



Foxton Primary School
Full Governing Board Meeting
Thursday 5th December 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), Lynne Brooks (LB), Chris Grey (CG), Neeru Gogna-Darroch (NG-D), Ally Smith (AS)

In attendance: Tina Hubbard (Locum Camclerk - joined remotely via MS Teams)

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

Item	Item	Action
1	Welcome The Chair (LM) opened the meeting at 17:35 and welcomed all to the meeting.	
2	Apologies for absence The meeting was fully attended. 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	Minutes from previous meeting 17th October 2024 The FGB minutes from the 17 th October 2024 were accepted as a true record of the meeting and will be signed by the co-chair/s.	
5	Matters arising - update on Action List – see below	

Action Log 17 th October 2024		Owner Initials	Deadline	Status Update
AP001	Parent letter to be reviewed and election to be held after October half-term.	Head/Chair (LM)	11/11/2024	Ongoing - Parent letter circulated, no nominations received. Agreed to hold again in early January – Co-Chairs with Head to review information sent to parents.
AP002	All governors to confirm they abide by the Governor Code of Conduct on GovernorHub.	All Governors	11/11/2024	Ongoing - CF and NG-D to complete.
AP003	Clerk to forward a reminder through to those governors who are yet to update their annual declaration.	Clerk/ Governors	06/11/2024	Completed - Clerk to review and provide PI information for the school website.
AP004	Head to upload Wellbeing Presentation to GovernorHub FGB 17/10/2024 meeting folder.	Head	11/11/2024	Completed.
AP005	Head to review Communications Policy/Home School Agreement for GB approval.	Head	For December FGB	Ongoing - At the Inset Day in January discussing T&L Policy, Curriculum Entitlement Document and Communications Policy/Home School Agreement – to be presented to FGB at the February 2025 meeting.
AP006	NG-D required to visit school office with ID documents so DBS/Section 128 Check can be completed.	NG-D	11/11/2024	Completed.
AP007	Any governors who need to complete their safeguarding training (safeguarding should be completed	Governors Head/Clerk	11/11/2024 18/11/2024	Ongoing - Governors to check records and access relevant training for safeguarding





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	annually and Prevent every 2 years) – to then update the Head and Clerk. Clerk will forward relevant training information through to all governors.	Clerk	11/11/2024	and Prevent – online information available on GovernorHub: Training Information Link .
AP008	Head to contact the finance contact link at Swavesey Primary School to discuss whether the contract could be reviewed.	Head	11/11/2024	Ongoing - Head contacted finance link, they will be able to provide an update in January. Also contacted SPS Head, no response received to date so will follow up.
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	Ongoing - ToR to be reviewed and shared with Committee, then to be approved at next FGB meeting.
AP010	Safeguarding Visit to be booked for this term.	LM	29/11/2024	Completed - on agenda.
AP011	Health and Safety Visit to be booked for this term.	JB-S	29/11/2024	Completed - on agenda.
AP012	All governors to read and confirm they have understood the KCSIE documents via GovernorHub confirmations.	All Governors	For December FGB	Ongoing - AS and NG-D to complete. KCSIE 2024 Update to Changes link
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 Clerk	For December FGB 11/11/2024	Ongoing - information provided by Clerk. CG to complete - information available on GovernorHub: Training Information Link
AP014	Link Governor role document to be updated/uploaded to GovernorHub.	CF	11/11/2024	Completed with updates: PE and Sports Premium - NG-D, Friends of Foxton – AS, Data Panel covered by FGB.
AP015	Governors to book in governor monitoring visits for the year.	All Governors	18/11/2024	Ongoing - on agenda - Maths and Computing. CF completing visits next week (English, History, Geography and MFL) and AS agreed to visit RE and PSHE in Spring Term.
AP016	Governors to review the Governor Action Plan 2024-25 and add any comments.	All Governors	29/11/2024	Completed - on agenda.
AP017	Head to send approved Attendance Policy to parents.	Head	Before Oct half term	Completed.
AP018	Clerk to circulate the NGA Skills Audit for completion by governors.	Clerk All Governors	06/11/2024 29/11/2024	Ongoing - 5 completed to date, Clerk to follow up.

6	<p>Chair's Business</p> <p>a) Parent governor vacancy update: Discussed earlier in the meeting under the action list update.</p> <p>b) Appointment of LA Governor – re-nomination received for JB-S The Governing Board confirmed the re-appointment of JB-S as a Local Authority Governor, effective 29th January 2025. Clerk to send the re-appointment letter to JB-S and relevant pre-appointment checks to be completed in line with LA guidance. AP019</p>	Clerk/JB-S
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Headteacher's Business

a) Headteacher's Report to include staffing update
This document was shared with governors in advance of the meeting via GovernorHub. The Headteacher provided the following highlights and invited questions from governors.

Admissions

Open Morning was well attended – 5 children have applied.

Data: Attendance, SEN, Suspensions, CiC

2 children are still on temporary reduced timetable and 1 child on high level involvement still on roll and when looking at persistent absence figures child is below 50%. Brom Com and FFT to be reviewed as reports still tracking 1 child which is affecting the numbers. Started to record more serious behaviour concerns on My Concern, will be able to generate and review the reports.

Belinda Harvey, LA School Improvement Adviser (SIA) has agreed to facilitate a Pupil Premium Staff Training Session on 30th January from 3.30-5pm, will help to create a new 3-year Pupil Premium Statement. Governors to review diaries, all are invited to attend.

AP020

Wellbeing

PSHCE/RSE training delivered by Cathy Murphy, LA Adviser – supportive for the HLTAs teaching this. Another Subject Access Request (SAR) has been requested by the end of this term, support is being provided by Donna Flynn.

Curriculum and Events

New logo has been designed by James Mayhew and was shared with governors.

A governor asked if the new jumpers can be purchased yet and whether they will be compulsory.

The Head advised the jumpers will be available to purchase shortly, they are not compulsory and there will be a general phase in. There is a hold on ordering on the website. The school website has not yet been launched and the school are currently waiting for the new entrance sign to be delivered.

Premises

External painting – RGT are keen for the school to get quotes and require a specification response before the end of term.

Discontinuation of Eastnet Services from the LA – A number of schools are not happy with the proposal, majority of schools are intending to go through the ICT Service who are working alongside Jisc, it will be costly for the schools on an annual basis.

A governor asked about the comparisons and the rationale behind the decision from the LA.

The Head advised they had reviewed the options, documents were shared with governors in advance of the meeting via GovernorHub. Will have to enter into a 3-year contract. The ICT Service will manage the whole handover process.

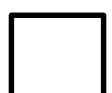
A governor asked if there are any savings by going into a consortium in terms of the cluster schools or does it make no difference.

The Head advised if there was more time then a further procurement exercise could be completed. The school have to move over to digital instead of analogue lines as well, this will be at the same time at the start of April.

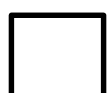
All Govs



	<p>After a further discussion governors agreed they were happy with the cost comparison process which they felt was thorough and within the boundaries of what the school can order and that there should be a better service.</p> <p>b) Termly SEND Report This document was shared with governors in advance of the meeting via GovernorHub. The Head advised of a revision to the document, altered Yr3 data - it should read 10 children.</p> <p>c) School Development Plan 2024/25 Review This document was shared with governors in advance of the meeting via GovernorHub. The Head advised that they are starting to review a number of the actions/priorities. A termly update will be provided, to be reviewed in time for the February FGB meeting.</p> <p>A governor asked how the school priorities are decided upon. The Head advised that the SDP relates to the Ofsted areas for development and priorities coming up in the school – aware of writing, attendance, SEND, wellbeing and the new school website. In particular, the amount of children showing signs of emotionally based school avoidance has risen dramatically and actions have been put in place to support with this.</p>	
8	<p>Finance, Premises & Personnel Committee Report</p> <p>a) Ratification of Terms of Reference Discussed earlier in the meeting under the action list update.</p> <p>b) Minutes/report from meeting 21st November 2024 This document was shared with governors in advance of the meeting via GovernorHub. JB-S as Chair of the Committee provided an overview from the recent meeting, the Finance Manager attended and provided a written finance report.</p> <p>Key points:</p> <ul style="list-style-type: none"> • There is a healthy carry forward. • Pay progression has been reviewed, as the LA had not approved the pay review this will be processed now for January pay. • Purchase of laptops is being followed up. • Reviewed Business Continuity and Discretionary Leave of Absence Policies. • Staff update of SLA with The Spinney School being drawn up for SENCo support. • H&S issue identified with the testing of the fire alarm, this is being reviewed. <p>c) Pupil Premium and PE & Sports Premium Statement updates Statements to be updated. Pupil Premium should be available on the school website by the end of December, agreed with the SIA that this will be added after the staff training session in January. The PE & Sports Premium Statement is being developed with JM and Schools Sports Partnership.</p>	
9	<p>Further Committee Updates</p> <p>a) Pay Panel summary report – approval of pay awards The Panel Chair advised governors of the summary recommendations from the Pay Panel.</p>	
10	<p>Standing Item – Safeguarding</p> <p>a) Safeguarding Update Safeguarding was included within the Headteacher’s Report.</p> <p>b) Link Governor Reports – Safeguarding This document was shared with governors in advance of the meeting via GovernorHub.</p>	



	<p>LM was thanked for providing a comprehensive and detailed report. LM advised a number of key areas were covered and highlighted that it was a very positive visit with strong pupil and parent voice evidence. Children spoken to were eloquent and knowledgeable. SCR review/discussion held, discussed a number of questions from the safeguarding guidance available on GovernorHub. Noted for governors that when completing governor monitoring visits to review the safeguarding questions available and add into the safeguarding section.</p> <p>c) Health and Safety walk around JB-S advised visit was completed, nothing of major concern noted.</p>	
<p>11</p>	<p>Standing item - Governor monitoring visits</p> <p>a) Schedule of visits for this year Discussed earlier in the meeting under the action list update. Governors agreed to review and add dates to the schedule of visits.</p> <p>b) Feedback from visits planned this term Computing and Maths – Both documents were shared with governors in advance of the meeting via GovernorHub. CG advised that the visits focused on reviewing actions from the previous visit and the change in Subject Leadership. A number of actions had been completed and they had clearly identified aspects and next steps to take forward.</p> <p>c) Governor Action Plan 2024-25 This document was shared with governors in advance of the meeting via GovernorHub. The Chair advised that no comments were received in relation to the draft Action Plan that had previously been shared. Attendance has been added to the governor monitoring visit form to ensure it is a real focus for all governors.</p>	
<p>12</p>	<p>Standing Item – Policy compliance update and policies for approval:</p> <p>a) Behaviour Policy – Approved subject to minor amendment referenced below.</p> <p>A governor asked what the restorative approach is in terms of conversations around unwanted behaviour. The Head advised that as it is a small school staff know a lot about the family background either from the child or parent(s) and are able to adapt their approach so it becomes more of a chat and having that understanding of the child. The children talk about safeguarding and have the confidence of knowing who to talk to and would be able to say what has caused a change in their behaviour.</p> <p>A governor queried whether the policy makes reference to a therapeutic response to behaviour. The Head advised it is a ‘Therapeutic’ Behaviour Policy and the school follow the STEPS programme, it was agreed that this could be referenced in the list in the Policy.</p> <p>b) RSE Policy - Approved. The Head advised that following Cathy Murphy’s visit, a RSE questionnaire was sent to parents – 3 responses received. Of those responses all were very positive about what the school is doing.</p> <p>A governor queried the content of the Sex Education programme and how it was developed in an age appropriate way. The Head advised that it is up to the school to decide and parents can withdraw their child from aspects of the curriculum.</p>	



	<p>c) SEND Policy - Approved.</p> <p>d) Physical Intervention Policy – Approved subject to minor amendment referenced below.</p> <p>A governor queried why the Behaviour Policy wording has moved away from anti-social to detrimental behaviour, should it be in line with the Physical Intervention Policy. The Head advised that the terminology has altered and this would be reflected in this policy.</p> <p>e) Pay Policy – Approved subject to clarification from the LA and the amendments referenced below.</p> <p>The Head stated that EPM believe that the LA are retaining performance related pay even though the STPCD document referenced it being removed. The Clerk agreed to seek clarification from the LA. AP021</p> <p>Governors agreed to the following changes: 2.4 - Committee of 3. From 2025-26 it will be difficult to increase to 5 due to the membership numbers on the governing body. 2.21 - Pay Body will delegate 3 governors.</p> <p>Pay Panel membership reviewed and agreed as: JB-S, NG-D and CF. HT Appraisal membership reviewed and agreed as: CG, LM and AS.</p> <p>4.2 - Following governor discussion and the LA advice – governors agreed in principle to the removal of pay related pay.</p> <p>Appendix E – to remove text in yellow.</p> <p>The governors thanked the Head and SLT for their work on the school policies.</p> <p>Governors were advised that the Working Together to Safeguard Children document link was shared for information.</p>	Clerk
13	<p>Standing Item – Governor professional development</p> <p>a) Skills Audit Discussed earlier in the meeting under the action list update. The Clerk advised that a reminder would be sent to those governors that are still to complete the audit, once received they will be collated into a report.</p> <p>b) Feedback on training undertaken The Chair thanked those governors who had recently completed training and reminded all to upload the information on the Training Log and Impact Statements document.</p> <p>c) Identification of training to be undertaken The Chair has booked on to the Annual Governance Conference in June 2025 and recommended another governor also books on.</p>	
14	<p>Standing item – teacher and head teacher wellbeing</p> <p>Discussed earlier in the meeting. The Head and LB advised governors that staff are stepping up and some of the TAs have worked additional hours, staff are adopting a flexible approach and also helping out with lunch cover.</p> <p>Governors requested that the Head pass on their appreciation to all staff members.</p>	





15	Friends of Foxton – verbal update Item included in the Headteacher’s Report.	
16	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) <ul style="list-style-type: none"> • Parent governor recruitment information to be circulated with the election to be held in January for 2 parent governors to join the governing board. • New school logo branding to be launched at the end of this term with displays at the end of term events, this will be phased in. • Governors agreed to complete a termly review of the School Development Plan. • The Livewell Grant will support the refurbishment of the trim trail and other areas of pupil wellbeing. • Governors have visited school on several occasions this term and been impressed with what they have seen. 	
17	Any other business Nothing further to note.	
18	Dates of the next FGB meetings (all Thursdays - meetings to start at 17:30) 2025 - 6 th February, 3 rd April, 8 th May and 10 th July. Apologies noted from Chair (LM) for the 6 th February 2025 meeting.	

The meeting closed at 19:22.

Chair.....

Date

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AP001	Parent letter to be reviewed and election to be held after October half-term. Ongoing - To review election information sent to parents.	Head/Co-Chairs (CF&LM)	30/01/2025
AP002	All governors to confirm they abide by the Governor Code of Conduct on GovernorHub. Ongoing – CF and NG-D to complete.	CF/NG-D	09/01/2025
AP005	Head to review Communications Policy/Home School Agreement for GB approval. Ongoing - T&L Policy, Curriculum Entitlement Document and Communications Policy/Home School Agreement – to be presented to FGB at the February 2025 meeting.	Head	For February FGB
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. Ongoing – Governors to check records and access relevant training - Training Information Link .	Governors	09/01/2025
AP008	Head to contact the finance contact link at Swavesey Primary School to discuss whether the contract could be reviewed. Ongoing - Head to provide an update in January and follow up response from SPS Head.	Head	30/01/2025
AP009	FP&P Committee to meet and review ToR and follow up with approval at next FGB meeting.	FP&P Committee Clerk	20/01/2025 For February FGB
AP012	All governors to read and confirm they have understood the KCSiE documents via GovernorHub confirmations. Ongoing - AS and NG-D to complete.	AS/NG-D	09/01/2025
AP013	CG to undertake the Cyber Security Training that is available for staff and governors. Ongoing - Training Information Link	CG	09/01/2025





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AP015	Governors to book in governor monitoring visits for the year.	All Governors	30/01/2025
AP018	Clerk to circulate the NGA Skills Audit for completion by governors. Ongoing: Clerk to send reminder to those governors that are still to complete.	Clerk All Governors	20/12/2024 20/01/2025
Action Log 5 th December 2024		Owner Initials	Deadline
AP019	Clerk to send the LA governor re-appointment letter to JB-S and relevant pre-appointment checks to be completed in line with LA guidance.	Clerk JB-S	02/01/2025 20/01/2025
AP020	Governors to review diaries, all invited to attend the Pupil Premium Staff Training session on 30 th January (3.30-5pm).	All Governors	20/01/2025
AP021	Clerk to seek clarification from the LA regarding retaining performance related pay.	Clerk	20/12/2024

