



Foxton Primary School
Full Governing Board Meeting
Thursday 10 July 2025 – 17:30 (In school)
Minutes

Governors Present: Janet Muir (JM - Head), Cary Francis (CF – Co-Chair), Lynne Brooks (LB), Ally Smith (AS), Aaron Hayward (AH), Rachel Lloyd (RL), 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	Welcome The Chair (CF) opened the meeting at 17:35 and welcomed her fellow Governors to the meeting.	N/A
2	Apologies for absence Apologies had been received from Joseph Barker-Sherry and Chris Grey and their absence was agreed as authorised. The Clerk confirmed the meeting was quorate.	N/A
3	Declarations of interest relating to items on the agenda No declarations were received.	N/A
4	Notification of urgent business No urgent business had been notified.	N/A
5	Minutes from previous meeting on 08/05/25 <ul style="list-style-type: none">• FGB minutes• Confidential extract of FGB minutes These 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 Log – see below	N/A

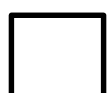
Action Log 8 th May 2025		Owner Initials	Deadline	Update 10/07/25
AP036	JM to submit agreed budget to Cambs CC ahead of deadline	JM	ASAP	Action completed
AP037	JM to keep Governors updated on the situation with respect to wrap-around care provision.	JM	As required	On current agenda
AP038	JM to revise HT's report to include additional information requested by Governors.	JM	All future editions of HT report	Action completed
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	On current agenda
AP040	JM to discuss opportunities for procuring a shared resource at a future meeting of the cluster.	LB	Next cluster meeting	Awaiting next cluster meeting



Action Log 8 th May 2025		Owner Initials	Deadline	Update 10/07/25
AP041	LM to assist with the implementation of 'Little Wandle' upon receipt of a request from JM.	LM/JM	Autumn term 2025	Awaiting implementation
AP042	LM to attend the forthcoming local authority Early Years visit.	LM	TBC	LM unable to attend
AP043	JM to make agreed amendment to Health, Safety and Welfare Policy and publish all policies.	JM	ASAP	Action completed
AP044	JM to publish EYFS Policy.	JM	ASAP	Action completed
AP045	All those concerned with the updating of school policies to implement the requested change with immediate effect.	All relevant staff	N/A	Action completed
AP046	CK to prepare a summary skills audit report for the 10 July FGB.	CK	Agenda dispatch	Action deferred to autumn term 2025/26
AP047	Clerk to place SATS results on agenda for 10 July FGB (SATS results due 8 July 2025). (AP47)	CK	Agenda dispatch	On current agenda

Action Log 8 th May 2025 (Confidential Item)		Owner Initials	Deadline	Update 10/07/25
AP048	JM to visit Fowlmere Primary School with LM as part of the exploratory process.	JM/LM	TBC	Visit undertaken and on current agenda
AP049	Governors to send LM and JM any questions they would wish them to ask during that visit.	All Governors	ASAP	No questions received
AP050	Governors to review the forthcoming OFSTED report on Fowlmere (undertaken early April 2025).	All Governors	N/A	Action outstanding for all Governors
AP051	CK to put on agenda for FGB on 10/07/25.	CK	Agenda dispatch	On current agenda

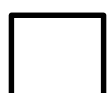
7	<p>Governing Body Matters</p> <p>i) <u>Governor Vacancies</u> Governors noted that CF had confirmed her intention to resign as a Governor at the end of the 2024/25 school year. With this in mind, CK confirmed that at the start of the 2025/26 school year the Governing Board would have vacancies for 1x Parent Governor and 1x Co-opted Governor. It was agreed that the school would run an election for a Parent Governor at the start of the autumn term.</p> <p>ii) <u>Proposed Meeting Dates 2025/26</u> Governors discussed the proposed schedule of meetings for 2025/26. In respect of the proposal for back-to-back meetings of the FPP Committee and FGB on 26 March 2026, Governors agreed that this should allow for the consideration and agreement of the school's 2026/27 budget.</p> <p>The 2025/26 meeting dates were agreed as follows:</p>	
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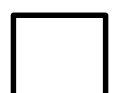
	<u>Committee</u>	<u>Date and Time</u>	
	FGB	Thursday, 16 October 2025, 17:30	
	Finance, Premises and Personnel	Thursday, 20 November 2025, 17:30	
	FGB	Thursday, 4 December 2025. 17:30	
	FGB	Thursday, 5 February 2026, 17:30	
	Finance, Premises and Personnel	Thursday, 26 March 2026, 17:00	
	FGB	Thursday, 26 March 2026, 18:00	
	FGB	Thursday, 7 May 2026, 17:30	
	Finance, Premises and Personnel	Thursday, 25 June 2026, 17:30	
	FGB	Thursday, 9 July 2026, 17:30	
8	Finance, Premises & Personnel Committee i) <u>Feedback from Committee held on 26/06/25</u> In the absence of JB-S and any other Governor who had attended the Committee, it was not possible to receive feedback on this meeting. Governors received an update from WW on the school's budgetary position as at the end of June 2025 and noted this was generally satisfactory. June month end budget changes requested by JM/WW were agreed by Governors, as requested. <u>JM to ask Anna Caroe of Cambs CC to give WW access to Foxton's GovernorHub account (AP52).</u>		JM
9	Chair's Business CF confirmed her intention to stand down as a Governor at the end of the current school year. CF commended the school on the tremendous growth and development she had witnessed during her time as a Governor. Governors expressed their thanks to CF for all she had done to support the school and the work of the Governing Board over her years as a Governor. Governors noted that whilst LM was willing to continue as Co-Chair of Governors, her wish was that a new Co-Chair would come forward in 2025/26, to succeed CF. <u>All Governors to consider whether they would be willing to offer their services as Co-Chair of Governors, with appointment to be made at the first FGB of 2025/26. (AP053).</u>		All Governors



<p>10</p>	<p>Headteacher’s Business</p> <p>i) <u>HT’s Report</u> Governors noted the HT’s report which had been circulated in advance of the meeting.</p> <p>Governors noted current and projected numbers of pupils at the school and were pleased to note a slight increase in numbers was anticipated in 2025/26.</p> <p><i>Q. Will the school still be able to operate the same structure next year?</i> A. Yes – that is our plan.</p> <p><i>Q. Where is the growth in numbers likely be concentrated?</i> A. JM answered based on her current knowledge and expectations.</p> <p>Governors noted and discussed the current safeguarding concerns and activities at the school.</p> <p>Governors noted and discussed the position in respect of pupil attendance. Questions concerning the school’s and Cambs CC’s provision for children with additional needs and the challenges the school faces in securing the attendance of some pupils were addressed by JM as appropriate.</p> <p>Governors commended the school for the work it has done and continues to do to promote the wellbeing of all its pupils, including those with additional needs.</p> <p><i>Q. Is there anything Governors should do to assist with the matters we have discussed?</i> A. No, the issues are being addressed with the assistance of outside agencies.</p> <p>Governors expressed their pleasure that nearly £1,000 had been raised at the recent Foxton Summer Fair and that the school had benefited from a high level of community involvement.</p> <p>Governors noted the current and projected staffing situation at the school and asked for their thanks and best wishes to be passed on to those members of staff who will be leaving the school at the end of this term.</p> <p><i>JM to pass on the thanks and best wishes of the Governing Board to all members of staff leaving in July 2025 (AP54).</i></p> <p>Premises-related matters were discussed and Governors thanked CF for resolving a recent out of hours problem with the fire alarm.</p> <p>ii) <u>Updated School Development Plan</u> Governors noted the updated SDP which had been circulated in advance of the meeting.</p> <p>Governors thanked JM for preparing such a thorough document and asked that it be shared with members of staff at the school, as evidence of how much they had all achieved over recent years.</p> <p><i>JM to share the SDP with staff (AP55).</i></p>	<p>JM</p> <p>JM</p>
<p>11</p>	<p>SATS Results Update</p> <p>Governors congratulated JM and the school on its recent Y6 SATS results which had been circulated in advance of the meeting. Governors were particularly pleased to note that the school’s combined results in SPaG, maths and writing were above the national average.</p>	



	<p>The SATS results were discussed in depth. Areas of relative strength and those requiring further development were identified.</p> <p><i>Q. Do you hold transition meetings with the secondary schools that Foxton pupils will be joining?</i></p> <p>A. Yes. JM updated Governors on the arrangements that are in place.</p> <p><i>Q. Did all Y6 pupils go to the Melbourn Village College 'Taster Day' held on 09/07/25?</i></p> <p>A. Yes, with the exception of two pupils who will not be going to MVC.</p>	
12	<p>Standing Item – Safeguarding</p> <p>Governors agreed that this had been addressed within the Headteacher’s report.</p>	N/A
13	<p>Report on Engagement with Cambs CC</p> <p>Governors agreed that as the matter was now in the public domain, this item should no longer be the subject of a separate, confidential minute.</p> <p>Governors noted that Service Level Agreements to govern the arrangement between Foxton and Fowlmere from 2025/26 were now in place.</p> <p>JM updated Governors on a number of meetings she had attended since the FGB on 8 May and in particular a meeting that had involved parents of Fowlmere pupils, as well as the interim HT at Fowlmere.</p> <p>Governors were pleased to note that the size and strength of the Governing Board at Fowlmere is increasing.</p> <p>Governors noted the precise nature of the arrangements that have been agreed with Fowlmere and CCC in terms of JM and other members of Foxton staff supporting and attending Fowlmere on specific days of the week.</p> <p><i>Q. Is this to be regarded as a formal or informal arrangement?</i></p> <p>A. The arrangement is currently informal, although further developments may occur.</p> <p><i>Q. What has been the reaction from parents?</i></p> <p>A. There has been no perceived concern arising from the parents of pupils at either school. Staff at Foxton are reassured that JM and other members of the SLT will still be available to support them, albeit on a slightly different basis.</p> <p>Opportunities for the two schools to work together, for example in the sharing of the cost of coach travel, were discussed and Governors expressed their support for the schools doing so, particularly when costs savings might be engendered. Governors noted that staff may also join together for the INSET days to be held at the start of the autumn term – for example to receive joint safeguarding training.</p> <p><i>Q. What are the advantages of the arrangement from Foxton’s point of view?</i></p> <p>A. The main advantages to Foxton can be identified as follows:</p> <ul style="list-style-type: none"> • Career and professional development opportunities for staff. • Fowlmere will be paying for JM’s and other staffs’ time when supporting Fowlmere, which puts Foxton in a stronger financial position. • Foxton staff will be empowered to act on their own initiative should JM not be available to assist with a specific issue. • In general terms, it is always good for schools to work together and share ideas and initiatives. 	



	<p><i>Q. Will it increase Foxton's resilience in areas such as staff absence due to sickness?</i></p> <p>A. No – the situation in this area is likely to remain unchanged.</p>	
14	<p>Standing Item – Governor Monitoring Visits</p> <p>Governors received an oral update on a visit she undertook on 03/07/25 and which majored on the areas of English, history, geography and Spanish. Governors noted that, overall, this had proved a very positive visit.</p> <p>There were no questions on this item.</p> <p>CF to upload copy of her visit report to GovernorHub and notify Governors. (AP56).</p> <p>Governor Action Plan to be placed on agenda for October 2025 FGB. (AP57).</p> <p>Governors noted that visits in the areas of Early Years and Safeguarding were overdue and agreed these should take place early in the autumn 2025 term.</p>	<p>CF</p> <p>CK</p>
15	<p>Update on Local Authority Visits</p> <p>Governors noted the report on the visit by Lucy Lawson, Cambs CC Early Years Advisor, which took place on 04/06/25 and which had been circulated in advance of the meeting.</p> <p>This had proved a positive visit overall, with a number of recommendations arising which will be addressed by the school.</p> <p>There were no questions on this item.</p>	
16	<p>Standing item – statutory policies for approval</p> <ul style="list-style-type: none"> Appraisal and Capability Policy <p>The Appraisal and Capability Policy was agreed, as presented.</p>	
17	<p>Standing item – non-statutory policies for approval</p> <ul style="list-style-type: none"> Promoting Positive Mental Health Prevent Action Plan Acceptable use of ICT Policy Privacy Notice for Staff Critical Incident Policy <p>The above named policies were agreed, as presented.</p> <p>ALL Privacy Notices to be placed on agenda for FGB in autumn 2025/26, as changes to their design are expected in the coming months. (AP58).</p>	<p>JM/CK</p>



18	<p>Governor Professional Development</p> <p>Governors noted a requirement for a new Governor to join the HTPM Panel. It was agreed that Ally Smith would take on the role and undertake the requisite training ASAP.</p> <p>AS updated her fellow Governors on the safeguarding training she had completed a few days before this meeting.</p>	
19	<p>Friends of Foxton – Verbal Update</p> <p>Governors were pleased to note that the Friends are performing well together and sharing the workload very well. Governors asked for their thanks to be conveyed to the Friends for all they continue to do to support the school.</p> <p>JM to convey the Governors’ message of thanks to the Friends of Foxton. (AP59).</p>	JM
20	<p>Foxton Village Hall – verbal update</p> <p>Governors agreed that this matter had been addressed as part of the HT’s report (agenda item 10).</p>	
21	<p>Correspondence from CCC or other outside bodies</p> <p>None to report.</p>	
22	<p>Urgent business accepted under agenda item 4</p> <p>No urgent business notified.</p>	
23	<p>Standing item – staff and Headteacher wellbeing</p> <p>Governors noted that this had been a very long and busy term, with the recent school performances a real highlight. Governors congratulated the school and those staff involved in the production for the high standard of performance, which had been enjoyed by parents, grandparents and members of the wider community.</p> <p>In response to a question from Governors it was agreed that whilst these performances are immensely valuable and enjoyable, they might usefully be slimmed down in future years, both in terms of their duration and the number of pupils taking part (Y3 and Y4 in particular), as preparation can detract from learning time.</p> <p>Governors expressed their congratulations and thanks to JM and the staff for all they had achieved over the past school year and JM in turn thanked Governors for their engagement and support, which had proved immensely valuable.</p>	
24	<p>Date and Time of Next Meeting</p> <p>This was confirmed as Thursday, 16 October 2025 at 17:30</p>	

The Chair closed the meeting at 19:15.



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).

- Governors received an update and discussed the school’s new, joint working arrangements with Fowlmere Primary School.
- Governors received a report on the school’s Y6 SATS results and congratulated the staff and pupils on a strong set of results.
- Governors received a report on a very successful Summer Fair, run by the Friends, which had generated nearly £1,000 for the school.
- Governors reviewed and re-adopted a number of important school policies.
- Governors received the resignation of the Co-Chair of Governors and committed to running a Parent Governor election in the autumn 2025 term to fill the Governor vacancy that had been created.

Action Log 10 July 2025		Owner Initials	Deadline
AP52	JM to ask Anna Caroe of Cambs CC to give WW access to Foxton’s GovernorHub account.	JM	ASAP
AP53	All Governors to consider whether they would be willing to offer their services as Co-Chair of Governors, with appointment to be made at the first FGB of 2025/26.	All Governors	16/10/25
AP54	JM to pass on the thanks and best wishes of the Governing Board to all members of staff leaving in July 2025.	JM	Term end
AP55	JM to share the SDP with staff.	JM	As appropriate
AP56	CF to upload copy of her visit report to GovernorHub and notify Governors.	CF	ASAP
AP57	Governor Action Plan to be placed on agenda for October 2025 FGB.	CK	Agenda dispatch
AP58	ALL Privacy Notices to be placed on agenda for FGB in autumn 2025/26, as changes to their design are expected in the coming months.	CK	Agenda dispatch
AP59	JM to convey the Governors’ message of thanks to the Friends of Foxton.	JM	ASAP

