



Foxton Primary School
Full Governing Board Meeting
Thursday, 5 February 2026 – 17:30 (In school)
Minutes

Governors Present: Janet Muir (JM - Head), Chris Grey (CG), Lynne Brooks (LB), Aaran Hayward (AH), Joseph Barker-Sherry (JB-S)

Also 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 Vice-chair (JB-S) opened the meeting at 17:30 and welcomed his fellow Governors to the meeting.	N/A
2	Apologies for absence Apologies had been received from Ally Smith (AS), Rachael Lloyd (RL) & Lisa Murphy (LM). (Apologies had also been received from Wendy Whistler (WW))	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 04/12/25 The minutes of the meeting held on 04/12/25 were agreed, subject to an amendment to confirm that AH had submitted his apologies for the meeting (agenda item 2) The confidential extract of the minutes of the meeting held on 04/12/25 were agreed. <ul style="list-style-type: none">• LM to sign agreed minutes from 04/12/25 electronically in GovernorHub. (AP100)• Non-confidential minutes to be published to school website. (AP101)	JB-S/LM JM
6	Matters arising – update on Action Log – see below	

Action Log 4 December 2025		Owner Initials	Deadline	Update 05/02/26
AP081	LM to sign agreed minutes from 04/12/25 electronically in GovernorHub.	LM/CK	ASAP	Awaiting action
AP082	Minutes to be published to school website.	Anita	ASAP	Awaiting action
AP083	Contained within confidential extract of minutes	N/A	N/A	Action completed
AP084	Contained within confidential extract of minutes	N/A	N/A	On current agenda





AP085	CK to place election of Co-Chair of Governors back on agenda for FGB on 05/02/26	CK	Agenda dispatch 05/02/26 FGB	On current agenda
AP086	Parent Governor election to be re-run in spring term and CK to prepare required documentation.	CK	Spring term	On current agenda
AP087	All Governors to consider known contacts with a view to possible Governor recruitment.	All Governors	ASAP	On current agenda
AP088	CK to place FPP Committee update on agenda for February FGB.	CK	Agenda dispatch 05/02/26 FGB	On current agenda
AP089	SVFS also to be placed on agenda for February FGB.	CK	Agenda dispatch 05/02/26 FGB	On current agenda
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	All Governors in attendance confirmed completion
AP091	Anita to co-ordinate H&S visit with JB-S, ASAP	Anita/JB-S	ASAP	Visit to be scheduled
AP092	RL to complete written report on English monitoring visit and send to JM	RL	ASAP	Visit to be scheduled
AP093	CoG to provide feedback to the staff, now this discussion has taken place at FGB.	LM	ASAP	Action completed
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	Action ongoing
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 05/02/26 FGB	Visit to be scheduled
AP096	JM to re-date Physical Intervention Policy.	JM	ASAP	Action completed
AP097	JM to develop summary version of Visitor Conduct Policy.	JM	ASAP	Action ongoing
AP098	JM to update Business Continuity Plan to insert links to other relevant policies.	JM	ASAP	Action completed
AP099	JM and others to identify/create a Cyber Security Policy and bring it to FGB for adoption.	JM	Agenda dispatch 05/02/26 FGB	Action ongoing – CK to place on agenda for March FGB

7	<p>Election of Co-Chair of Governors</p> <p>There being no nominations or self-nominations, Governors agreed to hold this item over to the March meeting of the FGB.</p> <ul style="list-style-type: none"> • CK to place election of Co-Chair of Governors on agenda for 26/03/26. (AP102) 	CK
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8	<p>Chair's Business</p> <p>a. Governor Action Plan 2025/26</p> <p>There was no report on this item.</p> <p>b. Governor recruitment</p> <p>Governors noted that there had been no expression of interest following recent informal canvassing of parents. Governors further noted that CK had prepared the paperwork for a Parent Governor recruitment exercise and that a first letter had gone to all parents on 04/02/26.</p>	N/A
9	<p>Headteacher's business</p> <p>a. Headteacher's Report to include staffing update</p> <p>Governors were advised that there were currently seventy-nine pupils on roll at the school and that nine first choice applications had been received in respect of September 2026 intake.</p> <p>Governors were pleased to note the attendance figures presented were positive and in line with DfE expectations.</p> <p>Staffing matters were noted and discussed by Governors.</p> <p>A number of matters relating to the school's relationship with the village hall were discussed by Governors.</p> <p>Governors asked the following questions:</p> <p><i>Q. What are the DfE's expectations in respect of the school improving its attendance rates?</i></p> <p>A. This will be confirmed and a report made to Governors.</p> <ul style="list-style-type: none"> • Attendance figures to be incorporated into the SDP. (AP103) <p><i>Q. Do we have a sufficient number of Midday Supervisory Assistants to cover lunches?</i></p> <p>A. There was no response to a recent advertisement and we will re-advertise. We are compliant in this regard, as staff supply the required level of cover.</p> <p><i>Q. Is it the case we have 18 pupils in Y6 and 9 in reception?</i></p> <p>A. Yes, that is the case. (The ramifications of the pupil numbers across individual year groups were then discussed).</p> <p>b. School Development Plan 2025/26</p> <p>Governors received an update on the school's performance against the SDP and the main areas of focus were noted.</p>	JM



	<p>Governors were pleased to note that the new phonics scheme, 'Little Wandle', was now in place and being bedded in. Governors asked the following questions:</p> <p><i>Q. Are Y1 and Y2 now following 'Little Wandle'?</i> A. Yes, as are some pupils in Y3, as a 'catch up' exercise. It is all going well.</p> <p><i>Q. Are Foxton and Fowlmere collaborating over the implementation of 'Little Wandle'?</i> A. Yes. The lead teachers were working on this together and implementation is taking place across the two schools at the same time.</p>	
10	<p>Fowlmere update</p> <p style="text-align: center;">This item is the subject of a separate, confidential minute</p>	
11	<p>Schools Financial Value Standard (SFVS)</p> <p>The SFVS was noted and agreed, with no questions received.</p> <ul style="list-style-type: none"> • JB-S to sign SFVS, for submission to Cambs CC by the deadline of 31/03/26. (AP109) • Benchmarking to be undertaken and reported at FPP followed by FGB on 20/03/26 (AP110) 	<p>JB-S</p> <p>JB-S/CK</p>
12	<p>FPP Committee Update</p> <p>a) Minutes/report from FPP Meeting 20/11/26</p> <p>Governors noted the oral update given by the Chair of the FPP Committee, JB-S.</p> <p>Governors noted the projected budget deficit in 2025/26 would be met through the use of reserves, plus an anticipated surplus in 2026/27.</p> <p>Areas of current and future focus were identified and discussed, including the practical ramifications of 'Martin's Law', the charges associated with SLAs and the school's ongoing arrangements with the village hall.</p> <p>Governors asked the following question:</p> <p><i>Q. Are on-costs at a rate of 50% being billed to Fowlmere?</i> A. This is not known.</p> <ul style="list-style-type: none"> • Issue of charging of on-costs to be addressed at the next meeting of the FPP Committee. (AP111) 	<p>JB-S/JM</p>



13	<p>Standing Item – Safeguarding</p> <p>a) Safeguarding Update</p> <p>Governors were pleased to note the outcome from the recent Cambs CC safeguarding audit had been positive.</p> <p>b) Link Governor Reports</p> <p>Governors noted that LM’s two reports had been uploaded in advance of this meeting, but that LM was not present to speak to them.</p> <p>c. Health and Safety</p> <p>There was no report on this item.</p>	N/A
14	<p>Standing Item - Governor monitoring visits</p> <p>No additional visit reports had been submitted for this meeting (see Action Points 91, 92 & 95 and agenda item 13).</p>	N/A
15	<p>Standing Item - Policy compliance update and policies for approval:</p> <p>a) Cyber Security Policy</p> <p>Governors noted that attempts were still underway to locate a suitable model policy.</p> <ul style="list-style-type: none"> • CK place Cyber Security Policy on agenda for FGB on 26/03/26. (AP112) • JB-S to see if his employer has a suitable policy. (AP113) <p>b) Accessibility Plan</p> <p>The Plan was approved as presented, with one minor amendment agreed to page 4.</p> <ul style="list-style-type: none"> • JM to make agreed amendment to text on page 4 of Accessibility Plan. (AP114) 	<p>CK JB-S</p> <p>JM</p>
16	<p>Standing Item – Governor professional development</p> <p>a. Skills Audits</p> <p>Governors noted the preparation of the summary report remained a work in progress.</p> <ul style="list-style-type: none"> • CK to place Skills Audit summary report on agenda for FGB on 26/03/26. (AP115) <p>b. Feedback on training undertaken</p> <p>No items to report.</p>	CK/LB

	<p>c. Identification of training to be undertaken</p> <p>Governors agreed this should await the completion and analysis of the skills audit summary report, currently underway.</p>	
17	<p>Standing Item – Headteacher and staff wellbeing</p> <p>Governors noted that despite the Chair of Governors having held meetings with all staff, concerns over the perceived impact on them and the school as a consequence of its shared arrangements with Fowlmere, appeared to remain.</p> <ul style="list-style-type: none"> LB and JM to look at the arrangements in respect of ‘crossover days’ to see if they can be planned/mapped any better than at present. (AP116) <p>Governors agreed that aside from the action agreed above there was little more that could be done and that the current arrangements, including for the presence of key Foxton staff at Fowlmere on an agreed basis, had their full support. Governors recognised the benefit of the arrangement for both Fowlmere and Foxton and agreed that they remain fully informed and engaged in the process.</p> <p>A number of additional staffing matters were discussed. Governors were pleased to note the existence of a strong supportive relationship among the staff community at the school.</p> <p>Governors requested that their thanks be passed on to all staff for their continued co-operation and support for each other and the work of the school.</p>	LB/JM
18	<p>Friends of Foxton - verbal update</p> <p>Governors received an oral update from JM and were pleased to note that a good team is in place, with many positive things happening and planned.</p>	N/A
19	<p>Foxton Village Hall – verbal update</p> <p>Governors agreed this matter had been addressed under agenda item 9.</p>	N/A
20	<p>Review of impact of this meeting</p> <ul style="list-style-type: none"> Governors received and discussed reports on the school’s ongoing working arrangement with Fowlmere. Governors approved the school’s Schools Financial Value Statement prior to its submission to Cambs CC. Governors approved a number of policies. Governors received a positive report following an external audit of safeguarding arrangements at the school, undertaken by Cambs CC. Governors expressed a hope that they would soon be able to welcome a Parent Governor and Co-opted Governor onto the Full Governing Board. 	N/A
21	<p>Urgent business accepted under agenda item 4</p> <p>No urgent business tabled.</p>	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, 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
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The Chair closed the meeting at 19:02

Chair.....
Date.....

Not Part of Minutes

Action Log 5 February 2026		Owner Initials	Deadline
AP100	LM to sign agreed minutes from 04/12/25 electronically in GovernorHub.	LM	ASAP
AP101	Non-confidential minutes to be published to school website.	JM	ASAP
AP102	CK to place election of Co-Chair of Governors on agenda for 26/03/26	CK	Agenda dispatch
AP103	Attendance figures to be incorporated into the SDP	JM	Ongoing
AP104	See separate, confidential minute		
AP105	See separate, confidential minute		
AP106	See separate, confidential minute		
AP107	See separate, confidential minute		
AP108	See separate, confidential minute		
AP109	JB-S to sign SFVS, for submission to Cambs CC by the deadline of 31/03/26	JB-S	ASAP
AP110	Benchmarking to be undertaken and reported at FPP followed by FGB on 20/03/26	JM/JBS	Agenda dispatch
AP111	Issue of charging of on-costs to be addressed at the next meeting of the FPP Committee.	JB-S/JM	Agenda dispatch
AP112	CK place Cyber Security Policy on agenda for FGB on 26/03/26.	CK	Agenda dispatch
AP113	JB-S to see if his employer has a suitable Cyber Security Policy.	JB-S	ASAP
AP114	JM to make agreed amendment to text on page 4 of Accessibility Plan.	JM	ASAP
AP115	CK to place Skills Audit summary report on agenda for FGB on 26/03/26.	CK	Agenda dispatch
AP116	LB and JM to look at the arrangements in respect of 'crossover days' to see if they can be planned/mapped any better than at present.	LB/JM	ASAP