMu to revisit the exclusion policy – clerk to add the next FGB agenda	JM/LMu/Clerk	Sept 22
AP46	JS to attend LA New to governance Induction as soon as possible	JS	Oct 22
AP47	All governors to read the governor induction information and provide any feedback to AC	All	Sept 22
AP48	All governors to ensure their training records in Governor Hub are up to date	All	Sept 22