

# Fulfen Primary School

## Minutes of the Meeting of the Governing Board held in the School on Tuesday 23 January, 2024 at 5.30 p.m.

**Present:** Mr. Boardman (Chair), Mrs. Davies (Headteacher), Mrs. Ballett, Mr. Field, Mrs. Poxon, Mrs. Copper, Mrs. Dingle, Mr. Ritchie, Mrs. Wright, Mrs. Kilgallen

Mr. Davies (Clerk to the Governors)  
Mrs. Hawkins (School Business Manager)  
Miss. Waterhouse (Staff)  
Mrs. Smith (Guest)

Governor	Role	Term Starts	Term Ends
Mrs. Ballett	Co-opted	05.07.21	04.07.25
Mr. Field	Co-opted	24.05.22	23.05.26
Mrs. Poxon	Co-opted	07.10.22	06.10.26
Mrs. Tranter	Co-opted	16.10.22	15.10.26
Mrs. Witcomb	Co-opted	24.11.22	23.11.26
GAP			
Mrs. Davies	HT	NA	NA
Mr. Boardman	LA	05.04.22	04.04.26
Mrs. Copper	Parent	29.11.22	28.11.26
Mrs. Dingle	Parent	25.01.22	24.01.26
Mr. Ritchie	Parent	25.01.22	24.01.26
Mrs. Wright	Parent	29.11.22	28.11.26
Mrs. Kilgallen	Staff	23.07.22	22.07.26

### 1 Welcome and Introductions:

Governors were welcomed to tonight's meeting by the Chair. Given the length of time that has elapsed since the last meeting (a couple of weeks including Xmas) the Chair confirmed that the meeting might not run the full two hours.

Despite the shorter agenda, the School's governance function remains entirely effective within with a clear and purposeful agenda circulated in advance of the meeting; meeting documentation uploaded to GovernorHub and the usual opportunities being created for Governors to ask questions/seek points of clarification in relation to the published material. Again, there was clear evidence of attendees carrying out the core competencies associated with their governance-based roles.

The meeting was quorate.

### 2 Apologies:

**Resolved:** That apologies for absence be received and accepted from Mrs. Tranter and Mrs. Witcomb.

### 3 Governing Board Matters:

#### Membership

The following membership update was shared with Governors:

Mr. Smith was formally welcomed to tonight's meeting in a Guest capacity. There is a possibility that a nomination will be put to Governors at the Spring Term 2 meeting to co-opt Mrs. Smith on to the membership. Mrs. Smith was attending tonight's meeting to gain an insight into the role of governance at the School to establish whether she would like to be nominated to fill the Co-opted Governor vacancy on the Board.

**Resolved:** That this matter be revisited at the Spring 2 meeting.

Although no Governor terms of office are set to expire anytime soon, Governors should note that with the forthcoming departure of Mrs. Tranter from the School, there will be another Co-opted Governor vacancy to fill. The Chair and Vice-Chair will determine how best to progress this forthcoming vacancy.

**Resolved:** That the Chair/Vice-Chair take account of this action.

### **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting. The usual reminders around social media activity were made.

### **Register of Interests**

Governors were reminded that they should be accessing GovernorHub in advance of each meeting to ensure their declarations are up to date. It is recommended that a signed hard copy from each Governor relating to any business/pecuniary interests is retained in school for audit purposes.

**Resolved:** That the Vice-Chair ensure the hard copy pro-forma is in place. Governors to access GovernorHub as requested.

The Clerk added that any declaration should also be published on the School website.

### **Declarations**

No declarations were made by Governors in respect of any specific items appearing on tonight's agenda.

### **Code of Conduct**

There is no change to the Code of Conduct. All Governors signed up to the Code of Conduct in the Autumn Term and an electronic version of the Code is available on GovernorHub.

Again, it is recommended that a hard copy audit of signatures is captured in relation to this document.

**Resolved:** That the Vice-Chair action this point if a hard copy audit of signatures does not exist.

## **4 Minutes of the Previous Meeting:**

**Resolved:** That the Minutes of the Governing Board meeting held on Tuesday 12 December, 2023 (including Confidential Appendix) be approved as an accurate and true record.

**Resolved:** That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for inspection.

A copy of the Minutes will be retained for audit purposes and signed by Mr. Boardman via electronic or hard copy signature.

**Resolved:** That Mr. Boardman add his signature to the ratified minutes.

## **5 Matters Arising from the Previous Meeting:**

The action matrix from the December minutes was reviewed. The following progress update can be reported:

<b>Minute</b>	<b>Action</b>
3	A membership update has already been referenced in these minutes.
4	The October minutes have been made available as a public record.
4	The ratified October minutes were signed.

## **6 Headteacher's Performance Management:**

This was the point in the meeting when Governors were informed about the outcome of the Headteacher's latest performance management cycle – **see Confidential Appendix.**

## **7 Reports:**

### **Chair and Vice-Chair's Actions**

Both the Chair and Vice-Chair confirmed they had taken no specific action on behalf of the Governing Board since the last meeting.

### **Link Governor Reports**

Given the time that has elapsed since the last meeting, there has been little opportunity for Governor visits into school.

That said, Mr. Ritchie in his capacity as Health and Safety Link Governor did support the School with a Health, Safety and Wellbeing Audit on 06.12.23. A summary of this keynote activity was uploaded to GovernorHub which indicates that the School has improved its overall rating from Autumn 2022 (a '2' to a '3'). Governors were informed that the full day audit involving an external third party was to assess the 'maturity' of the School's system for managing aspects of Health, Safety and Wellbeing.

Mr. Ritchie confirmed his overall feeling from the Audit was that the 'Board can be comfortable there is a clear direction of travel in this area with school leaders committed to delivering an agenda of continuous improvement in this critical area of school life.' Governors thanked Mr. Ritchie for his ongoing efforts in this area.

## **8 Finance Update:**

Mrs. Hawkins ensures that Governors receive a detailed financial overview in advance of each Board meeting. Not only is this evidence of a robust level of due diligence being exercised in relation to the school finances but the information enables Governors to exercise one of the core competencies associated with their role – i.e. to oversee the budgetary health of the School – **see Confidential Appendix.**

In addition to the financial update, Mrs. Hawkins updated Governors on a series of premises-related projects.

The latest developments in relation to the roof replacement project were shared. The update included the likely timeframe for completion; any adverse impact on teaching and learning that has been experienced and some of the challenges that have been faced in removing the asbestos roof tiles. Governors asked whether the fact SCC is funding the project has been relayed to the School community. It was confirmed this good news story would be included in a future newsletter.

The timeframe for relaying the hall floor was confirmed. Mrs. Hawkins explained where the money was coming from to fund this project – money that was already earmarked in last year's budget and will now pull through to ensure this urgent premises upgrade can be completed.

Mrs. Hawkins added her perspective to the recent Health and Safety Audit that was completed. In terms of any follow up actions she confirmed that the SCC report was available for Governors on GovernorHub and that the Action Plan had been sent to the SCC Health and Safety Team.

In terms of the Audit itself, Mrs. Hawkins felt that whilst the experience was intense, there was some room for improvement in terms of the process flow and Audit agenda which were somewhat unconventional; the communication approach adopted by the auditor (which has resulted in the School not wishing to have the same auditor assigned to the School in the future) and the opportunities that were afforded Mrs. Hawkins during the visit to give full account of the progress the School has made in a number of areas. Whilst the Audit outcome does deliver an improved status, Mrs. Hawkins did feel there were some important points of feedback from the Audit experience that will need feeding back to SCC direct – a view very much endorsed by Governors.

**Resolved:** That Mrs. Hawkins take forward the feedback point and engage with SCC as necessary.

## **9 Fulfen Club:**

Miss. Waterhouse had been invited to tonight's meeting to talk about the latest developments with Fulfen Club and how it continues to grow from strength to strength as an extended provision.

Governors were given some key statistics around the provision which indicated that the Club continues on an upward trajectory. Numbers across the provision are extremely healthy with capacity levels being reached most days across the working week. The increase in numbers is down to a number of reasons which include the PR/marketing campaign that has really showcased the benefits of the provision; the word-of-mouth benefits that come from families actively using the setting and the range/scope of activities that are drawing children in – both at the start and the end of the School day.

In terms of how the provision is continuing to develop, Miss. Waterhouse discussed the new members of staff that have recently joined the team to meet current capacity needs; the continued investment in HAF which will continue for this academic year (both at Easter and over the Summer Break); the blend of internal and external clubs that are available to Fulfen pupils which continue to evolve in scale/scope; the procurement of new resources to bring added value to the provision and, finally, the updating of the online booking system which has obvious stakeholder benefits.

When it comes to promoting the setting, Miss. Waterhouse confirmed a real marketing/communication mix is at play. Initiatives include the promotion of the setting in the whole School newsletter; the installation of a banner to increase brand awareness; the use of social media and the website to relay messages to the parent community and a focus on the provision at new intake meetings and tours of the School for prospective families. Governors welcomed all of these promotional steps and also acknowledged the fact that this mix is always under regular review to ensure it continues to remain fit for purpose. The Vice-Chair made a suggestion of her own as to an additional initiative that could be deployed to promote the setting – a point noted by Miss. Waterhouse.

Governors also received information on the specialist external clubs which are up and running (i.e. street dance/cheerleading) with more to follow (i.e. Football Academy/laser tag) later in the year. These external clubs interface well with the clubs offered by internal staff as part of a holistic provision which really boost the enrichment opportunities available to pupils.

**Governor Challenge:** Governors followed up on a number of key lines of enquiry at this point – i.e. what impact the Ofsted rating may have on the provision and what additional steps can be taken if demand outstrips supply; whether some of the specialist external clubs are attracting both boys/girls and how this may influence the future direction of the offer; how internal staff have reacted to the increase in the number of specialist external clubs; the priorities for Fulfen Club over the course of the next 12 months; the targeting of the Pupil Premium cohort across the provision to ensure these vulnerable needs are being met and, finally, the support that Governors can continue to provide Miss. Waterhouse and her colleagues to ensure the momentum secured across the provision to date is sustained.

Miss. Waterhouse gave her perspective on each of these points raised by Governors. To conclude this part of the meeting, the Headteacher shared a ringing endorsement of Fulfen Club that had been shared by Ofsted during the recent inspection (i.e. 'one of the best Club settings she had ever seen'). A Parent Governor also thanked Miss. Waterhouse and her staff for the quality of the provision that is an offer including the steps that are taken to keep children safe and happy – long may this continue.

Governors thanked Miss. Waterhouse for her presentation which gives great confidence as to how the setting will develop over the course of the next 12 months. There is no doubt this area of the Budget has been de-risked by the recent initiatives that have been put in place with Mrs. Wright continuing to work with the staff associated with this setting in her Link Governor designated role.

Miss. Waterhouse left the meeting at this point as she was only present for this specific agenda item.

## **10 Policy Ratification:**

Governors were presented with one policy that needed to be formally ratified at tonight's meeting – the Relationships and Sex Education (RSE) Policy.

The Headteacher confirmed that the Policy sets out clear aims for how SRE will be approached and delivered at Fulfen Primary. Governors were reassured that all content will be delivered in an age-appropriate way with parents encouraged to support the learning that goes on in the classroom through follow up conversations/discussions that take place at home. The Headteacher reassured Parent Governors in particular that the School will always tackle any sensitive issues head on to ensure the focus remains on education with any misconceptions to be appropriately handled – whatever form they may take. Governors asked some questions around how parents will be engaged over the Policy and the extent to which the Policy aligns with the recent governmental guidance issued around the care and

management of individuals who are transgender. The Headteacher provided the necessary clarification on these matters.

**Resolved:** That Governors ratify the policy with immediate effect.

## **11 Any Other Business:**

The Chair reminded Governors that 'AOB' is not an item he wishes to see on agendas at future meetings. If Governors have any items they wish to see added to the agenda they must contact the Vice-Chair between meetings. Governors noted this point.

One matter that was discussed at this point was the forthcoming departure of Mrs. Tranter, both in terms of celebrating her time at Fulfen with some farewell-based activities but also the steps that have been taken to date to recruit an appropriate replacement.

On the first point, Governors were informed they will receive details of any farewell plans once next steps have been finalised.

As an aside, the Vice-Chair did identify some notable points from the Spring Term Entrust debrief she had attended. Reference was made to filtering and monitoring provision in the School; the update from the DfE around how schools will need to continue to meet digital and technological standards in the future; the need for the Board to review on an annual basis its Public Sector Equality Duty; the need for Governors to reflect at each meeting how their discussions have improved pupil outcomes at the School and, finally, the requirement for the School to reflect the Equality/Diversity/Inclusivity agenda in everything it does (including documentation published online). Governors noted all of these points with many of the highlighted areas already being progressed.

## **12 Confidentiality:**

Governors were asked to identify if there were any items/materials, which needed to be excluded from any Agenda, Minutes, reports or other papers discussed at the meeting, which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the Agenda, which require recording in a Confidential Appendix to the Minutes.

**Resolved:** That it be identified that the following items be included as a Confidential Appendix to the Minutes:

- Minute 6 and Minute 8.

There were no further items/materials identified for exclusion.

## **13 Dates and Times of Future Meetings:**

The schedule for 2023-24 has also been finalised and can be confirmed as follows:

<b>Term</b>	<b>Date and Time</b>
Spring 2	12.03.24 (5.30 p.m. start)
Summer 1	21.05.24 (5.30 p.m. start)
Summer 2	02.07.24 (5.30 p.m. start)

The meeting schedule for 2024-25 was also finalised after the meeting and can be confirmed as follows:

<b>Term</b>	<b>Date and Time</b>
Autumn 1	01.10.24 (5.30 p.m. start)
Autumn 2	03.12.24 (5.30 p.m. start)
Spring 1	28.01.25 (5.30 p.m. start)
Spring 2	25.03.25 (5.30 p.m. start)
Summer 1	20.05.25 (5.30 p.m. start)
Summer 2	08.07.25 (5.30 p.m. start)

All that was left to do was for the Chair to thank all Governors for their attendance and contributions to tonight's meeting.

The meeting was brought to a close by the Chair.

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**Chair**

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**Date**

## Fulfen Primary School

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#### Action Matrix

Minute	Owner	Action Required	Action Update
3	Governors	Revisit Co-opted Governor vacancy at Spring 2.	
3	Vice-Chair/Chair	Determine next steps to replace Mrs. Tranter when the time comes.	
3	Vice-Chair	Ensure all Governors submit a hard copy pro-forma linked to declarations.	
3	Vice-Chair	Ensure a hard copy audit of signatures is captured in relation to Code of Conduct.	
4	HT	Make December minutes available as a public record.	
4	Chair	Sign ratified December minutes.	
8	Mrs. Hawkins	Give feedback to SCC on recent audit experience.	

**Date of next meeting: Tuesday 12 March, 2024 at 5.30 p.m.**

Absent Governors to be informed.