



Foxton Primary School
Full Governing Board Meeting
11th July 2024, 17.30 (In school)

Minutes

Governors present: Janet Muir (HT), Lisa Murphy (LM), Lynne Brooks (LB), Joseph Barker-Sherry (JBS), Cary Francis (CF),

Apologies: Chris Grey (CG), Ally Smith (AS)

Absent: Jen Shepherd.

In attendance: Anna Caroe – clerking, Neeru Gogna-Darroch– prospective governor – observing, Lucie D’Heudieres (LdH) (SENDCo) – presenting virtually

Action Log 8 th December 2022			
AP61	HT to run a parent election in the New Year.	LM and HT	Ongoing – to be done in Autumn term
Action Log 26 January 2023			
AP73	Governor Biography for website: Ongoing – uploading will be ready for next FGB.	JS	CLOSED
Action Log 13 th December 2023			
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.	Clerk	closed
Action Log 8 th May 2024			
AP016	Visit school to sign residential arrangements	CF	done
Item	Item	Action	
1	<p>Welcome</p> <p>The meeting opened at 17.30</p> <p>The SEND presentation was done first – see item 6</p> <p>Introductions were made around the room to welcome Neeru, prospective governor.</p>		
2	<p>Apologies for absence: Apologies were received and accepted from Chris Grey and Ally Smith</p> <p>Jen had not sent apologies and governors agreed to remove her from the Board with immediate effect, due to non-attendance for a year. This leaves 2 parent governor vacancies.</p>		
3	Declarations of interest relating to items on the agenda – none declared		
4	Minutes from the previous meeting: 8 th May 2024: These were approved as an accurate record of the meeting and will be signed by the co-chair/s		
5	Matters arising - update on Action List – see above		

6	<p>SEND Update – SENCo</p> <p>This item was presented first to allow LdH to attend another commitment afterwards.</p> <p>It was noted that KS2 data would not be included here as it would be in the HT report.</p> <p>LdH shared that this would be a quick tour of last year's provision for SEND pupils, review of work, and future plans.</p> <p>Numbers of pupils with SEND: Dec 2023 17 SEND learners June 2024 23 SEND learners</p> <p>The rise in numbers is that children became old enough to proceed through diagnosis for ADHD (11 pupils). All parents wanted this. It has created a large workload for staff.</p> <p>Interventions in place for pupils were described, including extra phonics support and nurture provision, Speech and Language, Music, Play, tutoring, and other external support.</p> <p>In-class support has been prioritised and individual curricula have been in place to support children across the classes.</p> <p>Funding for 'outreach' support from specialist provision has been withdrawn, which is unfortunate, but LdH has secured support via another route.</p> <p>SALT aims to pick up issues early and address that. For some children this means they are then removed from SEND register. For others, they have long term SpL difficulties and these are presenting in KS2 so additional provision is being offered.</p> <p>The Specialist Teacher visits termly, which has been extremely effective – it was noted that Foxton has benefitted from this service.</p> <p>LdH outlined the CPD that has been delivered – most of this has been at no charge as within the traded offer from the LA. Some internal training has also been ongoing with TAs training each other on SALT strategies. LdH has also done assemblies on areas of SEND to promote inclusion and celebrate diversity.</p> <p>KS1 data – each pupil represents a large %, so data isn't especially useful. However all children have made progress.</p> <p>4 EHCPs submitted this year, and 4 in existence (this figure is above average) 2 are yet to be finalised as parents want a specialist setting. This is difficult for the school as still on roll. One pupil is going to a specialist setting as this is best for the pupil.</p> <p>LdH shared reflections from the year and 'lessons learnt', including putting more information on the school website for parents, sourcing more in-depth training, and successes from the APDR process in Insight, and offering Nurture provision for pupils who find break times difficult.</p>	
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	<p>LdH shared development plans for the year ahead, including using Insight for more tasks and aligning processes, progressing the ADHD referrals and continuing to communicate with parents around meeting the needs of the children regardless of diagnosis, developing the website, training on CTT or Early Help for other staff, and potentially a secondment for her professional development.</p> <p>Governors viewed the revised SEND website page.</p> <p>Governors thanked LdH for the significant work undertaken this year and in particular on the website.</p>	
7	<p>GB Business</p> <p>JBS informed governors that his governor tenure will expire in October, but plans to stand again as LA governor for another term. Clerk will ensure paperwork is sent out. JBS informed that he will need to step out of some roles as his professional job is increasing in responsibility.</p> <p>There are 3 vacancies on the governing board: 1 Co Opt and 2 Parent. Parent Governor elections will run in September.</p> <p>Governors approved meeting dates 24/25</p> <p>FGB 10 Oct 5 Dec 6 Feb 3 Apr 8 May 10 July All at 17.30</p> <p>FPP 21 Nov 27 Mar 26 June</p> <p>Governor services SLA 24/25 has been agreed for the year ahead – Training and Support, and clerking for FGB.</p> <p><i>[Note of correction – Clerk confirmed by email on 12.7.24 that JBS term runs until January 2025 – no action needed at this time]</i></p>	
8	<p>Chair's Business</p> <p>Nothing to report.</p>	
9	<p>Headteacher's Business</p> <p>Headteacher's Report</p> <p>JM had circulated the report in advance and highlighted that a front entrance sign has been quoted for, and a new logo is being designed by a local artist. This process will be ongoing. Governors discussed some of the initial designs.</p>	<p>AC to email Head and Chairs regarding logo approval.</p>

A governor asked whether logos had to go for approval with an authority. Discussion highlighted that governors were not sure. One governor suggested that it was more about registering a copyright than getting approval. AC offered to ask for advice at LA and would let the school know.

Attendance – a letter has been provided by the LA to send to parents prior to the policy being changed. **A governor asked** what the changes to policy will be. Answer – new codes, stricter absence rules, 5 days allowance before a fine, but then a larger fine for a second instance.

Attendance figures show as low, but once reduced timetable pupils are removed, the data shows 93.64%

Some of these pupils will not be on roll in September.

A new pupil will start in Y6 in Sept, and another family are coming to look round (YR and Y6). There is capacity for these pupils.

New class structure has been shared with parents:

R/1/2 - LdH

3/ 4 – LB to cover maternity leave and AS to do one day cover for LB release.

5/6 – AM

5 families attended a Q&A meeting about the re-structure.

Safeguarding – see CONFIDENTIAL MINUTE

SATS results have been released since HT report was written. These show an improvement on last year. They will go to parents on Friday.

64% combined EXS (last yr national 61%)

Cohort is 14 children

One from overseas (EAL) so did not take tests

One child on reduced timetable and did not take tests

Of these, one will be removed from official data.

A governor asked whether any papers sent for re-mark - One paper has been sent for a re-mark.

A governor asked about the listed predictions and scaled scores – JM shared that staff predict WTS/EXS/GDS and then enter scaled scores from actual results. One pupil was noted as predicted WTS and scored 102/101/104. JM commented how pleased they are with this. **A governor asked** what support had been put in for that pupil – staff confirmed that a lot of work was done and the pupil responded really well. Governors commented that the booster sessions and extra individual support had clearly been very well planned and effective.

Governors asked for their thanks to be passed to staff for all the work done with pupils to help them achieve.

A guest had visited to do a health and safety talk in exchange for pupils going on a train trip. LB shared that this had been a very positive experience.

CF left the meeting at 18.50

The meeting was still quorate with 4 governors (including the Head).

	<p>A local resident has designed a game and brought it in for the pupils to try while he develops it for market. A group of children then went to Board Games group to visit. The designer has acted on the feedback from children and is coming back to show them. A BMX visitor had also been popular. Community links are growing.</p> <p>A new finance officer has been appointed and transition/handover is underway. FoF has a chair and treasurer.</p> <p>Wrap around care is slowly building (since May half term). Governors agreed that this will take time to grow as families who need wrap-around care are already at other schools, so it will grow slowly, but does have to be provided and looks to be successful so far. An external provider has been contracted to run this with 2 staff members. Governors agreed that PP funding can be used towards this provision as breakfast clubs can be a successful intervention to support attendance.</p> <p>Preschool are to be open 5 days a week from Sept. This has supported numbers, both for them and for school.</p>	
10	<p>Finance, Premises & Personnel Committee Report</p> <p>JBS updated that the FPP Meeting happened on Tuesday – new finance manager attended.</p> <p>Carry forward is healthy but a letter was received from LA advising of the risk of falling into deficit in the next 3 years.</p> <p>Premises considerations noted include the play equipment needing refreshing, relationship with the village hall committee, boiler replacement, and a potential contact number for if the intruder alarm went off (an alarm company service is being explored).</p> <p>Staffing had been discussed and the update above is reassuring. Anita will now work one extra hour a week to address attendance changes in the policy as this is a School Improvement priority.</p> <p>Swimming provision has changed due to the closure of a local pool. A solution has been successful thank to the quick actions of staff. Governors noted their thanks to Anita for her quick work.</p> <p>No questions were raised.</p>	
11	<p>Standing Item – Safeguarding</p> <p>Information had been shared in HT report LM has undertaken a visit – report had been circulated – this confirmed that the SCR had been monitored with new finance officer. Questions were invited.</p> <p>A governor asked about an incident relating to a pupil who had a significant injury. The school have installed finger guards on doors in response, and doors close more slowly.</p>	

12	<p>Standing item - Governor monitoring visits</p> <p>Feedback from visits this term:</p> <ul style="list-style-type: none"> Safeguarding – discussed above SEND – LM and LdH EYFS – LM and LdH – both very informative visits English - Humanities - <p>Questions were invited. A governor asked whether the frequency of visits would continue next year. LM shared that in September link roles would be shared out, but the Board would be careful to get a balance between monitoring and not over-burdening staff. It was agreed that matching staff and governors for link roles works well.</p> <p>Governor Action Plan 2023-2024</p> <p>LM shared that this would be updated ready for a new year.</p>	
13	<p>Standing Item - Policy compliance update and policies for approval:</p> <ul style="list-style-type: none"> a. Governor Visits Policy – carried over b. Children with Health Needs who cannot Attend School Policy – approved with no changes c. Governor Expenses Policy (on Governor Hub) – approved with minimal changes d. Prevent Action Plan (on Governor Hub) – approved with updated dates e. Promoting Positive Mental Health (on Governor Hub) – approved with updated dates f. Appraisal and Capability Policy – model policy came from EPM - approved g. Early Career Teacher Policy – approved with no changes h. Privacy Notice for Staff (on Governor Hub) – model from LA - approved i. Critical Incidents Policy – significant work had been done previously, and was revised last year. Approved with no change since then. j. Finance Policy – updated names and roles - approved k. Charging and Remissions Policy - approved l. Site Security Policy – approved with minimal updates 	LM to bring policy 13a to next meeting
14	<p>Standing Item – Governor professional development</p> <ul style="list-style-type: none"> a. Skills Audits Update – some responses still outstanding b. Training Record- It was noted that an increase in training could be prioritised next year. 	
15	<p>Standing item – teacher and head teacher wellbeing</p> <p>LdH had led a staff meeting including TAs following a staff survey. LB reported this had been helpful.</p> <p>The link governor has been unavailable due to ill health.</p> <p>Governors expressed thanks to the staff for their hard work. JM will pass this on.</p>	LdH to share wellbeing strategy with governors and report on survey.
16	<p>Friends of Foxton- verbal update</p> <p>Details were shared in HT report. Summer fair had been positive and received a lot of donations which supported fundraising. This raised £800 for school.</p>	



17	<p>AOB</p> <p>Neeru Gogna-Darroch was proposed and unanimously appointed to the role of Co-opted governor.</p>	

The meeting closed at 19.35

Actions:

Action Log 11 th July 2024			
	Confidential Minute action	JM	Report back at next FGB
	AC to email Head and Chairs regarding logo approval.	Anna Caroe	DONE 12.7.24
	LM to bring Governor Visits policy to next meeting	LM	Next FGB
	LdH to share wellbeing strategy with governors and report on survey.	JM to pass message to LdH for sharing	Next FGB