



Foxton Primary School
Full Governing Board Meeting
Thursday 6th February 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

In attendance: Andrew Pulham (CK) Clerk

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

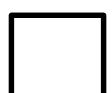
Item	Item	Action
1	Welcome The Chair (CF) opened the meeting at 17:38 and welcomed her fellow Governors to the meeting.	N/A
2	Apologies for absence Apologies had been received from Joseph Barker-Sherry, Neeru Gogna-Darroch and Lisa Murphy. Their absence was agreed as authorised. The non-attendance of Parent Governor-elect Rachel Lloyd was agreed as authorised. 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
4	Notification of urgent business No urgent business notified.	N/A
5	Minutes from previous meeting 5th December 2024 The FGB minutes from the 5 th December 2024 were accepted as a true record of the meeting and will be signed by the Co-chair/s.	N/A
6	Matters arising - update on Action List – see below	N/A

Action Log 5 December 2024		Owner Initials	Deadline	Status Update 06/02/25
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	02/01/2025	Action complete.
		JB-S	20/01/2025	Action complete.
AP020	Governors to review diaries, all invited to attend the Pupil Premium staff training session on 30 th January 2025.	All Governors	20/01/2025	Past event (No Governor attendance)
AP021	Clerk to seek clarification from the LA regarding retaining performance related pay.	Clerk	20/12/2024	Action complete.

7	Presentation from Subject Lead for English Governors received a presentation from the English Lead, Lynne Brooks.	
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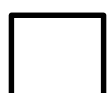
<p>The key findings from a recent visit by the English Monitoring Governor were discussed, as were matters arising from a recent visit from the CCC English Advisor. Governors were advised of further such planned visits.</p> <p>Governors noted the main English-related activities underway at the school, including the methods being used to teach the subject. Governors were pleased to note the clear progress being made across the school.</p> <p>Governors noted the school is investigating the possibility of either procuring a phonics scheme or staying with the current 'in-house' scheme and that this investigation includes canvassing nearby schools for their experience and recommendations. Governors supported the school undertaking this process, which is also being supported by the CCC English Advisor.</p> <p>Governors noted the Action Plan, which had been updated as appropriate following the Monitoring Governor's visit.</p> <p>Governors asked the following questions:</p> <p><i>To what extent do findings arising from the 'Pupil Voice' process influence the school's actions during the subsequent term?</i> <i>All teachers take account of the positive and negative views expressed in 'Pupil Voice' and use these to inform their approach.</i></p> <p><i>To whom do we need to demonstrate that the school is at least examining the possibility of procuring a phonics scheme?</i> <i>Our 'in-house' scheme consistently delivers very good outcomes, but should these drop for any reasons, this would be an area of interest for Ofsted. Even if we elect to continue with our own scheme, it will be important to be able to demonstrate this as a considered decision based on a thorough examination of the alternatives.</i></p> <p><i>Have we looked at a school with a similar number of pupils as Foxton?</i> <i>Pupil numbers are not the primary consideration. Rather, we have sought to liaise with nearby schools who the CCC English Advisor recommended for investigating a range of different schemes.</i></p> <p><i>Do the schools you are visiting have a range of different schemes?</i> <i>Yes. I expect to look at seven different schemes in total.</i></p> <p>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. (AP022).</p> <p>Governors thanked Lynne Brooks for her comprehensive presentation.</p>	<p>CF/LB/JM Clerk</p>
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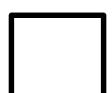
8	<p>Chair's Business</p> <p>a) The Chair welcomed the Clerk, Andrew Pulham to the meeting and advised he would be clerking all meetings of the FGB to the end of the current school year.</p> <p>b) Andrew Hayward (AH) was introduced as a newly elected Parent Governor and it was confirmed that his DBS checks were underway.</p> <p>c) The election of Rachel Lloyd as a second Parent Governor was noted.</p>	N/A
9	<p>Headteacher's business</p> <p>Governors noted the HT's report, which had been circulated in advance of the meeting.</p> <p>a) Staffing Governors noted the update on staffing matters contained in the report.</p> <p>b) Attendance Governors noted the situation in respect of attendance and measures the school has introduced to promote attendance were discussed. Questions concerning how the school is supporting the needs of specific pupils in this area were addressed by the HT. Governors supported the implementation of some form of recognition of high pupil attendance, albeit it would be important for this to take account of pupils with particular needs, for whom achieving an attendance rate towards 100% might be particularly problematic.</p> <p>School to give further consideration to an attendance recognition scheme that encompasses the needs and situation of all pupils. (AP023).</p> <p>c) School Development Plan</p> <p>d) Friends of Foxton In response to a Governor question, it was confirmed that Matt Ingram remains the Chair of the Friends of Foxton and that the next meeting of the Friends is scheduled to take place at 18:00 on 5 March 2025.</p> <p>JM to send AS the Friends meeting schedule and AS to attend if possible as Lead Governor along with Anita and JM. (AP024)</p> <p>e) Other matters Picking up on an item contained in the HT's report, are HLTAs teaching both PSHE and RSE? No. Only class teachers teach RSE.</p> <p>Governors were pleased to learn of the success of the previous day's visit to the 'Young Voices' event at the O2 arena in London. Governors noted the school currently has 77 pupil on roll and were pleased also to note that the school had received ten first choice applications for admission in 2025/26. It was agreed the school's out of hours offer played a key part in securing thus number of applications.</p> <p>Governors asked the following questions: Is the school's wrap around care funded? Yes. JM explained the current and planned funding arrangements in this regard.</p>	<p>JM</p> <p>JM/AS</p>



	<p>What is the school's tipping point for class sizes? When might it be necessary to split a class? <i>The school went from a four to a three-class arrangement based on pupil numbers, but could revert to a four-class structure if necessary. This is not a concern for the school at the present time.</i></p> <p>Governors were advised of a safeguarding-related incident that had taken place across a large number of schools and across several counties earlier that week and were updated on the actions the school had taken in respect of this.</p> <p>Governors agreed a change to the fire alarm maintenance company recommended by the HT and noted that under the new arrangement support charges would now be externally funded, resulting in a saving to the school of approximately £300 per annum. Under the new arrangements only emergency callouts and any work required for the school, would continue to be funded by the school</p> <p>Recent boiler maintenance works were discussed and Governors agreed that there was no justification on cost grounds for further work to be commissioned.</p> <p>Matters pertaining to the school's use of the adjacent village hall were discussed. Governors agreed that caution should be exercised in respect of expectations that might be placed on the school as hirers of the facility during the school day – in particular concerning cleaning. Governors recognised the potential benefit of harmonising the cleaning arrangements, including materials, used by both the school's cleaning staff and the Village Hall Trust's cleaners, whilst expressing a preference that the school's staff would continue to dry sweep the hall and undertake additional spot cleaning as necessary.</p> <p>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). (AP025).</p> <p>Governors agreed the expenditure of £8,377 on 15 new laptops.</p> <p>Governors agreed in principle the proposed spend on repairing and upgrading external items, such as the 'trim trail'. Governors noted this expenditure would be covered in part by a capital grant of approximately £8,000, with the balance to be drawn from the school's capital reserves. Governors further agreed that the final decision in these matters would now be delegated to JM.</p>	JM
10	<p>Finance, Premises & Personnel Committee Report</p> <p>a) Ratification of Terms of Reference</p> <p>b) Pupil Premium and PE & Sports Premium Statement updates</p> <p>Due to the absence of the relevant Monitoring Governor, these items were not taken.</p>	N/A
11	<p>Standing Item – Safeguarding</p> <p>a) Safeguarding Update Governors noted that safeguarding matters had been included within the Headteacher's Report.</p> <p>b) Link Governor Reports – Safeguarding Governors noted that the most recent visit report had been reported to the October FGB.</p> <p>Governors were reminded of the need to incorporate safeguarding questions in all the monitoring visits they undertake.</p>	N/A



12	<p>Standing item - Governor monitoring visits</p> <p>a) English Governors noted that this report had been addressed under agenda item 7.</p>	N/A
13	<p>Standing item – Policy compliance update and policies for approval:</p> <p>a) Anti-bullying Policy Approved as presented.</p> <p>b) Equality and Diversity Policy Approved as presented.</p> <p>c) Whistleblowing Policy Approved as presented.</p> <p>d) Safer Recruitment and Procedure Policy Approved as presented.</p> <p>e) Equality and Diversity Policy N/A – duplication of (b)</p> <p>f) Teaching and Learning Policy Approved as presented.</p> <p>g) Curriculum Entitlements Document Approved as presented.</p> <p>h) Home School Agreement Approved as presented.</p> <p>In respect of future agendas, JM/CK to differentiate between statutory and non-statutory policies and identify which of those listed are model policies (e.g. EPM). (AP026)</p>	JM/Clerk
14	<p>Standing Item – Governor professional development</p> <p>a) Skills Audit It was confirmed that all Governors had completed the Skills Audit, except for the two newly elected Parent Governors.</p> <p>b) Feedback on training undertaken None notified.</p> <p>c) Identification of training to be undertaken CF advised that she had booked to attend Governor Exclusion training on Monday, 10 February.</p> <ul style="list-style-type: none"> • CK to set RL and AH up on ‘GovernorHub’ and then liaise with them over the completion of the online Skills Audit. (AP027). • AH to supply LB with a short ‘bio’ for publication to the school website and LB to obtain a similar piece from RH. (AP028). • All Governors to review their existing bios on the website and communicate any updates to LB. (AP029). 	<p>CK</p> <p>AH/LB</p> <p>All Governors</p>
15	<p>Communications with LA and other outside bodies</p> <p>Governors agreed all such communications had been addressed during the meeting.</p>	N/A
16	<p>Standing item – teacher and head teacher wellbeing</p> <p>Governors noted that this had been a particularly busy half term, due partly to staff absence. Governors were pleased to note that all members of staff continue to pull together and support each other through such challenging times.</p>	N/A



17	<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"> • The governing body welcomed two new parent governors - Aaran Hayward and Rachel Lloyd • The school is considering whether to adopt a new phonics scheme - Mrs Brooks is researching this as English lead • There has been a recent increase in events and fundraising through friends of foxton school which is wonderful and we're really grateful more parents are taking part • The governing body approved a new home school agreement which is a quick guide to what the school will do, what parents will do and what children do to help make it a happy school community 	N/A
18	<p>Urgent business accepted under agenda item 4 None notified.</p>	N/A
19	<p>Dates of the next FGB meetings (all Thursdays - meetings to start at 17:30) 3rd April, 8th May and 10th July. Date of next Village Hall Trust meeting, 28 April 2025 at 13:30.</p>	N/A

The Chair closed the meeting at 19:20.

Chair.....
Date

Action Log 5 February 2025		Owner Initials	Deadline
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
AP023	School to give further consideration to an attendance recognition scheme that encompasses the needs and situation of all pupils.	JM	N/A
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
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
AP026	In respect of future agendas, JM/CK to differentiate between statutory and non-statutory policies and identify which of those listed are model policies (e.g. EPM	JM/CK (Clerk)	Ongoing
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
AP028	AH to supply LB with a short 'bio' for publication to the school website and LB to obtain a similar piece from RH. (AP027).	AH	ASAP
AP029	All Governors to review their existing bios on the website and communicate any updates to LB. (AP028).	All Governors/LB	ASAP