



Minutes

Approved by the Governing Body

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

Wednesday 9th July 2025 – 6.00pm

In School

Present

Kym Rouse (KR), Head of School
Antony Kern (AK), Head of Burwell Village College Primary School, Executive Head Teacher
Phil Butterworth (PB), Co-Chair
Hayley Woods (HW), Co-Chair
Anna Caroe (ACa)
Abi Clarke (AC)
Gwen Casazza (GC)
Duncan Laverty (DL)
Karen Stanton (KS)
David Webb (DW)

Apologies for Absence

None

In attendance

Lisa White (LW), Clerk
Wendy Whistler (WW), School Business Manager
Janet Muir (JM), Head Teacher, Foxton Primary School
Rhian Bond (RB), prospective Governor

No.	Item	Action
1.	Welcome and Apologies for Absence PB opened the meeting at 6.00pm and welcomed Janet Muir, Rhian Bond and Duncan Laverty, new Parent Governor to the meeting and asked everyone to introduce themselves. There were no apologies for absence.	

FGB Meeting Minutes 9th July 2025

Signed.....

Date.....

	It was noted that Rhian Bond was joining the meeting as an observer pending her potential appointment as Co-opted Governor under Item 20.																									
2.	Any Other Business It was noted that there was no other business added to the agenda, although ACa explained that should any matters arise during the meeting, governors can consider whether these can be addressed.																									
3.	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																									
4.	Membership of the Governing Body / Governor Recruitment <div>➤ Vacancies 1 x Staff Governor vacancy As noted at past meetings, a vacancy exists for a Staff Governor. KR advised that the member of staff who had previously expressed an interest in the role has not yet submitted the paperwork.</div> It was therefore proposed and agreed that a Staff Governor election is held in the Autumn term. ACTION Future Co-opted Governor vacancies It was noted that as Phil Butterworth will be stepping down at the end of this meeting, the Governing Body can choose to appoint Rhian Bond to the vacant Co-opted Governor role at this point. In addition, it was noted that HW and AC would be confirming their intentions with regards to their roles on the Governing Body at the end of the meeting.	JM																								
5.	Minutes of last meeting and matters arising from the previous meetings Draft standard and one set of Confidential minutes from the meeting held on 30th April 2025 and one set of standard minutes from the Extraordinary Full Governing Body Meeting (EFGB) held on 7 th May 2025 were shared with governors for their review prior to the meeting. In addition, Confidential minutes from the EFGBs held on 19 th May and 10 th June were shared with all non-staff governors. It was noted that the above minutes were approved as an accurate record and signed by the Chair after the meeting. Matters Arising from previous meetings: <table><tr><th>Item</th><th>Action</th><th>Who?</th><th>Status</th></tr><tr><td colspan="4">26 March 2025</td></tr><tr><td>15</td><td>Undertake Induction and Safeguarding training.</td><td>VC</td><td>Action n/a</td></tr><tr><td colspan="4">30 April 2025</td></tr><tr><td>4</td><td>School to carry out DBS and Section 128 checks.</td><td>KR</td><td>Action complete.</td></tr><tr><td></td><td>School to set up school email addresses.</td><td>KR</td><td>Action complete.</td></tr></table>	Item	Action	Who?	Status	26 March 2025				15	Undertake Induction and Safeguarding training.	VC	Action n/a	30 April 2025				4	School to carry out DBS and Section 128 checks.	KR	Action complete.		School to set up school email addresses.	KR	Action complete.	
Item	Action	Who?	Status																							
26 March 2025																										
15	Undertake Induction and Safeguarding training.	VC	Action n/a																							
30 April 2025																										
4	School to carry out DBS and Section 128 checks.	KR	Action complete.																							
	School to set up school email addresses.	KR	Action complete.																							

	Clerk to send welcome email.	LW	Action complete.
7	Prepare some potential 3-class structure models for 7th May EGM.	AK	Action complete.
	Share some details of Federation models with WW.	ACa	Action complete.
10	Clerk to add an item to the July FGB meeting on the Strategic Plan Development for 2025/2026.	LW	Action complete.
12	Arrange a Safeguarding monitoring visit.	AC	Action complete.
14	Explore combining the Device and Technology Acceptable Use Agreement for Staff, Mobile Phone and Smart Device Use Policy and Staff ICT and Electronic Devices Policy into one policy.	KS	Action c/f
	Review and update the Attendance Policy, Attendance Policy Attachment Early Intervention Letter and the Attendance Policy Attendance Contract Template form.	AK	Action complete.
	Explore combining the Administering Medication Policy, Allergen and Anaphylaxis Policy and Asthma Policy into one policy.	KS	Action complete.
13	Clerk to add an item to the July FGB meeting to appoint a new Chair and Vice-Chair of Governors.	LW	Action complete.
EGM 19th May 2025			
6	Letter to be circulated to parents and staff outlining the move to a 3-class structure from September 2025.	KR / AK	Action complete.
	Letter to be circulated to parents and staff informing them of new governor appointments.	PB / HW	Action complete.
	PB, HW and AC to confirm their final intentions with regards to stepping down from the Governing Body.	PB / HW / AC	Action complete.
	Ask the school office to ensure governors are copied on school comms where applicable.	ACa	Action complete.
EGM 10th June 2025			
4	School to carry out DBS and Section 128 checks.	KR	Action complete.
	School to set up a school email address.	KR	Action complete.

FGB Meeting Minutes 9th July 2025

Signed.....

Date.....

	Clerk to forward relevant documents / welcome email.	LW	Action complete.	
5	Inform Foxton and The Rivers Federation of the Governing Body's decision.	ACa	Action complete.	
	Inform AK and KR of the Governing Body's decision.	ACa	Action complete.	
	Arrange a meeting with Co-Chairs and Head Teachers to discuss a Service Level Agreement between the 2 schools and determine dates to communicate the decision to stakeholders.	ACa	Action complete.	
7	Invite the Foxton Head Teacher and Co-Chairs of Governors to the July FGB meeting.	ACa	Action complete.	
<p>In addition, a discussion took place regarding governors having access to governor documents prior to their DBS checks being completed, which was an issue raised during the recent Safeguarding Link Governor monitoring visit.</p> <p>ACa explained however that a DBS check must be applied for within 21 days of a governor's appointment or election, but this does not stop them for visiting school providing they are accompanied. ACa added that recently new governors have been given access to documents on Governor Hub whilst the necessary checks are undertaken to get them on board quickly given the need to increase numbers, but that now the Governing Body is almost full, this is no longer necessary.</p> <p>A governor then asked: Question: Has there been any feedback from the meeting with parents last night regarding the change in class organisation for next year? Answer: Feedback was positive, with around 30 parents attending the meeting.</p> <p>I thought the parents were positive overall but apprehensive. They asked some pertinent, well thought out questions and wanted reassurance.</p> <p>I would like to thank governors and KR for joining the meeting as there were many questions that I could not answer, but they could.</p>				
	Main Discussion Items			
6.	Interim Executive Leadership and School Structure As agreed by the Governing Body at the EFGB meeting held on 10 th June, interim Executive Leadership support for the 2024/2025 academic year has been secured from Foxton Primary School. A governor asked: Question: What has been the response at Foxton? Answer: The response has been okay.			

	<p>As interim Executive Head Teacher, I will be at Fowlmere on Mondays and Tuesdays all day and Thursday afternoons, with our Assistant Head Teacher and Maths Subject Lead in school on alternate weeks.</p> <p>There will however not be a member of the Foxton Senior Leadership Team (SLT) in school on Friday or Thursday mornings, but we will still be available if necessary.</p> <p>A brief discussion then took place regarding the existing Special Educational Needs and Disability Co-ordinator (SENDCo) support arrangement with the Local Authority (LA) and whether this will continue in the new academic year.</p> <p>During this discussion, HW advised that the interim SENDCo had talked about the training teachers and Teaching Assistants (TAs) will need going forwards during the recent SEND Link Governor monitoring visit.</p> <p>Governors noted that as there will not be a member of the Foxton SLT in school on Fridays, this would be the ideal day for the SENDCo to be at Fowlmere.</p> <p>It was therefore proposed and agreed that this would be checked with the LA.</p> <p>Check with the LA if the existing SENDCo support arrangement will continue in the new academic year. ACTION</p> <p>Governors then noted that once the current interim Head Teacher role comes to an end at the end of August, KR will revert to her substantive role of class teacher for the mixed Year 4, 5 and 6 class from September.</p> <p>Lastly, AK advised that the current Service Level Agreement (SLA) for his interim Leadership support ends on 23rd July, adding that he is however happy to extend that over the summer holidays at no extra charge should the Governing Body wish this to continue.</p> <p>It was noted that the Governing Body unanimously agreed for the SLA to be extended over the summer holidays and thanked AK for his ongoing support.</p> <p>ACa then explained that at the meeting with parents the previous evening, a parent had asked whether Federation was the next step, adding that although this is something that Fowlmere would be considering over the next academic year, it is not necessarily what Foxton is considering.</p> <p>ACa further explained that from September, the Governing Body therefore needs to set up a Working Group to explore the idea of Federation, and if Foxton decide this is also an option for them, they will need to do the same. ACa added that this will lead to joint meetings of the Working Groups and then consultation with stakeholders, with the results from the consultation shared with the Joint Working Group for them to make a recommendation or not, to Federate.</p> <p>A governor asked: Question: In that period, are there options to look at other schools alongside Foxton? Answer: Yes. The Fowlmere Working Group could do that before a Joint Working Group is formed with Foxton (if that is the route they also choose).</p>	<p>ACa</p>
--	---	------------

	<p>The first task is to decide what the best Federation model to pursue is. I can also join those meetings to provide guidance and advice if the Governing Body would like me to.</p> <p>A governor then wished to note that the interim Leadership support with Foxton was received well by parents, but that there is a concern over it being an interim arrangement, particularly given the challenging journey the school has recently been on.</p>	
7.	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> ➤ Safeguarding ➤ Staffing ➤ Attendance ➤ Performance Data (Statutory Assessment Tests (SATs) results) <p>It was noted that the following question was raised prior to the meeting: Question: How many pupils does 3.4% absence represent? What is the range of the absence? Answer: This figure was as of 21st June, but our current rate is similar.</p> <p>One family has been sent an attendance letter, but it has not had the desired effect as the child was off school again today.</p> <p>Some follow up questions were therefore raised: Question: Is that percentage one child? Answer: That equates to 2.6 children, with one child whose attendance rate is dropping dramatically. This child is new to the school, but there is an historic issue of low attendance.</p> <p>Question: How many children have an attendance rate of below 90%? Answer: 3.</p> <p>Question: What is their range of attendance rates? Answer: There is one child at 83%, one at 89% (due to family separation) and one at 87%, who we are already working with.</p> <p>As a school, we are working with all families to encourage better attendance including those children with below 95% attendance.</p> <p>Governors noted however that overall attendance at Fowlmere is good.</p> <p>KR agreed and advised that the school has received Attendance awards from Fischer Family Trust (FFT) in the Autumn and Spring terms this year and the Summer term last year.</p>	

<p>Governors also asked:</p> <p>Question: Are there any live Safeguarding concerns?</p> <p>Answer: Not at the time of writing the report, although there are some families who we are working with.</p> <p>There is however a child who was off school today, but we have not had any contact with the parent, so that will remain an open concern.</p> <p>Question: When will you therefore carry out a home visit?</p> <p>Answer: That is our next step.</p> <p>We will invite Mum to come into school, but transport is an issue. The family does have someone who works with them, although they are not a Family Support Worker as such, so I am hoping to arrange a joint visit.</p> <p>Question: Do the parents always ring in and let you know of their child's absence?</p> <p>Answer: No, we are constantly chasing.</p> <p>Question: Has the one prejudiced related incident been dealt with and completed as necessary?</p> <p>Answer: Yes. The relevant online forms have been completed.</p> <p>Question: What is the typical follow up by the school when there is a prejudiced related incident?</p> <p>Answer: We follow up through assemblies and Personal, Social, Health and Economic (PSHE) lessons.</p> <p>The incident is also recorded on the Prejudiced Reporting for Education (PRfE) site as required.</p> <p>Question: What about in terms of school messaging and action?</p> <p>Answer: We will speak with both children to gain their individual perspectives. We also speak with families and will look at what needs to be put in place based on the level of the incident.</p> <p>In addition, it was noted that the following questions were raised prior to the meeting:</p> <p>Question: Please could you upload a copy of the Health and Safety audit report or, if not yet available, let us know key actions that are immediate, short or longer term?</p> <p>It was noted that a copy of the Health and Safety audit report and an Action Plan were shared with governors prior to the meeting.</p>	
---	--

	<p>KR advised that she is in the process of addressing the recommendations made as part of the audit, including the issue with the out-of-date Control of Substances Hazardous to Health (COSHH) documentation, which is now compliant.</p> <p>Governors then asked: Question: What was the overall score? Answer: 63%.</p> <p>Question: How are those actions shared out? Should the school's Property Management company be dealing with some of those? Answer: A lot of the actions would previously have fallen to the caretaker which we no longer have and so I am trying to address them, although I have no Health and Safety training.</p> <p>We are also struggling to get support from the Property Management company.</p> <p>Question: Do we pay them for a service? If so, we need to push back on them. Answer: Yes, and we do chase them regularly.</p> <p>At this point, WW suggested that given the lack of support and amount of work undertaken in-house, it would be more efficient and cost-effective to purchase some software and bring that responsibility under the school's remit.</p> <p>Question: What do you do at Foxton? Answer: We also use the same company, but we have to chase them.</p> <p>Following this discussion, it was proposed and agreed to add Health and Safety as an agenda item going forwards.</p> <p>Clerk to include an item on Health and Safety to FGB meeting agendas. ACTION</p> <p>Governors then moved to item 10 Finance Update.</p>	LW
10.	<p>Finance Update As noted above, this item was taken out of order.</p> <p>It was noted that May and June Budget Monitoring Reports (BMRs) and the quarterly Budget Monitoring template June 2025 were shared with governors for their review prior to the meeting.</p> <p>WW provided the following overview:</p> <ul style="list-style-type: none"> ➤ The summary notes on the first tab show the school's current Budget position. ➤ Due to some of the recent changes, the deficit has worsened but this needs to be revisited based on the plan for September. ➤ The school has received a Financial Notice of Concern letter as the submitted deficit Budget was not approved, so there is still work to do. 	

- Year 2 looks better in the Budget analysis, with a positive revenue balance at the end of Year 3, so any further amendments will help the situation.
- The quarterly Budget Monitoring template is a new report which provides a summary.

It was then noted that the following questions were raised and answered prior to the meeting:

Question:

The Building Maintenance budget is £5k, Actual Year to Date spend is £0.2k, is expenditure planned? Is the budget figure based on property company estimated costs? Is there scope for savings?

Answer:

This is based on previous years' spend, mainly compliance work and some for remedials. There could be scope for savings - we need to obtain some info from PCM re compliance schedules to more accurately see what is needed. We have a condition survey now as well.

Question:

Why is there a zero budget against an income of £1.4k for School Meals?

Answer:

Traditionally the school haven't budgeted for income or expenditure - as I was only supporting temporarily, I did not change this but when we review the budget I will look at previous figures and add a budget - this was highlighted the Schools Strategy and Corporate Team (SSCT) as well.

Question:

Is the difference between budget and Actual Year to Date against Grounds due to profiling?

Answer:

Actual is two invoices of £194; Budget is 12 x £194.

Question:

What is the Dance budget line for as this seems high?

Answer:

Dance is Sports, so this is PE and Sports Premium.

Question:

Why is there no budget but there is expenditure in the summary for Paper (line 110)? Will it be costed against this line?

Answer:

This was an oversight, a budget needs adding.

Question:

Why is the Actual Year to Date zero against Rents & leases (line 71)? Is this a lag in invoicing?

Answer:

This is an amount that is paid back to the Diocese (we get the equivalent amount in our funding) and is an annual payment but later in the year.

Question:

How has the clawback of £14k against SEND happened?

	<p>Answer: There was a pupil on the statement that was not on roll at Fowlmere. This was raised the end of the financial year with the Specialist Teaching and Resources Team (STAET) and they reallocated the funding.</p> <p>In addition, the following question was raised and addressed prior to the meeting: Question: With regards to Dance, is this just a 'title' or has the school spent this much on dance? Maybe this is a question for Kym and Antony?</p> <p>Answer: The 'Dance' thing is just a name difference on that ledger code. On our accounts it is called Sports/PE - sorry for the confusion!</p> <p><u>Financial Notice of Concern letter</u> As noted above, the school has received a Financial Notice of Concern letter due to the current deficit Budget.</p> <p>WW explained that the letter outlines the reasons why a Finance Improvement Group (FIG) is to be established and why the application for a deficit Budget has not been approved, adding however that she has not been told what information they need.</p> <p>WW further explained that she has also shared the response from the Schools Strategy and Corporate Team (SSCT) following submission of the deficit Budget with governors for their review.</p> <p>It was noted that going forwards Rapid Improvement Group (RIG) and FIG meetings would be scheduled alongside each other, with HW confirming that she has received the dates for these meetings, which she will share with WW.</p> <p>Share dates of FIG meetings with WW. ACTION</p> <p>Governors then discussed why the application for a deficit licence has been rejected, and although the value of the deficit is higher than the guidelines in the LA's documentation, WW explained that clear information was provided with regards to what measures are still required to address some of the deficit. WW further explained that until those are enacted, it is not possible to confirm what savings will be made.</p> <p>Governors asked: Question: What are the timelines to address the deficit?</p> <p>Answer: I assume this will be shared at the FIG meetings. It also depends on whether the LA will support the cost of redundancies as that is currently included in the Budget.</p> <p>We also need to finalise the staffing structure and factor that cost in, given that there is no support from Foxton on Fridays.</p> <p>The first FIG meeting is on 11th September.</p> <p>I need as much detail as possible as to what information they need so I may contact them directly.</p>	<p>HW</p>
--	---	-----------

	<p>In the meanwhile, I have asked for a cash flow spreadsheet as the school's bank balance is currently £26k, and as such, I am not paying bills until the funding comes in.</p> <p>Question: Is there likely to be scenario where we are not able to pay staff or bills in September?</p> <p>Answer: No. The idea is that the school receives a cash flow loan from the LA which is why I need their cash flow spreadsheet and how we need to pay this back.</p> <p>We also need to ensure the Budget is as close to the planned structure for September as possible.</p> <p>There being no further questions, governors thanked WW for all her hard work on the school's finances.</p> <p>Governors then returned to the remainder of the Head Teacher's report.</p>	
cu	<p>Head Teacher's Report (continued) As noted above, this item was taken out of order.</p> <p><u>Staffing</u> Governors asked: Question: Are there any notable changes with staffing?</p> <p>Answer: None currently, but for September, there will be 3 class teachers.</p> <p>Due to the nature of the discussion that then took place, the rest of this matter is covered by a separate Confidential minute.</p> <p>Following this confidential discussion, KR referred governors to the Vulnerable Pupil information included in the Data section of her report.</p> <p><u>Curriculum Promise</u> KR then explained that with regards to the school's Curriculum promise, this is an area of focus with the move to a 3-class structure, adding that visits from external Advisors have taken place, including for Early Years Foundation Stage (EYFS), as well as visit to other schools to see mixed classes in practice.</p> <p>KR further explained that she continues to work with the LA English and Maths Advisors, and work is needed to determine how the Curriculum can be tailored to align with the needs of a mixed Year 4, 5 and 6 class.</p> <p>KR then referred governors to the externally / commercially produced Schemes of Work the school uses.</p> <p>Governors asked: Question: Do you use any of those Schemes at Foxton?</p> <p>Answer: We are moving across to Little Wandle and are looking to organise training for Foxton and Fowlmere staff.</p>	

	<p>We also use White Rose Maths and the LA's RE and PSHE Schemes.</p> <p>Question: What do you use for other subjects? Answer: For Music we use Charanga. History and Geography are our own and we use Switched On Science.</p> <p>Question: What do you use for Writing? Answer: We do not use a specific Scheme, so we have also done a lot of work with the LA's English Advisor.</p> <p>A governor then asked whether KR had seen the new Writing framework as it is very good and KR advised that she had not yet had a chance to read this.</p> <p><u>Progress and Assessment</u> KR referred governors to the information from Insight for the 2023/2024 Academic year and the Statutory Assessment Tests (SATs) results for this year and explained that the next step is to map the Year 6 SATs against Teacher Assessments, with this information to be added to Governor Hub once it is available.</p> <p>Governors proposed and it was agreed that a Data monitoring visit takes place at the beginning of the Autumn term.</p> <p>KR then explained that she has carried out a question-by-question analysis of last year's SATs papers completed by the current Year 5s, and as such, has the information needed to support this cohort to achieve the Expected Standard by the end of Year 6.</p> <p>KR added that the rest of the year groups have completed National Foundation for Educational Research (NFER) papers except for Year 2 who sat the sample Key Stage One (KS1) papers.</p> <p>In addition, it was noted that a document called Insight - Statutory Assessments was also shared with governors by AK, which contains current and historic KS2 data outcomes, Multiplication Times Tables Check and Phonics Screening Check results.</p> <p>Prior to the meeting, AK had advised that EYFS and KS1 data will also be added to this report so that governors have the historical data going forward.</p> <p>Governors asked: Question: What is the school starting to do with Phonics and the Year 4 Multiplication Check? Answer: AK advised that he, his Assistant Head Teacher and Maths Lead at Foxton have mapped out what is needed, which is a Maths Mastery slot in the timetable to teach the times tables every day.</p> <p>Question:</p>	
--	--	--

Another significant weakness was Spelling. How is this taught across the school?

Answer:

There is a spelling slot on everyone's timetable, but there is a need to tighten up on teaching the spelling rules consistently.

With regards to Phonics there is a cost implication to this, although we have mapped out how Phonics needs to be taught and what needs to be caught up on.

The monitoring schedule for staff has also been mapped out and diarised.

Question:

What is going to be done with regards to supporting the Year 3 cohort in terms of their gaps and what they need?

Answer:

In terms of teaching in Year 3, that is a different matter.

Question:

Was the Phonics result expected?

Answer:

Unexpected. When I joined the school, the prediction was 100% pass rate.

Question:

Is that from teacher assessments? Is there a mismatch on understanding?

Answer:

There are queries on this. Previous checks had been undertaken but there is a query on how they were delivered and if they were accurate.

The Trust had previously advised staff that if a child was at 23 out of 25, they would be expected to pass, but unfortunately, the teacher did not know which areas the children had not grasped.

There was no gap analysis and focused teaching.

Question:

Is there a gap analysis in Twinkl?

Answer:

No.

A brief discussion then followed during which governors reiterated the importance of ensuring the right support is in place for the children to pass the Phonics Screening Check given that this will impact on the rest of their learning.

Governors also noted that if the school were to use Little Wandle for their Phonics Scheme, this does provide gap analysis.

Question:

With the departure of the Year 5/6 teacher leaving and a reduction in the teaching body, do you think there needs to be a culture change in gap analysis in the data? Does there need to be an understanding that things need to be different for those children lower down the school?

Answer:

	<p>Yes.</p> <p>Question: Are staff involved in the data analysis? Answer: The expectation would be that the class teachers have the responsibility to do that themselves.</p> <p>Question: Is that an appraisal target? Answer: Yes.</p> <p>Question: Will there be a gap analysis for Years 4, 5 and 6? Answer: I have access to all that data.</p> <p>NFER logins will now be shared with staff so they can see the reports themselves for their new cohort, so every year we will be seeing a gap analysis.</p> <p>Staff are aware of the results, and this will form part of their Performance Management.</p> <p>There being no further questions, governors thanked KR for her Head Teacher's report.</p>	
8.	<p>2025/2026 School Development Plan ACa explained that following on from the discussion on the Head Teacher's report, several school priorities have been identified.</p> <p>AK advised that at this stage, a draft School Development Plan (SDP) has not been created, adding however that it will be based on the Foxton template and this will be populated by himself and KR.</p> <p>AK then suggested the following potential SDP priorities:</p> <ul style="list-style-type: none"> ➤ Continuing to develop the SEND provision and how it is monitored particularly if the existing interim SENDCo is not going to be in setting one day a week. ➤ Quality of Education – what is expected in terms of delivery of Reading, Writing, Maths, Phonics, Times tables and how these are taught. ➤ Curriculum development – given the change in class structure, how this is mapped out is important, however priority needs to be in English and Maths. ➤ Assessment – recommendation is to adopt Insight assessment tracking system. ➤ Leadership and Management. <p>Governors asked: Question: Do governors need to make the decision to adopt Insight? Answer: No. That is a school decision.</p>	

	<p>Question: What does the school use currently?</p> <p>Answer: Recently, we have used Fischer Family Trust (FFT) and Target Tracker. There is a cost implication to Target Tracker, so we went back to FFT as the Trust was using it, and it was free.</p> <p>Governors then briefly discussed the building in of training on Insight into staff meetings and the need to ensure sufficient time is given to ensure systems and schemes are fully embedded to have an impact.</p> <p>Question: What is the timescale in terms of proposing final priorities?</p> <p>Answer: My plan is that a draft SDP will be shared with governors by 23rd July.</p> <p>Governors also considered the following potential SDP priorities:</p> <ul style="list-style-type: none"> ➤ Pupil outcomes. ➤ Stable leadership. ➤ Development of the school's Vision and Values. ➤ Behaviour – ensuring there is consistency in the therapeutic thinking approach. <p>It was noted that governors were happy with the proposed priorities, with these feeding into governor monitoring next academic year.</p> <p>As such, governors moved to Item 13 Governor Monitoring and Evaluation.</p>	
13	<p>Governor Monitoring and Evaluation As noted above, this item was taken out of order.</p> <p>A discussion took place regarding ensuring that an appropriate level of monitoring is in place without overloading staff.</p> <p>In addition, the following governor visit reports were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Curriculum visit - May and July ➤ Data visit – May <p>ACa then referred governors to the suggested Governance Structure for the next academic year that was shared against Item 16, explained that this will be further refined for September and asked governors if they were happy to approve this.</p> <p>It was noted that the Governing Body approved the Governance Structure for the 2025/2026 academic year.</p> <p>In addition, it was noted that a suggested Circle model plan incorporating comments from KS and GC was shared with governors.</p> <p>ACa explained that the plan incorporates focused meetings throughout the year, with Working Groups to be set up to undertake specific tasks such as exploring the idea of Federation.</p>	

	<p>ACa asked governors if they were happy to approve the Circle model plan for the 2025/2026 academic year.</p> <p>It was noted that the Governing Body approved the Circle model plan for the 2025/2026 academic year.</p> <p>In addition, ACa referred governors to the proposed meeting dates for the new academic year, adding however that a decision still needs to be made with regards to the time of the meetings taking into account JM's workload across the 2 schools.</p> <p>ACa then recommended that Link Governor roles aligning with the SDP priorities are allocated at the September FGB meeting, adding that SEND and Safeguarding are statutory, with these ideally assigned at this meeting, along with the roles of Chair and Vice-Chair of Governors.</p> <p>ACa therefore asked governors for volunteers to take on the Link Governor roles for Safeguarding and SEND.</p> <p>AC confirmed she is happy to continue in her role as Safeguarding Link Governor, with the suggestion that another governor shares the role and is therefore able to take on the role when she steps down from the Governing Body at the end of the Autumn term.</p> <p>There were no other volunteers and as such, ACa suggested that governors contact herself, and the new Chair and Vice-Chair separately if they wish to take on these roles.</p> <p>In addition, it was noted that a Governor Action Plan was shared with governors prior to the meeting.</p>	
9	<p>Self-Evaluation Form As noted above, this item was taken out of order.</p> <p>Although the school has recently been inspected by Ofsted, AK advised that in his opinion it would be useful to have an updated Self-Evaluation Form (SEF) for September.</p>	
11.	<p>Safeguarding As noted above, this item was taken out of order.</p> <p>It was noted that a Safeguarding governor monitoring visit report was shared with governors for their review prior to the meeting.</p> <p>During the meeting, AC and KS provided governors with an overview of the visit, which included a review of MyConcern and the Single Central Record (SCR).</p> <p>A governor asked: Question: Were those immediate actions that were raised with regards to the residential trip addressed? Answer: I spoke to WW and AK and chose not to purchase a school phone but instead used my mobile with the number blocked.</p>	

	<p>A discussion then followed regarding the need for SCR training for office staff to ensure the correct process is fully embedded and that potentially weekly checks are undertaken.</p> <p>Governors also noted that fire alarms should be tested on a weekly basis.</p> <p>A further discussion took place regarding Kids Choice and the need to review the Service Level Agreement (SLA) with them, particularly as they are now using the school during the summer holidays.</p> <p>During this discussion, governors considered the option of asking other companies who provide After School and Breakfast Clubs to quote for the school's provision given the current dissatisfaction with the Kids Choice.</p> <p>The following action were therefore proposed:</p> <ul style="list-style-type: none"> ➤ Consider asking other providers to quote for the school's Breakfast and After School Club provision. ACTION ➤ Contact Kids Choice with a view to updating the current SLA and prices. ACTION <p>A governor asked: Question: How many children attend After School Club? Answer: Between 7 and 20.</p> <p>Their holiday club is oversubscribed and can be as high as 40 children.</p>	<p>KR</p> <p>KR</p>
12.	<p>Special Educational Needs and Disability (SEND) Report</p> <p>HW provided the following overview of the recent online meeting with the interim SENDCo:</p> <ul style="list-style-type: none"> ➤ SEND need at Fowlmere is not high. ➤ Paperwork is in order, but staff need to ensure adaptations are happening in the classroom. <p>A governor asked: Question: Is there an accurate SEND Register in place and are the necessary meetings taking place? Answer: Yes, and meetings are in progress.</p> <p>Another governor raised the concern that outcomes for those pupils with SEND at the school are weak.</p> <p>A governor also asked: Question: How many children in the school have Education, Health and Care Plans (EHCPs)? Answer: Two children, although one of those is in Year 6 so will be leaving at the end of this term. We also have a pupil educated off site and one EHCP application in progress.</p>	

	<p>Governors noted however that the interim SENDCo has only been in post since Easter.</p> <p>A brief discussion then took place regarding ensuring that the school's children with SEND are still able to achieve their full potential and, whether the existing interim SENDCo arrangement will be continuing in September.</p>	
14.	<p>Governor Training As noted above, this item was taken out of order.</p> <p>ACa referred governors to the training record that was shared with them prior to the meeting and explained the training that new governors need to undertake as a priority in the Autumn term.</p> <p>ACa also provided governors with an overview of the LA's training programme, as well as the National Governance Association (NGA) Learning Link and Termly Briefings that governors can access via the LA's Training and Advice offer.</p>	
15.	<p>Policies The following policies were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Administering Medication Policy Summer 2025 In addition, an edited version was also shared by KS, who explained that further work is needed, particularly in relation to what medication the school will and will not administer. <p>This policy was therefore not approved.</p> ➤ Adverse Weather Policy Summer 2025 It was noted that some comments, queries and typos were shared prior to the meeting along with an edited version. <p>This policy was therefore not approved.</p> ➤ Asbestos Management Policy Summer 2025 It was noted that comments and suggested amendments were shared prior to the meeting by KS, alongside an edited version. <p>A copy of the Asbestos Management Plan was also requested, although this has not been located.</p> <p>AK advised that he has contacted the LA for a copy, but they are also unable to locate it.</p> <p>This policy was therefore not approved.</p> ➤ Asset Management Policy Summer 2025 Following a brief discussion, it was agreed that the school does not need an Asset Management Policy if there is an Asset Register in place. ➤ Collective Worship Policy Summer 2025 There were no comments or suggested amendments on this policy. <p>The Governing Body therefore approved the Collective Worship Policy.</p>	

- Contractors' Policy Summer 2025
Following a brief discussion, it was agreed that the school does not need a Contractors' Policy.

- Debt Recovery Policy Summer 2025
It was noted that a separate Debt Recovery policy is not needed providing the relevant information is incorporated into the school's Finance Policy.

- Financial Responsibilities and Procedures
As noted above, it was noted that separate Financial Responsibilities and Procedures are not required providing the relevant information is incorporated into the school's Finance Policy.

- Forest Schools Policy Summer 2025
It was noted that a Forest Schools Policy is not needed unless the school is a Forest School.

- Guest Speaker Policy Summer 2025
It was noted that a separate Guest Speaker Policy is not required, as the relevant information can be incorporated into the Volunteers Policy.

- Manual Handling Policy Summer 2025
It was noted that a Manual Handling Policy is not needed.

- Protocol for Children Not Collected at the end of the School Day
There were no comments or amendments on this protocol.

- The Governing Body therefore approved the Protocol for Children Not Collected at the end of the School Day.**

- Responding to Critical Incidents Policy
It was noted that further work is needed on this policy before it can be approved by the Governing Body.

- A discussion also followed regarding an Invacuation and Evacuation Procedure, and what support governors might receive if they respond to a critical incident.

- This policy was therefore not approved.

- Responding to Prejudiced Related Incidents Policy
There were no comments or amendments raised on this policy.

- It was noted that the Governing Body therefore approved the Responding to Prejudiced Related Incidents Policy.**

- Scheme for Financing Schools
WW recommended that the Governing Body approve this as this is based on a LA model.

	<p>It was noted that the Governing Body therefore approved the Scheme for Financing Schools.</p> <p>Lastly, it was noted that an updated Attendance Policy was shared late and will therefore be brought to the September FGB meeting for approval.</p> <p>The following policies will therefore be added to the September FGB meeting agenda for approval:</p> <ul style="list-style-type: none"> ➤ Administering Medication Policy ➤ Adverse Weather ➤ Asbestos Management Policy ➤ Attendance Policy ➤ Responding to Critical Incidents Policy <p>Clerk to add outstanding policies to the September FGB meeting for approval.</p> <p>ACTION</p> <p>Governors thanked KS for the work she has undertaken relating to school policies.</p>	LW
16.	<p>Election of Chair and Vice-Chair of Governors</p> <p>It was noted that PB, HW and AC confirmed they were stepping down from their roles as Co-Chairs of Governors and Vice-Chair of Governors with immediate effect.</p> <p>ACa explained that an election therefore needs to take place at this meeting for a new Chair and Vice-Chair of Governors.</p> <p>The Clerk therefore asked governors for volunteers to take on the role of Chair and Vice-Chair of Governors.</p> <p>It was noted that ACa nominated Karen Stanton for the role of Chair of Governors, and this was seconded by AC.</p> <p>KS therefore left the meeting temporarily at 8.15pm whilst the Governing Body considered her appointment.</p> <p>It was noted that the Governing Body unanimously elected Karen Stanton as Chair of Governors with immediate effect.</p> <p>KS re-joined the meeting at 8.16pm and the Clerk advised that the Governing Body had elected her as Chair of Governors.</p> <p>The Clerk then asked governors for volunteers to take on the role of Vice-Chair of Governors.</p> <p>It was noted that ACa nominated Gwen Casazza for the role of Vice-Chair of Governors, and this was seconded by KS.</p> <p>GC therefore left the meeting temporarily at 8.17pm whilst the Governing Body considered her appointment.</p> <p>It was noted that the Governing Body unanimously elected Gwen Casazza as Vice-Chair of Governors with immediate effect.</p>	

	<p>GC re-joined the meeting at 8.18pm and the Clerk advised that the Governing Body had elected her as Vice-Chair of Governors.</p> <p>On behalf of the Governing Body, ACa thanked KS and GC for stepping up to these roles.</p>	
20.	<p>Governor Resignations / Appointment of Co-opted Governor</p> <p>As noted previously, Phil Butterworth, Hayley Woods and Abi Clarke had advised that they would be resigning from the Governing Body at the end of this academic year.</p> <p>ACa therefore asked them to confirm their intentions and the following was noted:</p> <ul style="list-style-type: none"> ➤ PB to resign from the Governing Body on 10th July following the Head Teacher's Performance Management (HTPM) review meeting. ➤ HW to resign from the Governing Body on 31st July. ➤ AC to continue in the Parent Governor role until 31st December. <p>ACa explained that should the Governing Body approve the appointment of Rhian Bond as Co-opted Governor, this appointment can therefore be effective from 10th July once PB has resigned.</p> <p>ACa therefore asked RB to provide an overview of her background and experience before she left the meeting at 8.20pm whilst the Governing Body considered her appointment.</p> <p>Following a brief discussion, it was noted that the Governing Body unanimously approved the appointment of Rhian Bond as Co-opted Governor effective from 10th July.</p> <p>RB re-joined the meeting at 8.21pm.</p> <p>The Clerk advised RB that the Governing Body had unanimously approved her as Co-opted Governor effective 10th July.</p> <p>The following actions were therefore noted:</p> <ul style="list-style-type: none"> ➤ School to carry out DBS and Section 128 checks. ACTION ➤ School to set up school email addresses. ACTION ➤ Clerk to send welcome email. ACTION <p>Governors wished to formally record their thanks to ACa for her support in getting the Governing Body to the strong position they are now in.</p> <p>A brief discussion then took place regarding future vacancies with both HW and ACa stepping down in due course, during which governors noted that parents could be Co-opted although the recommendation is to appoint candidates outside of the parent body if possible.</p>	<p>KR</p> <p>KR</p> <p>LW</p>
	Routine Business	
17.	<p>Consider Impact of Meeting</p> <p>As noted above, this item was taken out of order.</p>	

	<p>ACa explained that this is a new item designed to encourage Governing Bodies to be reflective as to what they achieve in meetings.</p> <p>The following impacts were therefore noted:</p> <ol style="list-style-type: none"> 1) Discussed and shaped the 2025/2026 School Development Plan (SDP). 2) Held staff to account for pupil outcomes. 3) Looked at the broad Safeguarding culture and there is now a clear plan in place to ensure this is fully embedded in the school. 4) All the work on school policies will have a significant impact on the effectiveness of the school going forwards. 5) Transition to working with another school to secure the support the school and its pupils need. <p>ACa then explained that these can be shared in a school newsletter or in a separate communication, with thanks to PB and HW and a welcome to new governors also to be shared with parents.</p> <p>Governors then wished to formally record their thanks to PB and HW for their hard work, dedication and support to the school over their time as governors.</p>	
18.	<p>Any Other Business</p> <p>It was noted that was no other business added to the agenda.</p>	
19.	<p>Dates and Times of Future Meetings</p> <p>Meeting dates and times were proposed and agreed as follows:</p> <ul style="list-style-type: none"> ➤ Wednesday 10th September 2025 (<i>in person</i>) ➤ Wednesday 12th November 2025 ➤ Wednesday 10th December 2025 ➤ Wednesday 21st January 2026 ➤ Wednesday 4th March 2026 ➤ Wednesday 29th April 2026 ➤ Wednesday 20th May 2026 ➤ Wednesday 8th July 2026 <p>As noted earlier in the meeting, consideration needs to be given with regards to the time of meetings to take into account JM's workload across 2 schools and as such, it was proposed and agreed that KS would email governors to confirm their preferred meeting time.</p> <p>A governor asked whether all meeting will be in person, and KS advised that they could be a mixture.</p> <p>Governors then formally thanked AK for his time, commitment and support over his item as interim Executive Leader at the school.</p> <p>Governors also wished to record their thanks to KR for her hard work and commitment during her time as Head of School.</p> <p>Lastly, KS asked governors to consider over the summer holidays which Link Governor roles they would like to take on in September.</p>	
	<p>Close of Meeting</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	