



Foxton Primary School
Full Governing Board Meeting
Thursday, 26 March 2026 – 18:00 (In school)
Minutes

Governors Present: Janet Muir (JM - Head), Chris Grey (CG), Lisa Murphy (LM – Chair), Joseph Barker-Sherry (JB-S), Rachel Lloyd (RL), Lynn Brooks (LB)

Also In attendance: Wendy Whistler (WW - SBM), Belinda Harvey, (BH – SIA), Andrew Pulham (CK) Clerk (Meeting clerked remotely)

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 18:03 and welcomed her fellow Governors to the meeting.	N/A
2.	Apologies for absence Apologies had been received from Ally Smith and her absence was recorded as authorised. The absence of Aaran Hayward was recorded as unauthorised. The Clerk confirmed the meeting was quorate and the meeting remained quorate throughout.	N/A
3.	Declarations of interest relating to items on the agenda There were no declarations of interest concerning items on the agenda.	N/A
4.	Notification of urgent business No urgent business was tabled.	N/A
5.	Minutes of the meeting on 05/02/26 a. Main meeting The minutes of the meeting held on 05/02/26 were agreed, as presented. b. Confidential extract The confidential extract of the minutes the meeting held on 05/02/26 was agreed, as presented.	N/A
6.	Matters arising – update on action list (see below)	





Action Log 5 February 2026		Owner Initials	Deadline	Update 26 March 2026
AP100	LM to sign agreed minutes from 04/12/25 electronically in GovernorHub.	LM	ASAP	Action completed
AP101	Non-confidential minutes to be published to school website.	JM	ASAP	Action completed
AP102	CK to place election of Co-Chair of Governors on agenda for 26/03/26	CK	Agenda dispatch	On current agenda
AP103	Attendance figures to be incorporated into the SDP	JM	Ongoing	On current agenda
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	To be signed at end of current meeting
AP110	Benchmarking to be undertaken and reported at FPP followed by FGB on 26/03/26	JM/JBS	Agenda dispatch	On current agenda
AP111	Issue of charging of on-costs to be addressed at the next meeting of the FPP Committee.	JB-S/JM	Agenda dispatch	Action completed
AP112	CK place Cyber Security Policy on agenda for FGB on 26/03/26.	CK	Agenda dispatch	CK to put on agenda for May FGB
AP113	JB-S to see if his employer has a suitable Cyber Security Policy.	JB-S	ASAP	CK to put on agenda for May FGB
AP114	JM to make agreed amendment to text on page 4 of Accessibility Plan.	JM	ASAP	Action completed
AP115	CK to place Skills Audit summary report on agenda for FGB on 26/03/26.	CK	Agenda dispatch	On current agenda
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	Action completed (and subject to regular review)



7.	<p>Chair's business</p> <p>a. Election of Co-chair of Governors Joseph Barker-Sherry (JB-S) nominated himself to serve in this capacity. There being no other nominations or self-nominations, JB-S left the meeting whilst the matter was discussed. It was the unanimous decision of all Governors present that JB-S be appointed as Co-chair. JB-S then re-joined the meeting.</p> <p>b. Parent Governor election update Governors noted there had been no expressions of interest in the Parent Governor vacancy on the FGB. Governors agreed to next run a Parent Governor election in September, at the start of the 2026/27 school year.</p> <p>c. Co-opted Governor recruitment update Governors noted there had been no progress in the recruitment of a Co-opted Governor.</p> <ul style="list-style-type: none"> • Anna Caroe at CCC to be asked to assist with the preparation and dissemination of an advertisement for new Governors (AP117). <p>d. Re-appointment of Co-opted Governor (CG) Governors noted that CG's term had ended on 16/03/26. CG confirmed his willingness to serve for a further term, albeit on a reduced capacity due to his increased commitments elsewhere. Governors were pleased to re-adopt CG onto the FGB for a further term.</p> <ul style="list-style-type: none"> • LB to update website and GIAS to confirm re-appointment of CG as of 17/03/26 (AP118) <p>e. Re-appointment of Co-opted Governor (LM) CK advised that due to an oversight LM's term had not been formally extended upon its expiry on 26/01/26. Governors were pleased to confirm LM's re-appointment to the FGB for a further term.</p> <ul style="list-style-type: none"> • LB to update and GIAS to confirm re-appointment of LM as of 27/01/26 (AP119). <p>f. Review of monitoring roles</p> <p>Governors reviewed and re-prioritised the monitoring roles first agreed at the meeting on 16/10/25, with the new responsibilities to take effect immediately and continue until the first FGB of 2026/27:</p> <p>Safeguarding, SEND, EYFS, CiC - LM (All Governors are responsible for safeguarding) English, Humanities, Modern Foreign Languages - RL PE and Sports Premium – JB-S Design & Technology (currently unfilled) Maths, Computing – AH Music, Art- CG Pupil Premium, H&S - JB-S Training Link – LB PSHE, RE – AS</p>	<p>LM</p> <p>LB</p> <p>LB</p> <p>Governors</p>
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	<p>Governors noted that under the revised arrangement Science remained unfilled and agreed to ask AS if she would be prepared to take on this monitoring role.</p> <ul style="list-style-type: none"> AS to be asked if she would be able to taken on the Science monitoring role (AP120). <p>Governors further agreed that unfilled monitoring roles would be reviewed later and possibly at the first FGB of 2026/27.</p>	JB-S
8.	<p>Headteacher's business</p> <p>a. Staffing update</p> <p>Governors noted JM's report which had been circulated in advance of the meeting.</p> <p>Governors noted the current situation in respect of first choice applications received for the 2026/27 school year.</p> <p>The current situation in respect of attendance was discussed. Governors were pleased to note the attendance percentages achieved, both overall and when known distorting factors were excluded from the calculation.</p> <p>The School Improvement Advisor (BH) asked the following questions:</p> <p><i>Q. Has your alternative provision been monitored?</i> A. Yes. A TA did monitor and assess the alternative provision discussed.</p> <p><i>Q. Do you offer Governors the nationally reported attendance figure as part of the HT's report, to facilitate comparisons?</i> A. Yes.</p> <p><i>Q. Are the behavioural issues addressed in the report spread across all years?</i> A. Yes, there is a fairly even spread.</p> <p><i>Q. Are concerns being logged?</i> A. Yes.</p> <p><i>Q. Are there identifiable themes in respect of the Logs of Concern?</i> A. Yes – and JM proceeded to give some examples.</p> <p>Governors received an update on a recent visit from Belinda Harvey, School Improvement Advisor. Governors noted the school might be entering a 'moderation window' for English later this year and agreed to give consideration to purchasing some additional time from CCC's English Advisor.</p> <ul style="list-style-type: none"> JM & LM to discuss and act as necessary (AP121) <p>Issues around SEND provision at the school and in particular EHCPs, were noted and discussed.</p> <p>Governors asked the following question: <i>Q. Is there anything Governors can do to support the school in respect of the attempted placement by CCC of children at the school where the school feels it would be inappropriate?</i></p>	JM/LM



A. Staff will advise if Governor involvement would be helpful. The situation is being managed effectively at present.

Governors were pleased to note the recent activities and plans of the 'Friends of Foxton' and that this is a tremendously enthusiastic and active body which contributes much to the life of the school.

Governors received an update on the school's links with Wimpole Hall. They commended the school on the impressive planting at the entrance to the building together with the other ways in which this relationship is bearing fruit.

Governors noted the report on the school's attendance at St Laurence's Church for an Easter service.

The provision of other extra-curricular activities at the school was noted and discussed.

Together with BH, Governors congratulated staff and the Friends of Foxon for the tremendous range of activities offered at the school.

A number of staffing issues at the school were noted and discussed by Governors and the measures the school is taking to address these were noted.

Governors were pleased to note that the recently procured cleaning service was working well.

(CG left the meeting at 18:52)

Governors asked the following question:

Q. Is parking currently an issue for the school? It seems some parents have received an email concerning parental parking when collecting children from wrap around care.

A. This cannot refer to Foxton and certainly parents are welcome to use the car park at the front of the school for this purpose. The email should be disregarded.

- JM to contact the originator of the email about parking to query its contents and whether it was perhaps intended for a different school (AP121).

b. School Development Plan 2025/26

Governors agreed there were no items requiring discussion in respect of the updated SDP and noted that the nationally set attendance target will be added to the SDP in line with a decision taken at the February meeting.

Governors asked the following question:

Q. Where is Foxton in terms of attendance in comparison with similar schools? Can we liaise with these schools to see if there is anything they are doing to promote attendance that we could usefully adopt at Foxton?

JM





A. We will investigate this as a possibility.

- JM to investigate and report back at May FGB (AP122).
- JM to commission an external review of the school's SDP from Liz Holmes of CCC, during the summer term (AP123).

JM

JM





9.	<p>Finance, Premises and Personnel Committee – update from meeting held on 23/03/26</p> <p>Governors received an oral update from JB-S on the meeting of the FPP Committee held earlier that afternoon.</p> <p>a. Pupil Premium, PE and Sports Premium Statement updates</p> <p>Governors noted the current situation in respect of these items.</p> <p>b. Budget Monitoring Report (BMR)</p> <p>Governors were pleased to note the school’s current budgetary position remains positive.</p> <p>c. SFVS benchmarking outcomes</p> <p>Governors noted that almost without exception the school is ‘mid-range’ in the areas covered by the benchmarking exercise and agreed that no corrective action was required.</p> <p>d. Budget preparations for 2026/27.</p> <p>Governors noted that there were no concerns at this point and that the school’s finances were healthy. Governors commended the school on the effectiveness of its budget management, which it was agreed is particularly challenging for a small school such as Foxton.</p>	
10.	<p>CONFIDENTIAL ITEM</p>	
11.	<p>Standing item – safeguarding (inc. H&S)</p> <p>a. Safeguarding update</p> <p>Governors noted the current situation in respect of safeguarding at the school.</p> <p>b. Link Governor report</p> <p>Governors noted that LM would be conducting a further safeguarding monitoring visit shortly after the Easter break.</p> <p>c. Health and Safety</p> <p>Governors agreed this matter had been addressed elsewhere in the meeting.</p>	
12.	<p>Standing item – Governor monitoring visits</p> <p>a. Feedback from visits undertaken this term.</p> <p>Governors noted and discussed the English monitoring report which had been circulated in advance of the meeting.</p>	





	<p>b. Visits scheduled before next FGB</p> <p>Visits due to take place after the Easter holidays were identified and Governors agreed that the number and frequency of visits needed to increase, as there had been a lack of such visits in recent months.</p>	
13.	<p>Standing item – policy compliance update and policy approval</p> <p>a) Attendance Policy</p> <p>The Attendance Policy was approved, as presented.</p> <p>b) Children in Care Policy</p> <p>The Children in Care policy was approved, as presented.</p>	
14.	<p>Standing item – Governor professional development</p> <p>a. Skills audit summary report</p> <p>Governors noted the report which had been circulated in advance of the meeting.</p> <p>The importance of succession planning in respect of key posts and committees was discussed and areas requiring particular attention and development were noted. Governors agreed it was particularly important that they at least take the suite of courses recommended for all Governors upon their appointment and any training available that relates to their areas of monitoring responsibility.</p> <p>b. Feedback on training received</p> <p>JB-S confirmed he had attended ‘Safer Recruitment’ training.</p> <ul style="list-style-type: none"> JB-S to send certificate of completion of training to Anita (AP127). <p>c. Confirmation of training to be undertaken.</p> <p>This was noted by Governors.</p>	JB-S
15.	<p>Friends of Foxton – verbal update</p> <p>Governors noted the sole urgent item had been addressed in part under agenda item 8.</p> <p>Governors received an update from RL on behalf of the Friends and were pleased to note the many positives in her report. Options to spend the funds raised for the school were being discussed and Governors were pleased to note that individual classes were being consulted as part of these discussions.</p> <ul style="list-style-type: none"> WW to speak with Anita to clarify the VAT rules concerning the deployment of PTA raised funds. (AP128). 	WW/Anita
16.	<p>Foxton Village Hall – verbal update</p> <p>Governors noted a meeting of the Trustees was scheduled for 30/03/26. There were no other matters to discuss.</p>	





17.	Headteacher and staff wellbeing Governors asked JM to convey their thanks and best wishes to all staff for a very happy and restful Easter break.	
18.	Urgent business accepted under agenda item 4 No urgent business tabled.	
19.	Review of the impact of this meeting Governors agreed the primary areas of impact of this meeting as follows: <ul style="list-style-type: none"> • Governors appointed a Co-chair of Governors, Joseph Barker-Sherry, to serve alongside the other Co-chair, Lisa Murphy. • Governors reviewed their specialist monitoring roles, to ensure key aspects of school life remain effectively monitored. • Governors received and discussed updates on key areas such as attendance, delivery of the curriculum, budgetary management and staffing. • Governors received and discussed the school’s current working relationship with Fowlmere Primary School. • Governors were pleased to receive and discuss a report on behalf of the Friends of Foxton and to note the impressive work being undertaken by this group. 	
20.	Dates of the next FGB meetings The dates of the FGB meetings through to the end of 2025/26 were confirmed as follows: <ul style="list-style-type: none"> • Thursday, 7 May 2026 at 17:30 • Thursday, 9 July 2026 at 17:30 	

The Chair closed the meeting at 20:00

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

Not Part of Minutes

Action Log 26 March 2026		Owner Initials	Deadline
AP117	Anna Caroe at CCC to be asked to assist with the preparation and dissemination of an advertisement for new Governors.	LM	ASAP
AP118	LB to update website and GIAS to confirm re-appointment of CG as of 17/03/26	LB	ASAP
AP119	LB to update and GIAS to confirm re-appointment of LM as of 27/01/26.	LB	ASAP

Chair’s Initials



Action Log 26 March 2026		Owner Initials	Deadline
AP120	AS to be asked if she would be able to taken on the Science monitoring role.	AS	ASAP
AP121	JM to contact the originator of the email about parking to query its contents and whether it was perhaps intended for a different school.	JM	ASAP
AP122	JM to investigate and report back at May FGB.	JM	Agenda dispatch
AP123	JM to commission an external review of the school's SDP from Liz Holmes of CCC, during the summer term.	JM	Summer term 2026
AP124	Contained within confidential extract		
AP125	Contained within confidential extract		
AP126	Contained within confidential extract		
AP127	JB-S to send certificate of completion of training to Anita	JB-S	ASAP
AP128	WW to speak with Anita to clarify the VAT rules concerning the deployment of PTA raised funds.	WW	ASAP

