

**FOWLMERE PRIMARY SCHOOL**  
**MEETING OF THE GOVERNING BODY**

**Wednesday 5 February 2020**  
**7.00pm in School**

**MINUTES**

**Present:**

Sarah Burge (SB), Chair  
Philip Atkin (PA), Head Teacher  
Bruce Gilliam (BG)  
Joanna Grazebrook (JG)  
Gill Heathcote (GH)  
Clare Hobro (CH)  
Andrew Page (AP)  
Nico Schonken (NS)  
Hayley Woods (HW)

Lisa White (LW) (Camclerk) in attendance.

Hazel Belchamber (HB) (Assistant Director, School Place Planning and Infrastructure, Cambridgeshire County Council) in attendance (from 7.10pm).

**1. Apologies for absence**

The Chair opened the meeting at 7.00pm. Apologies for absence were received and accepted from Ashley Meggitt (AM) and Lynsey Perkins (LP).

The Chair advised that Hazel Belchamber from the Local Authority will be joining the meeting later.

**Standing Items**

**2. Minutes of the last meeting and Matters Arising**

Draft minutes of the meeting held on 4 December 2019 were circulated prior to the meeting and were approved by the Governing Body and signed by the Chair as a true record.

a) Minutes of July 2019 Strategy Meeting

Draft minutes of the Strategy meeting held on 17 July 2019 were also circulated to governors prior to the meeting and were approved by the Governing Body.

**Matters arising from the meeting held on 17 July 2019**

**Item 5 Safeguarding**

Senior Leadership Team to arrange formal Safeguarding training for regular volunteers. *The Head Teacher explained that the intention is to invite the school's regular volunteers in for some basic Safeguarding training. In addition, the school will provide them with a Guidance for Volunteers Policy.* **ACTION PA/LP c/f**

Signed  Date 11/03/2020

## **Matters arising from the meeting held on 25 September 2019**

### **Item 4 Minutes from July Strategy meeting**

Rewrite minutes from this meeting taking into account governors' requested changes and brought to the next FGB meeting in December for further review. **ACTION COMPLETE**

### **Item 11 School Policies for Approval**

Additional section to be added to the Anti-Bullying Policy with regards the changes to lunchtime football. **ACTION PA c/f**

### **Item 13 School Improvement Plan 2019/20**

Circulate an updated SIP to governors for the February FGB meeting. **ACTION PA c/f**

### **Item 14 Monitoring Visit Reports**

Next Behaviour visit to take place before the March Strategy meeting. **ACTION COMPLETE**

Carry out a Website review. **ACTION COMPLETE**

### **Item 16 Urgent Matters**

Update the governor email distribution list to include LP. **ACTION SB c/f**

Contact from developers has been received asking if the school will support the proposed housing development.

Add as an agenda item to the FGB meeting in December. **ACTION SB c/f**

School day

There is no longer a school bus at pick up time as there are so few children who need this therefore a taxi is currently being used.

Education Support services to be contacted to discuss this. **ACTION COMPLETE. See agenda item 10.**

## **Matters arising from the meeting held on 4 December 2019**

### **Item 4 Training Module**

Chair to circulate at list of the required governor training to date. **ACTION COMPLETE**

Governors to complete any outstanding training and confirm to the clerk that they have done so. **ACTION ALL c/f**

*As a follow-on action, the Chair to email login details and training information to Jo Grazebrook. **ACTION SB***

### **Item 6 Head Teacher's report**

Include number of positive behaviour incidents in the Head Teacher's report. **ACTION COMPLETE**

Include a breakdown by category of the values awards that are given to pupils. **ACTION COMPLETE**

### **Item 7 School Policies for Approval**

Chair to check whether the school's latest Complaints Policy was in line with the updated CCC model policy. **ACTION COMPLETE**

Standards Committee to schedule a Maths monitoring visit looking at the provision. **ACTION COMPLETE**

Signed .....



Date .....

11/03/2020

**Item 9 School Risk Register**

Chair to collate individual Committee risk registers and add in any FGB risks and circulate a completed risk register for discussion at the February FGB meeting. **In the absence of AM, who has taken ownership of this matter, this item will be carried forward to the next FGB meeting. ACTION AM c/f**

**Item 12 Communication Working Group update**

Claim the current Facebook page. **ACTION COMPLETE**

Talk to PA regarding 'test' content and trial it. **ACTION COMPLETE**

*As a follow-on action, PA to liaise with HW, NS and AM regarding the use of photographs on the Facebook page. ACTION PA*

**Item 14 Online file storage**

Chair to update Governors' area. **ACTION ONGOING – governors and clerk are currently unable to access the 2019/20 files.**

**Item 15 Urgent matters**

School Budget Consultation

Governors to respond to the School Budget Consultation. **ACTION COMPLETE**

Chair to arrange a meeting with the cluster Chairs and Jonathan Lewis. **ACTION SB c/f**

*The Head Teacher advised that there has been an agreement to meet with the Secretary of State and propose that there is a reduction in the per pupil minimum funding value which will mean the top slice is spread more evenly across all schools. This should mean that although smaller schools, such as Fowlmere, will still be significantly affected, larger schools will also have to bear some of the cost.*

Communications Code

Head Teacher to separate the Code of Conduct from this policy and bring both documents to the next FGB meeting for approval. **ACTION PA c/f**

**Exceptional Items****4. Visit from Local Authority Advisor**


It was noted that this item was brought forward following the arrival of Hazel Belchamber from the Local Authority (LA) at 7.10pm.

The Chair welcomed Hazel to the meeting.

The rest of this item is covered by a separate Confidential Minute.

**3. Safeguarding****a) Reports from Safeguarding Governor**

CH advised that she has recently completed a Safeguarding monitoring visit from a Health and Safety point of view. In addition, she has reviewed the school's Single Central Record (SCR) and with the exception of a few minor bits of information needed for new staff, it was noted that the SCR is up-to-date.

Signed .....  ..... Date *11/3/2020* .....

**A governor asked:**

**Question:**

**Is the SCR compliant should an Ofsted inspection take place?**

**Answer:**

Yes, it is.

- b) Safeguarding Training for Governors

**It was noted that AM is the next governor to complete the NSPCC online training.  
ACTION AM**

- c) Safeguarding Training for Volunteers in School

The Head explained that the Educational Visits Policy has been updated and that a request for new volunteers has been met with two new parents offering to help on a regular basis. The Head advised that training will be arranged once these volunteers are on board.

**Arrange Safeguarding training for volunteers. ACTION PA**

### **Items for Information or Approval**

#### **5. Head Teacher's Report**

It was noted that a Head Teacher's report was circulated to governors for their review prior to the meeting and included updates on the following:

- Pupil numbers;
- Class structure;
- Attendance;
- Staffing;
- Behaviour and Safety;
- Training and Professional Development.

##### Pupil Numbers

It was noted that 6 new children have joined the school taking the number on roll to 100.

##### Class Structure

A brief discussion took place regarding the increased pupil numbers.

**A governor expressed concern over the size of Class 3 next academic year and it was noted that 32 pupils is not a major issue, as there were 33 pupils in Class 3 last year.**

##### Attendance

Overall attendance was 97.1% as at the end of January 2020. The Head drew governors' attention to the attendance rates for Year 1 and Year 2 which have been affected by a pupil with a long-term medical absence and pupil absence due to permanent exclusion, respectively.

The Head then referred governors to the very good attendance rates for the school's Pupil Premium and SEND pupils.

##### Staffing

It was noted that a list of current staffing was included in the report. The Head advised that subject leadership roles had been finalised that day and given the limited number of teaching staff at Fowlmere, each member of staff has been allocated three subjects.

Signed .....



Date .....

11/03/2020

### Behaviour and Safety

The Head referred governors to the information provided on positive behaviour events and it was noted that these are significantly higher than negative behaviour incidents.

In addition, the Head drew governors' attention to the information on the rate of awards by gender as requested at the last meeting.

Information on first aid and incidents was also included in the report.

**A governor asked how the member of staff who had been subject to a significant incident is and the Head confirmed that they are now okay.**

The Head then drew governors' attention to the Safeguarding data in his report and explained that the information shows that the level of Safeguarding concerns raised in November (21) was an anomaly.

A brief discussion then took place with regards the categories used to record these concerns and it was noted that the Head categorises each concern.

### Training and Professional Development

It was noted that a list of staff training and professional development was included in the Head's report.

## **6. School Policies for Approval**

- a) Update to Anti-Bullying Policy with regards to Football changes  
It was noted that this policy will be carried over to the next FGB meeting.

- b) Learning Outside the Classroom  
This policy was circulated to governors for their review prior to the meeting. **A governor raised a minor query regarding the Governing Body's role in ensuring the school is monitoring the impact of learning outside the classroom and it was noted that this should be covered by a governor monitoring visit.**

**A governor asked:**

**Question:**

**Who is the Educational Visits Co-ordinator?**

Answer:

The Head Teacher.

The Head then drew governors' attention to some updates that he had made to this policy which led on to a discussion regarding consent for school trips.

**It was noted that the Governing Body approved the above policy.**

- c) Complaints Procedure 2020  
This policy was circulated to governors for their review prior to the meeting.

**Subject to some minor queries, the Governing Body approved the above policy.**

Signed  Date  11/5/2020

**7. Minutes from Sub Committees**

It was noted that minutes from the Standards Sub Committee meeting on 2 October 2019 and Personnel Sub Committee meeting on 4 November 2019 were circulated to governors for their review prior to the meeting. There were no governor comments or queries.

**Governors noted and accepted the Sub Committee minutes.**

**8. School Risk Register**

It was noted that as AM was absent, this item will be carried forward to the next FGB meeting.

**9. Updates from Cluster Working Group**

The Chair advised that there had not been a meeting with the other cluster Chairs and there was therefore no information to be shared.

**10. Length of School Day**

It was noted that the school is proposing to change the length of the school day to 8.30am until 3.15pm.

The Head explained that the school had officially consulted with the parent body in 2018 and that they were overwhelmingly in favour of increasing the length of the school day. In addition, the Head advised that the school had also consulted with staff at the time, but given that new staff had since joined the school, this could be repeated. The Head further explained that following lengthy dialogue with the School Transport department, it is now feasible to do increase the length of the school day.

**A governor asked what would happen should there not be a taxi available and the Head advised that this is not the school's concern.**

**It was noted that subject to consultation with staff, the Governing Body agreed that a vote should take place on this matter at the next FGB meeting.**

**Add an item to the agenda for the next meeting for governors to approve the increase in length of the school day. ACTION SB**

**Items for Discussion**

**11. School Improvement Plan 2019/2020**

**It was noted that an updated School Improvement Plan (SIP) will be circulated to all governors following this meeting. ACTION PA**

**a. Behaviour Report**

The Head explained that as the last Behaviour report was shared at the FGB meeting in December 2019 which was only seven weeks prior to this meeting, the next report will be brought to the FGB meeting in March.

**12. Communication Working Group Update**

As noted under Matters Arising, a meeting will be scheduled to ensure there is a consistent understanding about what should and should not be posted on the school's Facebook page.

Signed  Date 11/3/2020

### 13. Monitoring Visit Reports

a) Website Monitoring Visit

BG shared a governor monitoring visit report at the meeting following his review of the school's website. BG advised that some actions have been identified to ensure that the website is fully compliant.

b) Confirmation of dates for:

- i. Behaviour Monitoring Visit – it was noted that this visit is in progress;
- ii. H&S Monitoring Visit – AP confirmed that this visit will take place in February;
- iii. School Condition Monitoring Visit – AP confirmed that this visit will take place in February;
- iv. Surveys: Parent Voice, Pupil Voice, Staff Survey, SEND Parent Survey – the Chair advised as well as sending these surveys out electronically, laptops will be available at the Parent Consultations for parents to complete these surveys.

A brief discussion then followed regarding sending out a Pupil Premium survey.

It was then noted that results will be available for the March Strategy meeting.

### 14. Urgent Matters

The following items of other business were discussed during the meeting:

i. July FGB meeting

The Chair explained that she would like to change the date of the July FGB meeting as she is unable to attend on the 8 July.


It was noted that the meeting date was changed to Monday 13 July.

ii. Donation

The Chair advised that Ashley Meggitt has decided to donate funds from his running group to the school on the basis that governors sign up to complete one of his HIIT classes.

**Date of next meeting: Wednesday 11 March 2020 (Strategy Meeting)**

There being no further business, the meeting closed at 9.30pm.

Signed  Date 11/3/2020