



Foxton Primary School
Full Governing Board Meeting
Thursday 3rd April 2025 – 17:30 (In school)
Minutes

Governors Present: Janet Muir (JM - Head), Cary Francis (CF – Co-Chair), Lynne Brooks (LB), Chris Grey (CG), Ally Smith (AS), Aaron Hayward (AH), Rachel Lloyd (RL), Joseph Barker-Sherry (JB-S), Lisa Murphy (LM)

In attendance: Andrew Pulham (CK) Clerk

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

Item	Item	Action
1	Welcome The Chair (CF) opened the meeting at 17:33 and welcomed her fellow Governors to the meeting. LM joined the meeting on a remote basis.	N/A
2	Apologies for absence No apologies received. The Clerk confirmed the meeting was quorate.	N/A
3	Declarations of interest relating to items on the agenda There were no declarations of interest concerning items on the agenda.	N/A
4a	Notification of urgent business The Chair accepted an item of urgent business onto the agenda, to be addressed as a confidential item under agenda item 17.	N/A
4b	Minutes from previous meeting 5th February 2025 The FGB minutes from 5 th February 2025 were accepted as a true record of the meeting and will be signed by the Co-chair/s.	N/A
5	Matters arising - update on Action List – see below	N/A

Action Log 5 February 2025		Owner Initials	Deadline	Update 03/04/25
AP022	CF, LB and JM to continue with investigations and a progress report(s) and recommendation to be brought to a future meeting(s) of the FGB.	CF/LB/JM	Agenda dispatch 03/04/25	Ongoing. Clerk to place procurement of Phonic scheme on agendas for May and July meetings of the FGB.
AP023	School to give further consideration to an attendance recognition scheme that encompasses the needs and situation of all pupils.	JM	N/A	Action completed.
AP024	JM to send AS the Friends meeting schedule and AS to attend if possible as Lead Governor along with Anita and JM	JM	ASAP	Action partially completed (AS yet to attend a meeting)
AP025	JM to seek further information and assurances from the Village Hall Trust over precisely what is expected of the school, including in terms of the cleaning materials to be used (or not used)	JM	N/A	Action partially completed (Second meeting with VHT scheduled for 28/04/25, at which FGB will be represented.
AP026	In respect of future agendas, JM/CK to differentiate between statutory and	JM/CK (Clerk)	Ongoing	Action completed and ongoing.



Action Log 5 February 2025		Owner Initials	Deadline	Update 03/04/25
	non-statutory policies and identify which of those listed are model policies (e.g. EPM			
AP027	CK to set RL and AH up on 'GovernorHub' and then liaise with them over the completion of the online Skills Audit. (AP026).	CK	ASAP	Setup on GovernorHub completed. Skills audits outstanding.
AP028	AH to supply LB with a short 'bio' for publication to the school website and LB to obtain a similar piece from RL. (AP027).	AH	ASAP	Action outstanding. RL and AH to send bio to LB.
AP029	All Governors to review their existing bios on the website and communicate any updates to LB. (AP028).	All Governors /LB	ASAP	Action outstanding. All Governors to check/update their bio as required.

6	<p>Chair's Business</p> <p>a. Rachel Lloyd was welcomed to her first meeting as an elected Parent Governor.</p> <p>b. It respect of appointing RL and AH to monitoring roles, it was agreed that before making such appointments both would first attend an English monitoring visit with CF and JM in June/July to see what is involved.</p> <p>c. AH was appointed to the Finance, Premises and Personnel Committee.</p> <p>d. Governors noted that Neeru Gogna-Darroch had resigned as a Co-opted Governor. Governors agreed that the areas NG-D had been monitoring, Science and PE, would remain un-covered until all monitoring roles were reviewed at the start of the 2025/26 school year.</p> <p>e. Governors agreed that the Co-opted Governor vacancy created by NG-D's resignation should remain unfilled for the foreseeable future.</p>	RL/AH/ JM/CF
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9	<p>Headteacher's Business</p> <p>a) Headteacher's Report</p> <p>Governors noted the HT's report, which had been circulated in advance of the meeting.</p> <p>Governor questions regarding safeguarding were addressed by JM. Governors expressed their thanks to JM and the wider school team for their support to those families in need of additional help and support at this time.</p> <p>Governors asked the following questions in respect of the HT's report:</p> <p>Q. How will you manage the welfare needs of the 'trim trail' contractor if as planned they undertake the repair works during term time?</p> <p><i>A. This will be managed appropriately in line with safeguarding requirements and access to facilities will be made available.</i></p> <p>Q. Are there specific reasons why the breakfast club has closed?</p> <p><i>A. This was simply due to insufficient demand. The breakfast club can be re-started should the situation change and of course the after school club continues to operate.</i></p> <p>Q. Can the school still be regarded as offering 'wrap around' care without the breakfast club in operation?</p> <p><i>A. This is unlikely, but the law in this area is under review and is likely to change in 2026 or 2027, so it is very much a case of us maintaining a watching brief.</i></p> <p>b) Staffing update</p> <p>Governors noted the update contained in the HT's report and asked the following question:</p> <p>Q. How will the school cover maternity leave anticipated for later in the year?</p> <p><i>A. The final decision on this remains to be taken.</i></p>	N/A
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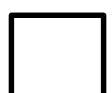
<p>8</p>	<p>Finance, Premises & Personnel Committee Report</p> <p>Governors noted JB-S’ minutes of the FPP committee held on 27/03/25 which had been circulated in advance of the meeting and were pleased to note the many positives reported therein.</p> <p>a) SFVS Submission</p> <p>Governors noted that the SFVS had been completed, signed by the Co-chairs and submitted to Cambs CC in time for the deadline of 31/03/25. The additional benefit brought to this process and to the school as a whole by the Locum SBM, Wendy Whistler, was welcomed.</p> <p>b) BMR Update</p> <p>The school’s financial position and projection was noted. Governors agreed that overall, the position appeared to be healthy – a view that had been endorsed by the Cambs CC’s Financial Advisor.</p> <p>Governors commended the school on its work with families in receipt of Pupil Premium funding, which it was noted is an area of significant need at the school.</p> <p>Governors noted that matters pertaining to Foxton Village Hall were likely to form the main part of the FPP Committee’s agenda for its June meeting.</p> <p>CK to place Foxton Village Hall update on agenda for July FGB (AP030).</p> <p>Governors asked the following questions:</p> <p>Q. In respect of the identified carry-forward and in-year deficit, is it the case that we will be spending more in 2025/26 than we currently expect to receive as income? A. On current projections yes, which is why it is beneficial to have a carry-forward. It should however be noted that funding arrangements for 2025/26 have yet to be announced. That said, financially the school is in a privileged position.</p> <p>Governors commended the school on the measures it had taken to ensure this overall positive financial position.</p> <p>Q. Will there be financial implications in respect of the new Phonics scheme the school plans to purchase? A. Yes, although this is a work in progress; therefore final figures are not yet available.</p> <p>CK to place procurement of new Phonics scheme on agenda for FGB in May and July (AP031).</p> <p>Q. Are Friends of Foxton currently fundraising for new i-pads? A. These have already been procured, thanks to the Friends.</p>	<p>CK</p> <p>CK</p>
<p>9</p>	<p>Standing Item – Safeguarding</p> <p>a) Safeguarding Update and b) Link Governor Reports</p> <p>Governors agreed that most safeguarding matters had been addressed within the Headteacher’s Report.</p>	<p>N/A</p>



	<p>Governors noted the report on the Safeguarding visit undertaken by LM on 20/03/25 which had been circulated in advance of the meeting. LM advised the FGB that all necessary criteria had been evidenced and the positive engagement of the pupils during her visit had been particularly noteworthy.</p> <p>b) H&S Walk-around</p> <p>JB-S advised that had yet to undertake his walk-around, which would be completed in advance of a Cambs CC H&S audit scheduled for 18/06/25.</p>	
10	<p>Standing item - Governor monitoring visits</p> <p>a) Feedback from Visits</p> <ul style="list-style-type: none"> PSHE <p>Governors noted AS' PSHE monitoring report which had been circulated in advance of the meeting and which had been very positive.</p> <p>There were no questions in respect of this report.</p> <ul style="list-style-type: none"> RE <p>Governors noted AS' RE monitoring report which had been circulated in advance of the meeting and which had been very positive.</p> <p>There were no questions in respect of this report.</p> <ul style="list-style-type: none"> Maths <p>Governors noted CG's maths monitoring report which had been circulated in advance of the meeting and which had been very positive.</p> <p>There were no questions in respect of this report.</p> <p>b) Governor Action Plan</p> <p>Governors were recommended to update themselves the Governor Action Plan, which is maintained in GovernorHub and which sets out the plan for the year, including the SDP and the timing of Governor monitoring visits.</p>	<p>N/A</p> <p>All Governors</p>
11	<p>Standing item – statutory policies for approval</p> <p>a) Complaints Policy (CCC)</p> <p>Whilst agreeing the contents of the Policy, Governors agreed to a re-ordering of the sections, on the basis that this would make the Policy flow better.</p> <p>Current Section 4 of Complaints Policy to become new Section 2, with the new ordering based on the current version to be 1,4,2,3. Policy then to be published (AP032).</p> <p>b) Children in Care Policy (formerly LAC Policy)</p> <p>Governors agreed the Policy as presented.</p>	<p>JM</p>



12	<p>Standing Item – Non-statutory policies for approval</p> <p>a) Educational Visits and Learning Outside the Classroom</p> <p>Governors agreed the Policy as presented.</p>	N/A
13	<p>Standing Item – Governor professional development</p> <p>a) Skills audit (RL and AH)</p> <p>CK to co-ordinate the completion of the skills audit with RL and AH (see agenda item 5) (AP033)</p> <p>b. Training received or planned</p> <ul style="list-style-type: none"> AS advised that she would be attending her Safeguarding refresher training in May 2025. The requirement for RL and AH to attend CCC Governor Induction and Safeguarding training as well as completing the online ‘Prevent’ training was noted. <p>LB to organise the requisite training for new Governors (AP034).</p>	<p>CK</p> <p>LM</p>
14	<p>Communication from LA and other outside bodies.</p> <p>None notified.</p>	
15	<p>Standing Item – Teacher and Headteacher Wellbeing</p> <p>Governors noted that whilst there had been occasional episodes of illness among staff, the situation was overall positive.</p> <p>Governors wished all staff a very good Easter holiday and wished Joseph and Lynne good luck with their forthcoming completion of their NPQ.</p>	N/A
16	<p>Friends of Foxton</p> <p>Governors received an oral update and were pleased to note numbers and levels of enthusiasm among the Friends appeared to be growing.</p>	N/A
17	<p>Consideration of Urgent Business</p> <p>This is the subject of a separate, confidential minute.</p>	See confidential extract





18	Dates of the next FGB meetings (all Thursdays - meetings to start at 17:30) 8 th May and 10 th July. Date of next Village Hall Trust meeting, 28 April 2025 at 13:30.	N/A
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The Chair closed the meeting at 19:02.

Chair.....

Date.....

Not Part of Minutes

Impact of the Meeting

To consider the effectiveness and impact of the meeting upon the school (for summary to the newsletter and annual governance statement).

- The governing body welcomed its second newly elected Parent Governor, Rachel Lloyd, to her first meeting.
- The governing body received a report from the Chair of the Finance, Premises and Personnel Committee following its meeting on 27/03/25, which it agreed was positive in all respects.
- The governing body received and discussed a number of reports on monitoring visits undertaken by Governors.
- The governing body re-approved a number of statutory and non-statutory school policies.

Action Log 3 rd April 2025		Owner Initials	Deadline
AP030	CK to place Foxton Village Hall update on agenda for July FGB.	CK	Agenda dispatch
AP031	CK to place procurement of new Phonics scheme on agenda for FGB in May and July (AP031).	CK	Agenda dispatch
AP032	Current Section 4 of Complaints Policy to become new Section 2, with the new ordering based on the current version to be 1,4,2,3. Policy then to be published (AP032).	JM	ASAP
AP033	CK to co-ordinate the completion of the skills audit with RL and AH (see agenda item 5) (AP033).	CK	ASAP
AP034	LB to organise the requisite training for new Governors (AP034).	LB	ASAP
AP035	Contained within separate, confidential minute.	N/A	N/A