



Folly View
PRIMARY SCHOOL

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MINUTES

Meeting	Full Governing Body	Where	Teams
Date	Thursday 21 st May 2024	Time	6.00pm
Attendees	Tracey Smith (TS, Executive Headteacher), Calum Ison-Jacques (CI-J, Head of The Elms Primary School), Jo Baird (JB, Head of Folly View Primary School), Pauline Forbes (PF, Chair), Amelia Woodward (AW, staff governor), Kate Morris (KM, staff governor), Em Ellins (EE, parent governor), Michael Outen (MG, parent governor), Wayne Hinton-Lewis (WH-L, parent governor), Filipp Skiffins (FS, community governor), Hazel Meckler (HM, community governor), Alexandra Molton (AM, Clerk)		
Apologies	Debbie Hulme (DH, community governor)		

No	Description	Action
Procedural Matters		
1	Welcome new members, visitors or staff presenting The meeting started at 6.03pm. TS confirmed that she had spoken to Maid Marion's about classroom cleaning at TEP, which was down to them being short staffed. This has now been resolved. AP did upload his wellbeing report to GovernorHub.	
2	Apologies for absence and acceptance/non-acceptance/quoracy DH sent her apologies. AP was not in attendance at the meeting.	
3	Declaration of any personal or business interests None were made at this point in the meeting.	
4	Minutes of the last meeting on 31st January 2024 These were agreed as a true and accurate record of the meeting.	
Ensuring Accountability (<i>governor questions and comments in italics</i>)		
5	Exec Head update Since the last meeting TS has resigned from her role as Executive Head.	



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	<p>The advert for her role closes on Monday 25th March and shortlisting will take place on Monday afternoon, with interviews on Wednesday 27th March. TS has shown around one candidate today and two tomorrow so we are hoping to have a few applicants.</p> <p>PF explained that the reason for the speed of the advertising and interviewing is due to the cut off dates for when Headteachers need to resign from their roles, and ensuring that whoever is appointed to succeed TS is able to meet this deadline of 30th April.</p>	
6	<p>Verbal update on school life at TEP/FVP</p> <p><u>TEP</u></p> <p>CI-J explained that there have been lots of brilliant events this term – World Book Day (planned by Shelley MacIntosh (SM) and supported by the PTA, with two authors coming into school and carrying out workshops with the children), Science week with an explorer dome organised by the PTA which was really popular.</p> <p>The projectors has been fixed in the main hall (thanks to the PTA), which will help us with assemblies. One of the members of the organisation which gave us the money to repair the projector is coming to see us next week for the unveiling of the repaired projector and join in with a singing assembly.</p> <p>Open afternoons took place across the school and feedback from these was really positive. There were very positive parents’ evenings.</p> <p>Some Year 6s took place in the FCC dance festival.</p> <p>We had a positive Safeguarding review. TS pointed out that the Safeguarding review was incredibly positive and the reviewers felt that the SG team at the school was incredibly strong. We have had some challenging lunchtime behaviour this term – particularly peer on peer, which in some cases is connected with safeguarding and issues at home so we have been working with parents on this and will continue to do so. We are waiting for some new markings on the playground which should take place soon and give the children more things to do outside. Some children have been going home at lunchtime which seems to have helped. Shirley Gardner (TA) has decided that she will be retiring from the school at the end of this term which will be a huge loss to the school. She has been a TA at the school for 29 years so we will mark this with a fitting tribute.</p> <p><u>FVP</u></p> <p>JB explained there has also been lots of activity taking place at FVP this term. This week was Wellbeing wee; for both the children and staff, with yoga after school for the</p>	



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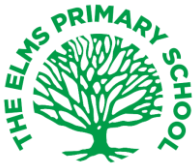
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	<p>staff and treat bags to thank them for their hard work. KM agreed that these had been appreciated.</p> <p>Science week took place in school and we focused on particularly highlighting women in science.</p> <p>We had a visit from the fire service, talks from engineers, visits to a museum in Oxford and the church.</p> <p>World Book Day took place with lots of activities planned by Lindsey Gidlow.</p> <p>We are working on creating a service family event in April.</p> <p>The school council attended the FLT event for councils and met with children from other schools.</p> <p>A young carers group has been set up by Helen Cox (HC), which meets every other week.</p> <p>Little Troopers has been set up.</p> <p>We have had visits from parents to share their culture with the children.</p> <p>Mystery reader has taken place in Reception which the kids really enjoy.</p> <p>We had successful parents' evenings and a group of SEN parents have now started meeting up once a month for a coffee morning in school to support each other.</p> <p>We have recruited two TAs to start after Easter and a new KS2 teacher for September.</p> <p>We took part in an Indian dance festival.</p> <p>We also had a really successful Safeguarding review.</p> <p>There has been lots of staff sickness this term and we have two support staff on long term sick but HLTAs have supported and staff have pulled together and covered for each other where needed.</p> <p>Staff are tired and looking forward to the Easter break.</p>	
7	<p>Leadership report</p> <p>This was uploaded to GovernorHub ahead of the meeting for governors to review.</p> <p><i>What tweaks are needed with Safeguarding?</i></p> <p>TS: Some additional staff training on sexualised violence and sexual harassment (discussed more need as we expand to have Year 5 and Year 6) and contextual safeguarding.</p> <p>Helen to undertake Safer recruitment training – completed Monday 18/3</p> <p><i>Yr5 Hornbeam – is the staffing correct or is it the other way around?</i></p>	



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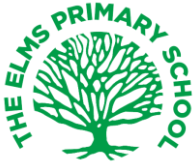
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<p>TS: Monday and Tuesday – Erin, Wednesday, Thursday and Friday – Rosanna.</p> <p><i>Do you think there are any school improvement priorities you will not achieve by the end of the academic year?</i></p> <p>TS: Some may still be yellow by the end of this academic year, eg Safeguarding – number of CIN, CP and strengths and needs seems similar across both schools. It used to be FVP was always much higher. There have been a lot of new cases at The Elms this year and some of these are new families. Helen and Sonja who have moved from TEP have said that the cases at FVP are more complex than those at TEP. We still have some that are awaiting decisions from MASH.</p> <p><i>Behavioural reports for TEP seem high. Are there specific reasons for the high numbers?</i></p> <p>TS: We log all incidents of children-on-children behaviour as verbal or physical as peer on peer. We have 3 classes in Year 5 and 3 in Year 6 where these incidents are occurring. We are still using the Mulberry Bush to support behaviour as well as training staff.</p> <p><i>Peer on peer abuse at The Elms seems very high – 173 cases (only 5 at Folly View)? Why is this and what steps are being taken to ensure this does not continue to increase?</i></p> <p>TS: See above (180 Year 5 and 6 pupils in TEP and none at FVP).</p> <p><i>Why do we not know the current PPG allocation for FVP?</i></p> <p>TS: This has recently changed due to 4 pupils coming off CWCF. It is currently (approx.) £65,475 + £7,370 (service premium) + £28,500 (CWCF).</p> <p><i>Persistent absence seems high – what has been done to help reduce this?</i></p> <p>TS: Shelley and Helen have held meetings with all of the families we have attendance concerns over. If we look at a comparison between terms 1, 2 and 3, against the last few weeks we see a notable improvement. Two sisters who have not been in school since October will be transferring to another school imminently.</p> <p><i>Are the monthly sessions with Trust service pupil lead free or is this cost unknown?</i> TS: The Trust funds their hours.</p>	
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	<p><i>What CPD has taken place linked to children mental health?</i> TS: A 2-part OCC mental health training which explored supporting children’s mental health. Tracey’s autism training helps to make us aware of how to support them and see the world through their eyes. FVP staff have had training on ELSA (Emotional Literacy Support Assistant) and discussion on support for FVP children and staff mental wellbeing.</p> <p><i>Is provision mapping being used effectively across both schools?</i> TS: Yes, it is now. There were some issues at TEP but these have been resolved since the training Clare Haly gave to staff.</p> <p><i>What are the key areas linked to the new legislation in EYFS?</i> TS: See here: Summary of changes for group and school-based providers - GOV.UK (www.gov.uk)</p> <p><i>Does it mean any changes as a school?</i> TS: Checking staff qualifications – new staff appointed and existing staff.</p> <p><i>Is the decrease in PAN confirmed at TEP?</i> TS: Yes (I though Anne Lynn (AL) had posted to GovernorHub but I may be mistaken).</p> <p>JB explained that FVP current attendance figures are 94.2% - the ones on the report included two children who are on reduced timetables but these would not be included by Ofsted.</p> <p>PAN number has now been confirmed from September 2025. OCC have not objected to the change.</p> <p><i>Are we any clearer on numbers for this September?</i> TS: Not yet, we should know more after Easter.</p>	
8	<p>Policies:</p> <ul style="list-style-type: none"> - Mental Health <p><i>This one looks like it needs to be reviewed 16/3/2025? Has something changed in school that we need to review this sooner?</i> TS: No, it has just become (this month) as suggested policy from FLT.</p>	



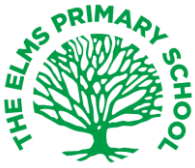
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<p><i>Do we have a height adjustable changing bench?</i> TS: In Seedlings and Sunflower at FVP there is a purpose-built changing unit, with steps for the children to climb to get on to the part where the changing mat is, this is at a suitable height for adults to change children without needing to bend.</p> <p><i>Is there a need for one of these if we do not have one?</i> TS: We will get one if we have a pupil who needs one but currently all are toilet trained. Most children are toilet trained although we have an increasing number of children who are not. These children are supported to become more independent by staff. The policy was accepted by governors.</p> <p>- Toileting and personal care <i>This talks about Jo Baird and Helen Cox as school appointed first aiders. Is this policy only for FVP?</i> TS: TEP has one too, just not completed by the upload date. It has the same contents apart from staff member names. The policy was accepted by governors.</p> <p>- First Aid <i>How many PFA trained staff do we have across both schools? Appendix 1 and 2 are blank. Are these supposed to be filled in? I'm not happy to accept this one until we discuss questions above.</i> TS: At FVP the details of all first aid trained staff are displayed on posters throughout the schools and are kept in the Health and Safety policy files rather than on the policy which is for the website. Currently FVP have 22 staff who are Paediatric First Aid trained plus two others who have Forest Schools First Aid training. Further first aid training is planned. TEP have recently re-trained a large majority of staff.</p> <p>ACTION CI-J to add the policy for TEP to GovernorHub for governors to review.</p> <p><i>Appendix one and two is blank, are they supposed to be filled in?</i> JB: This information is held in the H&S file and displayed in each classroom.</p>	<p>CI-J</p>
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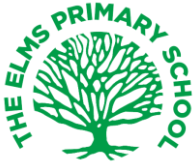
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	<p><i>Are all staff paediatric first aid trained?</i> TS: No, not necessarily. JB: At FVP we have trained everyone in paediatric first aid so that we can put staff anywhere in the school.</p> <p><i>How many are paediatric first aid trained at TEP?</i> CI-J: Four at the moment but we are looking to increase these – it just takes some time as we need support in place to allow staff time out of school.</p> <p><i>Are all teachers first aid trained?</i> TS: No, but we have more than enough trained than we need.</p>	
9	<p>Safeguarding audit update TS confirmed that both reports were really positive. There are lots of items on the audit list to be reviewed at the school and each item is RAG rated. JB explained that the reviews were really thorough, looking at staff and pupil voice, SCR, CPOMS and site security.</p> <p>TS confirmed that every pupil and staff member said everything we would hope they would say when they were asked about Safeguarding. CI-J explained that at TEP there are some office files which need to be updated and we would like to carry out new DBS checks on staff that have been in place for over 10 years.</p> <p><i>Will the reports be added to GovernorHub for governors to review?</i> ACTION: TS to add to the Ofsted folder on GovernorHub.</p> <p>SCR checks have been carried out by PF and MO at TEP and PF and DH at FVP. They also carried some pupil voice at both schools which came out really positively. PF reminded governors that all are responsible for ensuring that Safeguarding is taking place properly at all schools and ensuring that we know that what is supposed to be taking place is happening at each school.</p>	TS



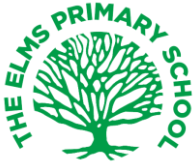
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	<p>PF explained that at a recent meeting with staff it had been raised that a helpful function for the governors is to be an extra voice for the schools with the Trust and speak about the pressure that school staff are under, particularly in terms of dealing with Safeguarding issues. The importance of DSLs having a space where they can download the information they are coming across in their roles and have increased supervision for their wellbeing was also highlighted.</p> <p>TS agreed that we need more Home School Link Workers across the Trust. Our current HSLW is now based across both FLT and the Vale Academy Trust, working 4 days a week, which has an impact on their capacity.</p> <p>PF has written a letter to send to FLT regarding the concerns which were raised and added this to GovernorHub for governors to review. ACTION: Governors to contact PF with any comments on concerns about the letter before 25th March. PF will then submit the letter.</p> <p>CI-J explained that he spoke with Antony Cooke (Chair of Trustees) recently regarding these concerns and he suggested that there may be a new HSLW coming to cover FVP/TEP and FCC, although he had some concerns about the capacity potential for this role as FCC is a much larger school.</p> <p>JB explained that the requests of the HSLW is not prioritised based on need and urgency but on when issued are logged.</p>	ALL
10	<p>SEND Review To be moved to the next QoE committee meeting as it is not yet ready for governors to review.</p>	
11	<p>EYFS Review This only took place at TEP, and was overall very complimentary. One action point was to upskill staff in SEN needs. There has been some training carried out on this already by Shelley Howell (EYFS Lead) and an external organisation and more training is planned.</p> <p><i>This is very positive read – well done to all involved. What is the plan for developing the outside area and when do you think this will be completed by?</i></p>	



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<p>TS: This is complicated, since everything was ordered and arrived but we had to ask them to return the order, as it was incomplete. Shelley H and I meeting with the suppliers again next Tuesday. Aim is for completion during the Summer Term.</p> <p><i>When are you finding opportunities to train adults to develop their confidence with questioning children?</i></p> <p>TS: Shelley has started extra training sessions for all EYFS staff at TEP – after school on Wednesdays. Also they received PACT training during one of the days last week, for children with autism.</p> <p><i>Why is there such a high aspirational target? I realise aspirational will result in a high % but if it is not achievable should it be set as a target?</i></p> <p>TS: It has since been revised.</p> <p><i>How many phonics groups do you have currently?</i></p> <p>TS: 11</p> <p><i>Is it possible to combine groups so that children are taught by the best?</i></p> <p>TS: This was actioned immediately after the review, so we have fewer groups now.</p> <p><i>Have you thought about moving to an English team rather than separate subject leads?</i></p> <p>TS: Yes and we had this in place but both now sit with SM, following advice and suggestions in the review feedback meeting.</p> <p><i>Lots of progress from the previous review which is great to see. What is your current focus?</i></p> <p>TS: SEND and embedding the 5-a-day approach</p> <p><i>How does training work after school for TA's?</i></p> <p>TS: We pay them to stay on after their usual hours.</p> <p><i>How has the uptake been on this training?</i></p> <p>TS: All relevant staff have been attending, bringing along their own children where necessary.</p> <p><i>How much funding do we have left and will this be enough for what we need?</i></p>	
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	TS: £25,000 and yes it should cover everything that we still need to get.	
12	<p>Health and Safety</p> <p><i>Do you pay for CLEAPSS as part of health and safety budget? Where do teachers find out info for risk assessments when completing practical work in Science, DT and art?</i> TS: https://primary.cleapss.org.uk. No we don't but will look into this. A standard RA is used for science work.</p> <p><i>FVP H&S dashboard all says completed but TEP all says overdue. Please can we have a completion date for this?</i> CI-J: This was discussed at our joint INSET in September and staff were told about hazardous materials, safe lifting and working at heights. However, I am discussing with Jason Ackrill to seek further advice. FS has not carried out a meeting at FVP yet to look at COSHH etc. this term and offered to carry this out at TP too. PF suggested letting AP know about what takes place so all are aware.</p> <p><i>When is the next H&S walkaround?</i> JB: Alex Hancock and me did this last week and JA will visit shortly to look at compliance.</p> <p><i>Were there any concerns from the walkaround?</i> JB: No.</p> <p>AW suggested using a programme called Smart Log where we could carry out online training for H&S topics. TS agreed that this was a good programme which she has also used before. ACTION: TS will raise this with AL at their next meeting.</p> <p>CI-J confirmed that a walkaround took place in term 2 at TEP, a compliance one took place in term 3 and we are due one for term 4. AP has attended 2/3 of these.</p> <p><i>Are there any H&S concerns at TEP?</i> CI-J: No, although we had a near miss when the red cage gate was left open by a staff member last week. We got all of the children in and counted to ensure no one had left the site and all</p>	TS



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	<p>was fine. Alex has done some work on the gate to ensure that this is closing properly and we have reminded all staff to be careful to ensure that the gate is closed when they leave the site.</p> <p>PF suggested that it might be possible to get a discount on CLEAPS if we are using it across the Trust.</p> <p>ACTION: TS will raise this with the Trust.</p>	TS
13	<p>Staffing structure</p> <p>This was taken in closed session due to the confidential nature of the item.</p>	
	Strategic Matters	
14	<p>Finance</p> <p>The meeting for this term has not yet taken place.</p> <p>ACTION: PF will upload the information to GovernorHub after the meeting to be added into the minutes as a retrospective note.</p> <p>TS suggested that the finances should be in a good place as we now have 3 HLTAs so are saving money on needing to use supply staff.</p> <p>PF later added the following information to GovernorHub:</p> <p>FVP</p> <p>Original submitted budget £-82, 981, P6 in year position £27,393.</p> <p>This is a great position to be in now that we no longer have such a large deficit budget. Part of this saving is due to the resignation of a UPR 3 teacher being replaced by a UPR 1 teacher. There is a question regarding SEND funding so it was decided that this value might not be 100% correct. Our Finance Officer is going to speak to Lauren this coming week to get a definitive number for SEND children.</p> <p>One thing we do need to ensure is that our sports grant is spent. We have currently spent 60% of this (total amount was £16,750). This needs to be spent ASAP. £3800 of sports funding will be refunded as it had been earmarked for swimming but sports premium can no longer be spent on swimming.</p> <p>One area of concern was educational supplies. This is because we are currently forecasting to have overspent by £9000 in this area. Our Finance Officer is going to audit this as it could be</p>	PF



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<p>that purchases need to be moved to a different pot of money.</p> <p>The good news was that an increase in uptake of FSM and service children having schools meals on October 2023 census day will bring in more money for school next year.</p> <p>TEP</p> <p>Original submitted budget £266,663, P6 in year position £274,381.</p> <p>This is a great position to be in as we are currently £7719 above our submitted budget. This is partly due to breakfast club bringing in more income than originally anticipated.</p> <p>One thing we need to ensure is our sports premium grant is spent. We have currently spent 58% of the allocated £19,760. This needs to be spent ASAP to ensure deliveries arrive before the summer holidays.</p> <p>One area of concern is from our October 2023 census data. Our FSM and service children numbers decreased (due to less children taking up school meals on October 2023 census day). This means we will receive less money for these children in next year's budget. We still have the same number (its actually increasing) of FSM and service children on role but will be receiving less money due to lower take up of school lunches on that one day. The importance of census day in terms of budgets needs to be carefully explained to parents and our Finance Officer asked for the governing committee to write a letter to the Finance team raising concerns about the food on offer on census day.</p> <p>ACTION: PF to draft this letter.</p> <p>The good news was that we have £10,000 for building projects and maintenance which is currently unspent. This can be used to start on painting/updating of classrooms this academic year. We also have just over £11,000 left in educational supplies. TS is going to speak to our Science and Computing leads to see if any new resources are needed in these areas.</p> <p>We were warned that next year could be a really tricky financial year partly due to increased support staff costs and other staffing costs. We need to protect as much of our reserves as possible therefore coming in above budget at this point in time is really encouraging.</p> <p>We do need to look at updating our lettings policy and associated costs. We are considerably lower than other Trust schools. We will look at this in more detail at our next Resources</p>	
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	meeting.	
15	<p>3 year plan for TEP</p> <p><i>What is a Year 6 WAGOLL room?</i> TS: What A Good One Looks Like. Richard Evans suggested that Joe Moore’s class was the closest to ideal, with just a few tweaks needed. It will then be a model for other classrooms.</p> <p><i>How much will it cost to develop a new music and computing room for next year?</i> <i>As the school starts to grow again as a 2 form entry, will we continue to have space for a music room, computing room and a Phys lab or are these temporary spaces?</i> TS: These are aspirational requests, following directive from the CEO. He hasn’t yet linked a budget to the improvements but has asked for an aspirational plan.</p> <p><i>TEP renovation project – what do you think will be the estimated cost of all of this? It sounds great but can we afford to do all of this with a shrinking budget?</i> TS: See answer above.</p> <p><i>What are the priorities here – it all sounds great, but obviously it is a huge project! Are there some ‘quick wins’ that can be done in terms of classroom environments that would not require such a huge budget?</i> TS: Yes, we have altered reading corners; display boards etc. and will be removing some of the old wardrobes. Also currently de-cluttering.</p> <p><i>Are there any things we can put in place from September?</i> TS: Yes – to move CI-J and SM to an office upstairs where meetings could take place and also moving the SENCo next to the nurture room. We would also like to get rid of old furniture from the classrooms.</p> <p>CI-J explained that he would also like to update a classroom before September. AW explained that children in her class had also suggested some decorating needed to take place!</p>	
16	Ofsted preparation	



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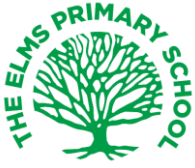
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	<p><i>How do you know staff wellbeing is improving?</i> TS: Conversations with support staff.</p> <p><i>What is in place? What are you doing to develop quality of education at TEP?</i> TS: See above</p> <p><i>What grading do you believe each school would achieve if Ofsted arrived tomorrow and why do you think this?</i> TS: TEP – either RI or Good depending on the team. Moving closer to good with every day that passes. FVP – solid good with outstanding for behaviour and PD. SEFs have been re-written to update with these alterations since meeting with CEO last Monday.</p> <p><i>Are you feeling that we are pretty ready to go?</i> TS: Yes. RE wants to go through the 90 minute phone call and subject leader meetings again as this has not been covered in six months. RE feels like we are in a much stronger place for a visit than we were in September.</p> <p>PF explained that one of the Science leads had suggested that it would also be really helpful to get more opportunity to see Science lessons in action.</p> <p>CI-J agreed that TEP is moving closer to a Good rating from Ofsted and being able to explain where we are now and our journey ahead to get to where we want to get to. We need to work on ensuring consistency to make sure that we are ready to go.</p> <p>PF suggested a very condensed version of the SEF would be useful for staff and governors to ensure that we are all saying the same things.</p> <p>ACTION: TS will update current documents to give a current picture for both schools.</p>	<p>TS</p>
Other Matters		
17	<p>Any other business agreed as being urgent. PF asked governors to ensure they are adding questions to the document ahead of the meeting, to help with knowledge building and succession planning.</p>	
18	<p>Next Meeting Dates (full LGB): Meeting closed at 7.33pm.</p>	



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	21st May 2024	
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