



**FOXTON PRIMARY SCHOOL  
MINUTES OF FULL GOVERNING BODY MEETING  
Thursday 5<sup>th</sup> May at 5.30pm**

**Venue:** Foxton Primary School

**Present:** Janet Muir (HT), Anna Caroe (AC - Chair), Joseph Sherry (JS), Laura Moran (LMo), Lisa Murphy (LMu), John Carter (JC), Chris Grey (CG), Lynne Brooks (LB), Cary Francis (CF)

**Absent:** None

**In attendance:** Anna-Marie Cooper (Acting as Clerk), Ellie Thomas (ET Finance Officer – until item 6)

**Key:** Orange for member questions  
Green for action points (Action log at end of minutes)

	<b>The meeting was quorate.</b>
<b>1</b>	<b>Welcome</b>
<b>2</b>	<b>Apologies and <u>consent to absence</u></b> There were no apologies.
<b>3</b>	<b>Declaration of Interests</b> None.
<b>4</b>	<b>Minutes of previous meeting</b> The minutes of the 17 March 2022 meeting were approved as a true and accurate copy and need to be signed by the Chair.
<b>5</b>	<p><b>Matters arising – update on Action Log</b> AC confirmed she had made a visit to the school on 22/04/22 to speak to staff and provide some reassurance regarding the future sustainability of the school and job security. Staff requested further reassurance once the school budget has been approved by governors.</p> <p>AP23 JS as Chair of Finance, Personnel &amp; Premises Committee to email staff a message of reassurance.</p> <p>The need to have another governor join the Data Group was discussed - CG offered and his appointment was agreed.</p> <p>AC reminded governors that she, JC and LM had been asked to join the Governing Body on a short-term basis for 2-3 terms. She confirmed that she would resign as Chair at the</p>



end of the summer term but may stay to support the new Chair in the autumn term. LM confirmed that she intends to remain as a governor on a longer-term basis.

	<b>Action</b>	<b>Owner</b>	<b>Outcome</b>
AP1	New governors to sign the Code of Conduct (c/f)	New governors	Completed
AP2	Clerk to share NGA Skills Audit with all governors to complete. Agenda Item at the next meeting (c/f)	Clerk	Completed
AP3	HT and Joseph Sherry to progress Pupil Premium and Covid-19 Catch Up Funding Reports (c/f)	HT/JS	Completed
AP4	Lynne Brooks to follow up with potential finance expertise (c/f)	LB	Completed
AP5	School office to administrate email set up and DBS check for Chris Grey	School office	In progress (c/f)
AP6	HT to upload non-confidential minutes to the website and LB will check that these are non-confidential matters only.	HT/LB	Completed
AP7	Chair to restrict access to the Headteacher Appraisal Folder on Governor Hub	Chair	Completed
AP8	All governors to provide feedback on the business plan document to the Chair of Governors.	All governors	None received – on the agenda
AP9	Governors to express interest in joining the Data Panel.	All governors	Completed – Chris Grey will join
AP10	Children In Care Training Link to be shared with Laura Moran to complete	LMO	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.	All governors	JC to complete online course HT to check SCR to ensure records are present (c/f)
AP12	Clerk to share LA guidance on parent governor recruitment with Lisa Murphy to progress the publication and election process as required.	Clerk	Not yet completed (c/f)
AP13	HT and CoG to discuss SA role/responsibilities with the School Improvement Advisor	HT/Chair	Completed
AP14	Headteacher to gather further information on potential changes to MFL support and provide update at future meeting/via the MFL link governor (CF).	HT	Completed – no changes
AP15	Laura Moran to receive a copy of the school's safeguarding action plan	LMO	Completed



AP16	Joseph Sherry to circulate completed SFVS for consideration/approval outside of the meeting.	JS	Completed
AP17	Joseph Sherry and Laura Moran to progress developing the school's equality and diversity objectives.	JS/LMo	Not yet completed (c/f)
AP18	Lisa Murphy and the Headteacher to discuss policies for the next meeting (c/f).	LMu/HT	Due to be completed by 13/05/22
AP19	Headteacher to update on the choice regarding stage 3 complaints process for approval by the Chair or Policy Review Governor.	HT/LMu	Completed – face to face
AP20	Chair to liaise with GH to ensure shared GovernorHub access.	Chair	Completed
AP21	George Hayes to coordinate OFSTED readiness training arrangements	GH	Completed – 19/05/22
AP22	JS / Chair / HT to discuss how best to update staff regarding the school's financial situation / sustainability to ensure this is both appropriate and timely.	JS/Chair/HT	Completed

<b>6</b>	<p><b>Budget Approval 22-23</b></p> <p>The Revenue Financial Forecast document and Budget Forecast document had been uploaded to Governor Hub prior to the meeting for governors to scrutinise. ET introduced herself as the school's new Finance Officer since January 22. She explained that she has been working on the budget build with the school's LA Financial Adviser. ET presented the Budget Forecast document on the whiteboard and provided headline feedback.</p> <p><b>Income</b> - She confirmed the school has received sparsity funding of £40,000 for the first time which has helped the budget – it will be received each year from now onwards.</p> <p><b>Q What triggered sparsity funding?</b> It is allocated to schools below a certain size and whose pupils live more than three miles from their second nearest secondary school or two miles from their second nearest primary.</p> <p><b>Expenditure</b> - ET drew governors' attention to the following points:</p> <ul style="list-style-type: none"> <li>• no budgeted changes to staffing costs.</li> <li>• increase of £2000 for Governor Services charges to cover the cost of subscribing to the Camclerk Service.</li> <li>• unsure about Governor Hub charges but has built it into the budget. AC confirmed this is currently being funded by the LA and will be included in the Camclerk SLA next year.</li> <li>• increased building maintenance budget to £8000 to cover 5-year electric fixed wiring share with the Village Hall and replacement emergency lighting.</li> <li>• gas and electric budgets have been increased by 55% to cover increase in charges.</li> <li>• £300 budgeted for Art and £200 for Music as the HT wants to develop these curriculum areas.</li> <li>• LA has increased the broadband charges to £1000</li> </ul>
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> <li>Swimming costs have been included as PE &amp; Sports Premium only covers catch up</li> </ul> <p>ET confirmed the carry forward from 21-22 is £57,800 and the in-year deficit for 22-23 is forecast at £3800.</p> <p><b>Q Is the carry forward greater than expected?</b> Yes - but it includes some ring-fenced funding from PE premium, school led tutoring and recovery grant.</p> <p><b>Q Have we made sure that all subscriptions are covered?</b> Yes - we went through every supplier.</p> <p>A governor suggested that the school reviews all subscriptions in the future to ensure they are all being used and represent value for money.</p> <p>ET confirmed that only 7 pupils are due to be in Reception at the October census point which will affect funding for next year. One of these children has SEN and an EHCP is being applied for.</p> <p>A governor commented that no capital spend has been allocated for IT expenditure and raised the need for the governing body to consider this in the future to ensure the school's IT provision is up to date.</p> <p>ET confirmed that the budget forecasts spending all the capital funding including the carry forward of £13,000. CG confirmed that a 10% access charge will be needed and suggested this could be financed by the Friends of Foxton.</p> <p>Following discussion and questioning by governors the budget was approved.</p> <p><b>Decision:</b> Governors approved the school budget for 22-23 with an outturn of £54,000.</p> <p>Governors thanked ET for her work on the budget and she left the meeting.</p>
7	<p><b>Chair's Business</b></p> <p>a) <b>Action Plan update</b> – AC confirmed that the updated Action Plan has been uploaded to Governor Hub and RAG rated. The only red action is finding a clerking solution.</p> <p>b) <b>Business Plan</b> – AC highlighted that as she has not received any feedback from governors, she would like to seek clarification around a few issues to finalise the plan. Governors discussed the teacher/Headteacher appraisal and pay review cycle and confirmed that both need to be completed by October half-term. A governor suggested that the headteacher's target setting meeting for 22-23 could be included in the end of year review on 7 July.</p> <p>AP24 HTPM panel to consider this option and discuss with the School Improvement Adviser.</p> <p>AP25 Data Group to plan meeting dates.</p> <p>AC suggested that the governing body should discuss and agree a commitment to training such as - a governor attending the LA's Governance Briefing each term and sharing the slides, and all governors attending two training sessions per year. She also highlighted that</p>

	<p>whilst training planned and attended can be recorded on Governor Hub impact could not easily be captured.</p> <p>AP26 AC to discuss the capturing of training impact with the Clerk.</p> <p>AC confirmed that the Schedule of Monitoring is now established but the governing body needs to decide which members of staff will present at which FGB meeting. This may link to governor visit that has been undertaken. AC asked governors how many are 'Safer Recruitment' trained – four governors confirmed they are although one needs a refresher.</p> <p><b>Decision:</b> The Business Plan was adopted by the governing body.</p> <p>c) <b>2<sup>nd</sup> LAIG meeting</b> 06/05/22 – AC relayed how supportive the first LAIG meeting was.</p> <p>d) <b>Vacancies/recruitment update</b> – previously covered.</p> <p>e) <b>Clerking Update</b> – whilst a permanent solution has not been found the Chair expressed her thanks to the acting clerk for stepping in.</p>
<p><b>8</b></p>	<p><b>Headteacher's Business</b></p> <p><b>a) Headteacher's Report</b> – the Headteacher's Report was available on Governor Hub in advance of the meeting. The HT provided a summary – she confirmed that</p> <ul style="list-style-type: none"> <li>• two new children have joined the school taking the number on roll to 96. Four out of the six new children are pupil premium and two have significant needs.</li> <li>• Following pupil progress meetings, the summer term predicted outcomes have been made - all year groups except 3 and 4 are roughly in line with the spring term predictions.</li> <li>• HT confirmed that the School Improvement Adviser has visited school and spoken to all Subject Leaders except Art and Music. She was particularly pleased with RE although topic writing wasn't as good as writing in English and found KS1 stronger than KS2.</li> <li>• The school celebrated 20 years of being on the current site and the Headteacher at the time visited the school to talk to children.</li> <li>• The LA carried out a Health &amp; Safety Audit in March and the HT is meeting with LMo w/c 27 May to review the report and actions in detail.</li> <li>• The HT has been working with the community and the school received a donation of £350 from the pub raffle. A meeting has been organised to revive French twinning and pen pal arrangements.</li> </ul> <p>JS thanked the HT for making the requested changes to the reporting of attendance data.</p> <p><b>Q is there any Attendance Officer support available from the LA?</b> HT replied that she has yet to meet anyone. Before Easter she sent letters to parents of children with poor attendance and has received two long emails in reply.</p> <p><b>Q Has attendance improved as a result?</b> Yes, and one child is now receiving tutoring.</p> <p><b>Q Is there anyway pupil numbers/admissions can be increased?</b> The HT confirmed that she has developed a flyer for circulation in the summer with posters in the community and will be holding an Open Event in September. A governor suggested using this as an opportunity to introduce herself as the new Headteacher.</p>

	<p><b>Q Do you feel there has been enough catch-up support given to pupils not making expected progress?</b> The HT replied that if this refers to Year 3 then four out of seven children are pupil premium and three have SEND.</p> <p><b>Q Are staff confident in tracking pupil premium children?</b> The HT confirmed that many are being targeted with school led tutoring.</p> <p>b) <b>School Development Plan</b> – the HT provided summary feedback:</p> <ul style="list-style-type: none"> <li>• the SDP has been RAG rated and uploaded to Governor hub prior to the meeting. She invited questions but none were forthcoming.</li> <li>• she has left evaluation forms in the staff room for staff to contribute – a governor suggested she email staff and ask them to use Post-it notes to make comments.</li> <li>• AC congratulated the HT on the progress she has made so far with the SDP.</li> <li>• Online sessions to start work on the SEF have been arranged with the School Improvement Adviser.</li> <li>• A Headteacher from a neighbouring school that has recently had an Ofsted inspection is coming over to discuss her experience.</li> </ul> <p>c) <b>Update from EY Meeting</b> – the HT explained that she had a meeting with Alison Morris from the LA who advised that if the new build goes ahead the school should allow the Pre-School to run itself for the first year and set it up as a going concern for the school to take over- this would be a lower risk strategy for the school.</p> <p>Governors thanked the Headteacher for the work undertaken and her report.</p>
<p><b>9</b></p>	<p><b>Safeguarding (Standing Item)</b>          LMo as Safeguarding Link Governor confirmed that she carried out an on-site monitoring visit on 03/05/22 where she checked the SCR. She reported that the SCR is generally fine and up to date with gaps relating to CG’s DBS check and LMu’s Prevent certificate.</p> <p>AC reported that at recent Ofsted training it was suggested that a column is added to the SCR to record when it is checked and by whom.</p> <p>AP27 HT/LMo to ensure an additional column is added to the SCR to record when it is checked.</p>
<p><b>10</b></p>	<p><b>Governor Monitoring since last FGB (Standing Item)</b>          Reports for monitoring visits for PE, English and Humanities have been uploaded to Governor Hub. AC confirmed that Maths and English Advisers are coming into the school and provide notes of visit which she shares with the respective link governor only to preserve confidentiality. It is then up to the link governor to summarise for the rest of the governing body.</p>
<p><b>11</b></p>	<p><b>Policy Update and Policies for Approval (Standing Item)</b>          The HT and LMu have been working on the Policy Review Schedule to ensure it is up to date. During discussion it was suggested that a column is added to identify who can approve each policy.</p> <p>AP28 HT/LMu to add an approval column to the Policy Review Spreadsheet</p>



	<p>Policies for approval were uploaded to Governor Hub in advance of the meeting for governors to review.</p> <p><b>Decision:</b> The following policies were ratified</p> <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Health, Safety &amp; Welfare</li> <li>• Lone Working</li> <li>• Educational Visits</li> </ul> <p>The HT confirmed she is working on the Fire Safety and Site Security Policies.</p> <p>AP29 Fire Safety and Site Security Policies to be added to the agenda for approval at the next FGB meeting</p> <p>A governor suggested the HT highlights any changes to make it easier for governors to review.</p>
12	<p><b>Governor Professional Development (Standing Item)</b></p> <p>LB as the Training Link Governor has run a training report from Governor Hub and uploaded to the meeting folder for review prior to the meeting. AC thanked LB for the report and for highlighting relevant training opportunities – she felt the Curriculum course might be of relevance given the school is due an Ofsted inspection very soon.</p> <p>Following discussion - the virtual Preparing for Ofsted Training was agreed for 5.30 – 7pm on Thursday 19<sup>th</sup> May.</p> <p>AC has recently attended Ofsted training and reported that pupils not making expected progress and matching SEND provision to plans are areas of focus. She also added that it is recommended the school/GB gather a folder of evidence. The HT reported that the school is creating class wallets of evidence.</p>
13	<p><b>Teacher and Headteacher Wellbeing (Standing Item)</b></p> <p>The HT reported that staff are busy and feeling under pressure due to the visitors in school and the looming Ofsted inspection which is requiring them to make changes. However, they remain supportive. HLTAs are being asked to cover staff absences.</p> <p>Q Does this have an impact on support for pupils? Yes, and a TA who works with a challenging child is on sick leave which is causing a knock-on effect.</p> <p>Q Have reassurance regarding job security helped? Definitely – the Chair providing feedback to staff following the wellbeing survey helped to calm the situation and clarified governor roles. Governors meeting governors after staff training this evening will also have provided reassurance.</p> <p>LB the staff governor reported that staff and parents seem happier.</p>
14	<p><b>Stakeholder Engagement – staff</b></p> <p>This was previously covered under items 5 &amp; 13.</p>
15	<p><b>Skills Audit/Board Health Check and Discussion</b></p> <p>AC reminded governors that the NGA skills audit has been uploaded to Governor Hub and needs to be completed by all governors.</p>



	<p>AP30 All governors to download the skills audit, complete and re-upload to Governor Hub.</p> <p>Governors were given 10 minutes to discuss in groups questions 1 and 2 from the Governor Hub Board Health Check. Following the discussions, it was acknowledged that more time needs to be given to governors getting to know the school and its curriculum in more detail. It was agreed that the HT will present a curriculum overview at the next FGB meeting.</p> <p>AP31 HT to provide a curriculum overview at the FGB meeting on 14/07/22.</p>
16	<p><b>School Visions Development Process</b></p> <p>The HT reported that at her previous school stakeholders were invited into school to encourage a collaborative approach to vision setting and development planning. This is something she is hoping to look at next half-term.</p>
17	<p><b>Equality and Diversity – Update</b></p> <p>Previously covered as a carried forward AP17.</p>
18	<p><b>Friends of Foxton</b></p> <p>The HT provided a verbal update:</p> <ul style="list-style-type: none"> <li>• Three classes booked on a trip to Shepreth Wildlife Park which is funded by Friends of Foxton. HT will be attending to provide additional adult support.</li> <li>• Children are drawing pictures of themselves wearing crowns for a Jubilee T-towel to be sold to raise funds.</li> <li>• Friends are funding the purchase of some books and have subsidised the purchase of hoodies for Year 6 leavers.</li> </ul>
19	<p><b>Pupil Voice</b></p> <p>The HT reported that during ‘Buddy’ assemblies, children have been talking about charity and how they are feeling about coming out of the pandemic. Teachers have also been capturing pupil voice in History, Geography and English.</p>
20	<p><b>AOB</b></p> <p>Date of next meeting was confirmed as 14 July 2022 at 5.30pm on-site.</p> <p>Governors felt they would like to celebrate the end of the school year with staff.</p> <p>AP32 All governors to bring something to the next meeting to be shared with staff by way of a thank you for their hard work this academic year.</p>

<p>Signed by the Chair as a true and accurate record of the meeting:</p> <p>Date: 7.8.22</p>	
----------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

**Action Log 5 May 2022**





	Action	Owner	Deadline
AP5	School office to administrate email set up and DBS check for Chris Grey (c/f)	School office/CG	By half-term
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 – <b>JC to complete online course and share certificate, LMu to forward certificate and HT to check SCR</b>	JC/HT/LMu	By half-term
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	After meeting
AP17	Joseph Sherry and Laura Moran to progress developing the school's equality and diversity objectives (c/f)	JS/LMo	By next FGB meeting 14/07/22
AP18	Lisa Murphy and the Headteacher to discuss policies for the next meeting.	LMu/HT	By 13/05/22
AP23	JS as Chair of Finance, Personnel & Premises Committee to email staff a message of reassurance.	JS	By half-term
AP24	HTPM panel to consider this option and discuss with the School Improvement Adviser	HTPM Panel	By 07/07/22
AP25	Data Group to plan meeting dates.	Data Group	By half-term
AP26	AC to discuss the capturing of training impact with the Clerk	AC/Clerk	By 14/07/22
AP27	HT/LMo to ensure an additional column is added to the SCR to record when it is checked.	HT/LMo	By half-term
AP28	HT/LMu to add an approval column to the Policy Review Spreadsheet	HT/LMu	By half-term
AP29	Fire Safety and Site Security Policies to be added to the agenda for approval at the next FGB meeting	Clerk	By 14/07/22
AP30	All governors to download the skills audit, complete and re-upload to Governor Hub.	All governors	By 14/07/22
AP31	HT to provide a curriculum overview at the FGB meeting on 14/07/22 – clerk to add to agenda	HT/Clerk	By 14/07/22
AP32	All governors to bring something to the next meeting to be shared with staff	All governors	By 14/07/22