



Foxton Primary School
Full Governing Board Meeting
27th March 2024, 17.30 (In school)
Draft Minutes

Governors present: Janet Muir (HT), Lisa Murphy (LM), Chris Grey (CG), Lynne Brooks (LB), Ally Smith (AS), Joseph Barker-Sherry (JBS)

Apologies: Cary Francis (CF),

Absent: Jen Shepherd.

In attendance: Jeni Houghton, Camclerk

Action Log 8th December 2022			
AP61	HT to run a parent election in the New Year.	LM and HT	Ongoing
Action Log 26 January 2023			
AP73	Governor Biography for website: Ongoing – uploading will be ready for next FGB.	JS	Ongoing ASAP
Action Log 14th July 2023			
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.			Close
Action Log 13th December 2023			
AP009	Action 1: CF to email governors to invite to the staff / governor vision meeting on 29 th January. Completed	CF	ASAP
AP010	Action 2: LM to remind governors to upload their monitoring visit forms and to update the monitoring log. Completed	LM	ASAP
AP011	Action 3: JM to draw up a risk assessment for the Fire Safety Policy to detail students’ movement around the recreation ground and back to the playground. Completed	JM	Next Mtg
AP012	Action 4: Clerk to remind governors to complete and upload their skills audits and to complete their safeguarding and prevent training and update their GovHub training log accordingly. Ongoing	Clerk	ASAP
AP013	Action 5: Governors to complete their safeguarding and prevent training and update their GovHub training log accordingly. Ongoing	All	ASAP

Item	Item	Action
1	Welcome	
2	Apologies for absence (please send apologies to the Clerk) Apologies were received and accepted from CF. JS was absent	
3	Declarations of interest relating to items on the agenda: None	
4	Minutes from previous meeting 13.12.23 : These were approved.	
5	Matters arising - update on Action List – see above	

6	<p>English Presentation</p> <p>LB shared the presentation ahead of the meeting and within the meeting. The following highlights were given:</p> <ul style="list-style-type: none"> • Liz Holmes is the English Advisor from the LA, and her support continues to be invaluable. • Phonics is taught in Class 1 which is Reception and Year 1. Spelling and grammar (SPaG) is taught in Class 2 which is Year 2. • 84% children passed the phonics assessment in June 2023. • There are only 7 children in the current Year 1 and one of those is working below the level of the assessment. • Reception to Year 3 children read books from the reading scheme. Beyond that the children are ‘free readers’. The lowest 20% of readers read with an adult 1:1 once a week and they are tracked closely. • Additional reading books for Class 3 were purchased in 2023 and they cover a wide range of genres. • Guided Reading is where all children read to an adult once a week. New guided reading books for Class 3 and non-fiction books for Class 4 were purchased in 2023 • Class 1 and 2 children can take home a library book. • Once a week children can read any book from the classroom – fiction or non-fiction, comic, or picture books. The children can read alone, with a partner or to the teacher. • 10 minutes at the end of each day the class listen to the teacher read aloud the class reader book. These are a mix of genres, cultures etc. <p>Q: Do the children see the written word as well?</p> <p>No, this is just listening. The children would see the written word in guided reading.</p> <ul style="list-style-type: none"> • Focus on handwriting, spelling, and editing for writing. Handwriting and spelling schemes in place. • Self-improvement time (SIT) is allocated weekly to allow time to carry out next steps in improving and editing their work. Editing time within lessons is given for Class 4. • The 2-year long term plan for English was completed and this is now being updated as new staff bring new ideas and books into the curriculum. • Marking Policy was updated in Nov 2022 and will be updated again by summer 2024. • Friends money will be used to update books in the library. Guided reading books will be added to for Classes 2 and 4. <p>Q: Three children in Year 2 that will re-sit the phonics – do those children receive phonics catch up support?</p> <p>One child received phonics intervention / catch up, one child received targeted phonics teaching and the third child has joined one of the Year 1 phonics group.</p> <p>Governors gave thanks to LB for the presentation.</p>	
7	<p>Chair’s Business</p> <ol style="list-style-type: none"> Parent governor vacancy update: <ul style="list-style-type: none"> • The process will be started, and it is likely that there will be two parent governor vacancies. Vision Development <ul style="list-style-type: none"> • Contributions from all stakeholders have informed the vision development. It was noted that the vision applies to all members of the school community • Governors discussed whether the wording should be changed to encompass the widest school community or whether to retain the focus on the children. • It was agreed to remove explicit reference to children to encourage a wider application of the vision to staff and children. This will then be shared again with staff. Action AP014. 	JM

8	<p>Headteacher's Business</p> <p>a. Headteacher's Report The report was shared in advance of the meeting and the following updates and highlights given</p> <ul style="list-style-type: none"> • PGCE Student in class 1 • School website is going to be updated and the content management system will be upgraded. This will cost approx. £1500. • James Mayhew came to do workshops in school last year and he has agreed to update the Foxton Logo with a new design free of charge. • There are concerns about school numbers next year, it is likely to be a small cohort of Reception children in September 2024. <p>Q: What are the implications of smaller numbers? This will impact on future school budgets.</p> <ul style="list-style-type: none"> • Wrap around care is likely to start in the summer as the Ofsted registration has been completed. • Unauthorised absence for SEND and PPG has increased to 3.4% and this is specifically related to one child who is currently not attending school. It was recommended to calculate the attendance without that pupil. • July 2024 data predictions are detailed within the report and cohort context was shared for governors. • An invacuation has been rehearsed as well as an evacuation. <p>b. Attendance Overview and FFT</p> <ul style="list-style-type: none"> • The variance between FFT Attendance and that generated from the school management information system was discussed. <p>c. Staffing update: included within the Headteacher report.</p>	
10	<p>Finance, Premises & Personnel Committee Report</p> <p>a. SFVS: This is in hand</p> <p>b. FPP had met and more budget detail will be available at the next FGB. The headlines are that the school is in a good financial position for the next couple of years. Pupil numbers are a concern, but it is anticipated that the new wrap around care will help attract pupils in the future.</p>	
11	<p>Standing Item – Safeguarding</p> <p>a. Safeguarding Update</p> <ul style="list-style-type: none"> • Weekly smoothwall alerts are examined and at the moment the blocking seems to be on the extreme side. • Social care are now involved with three families and the safeguarding details are included within the Headteacher report. • The logs of concerned have evened out this term. <p>Q: Is staff usage of My Concern audited? It is monitored and there are a couple of staff who do not use My Concern but use a paper log and take that to the DSL and the DSL supports the inputting.</p> <ul style="list-style-type: none"> • There is a weekly safeguarding meeting to formally review all cases in addition to the immediate response to concerns logged. <p>b. Link Governor Reports</p> <ul style="list-style-type: none"> • Governor visits for next term were discussed. • LM agreed to conduct a PE and Sports Premium monitoring visit. • Science link governor visit will be conducted in the new school year. • CG will cover Art, DT, Music, Maths, and IT 	

	<ul style="list-style-type: none"> JBS will conduct a PP link Governor visit. <p>c. Health and Safety walk around</p> <ul style="list-style-type: none"> Actions have been implemented from the previous health and safety walk around. Finger guards are being implemented in some required rooms. Some remedial work is required for some of the PE equipment. JBS will conduct a health and safety walk around will be conducted. 	
12	<p>Standing item - Governor monitoring visits</p> <ol style="list-style-type: none"> Feedback from visits planned this term: See agenda item above. Governor Action Plan 2023-2024 	
13	<p>Standing Item - Policy compliance update and policies for approval:</p> <ol style="list-style-type: none"> Governor Code of conduct : Approved with the removal of the point regarding regular presence of a governor in the playground etc. This will then be uploaded to GovernorHub and be added to the Confirmations for Gobs to complete. Action AP015 Pay Policy: Fire Procedure (including RA from Hall): Approved PSHCE Policy: Approved RSE Policy: This will now be consulted upon and come to governors for approval in May. <ul style="list-style-type: none"> It was noted that the detail under 5.3 is not then reflected in the table under 7.1. It was agreed to include an additional table to reflect that. Complaints: Approved CIC Policy : Approved 	Clerk
14	<p>Standing Item – Governor professional development</p> <ol style="list-style-type: none"> Skills Audits – summary is available. Training: Governors are encouraged to review and consider further training. 	
15	<p>Standing item – teacher and head teacher wellbeing</p> <ul style="list-style-type: none"> Wellbeing is part of the SDP, and the well-being champion has sent a survey to staff. There is a well-being staff meeting planned for early next term. AS agreed to take on the role of well-being link governor and review impact of the staff meeting and the outcome of the staff survey. <p>Q: What is the illness situation? There is a lot of illness within the children and some staff with various ‘bugs’ doing the rounds.</p> <p>Governors gave their thanks to staff for their hard work this term.</p>	
16	<p>Friends of Foxton: there may be a volunteer pending for the role of Chair. The Treasurer role will also need to be replaced in the near future,</p>	
17	AOB	

Actions:

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Action Log 27th March 2024			
AP014	JM to update vision wording to remove explicit reference to children and then share again with staff.	JM	Summer 1
AP015	Clerk to upload updated Governor Code of Conduct and update Governor declarations for completion on GovHub. Completed	Clerk	ASAP