



Item	Item	Action
	<p>LM advised her fellow Governors that JB-S had indicated his willingness to continue to serve as Chair of the FPP Committee. There being no other candidates, JB-S was elected in his absence to serve as Chair of the FPP Committee for a further year. Governors elected to not appoint a Vice-Chair to the FPP Committee.</p> <p>The other members of the FPP Committee were confirmed as JM, CS and AH.</p> <p>iv) <u>Link Governor Roles</u></p> <p>The following Link Governor roles were agreed by Governors, linking in with subject leads/class teachers:</p> <p>Safeguarding, SEND, EYFS, CiC - LM English, Humanities, MFL - RL Science, PE Art & Design Technology, Maths, Computing, Music - CG Pupil Premium, H&S - JB-S Training Link – LB PSHE, RE – AS</p> <p>Membership of the following Panels was agreed as follows:</p> <ul style="list-style-type: none"> • Pay – JB-S, LM, CG, AH • HTPM – LM, CG, AS (plus an external representative from Fowlmere) <p>Governors agreed that Complaints, Grievance, Disciplinary and Exclusions Committees would be constituted on a 'needs' basis.</p>	
6	<p>Governing Body business</p> <p>i) <u>Governor Vacancies</u></p> <p>CK advised Governors that the FGB had the following vacancies:</p> <ul style="list-style-type: none"> • 1 x Elected Parent Governor • 1 x Co-opted Governor • 1 x Elected Staff Governor, due to the fact LB's term had expired on 21/07/25. <p>Governors noted that CG's current term will end on 16/03/26 and that he had signalled his intention to stand down at this point. This would increase the number of Co-opted vacancies to two.</p> <ul style="list-style-type: none"> • CK to send JM the CCC Guidance Note on the running of Staff Governor election. (AP062) <p>ii) <u>Governor Code of Conduct 2025/26</u></p> <p>All Governors present agreed to abide by the Governor Code of Conduct.</p> <ul style="list-style-type: none"> • All Governors to sign up to Governor Code of Conduct in GovernorHub. (AP063) <p>iii) <u>Standing Orders 2025/26</u></p>	<p>CK</p> <p>All Governors</p>





Item	Item	Action
	<p>Governors agreed an amendment to Standing Orders to the effect that any document submitted as an urgent item should be in .12 type and no more than one side of A4 in length.</p> <p>With this amendment agreed, the Standing Orders were agreed.</p> <ul style="list-style-type: none"> JM to make agreed amendment to SOs. (AP064) <p>iv) <u>Instrument of Government</u></p> <p>The Instrument of Government was re-approved.</p> <p>v) <u>Annual Declaration of Pecuniary Interests</u></p> <p>Governors were reminded of the requirement to complete a fresh declaration of interests in respect of 2025/26.</p> <ul style="list-style-type: none"> All Governors to complete Declarations of Interests in GovernorHub. (AP065) 	<p>JM</p> <p>All Governors</p>
7	<p>Minutes from FGB held on 10/07/25</p> <p>The minutes of the meeting held on 10/07/25 were agreed as presented to be signed in GovernorHub by the Chair.</p> <ul style="list-style-type: none"> LM to sign agreed minutes from 10/07/25 electronically in GovernorHub. (AP066) Minutes to be published to school website. (AP067) 	<p>LM</p> <p>JM</p>
8.	Matters arising – update on Action Log – see below	

Action Log 10/07/25		Owner Initials	Deadline	Update 16/10/25
AP52	JM to ask Anna Caroe of Cambs CC to give WW access to Foxton's GovernorHub account.	JM	ASAP	Action completed
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	Action ongoing
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	Action completed
AP55	JM to share the SDP with staff.	JM	As appropriate	Action completed (former document shared with staff and new, updated iteration to be shared)
AP56	CF to upload copy of her visit report to GovernorHub and notify Governors.	CF	ASAP	Action completed





Action Log 10/07/25		Owner Initials	Deadline	Update 16/10/25
AP57	Governor Action Plan to be placed on agenda for October 2025 FGB.	CK	Agenda dispatch	Action completed
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	Action completed
AP59	JM to convey the Governors' message of thanks to the Friends of Foxton.	JM	ASAP	Action completed

9	<p>Chair's Business</p> <p>(LB and JM left the room whilst the following matter was discussed).</p> <p>i) Staff pay awards (urgent item)</p> <p>The Chair relayed the recommendations of the Pay Committee to her fellow Governors.</p> <p>The recommendations of the Pay Committee were agreed in full.</p> <ul style="list-style-type: none"> Pay awards to be implemented as agreed by FGB. (AP068) 	JM
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10

Headteacher's business

Governors noted JM's report which had been circulated in advance of the meeting.

The HT confirmed seventy-six pupils were currently on roll, with eleven pupils accepted in Reception at the start of the 2025/26 school year.

The situation in respect of pupil attendance and measures the school continues to take to promote attendance was noted and discussed. Governors recognised that, whilst on face value attendance levels appeared low in some areas, there were valid explanations for this.

Governors asked the following question:

Q. Is national data available in respect of the Y1 phonics figures?

A. Yes, this data will be available in due course.

(AS joined the meeting at 17:58)

Additional data supplied in JM's report was noted and discussed and questions were addressed by the HT as appropriate.

Governors noted the current position in respect of staffing at the school and measures the school is taking to manage staffing were discussed.

- JM to prepare and circulate a staff organisation chart to all Governors. (AP069)

Governors noted and discussed the updated School Development Plan, which had been circulated in advance of the meeting. Governors supported the priorities identified within the SDP and the actions proposed.

The SDP was approved as presented.

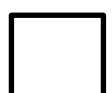
(CS left the meeting at 18:17)

JM





11	<p>Working arrangements with Fowlmere Primary School</p> <p>Governors received an update on the school's working arrangements with Fowlmere and asked the following questions:</p> <p><i>Q. How are you managing keeping on top of the financial aspects of this arrangement?</i> A. We are managing well, and Wendy Whistler (School Business Manager at Fowlmere) is immensely helpful in this area.</p> <p><i>Q. How are Foxton staff in particular dealing with the changed working arrangements?</i> A. There has been a small amount of concern evident among Foxton staff, particularly around having their HT physically absent from the school at some points during the week.</p> <p>LM advised her fellow Governors that along with JM she would be meeting Foxton staff in 23 October to seek to address any concerns they might have. Governors asked that it be made clear to all staff that both Governors and the SLT are fully abreast of the situation and will continue to monitor it closely. Governors further requested it be communicated to staff that they are open and receptive to hearing any concerns the staff may have. Governors requested that as part of the 23 October meeting staff be asked if they had perceived any effect on pupils at Foxton as a consequence of the shared working arrangements with Fowlmere.</p> <ul style="list-style-type: none">• CoG to bring a report on the 23 October meeting to the FGB on 04/12/25. (AP070)	LM
12	<p>Finance, Premises and Personnel Committee</p> <p>The Terms of Reference of the FPP Committee were agreed.</p>	
13	<p>Standing item – Safeguarding</p> <p>Governors noted that a Safeguarding visit had been undertaken earlier in the term and that the next such visit had been scheduled.</p> <p>The CoG updated her fellow Governors on her Safeguarding visit report, which had been circulated in advance of the meeting and which had been very satisfactory in all respects. A recent H&S related incident that the school is currently addressing was noted and discussed.</p> <p>Governors were reminded of the requirement for them to familiarise themselves with the most recent edition of KCSiE and to confirm this on GovernorHub.</p> <p>Governors were asked to complete the online NGA Safeguarding training, in order to meet their obligations in this area.</p> <ul style="list-style-type: none">• Governors to re-familiarise themselves with KCSiE and confirm they have done so, via GovernorHub. (AP071)• Governors to complete the NGA Safeguarding training and send certificate of completion to LB. (AP072) <p>The Annual Safeguarding Report was received and Governors asked the following questions:</p> <p><i>Q. Do DSLs receive supervision and if so, what does this amount to?</i> A. This is not known, and supervisory arrangements are not in place at Foxton.</p>	All Governors All Governors



	<p>Governors agreed that due primarily to there being other priorities in play, the completion of a new Governors skills audit would be held in abeyance for the time being.</p> <ul style="list-style-type: none"> • LB to prepare a summary report of the most recently completed Governor skills audits. (AP078) • CK to place skills audit report on agenda for FGB on 04/12/25. (AP079) <p>Governors noted that this early in the school year there had been no updates to the central training record.</p> <p>Governors were reminded of the importance of receiving training, especially where they are responsible for monitoring a specific area of school life and have perhaps taken on that monitoring responsibility for the first time.</p> <ul style="list-style-type: none"> • CK to make Governor training a standing item on all agendas. (AP080) 	<p>LB</p> <p>CK</p> <p>CK</p>
17	<p>Urgent items accepted under agenda item 4</p> <p>Governors noted the sole urgent item had been addressed under agenda item 9.</p>	
18	<p>Standing Item – Teacher and Headteacher Wellbeing</p> <p>Governors were pleased to note the enhanced arrangements in place to support the HT and other staff at this, especially in respect of the additional responsibilities many face due to the working arrangements with Fowlmere. Governors asked JM to let them know if there was anything more they could do to further support her and the staff.</p> <p>The additional burden on JM’s shoulders in supporting two schools was noted and Governors assured JM of their continued support and availability to her in this context in particular.</p>	
19	<p>Friends of Foxton</p> <p>Governors received and noted an oral update from JM.</p>	
20	<p>Foxton Village Hall</p> <p>Governors received and noted an oral update from JM. Governors noted that the Village Hall meeting scheduled for 17/10/25 had been postponed.</p>	
21	<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 discussed and endorsed the school’s current focus on driving up levels of pupil attendance. • Governors made appointments to key Governor roles, including Chairs of committees and agreed areas where Governors will monitor aspects of school life in detail. • Governors reviewed and agreed a number of school policies. • Governors reviewed a range of performance data as part of the process of driving up standards. • Governors reviewed the School Development Plan and Governor Action Plan, again as part of the process of driving up standards. • Governors reviewed the effectiveness of the school’s joint working arrangements with Fowlmere Primary School, 	





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, 4 December 2025 at 17:30 • 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 	
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The Chair closed the meeting at 19:10

Chair..... Date.....	
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Not Part of Minutes

Action Log 16 October 2025		Owner Initials	Deadline
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
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
AP062	CK to send JM the CCC Guidance Note on the running of Staff Governor election.	CK	ASAP
AP063	All Governors to sign up to Governor Code of Conduct in GovernorHub.	All Governors	ASAP
AP064	JM to make agreed amendment to SOs	JM	ASAP
AP065	All Governors to complete Declarations of Interests in GovernorHub	All Governors	ASAP
AP066	LM to sign agreed minutes from 10/07/25 electronically in GovernorHub	LM	ASAP
AP067	Minutes to be published to school website	JM	ASAP
AP068	Pay awards to be implemented as agreed by FGB	JM	ASAP
AP069	JM to prepare and circulate a staff organisation chart to all	JM	ASAP
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
AP071	Governors to re-familiarise themselves with KCSiE and confirm they have done so, via GovernorHub.	All Governors	ASAP
AP072	Governors to complete the NGA Safeguarding training and send certificate of completion to LB.	All Governors	ASAP
AP073	JM to confirm supervisory arrangements in respect of DSLs and advise FGB accordingly.	JM	Agenda dispatch for 04/12/25



Action Log 16 October 2025		Owner Initials	Deadline
AP074	CK to confirm precise requirements vis a vis Prevent training with Cambs CC and notify Governors	CK	ASAP
AP075	CK to send link to Government cyber security training course to all Governors.	CK	ASAP
AP076	Governors to complete the online cyber security training and send certificate of completion to LB.	All Governors	ASAP
AP077	LB to prepare a Governor Visits Matrix for 2025/26	LB	ASAP
AP078	LB to prepare a summary report of the most recently completed Governor skills audits	LB	Agenda dispatch for 04/12/25
AP079	CK to place skills audit report on agenda for FGB on 04/12/25	CK	Agenda dispatch for 04/12/25
AP080	CK to make Governor training a standing item on all agendas.	CK	Ongoing

