



FOXTON PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING
Thursday 8th December at 5.30pm

Venue: Foxton Primary School

Present: Janet Muir (HT), Anna Caroe (AC - Chair), Chris Grey (CG), Lynne Brooks (LB), Cary Francis (CF), Joseph Barker-Sherry (JBS)

Absent: Jen Shepherd (JS), Flora Chen (FC – Associate Member)

In attendance: Anna-Marie Cooper (Clerk), Ally Smith (AS - Associate Member), Stephen Atkinson (SA) for item 9

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

	The meeting was quorate and opened at 5.40pm. JBS joined at 5.45pm.
1	Welcome The Chair welcomed all governors.
2	Apologies and <u>consent to absence</u> Apologies were received and accepted from Jen Shepherd. Apologies were not received from Flora Chen.
3	Declaration of Interests None.
4	Minutes of previous meeting The minutes of the 29th September 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 29th September 2022

	Action	Owner	Deadline
AP49	JBS to add review of TORs to agenda for next Finance Committee meeting.	JBS	Completed
AP50	Governors interested in the Co-chair option to contact AC to discuss	All	Completed
AP51	Clerk to send new associate members the skills audit to be complete	Clerk	Completed

AP52	Governors who have not yet completed the skills audit to complete	All	Completed
AP53	Clerk to send JM/LB latest attendance record for the school website	Clerk	Completed
AP54	Approval of spending £12,000 of PE & Sports Premium to be added to the next Finance Committee agenda	JBS	Completed
AP55	Clerk to include Finance, Premises & Personnel Committee Report 09/06/22 on the next FGB agenda	Clerk	Completed
AP56	Governors to read KCSiE 22 and confirm on Governor Hub as soon as possible	All	JS still to complete
AP57	CG to produce a safeguarding update video by the next FGB meeting – Webinar – to complete by all	CG	Completed
AP58	Governors to review and update subject summary documents on Governor Hub	All	Completed
AP59	JBS to explore the development of a 'School on a Page' document	JBS	Completed

6	Governor School Walkabout Governors received a guided tour of the school by HT and LB to observe the layout, displays and learning environments in each classroom. They commented positively on the consistency seen.
7	Chair's Business <ul style="list-style-type: none"> a) Chairs action – AC reported that she used the Chair's action to approve the Visitor Code of Conduct in response to an incidence of unacceptable parental behaviour towards a member of staff. It is now published on the website. Governors agreed to the approval. b) Confirm governor resignations – AC confirmed that JC resigned on 21/10/22 which leaves a co-opted vacancy and that she will also be resigning at the end of the meeting. c) Appointment of co-opted governor – Governors voted unanimously to approve the appointment of Flora Chen as co-opted governor. <p>Decision: Flora Chen appointed as co-opted governor with a 4-year term of office</p> <ul style="list-style-type: none"> d) Parent governor vacancy update – HT confirmed she had spoken to a possible candidate, but they are unable to commit at present. A governor confirmed that a teaching colleague lives in the village and their partner has children. A parent governor agreed to talk to one of the parents. <p>Q Do they have to be a parent at the school? No.</p> <p>Q Do they need to have parental responsibility? Not sure.</p> <p>AP60 Clerk to check whether parent governors must have parental responsibility</p> <p>A governor suggested another parent election takes place in the New Year.</p>

	<p>AP61 HT to run a parent election in the New Year</p> <ul style="list-style-type: none"> e) Review of link governor roles – AC confirmed that her roles as Chair will pass over to the newly elected Chair/s f) Appointment of LM to Pay Committee – governors approved the appointment of LM to the Pay Committee g) Governor development plan – AC reported that she has added a review of impact to the document which is available on Governor Hub. She reminded governors that a further review of progress will be needed in the Spring term. h) RIG update – AC confirmed that a summary of the feedback was uploaded to Governor Hub. The LA is very pleased with the progress made by the school and there will just be one final RIG meeting probably in March to ensure sustainability.
8	<p>Headteacher's Business</p> <p>AC confirmed that due to the recent Ofsted inspection a Headteacher's Report would not be provided. HT confirmed that a pupil progress meeting would be taking place on 12th December and headline data will be included in the next Headteacher's Report. AC suggested that any key information should be shared with governors via email/Governor Hub.</p> <p>AP62 HT to share key information with governors via email or post on Governor Hub</p> <ul style="list-style-type: none"> a) School development plan – HT confirmed this has been updated and uploaded to Governor Hub and was seen by and discussed with Ofsted. b) SEF 22-23 update - HT confirmed this is available on Governor Hub and was seen by and discussed with Ofsted. c) Curriculum entitlement document – HT reminded governors this is available on Governor Hub and requested that link governors discuss it with subject leaders during monitoring visits. <p>AP63 Link governors to discuss Curriculum Entitlement document with subject leaders during monitoring visits</p>
9	<p>Curriculum Update – Maths</p> <p>SA as subject leader for maths provided governors with an update. He confirmed that White Rose has been adopted and is used as the framework for planning and is used in conjunction with other resources. SA informed governors that LA Maths Advisers have been supporting the school:</p> <ul style="list-style-type: none"> • Tom Oakley in the Summer term focused on medium term and weekly planning, pre and post unit assessment and fluency. • Becky Mosely in the Autumn term has been focusing on reasoning, continuing with pre and post unit assessment and CPD for himself and staff. • Medium-term planning is in place - some work still needed to make more uniform in presentation • Assessment tracking in full use – can track statement progress during the term and end of term teacher assessments

	<p>Q Do you know why Ofsted asked about Insight? Not sure but maybe the Inspector wasn't familiar with it and wanted to know how it has been adapted.</p> <ul style="list-style-type: none"> Teacher judgements will be input for the Autumn term next week New method of progress through statements in place PUMA testing taking place this week in KS2 <p>Q What value is PUMA testing? SA replied that White Rose assessments are diagnostic but not comparable whilst PUMA is fully standardised testing nationally.</p> <p>Q Are teachers expected to add PUMA results to Insight? They have been encouraged but it will become an expectation.</p> <p>Q Is there any reason why teachers would be happy inputting PUMA data? No – other than not knowing how to.</p> <p>Q Is PUMA data input during staff meeting time or in their own time? During staff meeting time although not all teachers have been inputting as it has been on a trial basis.</p> <p>Q Do you ever go back to check skills on Insight to see if children can remember them? Yes - for children deemed to be working just below expected but there is less opportunity for others.</p> <p>Q Is PUMA testing termly? Yes - which makes it is good for monitoring progress.</p> <p>Q Is there anything from PUMA that would allow you to validate teachers' assessments? Yes - that is possible but would require mapping to statements on Insight so it would be quite a lot of work.</p> <p>Q Are PUMA tests consistent every year? They change every few years but there is consistency for a couple of years.</p> <p>A governor commented that as Insight is about professional judgement it would be good to consider how it can be used to moderate teacher assessments.</p> <p>SA confirmed that CG the maths link governor will be carrying out a monitoring visit in January.</p> <p>Governors thanked SA for his presentation.</p>
10	<p>Finance, Premises & Personnel Committee Report JBS as Chair of the Committee reported on the meeting of 15th November:</p> <ul style="list-style-type: none"> Committee TORs for 22-23 were reviewed - they are based on a model example and cover everything previously covered. <p>Decision: Governors approved the Finance, Premises & Personnel Committee TORs for 22-23</p> <ul style="list-style-type: none"> A budget report including a 3-year forecast was presented which projects a deficit in year 3 – although this is normal and not of concern. Sparsity funding has provided budget protection.

	<ul style="list-style-type: none"> Discussed SA's secondment which finishes at the end of term. Discussed the tutoring programme which will need to be revisited as the teacher due to deliver the tutoring hasn't had capacity. She represents value for money and knows the school and the curriculum. Reviewed PE & Sports Premium - funding has been used to purchase equipment which is being installed in January. Discussed the cost of the broadband which is high because the school is far from the exchange. HT will discuss with other Headteachers as small schools seem to be penalised. PCM facilities management contract seems to be working well. Discussed the replacement of interactive whiteboards with screens not projectors as bulbs are expensive - being funded by Friends of Foxton. <p>Q Do current boards/projectors have a resale value? They are not in good condition but maybe.</p> <ul style="list-style-type: none"> Nothing to raise in terms of the premises – routine sharing of testing has taken place and DfE will be visiting as part of a premises condition data collection programme which will produce a report. Pay Committee reported with recommendations which were approved. SFVS is being worked on and will be ready in the New Year to be signed off by the Chair of Governors. <p>Q What is sparsity funding? We receive more funding approximately £40,000/year due to the school's location – it is expected to continue next year.</p> <p>The Clerk asked about the minutes of Committee meetings - it was confirmed these will be approved at the next Committee meeting and come to FGB for ratification.</p> <p>AP64 FPP Committee meeting minutes to be approved at meeting on 23rd February and ratified at FGB on 30th March</p>
11	<p>Safeguarding (Standing Item)</p> <p>a) KCSiE governor update – CG has completed the video. AC explained that NGA Learning Link have released an online safeguarding learning module which outlines governors' responsibilities.</p> <p>AP65 All governors to watch CG's video and complete the Learning Link safeguarding module and update their training record on Governor Hub once completed</p> <p>b) Safeguarding Action Plan progress update – HT confirmed she is working on the 60 actions identified by the LA safeguarding review. Rachael Schofield from the LA was due to carry out a follow up visit last week but will now be coming back in January.</p> <p>c) Link Governor Visit Report – LM confirmed that she carried out a safeguarding monitoring visit on 19th October which included a check of the SCR and some CP files - the report has been uploaded to Governor Hub. She confirmed that the online Annual Safeguarding Report to Governors was submitted to the LA in the Autumn term although this is later than usual due to an error on the LA's behalf.</p>

12	<p>Governor Monitoring Visits (Standing Item)</p> <p>a) Feedback from visits – AC highlighted that governor visits are planned and taking place which is a strength. The following visits have taken place this term and reports have been uploaded to Governor Hub – English/Geography/History/MFL, EYFS, safeguarding and wellbeing. It was noted that some visits have been delayed due to the Ofsted inspection.</p> <p>b) Planned visits – RE/PSHE to be carried out before the end of term. SEND, maths and pupil premium to be carried over from this term. Other visits to be carried out in line with the monitoring timetable in the Work of Governance document on Governor Hub.</p>
13	<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.</p> <p>Decision: The following policies were ratified</p> <ul style="list-style-type: none"> • Visitor Conduct • SEND • Physical Intervention • Online Safety • Data Protection <p>It was noted that the Pay Policy needs to be approved and ratified - JBS will discuss with HT. Governors discussed the recommended pay increases for teachers and staff.</p> <p>Decision: Governors agreed to apply the recommended pay increases for teachers and support staff.</p> <p>AP66 Clerk to add approval of Pay Policy to next FGB agenda</p> <p>LM confirmed that a cycle of policy reviews has been identified but she needs some help with the formulas on the spreadsheet – JBS agreed to help.</p> <p>Q Where are the policies held? LM replied that they are on the website with the exception of personnel policies.</p> <p>Governors discussed the storage of policies and agreed that public facing policies would be stored on the website and non-facing policies would be stored on Governor Hub.</p> <p>AP67 LM to upload on-public facing policies to Governor Hub and add a column to the Policy Review Schedule to identify whether they are public facing or non-public facing.</p> <p>Q Should we identify on the front of policies where they will be kept moving forward? Yes.</p> <p>HT confirmed that the Visitor's Handbook is shared with volunteers and would be useful for new governors during induction – she will upload to the governor induction folder on Governor Hub.</p>

14	<p>Ofsted Update</p> <p>a) Ofsted inspection – it was agreed this item should remain confidential until the report is published. LB thanked governors for their support and involvement in the inspection. Governors thanked the staff. HT confirmed she has emailed staff with the approved statement provided by Ofsted. AC confirmed that in the interests of confidentiality - the Clerk had emailed notes from the Ofsted feedback meeting to governors only. Inspectors were very complimentary about the children. A governor suggested that attendance needs to be a priority.</p> <p>b) Subject summary documents – these have been updated and are on Governor Hub.</p> <p>c) School on a Page – AC thanked JBS for producing the School on a Page document which has been uploaded to Governor Hub.</p>
15	<p>Governor Professional Development (Standing Item)</p> <p>a) Skills audit update – the Clerk confirmed that all governors have completed a skills audit and that she needs to revisit the analysis due to the resignations.</p> <p>AP68 Clerk revisit skills audit analysis</p> <p>b) Feedback on training undertaken – LB confirmed that a training report has been uploaded to Governor Hub which shows that LM has attended a lot of courses. The Clerk added that most governors are recording their training on Governor Hub.</p> <p>c) Training to be undertaken – LB highlighted that nobody has attended a course on allegations against the Headteacher which would be useful for the new Chair/s.</p> <p>Q Are we covered for safer recruitment training? CF confirmed she is booked on a course in February which will add capacity.</p> <p>The Clerk reminded AS and JS that they need to attend induction training.</p>
16	<p>Teacher and Headteacher Wellbeing (Standing Item)</p> <p>LB staff governor reported that staff wellbeing has improved since the Ofsted inspection. AC suggested that governors might like to consider where is the best place to discuss staff wellbeing – FGB or FPP Committee? She reported that as link governor for wellbeing she had met with HT and suggested a questionnaire goes out in the Spring term. Governors agreed staff deserved the upcoming Christmas break.</p>
17	<p>Friends of Foxton</p> <p>The HT provided a verbal update:</p> <ul style="list-style-type: none"> • Craft Fair was very well attended although the amount of funds raised is not yet confirmed • PS stood down as Chair at the AGM and an Interim Chair is in place • 3 Year 1 parents supported the Fair so HT will try and get them on board
18	<p>Appointment of Co-opted Governor</p> <p>AC formally resigned as Chair of Governors stating that the last 9 months had been a pleasure. Governors thanked AC for her contribution and hard work in supporting the</p>

	<p>transformation of governance. A governor commented on the rapid improvement that has been made under AC’s leadership.</p> <p>AS (currently Associate Member) was proposed as a candidate for co-opted governor.</p> <p>Decision: Governors appointed Ally Smith as co-opted governor with a 4-year term of office.</p>																		
19	<p>Election of Chair of Governors</p> <p>The Clerk confirmed that nominations for Co-Chair had been received from Lisa Murphy and Cary Francis.</p> <p>Decision: LM and CF were unanimously elected as Co-Chairs of Governors until the first FGB meeting of the next academic year.</p> <p>LM informed governors that she will be out of the country until mid-March therefore CF will take the lead during her absence. She also explained that they have discussed and agreed the distribution of roles and responsibilities as Co-Chairs.</p>																		
20	<p>AOB</p> <p>The Pupil Premium Strategy Statement 21-22 needs to be published on the website by 31/12/22.</p> <p>AP69 HT to complete the Pupil Premium Strategy Statement 21-22 and upload to the website by 31/12/22</p> <p>AP70 Clerk to add Pupil Premium Strategy Statement 21-22 to the next FGB agenda</p> <p>The Co-Chairs wished everyone a Merry Christmas and a Happy New Year.</p> <p>The meeting closed at 7.30pm</p> <table><tr><td>26/01/23</td><td>FGB</td><td>In person</td></tr><tr><td>23/02/23</td><td>FPP Committee</td><td>Virtual</td></tr><tr><td>30/03/23</td><td>FGB</td><td>In person</td></tr><tr><td>18/05/23</td><td>FGB</td><td>In person</td></tr><tr><td>08/06/23</td><td>FPP Committee</td><td>Virtual</td></tr><tr><td>13/07/23</td><td>FGB</td><td>In person</td></tr></table>	26/01/23	FGB	In person	23/02/23	FPP Committee	Virtual	30/03/23	FGB	In person	18/05/23	FGB	In person	08/06/23	FPP Committee	Virtual	13/07/23	FGB	In person
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13/07/23	FGB	In person																	

<p>Signed by the Chair of Governors as a true and accurate record of the meeting:</p> <p>Date:</p>	
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Action Log 29th September 2022

AP56	Governors to read KCSiE 22 and confirm on Governor Hub as soon as possible	All	JS still to complete
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Action Log 8th December 2022

	Action	Owner	Deadline
AP60	Clerk to check whether parent governors must have parental responsibility	Clerk	Jan 23
AP61	HT to run a parent election in the New Year	HT	Jan 23
AP62	HT to share key information with governors via email or post on Governor Hub	HT	Jan 23
AP63	Link governors to discuss Curriculum Entitlement document with subject leaders during monitoring visits	Subject link governors	Summer term
AP64	FPP Committee meeting minutes to be approved at meeting on 23 rd February and ratified at FGB on 30 th March	JBS/Clerk	Spring term
AP65	All governors to watch CG's video and complete the Learning Link safeguarding module and update their training record on Governor Hub once completed	All	31/01/23
AP66	Clerk to add approval of Pay Policy to next FGB agenda	Clerk	26/01/23
AP67	LM to upload non-public facing policies to Governor Hub and add a column to the Policy Review Schedule to identify whether they are public facing or non-public facing.	LM	Jan 23
AP68	Clerk revisit skills audit analysis	Clerk	Jan 23
AP69	HT to complete the Pupil Premium Strategy Statement 21-22 and upload to the website by 31/12/22	HT	31/12/22
AP70	Clerk to add Pupil Premium Strategy Statement 21-22 to the next FGB agenda	Clerk	31/01/23