



Folksworth Church of England Primary School

Full Governing Body Meeting Thursday 13th February 2020 at 7.30pm

Minutes

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

Present
C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, Y. Rogers, A. Pickstone, J. Hall and K. Hart
Also Present
N. Sawyer (Deputy Headteacher), W. Reynolds (Higher Level Teaching Assistant) and J. Harris (Clerk)
Not Present
S. Miles

No	Agenda Item
1	Opening Prayer An opening prayer was led by the Chair.
2	Welcome and Apologies Introductions were made for the benefit of the Clerk who had taken over in January. Apologies were received and accepted from S. Rees. The Chair advised that I. Gamage and B. McKinnon had both resigned as governors. The governing body had vacancies for one foundation and two Co-opted governors. J. Hall had agreed to collate the information from skills audits in order to identify skills gaps and inform the recruitment of new governors.
3	Declarations of Interest There were no declarations of interest. The clerk agreed to forward the register of governor interests for 2019/20 to the Headteacher for putting on the school website.
4	Agree minutes of the last meeting held on the 12th of December 2019 A copy of the minutes from the last meeting had been shared with governors prior to the meeting. The minutes were agreed as a true record and signed by the Chair.
5	Matters arising from the minutes of the last meeting <ul style="list-style-type: none"> J. Hall had taken over governor link responsibility for Science. J. Hall was to update the training log with details of recent training that she had completed. All governors had confirmed receipt of the Code of Conduct and updated Keeping Children Safe in Education guidance. Information for a governor section of the school newsletter was being looked at. An introduction for the governor area of the school website was shared

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	<p>by the Chair at the meeting. It was suggested that the Clerk's email contact details be included and the Headteacher agreed to make this update. Governors were encouraged to forward any comments regarding the website information to the Clerk.</p> <ul style="list-style-type: none"> • The governor visit policy had been updated as requested at the last meeting. • Photographs of governors who had agreed to link with a class were still outstanding from some governors. Outstanding photographs were to be forwarded to the Headteacher. Governors asked for more information about the role of governors linked to classes. The Headteacher outlined her expectations which included attending school events and providing support. It was agreed that the Headteacher and Chair would draft some guidance for these roles.
6	<p>Headteacher's Report</p> <p>The Headteacher's Report had been shared with governors prior to the meeting. The main areas of discussion included the following:-</p> <ul style="list-style-type: none"> • Governors asked about the student teacher who was in school on Fridays and were told that they had settled well. The Headteacher explained that Folksworth was a contrasting placement for them. Governors asked if having the student teacher in school was creating extra work and the Headteacher assured them that it was not. Governors asked who validated the student teacher's training and were told that this was done through the Bishop Grosseteste University and academy who employed them. Governors asked if there was a cost to the school and were told that there was no cost. • Governors asked about the Bishop's Lent Challenge and the Headteacher explained that it ran over five weeks and this year's theme was creation. Once the challenge is complete pupil's work will be sent to Ely Cathedral. Governors were encouraged to visit to observe pupils taking part in the challenge. A. Pickstone agreed to arrange a visit and give an update to the Standards Committee. • Governors asked about for more information about outdoor learning and were told that it encouraged pupils to be more active and as pupils liked being outdoors they were more engaged. Pupils were enjoying the 'Daily Mile' and an area was to be cleared for a fire pit so that outdoor cooking could be done. Governors asked about Lego Therapy Training and it was explained that this was an intervention to support pupils to deal with confrontational situations, encourage team work and problem solving. Governors asked if the intervention was for all pupils and were told that it was for targeted pupils. Governors asked to be given feedback on the impact of this intervention in the future. Governors asked about the cost of the training and were told that it had been included in the school's agreement with the Local Authority. The school had needed to buy a book and some Lego to support the intervention. • Governors asked about the visit from J. Lewis, the Local Authority's Director of Education, and it was explained that this now been cancelled and was to be rearranged for a date in May. Governors asked about the purpose of the visit and the Headteacher advised that he was trying to visit every school. • The school had been advised that there had been 17 first choice requests for Reception class places at the school for September 2020. It was agreed that this reflected positively on the school. • Governors asked about support for the purchase of computers and laptops and were told capital would be used or the school may look to

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	<p>apply for grant.</p> <ul style="list-style-type: none"> It was agreed that the Headteacher's decision to change the agenda for the training day was sensible as it had been planned to prepare everyone for Ofsted along with first aid training. Governors asked if training details had been added to the Single Central Record. The Headteacher advised that safeguarding training details had been added. Copies of certificates for training which included first aid had been put into personnel files. Governors asked about a February visit to Ely Cathedral and were told that this was to be shared with pupils from Farcet Primary School and only one coach was required.
7	<p>Feedback from Committees</p> <p>Copies of minutes from the last meetings and terms of reference had been shared with governors prior to the meeting.</p> <p>Resources</p> <p>The January meeting had been led by I. Gamage. It had been agreed that the 5th of May Resources Committee meeting should be changed to an Extra-Ordinary Full Governing Body meeting to approve the budget. Committee members had been invited to attend a budget building meeting. The Schools Financial Value Standard will be a focus for approval at the next meeting. The Headteacher was to meet with the new Finance Manager to go through the Schools Financial Value Standard and then this was to be shared with governors. The Headteacher had presented a three year digital strategy and it had been agreed that the school needed to look at ways of raising capital. It was suggested that the school look at projects that linked with I. T. suppliers, for example Microsoft. It was not known if the school would be able to receive funding for this.</p> <p>Governors were happy to approve the updated terms of reference for the Resources Committee.</p> <p>Standards Committee and Ethos Group</p> <p>The Standards Committee and Ethos Group had not yet met in the spring term.</p> <p>Governors were happy to approve the updated terms of reference for the Standards Committee and Ethos Group.</p>
8	<p>Policy/Document Review</p> <p>Copies of both documents had been shared with governor prior to the meeting.</p> <p>British Values Statement</p> <p>The Headteacher explained that she had recently attended training and it was a requirement for the school to have a statement on the school website. Governors noticed that some areas of the document were cut off and the Headteacher agreed to correct this. Governors asked about the photographs of pupils included in the document and the Headteacher confirmed that she had permission from parents for this. A governor asked about PSHE (Personal, Social, Health and Economic Education) and was told that this now also included citizenship. Governors were happy to approve the British Values Statement.</p> <p>Code of Conduct for Governors</p> <p>Governors were happy to approve the Code of Conduct, which was a model provided by the National Governance Association. This replaced the existing Code of Conduct and Non-Disclosure Form. The clerk asked governors present at the meeting to sign to confirm that they had received a copy of the document and agreed to abide by this.</p>
9	<p>Governing Body Membership</p>

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	<p>The governing body had vacancies for one foundation and two co-opted governors.</p> <p>Governor Skills Audit Outstanding skills audits had been chased and the clerk agreed to forward copies to J. Hall for her to collate results and highlight any gaps.</p> <p>Governor Class Link Roles This item had been discussed under agenda item 5.</p> <p>Newsletter and Website Governor Information The Headteacher advised that she was able to link the newsletter with the governor area of the school website. Website governor information had been discussed under agenda item 5.</p> <p>Review Roles and Responsibilities Due to recent governor resignations there were some gaps so updates were made. To support succession planning governors were encouraged to consider attending the Chair's training session to be held on the 28th of February.</p> <p>Governor Attendance Report The clerk had updated governor attendance information and governors were reminded that it was a statutory requirement for this to go on the school website. The clerk agreed to forward the updated document to the Headteacher.</p> <p>Sharing Information from Recent Training Courses J. Hall advised that she had attended a Governor Briefing. A new complaints policy had been shared and a presentation had been given by the Head of the Virtual School for Children in Care. The Headteacher explained that the school had one pupil who came under Peterborough's team. J. Hall had also received information about Ofsted changes and Local Authority updates. She agreed to share the slides from the briefing with governors. These were to be uploaded to the training folder on Teams. Information had been shared with governors that day relating to an Annual Governance Conference on the 14th of March. Governors were asked to let the Chair know if they intended to attend. The clerk was asked to advise K. Hart of the date of the next governor training session for Special Educational Needs. Y. Rogers asked if there was any training relating to wellbeing and this was to be investigated. The clerk was asked to book a place for J. Hall to attend the Headteacher's Performance Review training on the 10th of June.</p> <p>Governor Monitoring Calendar The following updates were given:-</p> <ul style="list-style-type: none"> • A. Pickstone had a visit arranged for the 3rd of March. • J. Hall had completed visits to look at Science and Mathematics and agreed to upload copies of her reports to Teams. She advised that when looking at Mathematics a focus had been 'working walls' and evidence in books. The Science curriculum was coming together and it was clear that all three areas, Physics, Biology and Chemistry, were being covered. • Y. Rogers was to arrange a visit to look at Reading. • J. Hall was to arrange a visit to look at the Daily Mile and Collective Worship. • C. Kirk was to arrange a visit to look at the Early Years Foundation Stage. • K. Hart was to arrange a visit to look at Special Educational Needs. <p>Update on Local Authority Visits</p> <ul style="list-style-type: none"> • The Headteacher gave examples of three things that had gone well,
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	<p>which had led to the Local Authority's Early Years Foundation Stage Advisor withdrawing support.</p> <ol style="list-style-type: none"> 1. Assessments were accurate. 2. The outdoor learning area and resources were well organised. 3. The teacher had a good understanding of how to create an effective learning environment.
10	<p>Correspondence</p> <p>There was no correspondence to discuss.</p>
11	<p>Any Other Business</p> <p>The Chair thanked governors for attending and encouraged them to look at the governor training programme.</p> <p>Governors were reminded that some photographs for the school website were still outstanding for some governors.</p>
12	<p>Date of Next Meeting</p> <p>The next meeting was scheduled for Tuesday 24th March 2020 at 7.30pm.</p> <p>The clerk agreed to share a list of updated meeting dates with governors.</p>
The meeting ended at 9.20pm.	

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