



**FOLKSWORTH C of E (C) PRIMARY SCHOOL  
MINUTES OF A FULL GOVERNING BODY MEETING OF THE  
GOVERNING BOARD**

**Tuesday 12<sup>th</sup> February 2019 7.30 p.m.  
at Folksworth C of E (C) Primary School**

Governors:

Michelle Norbury (MN – (Headteacher) Clare Kirk (CK, Chair), (KH), Bernadette Duckett (BD), Stacey Rees (SR), Amy Pickstone (AP), Stephen Peacock (SP) Roy Duncan (RD)

Also in attendance:

Nicole Brownlie and Josh H, Early Help Team, Cambs CC (left at 8.05pm)

Laura Corcoran, Clerk

Jenny Hall, Prospective Parent Governor

Yasmin Rogers, Prospective Co-opted Governor

*The meeting was quorate.*

**1 Welcome, Prayer and Apologies for absence.**

**Action**

The Meeting opened with a prayer. The Chair welcomed everyone to the meeting. Apologies had been received and accepted from Becky McKinnon and Katie Hart. Apologies had not been received from Richard Orton.

**2 Declarations of Interest relating to items on this agenda**

None declared.

**3 Presentation from the Early Help Team**

Nicole Brownlie and Josh H gave a short presentation on the Early Help provision within Cambs LA.

- JH - Team leader for SEN services supporting schools with SEN and disabilities

- JH is also the Link LA Officer with Folksworth school. There is also a link specialist teacher and Education Psychologist.

- Training offered to schools – bespoke and general

- Assess Plan and review – assessing the child and putting a plan in place, reviewing this so it feeds into the next assessment and plan.

- This is the responsibility of all staff, governors and the LA as this is a joint process. Schools should be using evidence-based interventions to support children.

- If a child has significant SEN and requires a EHCP in the future the information must be very robust and evident.

- Link between statutory assessment team and EHCPs

- Early help desk support the school. Our role is to help get children into school ready to learn and support children at home ensuring home environment is secure

- Link practitioner Anne carries out a drop in each term where parents can talk to her, a referral form is not necessary. Parents are able to talk about any issues they are having with their children. We are then able to provide follow up advice or they may benefit from more intensive support

- Early help assessments – system explained. These are completed by the family with support of the school. Get an understanding in detail by talking to parents about what is going on and how we can help, what are the next steps. The process is completed and the form goes to the Early help hub to assess whether the family require a family worker. Regular TAF meetings. Depending on what the needs are the support is identified.

- The service works closely with social care. There have been changes recently within the social care structure. If a child is at risk of harm these cases are always referred.

Unless a child is at risk of significant harm we would recommend an early help assessment.

-Due to the demographic of the school the need is quite unique. There are sometimes needs such as challenging behavior, we cannot provide a staff member but we have a consultant who can come into provide observations and offer advice. They also try and work with parents within the school setting. If there are parenting concerns we advise that there is family support to make sure support is consistent across home and school.

#### Governor questions

**Does the service supply any tools or equipment?** We do not supply but we advise on what schools may need to purchase. We also work closely with schools and OTs

**How do parents know about the service?** This is on the website and the school send out information about the drop ins to parents.

**How do we provide for working parents?** We have attended parents evenings and we meet with the SENCO once each term to discuss all the children on the SEN register. Within this process we are reviewing the needs of the whole family. We are flexible and conversations can be arranged out of hours. This service is available for families even where there has not been a diagnosis.

We have trialed parenting courses in the evenings.

**What has the uptake been from parents?** This depends on the need as the attendance is sporadic and is dependent on who has the need. Do we think parents know enough about the service? A governor suggested that the service is promoted further so that they are aware that it is available to them. Governors acknowledged that some parents are reluctant to attend such sessions and be seen to be doing so because of the stigma attached.

Between the two services education and social care, there is a lot of knowledge between them and we are aware for the support available to parents including financial benefits and are able to recommend this.

**Do you find the work successful and is it rewarding?** This seems very valuable and worthwhile. The biggest way we can support schools is by making the right links with the school headteacher and SENDCO so that we can signpost parents to the right agencies via early intervention. Emotional health and wellbeing service – sign posting different health services for a young child. Also staff wellbeing. We also welcome interaction with the SEN governor.

JH and NB were thanked for attending the meeting.

## **5 Approval of the Minutes of 10<sup>th</sup> December 2018**

The minutes were approved as a true record and duly signed.

#### **Matters arising**

- The chair said she is still concerned about the lack of SEND monitoring evidence being collected by governors and this must be documented via governor visits and discussions with the HT and school staff.

-SEND introductions to the HT- this had been actioned

-Resources committee – the chair emphasised the importance of receiving budget figures on a monthly basis. The HT said that she has arranged for this to happen going forward.

-Monitoring of whole school data – Writing and Grammar is a difficult subject for some children and there is a lot of work to do in this area. It was confirmed that SR was monitoring this and had covered this area through her governor visits.

-LA Maths Adviser – The HT advised that she had to chase this with Cambs however the school has now been booked in for some sessions after half term.

Penny Conway observation – this has been rescheduled to the next FGB

meeting on 1<sup>st</sup> April. A governor asked for the reason for Penny's attendance and the chair and HT clarified the reasons.

-The HT confirmed that regarding the attendance matter but there were no further issues outstanding.

## 6 Governance

### Appoint New Parent Governors

Jenny Hall introduced herself and gave an overview of her background. JH was subsequently appointed as Parent Governor. The vote was unanimous. Clerk to

**Action** action new governor training, induction paperwork and induction checklist with Chair / HT.

Clerk

### Confirm Governing Body Vacancies & Recruitment Strategy

It was confirmed that with the appointment of Jenny Hall and Yasmin Rogers there would be one further co-opted vacancy.

In terms of governor monitoring, the HT confirmed that we try to link governors visits with link governor roles as much as we can. The chair confirmed that as a focus, governors should monitor what is on our improvement plan.

### Agree Link Governor Roles for new Governors

Committee membership was agreed for the new governors.

**Action** It was agreed that Yasmin would attend the next resources committee meeting.

RD

HT review panel - It was confirmed that RD would support with HT review process and a meeting date would be booked.

Clerk to update and circulate new GB membership and responsibilities document.

Clerk

### Meeting Updates (Ethos, Standards, Resources)

#### Ethos

AP gave an update following the recent meeting.

Diocese of Ely website contains resources for lessons etc

We are collecting evidence for the SIAMs inspections including data

School prayer with children – BD is leading on this

Monitoring of Christian ethos taking place.

Date of next meeting – Tuesday 14<sup>th</sup> May

#### Standards

Book scrutiny - English books were looked at by the committee. This was very useful.

Discussion around SEN data concerns and interventions put in place recently and at the next meeting we will review the impact.

SDP update following revision of document.

Next meeting – Monday 25<sup>th</sup> March (Cover clerk to be provided)

#### Resources

The meeting was not quorate so the committee could not make any formal decisions.

Contracts review

School uniform –recommendations were made on the supplier

Brief discussion about how Dolce are performing with meals – this is going well

Subsidence update

Lettings application

Personnel matters discussion about staffing

**Action** Budget – figures in the minutes to be clarified.

MN

School is applying for a credit card via the LA

**Action** Health and safety audit – to be carried out by RD

RD

Next meeting date Thursday 21<sup>st</sup> March 2019

#### Governor Visit Write ups and Governor Attendance

CK and RD had attended the governor spring term briefing and had circulated feedback.

Workload reduction toolkit for teaching staff –the GB agreed that this will be discussed further later on in the academic year.

Clerk

- Action** **Governors asked the HT if there were already initiatives in place to support staff wellbeing.** The HT gave a breakdown of what we provide currently and said that this is considered constantly as we are mindful of the time our staff put in particularly admin time.  
DFE recruitment website – this is a free service.  
Attendance figures have now been published.

#### **7 Headteacher's Updates**

Governors referred to the HT report and all accompanying documents uploaded to the Governor Portal in advance of the meeting.

- Budget

The budget was tabled. This is the picture as at the end of January.

-The cut off for spending of the budget is February half term.

-the HT has prepared a draft 3-year budget and a meeting will be held with Jane Green on 14<sup>th</sup> March to go through the budget in detail. This will be attended by CK and SP. The HT confirmed that she will be uploading the budget monthly.

**Learning walks – what was the finding of the learning walks?** The HT said that this reflects her judgment of 75% of teaching being good. We look at certain criteria for each one and judge this by rag-rating. The learning walks are carried out by the HT and other SLT members. This is therefore triangulated by our judgements and constant monitoring and reviewing.

**EYFS Phonics scheme is not having a good enough impact – the chair asked for further information on this statement.** The HT said that the pace is not right and there is not a focus on writing as it should be. There are spelling issues which is the case across school.

Phonics - The HT gave details of the new scheme this summer Read write Inc. This will take a year to embed. Everyone will be trained to do this. This is very structured but can be adapted to be more fun for children. The HT said that all staff are generally very positive about the new scheme and thinks this will have a very good impact longer term.

- Action** AP gave details of the Curriculum and phonics and Celebration of learning visit she had carried out in January and February. It was agreed that she would write up this visit and carry out a second visit when the new scheme is in place later on in the year.

AP

**Progress and attainment spreadsheet – a governor asked how pupil premium children are performing against non-pupil premium children.** The HT said that there is a breakdown of groups available on the tabs section on the spreadsheet which gives this comparison. It is however difficult to make worthwhile judgments when this group relates to the minority of children and in some cases there is only one pupil in the class who is PP. We are therefore focusing on data overall and where we have identified that there are very large gaps, for example in SEN.

**Maths attainment – a governor asked about the Mock data which suggested we are on track to achieve 80-90% for Maths however the attainment gap is bigger than the 4 points progress.** The HT said that when assessments are carried out

at the end of the first term there needs to be enough evidence to be sure of our judgements so that they are secure in this area. The evidence was perhaps not secure enough on the first data capture which took place so early on in the year.

**EHCP plan – is there enough support to help with the paperwork?**

We have accessed the LA support as discussed during the earlier presentations from the LA.

**Action** The chair referred to the student council report and said that she would like to see some positives incorporated in the next report if possible.

HT  
NS

**Action** Safeguarding focus to be carried out by the deputy head.

Year 2 data -the HT drew governors attention to the fact that the marks are very low and there is a lot of work to do in this area.

**Action** A detailed discussion followed about the reasons for this. A governor suggested that children are given work to do over the Easter break. It was agreed that this matter would go to the standards committee in March for further scrutiny.

Clerk

## 9 Chair's items

### Governor Monitoring Calendar / Governor Visits

The chair said that looking at the SDP this needs reviewing to make sure the visits are focused.

AP gave details of the visits she carried out.

**Action** SR carried out a visit before Christmas.

All governors to advise clerk of scheduled visit dates so the calendar can be updated.

All

### LA Review Meetings

Note of Visit from Sue Bowman's (PA) visit on 30 January. The issues for action were as follows:

-PA to observe the Year 3/4 teacher with the HT

-PA to follow up on the child who had the EHCP refused

-HT to analyse the Key Stage 1 data to ensure that children are on track

-Year 5/6 classroom environment to be more creative and inspirational

HT/Chair

Governors discussed the fact that they did not agree with all of the recommendations from the recent LA review meeting. The chair said however that she had cross-referenced this with the visit from 30<sup>th</sup> October and was confident that we had achieved everything on the list. Whilst the support is useful governors noted that this is advice which the school pays for. The HT values the support from Sue Bowman.

### Governor attendance and governor visit write ups.

Governors were reminded to complete visit forms and return to the HT and clerk. Write ups should be carried out within a week of the visit.

**Action** The clerk explained the process and asked that visits forms are sent to herself to table on the calendar and also the next FGB meeting.

All

## 10 Policy ratification

Governors ratified all Autumn 2018 Policies as follows:

-Code of Conduct

-Data Retention

-Discretionary Leave

-Management of Medications

**A governor asked about the policy for keeping asthma pumps.**

The HT confirmed what the school's own procedure was and it was agreed that a message would be sent to staff so that they are



clear.

-Policy for the Management of Sickness Absence

-Prevent Action Plan

These are generally EPM model policies which have been personalised to the school.

Governors ratified the policies above and it was agreed that the HT would upload the statutory policies to the website.

HT

**11 Correspondence**

The clerk has registered the co-opted vacancy with the SGS service which is a free government service. Vacancy to also be registered with Cambs Governor Services.

**12 Any other business**

Further to the discussion at the resources meeting the HT displayed the logo sample provided by Total Clothing. The HT is proposing that governors take this opportunity to consider the school jumper changing from navy blue to royal blue. It was agreed that the HT would consult with parents on the colour change and that this would take place at the next Parents evening on 5/6 March.

HT

Meeting finished at 9.25pm

**Date of next meeting - Tues 1<sup>st</sup> April 2019 7.30pm.**

**Agreed Actions Summary**

HT to consult with parents on the school jumper colour

All Governor visit write ups to be returned to the clerk

All governors to advise clerk of scheduled visit dates so the calendar can be updated.

Health and Safety audit to be carried out by RD

Clerk to arrange induction training and paperwork for new governors

Safeguarding Pupil voice to be carried out by the deputy HT

AP to carry out a second follow-up visit and write up report

Clerk to update HT and chair on governor recruitment of co-opted governor