



## Minutes

### Approved by the Governing Body

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

Wednesday 25<sup>th</sup> September 2024 – 6.00pm

**In School**

#### Present

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

#### Apologies for Absence

Sue Wright (SW), Executive Head Teacher

#### In attendance

Lisa White (LW), Clerk

No.	Item	Action
1.	<p><b>Welcome and Apologies for Absence</b> HW opened the meeting at 6.05pm and welcomed everyone to the meeting.</p> <p>Apologies for absence were received and accepted from Sue Wright.</p> <p><b>A governor asked:</b> <b>Question:</b> <b>Are you receiving support in her absence?</b> Answer: Yes, we are receiving support from the Trust plus some support on Special Educational Needs and Disability (SEND) from the Local Authority (LA).</p>	
2.	<p><b>Election of Chair and Vice-Chair of Governors</b> 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><b>It was noted that the Governing Body unanimously approved the appointment of PB and HW as Co-Chairs of Governors for the 2024/2025 academic year.</b></p> <p>In addition, it was noted that AC advised she was happy to continue in her role as Vice-Chair of Governors for the next academic year.</p> <p><b>It was noted that the Governing Body unanimously approved the appointment of AC as Vice-Chair of Governors for the 2024/2025 academic year.</b></p> <p>A brief discussion however took place regarding the limited number of governors currently and their capacity to give enough time to the roles.</p> <p>It was noted that the expectation is there will be additional governors once the school joins the Trust.</p>	
3.	<p><b>Declaration of Interests in relation to the Agenda</b></p> <p>There were no declarations of interest in relation to the agenda.</p>	
4.	<p><b>Administration</b></p> <p>a) Standing Orders – to approve Draft updated Standing Orders for the 2024/2025 academic year were shared with governors for their review prior to the meeting.</p> <p>The Clerk drew governors' attention to the sections highlighted by track changes in the draft Governing Body Standing Orders and asked if they were happy to approve these changes.</p> <p><b>It was noted that the Governing Body agreed to adopt the updated Standing Orders for the 2024/2025 academic year.</b></p> <p>It was also noted that those governors present signed a Standing Orders register to confirm their agreement with this document.</p> <p>b) Code of Conduct – to approve It was noted that a draft Governors' Code of Conduct for 2024/2025 based on the Cam Academy Trust model was circulated prior to the meeting.</p> <p><b>It was noted that there were no comments or amendments and that those present all confirmed they were in agreement with the Code of Conduct for 2024/2025.</b></p> <p>c) Declaration of Interests Register - Annual Declaration of Pecuniary Interests An annual Declaration of Pecuniary Interest form was circulated to governors prior to the meeting and all governors present completed this form.</p>	
	<b>Standing Items</b>	
5.	<p><b>Membership of the Governing Body</b></p> <p>As noted at previous meetings, there are the following vacancies on the Governing Body:</p> <ul style="list-style-type: none"> <li>➤ 4 x Co-opted Governor vacancies and 1 x LA Governor vacancy HW advised that she would like to send a communication to parents (to include new reception parents) to advertise these vacancies but also wanted to include an update on Academisation but has not yet done so due to the ongoing delays.</li> </ul>	

	<p>A brief discussion then took place during which it was agreed that a draft communication will be shared with KR for inclusion in the school's flyer advertising upcoming Open Days.</p> <p><b>Send draft communication regarding governor vacancies to KR for inclusion in the school's flyer. ACTION</b></p> <p>AC added that she has also been contacting potential candidates but unfortunately, there has been no interest due to the amount of time the role requires.</p> <p><b>A governor asked:</b> <b>Question:</b> <b>Dos the school advertise governor vacancies in the Thriplow news?</b> Answer: Yes.</p> <p>A brief discussion then took place regarding Open Days and KR explained that there already 5 places confirmed for September 2025.</p> <p>During this discussion governors noted that the data shows that the birthrate starts to increase from this point with KR advising that the school is doing everything to increase pupil numbers, including linking with the playgroup, local nurseries and inviting prospective parents to school events.</p> <p>Governors also noted that the plans to extend the After School Club over school holidays should have a positive impact on future intake.</p> <p><b>A governor then asked whether it would be possible to also hold an Open Evening for those parents who are unable to attend the daytime events and KR agreed that this is something the school can explore depending on parental interest.</b></p>	HW																								
6.	<p><b>Minutes of last meeting and matters arising from the previous meetings</b> Draft standard minutes and one set of Confidential minutes from the meeting held on 9<sup>th</sup> July 2024 were shared with governors for their review prior to the meeting and subject to a minor amendment on the standard minutes and clarification against the cost of SENDCo training on the Confidential minutes, were approved as an accurate record and signed by the Chair after the meeting.</p> <p><b>Matters Arising from previous meetings:</b></p> <table><tr><th>Item</th><th>Action</th><th>Who?</th><th>Status</th></tr><tr><td colspan="4">10 July 2023</td></tr><tr><td>7</td><td>Head Teacher to make some enquiries within the community to establish if the pool can be sold and relocated elsewhere in the village in order for the community to continue to benefit from it.</td><td>KR</td><td>Action complete.</td></tr><tr><td colspan="4">1 May 2024</td></tr><tr><td>6</td><td>School to arrange a survey on the school dinner provision for children to complete once a stable member of staff is in post.</td><td>KR</td><td>Action ongoing.</td></tr><tr><td>10</td><td>Share the Trust's monitoring visit template with governors.</td><td>SW</td><td>Action c/f</td></tr></table>	Item	Action	Who?	Status	10 July 2023				7	Head Teacher to make some enquiries within the community to establish if the pool can be sold and relocated elsewhere in the village in order for the community to continue to benefit from it.	KR	Action complete.	1 May 2024				6	School to arrange a survey on the school dinner provision for children to complete once a stable member of staff is in post.	KR	Action ongoing.	10	Share the Trust's monitoring visit template with governors.	SW	Action c/f	
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	HW / KR / SW to propose further visits for the Summer term.	HW / KR / SW	<b>Action ongoing for this year.</b>
	AC / SW to arrange a Safeguarding monitoring visit for the Summer term.	AC / SW	<b>Action complete.</b>
11	Link governors to Smartlog once the school joins the Trust.	SW	<b>Action ongoing pending the school joining the Trust.</b>
9 July 2024			
4	Governors to contact local businesses, friends and acquaintances to ask for volunteers to take on the role of governor.	All	<b>Action ongoing.</b>
5	Put a list together of what cosmetic works need doing and share with governors.	KR	<b>Action complete.</b>
9	Share the LA Safeguarding Monitoring report for the September FGB meeting.	SW	<b>Action c/f KR to email Trust for a copy in SW's absence. ACTION KR</b>
11	Head Teacher to consider the school's Home Learning Strategy for the next academic year and share this with governors.	KR	<b>Paper shared. Action complete.</b>
14	Co-Chairs to produce an Annual Governance Impact Statement for publication on the school website and sharing with the LA.	PB / HW	<b>Action complete.</b>

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

#### Swimming Pool

KR advised that there has been no interest and as such the swimming pool has now been dismantled at a cost of £850.

KR added that the plan is to now clear the space where the swimming pool was situated and start discussions with the Trust regarding the installation of a temporary structure on that area, whether that be a Pre-School or relocation of the Year 5/6 class.

#### **A governor asked:**

##### **Question:**

##### **Is the play group still operating?**

Answer:

Yes. They have another year while the Parish Council explore the feasibility of carrying it on.

If we were to take it on, we could either bring in on site and they continue to run it, or we could TUPE the staff over and we run it as part of the school.

If we had a Pre-School on site, it could also be used for Breakfast and After School Club.

#### School Dinners Survey

KR explained that when the school joins the Trust, school dinners will no longer be provided by Herts Catering Ltd (HCL), adding that HCL has however decided that maintaining a kitchen at Fowlmere is no longer a viable option and as such meals will be cooked at another local school and transported to Fowlmere.

	<p>KR advised therefore that a survey will be undertaken pending the implementation of this.</p> <p><u>Cosmetic Works</u> KR referred governors to the project list that she put together for works around the school and during a discussion that followed on this, governors considered holding a further 'make do and mend' day.</p> <p>KR then advised that the Trust has offered additional support from the caretaker at Gamlingay Primary School where necessary.</p> <p><u>School Website</u> Governors noted that the Annual Governance Statement must be published on the school website.</p> <p>A discussion then took place regarding the importance of keeping the website up to date and ensuring the school is compliant in the event of an Ofsted inspection, even though the website will be changed once the school is part of the Cam Academy Trust.</p> <p><b>KR explained that the Trust has recommended that the school requests to defer an inspection should she receive a call, but it was proposed and agreed that login details will be shared with governors so that they can audit the website and update it accordingly.</b></p> <p><b>Share login details for the school website with governors. ACTION</b></p> <p><b>Undertake an audit of the school website. ACTION</b></p>	<p>KR</p> <p>AC</p>
7.	<p><b>Safeguarding</b></p> <p>a) Keeping Children Safe in Education (KCSiE) 2024 Updated KCSiE guidance for September 2024 was shared with governors for their review prior to the meeting.</p> <p><b>All governors to read the updated KCSiE guidance for September 2024 and confirm they have done so on Governor Hub. ACTION</b></p> <p><b>PB then explained that at his school, staff and governors have had to complete Cyber Security training and a brief discussion followed, during which the Clerk agreed to reshare details of the LA's Cyber Security training.</b></p> <p><b>Clerk to share link on Cyber Security with KR. ACTION</b></p> <p>KR explained that she has not received anything from the LA regarding Cyber Security, adding that she is concerned over the lack of engagement and support from the LA and the impact this is having on the children. KR advised that the Trust is providing support but until the school has converted, other schools within the Trust are their priority.</p> <p>A brief discussion followed on this matter during which governors expressed their dissatisfaction with the delays to the process.</p> <p><b>It was therefore proposed and agreed that PB will contact the Department for Education (DfE) to ascertain what support the school is eligible for given the delays.</b></p> <p><b>Contact the DfE to ascertain what support the school is eligible for given the ongoing delays to the conversion process. ACTION</b></p>	<p>HW</p> <p>LW</p> <p>PB</p>

	<p>KR then provided governors with an overview of a situation with the LA agreeing for a child with high level needs to join the school.</p> <p>b) Date of next Safeguarding monitoring visit It was noted that a Safeguarding monitoring visit was arranged for 6<sup>th</sup> November.</p>	
	<b>Main Discussion Items</b>	
8.	<p><b>Head Teacher's Report</b> 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"> <li>➤ Executive Summary</li> <li>➤ Admissions and Number on Roll</li> <li>➤ Attendance</li> <li>➤ Safeguarding</li> <li>➤ Health and Safety</li> <li>➤ Property, Compliance, Finance, and ICT</li> <li>➤ Staffing</li> <li>➤ Vulnerable Pupils</li> <li>➤ Leadership and Governance</li> <li>➤ Curriculum Promise</li> <li>➤ Progress and Assessment</li> <li>➤ Parents / Carers / Community</li> </ul> <p>KR advised that there is a slight change to the school's Attendance rate, which is now 97.7% (higher than national).</p> <p><b>Governors asked:</b> <b>Question:</b> <b>What is national?</b> Answer: Around 95%.</p> <p>We have set a target this year to be above 96.5%.</p> <p><b>Question:</b> <b>Are you seeing many absences in Reception?</b> Answer: No. Their Attendance rate is at 97% as they were only in school for half-days for the first 2 days.</p> <p><b>Question:</b> <b>Have you had to go down the route of applying any of the new rules?</b> Answer: Not yet, although there are a couple of children whose attendance / lateness we need to monitor.</p> <p>After consulting with the Trust, I have decided to wait until after this month before we implement the new rules while things settle down.</p> <p><b>Question:</b> <b>Your report states that 2 children have left since September. Is that correct?</b> Answer: No. That is not correct. It should say they have joined not left.</p> <p>We do however continue to have 1 pupil on roll who is educated offsite.</p>	

**Question:****Is there involvement from the Virtual School?**

Yes. There are a lot of external agencies involved but the child is not deemed as a Child in Need.

**Question:****Are Multi-Agency Safeguarding Hub referrals being made?**

Answer:

Yes, but not after every incident.

As a school, we are supporting the family and sending work home for the child to complete if possible. However, the child is currently not engaging with that or with the alternative provision.

**Question:****Your report mentions that no notable changes have been made to the Curriculum although support is available from a Maths and English specialist. What capacity is there in terms of monitoring the Curriculum?**

Answer:

I am the English Subject Leader and have support from the Trust English Lead.

We are also receiving constant Maths support via the Trust and will be implementing Maths Mastery for Early Years Foundation Stage (EYFS), Key Stage One (KS1) and we have just been notified that we have got on to the Key Stage Two (KS2) programme.

**Question:****Will staff be given Continuous Professional Development (CPD)?**

Answer:

Yes. This is already taking place for both subjects.

**Question:****Have all other subjects been mapped out and do Subject Leaders know what they need to do?**

Answer:

Yes.

**Question:****What day to day capacity do you or Subject Leaders have to monitor that?**

Answer:

We now have more capacity as our Higher-Level Teaching Assistant (HLTA) has increased their days, and this has provided release time for teaching staff to carry out their leadership roles and monitoring of the Curriculum. It also allows observations to take place and there is a focus on developing our Subject Leaders so that they can take the lead on their specific areas.

**Question:****Has there been any feedback from the Trust on our Statutory Assessment Tests (SATs) results?**

Answer:

We are aware that our Combined result at 40% was lower than we hoped with several children only meeting the Expected Standard in 2 out of the 3 subjects and this will form part of our monitoring this year.

The Trust's Primary Executive Leader and I reviewed our data today and following this, I have asked staff to produce year end predictions so we can monitor data going forwards.

	<p>The Trust is also introducing 'progression summits' to review data over the year and once data is available, we will be looking at those children who are on the cusp.</p> <p>In addition, the Trust is aware that our data for the next two years may not be where it should be because we have several children with high Special Educational Needs and Disability (SEND) in both the Year 5 and Year 6 cohorts.</p>	
9.	<p><b>Academisation Update</b> As noted earlier in the meeting, the conversion date has again been delayed and is now expected to be 1<sup>st</sup> November.</p> <p>A brief discussion then took place regarding the reasons for the latest delay during which governors noted that a report from the Diocese regarding the dilapidations is yet to be received.</p> <p><b>A governor asked whether a date has been scheduled for the next progress meeting and KR explained that now the previous conversion deadline of 1<sup>st</sup> October has passed, a new date is likely to be set soon.</b></p>	
10.	<p><b>School Development Plan</b> KR referred governors to the 2024/2025 School Development Plan (SDP) that was shared with them prior to the meeting and explained that it has been produced by SW and reviewed by herself, with some of the actions already in progress.</p> <p><b>Governors asked:</b> <b>Question:</b> <b>Is the plan to monitor progress every 2 weeks as currently?</b> Answer: Yes.</p> <p><b>Question:</b> <b>Has this been shared with staff?</b> Answer: Not yet but it will be shared in due course so that they are aware of what our targets are.</p> <p><b>Question:</b> <b>What is Seesaw?</b> Answer: It is an online platform which allows us to share updates on children's progress with their parents and provides wider opportunities for parents to engage with their children's learning. You can also add homework tasks such as spellings and times tables practice.</p> <p><b>Question:</b> <b>Is it expensive or are we accessing it through the Trust?</b> Answer: We are accessing it through the Trust.</p> <p>The Parent Teacher Fundraising Association (PTFA) has promised to cover the cost of iPads however, and I have already contacted the Trust with regards to the purchase of screen protectors and covers.</p> <p><b>Question:</b> <b>How realistic is it to be able to replace the existing fence with a higher, more secure one?</b> Answer: There may be the possibility that this is a project that will be covered by the Trust.</p>	



	<p>A brief discussion then took place regarding knowledge organisers for History, Geography and Religious Education (RE) and ensuring these are adapted to meet pupils' needs.</p> <p><b>Governors also asked:</b>  <b>Question:</b>  <b>The key strategies seem all encompassing. Are you happy with the priorities?</b>  <b>Answer:</b>  Yes.</p> <p><b>Question:</b>  <b>Has last year's SDP been reviewed?</b>  <b>Answer:</b>  SW has reviewed it.</p>	
11.	<p><b>Self-Evaluation Form</b>  KR advised that the Self-Evaluation Form (SEF) was not shared for this meeting as it is still in progress, and it was therefore noted that this item will be deferred to the December FGB meeting.</p> <p><b>Clerk to add Self-Evaluation Form (SEF) to the December FGB meeting agenda.</b>  <b>ACTION</b></p>	LW
12.	<p><b>Special Educational Needs and Disability (SEND) Report</b>  KR explained that as the Special Educational Needs and Disability Co-ordinator is new to the role, the SEND report will be deferred to a future meeting.</p> <p>KR then explained that additional training led by SW has been arranged for the SENDCo with work ongoing in developing the SEN Register.</p> <p>KR also advised that the SENDCo has Thursdays out of class to cover their Planning, Preparation and Assessment (PPA) time and SENDCo responsibilities.</p> <p><b>Governors asked:</b>  <b>Question:</b>  <b>Would it be possible to invite the SENDCo to the next meeting?</b>  <b>Answer:</b>  If the meeting is online, this may be possible as they have a young child.</p> <p><b>Question:</b>  <b>Does the school still receive 1 day per week SENDCo support from the Trust?</b>  <b>Answer:</b>  No. This is no longer possible due to the needs of the existing schools within the Trust.</p> <p><b>Question:</b>  <b>Are interventions taking place and if so, how?</b>  <b>Answer:</b>  Class teachers are adapting their teaching and the Curriculum to meet pupils' needs.</p> <p>We also have access to a Speech and Language Therapist.</p> <p>We are in the process of producing a list of pupils with identified concerns which will be reviewed by the SENDCo. This will inform the new SEN Register, so that staff know and understand the needs of their class. Further interventions will then be implemented for those children who need that additional support and to prepare pupils for their transition to Secondary School.</p>	

	<p>The SENDCo is undertaking the relevant training via the LA, but we also need guidance from the Trust.</p> <p><b>Question:</b>  <b>Is this the plan even though our staff team is stable?</b></p> <p>Answer:  Yes, as we may have new children or teachers have moved classes. The adjustment and settling period have now ended so we can start the work.</p> <p>A brief discussion followed during which it was proposed and agreed that a SEND monitoring visit will be arrange for Autumn 1.</p> <p><b>Arrange a SEND visit for Autumn 1. ACTION</b></p>	<b>HW</b>
13.	<p><b>Strategy for Home Learning 2024/2025</b></p> <p>It was noted that a homework review was shared with governors for their review prior to the meeting.</p> <p>KR provided governors with an overview of the Education Endowment Fund (EFF) findings on homework and explained that her plan includes ensuring parents are aware of what their children are learning.</p> <p>KR then explained that going forwards, daily reading, spellings and times tables practice will be encouraged and shared with parents, along with knowledge organisers and resources to prepare the Year 6 cohort for their SATs.</p> <p><b>Governors asked:</b>  <b>Question:</b>  <b>What is the strategy for each class?</b></p> <p>Answer:  The strategy for home learning is the same but is differentiated based on the level and ability of individual children.</p> <p><b>Question:</b>  <b>How is that going to be communicated?</b></p> <p>Answer:  Once Seesaw is in place, any homework tasks will be posted on there.</p> <p><b>Question:</b>  <b>What is the strategy in the interim? It is important that we consider teachers' workload, but we also need to ensure parents have clear communication as to what the expectations are so that they can communicate this to their children. It is also important that there is a consistency in approach across each class.</b></p> <p>Answer:  I agree that we need to manage communication carefully and have a consistent approach to home learning.</p> <p>In addition, we are hoping to subscribe to Accelerated Reader, and we could potentially provide individual areas for each class so that they have books appropriate to their age and levels.</p> <p>It is worth noting that the key priority for the Trust's new Chief Executive Officer is Reading, as without the skills to read at an appropriate level, pupils cannot fully access the Curriculum.</p>	

14.	<p><b>Governor Monitoring and Evaluation</b></p> <p>It was noted that a draft Governing Body Monitoring Visit Schedule for the 2024/2025 academic year was shared with governors prior to the meeting.</p> <p><b>During the discussion that followed on this, the following visits were proposed and will take place before the next FGB meeting:</b></p> <ul style="list-style-type: none"> <li>➤ <b>SEND – HW</b></li> <li>➤ <b>Safeguarding – PB</b></li> <li>➤ <b>Curriculum – PB</b></li> <li>➤ <b>Behaviour - AC</b></li> </ul> <p>In addition, it was noted that fortnightly meetings will be held to review progress against the School Development Plan (SDP) and to discuss the conversion process.</p> <p>KR then advised that her intention is to build sessions on behaviour (educational and protective consequences) into staff meetings, with this then being cascaded to Teaching Assistants (TAs).</p> <p><b>It was then proposed and agreed that PB will update the draft monitoring schedule with the above visits and link visits with SDP priorities. ACTION</b></p>	<b>PB</b>
15.	<p><b>Governor Training</b></p> <p>AC advised that she has recently completed Safeguarding and Prevent training, details of which have been uploaded to Governor Hub.</p> <p><b>A governor asked:</b>  <b>Question:</b>  <b>How often should governors complete Prevent training?</b>  <b>Answer:</b>          Annually. I will ask SW if she can provide this for staff and governors as she is the Prevent Lead for the Trust.</p> <p><b>Head Teacher to ask SW to provide Prevent training for staff and governors. ACTION</b></p> <p>KR then advised that she intends to undertake Prevent Lead training as a matter of urgency.</p>	<b>KR</b>
16.	<p><b>Policies</b></p> <p>The following policies were shared with governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> <li>➤ Allegations of Abuse Against Staff Autumn 2024</li> <li>➤ Anti-Bullying Policy Autumn 2024</li> <li>➤ Appraisal and Capability Policy Autumn 2024</li> <li>➤ Behaviour Principles Written Statement</li> <li>➤ CAM Trust Code of Conduct</li> <li>➤ Children Missing from Education 2024</li> <li>➤ Data Protection Policy Autumn 2024</li> <li>➤ Draft Supporting Pupils with Medical Conditions or Medical Needs Policy 2024</li> <li>➤ Early Years Policy Autumn 2024</li> <li>➤ Educational Visits and School Trips Policy 2024</li> <li>➤ First Aid Policy Autumn 2024</li> <li>➤ Safeguarding and Child Protection Policy 2024</li> <li>➤ Code of Conduct Autumn 2024</li> <li>➤ Governor Visits Policy 2024</li> <li>➤ Low Level Safeguarding Concerns Policy Summer 2024</li> <li>➤ Positive Behaviour Policy Autumn 2024</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Safer Recruitment Policy 2024</li> <li>➤ Suspension and Inclusion Policy Autumn 2024</li> <li>➤ Whistleblowing Policy Autumn 2024</li> </ul> <p>It was noted however that due to the volume of policies shared, approval of the following policies will be deferred to the December FGB meeting:</p> <ul style="list-style-type: none"> <li>➤ Allegations of Abuse Against Staff Autumn 2024</li> <li>➤ Children Missing from Education 2024</li> <li>➤ Draft Supporting Pupils with Medical Conditions or Medical Needs Policy 2024</li> <li>➤ Educational Visits and School Trips Policy 2024</li> <li>➤ First Aid Policy Autumn 2024</li> <li>➤ Governor Visits Policy 2024</li> <li>➤ Low Level Safeguarding Concerns Policy Summer 2024</li> <li>➤ Safer Recruitment Policy 2024</li> <li>➤ Suspension and Inclusion Policy Autumn 2024</li> </ul> <p><b>Clerk to add approval of the above policies to the December FGB meeting.</b></p> <p><b>ACTION</b></p> <p><b>It was then proposed and agreed that those governors who have not reviewed the following policies will confirm their approval via email by 5<sup>th</sup> October:</b></p> <ul style="list-style-type: none"> <li>➤ Anti Bullying Policy Autumn 2024</li> <li>➤ Appraisal and Capability Policy Autumn 2024</li> <li>➤ Behaviour Principles Written Statement</li> <li>➤ CAM Trust Code of Conduct</li> <li>➤ Data Protection Policy Autumn 2024</li> <li>➤ Early Years Policy Autumn 2024</li> <li>➤ Fowlmere Safeguarding and Child Protection Policy 2024</li> <li>➤ Fowlmere Code of Conduct Autumn 2024</li> <li>➤ Positive Behaviour Policy Autumn 2024</li> <li>➤ Whistleblowing Policy Autumn 2024</li> </ul> <p>In addition, it was noted that a Policy and Procedure Review Schedule for 2024 was shared with governors prior to the meeting.</p>	LW
	<b>Routine Business</b>	
17.	<p><b>Any Other Business</b></p> <p>There was 1 other item of business added to the agenda:</p> <ol style="list-style-type: none"> <li>i. Handover of Finance Officer tasks KR explained that with the expectation that the school would already be part of the Cam Academy Trust, the school's Finance Officer took on the role of providing support to another school.</li> </ol> <p>KR added that although the school has still not academised, they have advised that they will continue to provide finance support to Fowlmere, but in order to do this, will need to hand over some aspects of their role to the Finance Officer at the new school to ensure their workload is manageable.</p>	
18.	<p><b>Dates and Times of Future Meetings</b></p> <p><b>Dates and Times of Future Meetings were confirmed as:</b></p> <ul style="list-style-type: none"> <li>➤ Wednesday 4 December 2024 (virtual)</li> <li>➤ Wednesday 5 February 2025</li> <li>➤ Wednesday 26 March 2025</li> <li>➤ Wednesday 30 April 2025</li> <li>➤ Wednesday 9 July 2025</li> </ul>	

	<p><b>KR proposed and it was agreed that going forwards Subject Leaders will be invited to FGB meetings.</b></p> <p>It was therefore noted that the Owls Class teacher will be invited to the February FGB meeting, with the school's SENDCo joining the December meeting.</p>	
	<p><b>Close of Meeting</b></p> <p>There being no further business, the meeting closed at 8.10pm.</p>	