



Minutes

Approved by the Governing Body

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

Wednesday 30th April 2025 – 6.15pm

In School

Present

Kym Rouse (KR), Head of School
Phil Butterworth (PB), Co-Chair
Hayley Woods (HW), Co-Chair
Anna Caroe (ACa) (from 6.15pm until 8.00pm and then from 8.20pm)
Abi Clarke (AC)
Vanessa Cross (VC)

Apologies for Absence

None

In attendance

Lisa White (LW), Clerk
Antony Kern (AK), Head of Burwell Village College Primary School
Karen Stanton (KS), Prospective Governor (from 6.35pm)
Wendy Whistler (WW), School Business Manager

No.	Item	Action
1.	Welcome and Apologies for Absence HW welcomed everyone to the meeting. There were no apologies for absence. ACa advised that due to a prior commitment, Karen Stanton, prospective Local Authority (LA) governor will be joining the meeting later.	

FGB Meeting Minutes 30th April 2025

Signed.....

Date.....

Page 1 | 17

	<p>It was noted that Antony Kern, Head of Burwell Village College Primary School was joining the meeting as part of the interim Executive Headship support the school has bought into.</p> <p>PB then explained that following the recent Parent Governor election, one nomination was received and as such, David Webb has been elected unopposed. PB added that a further vacancy remains, with a potential candidate identified. It was noted however that the school will need to re-issue the paperwork with new dates.</p> <p>The following action was therefore proposed and agreed:</p> <p>➤ School to re-issue Parent Governor election paperwork. ACTION</p> <p>In addition, it was noted that if there are no nominations received, a further election will be held in the Autumn term.</p> <p>PB then asked those present who have not already met to introduce themselves.</p>	KR												
2.	<p>Any Other Business</p> <p>It was noted that there was no other business added to the agenda.</p>													
3.	<p>Declaration of Interests in relation to the Agenda</p> <p>It was noted that there were no declarations of interest in relation to the agenda.</p>													
	<p>Standing Items</p>													
4.	<p>Membership of the Governing Body / Governor Recruitment</p> <p>➤ Vacancies</p> <p>1 x Parent Governor</p> <p>As noted above, paperwork for a second Parent Governor election will be re-issued by the school.</p> <p>1 x LA Governor</p> <p>It was noted that this item will be discussed once Karen Stanton, prospective governor joins the meeting.</p> <p>1 x Staff Governor</p> <p>KR advised that there is no update at this point against this vacancy.</p>													
5.	<p>Minutes of last meeting and matters arising from the previous meetings</p> <p>Draft standard minutes and three sets of Confidential minutes from the meeting held on 26th March 2025 were shared with governors for their review prior to the meeting and subject to a couple of minor amendments 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">9 July 2024</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 complete.</td></tr></table>	Item	Action	Who?	Status	9 July 2024				4	Governors to contact local businesses, friends and acquaintances to ask for volunteers to take on the role of governor.	All	Action complete.	
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25th September 2024			
12	Arrange a SEND visit for Autumn 1.	HW	Visit scheduled for Summer 1. Action complete.
4th December 2024			
13	Update the 2024/2025 governor monitoring schedule to reflect weekly, virtual visits and areas of focus.	PB	Monitoring schedule created. Action complete.
26th March 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 relevant forms, documents and welcome email to new governors.	LW	Action complete.
6	KR to ask school secretary to provide logins to ACa and WW.	KR	Action complete.
9	Share a breakdown of where TAs are being deployed and whether this is cost-effective.	WW	Information to be shared under Item 7 Finance. Action complete.
11	Check whether the Leadership Adviser Note of Visit on Safeguarding can be used as part of the statutory Safeguarding monitoring.	ACa	Action complete
14	PB and ACa to consider how to follow up on attainment data and how best to monitor the updated Curriculum and feedback to the Governing Body.	PB / ACa	Curriculum, data, H&S, SEND and Safeguarding visits scheduled for this term. Action complete.
15	Undertake Induction and Safeguarding training.	VC	Action c/f
16	Add March FGB meeting policies to the April FGB meeting for approval.	LW	Action complete.

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

LA Safeguarding Note of Visit

ACa advised that the LA Safeguarding Note of Visit can be used as part of the school's statutory Safeguarding monitoring. However, ACa explained that these should not necessarily always be shared with the whole Governing Body as it may not be appropriate to share some of the content. ACa added that more guidance on this will be issued by the LA on how to utilise these Notes of Visits and explained that in the meanwhile, Chairs can provide summaries of any reports shared by the LA with the rest of the Governing Body.

It was noted that Karen Stanton, prospective governor joined the meeting at 6.35pm.

	<p>PB welcomed KS to the meeting and asked everyone to introduce themselves.</p> <p>It was therefore proposed and agreed to move back to Item 4 Membership of the Governing Body / Governor Recruitment.</p>	
4. (Ctd)	<p>Membership of the Governing Body / Governor Recruitment</p> <ul style="list-style-type: none"> ➤ Vacancies <p>1 x Local Authority (LA) Governor</p> <p>It was noted that a nomination form for a LA Governor has been received from the Local Authority. In addition, a personal statement from the nominee had been shared with governors for their review prior to the meeting.</p> <p>It was noted that KS temporarily left the meeting at 6.40pm while the Governing Body considered her nomination.</p> <p>ACa advised that the relevant GB1 form has been completed alongside a declaration of eligibility form and on the basis that the nomination form should have been approved at a LA meeting earlier in the day, asked governors to consider approval of the appointment of Karen Stanton as LA Governor.</p> <p>The Governing Body unanimously approved Karen Stanton's nomination as LA Governor.</p> <p>It was noted that KS re-joined the meeting at 6.41pm and PB informed her that the Governing Body had unanimously approved her nomination as LA Governor.</p> <p>The following actions were therefore agreed:</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>It was then proposed and agreed to move to Item 7 Finance as only those responsible for governance are allowed to know the feedback outcomes / information from an Ofsted inspection.</p>	<p>KR KR LW</p>
	Main Discussion Items	
7.	<p>Finance</p> <p>WW explained that she has uploaded several documents to Governor Hub in a Finance 2025/2026 folder, adding that the Budget has been updated based on the current staffing structure with proposed uplifts to pay and known increases to non-staffing costs.</p> <p>WW further explained that on this basis, there is a predicted deficit of £130k by the end of this financial year due to the following:</p> <ul style="list-style-type: none"> ➤ Teachers' and Support Staff pay increases are budgeted at 3%. ➤ The full and final offer to Support Staff is 3.2% which is to be considered by Unions and the Government suggestion for teachers was 2.8%, however the latest news is that the School Teachers' Review Body (STRB) are suggesting 4% - if those pay awards are above what is in the Budget, the end of year deficit will be worse. 	

	<p>A governor asked: Question: Is that then backdated? Answer: Yes. Support Staff pay will be backdated to 1 April and for teachers it is 1 September.</p> <p>➤ Funding is based on pupil numbers and current funding is on 15 less pupils than last year, so even with an increase to the per pupil figure, this equates to an overall reduction in funding of £60k.</p> <p>At this point, KR advised that although final new Reception intake numbers are not known, there are potentially 12 new starters in September against a Year 6 leavers cohort of 12. KR added that last year, there were 16 Year 6 pupils and 10 new Reception pupils.</p> <p>To provide some context to these figures, WW explained that when she first started supporting the school, there were 112 pupils on roll and the same 4 class structure, which is why she has suggested a reduction in the number of classes going forwards.</p> <p>➤ Within the last 12 months:</p> <ul style="list-style-type: none"> ○ An additional Higher-Level Teaching Assistant (HTLA) has been appointed. ○ Additional leadership support has been engaged. ○ The caretaker has resigned. ○ One teacher is on maternity leave. ○ One teacher is on long term absence with no insurance to cover this following recommendation from the Trust. ○ Continued School Business Manager (SBM) support. ○ Large amount of Sports Premium funding brought forward (£16.8k). ○ Revenue carry forward of £9.8k. <p>WW then explained that the following possible options which have been raised with KR and AK could be considered to reduce the deficit:</p> <ul style="list-style-type: none"> ➤ Not to renew one teacher's temporary contract which ends 31 August and so consider a 3-class structure. ➤ Head Teacher to take up some teaching time to support a 3-class structure. ➤ Drop the SBM support and do the finance function in-house. ➤ Use of Sports Premium funding – last year, this was used for lunchtime play. Are there other opportunities? ➤ There is just under £3k of 'self-funded' money (commission or donations) – could consider putting that back in to support the budget. <p>WW next advised that revising the Budget based on a 3-class structure and amending another contract change has reduced the deficit to £90k in year 1, adding that further reductions earlier that day mean an additional decrease to -£77.8k in year 1, and -£90k in year 2.</p> <p>WW therefore explained that regardless of what decisions are made, the likelihood is that the school will still end up having to set a deficit Budget.</p>	
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	<p>WW then advised that she has also shared several documents from the LA regarding applying for a deficit licence, adding however that in submitting the Budget, the school will need to apply for this and within that, report how the deficit will be made up over the following 3 years.</p> <p>It was therefore noted that a discussion is required as to whether to reduce the number of classes from 4 to 3 and if so, how best to accommodate the pupils and how to communicate this change to stakeholders.</p> <p>AK then explained that some of these potential changes will mean difficult decisions need to be made, adding that with the current numbers on roll, it is not viable to continue to run on a 4-class structure.</p> <p>AK referred governors to the possible options to reduce spend and advised that consideration will also likely be needed with regards to the number of Support Staff as well, particularly as there is not currently a high level of need in school, and higher Teaching Assistant (TA) support than he has at his substantive school.</p> <p>Governors asked: Question: Is there any way that the Sports Premium funding can be used to offset some of the staffing costs? Answer: Yes, depending on how this is done.</p> <p>Question: There is obviously a concern that if we want to grow the school, a 3-class structure is unlikely to be attractive to prospective parents. Is there any way that we can still have 4 classes in the mornings to teach the core subjects and then mixed classes in the afternoons? Answer: The only way the Sports Premium funding is going to support a reduction in the predicted deficit is if it replaces existing spend.</p> <p>We also cannot budget Sports Premium funding year on year as there is no guarantee it will continue.</p> <p>Governors again noted a concern that reducing the number of classes and potentially decreasing the school's Published Admissions Number (PAN) almost prevents the school from growing, particularly against the backdrop of a change in demographics (lower birth rates) and a proportion of children choosing other local schools with a better reputation.</p> <p>Governors also noted however that the alternative is to apply for a deficit licence for £130k and although Place Planning have been asked for projected pupil intake figures over the next few years, it is unlikely that a deficit licence for that amount will be approved based on expected numbers.</p> <p>AK explained that there are ways of presenting a 3-class structure to parents as well as ways of utilising teachers and TAs to deliver the Curriculum differently, adding however that with the number of pupils currently on roll, there are only enough to run 3 classes with 3 teachers.</p>	
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	<p>Governors then asked:</p> <p>Question: Whilst we currently only have 1 pupil with an Education, Health and Care Plan (EHCP), as a school we do have a higher-than-average number of children with Special Educational Needs and Disability (SEND) so we do not know how many more EHCPs there will be. In terms of 3 classes, how would that support look for those children who need additional help? How are we going to ensure that those pupils are receiving the support they need?</p> <p>Answer: The most significant issue currently is the quality of teaching in the classroom, not support for individual pupils. I agree that there could be more children with SEND who have not yet been identified but the problem is bigger than that.</p> <p>A governor then expressed concern regarding the possibility of reducing the training budget given the potential decrease in classes and the support children need.</p> <p>Question: Another option is Federation which should achieve some savings, but we are talking about that later. Do we need to cost for redundancy?</p> <p>Answer: It is difficult to do this until we know what Federation model we would be looking at.</p> <p>However, I agree that we may need to cost for redundancy. It is worth talking to our staff regarding the current financial situation as this may lead to some natural attrition or reduction in hours which could avoid a redundancy situation.</p> <p>We also need to be mindful that there is a cost and time element associated with the full redundancy process. In addition, looking at your staff, there are some who could be eligible for early pension release which will be at a cost to the school.</p> <p>Question: Just to clarify, is the newly appointed TA on a fixed term contract?</p> <p>Answer: No.</p> <p>Governors then noted that the potential reduction in classes would mean consideration will need to be given to the numbers of Support Staff and although it was hoped this would not be necessary this financial year, with the current predicted deficit Budget, the situation is likely to be worse next year.</p> <p>Governors also noted that in order to apply to the LA for a deficit licence, the school will need to have demonstrated that they have explored all avenues to reduce the deficit.</p> <p>WW further advised that with an increase in costs of 8% but an increase in funding of under 2% coupled with a drop in pupil numbers are the reasons for the school's current financial situation.</p> <p>A governor asked: Question: When you looked at pupil projections, what were they for Fowlmere?</p>	
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	<p>Answer: They were all in the region of 70 for the next few years.</p> <p>Governors then briefly considered how to teach the Curriculum if the decision was made to reduce to 3 classes, during which it was noted that it would be possible for KR to teach Maths and English in the mornings for 4 classes and then reduce the number of classes to either 3 or 2 for the afternoons, providing that the Curriculum framework is strong and that children are still taught a broad and ambitious Curriculum.</p> <p>A governor asked: Question: Is it also worth exploring trainee teachers in order to achieve some savings?</p> <p>Answer: The most cost-effective teachers are those on either Main Pay Scale 3 or 4. Trainee teachers or Early Career Teachers (ECTs) need time out of the classroom, and this comes at a cost.</p> <p>At this point, PB referred to the information he had on projected pupil numbers and provided the following overview which showed that it is unlikely there will be a significant increase going forwards:</p> <ul style="list-style-type: none"> ➤ Fowlmere – 77 in 2025/2026, 72 in 2026/2027, 70 in 2027/2028 and 75 in 2028/2029. ➤ Catchment forecasts – 88 in 2025/2026, 83 in 2026/2027, 74 in 2027/2028 and 74 in 2028/2029. <p>A further brief discussion then took place regarding the class structure at another local primary school, during which governors noted that Fowlmere would not be able to mix the classes in the same way due to the year group numbers.</p> <p>Governors then discussed how to ensure the Quality of Education at the school is strong and meets the needs of all pupils, noting that a Curriculum review will be necessary. During this discussion, governors also acknowledged the strong Early Years practitioner in the school and how what they do could be cascaded across the school, with the strong Early Years Foundation Stage (EYFS) provision becoming a draw for the school.</p> <p>A governor then asked whether any Curriculum training had been offered as part of the support provided by the LA's Rapid Improvement Group (RIG) and KR advised that there had been none so far.</p> <p>Governors also recognised the need to develop links with local schools who already have experience of a reduced class structure and how they teach the Curriculum. AK explained that part of his remit is to provide training where necessary and support the school in its Curriculum development.</p> <p>Governors then asked: Question: How do we move forward from this point? Do we try to map something out and look at costs per class and then look at making sure training is in place so that the Curriculum is delivered well? Is it in fact better to move to 3 classes?</p>	
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<p>Answer: The initial decision is on where the school can make some savings and that primarily means a decision to end the temporary contract, which will cut your teaching costs.</p> <p>If there is then enough teachers to cover 3 classes and you can use your Head Teacher, financially that is the same, so you will also need to look at other savings against TAs for example.</p> <p>Question: What is the current situation with regards to Supply?</p> <p>Answer: At the moment, we have budgeted for maternity leave for a full year.</p> <p>Question: Are we locked into using a teacher to cover that?</p> <p>Answer: We would have to buy them out of the agency which will not save us anything.</p> <p>Question: Is this full-time Supply?</p> <p>Answer: 80%.</p> <p>Question: Is that member of staff performing as you would want them to?</p> <p>Answer: Yes.</p> <p>Question: If we ended the fixed term contract, how many teachers does that equate to?</p> <p>Answer: It is currently 3.9 for 4 classes. The contract is an 80% contract, so this would reduce to 3.1 Full Time Equivalent.</p> <p>Question: When is the request for a deficit licence needed?</p> <p>Answer: It would have to be submitted with the Budget.</p> <p>Following this robust discussion, it was noted that the Governing Body unanimously agreed not to renew the member of staff's Fixed Term Contract.</p> <p>WW clarified that in doing so, it will not be possible to recruit to this role.</p> <p>At this point, ACa explained that if the Governing Body were to consider Federation, the leadership structure will change as there will be no appointment for a Head Teacher, but instead an Executive Head Teacher across the Federation. ACa added that Federation may achieve enough savings across the leadership structure and support staff.</p> <p>Governors also asked: Question: Are there a lot of schools applying for a deficit Budget?</p>	
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<p>Answer: A Local Authority (LA) colleague has suggested that around 70% of schools are applying for one.</p> <p>Question: Given how far we have come and what we have done, does that support our case?</p> <p>Answer: If we have done everything we can to reduce the deficit, however, they will be looking at the school's financial situation in detail.</p> <p>Any school with a financial deficit and no robust deficit recovery plan in place will be supported by a Finance Improvement Group (FIG) and the school will therefore be told what to do in terms of reducing that deficit.</p> <p>As governors, consideration needs to be given to whether KR reverts to her substantive post as class teacher or whether KR can cover the maternity leave rather than using Supply.</p> <p>Question: Regardless of the quality of the teachers, if there is a teacher on a fixed term contract, would they have to be the member of staff who leaves?</p> <p>Answer: Yes, as any others would be via redundancy.</p> <p>Question: Given that it appears that we need to go to a 3-class structure, how do we ensure that the children get the education they need and that teachers have the required training to support the pupils?</p> <p>Answer: We have previously talked about what the best fit is for the business we have, in terms of utilisation of staff across the whole school. We need to ensure we get value for money from every person in the school and that they are positively impacting the children's education.</p> <p>Question: Do we need to consider how the classes will sit?</p> <p>Answer: No, as that is operational.</p> <p>Question: Do we therefore need to know what the 3-class structure and Support Staff model is to meet the needs of our children?</p> <p>Answer: This is something that we are already working on, and we have an idea of what a 3-class model would look like. Some of it is based on maximum numbers in classes and we also need to be mindful of the legality around how we teach the children in the afternoons.</p> <p>A brief discussion then took place regarding successful models of a 3 or even a 2-class structure, as well as some of the benefits in such models, during which it was proposed and agreed that AK would prepare some potential 3-class structure models for review at the 7th May Extraordinary General Meeting (EGM).</p>	
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	<p>Prepare some potential 3-class structure models for 7th May EGM. ACTION</p> <p>In addition, it was noted that ACa would share some details of Federation models with WW to prepare some Budget scenarios.</p> <p>Share some details of Federation models with WW. ACTION</p> <p>Governors then asked: Question: Do you have any feelings from any of our TAs that they may want to reduce their hours? How aware of the situation are they? Answer: One TA has stated that they love their job and would not want to reduce their hours. I have also received a medical certificate from another TA who would like to reduce their hours, but we will need to review whether this is possible from a financial point of view.</p> <p>Question: How many TAs do we have and are they full-time? Answer: We have 5 TAs, and one is full-time, the others are part-time. Within that, there is also a Higher-Level Teaching Assistant (HLTA) contract.</p> <p>The total number of hours is 100.25. There is also an additional cost for midday supervisor roles.</p> <p>Question: Is it possible that Sports Premium funding can be utilised to provide cover by external PE / Sports providers and therefore make some savings that way? Answer: That is an option. However, it is not possible to remove the HLTA hours as this equates to making the role redundant, and you would not be able to do this as you are still using those hours.</p> <p>What we could do is use the HLTA hours elsewhere. Alternatively, that member of staff used to work less hours, and they might be happy to reduce this going forwards.</p> <p>It was noted that the discussion then moved onto Federation.</p>	<p>AK</p> <p>ACa</p>
8.	<p>Governance Action Plan and Federation Question: In terms of joining a Federation, how easy is that to do? Answer: There is either a soft Federation or a hard Federation. The former could be in place quite quickly and the school could start benefiting from savings from September this year.</p> <p>Forming a hard Federation takes around a year.</p> <p>Question: Is the school you have already mentioned the only one we could federate with?</p>	

	<p>Answer: They are a similar school to us, are local and have been where we are.</p> <p>Question: Are they happy to consider Federation?</p> <p>Answer: I met with the Strategic Lead for School Governance over the Easter holidays who mentioned that he had been in conversations with them. We have since met to consider exploring the idea of Federation, as they have, and they are happy to explore the idea as well.</p> <p>We will need to arrange meetings to start the process of forming a soft Federation initially. It will also be necessary to consult with stakeholders and the community.</p> <p>Governors then considered the potential benefits of Federation including savings achieved through a change in Senior Leadership Team (SLT) structure, shared resources and shared expertise.</p> <p>During this discussion, governors noted that 2 other local schools are currently in the process of federating and there may be a potential for Fowlmere to join this Federation later down the line.</p> <p>It was then noted that a meeting to discuss Federation has been scheduled for the afternoon of Wednesday 7th May, followed by the Budget approval EGM at 7pm, and whilst this does not allow a lot of time for the Governing Body to make a decision, governors acknowledged that no matter the decision, it is likely they will have to approve a deficit Budget and therefore apply for a deficit licence to the LA.</p> <p>WW therefore recommended that governors engage with the documents uploaded to Governor Hub regarding deficit Budgets.</p> <p>Governors thanked WW for all her hard work in preparing the draft Budget.</p> <p>It was noted that WW left the meeting at 8.00pm.</p> <p>It was also noted that ACa temporarily left the meeting.</p>	
6.	<p>Ofsted Feedback and Next Steps As noted above, this item was taken out of order</p> <p>Due to the content of the nature of the discussion that took place, it was noted that this item is covered by a separate Confidential minute.</p> <p>It was noted that ACa re-joined the meeting at 8.20pm.</p>	
8. (ctd.)	<p>Governance Action Plan and Federation next steps As noted above, Federation has already been discussed.</p> <p>ACa therefore referred governors to the Governance Action Plan that was shared with them prior to the meeting and explained that this will need to be submitted in advance of the next Rapid Improvement Group (RIG) meeting.</p>	

	<p>ACa added that governors need to keep this in mind and use it to drive forward and encouraged governors to populate the plan with evidence to support the improvement made.</p> <p>ACa then explained that the governor monitoring scheduled has been based on the areas identified in the Action Plan.</p>	
9.	<p>Preparation for RIG</p> <p>It was noted that the next RIG meeting is scheduled for Friday 9th May.</p> <p>ACa advised that she has shared a draft Chair's report that could be used at the RIG meetings.</p> <p>It was noted that KR, HW and AK will be attending this meeting.</p>	
10.	<p>School Improvement Plan</p> <p>AK explained that going forwards there will be separate Action Plans for those areas of improvement identified in the Ofsted inspection. In addition, AK advised that work will then be undertaken to produce a Strategic Plan for Summer 2 and beyond.</p> <p>A governor asked whether the plans can be circulated to governors as soon as they are available rather than waiting until the next FGB meeting and AK agreed this would be the case.</p> <p>Governors then noted that they should have an input into the Strategic Plan and need to consider how they are going to do that.</p> <p>It was therefore proposed and agreed that an item to identify 5 key strategic priorities be added to the July FGB meeting.</p> <p>Clerk to add an item to the July FGB meeting on the Strategic Plan Development for 2025/2026. ACTION</p>	LW
11.	<p>Local Authority (LA) Primary Offer</p> <p>PB referred governors to the LA Primary Offer that was shared with them prior to the meeting and explained that a decision is needed on which level of support the school wishes to buy into for the next academic year.</p> <p>During the discussion that followed on this matter, governors acknowledged that with the current situation, the school will require LA support this year.</p> <p>It was therefore noted that the Governing Body agreed to subscribe to Element 1b plus Element 2.</p> <p>A brief discussion then took place regarding the cost of this support, and it was noted that this will be raised at the next RIG meeting, particularly given the current financial situation of the school.</p>	
12.	<p>Governor Monitoring and Evaluation</p> <p>It was noted that the following monitoring has taken place / has been scheduled for Summer 1:</p> <ul style="list-style-type: none"> ➤ Safeguarding – Easter holidays ➤ SEND – to be rearranged due to illness 	

	<ul style="list-style-type: none"> ➤ Early Years Foundation Stage – 30th April ➤ Health and Safety – 1st May ➤ Data – 8th May ➤ Curriculum – to be confirmed. <p>It was also noted that a further Safeguarding visit will be arranged in due course.</p> <p>Arrange a Safeguarding monitoring visit. ACTION AC</p> <p>PB proposed, and it was agreed to move to Item 14 of the agenda.</p>	AC
14.	<p>Policies</p> <p>As noted above, this item was taken out of order.</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 Summer 2025 ➤ Allergen and Anaphylaxis Policy Summer 2025 ➤ Asthma Policy Summer 2025 ➤ Attendance Policy 2025 ➤ Attendance Policy Attachment Early Intervention Letter ➤ Attendance Policy Attachment Attendance Contract Template form ➤ Local Authority School Attendance Leaflet September 2024 ➤ Control of Substances Hazardous to Health (COSHH Policy) Summer 2025 ➤ Device and Technology Acceptable Use Agreement for Staff ➤ Guidance on the Use of Images ➤ Mobile Phone and Smart Device Use Policy ➤ Staff ICT and Electronic Devices Policy Summer 2025 ➤ Infection Control Policy Summer 2025 ➤ Invacuation, Lockdown and Evacuation Policy Summer 2025 ➤ Responding to Children with Medical Needs Who Cannot Attend School Policy ➤ Staff Attendance and Absence Policy <p>In addition, the following policies that were approved at the March FGB meeting were shared with governors for further review:</p> <ul style="list-style-type: none"> ➤ Disciplinary Rules for All Employees Spring 2025 ➤ Early Career Teacher (ECT) Induction Policy Spring 2025 ➤ Fire Safety Policy Spring 2025 ➤ Freedom of Information Act (FOIA) Model Publication Scheme ➤ Freedom of Information Policy Spring 2025 ➤ Grievance Procedure Spring 2025 ➤ Intimate Care Policy Spring 2025 ➤ Lettings Policy Spring 2025 ➤ Lone Worker Policy Spring 2025 ➤ New Staff Induction Policy Spring 2025 ➤ Online Safety Policy Spring 2025 ➤ Physical Intervention Policy Spring 2025 ➤ Relationships Education Policy Spring 2025 ➤ Safeguarding and Child Protection Policy – Cambridgeshire September 2023 ➤ School Uniform Policy Spring 2025 ➤ Social, Emotional and Mental Health Policy Spring 2025 	

	<p>During the meeting, the following queries/comments were raised on the March policies:</p> <p><u>Uniform Policy</u></p> <ul style="list-style-type: none"> ➤ Does it reflect what we do? ➤ Governing Body approval is not necessary as it can sit with Chair of Governors and Head Teacher. <p><u>Grievance Procedure</u></p> <ul style="list-style-type: none"> ➤ Clarification needed against section 3.3.1 page 6 – 5 or 10 days. <p><u>Lettings Policy</u></p> <ul style="list-style-type: none"> ➤ Clarification regarding annual or biannual review. <p><u>Induction Policy</u></p> <ul style="list-style-type: none"> ➤ Incorrect review date at the end of the policy. ➤ Policy also talks about induction for governors – is this covered elsewhere? <p><u>Fire Safety Policy</u></p> <ul style="list-style-type: none"> ➤ Does not need to come to FGB for approval. <p>In addition, there were general queries regarding dates for review and which policies need to be approved by the Governing Body.</p> <p>It was then noted that subject to the above queries and comments and agreement that the option against section 3.3.1 of the Grievance Procedure will be updated to 5 days, approval of the March FGB policies was confirmed.</p> <p>The following queries / comments were then raised on the April policies:</p> <p><u>Control of Substances Harmful to Health (COSHH) Policy</u></p> <ul style="list-style-type: none"> ➤ Review date is incorrect. <p><u>Guidance on the Use of Images?</u></p> <ul style="list-style-type: none"> ➤ Does it reflect what we do? <p>In addition, governors queried whether it is possible to combine the following policies given that there is a lot of repetition and conflicting information:</p> <ul style="list-style-type: none"> ➤ Device and Technology Acceptable Use Agreement for Staff ➤ Mobile Phone and Smart Device Use Policy ➤ Staff ICT and Electronic Devices Policy <p>It was therefore proposed and agreed that as a one-off and given her experience KS would explore whether the above policies can be combined to produce an Acceptable Use Policy.</p> <p>KS to 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. ACTION</p> <p>It was also noted that a suggested amendment to the wording in the Children Missing in Education section of the Attendance Policy and the need to ensure that where policies refer to a 'named staff member', this should be included were raised prior to the meeting.</p>	<p>KS</p>
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	<p>In addition, it was noted that AK would review and update the Attendance Policy, Attendance Policy Attachment Early Intervention Letter and the Attendance Policy Attendance Contract Template form.</p> <p>Review and update the Attendance Policy, Attendance Policy Attachment Early Intervention Letter and the Attendance Policy Attendance Contract Template form. ACTION</p> <p>A discussion then took place regarding the Administering Medication Policy, Allergen and Anaphylaxis Policy and Asthma Policy during which the following queries were raised:</p> <ul style="list-style-type: none"> ➤ Confirmation that staff are receiving training as stated in the policies. ➤ Location of medicines – are there any Individual Health Plans? If so, when were they reviewed? Who is the designated member of staff? ➤ Contradiction between Administering Medication and Allergen and Anaphylaxis policies. ➤ Allergen and Anaphylaxis Policy is not the LA model policy. <p>As noted above, it was proposed and agreed that as a one-off and given her experience KS would explore whether the above policies can be combined into one policy.</p> <p>KS to explore combining the Administering Medication Policy, Allergen and Anaphylaxis Policy and Asthma Policy into one policy. ACTION</p> <p>Following this review, it was noted that subject to the queries / comments raised the below policies were approved by the Governing Body:</p> <ul style="list-style-type: none"> ➤ Control of Substances Hazardous to the Health Policy Summer 2025 ➤ Responding to Children with Medical Needs Who Cannot Attend School Policy <p>The following policies will therefore be brought to future FGB meetings for approval:</p> <ul style="list-style-type: none"> ➤ Attendance Policy ➤ Administering Medication Policy ➤ Acceptable Use Policy ➤ Invacuation, Lockdown and Evacuation Policy ➤ Staff Attendance and Absence Policy <p>In addition, it was noted that approval of the Infection Control Policy can be delegated to the Head Teacher.</p> <p>Lastly, ACA referred governors to the Statutory Policy list that was uploaded to Governor Hub for their information.</p>	<p>AK</p> <p>KS</p>
	Routine Business	
15.	<p>Any Other Business</p> <p>It was noted that was no other business added to the agenda.</p>	
13.	<p>Governor Training and Succession Planning</p> <p>As noted above, this item was taken out of order.</p>	

	<p>PB advised that both his and HW's term of office was originally due to end this academic year, although they both agreed to be Co-opted at the last Governing Body meeting.</p> <p>PB then advised that it is his intention to step down from the Governing Body at the end of the academic year.</p> <p>In addition, AC and HW explained that they will also be stepping down at the end of the academic year.</p> <p>Governors noted therefore that succession planning to the roles of Chair and Vice-Chair of Governors will need to be considered at the July FGB meeting.</p> <p>Clerk to add an item to the July FGB meeting to appoint a new Chair and Vice-Chair of Governors. ACTION</p> <p>At this point, ACa wished to congratulate PB, HW and AC for the incredible job they did during the recent Ofsted inspection and thank them for their hard work and support to the school.</p>	LW
16.	<p>Dates and Times of Future Meetings</p> <p>Meeting dates and times were confirmed as follows:</p> <ul style="list-style-type: none"> ➤ Wednesday 7th May 7pm online. (Budget approval) ➤ Wednesday 9 July 2025 	
	<p>Close of Meeting</p> <p>There being no further business, the meeting closed at 9.15pm.</p>	