



Foxton Primary School
Full Governing Board Meeting
19th October 2023, 17.30 (In school)
Minutes

Present: Governors: Janet Muir (HT), Lisa Murphy (LM), Lynne Brooks (LB), Ally Smith (AS), Chris Grey (CG), Cary Francis (CF) arrived at 18:04, Joseph Barker-Sherry (JBS) arrived at 18:17

Absent: Jen Shepherd.

In attendance: Jeni Houghton, Camclerk

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

Item	Item	Action
1	Welcome	
2	Apologies for absence: No apologies were received. JS was absent.	
3	Declarations of interest relating to items on the agenda: Governors were informed that on GovernorHub, the previous confirmations prior to reconfirming for the new school year.	
4	Governance Role Elections a. Election of Chair of Governors: LM and CF were elected as Co-Chairs b. Election of Vice Chair of Governors: JBS was elected as Vice Chair c. Safeguarding Governor: AS was agreed as the safeguarding governor d. SEND Governor: LM was agreed as the SEND governor	
4	Minutes from previous meeting 13th July 2023 These were approved .	
5	Matters arising - update on Action List – see below	
6	Chair’s Business a. Parent governor vacancy update: discussed. Election to be started after the Friends’ AGM on 14 th November 2023. b. Vision Development: Notes captured feedback the meeting with parents. It was agreed that a working party was needed to collate that information to establish words to form the vision. LB, AS and CG offered to be part of the working party. LM to circulate the notes from the meeting. AP01	LM
8	Headteacher’s Business a. Headteacher’s Report : this document was shared via GovHub ahead of the meeting. The Headteacher gave the following highlights: <ul style="list-style-type: none"> Numbers on role are a concern. JM explained that she has been part of a small schools group within the local authority led by Johnathan Lewis. Attendance data is detailed within page 1 of the report. Q: Is joining a MAT something the local authority is recommending? The LA had started to consider setting up their own MAT but there has been no further information as yet. <ul style="list-style-type: none"> It was noted that there is no new building within the village and larger houses may not be affordable for families. 	

	<ul style="list-style-type: none"> • There is very little demand currently (1 student booked in) for the wrap around care provision and taster sessions are being offered to try to promote interest and ensure viability. 8 after school and 5 before school students would be needed to make the provision viable. <p>Q: Are there other local schools that Foxton could team up with? Fowlmere may have one, but transporting the children would be the challenge.</p> <p>Q: Has a survey been conducted to evaluate if parents want it? It has been some time since parental views had been canvased.</p> <p>Q: Could a rolling provision be offered for childcare during the parental consultation evenings? JM acknowledged that could be an option to consider.</p> <ul style="list-style-type: none"> • There have been 3 S17 referrals this term, with the outcome of one known to be remaining at Family Worker level. • Support is underway for subject leader development from the LA Maths and English Advisors. • The Foxton Scarecrow Festival was a tremendous success for the village. • Reverend Angela is retiring. Reverend David will be covering in the interim before a permanent appointment is made. It was agreed that the school would do something to give her thanks. AP02 <p>b. July 2023 Data Review This was included within the Headteacher Report on page 4 and 5.</p> <p>c. Staffing update This was included on page 6 of the Headteacher Report.</p> <ul style="list-style-type: none"> • Thanks are given to LB for moving into Yr 4 from Yr 2. • A teacher will be starting their maternity leave at the end of January and maternity cover provision is planned for. This will mainly be from a qualified teacher with a short period of the week to be covered by an HLTA. • An experienced TA has been appointed to support within upper KS2 • The placement that it was anticipated the high needs pupil would move to has declined to offer a place, citing that they are unable to meet need. • The school teachers pay award of 6.5% was approved. 	JM
10	<p>Finance, Premises & Personnel Committee Report</p> <p>a. Meeting dates (via Teams) for this year were proposed as:</p> <ul style="list-style-type: none"> • Thursday 30th November 5.30pm – 7pm • Thursday 14th March 5.30pm – 7pm (LM gives apologies) • Tuesday 9th July 5.30pm – 7pm <p>b. The committee was confirmed as JBS, LM, JS, and CG.</p>	
11	<p>Standing Item – Safeguarding</p> <p>a. Safeguarding Action Plan progress update: Risk assessments need completing and this will be in a staff meeting after half term.</p> <p>b. Link Governor Reports: none for this half term.</p> <p>c. Critical Incident Plan update: completed.</p> <p>d. Health and Safety walk around: planned for 24.11.23</p>	

12	<p>Standing item - Governor monitoring visits</p> <p>a. Feedback from visits planned this term: none as yet.</p> <p>b. Subject Link Governors Maths and IT Lead: Mr Marshall. Governor would be CG It was agreed to link the Governor responsible for LAC with JBS linking with PPG. Health and Safety link governor would move to JBS. 10am on 24th November was agreed for a H&S governor walk around. All other link governor roles remained the same. The document will be uploaded to GovHub. AP03</p> <p>c. Schedule of visits for this year was shared ahead of the term and reviewed at the meeting.</p> <ul style="list-style-type: none"> • Governors were asked to redo their skills audit. Clerk to circulate to Board. AP04 • It was agreed for SEND leadership presentation to Aut 2 Govs mtg , English for Spr 1, Maths for Spr 2, and Computing for Sum 2. (Sum 1 will be the budget meeting) • The remainder of the work for governance was discussed. It was agreed to change the format to be half termly rather than monthly. The document will be updated and shared via GovHub. AP05 <p>d. Governor Action Plan 2023-2024 was shared ahead of the term and reviewed at the meeting.</p> <ul style="list-style-type: none"> • Governors are encouraged to review the document and make any additional comments. 	<p>CF</p> <p>Clerk</p> <p>CF</p>
13	<p>Standing Item – Policy compliance update and policies for approval:</p> <p>a. Photography and Photo Permissions: Approved.</p> <p>b. Safeguarding and Child Protection: Approved. This is a local authority model policy and is localised for the school. JM explained the filtering and monitoring reports that are produced in line with the new requirements of KCSiE and how these are being logged and tracked. It was suggested that the ratification of this policy is a Chair’s action for future years to enable the approval at the start of the term. The Annual Safeguarding report for Governors was discussed. JM would investigate. AP06</p> <p>c. Behaviour Policy: Approved.</p> <p>Q: Have staff had training on restorative conversations? They have as part of the Steps training.</p> <p>It was noted that the date in the footer needed to be changed.</p> <p>d. Intimate Care: Approved.</p> <p>e. Mobile Phone and Other Smart Devices: Approved. This has been changed as there was an updated model from the local authority.</p> <p>f. Responding to Prejudice-Related Incidents: Approved.</p> <p>g. Code of Conduct for all Adults: Approved. This is an EPM model policy.</p>	<p>JM</p>

14	<p>Standing Item – Governor professional development</p> <ol style="list-style-type: none"> Skills Audits: See AP04 above. Feedback on training undertaken: Termly update attended by CF. JBS is completing safer recruitment training next week. Identification of training to be undertaken: Governors were reminded to complete their safeguarding (annually) and prevent training (every 2 years). AP07 AS to send link. 	AS
15	<p>Standing item – teacher and head teacher wellbeing</p> <ul style="list-style-type: none"> Governors than the school staff for their hard work and encouragement for children to be in school learning and behaving well. The circumstances of a particular member of the school community’s behaviour was discussed and the impact this has on staff well-being. Governors discussed how to record the behaviours as an evidence trail and the actions that could be taken to stop the level of abuse. LB was asked to report back to staff members that the matter had been discussed at the Governor’s meeting. AP08 	LB
16	Friends of Foxton: AGM for Friends is 14 th November.	
17	AOB: there was none.	

Action Log 8th December 2022

AP61	HT to run a parent election in the New Year. Ongoing: for action after the Friends’ AGM.	LM and HT	Ongoing
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Action Log 26 January 2023

AP73	Governor Biography for website: Ongoing – uploading will be ready for next FGB.	JS	Ongoing ASAP
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Action Log 14th July 2023

<p>Governors to seek sources of sponsorship for sports kit Would Hot Numbers sponsor the sports kit? Café Amigo have been more forthcoming for sponsorship. It was suggested that any organisation that donated funding towards the kit would then be promoted at matches by a banner. Kingsway Golf was also suggested. It was agreed for LM to continue to pursue this.</p>			Ongoing.
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Action Log 19th October 2023

AP001	Circulate the notes from the school vision meeting with parents.	LM	ASAP
AP002	School with arrange something to give thanks to Reverend Angela on her retirement.	JM	End of term.
AP003	Link Governor documentation to be updated and shared via GovHub.	CF	ASAP
AP004	Clerk to share the updated skills audit for completion.	Clerk	ASAP
AP005	Governor monitoring document to be updated and shared via GovHub.	CF	ASAP
AP006	Investigate the annual safeguarding report for governors available from the LA.	JM	ASAP
AP007	Send Governors the link for annual safeguarding and Prevent Training.	AS	ASAP
AP008	Report back to staff that the concern she raised was discussed by Governors	LB	ASAP

