



DRAFT – SUBJECT TO RATIFICATION AT THE NEXT MEETING

**Foxton Primary School
Full Governing Board Meeting
Thursday 17th October 2024 – 17:30 (In school)
Minutes**

Governors Present: Janet Muir (Head), Cary Francis (CF – Co-Chair), Lisa Murphy (LM – Co-Chair), Joseph Barker-Sherry (JB-S) (arrived 17:45), Lynne Brooks (LB), Chris Grey (CG) (left at 18:35), Neeru Gogna-Darroch (NG-D)

In attendance: Tina Hubbard (Locum Camclerk - joined remotely via MS Teams), Lucie D'Heudieres (item 6 only)

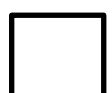
Key: **Orange for governor questions**
Green for action points (Action Log at end of minutes)

| Action Log 8th December 2022 | | | |
|--|---|---------------------------------------|--|
| AP61 | HT to run a parent election in the New Year | LM and HT | Ongoing – to be held in Autumn HT2 |
| Action Log 11th July 2024 | | | |
| | Confidential Minute action | JM | Completed - update provided at meeting |
| | AC to email Head and Chairs regarding logo approval | Anna Caroe | Completed |
| | LM to bring Governor Visits policy to next meeting | LM | Completed, on agenda |
| | LdH to share wellbeing strategy with governors and report on survey | JM to pass message to LdH for sharing | Next FGB – Completed, on agenda |

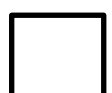
| Item | Item | Action |
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| 1 | Welcome The Chair (LM) opened the meeting at 17:30 and welcomed all to the meeting. A round of introductions took place. | |
| 2 | Apologies for absence Apologies received and accepted from Ally Smith. The Clerk confirmed the meeting was quorate. | |
| 3 | Declarations of interest relating to items on the agenda There were no declarations of interest concerning items on the agenda. | |
| 4 | Governance Role Elections / Link Governor Appointments a) Election of Chair of Governors: LM and CF were re-elected as Co-Chairs. (Note: Items 4b-e were deferred for discussion until JB-S joined the meeting) b) Election of Vice-Chair of Governors: JB-S was re-elected as Vice-Chair. c) Elect a Chair and Vice-Chair for the FP&P Committee: JB-S was elected as Chair, no Vice-Chair elected. d) Link Governor Roles including Safeguarding Governor and SEND Governor The following link governor roles were agreed by governors, linking in with subject leads/class teachers: Safeguarding, SEND, EYFS, CiC - LM English, Humanities, MFL - CF (NG-D to shadow at English visit) PSHE, RE, Wellbeing - AS | |



| Item | Item | Action |
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| | <p>Science, PE - NG-D Art & Design Technology, Maths, Computing, Music - CG Pupil Premium, H&S - JB-S Training Link - LB</p> <p>e) Agree required panels for the coming academic year – Pay, HT appraisal, complaints, grievance, disciplinary, exclusions The following panel membership was agreed by governors: Pay Panel – JB-S, LM and CG HT Appraisal – JB-S, LM and CG Other ad-hoc panel membership would be arranged according to governor expertise, availability and impartiality. The Clerk reminded governors that panel training is available.</p> | |
| 5 | <p>Governing Body Business</p> <p>a) Parent Governor vacancy update The Chair advised that there are currently 2 parent governor vacancies. The Head and Chair to review the parent letter and the election to be held after half term. AP001</p> <p>b) Review and agree the code of conduct (once approved all governors to confirm acceptance on GovernorHub) Governors reviewed and approved the Code of Conduct for 2024/25. All governors to confirm they abide by the Governor Code of Conduct on GovernorHub. AP002</p> <p>c) Review and agree Standing Orders 2024/25 Governors reviewed and approved the Standing Orders for 2024/25.</p> <p>d) Review the governing body instrument of Government Governors agreed that no changes were required to the current Instrument of Government.</p> <p>e) Annual declaration of pecuniary interests (governors to complete declaration on GovernorHub 2024/25) The Chair reminded governors to update their annual declarations of interest on GovernorHub. Clerk to forward a reminder through to those governors who are yet to update their annual declaration. AP003</p> | <p>Head/LM</p> <p>All Govs</p> <p>Clerk/Govs</p> |
| 6 | <p>Wellbeing Lead presentation to governors</p> <p>LdH was welcomed to the meeting and shared the presentation on screen. This will also be made available for governors on GovernorHub, it has already been shared with the Wellbeing Link Governor. AP004</p> <p>Key points:</p> <ul style="list-style-type: none"> The school has completed a huge amount of work on child wellbeing since Covid and staff wellbeing is the next focus for LdH as the Wellbeing Champion for the school. Encapsulates the work completed so far from the data collated from the staff wellbeing survey focusing on what is happening at this present time. Received 9 out of 14 responses. Led staff meeting regarding the findings, good discussions and engagement by staff. <p>JB-S arrived at the meeting at 17:45.</p> | <p>Head</p> |

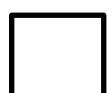


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| | <ul style="list-style-type: none"> • Areas identified – Additional training required for HLTAs who are teaching PSHCE/RSE, free package of support available from the LA – organised whole school training with Cathy Murphy. Looking at improving laptops, leasing laptop arrangement is being considered. Reviewed the procedure for filtering emails from parents through the School Office. • Next steps – how do we make the policies more accessible for staff, how can we encourage parents to engage more with the Code of Conduct and how can we use our funding creatively. <p>LdH invited questions from governors.</p> <p>A governor asked about the funding and could we possibly use capital funding to support IT provision. LdH advised that it may be possible with the capital funding which would not come from the main budget. We have also applied to the Trigg Trust (to hear outcome in November) and have been granted some funding from the Learn to Live Well Grant which is to be used on the playground to replace playground equipment.</p> <p>A governor suggested that the FP&P Committee need to work closely with the school to support with the possibility of leasing computers. This has been discussed before with the carry forward and some of the potential capital. The Head advised that there are a number of potential areas that they would like to discuss further. The school have a high number of Pupil Premium and SEND pupils and are also receiving additional funding from EHCPs. LdH as SENCo will provide an update on SEND capacity, increase in EHCPs and how to utilise the funding for discussion at a future meeting.</p> <p>A governor asked if the school have a Communications Policy and/or Home School Agreement and can governors support with outlining what the governing body will do to support communications. The Head advised that there is the Code of Conduct for Parents and in her previous school, they did have a Home School Agreement. There are communication channels in place. Governors discussed the benefits of a Communications Policy and it was agreed the Head would research the policy/agreement for review later this term. AP005</p> <p>A governor asked how this would be rolled out to existing families as to ensure they will see it. The Head and LdH advised that it could be provided to existing families and at the point that anyone is joining. The staff have clear protocols in place which can then be aided by the agreed Policy.</p> <p>Governors discussed the importance of ensuring staff members are being supported in dealing with the communications from parents, as well as supporting wellbeing for all staff.</p> <p>A governor asked if the Code of Conduct is on the school website. The Headteacher confirmed it is and is easily accessible, as well as other relevant school policies. The school are currently reviewing the website provider with a view to launching a new school website.</p> <p>Governors thanked LdH for her presentation and she duly left the meeting.</p> | <p>Head</p> |

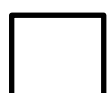




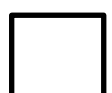
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| 7 | <p>Minutes and confidential minutes from previous meeting 11th July 2024 The FGB and Confidential minutes from the 11th July 2024 were accepted as a true record of the meeting and will be signed by the co-chair/s.</p> | |
| 8 | <p>Matters arising - update on Action List – see above The Head provided governors with an update on the confidential minute item advising that further discussions had taken place regarding the alternative provision but this is not in place at present, visit will occur once in place.</p> | |
| 9 | <p>Chair’s Business</p> <p>a) Parent governor vacancy update: Discussed earlier in the meeting.</p> <p>b) Village Hall update – The Chair advised that the village hall is looking to increase their charges to the after school club to £35, a 68% increase, it is already viewed as expensive. The Head received an update today that it has been agreed that the wraparound care will not continue in the hall. Due to the rise in cost and other concerns the school have agreed to re-organise the pod and use this instead.</p> <p>A governor asked that now we are down to 3 classes has the school got capacity for this change. The Head advised this change has been considered carefully and updated governors on the options available regarding the facilities. There is an issue regarding being notified when parents arrive for picking up/dropping off, whether a doorbell can be added to the gate, or phone could be used. Governors discussed whether a Ring doorbell might be an option.</p> <p>The Chair advised that the village hall is not being as pro-active as the school needs them to be about repairing the whole floor, there are concerns about it being a trip hazard. The Head confirmed that the firm are coming out next week to carry out the work.</p> <p>CG left the meeting at 18:35.</p> <p>c) Update from Head The Head advised of an issue in the summer with the alarm being triggered. This was resolved with a replacement sensor being installed.</p> <p>d) Flexi Schooling The Chair advised that the governing body need to discuss and agree their position in relation to flexi schooling.</p> <p>A governor asked what does flexi schooling mean. The Head advised it is when parents decide to provide home education as well as attending school part time. There have only been a couple of requests in the last year and the school have had extensive discussions with the parents.</p> <p>Governors are aware of the flexi school guidance and after discussion made the decision that they do not agree with flexi schooling at the school.</p> | |



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| 10 | <p>Headteacher’s Business</p> <p>a) Headteacher’s Report This document was shared with governors in advance of the meeting via GovernorHub. The Headteacher provided the following highlights and invited questions from governors.</p> <p><u>Admissions</u> Attended the pre-school AGM last night and introduced to new parents. Pre-school now opens 5 days a week. At present have 20 on roll, probably 26 at the end of the year. Open Morning arranged for 23rd October, <u>this</u> has been well advertised.</p> <p><u>Persistent Absence</u> 3 children are persistently absent (4.2%) – 1 not in school and 2 on temporary reduced timetable, the LA are aware of the situation.</p> <p>A governor asked what is the % for persistent absence. It is below 50% - has improved recently. 3 children currently receiving Play Therapy and this also may be extended to another child as they may benefit from this also in Yr3. Currently investigating whether our provider can give any more support.</p> <p><u>Safeguarding and Prevent Training</u> Noted that the pre-appointment DBS check for NG-D is to be completed, required to visit school office with ID documents. Once complete a governor email account will be actioned, GovernorHub access has been provided. AP006</p> <p>The Head requested that all governors advise of the dates when they last completed Safeguarding and Prevent Training – this is required to update the SCR as well as including the information in the Governor Training Record. Governors advised the Head in the meeting of their safeguarding training completed to date and sessions booked. Governors to review their safeguarding training and update the Head and Clerk – safeguarding should be completed annually and Prevent every 2 years. Clerk will forward relevant training information through to all governors. AP007</p> <p>b) July 2024 Data Update The July and updated September 2024 documents were shared with governors in advance of the meeting via GovernorHub. The Head advised that 1 child had their reading paper remarked and achieved 100 on the scaled score and the school has also been able to remove 1 child’s data as the child was new to the country in Summer Term 2023. Reading is now 92% and Combined is 69% which is higher than national which is 61%.</p> <p>Cathy Murphy from the PSHE Team to lead an Inset Day session (½ day) – PSHCE and RSE All staff have been invited to attend. LdH leading on expectations around behaviour curriculum and reviewing/updating the Behaviour Policy.</p> <p>The School Improvement Advisor is due to visit in November, the HPM review meeting is taking place next week. The English Advisor will be meeting with LB to agree new focus. The Maths Advisor will be meeting with AM later in the Autumn Term.</p> | <p>NG-D</p> <p>Govs/Clerk</p> |

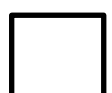


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| | <p>School are taking part in the PINS Project (Partnership for Inclusion of Neurodiversity in Schools) – 2 coffee mornings have been arranged this term as well as staff training.</p> <p>c) Staffing update It is anticipated that the Finance Officer will return earlier than 1 year (maternity leave). Finance support arrangements are currently in place with Sawston Primary School.</p> <p>Governors were concerned that the maternity leave will be around the time of the year end/budget prep and whether the school could afford to advertise for maternity cover or look at other available options to ensure appropriate finance provision is in place, in line with recruitment guidelines or could review the current contract arrangement in place with the finance link at Swavesey Primary.</p> <p>After a discussion it was agreed that the Head would contact the finance link contact at Swavesey Primary School to discuss whether the contract could be reviewed. AP008</p> <p>d) Review and approve the school development plan 2024/25 (SDP) The 2023/24 RAG rated SDP document and draft 2024-25 documents were shared with governors in advance of the meeting via GovernorHub. The 2024/25 document has been shared with teaching staff and will be shared with TAs at the beginning of next half term at the Inset Day.</p> <p>A governor asked if the School's Improvement Advisor had seen the SDP document. The Headteacher advised they are due to send the document thought to the SIA and would do this before the HPM review meeting next week as it is important for them to see it before the review.</p> | Head |
| 11 | <p>Finance, Premises & Personnel Committee Report</p> <p>a) Meeting dates for this year agreed as: 21st November, 27th March and 26th June (all Thursdays - meetings 17:30 – 19:00) - all linked in with the FGB of the second half term (to meet via Teams).</p> <p>b) Committee to review Terms of Reference and seek ratification at FGB Committee to meet and review and follow up with approval at next FGB meeting. AP009 Committee membership agreed as JB-S, LM, CG and NG-D.</p> | FP&P |
| 12 | <p>Standing Item – Safeguarding</p> <p>a) Safeguarding Visit dates Visit to be booked for this term. AP010</p> <p>b) Link Governor reports The Head advised that the Wellbeing Report has now been uploaded to GovernorHub for governors to review. No other reports available.</p> <p>c) Health and Safety walk around Visit to be booked for this term. AP011</p> <p>d) Keeping Children Safe in Education (KCSIE) September 2024 statutory guidance The KCSIE documents were shared with governors in advance of the meeting via GovernorHub. All governors to read and confirm they have understood the documentation via GovernorHub confirmation. AP012</p> | LM JB-S All Govs |





| Item | Item | Action |
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| | <p>e) Governors to undertake updated/regular safeguarding training relating to KCSiE 2024. Discussed earlier in the meeting.</p> <p>f) Receive the Annual Safeguarding Report for Governors This document was shared with governors in advance of the meeting via GovernorHub.</p> <p>A governor asked if there is online safety training for all staff and governors. The Head advised they have not had any training recently. AM is taking on the Online Safety Training Lead role.</p> <p>Governors agreed that CG should undertake the Cyber Security Training that is available for staff and governors. Clerk to forward training information through in relation to Cyber Security and Online Safety. AP013</p> | Clerk/CG |
| 13 | <p>Standing item - Governor monitoring visits</p> <p>a) Feedback from visits planned this term: None completed at present. The Chair advised that a new governor report template was shared with governors in advance of the meeting via GovernorHub, this includes safeguarding and attendance questions.</p> <p>A governor asked what questions should they be asking in relation to attendance. The Head advised – how do you feel the school celebrates or promotes you attending regularly, if visiting in the school day could ask how many pupils are in school on that particular day and if there are any particular attendance issues in the class. Certificates to be issued to those with 100% attendance record.</p> <p>b) Subject Link Governors Discussed link governor roles earlier in the meeting. The document will be updated and uploaded to GovernorHub. AP014</p> <p>c) Schedule of visits for this year The Chair asked governors to plan dates in as early as possible with staff. Governors agreed to follow the same pattern as last year, the class teacher will have a visit from 1 governor for several areas, this will help keep visits to a minimum – agreed 2 visits for English and Maths and 1 for the other subjects. AP015</p> <p>Governors discussed the subject lead presentation and how to streamline the process and agreed that the Subject Development Plan or Curriculum Road Map should be shared in advance of the meeting, governors can then prepare questions for the meeting.</p> <p>For the next meeting it was agreed not to have a presentation instead the SEND Report, with the English presentation in the Spring Term.</p> <p>d) Governor Action Plan 2024-25 This document was shared with governors in advance of the meeting via GovernorHub. The Chair asked governors to review the document and make any additional comments. Attendance has been added as Priority 3 linked to the SDP. AP016</p> | <p>CF</p> <p>All Govs</p> <p>All Govs</p> |



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| 14 | <p>Standing Item – Policy compliance update and policies for approval:</p> <p>a) Safeguarding and Child Protection Policy for 2024/25 - Approved.</p> <p>b) Mobile Phones and Other Smart devices - Approved.</p> <p>c) Intimate Care Policy - Approved.</p> <p>A governor asked how many intimate care plans are currently in place. The Head advised there is 1 which is old but is still required although the child does not particularly have any issues as much at present.</p> <p>d) Admissions Policy - Approved (this is the link to the LA model).</p> <p>e) Suspension and Exclusion Policy - Approved.</p> <p>f) Attendance Policy - Approved subject to a minor alteration – remove ‘Senior’ Attendance Champion and replace with Attendance Champion.</p> <p>Head to send approved policy to parents before half term. AP017</p> | Head |
| 15 | <p>Standing Item – Governor professional development</p> <p>a) Skills Audit The Chair asked that governors complete the NGA Skills Audit. The Clerk to circulate to governors to complete. AP018</p> <p>b) Feedback on training undertaken LB advised that it was too early in the term to provide any training updates.</p> <p>c) Identification of training to be undertaken The Chair encouraged governors to review the training available.</p> | Clerk |
| 16 | <p>Standing item – teacher and head teacher wellbeing Wellbeing presentation provided to governors earlier in the meeting. No further update.</p> | |
| 17 | <p>Friends of Foxton The Head advised they had attended a recent meeting of the Group, a new Chair and Treasurer are now in place. The Chair has already been in school tackling the Ground Force area. At the meeting there was a new family parent who joined, meeting also held yesterday to discuss the Christmas Fayre and a number of parents attended this.</p> | |
| 18 | <p>Review the impact of this meeting To consider the effectiveness and impact of the meeting upon the school (for summary to the newsletter and annual governance statement)</p> <ul style="list-style-type: none"> • Appointed Co-Chairs and Vice-Chair of the FGB. • Appointed Link Governor roles and linked to subject areas, governor monitoring visits will take place throughout the year. • Received Wellbeing presentation from the Wellbeing Champion. • Parent election to be held after October half term (2 vacancies). • Number of school policies approved, including the Safeguarding and Child Protection Policy and Attendance Policy (due to be sent to parents before half term). | |
| 19 | <p>Any other business Nothing further to note.</p> | |





| Item | Item | Action |
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| 20 | Dates of the next FGB meetings (all Thursdays - meetings to start at 17:30) 5 th December 2024, 6 th February 2025, 3 rd April 2025, 8 th May 2025 and 10 th July 2025 | |

The meeting closed at 19:40.

Chair.....

Date

| Action Log 17 th October 2024 | | Owner Initials | Deadline |
|--|---|-------------------------|--------------------------------|
| AP001 | Parent letter to be reviewed and election to be held after October half-term. | Head/Chair (LM) | 11/11/2024 |
| AP002 | All governors to confirm they abide by the Governor Code of Conduct on GovernorHub. | All Governors | 11/11/2024 |
| AP003 | Clerk to forward a reminder through to those governors who are yet to update their annual declaration. | Clerk/Governors | 06/11/2024 |
| AP004 | Head to upload Wellbeing Presentation to GovernorHub FGB 17/10/2024 meeting folder. | Head | 11/11/2024 |
| AP005 | Head to review Communications Policy/Home School Agreement for GB approval. | Head | For December FGB |
| AP006 | NG-D required to visit school office with ID documents so DBS/Section 128 Check can be completed. | NG-D | 11/11/2024 |
| AP007 | Any governors who need to complete their safeguarding training (safeguarding should be completed annually and Prevent every 2 years) – to then update the Head and Clerk. Clerk will forward relevant training information through to all governors. | Governors | 11/11/2024 |
| | | Head/Clerk | 18/11/2024 |
| | | Clerk | 11/11/2024 |
| AP008 | Head to contact the finance contact link at Swavesey Primary School to discuss whether the contract could be reviewed. | Head | 11/11/2024 |
| AP009 | FP&P Committee to meet and review ToR and follow up with approval at next FGB meeting. | FP&P Committee Clerk | 21/11/2024 For December FGB |
| AP010 | Safeguarding Visit to be booked for this term. | LM | 29/11/2024 |
| AP011 | Health and Safety Visit to be booked for this term. | JB-S | 29/11/2024 |
| AP012 | All governors to read and confirm they have understood the KCSiE documents via GovernorHub confirmations. | All Governors | For December FGB |
| AP013 | CG to undertake the Cyber Security Training that is available for staff and governors. Clerk to forward training information through for Cyber Security and Online Safety. | CG | For December FGB 11/11/2024 |
| | | Clerk | |
| AP014 | Link Governor role document to be updated/uploaded to GovernorHub. | CF | 11/11/2024 |
| AP015 | Governors to book in governor monitoring visits for the year. | All Governors | 18/11/2024 |
| AP016 | Governors to review the Governor Action Plan 2024-25 and add any comments. | All Governors | 29/11/2024 |
| AP017 | Head to send approved Attendance Policy to parents. | Head | Before Oct half term |
| AP018 | Clerk to circulate the NGA Skills Audit for completion by governors. | Clerk | 06/11/2024 |
| | | All Governors | 29/11/2024 |

