



Minutes

Approved by the Governing Body

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

Wednesday 7th February 2024 – 6.00pm

In School

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

Sue Wright (SW), Executive Head Teacher

In attendance

Lisa White (LW), Clerk

No.	Item	Action
1.	<p>Welcome and Apologies for Absence 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>It was noted that Abi Clarke was joining the meeting remotely.</p> <p>HW then explained that Sarah Watson has decided to step down from the Governing Body with immediate effect.</p>	
2.	<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>	
	Standing Items	
3.	<p>Membership of the Governing Body Following the resignation of Sarah Watson, the following governor vacancies were confirmed:</p> <ul style="list-style-type: none"> ➤ 4 x Co-opted Governor vacancies and 1 x LA Governor vacancy 	

	<p>KR advised that a potential candidate has been identified but they are currently unable to commit to the role due to personal circumstances.</p> <p>A brief discussion then took place regarding recruitment to these vacant roles, where it was noted that the Governing Body agreed to wait until the school is part of the Cam Academy Trust.</p>																																				
4.	<p>Minutes of last meeting and matters arising from the previous meetings Draft standard minutes and one set of Confidential minutes from the meeting held on 6th December 2023 were shared with governors for their review prior to the meeting and were approved as an accurate record and signed by the Chair after the meeting.</p> <p>Matters Arising from previous meetings:</p> <table border="1" data-bbox="212 607 1292 902"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Who?</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Parental Communications Policy.</td> <td>SH</td> <td>Agreed to close this action as the Trust will have their own policy.</td> </tr> <tr> <td></td> <td>Safeguarding Link Governor to liaise with new Interim Head Teacher regarding producing a child-friendly Safeguarding Policy.</td> <td>AC</td> <td>Agreed to close this action as the Trust will want to write their own policy.</td> </tr> </tbody> </table> <p>10 July 2023</p> <table border="1" data-bbox="212 936 1292 1547"> <tbody> <tr> <td rowspan="3">7</td> <td>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.</td> <td>SH</td> <td>Action complete.</td> </tr> <tr> <td>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.</td> <td>SH</td> <td>Action complete.</td> </tr> <tr> <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>SH / KR</td> <td>Action ongoing.</td> </tr> </tbody> </table> <p>20 September 2023</p> <table border="1" data-bbox="212 1621 1292 2087"> <tbody> <tr> <td>7</td> <td>All governors to read the updated KCSiE guidance for September 2023 and confirm they have done so on Governor Hub.</td> <td>All</td> <td>Action complete.</td> </tr> <tr> <td rowspan="2">15</td> <td>Head Teacher to put together a draft governor monitoring schedule for the 2023/2024 academic year.</td> <td>SH</td> <td>Action complete.</td> </tr> <tr> <td>Head Teacher to consider how to simplify the 'Weekends' to provide headline information only in order to support her wellbeing and workload.</td> <td>SH</td> <td>Agreed to close. Trust may have different aims.</td> </tr> </tbody> </table>			Item	Action	Who?	Status		Parental Communications Policy.	SH	Agreed to close this action as the Trust will have their own policy.		Safeguarding Link Governor to liaise with new Interim Head Teacher regarding producing a child-friendly Safeguarding Policy.	AC	Agreed to close this action as the Trust will want to write their own policy.	7	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	Action complete.	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.	SH	Action complete.	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.	SH / KR	Action ongoing.	7	All governors to read the updated KCSiE guidance for September 2023 and confirm they have done so on Governor Hub.	All	Action complete.	15	Head Teacher to put together a draft governor monitoring schedule for the 2023/2024 academic year.	SH	Action complete.	Head Teacher to consider how to simplify the 'Weekends' to provide headline information only in order to support her wellbeing and workload.	SH	Agreed to close. Trust may have different aims.	
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17	Circulate a link to Prevent training for governors to complete.	SW	C/f
18	Co-Chairs of Governors to meet to consider the Governing Body Self-Evaluation.	PB / HW	Action not applicable currently.
6 December 2023			
4	Add a request for volunteers to join the Governing Body and / or PTFA to the school Facebook page. Head Teacher to share details of the governor monitoring visits that cannot take place due to capacity issues within the Governing Body with HW. SW to share link to the Cam Academy Trust's Prevent training module in January.	HW SH SW	Action complete. Action complete. Action c/f
9	Provide an overview / key points on Cambridgeshire Therapeutic Thinking (CTT) for governors at the next FGB meeting. Executive Head Teacher to provide training on the Governor's Role in Safeguarding at the next FGB meeting.	KR / SH SW	Action complete. Action c/f
13	Head Teacher to share the IDSR with governors.	SH	Shared with governors during the meeting. Action complete.
16	Co-Chairs of Governors to review the current training offer and identify 2 modules for governors to complete before the next FGB meeting in February.	PB / HW	c/f pending further governors.

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

➤ **Swimming Pool**

SH advised that KR has approached the Parish Council to establish if they are interested in purchasing the swimming pool, but they are not.

SH added that the next step is ascertain if anyone else is willing to take on the swimming pool as it has already been decommissioned with swimming lessons arranged at Melbourn Village College (MVC) for the Year 5 and Year 6 pupils in May.

A brief discussion then followed regarding whether it would be possible to sell the pool privately.

KR then explained that transport to and from MVC for the swimming lessons still needs to be arranged, adding that a request for support from parents will be sent out in due course.

During the discussion that followed on this matter, governors agreed that from a safeguarding perspective, asking parents for a contribution towards the cost of transport would be preferable than asking for volunteers to take children to and from their swimming lessons.

SH then suggested that the school train two members of staff to drive a minibus at an approximate cost of £1500, meaning that going forwards there will be a long-term plan.

KR added that although the Trust has offered the school the option of using MVC's minibus, further discussion is required.

KR to further explore the use of MVC's minibus. ACTION

KR

A governor then asked:

Question:

Will there be any provision for swimming lessons for the younger children?

Answer:

Not at this stage, but this can be looked at going forwards. Most primary schools are only able to offer lessons for the older year groups.

A brief discussion then took place with regards to ensuring there is clear communication with parents on the change in provision, including the benefits or utilising the space where the swimming pool is currently sited for other things such as After School Club or a Pre-School provision.

➤ **Governor Monitoring**

During the meeting, a governor proposed, and it was agreed that an afternoon be arranged during which governors could visit the school to undertake monitoring and obtain Pupil Voice. During a discussion on this, the following governor monitoring visits were confirmed:

- **Quality of Education – PB**
- **Wider Strategies - AC**
- **Targeted Academic Support – HW**
- **Health and Safety – KR/SH**
- **Safeguarding (to be combined with Safeguarding review) – PB/AC**

➤ **Governing Body Self-Evaluation**

Given the current low numbers of governors, it was proposed and agreed to defer this item pending the appointment of additional governors once the school has joined the Cam Academy Trust.

Governors recognised however that as in-depth finance knowledge is currently lacking within the existing Governing Body, the Head Teacher will contact Andrew Page to ask for his assistance with the school Budget this year.

Head Teacher to contact Andrew Page to ask if he is happy to assist with the Budget process this year. ACTION

SH

➤ **Cambridgeshire Therapeutic Thinking (CTT) Approach**

In addition to the Therapeutic Thinking and Behaviour Policy that was shared with governors prior to the meeting, KR referred governors to the Therapeutic Thinking Information for Governors that was also shared.

KR explained that in addition to the policy, staff have access to a set of procedures to support them with the CTT approach.

Governors asked:

Question:

Have all staff bought in to this approach?

Answer:

CTT training started at the beginning of this term and all staff are on board. The training is however a 6-hour package, with 2 hours completed to date. This is why we have produced the procedures.

SH then advised that she has been modelling the approach for both children and staff to support them in the change to this approach, adding that it will be at least two years for the approach is fully embedded.

Question:

Is the Trust in support of this approach? Is there a risk that when we join the Trust, we will be asked to follow a different approach?

Answer:

No. The Trust has decided to follow this same approach. There will however be minor tweaks to the procedures over time.

Question:

When will the balance of training be provided?

Answer:

As the next Inset day is a Trust wide day, time during a staff meeting will need to be allocated to complete the training. My aim is to have the full training package delivered by the end of the academic year.

Question:

Will KidsChoice follow the same approach?

Answer:

We are working on this. The staff who work there also work in school, so they are already on board with using the CTT approach.

➤ **Inspection Data Summary Report (IDSR)**

As noted above, a copy of the latest IDSR was shared with governors during the meeting.

SH advised that there is nothing significant to report, adding that although some areas have been highlighted, with a school the size of Fowlmere, these are not areas of concern.

Question:

Why has our Multiplication Times Table check been highlighted?

Answer:

The National average score was 20, but our score was 14 so below National. However, you need to consider the small cohort which will have impacted the result.

In addition, the time pressure of this check had a negative impact on some of those Year 4 pupils as four of them (a third of the cohort) have processing needs.

However, we are aware that as a school, multiplication is a weakness and have brought in Times Tables Rockstars to support our children.

	<ul style="list-style-type: none"> ➤ Governor Training <p>Given the current low number of governors, it was proposed and agreed to focus training on the School Development Plan (SDP) priorities.</p>	
	<p>Main Discussion Items</p>	
<p>5.</p>	<p>Head Teacher’s Report</p> <p>A Head Teacher’s report was shared with governors for their review prior to the meeting and covered the following areas:</p> <ul style="list-style-type: none"> ➤ Executive Summary ➤ Admissions and Number on Roll ➤ Attendance ➤ Safeguarding ➤ Health and Safety ➤ Property, Compliance, Finance and ICT ➤ Staffing ➤ Vulnerable Pupils ➤ Leadership and Governance ➤ Curriculum Promise ➤ Progress and Assessment ➤ Parents / Carers / Community <p>KR and SH provided a verbal update during the meeting as follows:</p> <ul style="list-style-type: none"> ➤ Admissions <p>Current number on roll is 90, with next year’s total predicted to be 78 pupils, although this could still increase with 11 first choice places for Reception and 9 second choice places.</p> <p>A governor asked where those 9 second choice pupils live but SH explained that this is not yet known.</p> <p>Governors noted that it may be that some catchment families have chosen another local school as their first choice, with Fowlmere as their second-choice school.</p> <p>Governors also noted that the birthrate for this coming academic year was low, but 11 first choice places is good, given the original prediction of 7 by the Local Authority (LA).</p> <p>Another governor asked: Question: Will the class structure for next academic year be the same as this year? Answer: Yes, and the Trust is very supportive of this structure.</p> ➤ Attendance <p>A latest overall attendance rate of 95.4% (95.9% from September until end of January) compared to National average of 93.5%, with attendance consistently above National.</p> <p>A meeting with the LA Attendance team took place last week during which reasons behind those pupils with low attendance were shared.</p> <p>A governor asked: Question: Do we refer families for fines for holidays during term time?</p> 	

Answer:

I have not had to but yes, this will happen if applicable.

➤ Safeguarding

- Both new starters have received their statutory Safeguarding training, with all other staff undertaking this training at the September Inset Day.
- In addition, staff have started CTT training and are receiving Arithmetic Proficiency support from Cam Academy Trust.
- There have been 2 exclusions since the previous report.

Governors asked:

Question:

Has there been an improvement in behaviour since these exclusions?

Answer:

One child is currently on a part-time timetable and responding well. The school is also working with the family and outside agencies to support the other pupil.

Question:

How have the other children responded to the exclusions?

Answer:

The other children are not aware these pupils have been excluded.

Question:

What is the timeframe for the pupil following a part-time timetable to be back in school full-time?

Answer:

Three weeks so they should be in full-time after half-term following a review. In conjunction with this review, an application for an Education, Health and Care Plan (EHCP) is in progress.

Question:

Which outside agencies are you in contact with to support the other pupil?

Answer:

The Virtual School. The child in question is already known to them but due to staff absences there, it is currently a challenge getting them the right support.

➤ Health and Safety

- Risk assessments are being updated.
- An unannounced fire drill is planned for next half term.
- Exit routes are in the process of being updated due to class changes next academic year.

➤ Property, Finance, Compliance and IT

- A projected carry forward of approximately £10k following a review of the Budget in conjunction with the School Business Manager and Mark Norman at the Cam Academy Trust.
- Original predicted carry forward was £40k but a significant amount of funding has been spent on supply cover due to staffing absences.
- A small carry forward is also predicted for the following financial year.
- Conversion date now likely to be 1st April following an issue with the land that is leased by the LA, as it is still owned by the Diocese. In addition, the lease is a sub-lease which only has 28 years remaining which is a concern for the Department for Education and the LA. An investigation is being undertaken to establish what will happen once

the sub-lease expires and pending the outcome of that investigation, conversion will then take place.

- The cost of conversion is also an ongoing concern.
- SH is still employed until 14th April, and the original plan was for her to oversee the change in Management Information System, website overhaul and IT facilities, but this is now not possible. These tasks, along with the induction of 2 new staff from September will now fall under the remit of KR, with support from the Trust.

A governor asked whether the school could start work on some of those items prior to conversion but SH explained this is not possible in case the conversion does not take place.

➤ Staffing

KR advised that the two members of staff have settled in well.

A governor asked:

Question:

In terms of September, are there any staff members who we need confirm permanent appointments for?

Answer:

Yes. Our hope is that we can appoint the current Interim Owls Class teacher on a permanent basis, but we need to discuss this with the Trust. The expectation is that they will be employed centrally by the Trust in order leave KR's job open if she wishes to return to it or is not successful in a permanent appointment, although this member of staff will work at Fowlmere rather than another Trust school.

Our recommendation is that they also become the Senior Teacher as there will be days where both KR and SW may not be in school. They will also undertake Designated Safeguarding Lead (DSL) training.

It is also worth noting that negotiations are ongoing with regards to the cost of the agency release fee for this member of staff.

A further governor asked:

Question:

How does this member of staff feel about this proposal?

Answer:

They approached me to increase their number of days as well as raising the question to be made permanent. They are a valuable addition to the team and have built a fantastic rapport with the children.

➤ Vulnerable Pupils

The school has secured and made an agreement with the Special Educational Needs and Disability Co-ordinator (SENDCo) and Family Support Worker (FSW) at Jeavons Wood Primary School to provide support with the applications for two Education, Health, and Care Plans (EHCPs). Support will continue once the school's SENDCo is back in setting.

Pupil Premium Headlines

- 10 children eligible for Free School Meals (FSM).
- 2 Post Looked After children.
- 1 Special Guardianship who is also FSM.

Governors asked:

Question:

Are the targets included in your report what you think the children will achieve or what the teacher would like them to achieve?

Answer:

The targets are what we think they are going to achieve but there is a level of aspiration within those targets.

Question:

Is it correct to state that Year 6 data looks good?

Answer:

Yes. We are happy with the Reading and Maths data, but there are some concerns with Writing, with 4 boys out of this boy-heavy group on the cusp.

We are therefore looking to moderate early next half-term and exploring what extra opportunities there are to gather the evidence to see if they will be over that cusp.

We are aware that Writing is a whole school issue and target, and I am currently researching schemes and packages from which we can take some elements to meet our children's needs.

It is worth noting however that the Trust Writing Lead did not think our Writing data was in too bad a shape during their recent light touch review.

We are looking at what we can do to create our own bespoke curriculum for Writing to improve our pupils' outcomes, but it is a national concern.

Question:

What is poor about it?

Answer:

For these boys particularly it is spelling, punctuation and handwriting.

For Year 5, pupils must be proficient in most areas whereas in Year 6, they have to be proficient in all aspects.

As this is a national issue, the hope is that enough schools will be able to say that it is not the children who are behind, but that the expectations are unrealistic.

A lot of modelling is being used with Owls Class and their writing has improved significantly with the Quality First Teaching that is in place.

In addition, we are excited about our Phonics data to date, with 66.7% of children currently achieving the Expected Standard, with the prediction that 11 out of the 12 children will pass the Phonics screening check in June.

Those children in Year 2 who did not pass in Year 1 are also significantly above the threshold level.

This therefore shows that the Phonics programme is robust, and staff have confidence in delivering it.

➤ Curriculum Promise

- No notable changes in the school's Curriculum Promise, however as mentioned previously, Writing is a focus.

	<ul style="list-style-type: none"> ➤ Parents / Carers / Community <ul style="list-style-type: none"> ○ Work to make links with the local Pre-Schools continues. ○ An open morning for prospective parents for September 2024 has taken place and several other families have visited the school since. ○ Dates for upcoming Parents' evenings have been set. <p>Due to the nature of the content of the remainder of the discussion against this subject, the rest of this item is covered by a separate Confidential minute.</p>	
6.	<p>Academisation Update</p> <p>It was noted that a discussion on this matter took place under Item 5 Head Teacher's Report.</p> <p>A governor however asked for an update on the status of another local school's plans to academise, and SH advised that this has been paused pending the appointment of the new Chief Executive Officer (CEO) at Cam Academy Trust.</p>	
7.	<p>Staffing Update</p> <p>A staffing update was included in the Head Teacher's report.</p> <p>SH added however that advertisements for a maternity cover for the School Secretary and a Finance Assistant will be published in due course, both of which will be under the Cam Academy Trust.</p>	
8.	<p>Inspection Data Summary Report (IDSR)</p> <p>It was noted that a discussion on the school's IDSR took place under Item 4 Matters Arising.</p>	
9.	<p>Budget Review</p> <p>It was noted that a brief Budget update was provided under Item 5 Head Teacher's Report.</p>	
10.	<p>Schools Financial Value Standard (SFVS)</p> <p>SH explained that last year the School Business Manager completed the SFVS ahead of sharing it with governors for their review, adding that she will check that this will be the case again this year.</p> <p>Head Teacher to check with the School Business Manager the process for completing the SFVS this year. ACTION</p>	SH
11.	<p>Governor Monitoring and Evaluation</p> <p>As noted under Item 4 Matters Arising, a governor visits afternoon has been arranged which will take place on 1st March.</p> <p>In addition, PB encouraged governors to undertake virtual monitoring applicable to their Link Governor roles and the School Development Plan (SDP) priorities.</p> <p>It was also noted that a Safeguarding monitoring visit will be scheduled for next half term.</p>	
12.	<p>Governor Training</p> <p>As noted under Item 4 Matters Arising, the following proposed training provided by the Executive Head Teacher will be deferred to a future meeting:</p> <ul style="list-style-type: none"> ➤ The Governor's Role in Safeguarding <p>In addition, it was noted that the Co-Chairs of Governors will review the NGA online training modules to determine potential future training.</p>	

13.	<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"> ➤ Complaints Policy Spring 2024 ➤ Disciplinary Rules for All Employees Spring 2024 ➤ Early Career Teacher (ECT) Induction Policy Spring 2024 <p>A governor asked: Question: Although there are no Early Career Teachers here, who would be responsible for them if we did?</p> <p>Answer: It would probably be the Head Teacher, but there would also need to be support from the Trust.</p> <p>Going forwards, I suspect that the policy will change in line with the Trust's policy.</p> <ul style="list-style-type: none"> ➤ Freedom of Information Policy Spring 2024 ➤ Freedom of Information Act Model Publication Scheme ➤ Grievance Procedure Spring 2024 ➤ Relationships and Sex Education Policy Spring 2024 <p>A governor asked: Question: Is the Relationships and Sex Education Policy also shared with parents?</p> <p>Answer: Yes. Although as it is based on Cambridgeshire's Personal, Social, Health and Economic (PSHE) Curriculum I do not think there will be any issues.</p> <ul style="list-style-type: none"> ➤ Fire Safety Policy Spring 2024 ➤ Online Safety Policy Spring 2024 <p>A governor asked: Question: Is there anything to report following the Online Safety Day yesterday?</p> <p>Answer: Every class had a graduated approach, and we will review if anything was raised at the next staff meeting.</p> <ul style="list-style-type: none"> ➤ Pay Policy (now updated with Support Staff Pay Scale) ➤ Physical Intervention Policy Spring 2024 SH advised that she is currently the only member of staff able to do this, so she will raise this with the Trust. ➤ Social, Emotional and Mental Health Policy Spring 2024 ➤ Therapeutic Thinking and Behaviour Policy ➤ Therapeutic Thinking information for Governors <p>Subject to some minor comments and questions that were addressed prior to and during the meeting, it was noted that the Governing Body approved the above policies.</p>	
14.	<p>Governing Body Self-Evaluation Outcome</p> <p>As noted under Matters Arising, it was noted that the Governing Body agreed to remove this pending the appointment of additional governors.</p>	

	Routine Business	
15.	<p>Any Other Business There was no other business added to the agenda.</p> <p>However, a governor asked: Question: Will Kidschoice continue after we academise? What are the Trust's thoughts on Kidschoice? Answer: It is not necessarily up to the Trust.</p> <p>Another governor asked: Question: Have there been any further safeguarding concerns? Answer: No.</p>	
16.	<p>Dates and Times of Future Meetings Meeting dates and times were confirmed as follows:</p> <ul style="list-style-type: none"> ➤ Wednesday 20 March 2024 SH advised that as this meeting's primary focus will be the ratification of the 2024/2025 Budget, Mark Norman from the Cam Academy Trust will be attending and has therefore asked that the meeting takes place via Microsoft Teams. <p>In addition, it was noted that an update on the academy conversion and confirmation that the Schools Financial Value Standard (SFVS) will also be provided at this meeting.</p> <p>A governor asked: Question: In terms of ratifying the Budget, what do we as governors need to do in advance? Answer: Governors will need to review the draft Budget and send any questions to myself and the School Business Manager.</p> <p>The Budget will remain in the LA format but will transfer to the Trust format after that.</p> <ul style="list-style-type: none"> ➤ Wednesday 1 May 2024 ➤ Wednesday 10 July 2024 <p>All meetings to start at 6pm and in person (except for 20 March meeting).</p>	
	<p>Close of Meeting There being no further business, the meeting closed at 8.00pm.</p>	