



Foxton Primary School
Full Governing Board Meeting
Thursday 4 December 2025 – 17:30 (In school)
Minutes

Governors Present: Janet Muir (JM - Head), Chris Grey (CG), Ally Smith (AS), Lisa Murphy (LM), Rachel Lloyd, Lynne Brooks (LB)

Also In attendance: Andrew Pulham (CK) Clerk, Chris Sutton (CS – Cambs CC. Agenda item 7)

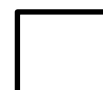
Key: Orange for governor questions
Green for action points (Action Log at end of minutes)

Item	Item	Action
1	Welcome The Chair (LM) opened the meeting at 17:30 and welcomed her fellow Governors to the meeting.	N/A
2	Apologies for absence Apologies had been received from Joseph Barker-Sherry and his absence was recorded as authorised. The absence of Aaran Hayward was recorded as unauthorised. Apologies had also been received from Wendy Whistler (SBM, Fowlmere) The Clerk confirmed the meeting was quorate and it remained quorate throughout.	N/A
3	Declarations of interests relating to items on the agenda There were no declarations of interests concerning items on the agenda.	N/A
4	Notification of urgent business None notified.	N/A
5	Minutes from FGB held on 16/10/25 The minutes of the meeting held on 16/10/25 were agreed as presented to be signed in GovernorHub by the Chair. <ul style="list-style-type: none">• LM to sign agreed minutes from 16/10/25 electronically in GovernorHub. (AP081)• Minutes to be published to school website. (AP082)	LM JM
6	Matters arising – update on Action Log – see below	

Action Log 16/10/25		Owner Initials	Deadline	Update 04/12/25
AP060	CK to place election of Co-Chair of Governors on agenda for FGB to be held on 04/12/25.	CK	Agenda dispatch for 04/12/25	On current agenda
AP061	CK to send message to all Governors reminding them of the call for a member of the FGB to serve as a Co-Chair alongside LM	CK	Agenda dispatch for 04/12/25	Action completed



AP062	CK to send JM the CCC Guidance Note on the running of Staff Governor election.	CK	ASAP	Action completed
AP063	All Governors to sign up to Governor Code of Conduct in GovernorHub.	All Governors	ASAP	Ongoing (Clerk to confirm completion)
AP064	JM to make agreed amendment to SOs	JM	ASAP	Ongoing
AP065	All Governors to complete Declarations of Interests in GovernorHub	All Governors	ASAP	Ongoing (Clerk to ensure completion)
AP066	LM to sign agreed minutes from 10/07/25 electronically in GovernorHub	LM	ASAP	Action completed
AP067	Minutes to be published to school website	JM	ASAP	Action completed (Clerk and LB to clear backlog)
AP068	Pay awards to be implemented as agreed by FGB	JM	ASAP	Action completed
AP069	JM to prepare and circulate a staff organisation chart to all	JM	ASAP	Ongoing
AP070	CoG to bring a report on the 23 October meeting to the FGB on 04/12/25	LM	Agenda dispatch for 04/12/25	On current agenda
AP071	Governors to re-familiarise themselves with KCSiE and confirm they have done so, via GovernorHub.	All Governors	ASAP	Ongoing (Clerk to ensure completion)
AP072	Governors to complete the NGA Safeguarding training and send certificate of completion to LB.	All Governors	ASAP	Ongoing (Governors to notify LB/Anita once completed)
AP073	JM to confirm supervisory arrangements in respect of DSLs and advise FGB accordingly.	JM	Agenda dispatch for 04/12/25	Ongoing
AP074	CK to confirm precise requirements vis a vis Prevent training with Cambs CC and notify Governors	CK	ASAP	Clarified by CK at meeting
AP075	CK to send link to Government cyber security training course to all Governors.	CK	ASAP	Action completed
AP076	Governors to complete the online cyber security training and send certificate of completion to LB.	All Governors	ASAP	Ongoing (Governors to notify LB/Anita once training completed)
AP077	LB to prepare a Governor Visits Matrix for 2025/26	LB	ASAP	Action completed
AP078	LB to prepare a summary report of the most recently completed Governor skills audits	LB	Agenda dispatch for 04/12/25	On current agenda





AP079	CK to place skills audit report on agenda for FGB on 04/12/25	CK	Agenda dispatch for 04/12/25	On current agenda
AP080	CK to make Governor training a standing item on all agendas.	CK	Ongoing	Ongoing

7	<p>Fowlmere update</p> <p style="text-align: center;">THIS AGENDA ITEM IS THE SUBJECT OF A SEPARATE, CONFIDENTIAL MINUTE</p>	
8	<p>Chair's business</p> <p>a. <u>Election of Co-Chair of Governors</u></p> <p>There were no nominations or self-nominations for this role.</p> <ul style="list-style-type: none"> CK to place election of Co-Chair of Governors back on agenda for FGB on 05/02/26. (AP085) <p>b. <u>Staff Governor election outcome</u></p> <p>Governors were pleased to note that Lynne Brooks had been re-elected as Staff Governor for a further, four-year term.</p> <p>c. <u>Parent Governor election update</u></p> <p>Governors noted that the recent advertisement for a new Parent Governor had not generated any interest.</p> <ul style="list-style-type: none"> Parent Governor election to be re-run in spring term and CK to prepare required documentation. (AP086) <p>d. <u>Co-opted Governor recruitment update</u></p> <p>Governors noted the recent advertisement for a Co-opted Governor had not generated any interest.</p> <ul style="list-style-type: none"> All Governors to consider known contacts with a view to possible Governor recruitment. (AP087) 	<p>CK</p> <p>CK/JM</p> <p>All Governors</p>
9	<p>Headteacher's business</p> <p>a. <u>Headteacher's report</u></p> <p>Governors noted the HT's report which had been circulated in advance of the meeting.</p> <p>Governors were pleased to note the success of recent open mornings held at the school, which had generated a healthy turnout. Governors were also pleased to note the recent unveiling of the bench had proved a great success.</p>	

	<p>Governors noted and discussed matters relating to school attendance and areas for concern. Governors agreed that with relatively low numbers on the school roll, percentages could be skewed by the absence of a relatively small number of pupils.</p> <p>Governors noted and discussed the current situation in respect of staffing at the school.</p> <p>b. <u>Termly SEND report</u></p> <p>Governors noted the termly SEND report and asked for their thanks to be conveyed to Natasha for preparing it.</p> <p>There were no questions on this item.</p> <p>c. <u>School Development Plan</u></p> <p>Governors noted the updated SDP which had been circulated in advance of the meeting.</p> <p>There were no questions on this item.</p>	
10	<p>Finance, Premises and Personnel Committee</p> <p>There being nobody available to report on this matter, Governors requested that an update on recent FPP Committee meetings be brought to the February FGB.</p> <ul style="list-style-type: none"> • CK to place FPP Committee update on agenda for February FGB. (AP088) • SFVS also to be placed on agenda for February FGB. (AP089) 	<p>CK CK</p>
11	<p>Standing item – Safeguarding</p> <p>a. <u>Safeguarding update</u></p> <p>Governors noted that a safeguarding audit was scheduled to be undertaken by Rachael Schofield of Cambs CC, on 10/12/25. It was further noted that this will include meetings with Anita to check the Single Central Record, with the DSLs and with other members of staff.</p> <p>The CoG confirmed she would also be in attendance for this audit.</p> <ul style="list-style-type: none"> • All Governors to ensure they have completed their Safeguarding training by 10/12/25 so that the SCR can be updated. (AP090) <p>b. <u>Link Governor reports</u></p> <p>There was no Link Governor report to discuss.</p> <p>c. <u>Health and Safety</u></p> <p>There was no Link Governor report to discuss.</p> <ul style="list-style-type: none"> • Anita to co-ordinate H&S visit with JB-S, ASAP. (AP091) 	<p>All Governors</p> <p>Anita/JB-S</p>

<p>13</p>	<p>Standing Item - Policy compliance update and policies for approval</p> <ul style="list-style-type: none"> • Pay Policy The Pay Policy was agreed. • Photography and Photo Permissions Policy The Photography and Photo Permissions Policy was agreed. • Visitor Conduct Policy The Visitor Conduct Policy was agreed. Governors agreed it would be helpful to create a cut-down version of the policy that could be used as a handout as needed. • Physical Intervention Policy The Physical Intervention Policy was agreed, on the basis that it would be re-dated to December 2025. • Business Continuity Plan The Business Continuity Plan was agreed, on the basis that where appropriate it would contain links to other relevant policies. <p><i>Q. Do we need to create a standalone Cyber Security Policy?</i> A. Governors agreed this would be a useful Policy to create.</p> <ul style="list-style-type: none"> • JM to re-date Physical Intervention Policy. (AP096) • JM to develop summary version of Visitor Conduct Policy. (AP097) • JM to update Business Continuity Plan to insert links to other relevant policies. (AP098) • JM and others to identify/create a Cyber Security Policy and bring it to FGB for adoption. (AP099) 	<p>JM JM JM JM</p>
<p>14</p>	<p>Standing Item – Governor professional development</p> <p>a. <u>Skills Audits</u></p> <p>Governors noted that with the possible exception of JB-S, all appeared to be up to date in their completion of a skills audit. Governors further noted the ‘RAG-rated’ table prepared by LP, which it was agreed helps to identify areas of strength and weakness among the FGB and therefore training needs.</p> <p>b. <u>Feedback on training undertaken</u></p> <p>Feedback on training undertaken was noted.</p> <p>c. <u>Identification of training to be undertaken</u></p> <p>No items discussed.</p>	





15	<p>Standing Item – Headteacher and staff wellbeing</p> <p><i>Q. Does any changes need to be made to existing SLAs in respect of staff wellbeing?</i> A. This matter is in hand. SLAs are being revised/updated as necessary.</p> <p>Governors wished the HT a happy and restful Christmas and asked that their good wishes be passed on to all staff.</p>	
16	<p>Friends of Foxton – verbal update</p> <p>Governors received and noted an oral update from RL.</p>	
17	<p>Foxton Village Hall</p> <p>There were no updates to report.</p>	
18	<p>Review of the impact of this meeting</p> <p>Governors agreed the primary areas of impact of this meeting as follows:</p> <ul style="list-style-type: none"> • Governors reviewed the school’s partnership with Fowlmere. • Governors received reports on a number of Governor monitoring visits. • Governors discussed the need to recruit more Governors to the FGB and discussed some ideas for doing so. • Governors reviewed and re-adopted a number of school policies. • Governors discussed ways in which they could help promote the wellbeing of the entire school community. 	N/A
22	<p>Dates of the next FGB meetings</p> <p>The dates of the FGB meetings through to the end of 2025/26 were confirmed as follows:</p> <ul style="list-style-type: none"> • Thursday, 5 February 2026 at 17:30 • Thursday, 26 March 2026 at 17:00 (to follow immediately after FPP Committee) • Thursday, 7 May 2026 at 17:30 • Thursday, 9 July 2026 at 17:30 	N/A

The Chair closed the meeting at 19:45

<p>Chair.....</p> <p>Date.....</p>	
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Not Part of Minutes

Action Log 4 December 2025		Owner Initials	Deadline
AP081	LM to sign agreed minutes from 16/10/25 electronically in GovernorHub.	LM/CK	ASAP
AP082	Minutes to be published to school website.	Anita	ASAP
AP083	Contained within confidential extract of minutes	N/A	N/A
AP084	Contained within confidential extract of minutes	N/A	N/A
AP085	CK to place election of Co-Chair of Governors back on agenda for FGB on 05/02/26	CK	Agenda dispatch for 05/02/26 FGB
AP086	Parent Governor election to be re-run in spring term and CK to prepare required documentation.	CK	Spring term
AP087	All Governors to consider known contacts with a view to possible Governor recruitment.	All Governors	ASAP
AP088	CK to place FPP Committee update on agenda for February FGB.	CK	Agenda dispatch for 05/02/26 FGB
AP089	SVFS also to be placed on agenda for February FGB.	CK	Agenda dispatch for 05/02/26 FGB
AP090	All Governors to ensure they have completed their Safeguarding training by 10/12/25 so that the SCR can be updated.	All Governors	10/12/25
AP091	Anita to co-ordinate H&S visit with JB-S, ASAP	Anita/JB-S	ASAP
AP092	RL to complete written report on English monitoring visit and send to JM	RL	ASAP
AP093	CoG to provide feedback to the staff, now this discussion has taken place at FGB.	LM	ASAP
AP094	JM to suggest to Cambs CC that as part of constructing SLAs, they may wish to offer proposals for managing the communications issues with affected staff.	JM	As appropriate
AP095	AH, Aaron and CG to liaise over the completion of a maths monitoring visit before the February FGB.	AH, Aaron and CG	Agenda dispatch for 05/02/26 FGB
AP096	JM to re-date Physical Intervention Policy.	JM	ASAP
AP097	JM to develop summary version of Visitor Conduct Policy.	JM	ASAP
AP098	JM to update Business Continuity Plan to insert links to other relevant policies.	JM	ASAP
AP099	JM and others to identify/create a Cyber Security Policy and bring it to FGB for adoption.	JM	Agenda dispatch for 05/02/26 FGB