



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Tuesday 13th July 2021 at 7.30pm

Minutes

KEY: **Governor Challenge** **Governor Approval** **SIAMS**

Present

C. Kirk (Chair for items 1, 2 and 10 to 12), M. Norbury (Headteacher), J. Hall (Acting Chair for items 3 to 9), R. Duncan, A. Pickstone, W. Reynolds, D. Quinn, C. Armstrong and Y. Rogers (arrived at 7.41pm)

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer The Chair opened the meeting with the School Prayer.
2	Training from the Diocese The Chair explained that a video from the Diocese would be shared on the screen and after this governors would consider the school vision. The Clerk was asked to share the YouTube link for the video with governors after the meeting. Please see link below:- https://www.youtube.com/watch?v=9xMpfoA9A0g The video presentation included information about the Church of England Vision, the Vision for SIAMS, the Diocese of Ely Vision, the significance of the Christian Vision and how effective it is. (Y. Rogers joined the meeting at this point) The school vision was shared and the Chair explained its purpose. Governors considered the vision, 'Inspiring a love of learning through the bonds of family, faith and friendship', 'A cord of three strands is not easily broken' Ecclesiastes 4:12, and whether or not this promoted Christian distinctiveness. The vision was displayed and promoted in all class rooms and pupils reflected on this throughout the day. A governor asked if pupils reflected on the whole vision and it was explained that they had a focus on a different part each week. A governor who had recently visited the school had noticed that pupils were sorting things for themselves, thinking kindly and considering how others felt. There had been a strong 'family' feeling throughout the school and when pupils spoke to each other outside of school. The governor felt that the vision was reflected in what she had seen. A governor asked what a pupil was likely to say if they were asked about the school's vision. The Headteacher was not sure but felt that more work needed to be done to enable pupils to speak confidently about this. It was suggested that perhaps the elements of the vision could be picked up during collective worship. The Headteacher advised that this had started to be done prior to

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	the pandemic but would be picked up again from September. The Headteacher felt that pupils did know the vision but were not confident speaking about it. Governors were encouraged to email the Headteacher with any further thoughts and it was agreed that the vision would be discussed further in September.
3	Welcome and Apologies The Acting Chair welcomed everyone to the meeting. Apologies were received and accepted from K. Hart.
4	Declarations of Interest There were no declarations of interest.
5	Agree Minutes of the Last Meeting Held on the 20th of May 2021 A copy of the minutes had been shared prior to the meeting. The minutes were agreed as a true record.
6	Matters Arising An action tracker had been included in the minutes from the last meeting and the following updates were shared:- <ul style="list-style-type: none"> • The Clerk had received signed copies/Governor Hub confirmation for the school's acceptable use agreement from the two governors. • K. Hart and Y. Rogers had not yet drafted an advert for a co-opted governor but would do this for September. • Visit follow had been an agenda item for the last Standards Committee and Ethos Group meeting and would be on future committee meeting agendas. • The Headteacher had included a reminder about the class link governors with governor updates. • Class link governor roles were to be reviewed at the September meeting. • Election for a parent governor to be arranged in the autumn term. • The Headteacher confirmed that she had passed on governor thanks to staff.
7	Headteacher's Report A report from the Headteacher had been shared prior to the meeting. Annual Safeguarding Report An annual safeguarding monitoring report for governors had been shared prior to the meeting. It was agreed that accessing training for governors had been an issue during the pandemic. A safeguarding training session for governors was to be arranged for September/October. The Headteacher advised that she could adapt a session for governors that she had completed with staff last January. Although safeguarding was not an individual agenda item it was always included in the Headteacher's report. Annual Report from Designated Teacher for Children in Care The Headteacher advised that the school had not had any looked after pupils in 2020/21. School Improvement Plan A copy of the school improvement plan for 2020/21 had been shared prior to the meeting. The Headteacher advised that she had met with the School Improvement Advisor and they had reviewed the plan and considered which priorities to carry forward to the 2021/22 plan. Data had been added and this had been positive despite the lockdowns. Governors asked about the balance of class sizes for September and the Headteacher explained that she had considered these very carefully to ensure that she made best use of teaching resources. This year the school had an additional teacher for Year 1 but this was not a permanent arrangement. The Headteacher preferred classes to be of an average size with a teaching assistant to support each class. Some Year 1 pupils, who had missed a lot of

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	<p>learning this year, would spend some time with Reception pupils. Some lower ability Year 2 pupils might also benefit from spending time with the Reception class. A pupil with an Education, Health and Care Plan who was better suited to play based learning would also spend time with Reception. The new curriculum for the Early Years Foundation Stage needed to be embedded and this could be done more easily with a smaller class. The curriculum for Years 1 and 2 fit together better as the quality of teaching had been considered. A governor asked if the Years 1 and 2 class might have an issue with size when they were the Years 3 and 4 class. The Headteacher explained that for Key Stage 1 the class was within the maximum 30 pupils but in Key Stage 2 the number of pupils could be higher.</p> <p>Plans were in place for Year 6 leavers and the Deputy Headteacher who was leaving at the end of term. Governors were advised that they were able to sign a card which had been left in Reception for the Deputy Headteacher. The Headteacher explained that the new Year 1 class would be fluid to allow them to 'catch up' on lost learning from the Reception class. A governor asked how the school would ensure that these pupils did not miss teaching. The Headteacher explained that gaps would be filled at the start of the year and then depending upon ability they would move on. Not all Year 1 pupils would need to spend time with the Reception class. A governor asked about filling gaps and the Year 1 environment and the Headteacher explained that some pupils needed a mixed approach.</p> <p>A governor asked if there were any concerns about long serving staff leaving the school. The Headteacher advised that she would be speaking to staff but those who had left had done so due to personal circumstances. All staff who were leaving had been offered an exit interview with the Chair of Governors but had declined this. A lot of people had reflected during the lockdown and decided to make changes. The Headteacher felt that she had a strong team of staff in school. A governor felt that teachers were allowed to grow at the school and sometimes they chose to move on to develop further. A governor asked if staff leaving might be related to pay and was advised that there was a standard pay range for schools. A governor, who had been a staff member for 15 years, was aware that the Deputy Headteacher had been considering a change for several years. The school had also supported teaching assistants to become higher level teaching assistants. A governor agreed that the pandemic was a factor and another governor was aware of a similar impact at other schools. The Headteacher advised that she was happy to speak to any parents who were concerned. She had made sure that when she had told parents about staff leaving she had told them what they were going to do next.</p> <p>Photos of staff and governors were to be taken in September to ensure parents were able to recognise new staff.</p> <p>A governor asked how staff would close gaps that had been identified in English and Mathematics. The Headteacher explained that termly tests would be done to check these.</p> <p>Spelling and composing sentences had been picked up as an area for focus and a governor asked if this would be done in year groups. The Headteacher advised that she had looked for common themes across the whole school for a focus.</p>
8	<p>Feedback from Standards Committee and Ethos Group (met 08.07.21)</p> <p>A copy of the minutes had been shared prior to the meeting.</p> <p>A. Pickstone advised that governors had discussed a recent visit from Reverend Gibbs, catch up updates, attainment and progress and NFER tests. Governors had reviewed calculation and collective worship policies.</p> <p>The Ethos Group had received updates on school events, collective worship</p>

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	and the SIAMS Working Group. There was lots of evidence to support the SIAMS SEF.
9	<p>Policy Review Copies of both policies had been shared prior to the meeting.</p> <p>Collective Worship The policy had been reviewed by the Standards Committee and Ethos Group meeting on the 8th of July. The committee had suggested that opportunities be built in for pupil to plan and lead Collective Worship so the policy had been updated to reflect this. Governors were happy approve the Collective Worship policy.</p> <p>Equality and Diversity Policy The previous policy had been more employee focussed so a new policy had been adopted that covered school life. A governor asked why age was not included in the protected characteristics and the Headteacher agreed to check this. The Headteacher was asked to include the school's vision at the beginning of the policy. Governors were happy to approve the policy, subject to the suggested change and checking about age.</p>
10	<p>Governance</p> <p>Chair's Updates The Chair felt that it was helpful to develop the Vice Chair by allowing her to act as Chair for part of the meeting. The Chair reminded governors that staffing information shared at meetings was confidential.</p> <p>Annual Governance Statement The Chair explained that the statement was new for this year but academies already completed this on an annual basis. A model had been provided by the Local Authority. The Chair had completed the statement and this had been then been shared for governor comments prior to the meeting. The Chair was asked to add 'embedding vision and ethos' A governor asked if an excel document that demonstrated to stakeholders what the governing body did could be put on the school website and this was confirmed. A governor asked if there was a deadline and if the statement was a statutory requirement. The Chair said that she would check the deadline for submission and confirmed that it was a requirement to complete it for the Local Authority. The Chair agreed to share the statement again after it had been updated.</p> <p>Confirm Re-Appointment of Local Authority Governor Governors were happy to confirm the re-appointment of Local Authority governor R. Duncan, his new term of office was 08.10.21 to 07.10.25.</p> <p>Confirm Re-Appointment of Foundation Governor Governors were happy to confirm the re-appointment of foundation governor C. Kirk, her new term of office was 01.04.21 to 31.03.25.</p> <p>Training Updates The Chair advised that she had joined a Diocesan 3 day conference and the supporting documents for this had been uploaded to Teams and Governor Hub. J. Hall had completed the Headteacher's Performance Management training and found this useful. D. Quinn had completed 'Getting Ofsted Ready' training and found this really interesting. The supporting documents for the session had been uploaded to Teams and Governor Hub. Governors had been encouraged to look at their school's last Ofsted report to see if governors had been mentioned. She had found that governors had been mentioned which was good as this was not always the case. The report had mentioned ParentView and she asked if</p>

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	<p>parents were encouraged to complete this. The Headteacher explained that Ofsted were going to carry out an inspection a letter went out to parents asking them to complete ParentView. The questions from ParentView were used in surveys completed by the school throughout the year. The Governor Development Team had offered to have mock Ofsted conversations with governors. Governors had prepared for the last inspection but it was agreed that a training session should be arranged as this would benefit new governors.</p> <p>A governor recommended a Radio 4 programme called 'Rethink' as they had recently had an interesting debate and discussion around Early Years. Y. Rogers agreed to share the link for this.</p> <p>Vacancies</p> <p>The governing body had vacancies for 1 parent, 1 foundation and 1 co-opted governor. An election was to be arranged for a parent governor in the autumn term as well as an advert for a co-opted governor. The Diocese had been in touch with Reverend Gibbs about the foundation governor vacancy.</p> <p>Visits</p> <p>The governor visits folders in Teams and Governor Hub included reports for the following:-</p> <p>J. Hall – Mathematics, Reading and Science</p> <p>Y. Rogers – Wellbeing</p> <p>D. Quinn and A. Pickstone – Parent</p> <p>A. Pickstone – Resources, Collective Worship and Reflection</p> <p>A. Pickstone had noticed that the benches and chairs in the Peace Garden needed replacing and it was agreed that this would be discussed at the next Resources Committee meeting. A governor suggested that the Headteacher might be able to seek funding from the Parish Council for a bench to commemorate the queen's jubilee.</p> <p>J. Hall had been told that pupils loved experiments, when she had completed a Science visit. Further funding for resources for these would be appreciated. The report template had been updated to included questions on safeguarding wellbeing and the school's vision.</p>
11	<p>Any Other Business</p> <p>The Chair explained that she had received an email from a parent regarding the 'Greedy Readers' scheme. The parent had expressed concerns relating to inclusivity and equality. They felt that the scheme relied on parental support and not all parents found this easy, so this impacted on the rewards and penalties that their child received. The Headteacher had spoken to the parent but the Chair wanted governors to discuss the scheme.</p> <p>The Headteacher explained that the scheme had been developed by the school and was similar to schemes at other schools. Pupils were expected to read four times a week in order to move their 'monster'. Parents were asked to encourage their child to read and then record this in their journal. If this was done every week the pupil would receive a reward, which might be extra playtime or afternoon tea (squash and biscuits). Only 40% of pupils had engaged with the scheme in the previous term.</p> <p>The Headteacher was aware that, if they carried out an inspection, Ofsted would look at Reading and this was a concern. The curriculum was designed around inspiring a love of reading as engagement had been low. Staff had considered how to engage pupils in Reading and had felt that reading 4 times a week had been fair. The Headteacher explained that other pupils were not 'punished' for not reading as they still took part in other activities. The scheme was still being developed to inspire pupils to read and perhaps a working a group of parents could support this development in September. The Chair reminded governors that their role was not to get involved in</p>

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	<p>operational matters.</p> <p>A governor wondered how many pupils struggled to read four times a week at home and if the school could work with these families. They felt that reading at home four times a week for 5 to 10 minutes did not seem a lot but would make a difference. The governor felt that long term targets needed consideration as well as a strategy to encourage parents to listen to their child read.</p> <p>A governor who had carried out a visit to look at Read Write Inc felt that reading at home had a significant positive impact. They were aware of a couple of families who had issues with the extra playtime and felt that their child was being punished for not reading. These families had not spoken to the Headteacher about their concerns.</p> <p>Governors considered other people from the community who might be able to come into school to listen to pupils read. The Headteacher explained that the school did have reading partners but pupils had to miss other things whilst they read to someone.</p> <p>A governor suggested that if all pupils had afternoon tea, perhaps those who had read could be rewarded by being allowed to decorate the biscuits for this. There were concerns that this made the reward public to other pupils. The Headteacher was aware that, at another school, pupils received a certificate and after 10 weeks they received a reward.</p> <p>The school's scheme was in-line with the vision of a cord of 3 strands and was to inspire a love of learning (Reading)</p> <p>The Headteacher was to discuss the scheme with staff and appreciated governor thoughts on this.</p> <p>The Chair thanked J. Hall for chairing the meeting and suggested that other governors may want to try this. She also thanked the Clerk for her support throughout the year.</p> <p>Governors thanked the Headteacher and all staff and hoped that they all enjoyed a well-deserved break.</p> <p>The Headteacher thanked governors for their commitment and support.</p>
12	<p>Meeting Dates for 2021/22</p> <p>The Headteacher, Chair and both Committee Chairs were to meet to finalise dates for meetings in 2021/22.</p>
The meeting ended at 8.35pm.	

Summary of Action

Agenda Item	Action
2	<p>The Clerk was to share the YouTube link for the video</p> <p>The vision was to be discussed further in September</p>
6	<p>Advert for a co-opted governor to be drafted for September</p> <p>Class link governor roles were to be reviewed at the September meeting</p> <p>Election for a parent governor to be arranged in the autumn term</p>
7	<p>A safeguarding training session for governors was to be arranged</p> <p>Photos of staff and governors were to be taken in September.</p>
10	<p>Chair to share the annual governance statement after it had been updated</p> <p>Ofsted training session to be arranged for governors</p> <p>Y. Rogers to share the link for the Radio 4 debate and discussion around Early Years</p>

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	Replacement chairs and bench for the peace garden to be discussed at the next Resources Committee meeting.
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