



Minutes

Approved by the Governing Body

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

Wednesday 20st September 2023 – 6.00pm

Present

Suki Hinton (SH), Interim Head Teacher
Phil Butterworth (PB), Co-Chair
Hayley Woods (HW), Co-Chair
Abi Clarke (AC)
Kym Rouse (KR)

Apologies for Absence

Sarah Watson (SW)

In attendance

Lisa White (LW), Clerk

No.	Item	Action
1.	<p>Welcome and Apologies for Absence</p> <p>HW opened the meeting at 6.00pm and welcomed everyone to the meeting.</p> <p>Apologies for absence were received and accepted from Sarah Watson.</p> <p>HW advised that due to a change in personal circumstances, Sheryl Williamson has resigned from her role as Co-opted Governor with immediate effect.</p> <p>PB explained however that in order to provide ongoing support with a formal complaint at another school, Sheryl has agreed to remain on the Governing Body as an Associate Member whilst the investigation takes place.</p> <p>The Clerk therefore asked governors if they are happy to approve her appointment as Associate Member.</p> <p>It was noted that the Governing Body approved the appointment of Sheryl Williamson as Associate Member.</p>	

2.	<p>Election of Chair and Vice-Chair of Governors The Clerk asked governors if there were any nominations or self-nominations for the role of Chair of Governors.</p> <p>It was noted that PB and HW advised they were happy to continue in their roles as Co-Chairs for the next academic year.</p> <p>It was noted that the Governing Body unanimously approved the appointment of PB and HW as Co-Chairs of Governors for the 2023/2024 academic year.</p> <p>A brief discussion took place as to the role of Vice-Chair and it was noted that AC agreed to take on the role of Vice-Chair for the next academic year.</p> <p>It was noted that the Governing Body unanimously approved the appointment of AC as Vice-Chair of Governors for the 2023/2024 academic year.</p>	
3.	<p>Declaration of Interests in relation to the Agenda It was noted that there were no declarations of interest in relation to the agenda.</p>	
4.	<p>Administration</p> <p>a) Standing Orders – to approve Draft updated Standing Orders for the 2023/2024 academic year were shared with governors for their review prior to the meeting.</p> <p>The Clerk drew governors' attention to the sections highlighted in red in the draft Governing Body Standing Orders and asked for their feedback.</p> <p>It was noted that the Governing Body unanimously agreed that governor diversity data will not yet collected and published against section 12 (pending further guidance and information), but accepted the update with regards to DBS checks against section 14.</p> <p>It was noted that the Governing Body therefore agreed to adopt the updated Standing Orders for the 2023/2024 academic year.</p> <p>It was also noted that those governors present signed a Standing Orders register to confirm their agreement with this document.</p> <p>In addition, it was noted that the register will be held in the school office for those governors who were absent from this meeting to sign.</p> <p>SW to sign the Standing Orders register when she is next in school. ACTION</p> <p>b) Code of Conduct – to approve It was noted that a draft Governors' Code of Conduct for 2023/2024 based on the updated Local Authority (LA) model was circulated prior to the meeting.</p> <p>It was noted that there were no comments or amendments and that those present all confirmed they were in agreement with the updated Code of Conduct for 2023/2024.</p> <p>It was also noted that those governors present signed a Code of Conduct register to confirm their agreement with this document.</p>	SW

	<p>In addition, it was noted that the register will be held in the school office for those governors who were absent from this meeting to sign.</p> <p>SW to sign the Code of Conduct register when she is next in school. ACTION</p> <p>c) Declaration of Interests Register - Annual Declaration of Pecuniary Interests Annual Declaration of Pecuniary Interest forms were circulated to governors prior to the meeting.</p> <p>It was noted that a completed annual Declaration of Pecuniary Interest form is outstanding from SW.</p> <p>SW to complete an annual Declaration of Pecuniary Interest form and forward to the Clerk. ACTION</p>	<p>SW</p> <p>SW</p>								
	Standing Items									
5.	<p>Membership of the Governing Body</p> <p>➤ HW advised that following the latest governor resignation, there are now the following vacancies:</p> <ul style="list-style-type: none">○ 3 x Co-opted Governor and 1 x LA Governor vacancy <p>A discussion therefore took place with regards to recruitment to these roles, including whether it is necessary to do so given that the school is joining the CAM Academy Trust in January 2024.</p> <p>During this discussion, governors noted that recruitment should still be a focus, especially given the need for finance related expertise on the Governing Body and considered ways to recruit to these roles.</p> <p>SH therefore advised that she would draft a letter for sharing with local businesses, with other governors agreeing to talk to their local contacts.</p> <p>It was also noted that the Clerk would contact School Governance to advise of the updated situation with regards to vacancies.</p> <p>Clerk to contact School Governance to advise of the updated situation with regards to vacancies. ACTION</p> <p>➤ Review of Governing Body Instrument of Government</p> <p>It was noted that the Instrument of Government as of 1 May 2015 was circulated to governors for their review prior to the meeting. No amendments were required.</p>	<p>LW</p>								
6.	<p>Minutes of last meeting and matters arising from the previous meetings</p> <p>Draft standard minutes and one set of Confidential minutes of the FGB meeting held on 10th July were circulated to 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></td><td>Parental Communications Policy.</td><td>SH</td><td>Agreed as a lower priority. C/f</td></tr></table>	Item	Action	Who?	Status		Parental Communications Policy.	SH	Agreed as a lower priority. C/f	
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	Parental Communications Policy.	SH	Agreed as a lower priority. C/f							

	Safeguarding Link Governor to liaise with new Interim Head Teacher regarding producing a child-friendly Safeguarding Policy.	AC	Ongoing. Policy also needs to be simplified for KS1 and EYFS. To be completed in Autumn 1.
30 th November 2022			
16	Schedule a HTPM meeting.	SH / PB / HW	Scheduled for 3 October at 10am. Action complete.
1 st February 2023			
	Governors to confirm training records on Governor Hub are correct.	All	Action complete.
5	Share governor monitoring visit on pupils' progress and attainment.	HW	Action complete.
16	All governors to complete Safeguarding training and Compliance training.	All	N/A as superseded by action in September FGB meeting.
9	Arrange visits to other primary schools within the Trust.	PB/HW	Ongoing.
17	Co-Chairs to review the outcome of the governor skills audit to inform future training needs.	PB/HW	See Item 17. Action complete.
10 July 2023			
4	HW to arrange a meeting with SH to discuss the 2022/2023 SATs results. Information in Head Teacher's report to be updated once SATs results are available.	HW SH	Scheduled for 3 October. Action complete.
6	Head Teacher to raise the concern that there is a smooth handover of the school's finances when they join the CAM Trust.	SH	Action complete.
7	Head Teacher to ask for details as to what the CAM Trust can offer with regards to swimming lessons and share this information with governors. Head Teacher to provide details of associated costs including staff costs in maintaining and running the school swimming pool and share this information with governors.	SH SH	School can use minibus and access swimming lessons. Action complete. Ongoing.

	<p>Head Teacher to provide an overview of how many times the pool has been used and how long it is out of action for, for example when the pumps break down.</p> <p>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.</p> <p>Clerk to add an item to the September FGB meeting agenda to discuss the school swimming pool.</p>	SH	C/f as low priority	
		SH	C/f as low priority	
		LW	Action complete.	
8	<p>Head Teacher to share a copy of the current contract with HW and SW for their review.</p> <p>HW and SW to meet with the owner of Kidzchoice to discuss the contract and offer support, advice and mentoring if appropriate.</p>	SH	Action complete.	
		HW/SW	Action complete.	
10	<p>Report produced by Co-Chair of Governors to be adapted for these consultations.</p> <p>Arrange a further consultation event with parents to take place during the one-month consultation period.</p> <p>Consider the formation of an Academisation Working Party to ensure the necessary actions are completed within the agreed timescales.</p>	PB	Ongoing.	
		SH/PB/HW	Ongoing.	
		All	Not applicable given the number of governors currently. Action complete.	
11	<p>Co-Chair of Governors to share the letter from Jonathan Lewis with governors.</p>	PB	Action complete.	
14	<p>Head Teacher to check the requirements for schools to have a Low-Level Safeguarding Concerns Policy and feedback to the Governing Body.</p>	SH	Policy is required and has been updated according to latest KCSiE guidance. Action complete.	
15	<p>Co-Chairs of Governors to review training requirements over the summer holidays and propose a governor training programme for the new academic year.</p>	PB/HW	Action complete.	

16	Governing Body to complete the Governing Body Self-Evaluation.	All	C/f
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In addition, more detailed discussion took place on the following items:

- Parental Communications Policy
SH explained that whilst this has been agreed as a low priority, parental engagement will be part of the school's improvement priorities going forwards.

A governor asked:

Question:

What is current feedback like with regards to the quality, volume and accuracy of communication?

Answer:

It is split as some parents want regular reminders and others do not.

Moving forwards however, we need to ensure there is capacity to provide the necessary communication, as this can be a real challenge in a small school.

During the discussion that followed on this matter, governors noted that whilst more information on the school website would help, the school has been advised that updating the website should be paused pending joining the CAM Academy Trust.

A further governor asked:

Question:

Does the school undertake a parent survey in the Autumn term? It would be useful to ascertain parents' views on their preference with regards to communication.

Answer:

Governors can specify when this is done but the suggestion from the Trust is that we wait until we are part of them before undertaking a survey.

We do however need to check with them if there is a corporate way of communicating.

- Finance handover to CAM Trust
SH explained that she has spoken to the Trust's Director of Finance and Operations on this matter and work has started between the Trust and the school's Finance Officer to ensure a smooth transition.
- Swimming pool
SH advised that as yet she does not have full details of associated costs or an overview of how many times the pool has been used or out of action, but has shared initial top line costings with the Trust.

SH added that further discussion will therefore be required as to whether retaining the swimming pool is a viable financial option going forwards.
- Kidzchoice Contract
SH explained that a new contract has been agreed with an increased price to cover the school's costs in relation to this provision.

SH added that the provider however needs to complete a Quality Assurance document.

	<p>Governors briefly discussion the deadline for this document to be completed and considered the benefits of bringing the wraparound care provision in house.</p> <p>➤ Academisation A brief discussion took place regarding ensuring the necessary paperwork has been provided by the CAM Trust to support the school's conversion to an academy and ensuring that the Governing Body has carried out the required due diligence for this process.</p> <p>During this discussion, SH advised that her plan is to focus on transition to an academy, including the TUPE process and finance handover with KR's focus on the school's School Development Plan (SDP) priorities and asked governors if they were in agreement.</p> <p>It was noted that the Governing Body agreed with this plan.</p> <p>It was also noted that a meeting with the Executive Head Teacher will be arranged.</p> <p>Co-Chairs of Governors to arrange a meeting with the Executive Head Teacher. ACTION</p>	PW/HW
7.	<p>Safeguarding</p> <p>a) Keeping Children Safe in Education (KCSiE) Updated KCSiE guidance for September 2023 was shared with governors for their review prior to the meeting.</p> <p>PB explained that governors need to read the updated guidance and confirm on Governor Hub that they have done so.</p> <p>All governors to read the updated KCSiE guidance for September 2023 and confirm they have done so on Governor Hub. ACTION All</p> <p>b) Date of Safeguarding Monitoring visit It was noted that a Safeguarding monitoring visit will be arranged for this term.</p> <p>AC/KR to arrange a visit. ACTION</p>	<p>All</p> <p>AC/KR</p>
	Main Discussion Items	
8.	<p>Head Teacher's Report 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 ➤ Leadership and Governance ➤ Curriculum Promise Overview 	

SH provided a verbal update during the meeting that covered the following areas:

- Admissions and Number on Roll
One additional pupil (from Bristol) has joined Year 2 since writing the report, which means there is a total number on roll of 90 pupils for the October census.

- Attendance
Current attendance rate of 96.2% due to a significant amount of unauthorised absence (one family who takes holiday at the same time each year).

A governor asked whether this is for more than 10 days, and SH confirmed it was, adding that the family will be put forward for a fine.

- Safeguarding
SH referred governors to the planned Safeguarding targets and improvements for 2023/2024 and asked the Co-Chairs for their feedback.

It was noted that the Co-Chairs were content with the planned targets and improvements in respect of Safeguarding.

- Staffing
SH explained that an advert has been placed for a full-time teacher for Starlings Class, with 4 expressions of interest shown so far. SH added however only one person has asked to visit the school.

- Curriculum Promise – Progress and Assessment
SH referred governors to the end of Year 6 (end of Key Stage Two) data and explained that there is unfortunately no national data at Greater Depth to compare the school's strong results against.

SH then provided the following summary:

- Cohort of 10 pupils.
- Above national average in Reading at 80%.
- Punctuation, Spelling and Grammar at 70% close to national average.
- Writing at 71% is significantly above national average.
- In line with national average in Maths and for Combined Reading, Writing and Maths.

It was noted that a more detailed review of the results will be undertaken during the upcoming governor monitoring visit, but governors recognised the strong results given the small cohort, and the impact one pupil can make on the data.

A governor asked:

Question:

Do you know other local schools' results?

Answer:

Not yet, as results will not be published until December.

It is also worth noting that Statutory Assessment Tests (SATs) for Year 2 will no longer be required, although Year 6 (KS2) will continue.

We could choose to run the Year 2 SATs for internal purposes if we wanted to.

A governor then asked for an update with regards to a recent Safeguarding incident and SH provided an overview to governors.

	Due to the nature of the content of the discussion that followed, the remainder of this item is covered by a separate Confidential minute.	
9.	Swimming Pool Update It was noted that a discussion on this took place under Item 6 of the agenda.	
10.	Kidzchoice Contract Update It was noted that a discussion on this matter took place under Item 6 of the agenda.	
11.	Recovery Premium / National Tutoring Programme SH advised that the Recovery Premium that the school received has been spent, primarily on Teaching Assistant hours to provide interventions in Reading. SH added that the impact of this can be seen with the strong Phonics and Reading data from the recent assessment data. SH then explained that she has submitted a return with regards to the National Tutoring Programme grant to advise that the school did not utilise any of the money, adding that the £2k grant will therefore be clawed back in due course.	
12.	Academisation Update Further to the discussion that took place under Item 6 Matters Arising, SH advised that she has met with EPM (the school's HR provider) and the Trust's Director of Finance and Operations with regards to the TUPE process, adding that the consultation will be formally launched on 3 October with an end date of 9 November. SH also advised that weekly meetings or telephone calls are taking place. Governors asked: Question: Is there anything that governors should be doing to support the process? Is there anything holding it up? Answer: I am not aware of anything holding the process up currently, but I suspect there might be delays due to the school buildings. There are a few minor issues with the Land Registry, which may prevent the process from completing by January. Question: What is the status with regards to the hole in the wall? Answer: I assume that if the LA do not repair the hole, then the Trust will ensure they get the money to cover the cost of repairs. Question: Will we need to appoint solicitors soon? Answer: Yes. It was therefore proposed and agreed that HW as Co-Chair will liaise with the Trust's Director of Finance and Operations to confirm when the school needs to appoint its solicitor. Co-Chair to liaise with the Trust's Director of Finance and Operations to confirm when the school needs to appoint its solicitor. ACTION	HW

	<p>Question: What is the issue with regards to the Land Registry? Answer: It is because the land is partly owned by the Diocese of Ely, the LA, and a private company.</p> <p>A brief discussion then followed regarding the upcoming consultation with parents and the likelihood of any negative feedback from the local community.</p>	
13.	<p>Update from RIG (Rapid Improvement Group), formally LAIG PB advised that there is no update as a meeting is yet to take place this term.</p>	
14.	<p>School Improvement Plan 2023/2024 SH advised that new Executive Head Teacher would like to have an immediate input into the School Improvement Plan (SIP) for this academic year and shared an initial draft with governors during the meeting.</p> <p>SH added that the Trust would like the school to follow their corporate template SIP and referred governors to the three sections: Teaching and Learning, Targeted Academic Support and Wider Strategies.</p> <p>SH further advised that the priorities under each of those strategies have been talked about for some time and were identified as areas for improvement following the Ofsted inspection.</p> <p>A governor asked: Question: How does this compare to last year's SIP? Answer: There were 4 priorities last year with a significant number of actions against each one.</p> <p>This year's SIP ties in with areas of improvement identified by Ofsted.</p> <p>SH then asked governors to spend time reflecting on the content of the SIP and feedback any thoughts.</p> <p>Governors to review the draft SIP and feedback to SH with any proposed changes. ACTION</p>	All
15.	<p>Governor Monitoring and Evaluation</p> <ul style="list-style-type: none"> ➤ Governor Monitoring Schedule 2023/2024 PB explained that governor monitoring visits need to align with the SIP priorities this academic year, and it was proposed and agreed that SH will draft a monitoring schedule accordingly. <p>Head Teacher to put together a draft governor monitoring schedule for the 2023/2024 academic year. ACTION</p> <p>It was noted however that the following initial visits were agreed:</p> <ul style="list-style-type: none"> ○ Safeguarding – AC ○ Data assessment / pupil attainment – HW <ul style="list-style-type: none"> ➤ SH then asked governors for feedback on the 'Weekends' that she has been producing, and governors agreed that whilst they are useful, they were concerned over her capacity to produce such detailed summaries on a weekly basis. 	SH

	<p>It was therefore noted that SH will consider how best to simplify the 'Weekends' to provide headline information only.</p> <p>Head Teacher to consider how to simplify the 'Weekends' to provide headline information only in order to support her wellbeing and workload. ACTION</p> <p>A governor then asked KR how she is finding things and how the new interim Owls class teacher is getting on and KR provided governors with an overview during the meeting.</p>	SH
16.	<p>School Policies for Approval</p> <p>The following policies were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Code of Conduct for All Adults Autumn 2023 ➤ Anti-Bullying Policy Autumn 2023 ➤ Appraisal and Capability Policy Autumn 2023 ➤ Governors' Statement of Behaviour Principles Autumn 2023 ➤ First Aid Policy Autumn 2023 ➤ Positive Behaviour Policy Autumn 2023 <p>In addition to some minor comments and queries raised prior to the meeting, a governor asked for an update with regards to staff training in relation to this policy.</p> <p>In response, SH advised that training has been undertaken, but needs to be further embedded. SH added that KR completing the additional Therapeutic Thinking training will help with this.</p> <p>A governor then asked if they could observe the Therapeutic Thinking approach in action and SH advised that she would schedule a governor monitoring visit against Section 3 Objective 1.</p> <p>A further governor asked if the Positive Behaviour Policy will be published on the school website, and if so, asked that staff are mindful that the policy is followed, and SH agreed and confirmed that it would be as it is a statutory policy, adding that there may be a new Positive Behaviour Policy in due course as a result.</p> <ul style="list-style-type: none"> ➤ Safeguarding and Child Protection Policy (Cambridgeshire) September 2023 ➤ Low Level Safeguarding Concerns Policy Summer 2023 ➤ Staff ICT and Electronic Devices Policy Autumn 2023 <p>A governor noted the significant amount of work covered by this policy and SH advised that the school buys in support from a Data Protection Officer (DPO), but that the school is ultimately responsible. SH added that once the school academises, this may change.</p> <p>SH also added that if there are any data breaches, information on those would be included in a Safeguarding report.</p> <p>Subject to some minor comments, questions and amendments that were addressed prior to and during the meeting, it was noted that the Governing Body approved the above policies.</p> <p>It was also noted that all statutory policies will be uploaded to the school website.</p>	

	<p>➤ Pay Policy Autumn 2023 SH explained that although this policy has been shared, she is recommending that the Governing Body delay approving it until she has attended a meeting with EPM to discuss staff pay awards.</p> <p>It was noted that the Governing Body agreed with this recommendation.</p> <p>However, a governor asked for clarification with regards to the date for the teacher pay awards and SH confirmed that this will be amended as appropriate, adding that she will bring her recommendations for pay progression to the Pay Committee for ratification.</p> <p>Another governor asked: Question: Are there any staff who will potentially be moving to the Upper Pay Scale (UPS)? Answer: No.</p>	
17.	<p>Governor Training Following a review of the completed Governor Skills Audit, HW explained that the following areas were identified as potential training:</p> <ul style="list-style-type: none"> ➤ chairing of a board / committee and governor experience ➤ school funding knowledge and finance knowledge <p>It was also noted that governors should complete Prevent training.</p> <p>PB therefore agreed to circulate a link to Prevent training for governors to complete. ACTION PB</p> <p>HW then referred governors to the draft Governor Training Plan that was shared with them prior to the meeting, and asked governors to complete the Governance, Safeguarding and Compliance training before half term.</p> <p>HW explained that the modules are all from the National Governance Association (NGA).</p> <p>A brief discussion then followed regarding accessing the NGA training modules and also the importance of the Link Governor for Special Educational Needs and Disability (SEND) to undertake this training this term.</p> <p>SEND Link Governor to complete SEND training this term. ACTION</p>	<p>PB</p> <p>HW</p>
18.	<p>Governing Body Self-Evaluation Outcome During a brief discussion on this matter, it was proposed and agreed that the Co-Chairs will meet to consider the following Governing Body Self-Evaluation. https://schoolgovernors.thekeysupport.com/the-governing-body/recruitment-and-competence/governor-skills-and-effectiveness/governing-board-self-evaluation-process/?tab=maintained-school</p> <p>Co-Chairs of Governors to meet to consider the Governing Body Self-Evaluation. ACTION</p>	HW/PB

	Routine Business	
19.	<p>Any Other Business There was no other business added to the agenda, however a governor asked whether the school has any grants or loans outstanding, and SH advised there were none.</p> <p>The same governor also asked if the school has any pupils with High Needs Funding, and SH explained that there are currently two children with Education, Health and Care Plans (EHCPs) the school receives funding for.</p> <p>As Co-Chair, HW then advised that she will circulate a 'Governors' update to welcome parents to the new academic year, adding that there will also be a section on governor recruitment and pupil intake for the 2023/2024 academic year.</p> <p>SH advised however that the current prediction is that there will be 15 new Reception children next year, which is much higher than the Local Authority's projection.</p> <p>SH added that she will continue to strengthen the relationship between the school and the local pre-school to further promote the school, following some recent negative comments from a member of the local community.</p> <p>During the discussion that then took place, it was proposed and agreed to invite children from the pre-school to attend an event such as the harvest festival, Macmillan coffee morning or Nativity and follow this up with a letter to parents.</p> <p>A governor then asked whether there will be any uniform changes once the school joins the CAM Academy Trust and SH advised that she does not think there will be as the school will be retaining its identity.</p>	
20.	<p>Dates and Times of Future Meetings Date of the next meeting was confirmed as Wednesday 6 December 2023.</p> <p>SH proposed and it was agreed that she although she will attend this meeting, she will step back to allow KR to take responsibility.</p> <p>Dates of future meetings were also confirmed as:</p> <ul style="list-style-type: none"> ➤ Wednesday 7 February 2024 ➤ Wednesday 20 March 2024 ➤ Wednesday 1 May 2024 ➤ Wednesday 10 July 2024 <p>All meetings to start at 6pm and to be held in person.</p>	
	<p>Close of Meeting There being no further business, the meeting closed at 8.00pm.</p>	