



**Foxton Primary School**  
**Full Governing Board Meeting**  
**Thursday 8<sup>th</sup> May 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 – Co-Chair)

**In attendance:** Wendy Whistler (SBM, Swavesey Primary School), Andrew Pulham (CK) Clerk

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

Item	Item	Action
1	<b>Welcome</b> The Chair (LM) opened the meeting at 17:32 and welcomed her fellow Governors to the meeting.	N/A
2	<b>Apologies for absence</b> No apologies received. The Clerk confirmed the meeting was quorate.	N/A
3	<b>Declarations of interest relating to items on the agenda</b> Staff members in respect of matters concerning the budget.	N/A
4	<b>Notification of urgent business</b> None notified.	N/A
5	<b>Minutes from previous meeting 4<sup>th</sup> April 2025</b> <ul style="list-style-type: none"><li>• FGB minutes</li><li>• Confidential extract of FGB minutes</li></ul> These were accepted as a true record of the meeting and will be signed by the Co-chair(s).	N/A
6	<b>Matters arising</b> Update on Action Log – see below	N/A

Action Log 3 <sup>rd</sup> April 2025		Owner Initials	Deadline	Update 8 <sup>th</sup> May 2025
AP030	CK to place Foxton Village Hall update on agenda for July FGB.	CK	Agenda dispatch	On current agenda
AP031	CK to place procurement of new Phonics scheme on agenda for FGB in May and July (AP031).	CK	Agenda dispatch	On current agenda
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	Action completed
AP033	CK to co-ordinate the completion of the skills audit with RL and AH (see agenda item 5) (AP033).	CK	ASAP	Skills audits completed by RL & AH. CK to prepare summary report for FGB on 10/07/25
AP034	LB to organise the requisite training for new Governors (AP034).	LB	ASAP	Ongoing





Action Log 3 <sup>rd</sup> April 2025		Owner Initials	Deadline	Update 8 <sup>th</sup> May 2025
AP035	Contained within separate, confidential minute.	N/A	N/A	SEE BELOW

Action Log 3 <sup>rd</sup> April 2025		Owner Initials	Deadline	Update 8 <sup>th</sup> May 2025
AP035	CK to place this matter on FGB agendas for May and July 2025.	CK	Agenda dispatch	On current agenda

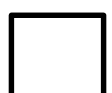
7	<p><b>Budget</b></p> <p>Wendy Whistler (WW), SBM at Swavesey Primary School was introduced to the FGB. Governors were advised that WW was attending in order to speak to the budget report in her capacity as Foxton's Finance Support Officer.</p> <p>Governors noted the budget report which had been circulated in advance of the meeting. Questions raised by Governors were addressed by WW and JM as appropriate.</p> <p>The school's positive financial position, particularly in Y1 and Y2 of the three-year projection, was welcomed by Governors. Governors noted that this included a healthy carry-forward. The possible effect on the budget of joiners and leavers was discussed.</p> <p>The budget as proposed was agreed, for submission to Cambridgeshire County Council.</p> <p><b>WW to submit agreed budget to Cambs CC ahead of deadline (AP036)</b></p>	WW
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8	<p><b>Chair's Business</b> No items of business were raised by the Co-Chairs.</p>	
9	<p><b>Headteacher's Report</b> Governors noted JM's report which had been circulated in advance of the meeting. Governors noted that low numbers were threatening the viability of the school's current wrap-around care provision and that the current provider had lost the services of his assistant.</p> <p>Governors asked the following questions:  <i>Q. Can the forthcoming email to parents concerning wrap-around care also be sent to the parents of the ten prospective September joiners to gauge their interest?</i>  A. Yes, that will be done.  <i>Q. How many children would the provider need to achieve at least break even?</i>  A. This is not known, but would most likely be around six or seven.  <i>Q. How easy would it be for the provider to apply for a continuation of this year's grant?</i>  A. This is not a straightforward matter as a great deal of paperwork is involved.  <i>Q. How much of the service does the grant fund?</i>  A. The grant covers the entire cost of providing the service.</p>	



	<p>Whilst acknowledging the current situation was challenging, Governors expressed a wish that the wrap-around care currently on offer should continue, if possible.</p> <p><i>JM to keep Governors updated on the situation with respect to wrap-around care provision. (AP037)</i></p> <p>Governors noted the other updates contained within the Headteacher’s report and asked the following questions in respect of school attendance:  <i>Q. How is the school proactively managing the attendance situation?</i>  A. The HT updated Governors on the targeted interventions in place at the school.  <i>Q. Can Governors please see the attendance data with and then without the effect caused by those pupils who are known to be absent from school on a protracted basis and/or on a reduced timetable?</i>  A. Yes, that can be done in future.</p> <p><i>JM to revise HT’s report to include additional information requested by Governors. (AP038)</i></p> <p>Additional questions regarding attendance were answered by the Headteacher.</p> <p>The role and activities of external agencies in providing support to children and families was discussed, along with the measures the school is taking to promote attendance. Options to vary and enhance current levels of support, including by possibly sharing resources across schools, were also discussed.</p> <p><i>JM to include a report on the work of TAF (Team Around the Family) at future meetings. (AP039)</i>  <i>JM to discuss opportunities for procuring a shared resource at a future meeting of the cluster. (AP040)</i></p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
10	<p><b>Report on Engagement with Cambs CC</b></p> <p><b>This is the subject of a separate, confidential minute.</b></p>	
11	<p><b>Procurement of Phonics Scheme</b></p> <p>Governors received an update on the school’s procurement of the ‘Little Wandle’ phonics scheme and were pleased to note the financial aspects of this were looking increasingly favourable.</p> <p>Governors noted that the school was looking to train all staff in the use of ‘Little Wandle’ as part of its INSET training at the beginning of September 2025, with implementation likely to take place after the October half term. Governors supported this managed and measured approach to the implementation of the scheme.</p> <p><i>LM to assist with the organisation of the ‘Little Wandle’ scheme upon receipt of a request from JM. (AP041)</i></p> <p style="text-align: center;"><b>(Chris Grey left the meeting at 18:35)</b></p>	<p>LM/JM</p>
12	<p><b>Standing Item - Safeguarding</b></p> <p>Governors noted the arrangements being put in place for the planned trip to Grafham Water and that LM had signed off on the school’s information pack and risk assessment for the trip.</p> <p>LM advised her fellow Governors that she had completed her refresher Designated Safeguarding Lead training on 07/05/25.</p> <p>There were no questions.</p>	<p>N/A</p>



13	<p><b>Standing Item – Governor Monitoring Visits</b></p> <p>a. Feedback from visits planned this term As a number of visits had been reported at FGB on 3 April, which was followed immediately by the two-week Easter break, there were no Governor visits to report at this meeting.</p> <p>b. Governor Action Plan 2024/25 Governors agreed that the Governor Action Plan would form a focus of the FGB scheduled for 10 July 2025.</p> <p>LM to attend the local authority Early Years visit on 4 June. (AP042)</p>	LM
14	<p><b>Statutory Policies for Approval</b></p> <p>a. Health, Safety and Welfare Policy The Policy was approved, subject to the term ‘Welfare’ being substituted with ‘Wellbeing’.</p> <p>b. Grievance Policy The Policy was approved, as presented.</p> <p>c. Allegations Against Staff Policy The Policy was approved, as presented.</p> <p>JM to make agreed amendment to Health, Safety and Welfare Policy and publish policies. (AP043)</p>	JM
15	<p><b>Non-statutory Policies for Approval</b></p> <p>a. EYFS Policy The Policy was approved, as presented,</p> <p>JM to publish EYFS Policy. (AP044)</p> <p>Governors agreed that in future, recommended changes to policies should be highlighted and that ‘track changes’ should be used, so that their attention could be drawn quickly to those areas in particular.</p> <p>All those concerned with the updating of school policies to implement the requested change with immediate effect. (AP045)</p>	JM  JM
16	<p><b>Governor Professional Development</b></p> <p>a. Skills audits RL and AH confirmed they had completed their skills audits.</p> <p>CK to prepare a summary skills audit report for the 10 July FGB. (AP046)</p> <p>b. Training undertaken or planned Governors updated their fellow Governors on training completed since the last FGB and were reminded that their record on GovernorHub should be updated accordingly. LB confirmed she was leading on organising training for the two new Parent Governors (AH and RL).</p>	CK
17	<p><b>Friends of Foxton</b></p> <p>Governors noted the report from JM and welcomed the fact a number of Governors had been able to attend the recent meeting and that a new Treasurer had now been appointed.</p> <p>Governors were advised that Friday, 27 June had been set as the date for the school’s Summer Fair and that the village hall had been notified accordingly.</p>	N/A



18	<p><b>Village Hall Update</b> Governors were updated on the main items discussed at a recent meeting involving the school, the Village Hall Trust and the Recreation Ground Trust.</p> <p>Governors were pleased to note this meeting had been productive in terms of resolving the floor maintenance issues ‘in principle’, to the benefit of the school. Clarity had been achieved in a number of other areas whilst detailed matters still to be resolved include cleaning arrangements and frequency. It was, however noted that as a hirer, the school will not be required to undertake an enhanced level of cleaning.</p>	N/A
19	<p><b>Correspondence from Cambs CC and Other Outside Bodies</b> No correspondence to report.</p>	N/A
20	<p><b>Notification of Urgent Business</b> None notified.</p>	N/A
21	<p><b>Staff and HT Wellbeing</b> Governors were pleased to note the term is progressing smoothly, with very low levels of staff absence due to sickness. Governors asked that their thanks be relayed to all staff for all they continue to achieve for the school and expressed their best wishes for the SATS, which were due to be held shortly.</p> <p>Clerk to place SATS results on agenda for 10 July FGB (SATS results due 8 July 2025). (AOP47)</p>	CK
22	<p><b>Date and Time of Next Meeting</b> This was confirmed as Thursday, 10 July 2025 at 17:30</p>	N/A

The Chair closed the meeting at 19:05.

<p>Chair.....</p>  <p>Date.....</p>	
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**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).

- Governors approved the school’s 2025/26 budget for submission to the Local Authority.
- Governors received and discussed reports in a number of areas, including pupil attendance and the school’s wrap-around care provision.
- Governors discussed arrangements for the implementation of the school’s new phonics scheme (Little Wandle).
- Governors re-approved a number of statutory and non-statutory school policies.



Action Log 8 <sup>th</sup> May 2025		Owner Initials	Deadline
AP036	JM to submit agreed budget to Cambs CC ahead of deadline	JM	ASAP
AP037	JM to keep Governors updated on the situation with respect to wrap-around care provision.	JM	As required
AP038	JM to revise HT's report to include additional information requested by Governors.	JM	All future editions of HT report
AP039	JM to include a report on the work of TAF (Team Around the Family) at future meetings.	JM	All future editions of HT report
AP040	JM to discuss opportunities for procuring a shared resource at a future meeting of the cluster.	LB	Next cluster meeting
AP041	LM to assist with the implementation of 'Little Wandle' upon receipt of a request from JM.	LM/JM	Autumn term 2025
AP042	LM to attend the forthcoming local authority Early Years visit.	LM	TBC
AP043	JM to make agreed amendment to Health, Safety and Welfare Policy and publish all policies.	JM	ASAP
AP044	JM to publish EYFS Policy.	JM	ASAP
AP045	All those concerned with the updating of school policies to implement the requested change with immediate effect.	All relevant staff	N/A
AP046	CK to prepare a summary skills audit report for the 10 July FGB.	CK	Agenda dispatch
AP047	Clerk to place SATS results on agenda for 10 July FGB (SATS results due 8 July 2025). (AP47)	CK	Agenda dispatch
AP048	This contained within a separate, confidential minute.	N/A	N/A
AP049	This contained within a separate, confidential minute.	N/A	N/A
AP050	This contained within a separate, confidential minute.	N/A	N/A
AP051	This contained within a separate, confidential minute.	N/A	N/A

