



Minutes

Approved by the Governing Body

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

Wednesday 1st May 2024 – 6.00pm

Via Microsoft Teams

Present

Kym Rouse (KR), Head of School
Phil Butterworth (PB), Co-Chair
Hayley Woods (HW), Co-Chair
Abi Clarke (AC) (from 6.05pm)

Apologies for Absence

None

In attendance

Lisa White (LW), Clerk
Sue Wright (SW), Executive Head Teacher

No.	Item	Action
1.	Welcome and Apologies for Absence HW opened the meeting at 6.00pm and welcomed everyone to the meeting. There were no apologies for absence. Apologies for her slightly late arrival were received and accepted from Abi Clarke.	
2.	Declaration of Interests in relation to the Agenda It was noted that there were no declarations of interest in relation to the agenda.	
	Standing Items	
3.	Membership of the Governing Body As noted previously, there are now 4 Co-opted Governor Vacancies and 1 LA Governor vacancy on the Governing Body. A brief discussion took place on this matter during which it was noted that the Governing Body will start to explore how best to recruit to these roles.	

4.	<p>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 March 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.</p> <p>Matters Arising from previous meetings:</p> <table><tr><th>Item</th><th>Action</th><th>Who?</th><th>Status</th></tr><tr><td colspan="4">10 July 2023</td></tr><tr><td>7</td><td>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.</td><td>KR / SW</td><td>Action ongoing. Approached village – no one interested. SW – asking Trust to help.</td></tr></table> <p>In addition, more detailed discussion took place on this item with KR advising that despite several attempts, no-one in the village is willing to take the swimming pool on. SW added that the Trust has now been asked to help.</p> <p>A governor asked: Question: What is the plan for swimming lessons following the closure of Melbourn Sports Centre? Answer: We have contacted Royston Leisure Centre and are currently on a waiting list.</p> <p>It was noted that AC joined the meeting at 6.05pm.</p> <p>SW then advised that the Trust are also looking to see if they can do anything to support with the provision of swimming lessons.</p> <p>Another governor asked: Question: Has the school now communicated to parents that the school’s swimming pool will no longer be used? Answer: We are planning to share this information in due course. There has been a lot of news to share over recent weeks, such as the delay to the conversion date, so we are trying not to overload parents.</p> <p>Our Year 5 and 6 parents were already aware that we were going to use Melbourn Sports Centre and the children are also being kept informed with regards to the ever-changing situation with regards to swimming lessons.</p> <p>A brief discussion then took place regarding contacting other local swimming pools or schools with their own pools to see if they have availability.</p>	Item	Action	Who?	Status	10 July 2023				7	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.	KR / SW	Action ongoing. Approached village – no one interested. SW – asking Trust to help.	
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	<p>Main Discussion Items</p>													
5.	<p>School Budget It was noted that following the initial Budget review that took place at the March FGB meeting, there are still a few final amendments to make to the 2024/2025 Budget.</p> <p>SW therefore proposed, and it was agreed that the final draft Budget Plan will be shared with governors via email on Friday 3 May and discussed via a Microsoft Teams meeting that same day in order to approve the 2024/2025 Budget for submission to the Local Authority (LA) by 10th May deadline.</p>													

6.	<p>Head Teacher's Report</p> <p>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 ➤ Parents / Carers / Community <p>During the meeting, KR provided a verbal report on the following areas:</p> <p>Executive Summary</p> <ul style="list-style-type: none"> ➤ Since the last meeting, several events have taken place including Parents evening and a transition visit from Melbourn Village College. <p>Admissions and Number on Roll</p> <ul style="list-style-type: none"> ➤ Slight fluctuation in numbers on roll. ➤ At the time of writing the report, 15 new Reception children have been allocated to Fowlmere with 9 places formally accepted and responses being chased for the others. Numbers may increase if families do not get their first choice of school. ➤ One of the Year 6 pupils with Special Educational Needs and Disability (SEND) is also leaving now they have been allocated a place in a specialist provision. <p>A governor asked: Question: Do those figures also include the pupil in Year 2 who will be moving to a specialist provision? Answer Yes. They are still included in our data and on our roll until they have been allocated a place, so this will likely impact us from July.</p> <p>Attendance</p> <ul style="list-style-type: none"> ➤ Current overall Attendance rate of 95.8% which is above National average. ➤ The latest information confirms that Ofsted will be looking closely at Attendance rates, as well as lateness and asking schools what they are doing to address these issues. ➤ There is currently one pupil who is regularly late, and work is ongoing to support this child to improve their attendance. <p>Safeguarding</p> <ul style="list-style-type: none"> ➤ Safeguarding training has been completed by the new member of staff in the school office. ➤ No live Safeguarding concerns, no Child Protection plans in place and no children in need (one pupil however in the process of being a child in need). ➤ One 2-day Fixed Term Exclusion since the last report of a Year 6 pupil due to inappropriate and abusive language and physical altercation. 	
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Governors asked:

Question:

Have you seen a positive impact of the exclusion on this pupil's behaviour? Were parents fully supportive of the decision to exclude?

Answer:

The parents are fully on board and supportive of the school. Unfortunately, it is a child who is exhibiting issues around change and with the move towards Statutory Assessment Tests (SATs) and the transition to Secondary School, we are expecting there to be a deterioration in behaviour.

We have already put lots of support in place and are using the Cambridgeshire Therapeutic Thinking (CTT) approach, with lots of discussions with the child around protective and educational consequences. We are also using a calm approach, 'we will talk about this when you are ready', to allow the child to self-regulate.

A brief discussion followed during which governors recognised the need to support parents and it was proposed and agreed that the school will offer to run a workshop on the school's approach to behaviour.

Question:

What is the overall perception of behaviour now in school?

Answer:

We have been on a journey and are in a very different place now.

There have been a few issues this year, particularly with children who are not coping with change and the transition to Secondary School, but we also need to factor in the impact that any changes in staff can have on our pupils.

However, in my first 3 weeks as Interim Head Teacher, the school has been calm, with children working hard and engaging with their learning. There are some issues in a couple of classes due to the level of additional needs and staff absence has had an impact, but in general, behaviour is good.

- One referral made to the Prejudiced Reporting for Education portal since writing the report.

Governors asked:

Question:

Were parents also informed?

Answer:

Yes, the parents were sent a letter, and I can confirm that the matter was dealt with accordingly.

Question:

What is the school planning to do with regards to the latest report on online scams?

Answer:

We have been discussing this today and my preference is to ban mobile phones in school (i.e. children will not be allowed to use them in school).

We will also do some work in school regarding online usage.

A brief discussion then following during which governors noted the need to ensure communication with parents / carers on this matter is handled carefully.

Question:

What is the outcome of the recent concern raised by a parent in relation to their child not attending After School Club?

Answer:

We have discussed this matter with them and explained the situation. This child is always collected up by a parent, so should have come back to school rather than walking home by themselves.

Teachers have been informed and have a register of those children who are attending clubs.

Question:

Is there a list of the older children who are allowed to walk home from school alone?

Answer:

Yes.

Health and Safety

- Work is ongoing to update the Risk Assessments.
- A fire drill is planned for this half-term.

Property, Compliance, Finance and ICT

- The incomplete property capital projects remain a concern for the Trust.
- Finance update expected from the School Business Manager
- Possible delay in the conversion date, with the expected date now 1st June 2024.

Staffing

- Maternity leave cover for the School Secretary has now started. Although this member of staff's existing DBS is in date, it is the Trust's policy for a new DBS to be completed. In the meantime, the situation has been risk assessed and appropriate measures are in place to safeguard them and the children.
- Slight change in Teaching Assistant (TA) hours.
- SENDCo has now left due to personal reasons, with a handover taking place on Friday.

A governor asked:**Question:**

What are the next steps regarding long-term SENDCo provision?

Answer:

The school is receiving ongoing support from Jeavons Wood from the SENDCo and Inclusion Manager for at least 1 day per week. SW is also available to provide additional support if necessary as she has been a SENDCo in the past.

Another school is in the process of joining the Trust so there may be an option of sharing SENDCo support in the future.

Question:

What is the situation with regards to immediate SEND need?

Answer:

A review of the Additional Needs register will take place and cases will be RAG rated according to need.

	<p>Question: With Suki's departure are you now officially the school's Designated Safeguarding Lead (DSL)? Answer: Yes, and Mr Gunyon is the Deputy Designated Safeguarding Lead (DDSL), with SW the overarching Safeguarding Lead.</p> <p>Question: Has Mr Gunyon completed the training? Answer: Yes.</p> <p>Question: What is the working pattern for you and SW? Answer: SW is in school at least ½ day a week currently.</p> <p>KR then advised that there had been an issue with the school cook being absent which meant staff had to step in, adding however that all children were fed as required.</p> <p>A governor asked: Are you happy with the catering company? Answer: For the most part yes, but what we need is a member of staff who is permanently based with us, rather than supply staff as currently.</p> <p>A brief discussion then followed with regards to the quality of the food during which it was proposed and agreed that a survey is undertaken once a stable member of staff is in post.</p> <p>School to arrange a survey on the school dinner provision for children to complete once a stable member of staff is in post. ACTION</p> <p>Question: When is the existing catering contract due for renewal? Answer: I would need to check.</p> <p>SW explained that once the school joins the Trust, they will use the same caterer as the rest of the schools.</p> <p>Vulnerable Pupils ➤ No significant update to share for this meeting.</p> <p>Progress and Assessment It was noted that Data for the end of Spring 2 was included in the Head Teacher's report.</p> <p>KR advised that pupils are on track to meet their end of year targets and that they are making the expected progress based on the school's predictions.</p> <p>Governors asked: Question: What is the expectation for our Year 6 cohort compared to National average? Answer: I think we will be in line with National average.</p>	KR
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	<p>There are 5 children who I have applied for additional time for, and this has had a positive impact.</p> <p>Providing the whole of the cohort can remain focused and calm, I am confident they will do well. There is a concern over some children's level of anxiety leading up to their SATs though, but we are working to support them.</p> <p>Question: What SATs preparation has there been?</p> <p>Answer: Intensive Spelling, Punctuation and Grammar (SPaG) sessions. The class teacher is also going through test questions and focusing on how to answer and what examiners are looking for, and the children are responding well to this. They will be as prepared as we can get them.</p> <p>Question: What about preparation for parents / carers?</p> <p>Answer: I am planning to send a letter to parents next week with regards to the SATs outlining how they are only a small snapshot and reminding them that the test results do not define their children. This information will also be shared with the children.</p> <p>Those children who have been awarded additional time will sit their SATs in the library.</p> <p>Question: How do you prepare the rest of the cohorts for the assessment period?</p> <p>Answer: Those children who we know may struggle will have additional TA support, but we will explain what is happening closer to the time so as not to cause them any stress.</p> <p>Question: Are plans in place for the other Statutory tests?</p> <p>Answer: Yes. The Year 4 Multiplication check, Phonics screening checks and National Foundation for Educational Research (NFER) tests will all take place as required. We can also use the optional Key Stage One (KS1) tests if we want to.</p> <p>Question: Do you feel that attainment and progress in Year 4 is heading in the right direction now that we have stable staffing?</p> <p>Answer: Yes. The gap is beginning to close. However, there is still work to do as there is a level of high need in that cohort.</p> <p>The teacher has settled in well, is a hard worker and a strong team player and has already built up a good relationship with the children and staff.</p>	
7.	<p>Academisation Update</p> <p>As noted earlier, the expected conversion date is now 1st June.</p> <p>A discussion then took place regarding an issue with a damaged road during which it was noted that as this is an unadopted road it is not the County Council's responsibility and that this is causing concern.</p> <p>In addition, it was noted that work is ongoing to resolve the issue with regards to rent arrears to the Diocese for the plot of land that they own.</p>	

	<p>HW then explained that another item to consider is the school's energy rating, with governors noting that due to the age of the school buildings, the rating is unlikely to be good.</p> <p>A governor asked whether the other school that is in the process of joining the Trust is experiencing similar issues and SW explained that they are not at the stage of the process where such issues may be identified.</p>	
8.	<p>Special Educational Needs and Disability (SEND) Report</p> <p>It was noted that due to the resignation of the Special Educational Needs and Disability Co-ordinator (SENDCo), this item will be deferred to a future meeting.</p>	
9.	<p>School Improvement Plan</p> <p>Prior to an update on the School Improvement Plan priorities, KR advised that work is being undertaken to improve the classrooms and corridor areas of the school, including the purchase of new furniture.</p> <p>SW then provided the following overview on the SIP:</p> <ul style="list-style-type: none"> ➤ All staff meetings for this term have been scheduled and all policies will be in place. ➤ Ongoing work with teachers on developing the Curriculum. ➤ Work is in progress following receipt of the recent Writing review feedback, with consideration being given to incorporating the Reading and Writing Curriculum. ➤ Trust training day resulted in a good catalogue of resources for the school, including some from Mary Myatt. The school is also exploring the use of The Literacy Shed. <p>A governor asked: Question: Will an updated RAG rated SIP be shared with governors before the end of the academic year? Answer: Yes. We will share it for the next FGB meeting and will also share a copy of the Writing review.</p> <p>Share updated RAG rated SIP and Writing review for the July FGB meeting. ACTION</p> <p>Clerk to add an item to the July FGB meeting agenda to review the updated RAG rated SIP. ACTION</p>	<p>KR / SW</p> <p>LW</p>
10.	<p>Governor Monitoring and Evaluation</p> <p>During a brief discussion that took place on governor monitoring and evaluation, the following was proposed and agreed:</p> <ul style="list-style-type: none"> ➤ Share the Trust's monitoring visit template with governors. ACTION ➤ HW / KR / SW to propose further visits for the Summer term. ACTION ➤ AC / SW to arrange a Safeguarding monitoring visit for the Summer term. ACTION 	<p>SW HW / KR / SW</p> <p>AC / SW</p>
11.	<p>Governor Training</p> <p>It was noted that the following training requirement has been identified by the Local Authority (LA) with one governor required to complete this training:</p> <ul style="list-style-type: none"> ➤ Cyber Security Training - Cyber security training for school staff - NCSC.GOV.UK, Infographics of NCSC guidance - NCSC.GOV.UK and School cyber security questions for governors - NCSC.GOV.UK 	

	<p>SW advised however that the Trust uses Smartlog which should also cover this requirement and agreed to link governors to this once the school has joined the Trust.</p> <p>Link governors to Smartlog once the school joins the Trust. ACTION</p> <p>It was also noted however that AC may have already completed this training.</p>	SW
12.	<p>Policies</p> <p>The following policies were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Administering Medication Policy ➤ Allergen and Anaphylaxis Policy ➤ Asthma Policy ➤ Child-on-Child Abuse Policy ➤ Collective Worship Policy ➤ COSHH Policy ➤ Data Protection Policy ➤ Debt Recovery Policy ➤ Forest Schools Policy ➤ Infection Control Policy ➤ Pupils with Additional Health Needs Policy ➤ School Uniform Policy <p>A governor asked whether the school has a Policy Schedule / tracker which details which policies are statutory and non-statutory and which need to be published on the school website and whether all these policies need approval by the Governing Body.</p> <p>A discussion followed during which it was noted that the policies that have been shared for this, and recent meetings are all due for approval this academic year.</p> <p>It was however proposed and agreed that the Clerk would share the LA Policy Tracker and a copy of the statutory policy list with the Co-Chairs and Interim Head Teacher.</p> <p>Clerk to share the link to the LA policy tracker and a copy of the statutory policy list. ACTION LW</p> <p>Governors asked: What is the guidance with regards to policies? Answer: Statutory policies should be published on the school website.</p> <p>Question: Where are the non-statutory policies held? Answer: There are policy folders in the office.</p> <p>Question: Are staff fully aware of where policies have specific requirements such as those outlined in the COSHH Policy? Answer: All staff have access to policies. They are also provided with enough information so they can follow the necessary procedures outlined in a policy.</p> <p>For policies such as the Feedback and Marking Policy, staff are expected to be fully au fait with the requirements.</p>	LW

	<p>Question: Is the school adhering strictly to the requirements outlined in the Uniform Policy? Some of the content could be misleading, particularly in respect of uniform requirements. Can it be reviewed?</p> <p>Answer: Yes. SW and I will review this policy and share it for the next meeting.</p> <p>Share updated Uniform Policy with governors. ACTION</p> <p>Question: Are we meeting the requirements of the Collective Worship Policy?</p> <p>Answer: Yes. We have a daily reflective moment (pause for thought) and within our assemblies we have a time where children sing together which is part of the collective aspect of worship.</p> <p>The religious aspect will be more prevalent in some topics than others, however we do not ask children to pray, just the 'pause for thought' moment. The final statement of the assembly links into the theme of the week and our values.</p> <p>Unfortunately, we are not having any assemblies from Rev. David at the moment as due to capacity, he is giving Church schools priority, but this will be revisited in September.</p> <p>We are also mindful that children learn about a variety of other religions, but this can be more of a challenge due to our location.</p> <p>Following these questions, and the number of policies shared for this meeting, it was proposed and agreed that with the exception of the Uniform Policy and subject to any further comments, queries or amendments by the end of Tuesday 7th May, the Governing Body approve the above policies.</p> <p>KR advised that the school uses The School Bus as its policy provider, who make schools aware of any changes to the policies.</p> <p>It was also therefore proposed and agreed that going forwards any changes from the last version of the policy are highlighted.</p> <p>Another governor asked: Question: Is the new guidance from September with regards to Attendance and issuing fines the same for Primary and Secondary schools?</p> <p>Answer: Yes, so we will update our policy accordingly and will communicate these changes to our parents / carers before then.</p>	KR / SW
	Routine Business	
13.	<p>Any Other Business There was one other item of business added the agenda:</p> <ul style="list-style-type: none"> i. Update on Playgroup A governor asked for an update on the situation with the Playgroup. <p>Due to the nature of the content of the discussion on this subject, the rest of this item is covered by a separate Confidential minute.</p> <p>Lastly, a governor wished to record their thanks to KR for her hard work since she has taken on the role of Interim Head Teacher and asked how she was feeling. KR</p>	

	<p>advised that she is enjoying every moment and feeling confident at how things are progressing.</p> <p>It was noted that regular catchups between KR and the Co-Chairs will be scheduled after the Year 6 SATs are over.</p>	
14.	<p>Dates and Times of Future Meetings</p> <p>A brief discussion took place with regards to the date for the July meeting, during which it was noted that this was changed to Tuesday 9 July at 6pm, with the meeting to be held in person.</p>	
	<p>Close of Meeting</p> <p>There being no further business, the meeting closed at 8.20pm.</p>	