



## Minutes

### Approved by the Governing Body

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

Wednesday 10<sup>th</sup> February 2025 – 5.30pm

### In School

#### Present

Kym Rouse (KR), Head of School  
Phil Butterworth (PB), Co-Chair  
Abi Clarke (AC)

#### Apologies for Absence

Hayley Woods (HW), Co-Chair  
Sue Wright (SW), Executive Head Teacher

#### In attendance

Lisa White (LW), Clerk

No.	Item	Action
1.	<b>Welcome and Apologies for Absence</b> PB opened the meeting at 5.30pm and welcomed everyone to the meeting.  Apologies for absence were received and accepted from Hayley Woods and Sue Wright.	
2.	<b>Declaration of Interests in relation to the Agenda</b> It was noted that there were no declarations of interest in relation to the agenda.	
	<b>Standing Items</b>	
3.	<b>Membership of the Governing Body / Governor Recruitment</b> <ul style="list-style-type: none"> <li>➤ 4 x Co-opted Governor vacancies, 1 x LA Governor vacancy and 1 x Staff Governor</li> </ul> KR advised that paperwork has been shared with a potential candidate for one of the vacant Co-opted Governor roles, adding that a member of staff is also interested in taking on the role of Staff Governor.	

	Governors noted that the potential Co-opted Governor candidate has a background in planning and premises and will therefore be a useful addition to the Governing Body.																																																														
4.	<b>Minutes of last meeting and matters arising from the previous meetings</b> Draft standard minutes and one set of Confidential minutes from the meeting held on 4 <sup>th</sup> December 2024 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.  <b>Matters Arising from previous meetings:</b> <table><tr><th>Item</th><th>Action</th><th>Who?</th><th>Status</th></tr><tr><td colspan="4"><b>1 May 2024</b></td></tr><tr><td>6</td><td>School to arrange a survey on the school dinner provision for children to complete once a stable member of staff is in post.</td><td>KR</td><td>No longer applicable.</td></tr><tr><td>10</td><td>Share the Trust’s monitoring visit template with governors.</td><td>SW</td><td>Action complete.</td></tr><tr><td>11</td><td>Link governors to Smartlog once the school joins the Trust.</td><td>SW</td><td>Action ongoing pending the school joining the Trust.</td></tr><tr><td colspan="4"><b>9 July 2024</b></td></tr><tr><td>4</td><td>Governors to contact local businesses, friends and acquaintances to ask for volunteers to take on the role of governor.</td><td>All</td><td>Action ongoing.</td></tr><tr><td>9</td><td>Share the LA Safeguarding Monitoring report for the September FGB meeting.</td><td>SW</td><td>Safeguarding report from Phil Nash that was shared at last meeting supersedes this. Action complete.</td></tr><tr><td colspan="4"><b>25<sup>th</sup> September 2024</b></td></tr><tr><td>6</td><td>Undertake an audit of the school website.</td><td>AC</td><td>Action complete.</td></tr><tr><td>12</td><td>Arrange a SEND visit for Autumn 1.</td><td>HW</td><td>Action c/f</td></tr><tr><td>15</td><td>Ask SW to provide Prevent training for staff and governors.</td><td>KR</td><td>Trust does this in January. SW will send online links to governors. Action c/f</td></tr><tr><td colspan="4"><b>4<sup>th</sup> December 2024</b></td></tr><tr><td rowspan="2">9</td><td>Check how the number of EHCPs at Fowlmere compares to national average.</td><td>HF</td><td>Shared with HW. Action complete</td></tr><tr><td>Check with KR if it is possible to share feedback from specialist teachers with the Governing Body.</td><td>HF</td><td>Action complete.</td></tr></table>			Item	Action	Who?	Status	<b>1 May 2024</b>				6	School to arrange a survey on the school dinner provision for children to complete once a stable member of staff is in post.	KR	No longer applicable.	10	Share the Trust’s monitoring visit template with governors.	SW	Action complete.	11	Link governors to Smartlog once the school joins the Trust.	SW	Action ongoing pending the school joining the Trust.	<b>9 July 2024</b>				4	Governors to contact local businesses, friends and acquaintances to ask for volunteers to take on the role of governor.	All	Action ongoing.	9	Share the LA Safeguarding Monitoring report for the September FGB meeting.	SW	Safeguarding report from Phil Nash that was shared at last meeting supersedes this. Action complete.	<b>25<sup>th</sup> September 2024</b>				6	Undertake an audit of the school website.	AC	Action complete.	12	Arrange a SEND visit for Autumn 1.	HW	Action c/f	15	Ask SW to provide Prevent training for staff and governors.	KR	Trust does this in January. SW will send online links to governors. Action c/f	<b>4<sup>th</sup> December 2024</b>				9	Check how the number of EHCPs at Fowlmere compares to national average.	HF	Shared with HW. Action complete	Check with KR if it is possible to share feedback from specialist teachers with the Governing Body.	HF	Action complete.	
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13	Update the 2024/2025 governor monitoring schedule to reflect weekly, virtual visits and areas of focus.	PB	Action c/f
18	Head Teacher to invite the Owls Class teacher / Maths Lead to the next FGB meeting.	KR	Action complete.
CONFIDENTIAL MINUTES	Co-Chair of Governors to provide a letter of approval in respect of extending KR's current contract to the School Business Manager	PB	Action complete.

In addition, more detailed discussion took place on the following:

#### School Meals

KR advised that although school meals are now provided by HCL via another local school, the provision is not what it should be.

KR added that a discussion is currently taking place within the Cluster schools as to whether to renew with the current supplier.

#### Prevent Training

It was noted that until the school joins the Trust, links to Prevent Training will not be shared by SW. It was however noted that both PB and AC have completed Prevent training as part of their day-to-day roles.

KR however confirmed that all staff have completed this training.

#### **A governor asked:**

##### **Question:**

**Where do you record that staff have completed Prevent training?**

Answer:

This is recorded on the Single Central Record.

#### Special Educational Needs and Disability (SEND)

**Following the update provided at the last meeting governors asked:**

##### **Question:**

**Do we have an electronic SEN register?**

Answer:

Yes. HF has set one up.

##### **Question:**

**Do you have access to it, and should all staff be able to see the register?**

Answer:

Yes.

##### **Question:**

**How many Education, Health and Care Plans (EHCPs) are there at Fowlmere?**

Answer:

We currently have 1 EHCP, with another 2 in process and a potential further 2.

#### Governor Monitoring

KR explained that following a review of the School Development Plan (SDP) she is in the process of putting together a monitoring schedule for staff which will also include a section for governors.

KR added that her intention is to now review the SDP with staff in order to RAG rate each action.

In addition, it was noted that governors will undertake relevant monitoring either in person or virtually.

#### Maths lead

KR advised that although the Maths Lead was unable to join the meeting, he has prepared a report which was therefore shared with governors during the meeting.

KR explained that the report covers 2 different focus areas – the Year 4 Multiplication Check and Key Stage Two (KS2) Statutory Assessment Tests (SATs) and advised that following the implementation of Maths Mastery and Times Tables Rock Stars (TTRS), an analysis of both Owls and Kingfishers Classes has shown how children are becoming more confident in quick recall multiplication and calculation skills.

KR added that pupils in Kingfishers class are already ahead of where Owls were in September, with definitive progress shown and most children having an average answer speed of less than 4 seconds compared to the 6 seconds time limit on the Multiplication Check.

KR then explained that an improvement in outcomes for all but 2 children across two practice SATs papers has been seen, with both those pupils having an additional need.

KR further explained that there are also a couple of other children who achieved 90 or below, but they also have additional needs.

KR then referred governors to the assessment data for years 2 to 5 that was also included in the report and explained that with 8% and 11% working below the Expected Standard in Year 5 and Year 3 respectively, providing additional support in those cohorts is also a priority.

#### **Governors asked:**

##### **Question:**

**What does it mean when there is no data?**

Answer:

That is usually where a pupil has joined us partway through their school journey and there is no data from their previous school.

##### **Question:**

**The report refers to using the National Foundation for Educational Research (NFER) Question Level Analysis (QLA). What is in place for those pupils who are currently achieving a score of 94 / 95? How are we targeting those pupils to ensure they meet the Expected Standard?**

Answer:

We want to use this to drill down into areas of weakness across cohorts enabling teachers to adapt planning and target teach where required.

##### **Question:**

**What about the crossover and how that relates to children's ability in English? What is the plan for those pupils who are meeting the Expected Standard in one subject but not the other?**

Answer:

We are looking at interventions and additional support to help pupils achieve across the board. Last year, our Combined data was low compared to National, and we recognise the importance of providing support in this area.

	<p><b>Question:</b>  <b>Why is there a large number of children who are borderline in meeting the Expected Standard?</b></p> <p><b>Answer:</b>  The pupils sat a 2018 SATs paper in February and so they have not yet been taught the full curriculum. We therefore expect those children to meet the Expected Standard, but we are also targeting those pupils who are currently scoring 85 – 90.</p> <p><b>Question:</b>  <b>Am I right in thinking that mock SATs papers were not completed at this time last year?</b></p> <p><b>Answer:</b>  Yes. This is a request from the Trust.</p> <p><b>Question:</b>  <b>Have you received any resources to support this?</b></p> <p><b>Answer:</b>  No. With the ongoing delays to academisation, my entitlement is now one afternoon per week of support.</p> <p>Governors wished to note their thanks to the Maths Lead for their report.</p> <p>A brief discussion then followed regarding supporting pupils to understand the vocabulary of Maths as this is key to ensure they can complete SATs questions, with governors noting that interventions also need to focus on this.</p> <p><b>A governor then asked:</b>  <b>Question:</b>  <b>Is there a strong enough practitioner in those year groups to support those pupils who are struggling?</b></p> <p><b>Answer:</b>  Currently there are in both cohorts, but my concern will be when the Year 3 teacher goes on maternity leave and what we can do to ensure continuity of that strong provision.</p>	
	<b>Main Discussion Items</b>	
5.	<p><b>Head Teacher's Report</b>  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"> <li>➤ Executive Summary</li> <li>➤ Admissions and Number on Roll</li> <li>➤ Attendance</li> <li>➤ Safeguarding</li> <li>➤ Health and Safety</li> <li>➤ Property, Compliance, Finance, and ICT</li> <li>➤ Staffing</li> <li>➤ Vulnerable Pupils</li> <li>➤ Leadership and Governance</li> <li>➤ Curriculum Promise</li> <li>➤ Progress and Assessment</li> <li>➤ Parents / Carers / Community</li> </ul> <p>During the meeting, KR advised that the Junior Duke Awards programme has been launched with positive feedback received so far.</p>	

**A governor asked:**

**Question:**

**Is this being funded?**

Answer:

No. It is £10 per booklet, and I have covered the cost with our PE and Sports Premium funding grant as a lot of the activities are physical ones.

**Another governor asked whether the number of pupils on roll at 77 is correct and KR confirmed that the figure should be 78.**

KR then advised that two separate families have expressed an interest for their children to join the school as in-year transfers and that pending their application, this will take the number on roll to 80.

**Governors then asked:**

**Question:**

**When do the September intake numbers get released?**

Answer:

April.

**Question:**

**Can you already see the applications?**

Answer:

Yes, and we currently have 12 first choice applications which matches the number of Year 6 leavers in the Summer, so fortunately our numbers are stable.

We may also get additional applications over the summer.

Governors then noted that the school's Attendance Data continues to be strong at 96.1% as at the end of January.

KR advised however that absences in the Year 5 cohort are having an impact on the overall attendance rate with one pupil also being kept off school following the hoax email received the previous week.

**Governors asked:**

**Question:**

**What is your policy for this situation? Do you expect the child to complete work whilst they are at home?**

Answer:

Ordinarily, yes.

**Question:**

**Was this absence marked as unauthorised?**

Answer:

Yes.

**Question:**

**Why is our Persistent Absence rate quite high?**

Answer:

This is particularly applicable to Year 5 with specific parents keeping their children off school even with a cold for example.

We are working on presenting a uniform approach to Persistent Absenteeism within the Cluster and will be producing a statement on how this impacts children's education as well as the impact on the use of mobile phones.

	<p><b>Question:</b>  <b>Is there therefore some e-Safety work to do relating to the use of mobile phones?</b></p> <p><b>Answer:</b>          Yes, and this will be covered by our Deputy Designated Safeguarding Lead (DDSL).</p> <p>A discussion followed on this matter during which governors noted that a monitoring visit to obtain Pupil Voice on the use of mobile phones and e-Safety would be of value.</p> <p><b>A governor then asked whether there has been a change in the number of Year 6 children bringing mobile phones into school and KR advised that currently there are no pupils who do so.</b></p> <p><b>Governors also asked:</b>  <b>Question:</b>  <b>The number of open Safeguarding concerns at 28 is high, why?</b></p> <p><b>Answer:</b>          This was the figure at the time of writing the report, but these have since been followed up, reviewed and where appropriate to do so, they have been closed. There are now 4 live concerns.</p> <p><b>Question:</b>  <b>Do you automatically get assigned to any concern that is raised and therefore are you able to close them if necessary?</b></p> <p><b>Answer:</b>          As Designated Safeguarding Lead (DSL), I am alerted to any concerns that are raised and then assign them as necessary. If they are not assigned to me, I am able to still access them and see the status but I need to ensure that where staff have been assigned a task, such as a Safeguarding concern, that they take ownership and follow them up or action them.</p> <p><b>Question:</b>  <b>Are there formal meetings and minutes to review this?</b></p> <p><b>Answer:</b>          Yes. We have Senior Leadership Team (SLT) meetings and Safeguarding concerns are a key area of focus.</p>	
6.	<p><b>Academisation Update</b></p> <p>KR referred governors to a recent email that was received from Martin Purbrick, the Executive Director for Children, Education and Families at the Local Authority (LA) that advised that the Trust had asked for a delay in the academisation process.</p> <p>KR explained that she has since contacted Mark Norman at the Trust who advised that he was not aware of this and that discussions are now being taken to the Board of Trustees. KR added that as such, she believes that the Trust may decide to step away from Fowlmere Primary School due to the ongoing delays with the academisation process.</p> <p>KR further explained that since the Governing Body agreed to academise and join the Cam Academy Trust, support from the LA has reduced because the school has not bought into the Primary Offer.</p> <p>During the discussion that then followed, governors noted that the reasons for joining a Trust are still valid, namely, to ensure the long-term sustainability of the school and that with the support of the Department for Education, academisation should still happen.</p>	

	<p><b>A governor asked:</b>  <b>Question:</b>  <b>Why can't we sign up to the LA's Primary Offer?</b>  <b>Answer:</b>  We can, but I need approval by the Governing Body to do so. This can either be on a term-by-term basis or for the whole year.</p> <p><b>Following a brief discussion, it was noted that the Governing proposed and it was agreed to sign up to the Primary Offer on a term-by-term basis.</b></p> <p>It was then noted that the Governing Body moved to Item 9 of the agenda to discuss Capital Expenditure.</p>	
9.	<p><b>Budget Review</b>  <b>As noted above, this item was taken out of order.</b></p> <p>KR explained that a Budget Monitoring Report will be prepared by the School Business Manager and shared with governors in due course.</p> <p>KR then asked governors for approval for some Capital Expenditure, advising that there is approximately £13k of Capital funding available and as such, she would like to purchase some new doors with sight panels in and replace one that needs to be a fire door.</p> <p>KR added that she would also like to replace classroom desks and chairs if possible.</p> <p>A discussion then took place regarding the importance of ensuring that any items identified on the application for the Capital funding matches those that are purchased, especially as spend against IT items is covered by a different Capital allocation.</p> <p>Governors noted that replacing the doors as outlined will improve Safeguarding within school.</p> <p>A brief discussion also took place regarding the need for new iPads and smartboards.</p> <p><b>It was then proposed and agreed that the relevant paperwork to seek governor approval for this Capital Expenditure will be completed and shared with governors.</b></p> <p><b>Complete relevant Capital Expenditure paperwork and share with governors for final approval. ACTION</b></p> <p>It was noted that governors then returned to Item 5 Head Teacher's report.</p>	KR
5.	<p><b>Head Teacher's Report (continued)</b>  <b>As noted above, this item was taken out of order.</b></p> <p>Governors then returned to a discussion on staffing.</p> <p>Due to the nature of the content of the discussion that then took place, the rest of this item is covered by a separate Confidential minute.</p> <p>Governors then moved to Item 7 of the agenda.</p>	



7.	<p><b>Pupil Premium Strategy Statement 2024/2025 and 2023/2024 Impact Analysis</b>  <b>As noted above, this item was taken out of order.</b></p> <p>KR shared the 2024/2025 Pupil Premium Statement with governors during the meeting and advised that it will be uploaded to the school website following this meeting.</p> <p><b>Governors asked:</b>  <b>Question:</b>  <b>Did you have a starting point to base this year's statement on?</b></p> <p>Answer:          There has been minimal change since last year as the number of children eligible for Pupil Premium funding is still the same.</p> <p><b>Question:</b>  <b>Has the allocation per pupil changed?</b></p> <p>Answer:          I am not aware that it has but I will check with our School Business Manager.</p> <p><b>Check with the School Business Manager whether the Pupil Premium funding allocation per pupil has changed. ACTION</b></p>	KR
8.	<p><b>Inspection Data Summary Report</b>          A copy of the latest Inspection Data Summary Report (IDSR) was shared with governors during the meeting.</p> <p>Governors noted that Attainment was significantly below National for the Multiplication Check and KS2 SATs results last year.</p> <p>A brief discussion also took place regarding Attendance rates at Fowlmere Primary School, during which governors noted that nationally the school is in the lowest 20% for absence.</p> <p>A further discussion then followed regarding ensuring KR having access to the necessary support and guidance in relation to Ofsted requirements and expectations during which it was noted that this is being covered with KR's mentor and in the New to Headship training that she is undertaking.</p> <p><b>A governor asked:</b>  <b>Question:</b>  <b>Why are there no EHCPs listed for 2024 in the IDSR?</b></p> <p>Answer:          That is incorrect as technically we also have one for the child who is educated off site, so this should be 2.</p> <p>Governors then moved to Item 10 of the agenda.</p>	
10.	<p><b>Schools Financial Value Standard (SFVS)</b>  <b>As noted above, this item was taken out of order.</b></p> <p>It was noted that the Schools Financial Value Standard (SFVS) for 2024/2025 is not yet available and was therefore not shared for this meeting.</p> <p>KR advised that she will follow this up with the School Business Manager as the deadline for submission is 31<sup>st</sup> March.</p> <p>Governors noted that a member of the Governing Body should complete the SFVS alongside the School Business Manager and Head Teacher.</p>	

11.	<p><b>Governor Monitoring and Evaluation</b></p> <p>It was noted that this item was discussed under Matters Arising.</p> <p>A brief discussion followed regarding fundraising and a ‘make and do day’ during which governors and volunteers would help tidy up the school premises.</p> <p>KR also raised a concern that the latest edition of the Fowlmere Flyer had not been shared with her prior to publication, with governors agreeing that any communication from the school needs to be approved by her.</p>	
12.	<p><b>Governor Training</b></p> <p>KR explained that as part of the New to Headship training, she has been asked by the Local Authority (LA) what the school is doing with regards to governor training.</p> <p>The Clerk explained that if the school has not subscribed to the LA’s Primary Offer, they will not have access to governor training.</p> <p>It was noted however that the following areas of governor training have been identified:</p> <ul style="list-style-type: none"> <li>➤ Finance / Budget</li> <li>➤ Ofsted Readiness</li> </ul>	
13.	<p><b>Policies</b></p> <p>The following policies were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> <li>➤ Accessibility Plan Spring 2025</li> <li>➤ Complaints Policy Spring 2025</li> <li>➤ Charging and Remissions Policy Spring 2025</li> <li>➤ Equality, Equity and Diversity Policy Spring 2025</li> <li>➤ Governors’ Allowances Policy Spring 2025</li> <li>➤ Health and Safety Policy Spring 2025</li> <li>➤ Premises Management Policy Spring 2025</li> <li>➤ Privacy Notice – Governors and Volunteers Spring 2025</li> <li>➤ Privacy Notice – Parents and Carers Spring 2025</li> <li>➤ Privacy Notice – Pupils Spring 2025</li> <li>➤ Privacy Notice – Visitors Spring 2025</li> <li>➤ Privacy Notice – Workforce Spring 2025</li> <li>➤ Privacy Notice – Job Applicants Spring 2025</li> <li>➤ School Security Policy Spring 2025</li> <li>➤ Special Educational Needs and Disability (SEND) Policy Spring 2025</li> </ul> <p><b>Subject to some minor queries and comments that were addressed prior to the meeting, it was noted that the Governing Body approved the above policies.</b></p> <p><b>A governor however asked whether it is possible to include a notice period in the Charging and Remissions Policy to allow parents more time to pay for events, such as the ‘dress up day’ and KR confirmed this is possible.</b></p>	
	<b>Routine Business</b>	
14.	<p><b>Any Other Business</b></p> <p>It was noted that was no other business added to the agenda.</p>	
15.	<p><b>Dates and Times of Future Meetings</b></p> <p>Meeting dates and times were confirmed as follows:</p> <ul style="list-style-type: none"> <li>➤ <i>Wednesday 26 March 2025 in person at 5.30pm (to be confirmed)</i></li> <li>➤ <i>Wednesday 30 April 2025</i></li> <li>➤ <i>Wednesday 9 July 2025</i></li> </ul>	

	<b>Close of Meeting</b> There being no further business, the meeting closed at 7.15pm.	
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