



**FOXTON PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BODY MEETING
Thursday 29th September at 5.30pm**

Venue: Foxton Primary School

Present: Janet Muir (HT), Anna Caroe (AC - Chair), Chris Grey (CG), Lynne Brooks (LB), Cary Francis (CF), Jen Shepherd (JS), Joseph Barker-Sherry (JBS) and John Carter (JC)

Absent: Lisa Murphy (LMu)

In attendance: Anna-Marie Cooper (Acting as Clerk), Flora Chen (FC - Associate Member), Ally Smith (AS - Associate Member)

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 5.35pm. FC joined the meeting at 5.40pm and JBS at 5.45pm.
1	Welcome The Chair welcomed all governors and explained that JBS and FC were on their way.
2	Apologies and <u>consent to absence</u> Apologies were received and accepted from Lisa Murphy.
3	Declaration of Interests None.
4	Election of Chair of Governors The Clerk confirmed that a nomination had been received from AC. AC explained that she would be resigning from the governing body at the end of the Autumn term and emphasised the need for governors to consider succession planning including the option of Co-chairing. Decision: AC was elected Chair of Governors
5	Election of Vice-Chair of Governors AC nominated JBS. Decision: JBS was elected Vice-Chair
6	Minutes of previous meeting



	The minutes of the 14 th July 2022 meeting were approved as a true and accurate copy and need to be signed by the Chair.
7	Matters arising – update on Action Log from 14th July 2022

	Action	Owner	Update
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	Panel met at the end of the academic year – next meeting 31/10/22. COMPLETED
AP28	HT/LMu to add an approval column to the Policy Review Spreadsheet	JM/LMu	COMPLETED
AP33	JM to send JS the link to online PREVENT training	JM	COMPLETED
AP34	LB and AC to run a training report to identify what impact needs to be captured	LB/AC	COMPLETED
AP35	Clerk to check the skills audit returns, chase any outstanding and undertake analysis	Clerk	COMPLETED – see item 9f
AP36	LB to develop a link governor monitoring timetable for 22-23	LB	Spreadsheet in place to track subject leader presentations COMPLETED
AP37	AC to return the School Governance reply slip to the SLA by 22 July	AC	COMPLETED
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	COMPLETED
AP40	Clerk to include Finance, Premises & Personnel Committee Report 09/06/22 on the next FGB agenda	Clerk	COMPLETED
AP41	LM to ensure JS's details have been checked and are on SCR	LM	COMPLETED
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	COMPLETED
AP44	All governors to write up outstanding monitoring visit reports and upload to Governor Hub	All	COMPLETED
AP45	JM and LMu to revisit the exclusion policy – clerk to add the next FGB agenda	JM/LMu/Clerk	COMPLETED – see item 15d
AP46	JS to attend LA New to governance Induction as soon as possible	JS	COMPLETED
AP47	All governors to read the governor induction information and provide any feedback to AC	All	COMPLETED

AP48	All governors to ensure their training records in Governor Hub are up to date	All	COMPLETED
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8	<p>Chair's Business The Chair asked all present to introduce themselves for the benefit of new members.</p> <p>a) Appointment of associate members – AC proposed that AS and FC are appointed associate members to be co-opted when vacancies arise with the forthcoming resignations of JC at half-term and AC at the end of term.</p> <p>Decision: Governors appointed AS and FC as associate members</p> <p>b) Acceptance of corporate responsibility and code of conduct for 22-23 – AC explained that governors must act collectively, represent decisions made to stakeholders, and agree to abide by the code of conduct.</p> <p>Decision: Governors accepted corporate responsibility and agreed to abide by the code of conduct</p> <p>c) Work of Governance at Foxton 2022-23 – AC explained that this document had previously been uploaded on Governor Hub for governors to review and summarised that it outlines all work/responsibilities the governing body must fulfil, how it will carry it out, and timescales. It also includes allocated link governor roles, visits schedule and suggested agenda items for all meetings during the year. She felt it would be a useful starting point to ensure the governing body keeps focused on its duties.</p> <p>Decision: Governors agreed to adopt the Work of Governance document for 22-23.</p> <p>d) Review of Finance Committee TORs and membership – it was agreed that the TORs would be reviewed by the committee at their next meeting.</p> <p>AP49 JBS to add review of TORs to agenda for next Finance Committee meeting.</p> <p>Decision: JBS, CG, LM and JS were appointed members of the Finance Committee.</p> <p>AC invited AS and FC to attend the Finance Committee meetings and confirmed they would have no voting rights but could be involved in discussions.</p> <p>e) Review of link governor roles – AC explained that the role of a link governor is to build a relationship with the respective subject lead in school by carrying out regular monitoring visits, finding out more about the subject delivery and holding them to account. Governors reviewed the current link governor roles and discussed allocation.</p> <p>Decision: Governors agreed the following link governor roles for 22-23</p> <table border="1" data-bbox="242 1839 1441 2016"> <thead> <tr> <th>Subject</th> <th>Teacher</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>Janet</td> <td>LM</td> </tr> <tr> <td>English</td> <td>Lynne</td> <td>CF</td> </tr> </tbody> </table>			Subject	Teacher	Governor	Safeguarding	Janet	LM	English	Lynne	CF
Subject	Teacher	Governor										
Safeguarding	Janet	LM										
English	Lynne	CF										

Maths	Stephen	JC & CG (FC to shadow)
Science	Fikret	JS
RE / PSHE	Lucie	CF (AS to shadow)
Computing	Stephen	JC & CG (FC to shadow)
Music and Performing Arts	Janet	CG
PE + Sports premium	Fikret	JS
History/Geography	Lynne	CF
Art & Design & Technology	Janet	CG
Modern Foreign Languages (French)	Lynne	CF
Early Years Foundation Stage	Lucie	LM
Inclusion (SEND/G&T)	Lucie	LM
Wellbeing	Janet	AC (Chair)
Pupil Premium	Janet	JBS
Friends of Foxton	-	JS
Children in Care/LAC		JS
Health and Safety		JS

f) Succession Planning – AC highlighted the need for governors to discuss and agree arrangements in preparation for her departure at the end of term. She confirmed that JBS would be happy to continue as VC and suggested that governors might like to consider a Co-chairing option. She reminded governors that the next FGB meeting will be her last as Chair and that a plan and handover would need to be in place. AC confirmed that she would be happy to remain in the background to provide support.

AP50 Governors interested in the Co-chair option to contact AC to discuss

Q How many governors are leaving? AC confirmed that JC is leaving at half-term, and she is leaving at the end of term. However, succession planning will enable the new associate members AS and FC to be co-opted into these positions.

g) Skills audit update – The Clerk confirmed that she had undertaken an analysis based on the 6 replies received so far. The overall results were 3s and 4s with strengths in governance structure, roles & responsibilities, core functions, compliance, and legal responsibilities. Areas for development identified by individual responses were in budget and funding, knowing the schools’ strategic priorities and understanding how the school’s curriculum meets the needs of all pupils.

AP51 Clerk to send new associate members the skills audit to be complete

	<p>AP52 Governors who have not yet completed the skills audit to complete</p> <p>h) Governor attendance record 21-22 – AC confirmed this had been uploaded to Governor Hub prior to the meeting and was noted.</p> <p>AP53 Clerk to send JM latest attendance record for the school website</p> <p>i) Vision and values update – AC reported that the vision evening on 22 September was very positive and well attended. The HT confirmed that she will be collating the feedback to identify commonality and will then arrange a meeting with a group of parents to discuss the results.</p> <p>j) Governor development plan 22-23 – AC reminded governors that reviewing and developing the school’s vision is a core strategic governance function and it is also a target within the governor development plan. She explained that she would have preferred the development of the plan to have been more collaborative but unfortunately this had not been possible due to time constraints. AC outlined the targets which link to the SDP priorities:</p> <ul style="list-style-type: none"> • Curriculum leadership – using link governor roles effectively • Governor CPD – governors are already booking onto training • Progress and attainment – governors need to challenge and support progress being made particularly with vulnerable groups • Vision development – already underway <p>Q What will be the most challenging target? AC replied that this may be different for each governor. For example - new governors might find the link governor role and asking challenging questions difficult to begin with. Ensuring everything is firmly routed in the vision will be a challenge for the whole school including governors.</p> <p>Decision: Governors approved the Governor Development Plan for 22-23</p> <p>k) LAIG update – JM reported that these are now called Rapid Improvement Group (RIG) meetings and that the LA is very happy with the progress the school and governing body have made. As a result - only one more meeting is needed. HT expressed her congratulations and thanks to the governing body for their hard work and support. A governor commented that credit should be given to the HT and Chair for their leadership. The HT complimented the staff on working hard and pulling together.</p>
<p>9</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. JM added the following points:</p> <ul style="list-style-type: none"> • A family is moving into the area which could bring a possible Year 4 child in January. • The LA safeguarding review report has been received which identified some actions – she will be meeting with LM safeguarding link governor to look at it in detail and will report back to FGB. • School performance data shows good progress has been made and has been uploaded to the website although it is not a requirement • Becky Mosely the LA Maths Adviser is leading a staff meeting on 3 October

- SA is enjoying his secondment and has been able to share good practice from Foxton with Ely St John's.
- Ellie the finance secretary has resigned but has offered to provide support during the recruitment of her replacement. The possibility of her being able to work for the school one day a week is also being explored.
- JS has carried out a Health & Safety monitoring visit which identified that there is still work to be done (report available on Governor Hub).

Q How did the meeting with the property management company go? The charge would be £3800 per annum which is only a slight increase on the previous charge. JM emphasised that it would greatly support the school and remove a huge burden of work for Anita in the office. Governors discussed the option and felt it represented good value.

Decision: Governors approved the property management contract

- The school proposes to spend approximately £12,000 from the PE & Sports Premium on new items for the trim trail.

AP54 Approval of spending £12,000 of PE & Sports Premium to be added to the next Finance Committee agenda

- A Friends of Foxton quiz evening is taking place on 15 October, and they are funding interactive whiteboards for classes 1 and 2.

Q Can you provide any details from the safeguarding review? The report has been uploaded to Governor Hub for governors to read which includes an action plan. There are some smaller jobs which can be actioned quickly but also some others which will take longer.

Q Who carried out the review? Rachael Schofield, Leadership Adviser.

JM confirmed that Sam Abbs from the Education Safeguarding Team will be undertaking an audit in December 22. In May the school moved over to keeping electronic records on MY Concern which is proving easier than maintaining paper records. JM is the DSL and LB, and SA are DDSLs. The SENCO will be undertaking DDSL training in December to add to the team.

Q Do you have to be a qualified teacher? No.

- b) **School Development Plan update** – the SDP for 22-23 was available on Governor Hub prior to the meeting for governors to review. JM confirmed that it has been seen and approved by Belinda Harvey the LA School Improvement Adviser. JM highlighted the following priorities:
- Maths to be in line with reading and writing
 - Develop the science curriculum
 - Develop a bespoke curriculum
 - Embed subject leadership
 - Use Insight to track progress (carried over)
 - Ensure all stakeholders are familiar with the vision and values
 - Review and update the website
 - Managing the budget

	<p>A governor commented that the recent report from the LA Maths Adviser was very constructive albeit hard hitting and identified that fundamental things were missing from the subject action plan.</p> <p>Q Who is the maths subject leader? SA</p> <p>Q With his secondment – is he present enough in school to effectively implement the plan? He is experienced in maths and has been allocated leadership time. He has already met with the Maths Adviser and started work on the actions.</p> <p>A governor raised concern that the Ofsted Inspector may question the maths subject leader being on secondment when maths is a priority for the school. JM reassured governors that it is a temporary secondment for the Autumn term.</p> <p>Another governor highlighted that this report echoed similar threads identified in previous reports and he would try and carry out a maths monitoring visit before half-term.</p> <p>c) SEF update – the draft SEF 22-23 was available on Governor Hub prior to the meeting for governors to review. JM confirmed School Improvement Adviser – Belinda Harvey has suggested some edits and she still needs to finish the Early Years section.</p> <p>A governor commented that the Ofsted Inspector will have limited time so it might help to have a one-page summary document at the beginning, which would also be useful to governors.</p> <p>AC thanked JM for the huge amount of work she has put into the SEF.</p>
<p>10</p>	<p>Curriculum update – English LB as English subject leader provided governors with an overview:</p> <ul style="list-style-type: none"> • English includes phonics, reading and writing • Liz Holmes the LA English Adviser has been supporting the school and identified that there needs to be greater consistency throughout the school in displays, planning, materials, and recording – particularly between KS1 and KS2. <p><u>Phonics</u></p> <ul style="list-style-type: none"> • Taught 9-9.30am in classes 1 and 2 • All teachers and TAs received training in May • Phonics and early reading handbook developed for staff and parents/carers • Similar plans in place in classes 1 and 2 • Half-termly assessments using phonics assessment booklet, pupil record sheet and class tracker sheet • 91% achieved phonics screening test in June <p><u>Reading</u></p> <ul style="list-style-type: none"> • Progress being tracked from Reception to Year 3 • New phonics reading scheme for Year 1 • Children can only read books from a phonics level once it has been taught in class • Ordered new books for Year 3 that have been paid for by Friends • 20% readers read with an adult twice weekly • Progress is tracked in Insight

- Daily guided reading in KS2 and slightly longer sessions in classes 1 and 2
- Planning is saved on the server and teacher notes are kept in the green folders
- Outdated books in class 4 have been removed and new ones have been chosen by the children
- New books have been provided for Year 3 to aid the transition to class 3
- Reading for pleasure – once a week children can read any book from the classroom
- Classes 1 and 2 can take books home from the library
- Teachers read to their class for 10 minutes at the end of each day
- Results 21-22 – KS1 87.5% and KS 2 94%

Writing

- Taught daily for 50 minutes
- Classes 1 and 2 have one lesson per week of guided reading
- 2-year plan to be used consistently across the school
- Working walls to be used to support with grammar and spelling
- Half-termly children do an independent piece of assessed writing
- Marking policy to be reviewed
- Working to expected standard in 21-22 – KS1 75% and KS2 75%

Subject leader role

- Check planning
- Check working walls
- Half-termly book looks
- Monitor reading and writing progress using Insight
- Monitor phonics progress
- Half-termly meeting with link governor
- Attend 'Leading English' course once a term

Q How are children responding to the new phonics reading scheme? They think the books are fun and it seems to be going well. We are asking parents to read books twice with their children and recognise the words they are finding tricky.

Q Does phonics training consider SEND issues? Issues are picked up early on and the SENCO carries out assessments. The children have done very well and receive a lot of support. TAs are more confident. Phonics is used to support spelling in KS2.

Q Who are the adult readers? TAs support 20% children and in addition there are volunteers who support with reading - so the children receive support above and beyond.

Q What phonics scheme is the school using? Letters and sounds – although this is not an accredited scheme it has been adapted and is therefore allowed. It has produced good results year on year.

A governor commented on the huge amount of work that must have gone into developing the subject plans. JM added that the same applies to all subjects.

Q Do staff see the benefit of having consistent plans? Yes, and they recognise it does make things easier.

JM thanked LB for really leading the way and supporting the teachers.

11	<p>Finance, Premises & Personnel Committee Report Minutes were not available for the meeting on 09/06/22 – therefore the item was deferred to the next meeting.</p> <p>AP55 Clerk to include Finance, Premises & Personnel Committee Report 09/06/22 on the next FGB agenda</p>
12	<p>Safeguarding (Standing Item)</p> <p>a) KCSiE update – the statutory guidance for 2022 was uploaded to Governor Hub prior to the meeting for governors to read. AC reminded governors that they need to confirm on Governor Hub that they have read and understood the document. She also confirmed that governors need an annual safeguarding update and CG is looking at producing a video. The Clerk highlighted that new governors are now expected to undertake safeguarding training as part of their induction.</p> <p>b) Safeguarding Action Plan – JM confirmed that LM as safeguarding link governor attended the LA Safeguarding Review, and the action plan is available on Governor Hub for governors to read.</p> <p>c) Link Governor Visit Report – JM confirmed that LM has undertaken a safeguarding monitoring visit this term and the report has been uploaded to Governor Hub.</p> <p>AP56 Governors to read KCSiE 22 and confirm on Governor Hub as soon as possible AP57 CG to produce a safeguarding update video by the next FGB meeting</p>
13	<p>Governor Monitoring Visits (Standing Item)</p> <p>a) Monitoring Timetable 22-23 – this is included in the Work of Governance document. Governors reviewed the timetable and agreed changes to reflect priorities.</p> <p>b) Website – JM confirmed that the website needs an overhaul, and this is an ongoing piece of work. LB agreed she is happy to keep the governance information up to date.</p> <p>Decision: Governors agreed the science & RE/PSHE visits should be brought forward to the Autumn term, and the PE visit to Jan 23.</p> <p>Q Shouldn't maths and English visits be half-termly? AC agreed this should be the case and will update the document.</p>
14	<p>Policy Compliance Update and Policies for Approval (Standing Item)</p> <p>Policies for approval (including those with staff comments) were uploaded to Governor Hub in advance of the meeting for governors to review.</p> <p>Decision: The following policies were ratified as presented</p> <ul style="list-style-type: none"> • Safeguarding & Child Protection Policy • Responding to Prejudice-Related Incidents • Safeguarding & Child Protection Statement • Exclusion Policy

	<p>Decision: The following policies were ratified subject to identified changes</p> <ul style="list-style-type: none"> • Mobile Phone Policy – to use version with staff comments and include wording on confiscation • Intimate Care Policy - to use version with staff comments 							
15	<p>Ofsted Update and Readiness AC drew governors’ attention to the updated document available in the Ofsted folder on Governor Hub and asked governors to be ready to revisit the information. She also suggested that governors review and update their subject summary documents on Governor Hub.</p> <p>AP58 Governors to review and update subject summary documents on Governor Hub</p> <p>AC reminded governors that they need to know the school well and be clear on the narrative for good. Another governor highlighted that they need to be able to signpost to evidence and identify where they have made a difference. Another governor confirmed that Ofsted Inspectors will talk to subject leaders, want to see the evidence, and observe it happening in practice. A governor suggested a summary document to capture the narrative for good would be helpful. The Clerk added that some schools have a ‘School on a Page’ document.</p> <p>AP59 JBS to explore the development of a ‘School on a Page’ document</p>							
16	<p>Governor Professional Development (Standing Item) Covered under item 7</p>							
17	<p>Teacher and Headteacher Wellbeing (Standing Item) LB staff governor reported that staff are a bit fraught due to the pressure of the looming Ofsted inspection but are pulling together and supporting each other.</p>							
18	<p>Friends of Foxton The HT provided a verbal update:</p> <ul style="list-style-type: none"> • Limited members – need more support to continue • Raised awareness of the need to attract new members at the vision evening • Chair stepping down at Christmas • Parents not aware of the contribution Friends make to the school • Suggested class representatives <p>A governor suggested including photos in the school newsletter to show what has been purchased to help raise awareness.</p>							
19	<p>AOB FC introduced herself and explained she has a science and engineering background. AC informed the associate members that induction information is available on Governor Hub.</p> <p>AC thanked JC for his contribution to the governing body as this will be his last meeting.</p> <p>The meeting closed at 7.40pm</p> <table border="1" data-bbox="242 1944 1439 2016"> <tr> <td>03/11/22</td> <td>FPP Committee</td> <td>Virtual</td> </tr> <tr> <td>08/12/22</td> <td>FGB</td> <td>TBC</td> </tr> </table>		03/11/22	FPP Committee	Virtual	08/12/22	FGB	TBC
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 Chair of Governors as a true and accurate record of the meeting: Date: 12/01/23	
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Action Log 29 September 2022

	Action	Owner	Deadline
AP49	JBS to add review of TORs to agenda for next Finance Committee meeting.	JBS	08/12/22
AP50	Governors interested in the Co-chair option to contact AC to discuss	All	08/12/22
AP51	Clerk to send new associate members the skills audit to be complete	Clerk	31/10/22
AP52	Governors who have not yet completed the skills audit to complete	All	08/12/22
AP53	Clerk to send JM/LB latest attendance record for the school website	Clerk	31/10/22
AP54	Approval of spending £12,000 of PE & Sports Premium to be added to the next Finance Committee agenda	JBS	03/11/22
AP55	Clerk to include Finance, Premises & Personnel Committee Report 09/06/22 on the next FGB agenda	Clerk	08/12/22
AP56	Governors to read KCSiE 22 and confirm on Governor Hub as soon as possible	All	31/10/22
AP57	CG to produce a safeguarding update video by the next FGB meeting	CG	08/12/22
AP58	Governors to review and update subject summary documents on Governor Hub	All	31/10/22
AP59	JBS to explore the development of a 'School on a Page' document	JBS	31/10/22