



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

**Thursday 23<sup>rd</sup> May 2019 7.30 p.m.  
at Folksworth C of E (C) Primary School**

Governors:

Michelle Norbury (MN – (Headteacher) Clare Kirk (CK, Chair), Stacey Rees (SR), Amy Pickstone (AP), Becky McKinnon (BM), Bernadette Duckett (BD), Jenny Hall (JH), Yasmin Rogers (YR)

Also in attendance:

Sally Miles

Iain Garnage

Penny Conway

Nikki Sawyer

*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 Roy Duncan, Steve Peacock and Katie Hart.

Sally Miles and Iain Garnage attended to observe the GB with the view to being appointed under the current constitution.

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

None declared.

**3 Governance Presentation**

Penny Conway was welcomed and confirmed that she was attending the meeting to observe the governing body.

PC advised of the key points as follows:

-PC is currently Chair of Governors at Little Paxton Primary School and has been a governor since 1997

-There are 3 statutory functions of the GB: Vision, ethos and strategic direction. This includes holding the HT to account for the educational performance of the school and its pupils, the performance management of staff, overseeing the financial performance of the school and making sure its money is well spent.

-Vision and ethos: remain a village school in the Christian ethos.

-Strategic direction - what do governors think is included in developing a strategy. Where we want to be

-What are the high-level areas to make decisions – money, do we focus on particular specialism or area. How we account for spending money

-Size of school, consideration of academy status

-Holding to account – asking questions and recognising the school's achievements, the way the budget is spent, are all children making expected progress and if not what is the school's strategy?

-Maintaining confidentiality is harder in a smaller school but in terms of data putting groups of vulnerable children together, additional funds should be used to support their education.

-Governors confirmed that a panel of governors for HT performance review with external advisor and training has taken place and Objectives set for HT are linked to the SDP

- Financial performance – Jane Green LA Finance advisor, the GB has a finance committee chair, spending limits for HT and are clear about the process for signatories. The GB has agreed financial procedures.
- Statutory duties – safeguarding, are the school carrying out safeguarding duties properly, notices on the wall, supporting SEND, speak to children about their concerns and who they would report them to.
- Equality, every child must have equal opportunities, statutory policies and keeping the website up to date.
- How does the GB execute their statutory responsibilities? Hold meetings, read all documentation, attend training and carry out monitoring visits.
- Governors have a corporate responsibility and must not make decisions on their own, only in extenuating circumstances
- Governors should not share their personal views
- Governors must support the school and the headteacher
- Confidentiality must be maintained at all times
- Declaration of any potential conflict of interests in governor business
- Governors should have the whole school's interest at heart and are prepared to visit the school and learn about it
- Governors should stand by decisions and school policies and challenge in a constructive way
- Governors should be committed to improving and maintaining educational standards

#### **4.1 Approval of the Minutes of 1<sup>st</sup> April 2019**

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

#### **4.2 Matters arising**

- The ratified budget has been submitted to the LA
- The RWI scheme is in progress
- The SFVS has been submitted to the LA
- the subject of wellbeing has been followed up in the HT report
- SR and KH to speak to children about careers – monitoring visit to take place focusing on questionnaires with children
- The Chair and HT attended the Parish Council meeting to follow up the parking concerns. On behalf of the Parish Council YR thanked governors for attending. The Parish Council are investigating if it is possible the school use the pub car park for the school run.

**Action**

**SR/KH**

#### **5.0 Headteachers report**

The HT welcomed questions following the pre-circulation of her HT report:

- 75% of teaching is judged to be good. A governor asked if is related to the current posts at the moment. The HT said that she is happy with the three teaching staff and has not carried out official monitoring of the supply teacher. We have appointed the supply teacher since then as maternity cover. From learning walks the HT has observed good teaching and is informally in and out the classroom. A governor asked about the arrangement in terms of fees and the potential complications of taking on a supply teacher long-term.
- Governors expressed their thanks to all staff for the range of trips and activities taking place which had enriched the curriculum
- A governor asked about the new uniform as there has been a hold up on some of the items. The HT will follow this up.
- A governor observed that the data layout shows attendance very clearly and shows that the new policy is having an impact. How have we reduced absence from 5-1 how have we achieved this? There are a number of factors including

mobility and we are now towards the end of the year. The chair added that seeing staff on the gate has had an impact and that children are greeted personally.

-CPOMS is now up and running so all safeguarding concerns are now recorded on line so that they can be shared with the appropriate staff. Are staff on board with it? The HT said that we are running sessions for all staff and hope this is rolled out within the next few weeks.

-A governor asked for an update on the monthly staff meetings. The HT advised that this is still in its early stages. This is the right step forward in terms of wellbeing and workload and training is getting done, we will monitor this and see if this has made an impact. We are prioritising what the focus areas are and communication is very good.

-Has there been a positive result from moving assemblies to the morning? This has been much calmer and children are more focused. The chair added that she observed assembly and the children were well engaged.

Governors thanked the HT for the report which contains a good amount of facts and a clear story behind them.

## **6.0 Governance**

### Confirm Governor Vacancies and appoint new Governors

**Action** The chair advised that Richard Orton has now stepped down. The HT suggested that a card is sent from the GB.

Chair

Iain Garnage confirmed that he was interested in the co-opted governor vacancy and will confirm whether he wishes to be voted in at the next meeting.

Sally Miles confirmed that she had applied for the parent governor vacancy following the recent election.

**Action** Formal appointments will be made at the next FGB meeting.

Clerk

### Committee Meeting Updates

Standards meeting on 14<sup>th</sup> May.

Area of focus were

-Learning journals, there were a different range from reception to Year 6

-Teachers are feeding back to children

-RWI phonics

-Data – governors noted that it was not the correct time of year to summarise and the meeting took place during SATs week, this will be looked at once released.

Children were calm and coped well during SATs.

-Growth mindset

-The HT attended the curriculum conference in London

-The next meeting is on 11<sup>th</sup> July.

### Ethos meeting on 14<sup>th</sup> May

Areas of focus were:

-Collective worship and assemblies taking places in the mornings

-Whole school attended Easter service at St Helens; there will be one per term

-Feedback was that parents would like to attend services, KS1 and KS2

-Distinctiveness of church school Reverend Richard has been asked to do some worship time and attend some training

-The school prayer is now in each classroom and has been shared with parents

-Development of mission statement is in progress

Children are being encouraged to write prayers which go to assemblies on a Thursday morning

### Review Governor Monitoring Calendar

Governors were asked to let the clerk know if there are any missing dates on the

calendar. Governors should also let the clerk know of forthcoming visit dates for the summer term.

#### Confirm all Monitoring Visits for Summer Term

The chair asked the HT if there were any outstanding areas for monitoring. The HT gave an update on the catering provision and asked for governor presence at the open evening on 6<sup>th</sup> June.

All

#### Recent training attended – updates for FGB

The chair attended the SMSC course and gave details. How we can collect evidence of British values? This will be developed by the Ethos group, linking with SDP ensuring children have an understanding of others' beliefs. Governors were asked to let the clerk know details of training attended and what the main points were.

### **10 Policy Ratification**

#### School Vision statement

The HT has consulted with stakeholders on the school vision statement and explained that this document encompasses the key values of what the school does. The aim is to re-evaluate what we stand for. SIAMs have changed their framework.

Teaching staff spent time on the training day looking at what is important to us as a school community. We picked out the 6 we feel for our school and have consulted with parents. Governors should consider what they feel their 6 should be and then find a bible quote which fits that value. The aim is to apply one subject over the 6 half terms so that the children can contribute to this.

The chair said that she is happy with what the school have come up with and the fact that they have taken ownership of this. The HT said that she would like visual representation so that this is clear for children.

A governor asked if it is exclusively bible stories we use in assemblies? How are we developing awareness of other faiths?

A discussion followed. We have timetabled visits to the mosque and Eid activity day. The HT said that she wants to encourage children to have appreciation of other cultures and build up links with Peterborough community.

**Action** It was agreed that the HT would take the key values of community, trust, friendship, hope and build on this at a separate meeting with governors willing to attend. Governors should consider bible quotes.

HT

Action – working group to be organised

### **11 Chair's items**

-Sue Bowman is due to attend the school w/c 3 June.

-Maths and English advisors have visited and the feedback has been shared at the Standards meeting.

-Other updates suggested by Governor services. This is circulated termly. Teacher wellbeing there is a link for wellbeing audit which will be shared with governors.

-The Governor Handbook has been updated. Pupil premium to be added to governor remit.

**Action** -We have subscribed to NGA and all governors can access the site. The clerk will circulate the login details.

Clerk

-The school are moving to Microsoft teams - all documents to be stored in one place.

-Governors should have a standardised signature at the bottom of emails.

-The new complaints policy will come into place this term and there are small tweaks which are important. This will come to the next meeting

**Action** -Governors were encouraged to attend the governor briefings which are usually attended by Jonathan Lewis. Tina Hubbard presented at the last briefing about new governor remit. Staff wellbeing is currently high profile nationally and is to be addressed through the work of schools and governors. **HT**  
HT to present at next meeting on new Ofsted framework and training attended.

**12 Correspondence**  
There had been no correspondence

**13 Any other business**  
Dianne Stygall from the LA came into review the safeguarding audit and the school are now compliant in areas. The full report will be shared at the next Standards meeting. **HT**  
The chair will be hosting a barbeque on 13<sup>th</sup> July for all governors and their families.

Meeting finished at 9.30pm

**Date of next meetings**

**Resources - Thursday 13<sup>th</sup> June at 7pm**  
**Standards – Thursday 11<sup>th</sup> July 7.30pm**  
**FGB Thursday 18<sup>th</sup> July at 7.30pm.**

#### **Agreed Actions Summary**

**HT to arrange for a thank you card for Richard Orton**

**SR and KH to speak to children about careers – monitoring visit to take place focusing on questionnaires with children**

**Clerk to make arrangements for the appointment of two new governors at the next meeting**

**Development of British values in school – strategy to be developed by the Ethos Group**

**Governors were asked to let the clerk know details of training attended and what the main points were.**

**School Vision statement – Working Group to be organised by the HT**

**HT to present at next meeting on new Ofsted framework and training attended.**

**LA Safeguarding Audit to be shared at the next meeting**