



Minutes

Approved by the Governing Body

Meeting of the Full Governing Body (FGB) of Fowlmere Primary School

Wednesday 6th December 2023 – 6.00pm

Via Microsoft Teams

Present

Suki Hinton (SH), Interim Head Teacher
 Phil Butterworth (PB), Co-Chair
 Hayley Woods (HW), Co-Chair
 Abi Clarke (AC) (from 6.22pm)
 Kym Rouse (KR)

Apologies for Absence

None

In attendance

Lisa White (LW), Clerk
 Sue Wright (SWr), Executive Head Teacher (from 6.20pm)

No.	Item	Action
1.	<p>Welcome and Apologies for Absence HW opened the meeting at 6.05pm and welcomed everyone to the meeting.</p> <p>There were no apologies for absence.</p> <p>Apologies for their late arrival were received and accepted from Abi Clarke and Sue Wright.</p> <p>Sarah Watson was not present, but no apologies were received.</p>	
2.	<p>Declaration of Interests in relation to the Agenda It was noted that there were no declarations of interest in relation to the agenda.</p>	
	Standing Items	
3.	<p>Membership of the Governing Body</p> <ul style="list-style-type: none"> ➤ 3 x Co-opted Governor vacancies and 1 x LA Governor vacancy <p>As noted at the previous FGB meeting, there are currently 4 vacancies on the Governing Body - 3 Co-opted Governors and 1 Local Authority (LA) Governor.</p>	

HW explained that following a discussion with the Primary Executive Leader at the Cam Academy Trust, a decision has been made to continue to recruit even though the school is in the process of academising.

During the brief discussion that followed on this, it was noted that one of the aims for recruitment at this time is to identify a prospective candidate with finance skills.

HW further explained that she has therefore drafted a short update to be shared with parents in due course, adding that information on staffing structure as of January will also be included.

- Resignation of Associate Member, Sheryl Williamson
It was noted that following completion of an investigation into a formal complaint at another school, Sheryl Williamson has resigned from her role as Associate Member.

4. **Minutes of last meeting and matters arising from the previous meetings**
Draft standard minutes and one set of Confidential minutes from the meeting held on 20th September 2023 were shared with governors for their review prior to the meeting and were approved as an accurate record and signed by the Chair after the meeting.

Matters Arising from previous meetings:

Item	Action	Who?	Status
	Parental Communications Policy.	SH	Agreed as a lower priority. C/f
	Safeguarding Link Governor to liaise with new Interim Head Teacher regarding producing a child-friendly Safeguarding Policy.	AC	Ongoing. Policy also needs to be simplified for Key Stage One (KS1) and Early Years Foundation Stage (EYFS).
1 st February 2023			
9	Arrange visits to other primary schools within the Trust.	PB/HW	No longer applicable.
10 July 2023			
7	Head Teacher to provide details of associated costs including staff costs in maintaining and running the school swimming pool and share this information with governors.	SH	C/f as low priority
	Head Teacher to provide an overview of how many times the pool has been used and how long it is out of action for, for example when the pumps break down.	SH	C/f as low priority
	Head Teacher to make some enquiries within the community to establish if the pool can be sold and relocated elsewhere in the village in order for the community to continue to benefit from it.	SH	C/f as low priority

10	Report produced by Co-Chair of Governors to be adapted for these consultations. Arrange a further consultation event with parents to take place during the one-month consultation period.	PB SH/PB/HW	Action complete. Not necessary.
16	Governing Body to complete the Governing Body Self-Evaluation.	All	Pending Co-Chairs of Governors discussion. Remove.
20 September 2023			
	Co-Chairs of Governors to arrange a meeting with the Executive Head Teacher.	PW / HW	Action complete.
7	All governors to read the updated KCSiE guidance for September 2023 and confirm they have done so on Governor Hub. AC/KR to arrange a visit.	All AC / KR	C/f Action complete.
12	Co-Chair to liaise with the Trust's Director of Finance and Operations to confirm when the school needs to appoint its solicitor	HW	Action complete.
14	Governors to review the draft SIP and feedback to SH with any proposed changes.	All	Action complete.
15	Head Teacher to put together a draft governor monitoring schedule for the 2023/2024 academic year. Head Teacher to consider how to simplify the 'Weekends' to provide headline information only in order to support her wellbeing and workload.	SH SH	Action ongoing. Action ongoing – SH to liaise with KR on ideas as to how the 'Weekends' can be simplified.
17	Circulate a link to Prevent training for governors to complete. SEND Link Governor to complete SEND training this term.	PB HW	C/f Action complete.
18	Co-Chairs of Governors to meet to consider the Governing Body Self-Evaluation.	PB / HW	C/f
<p>In addition, more detailed discussion took place on the following items:</p> <ul style="list-style-type: none"> ➤ Child-Friendly Safeguarding Policy SH explained that as Sue Wright, Executive Head Teacher is the Cam Academy Trust's Safeguarding Lead, she would like to have an oversight on the development of this policy. ➤ Visits to other Primary schools Governors noted that with the school's final decision to academise and join the Cam Academy Trust, this action is no longer relevant. 			

	<p>KR advised however that she has visited Everton Heath and Jeavons Wood in her role as Head of School, adding that there will be 3 further Head Teachers meetings this academic year.</p> <ul style="list-style-type: none"> ➤ Additional consultation event with parents PB advised that 22 responses were received following the formal consultation, 20 of which were positive. PB added that there was one question raised with regards to provision for pupils with Special Educational Needs and Disability (SEND) and 1 negative comment regarding catering experiences at other Trust schools. ➤ Governing Body Self-Evaluation It was noted that completion of the Governing Body Self-Evaluation has been on hold due to the low numbers of governors currently. <p>Governors noted that the challenge of identifying new governors / volunteers is a reflection of the current societal situation with there also being minimal members for the Parents, Teachers and Friends Association (PTFA).</p> <p>It was noted that Sue Wright joined the meeting at 6.20pm.</p> <p>A brief discussion on how to encourage more volunteers both externally and internally to the school then took place.</p> <p>During this discussion, it was proposed and agreed that a request asking for volunteers to join the Governing Body and / or the PTFA will be added to the school Facebook page. ACTION</p> <p>It was noted that Abi Clarke joined the meeting at 6.22pm.</p> <ul style="list-style-type: none"> ➤ Governor Monitoring Schedule SH explained that with the reduced number of governors currently and therefore reduced capacity, work on the draft governor monitoring schedule is ongoing. <p>SH added however that as some visits may automatically align to the key skills and knowledge of existing governors, these can therefore be undertaken.</p> <p>A brief discussion then followed where it was proposed and agreed that information on the reasons why there is a delay to some governor monitoring will be included in the update to parents.</p> <p>Head Teacher to share details of the governor monitoring visits that cannot take place due to capacity issues within the Governing Body with HW. ACTION</p> <p>It was also noted however that two Safeguarding and one Data governor monitoring visits have been undertaken this term.</p> <ul style="list-style-type: none"> ➤ Prevent Training SWr advised that all other schools within the Trust undertake Prevent training in January and proposed that Fowlmere governors access the same training. <p>SWr to share link to the Cam Academy Trust's Prevent training module in January. ACTION</p>	<p>HW</p> <p>SH</p> <p>SWr</p>
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	Main Discussion Items	
5.	<p>Head Teacher's Report A Head Teacher's report was shared with governors for their review prior to the meeting and covered the following areas:</p> <ul style="list-style-type: none"> ➤ Executive Summary ➤ Admissions and Number on Roll ➤ Attendance ➤ Safeguarding ➤ Health and Safety ➤ Property, Compliance, Finance and ICT ➤ Staffing ➤ Vulnerable Pupils ➤ Leadership and Governance ➤ Curriculum Promise ➤ Progress and Assessment <p>KR explained that the report was produced in conjunction with SH on this occasion and provided the following verbal update on the Executive Summary during the meeting:</p> <ul style="list-style-type: none"> ➤ Forest School provision has resumed with a significant positive impact on pupils learning. ➤ Following the departure of a teacher from Kingfisher class, interim arrangements are in place until the end of term to ensure continuity of provision for that cohort, along with plans in place for the Spring term. ➤ 'Songs of Identity' session was a huge success as were visits to the Imperial War Museum at Duxford and Mini Medics. ➤ A School-Centred Initial Teacher Training (SCITT) trainee from Melbourn Village College spent 2 days at the school developing their knowledge of early English curriculum. ➤ A successful Children in Need fundraising event, with further events to include a book fair, stir up day, Christmas nativity etc. <p><u>Admissions and Numbers on Roll</u> SH advised that confirmed Reception places for next academic year has increased from 6 to 8, adding however that there are 10 children on the portal who are in the school's catchment area but not all of them have currently selected Fowlmere as their first choice.</p> <p>A governor asked: Question: Do you think the final intake will be 8 children? Answer: The deadline for applications is the end of January, so I think this number will increase. There are some siblings who have not yet applied for a place for example.</p> <p>A brief discussion followed on pupil numbers during which governors noted the positive impact of the school providing wraparound care and the benefit of a small Reception class rather than a mixed Reception / Year One class.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> ➤ Current overall Attendance rate of 96% and a Persistent Absence rate of 7.5% at the time of writing the report, with Attendance as of 6 December at 96.5%. <p>Governors asked: Question: How does that compare to national average?</p>	

Answer:
Our Attendance rate is strong against national average.

Question:
Is the Persistent Absence figure for one pupil?

Answer:
It is an accumulation of how many sessions that a child or children have missed. As a school we have a threshold of 90% Attendance rate. This figure also includes persistent lateness.

Question:
Are there any pupils whose attendance we are concerned about?

Answer:
There is a small pattern emerging from one family with the child regularly arriving late to school so this will be monitored going forwards and we will work to support the family.

There is also another pupil's attendance that we are monitoring.

Safeguarding

It was noted that there are no live Safeguarding concerns currently within school.

A governor asked for an update on the matter covered by a separate Confidential minute for the last FGB meeting and KR provided governors with an overview of the current situation.

Due to the nature of the content of the remainder of the discussion that took place on this matter, the rest of the item is covered by a separate Confidential minute.

KR / SH then highlighted the following notable updates:

- Fire drill has been conducted.
- The incomplete property capital projects remain a concern for the Trust.
- Finance update shared with governors.

KR then provided an overview of the proposed staffing structure from January 2024.

Governors asked:

Question:
What is the background of the new Kingfisher Class teacher?

Answer:
They have previously been a Supply teacher with us, and recently applied for the Reception Class position. However, with their future aspirations to be a Special Educational Needs and Disability Co-ordinator (SENDCo), their skills align more closely with the needs in Kingfisher Class.

Question:
What percentage of teaching time is allocated for Planning, Preparation and Assessment (PPA) time?

Answer:
Teachers have 10% of their teaching time allocated as PPA.

Two of our teachers take their PPA time outside of school hours in order to facilitate the interventions needed as they are more impactful if undertaken by the teacher.

KR then referred governors to the information on pupils' end of year targets that was included in the Head Teacher's report and explained that targets are currently being set.

	<p>A governor asked whether the information was correct as the data only shows one pupil in Year 3, but it was noted that the first chart is for the school's Vulnerable Groups.</p> <p>KR then provided governors with a summary of each cohort's end of year targets.</p> <p>A governor asked: Question: Which areas / cohorts are you most concerned about?</p> <p>Answer: Those children who are on the cusp of meeting Age Related Expectation (ARE) by the end of the academic year.</p> <p>As such, our initial focus is on providing targeted interventions for those pupils to support them to achieve ARE, whilst also supporting our children with SEND and EHCPs.</p> <p>Question: Which classes are a key concern?</p> <p>Answer: Our Year 4 and Year 5 cohorts are our targeted groups for intervention. Those pupils were the most impacted by the pandemic and the lockdowns. There are significant gaps in their mathematical, fluency knowledge and in their Grammar, Punctuation and Spelling (GPS).</p> <p>In addition, Writing is a school and Trust wide focus going forwards.</p> <p>Question: Do you agree that the predicted end of year data, with the exception of Writing, for our current Year 6 cohort is strong in comparison?</p> <p>Answer: Yes. Writing is a significant challenge, with weaknesses in their grammar as well as in basic skills in their punctuation. We will be working on both areas over the remainder of the academic year.</p> <p>It was noted that there were no further comments or questions on the Head Teacher's report.</p>	
6.	<p>Recovery Premium / National Tutoring Programme</p> <p>SH explained that as previously advised the National Tutoring Programme (NTP) funding was not utilised by the school due to its negligible impact.</p> <p>SH therefore confirmed that a claw back of approximately £2.5k will take place in due course, adding that this will not affect the school's Budget as the funding was ring-fenced.</p>	
7.	<p>Academisation Update</p> <p>HW advised that solicitors have now been appointed but as mentioned in the Head Teacher's report, the incomplete property capital projects have resulted in a delay to the process.</p> <p>HW further advised that there is now also an issue with the land that is owned by the Diocese, with the need for an additional Diocese meeting to be held to agree the transfer of the land to the Trust.</p> <p>PB then explained that the deadline to sign the Commercial Transfer Agreement (CTA) to convert to an academy from 1st January 2024 is the following day, adding that unless the issue with the Diocese is resolved, it is unlikely this will take place, which will in turn, have implications for the proposed staffing structure.</p>	

	<p>Governors noted that discussions are ongoing between the school and the Trust to discuss available options, with the hope that the Diocese will agree to hold an additional meeting to avoid any further delays in the academisation process.</p> <p>Governors also noted that until all relevant paperwork is in place it will not be possible to confirm a final staffing structure as well as provide reassurance to parents and those staff affected by the conversion to an academy.</p> <p>PB further explained that if the deadline for signing the CTA passes before an agreement has been made with the Diocese to pass the land to the Trust, clear communication with regards to next steps will be provided in the next few days.</p> <p>SH added that if the timescales are not met, the school needs to continue to maintain its level of Teaching and Learning, ensure that staff and pupils are safe and secure and not make any decisions that could leave the school in a vulnerable position. Lastly, PB explained that once the CTA has been signed by both parties, the Governing Body is officially dissolved, but the hope is it will be re-instated as is.</p> <p>A governor asked: Question: How are staff feeling currently given the situation? Answer: Staff are feeling unsettled and will continue to do so until we are clear about what it is we, as a school are doing moving forwards.</p> <p>Any updates will be shared with staff prior to communicating with parents.</p>	
8.	<p>Update from RIG (Rapid Improvement Group), formally LAIG HW explained that the latest RIG meeting was brief given the plan to academise.</p> <p>KR added that the RIG was happy with the ongoing work within the school and confirmed that there would be no further RIG meetings.</p> <p>PB then shared the following feedback from the RIG: <i>It is evident that the school has a clear direction and identified priorities for moving forwards.</i></p> <p>Governors noted however that there has been no agreement to remove the Formal Warning notice.</p>	
9.	<p>School Improvement Plan 2023/2024 SWr explained that work is ongoing with the School Improvement Plan (SIP) for the 2023/2024 academic year, adding that it will be finalised ready for the start of the Spring term.</p> <p>A governor asked: Question: As previously, will governor monitoring align with the SIP key priorities? Answer: Yes. Writing for example will be a key focus. A Writing review is also being undertaken in the Spring term within the Trust, so it would be valuable for a governor to take part in that.</p> <p>Another governor commented that provision of Grammar, Punctuation and Spelling (GPS) bookmarks are a current focus at their educational setting and KR advised that these are being produced for the current Year 5 and Year 6 cohort.</p>	

	<p>This governor added that the consistency of approach to Writing across all subjects is also a focus and KR explained that going forwards the plan is to also develop that at Fowlmere.</p> <p>KR added that the Trust's English Subject Lead has undertaken some work with the teachers at Fowlmere, demonstrating what Writing should look like in each year group.</p> <p>A governor asked: Question: Has work also been undertaken on feedback? Answer: Yes, and we will be rewriting the Feedback and Marking Policy in the Spring term.</p> <p>Another governor asked whether it would be possible to provide an overview on Cambridgeshire Therapeutic Thinking (CTT) at the next FGB meeting and it was agreed that this can be provided.</p> <p>Provide an overview / key points on Cambridgeshire Therapeutic Thinking (CTT) for governors at the next FGB meeting. ACTION</p> <p>In addition, it was proposed and agreed that the Executive Head Teacher will provide training on the Governor's Role in Safeguarding at the next FGB meeting.</p> <p>Executive Head Teacher to provide training on the Governor's Role in Safeguarding at the next FGB meeting. ACTION</p>	<p>KR / SH</p> <p>SWr</p>
10.	<p>Special Educational Needs and Disability (SEND) It was noted that the Special Educational Needs and Disability (SEND) update will be deferred to a future meeting due to the SENDCo absence.</p>	
11.	<p>Pupil Premium SH referred governors to the Pupil Premium Strategy Statement that was shared with them prior to the meeting and explained that the school currently has a 3-year Pupil Premium strategy that she has updated and tweaked to align with what is currently applicable to the school's Pupil Premium children.</p> <p>SH further explained that as the school only receives a small amount of funding the majority of the spend is on targeted academic support.</p> <p>SH then confirmed that the Pupil Premium Strategy Statement will be published on the school website by 31st December as required.</p> <p>A governor asked for clarification on this, and SH explained that as the current Pupil Premium plan is for 3 years, the school can continue to use this version until July. SH added that at that point, the school and Governing Body can choose to move to a one-year plan if they wish to do so.</p> <p>Another governor asked: Question: Is there a significant number of Pupil Premium children leaving this academic year (Year 6 cohort)? Answer: There will be 3 children who are eligible for this funding leaving at the end of this academic year, which will reduce the level of funding we receive going forwards.</p>	

	<p>SH then referred governors to the School Income Deprivation Affecting Children Index (IDACI) Analysis report that was shared with them prior to the meeting and advised that Fowlmere's level of deprivation is at the lowest end of the scale at 9, with 10 being the lowest.</p>	
12.	<p>Finance</p> <ul style="list-style-type: none"> ➤ Budget review. SH referred governors to the latest Budget forecast report that had been shared with them by the School Business Manager and explained that currently there are no significant areas of concern. <p>SWr congratulated the school on being able to maintain a positive Budget given the current challenges.</p> <p>Governors noted however the need to identify a governor with specific financial knowledge to ensure a more detailed review of the school's finances takes place going forwards.</p> <ul style="list-style-type: none"> ➤ To consider the findings and recommendations from the CCC Internal Finance Audit to ensure financial compliance. It was noted that this report was not shared prior to the meeting. ➤ To receive a summary report from the Pay Committee regarding approval of pay awards. It was noted that there is no separate Pay Committee. <p>SH therefore advised that KR has completed most of the Performance Management reviews and shared details of the pay recommendations during the meeting.</p> <p>SH then asked governors if they were happy to approve these recommendations.</p> <p>It was noted that the Governing Body unanimously approved the pay recommendations put forward.</p> <p>A brief discussion then took place regarding the high agency costs that schools pay if they decide to employ a teacher via the agency.</p>	
13.	<p>Inspection Data Summary Report (IDSR) SH advised that as the Inspection Data Summary Report (IDSR) was not shared prior to the meeting, she will circulate this after the meeting.</p> <p>Head Teacher to share the IDSR with governors. ACTION</p> <p>Governors noted however that the Fischer Family Trust (FFT) Attainment and Progress report that was shared with them for their review shows that pupil outcomes are reasonable despite the Local Authority (LA) being unhappy with the results, given that the school has small cohorts which means one pupil has a significant effect on the overall data.</p>	SH
14.	<p>Governor Monitoring and Evaluation</p> <ul style="list-style-type: none"> ➤ Governor Monitoring Schedule 2023/2024 As noted under Matters Arising, a review of the Governor Monitoring Schedule will take place in January, with monitoring visits to align with the School Improvement Plan (SIP) priorities. 	

15.	<p>School Policies for Approval</p> <p>The following policies were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Data Protection Policy Autumn 2023 ➤ Early Years Foundation Stage (EYFS) Policy ➤ Governors Allowances Policy 2023 ➤ Statement of Procedures for Dealing with Allegations of Abuse Against Staff Autumn 2023 ➤ Supporting Pupils with Medical Conditions or Needs Policy 2023 ➤ Suspension and Exclusions Policy Autumn 2023 ➤ Whistleblowing Policy Autumn 2023 <p>It was noted that several comments and queries were raised by governors on the policies and addressed prior to the meeting, however governors also asked:</p> <p>Question: How many of these policies are statutory?</p> <p>Answer: 5 of them are statutory.</p> <p>Question: Who is the school’s Data Protection Officer (DPO)?</p> <p>Answer: Nicola Cooke from SchoolsDPO which is a service we buy into.</p> <p>This will change once the school joins the Cam Academy Trust however, so the policy will need updating again.</p> <p>Question: Can you clarify what it means by the school nursing team?</p> <p>Answer: We do not have a school nurse, but there is a wider school nursing team who can provide support and advice for any children who have a medical need.</p> <p>Question: The Head Teacher’s report mentioned that there have been 2 suspensions for the same child. Do staff feel confident in applying the Suspension and Exclusion Policy?</p> <p>Answer: It is generally only the Head Teacher who needs to be fully conversant with the policy as they are the only member of staff who can exclude a pupil.</p> <p>Subject to the minor comments, questions and amendments that were addressed prior to and during the meeting, it was noted that the Governing Body approved the above policies.</p> <p>A brief discussion then took place regarding ensuring the school website remains up to date given it is unlikely that the conversion to an academy will complete by January as originally hoped.</p> <p>SH agreed this will be done, adding that the school will have a new website in line with the Cam Academy Trust’s website by the end of the Spring term.</p>	
16.	<p>Governor Training</p> <p>It was noted that Safeguarding and Prevent training will take place via the Trust in January.</p>	

	<p>In addition, it was proposed and agreed that PB and HW will review the current training offer and identify 2 modules for governors to complete before the next FGB meeting in February.</p> <p>Co-Chairs of Governors to review the current training offer and identify 2 modules for governors to complete before the next FGB meeting in February. ACTION</p>	PB / HW
17.	<p>Governing Body Self-Evaluation Outcome It was noted that the Governing Body will complete the following Governing Body Self-Evaluation. https://schoolgovernors.thekeysupport.com/the-governing-body/recruitment-and-competence/governor-skills-and-effectiveness/governing-board-self-evaluation-process/?tab=maintained-school</p> <p>As noted at the previous meeting, Co-Chairs of Governors to meet to consider the Governing Body Self-Evaluation. ACTION</p>	
18.	<p>General Data Protection Regulation (GDPR) Update SH explained that the new Data Protection Policy has been updated to reflect recent changes with regards to ensuring any personal data that pupils use in coursework is used appropriately.</p> <p>A governor asked: Question: Have there been any data breaches or Subject Access Requests (SARs)? Answer: There have been no data breaches.</p> <p>There has been one SAR, which all Cambridgeshire schools received, which was in relation to the current issue with Reinforced Autoclaved Aerated Concrete (RAAC).</p> <p>Our DPO provided the required wording to respond to this request.</p>	
	Routine Business	
19.	<p>Any Other Business There was no other business added to the agenda.</p>	
20.	<p>Dates and Times of Future Meetings Meeting dates and times were confirmed as follows:</p> <ul style="list-style-type: none"> ➤ Wednesday 7 February 2024 (in person at 6pm) ➤ Wednesday 20 March 2024 ➤ Wednesday 1 May 2024 ➤ Wednesday 10 July 2024 	
	<p>Close of Meeting There being no further business, the meeting closed at 8.00pm.</p>	