

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Full Governing Body (FGB) Meeting at 6:15pm
Thursday 2nd Feb 2023
Minutes**

Membership of the Full Governing Body			
Chris Snape	Head	Peter Smith	PS
Jane Ainscow	JA	Rob Jagger	RJ
Helen Cooper	HC	Jill Foster	JF
Emily Broadhurst	EB	Heather Wood	HW
Frank Newton	Chair	Mark Farr	MF
Jade Strachan	JS	Nick Drury	ND
Duncan Woodall	DW	Katie Humphrey	KH
Andy Thomas	AT	Craig Laurence	CL
Lisa Johnson	LJ		

Item		Action
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Chris Snape, Jane Ainscow, Helen Cooper, Emily Broadhurst, Frank Newton, Jade Strachan, Duncan Woodall, Andy Thomas, Lisa Johnson, Peter Smith, Rob Jagger, Heather Wood, Nick Drury and Craig Laurence.	
1.2	Emily Bedford was present as a staff observer.	
1.3	Apologies for absence: Jill Foster, Mark Farr and Katie Humphrey.	
1.4	Absent: None.	
1.5	Declaration of interest: RJ and ND spouses work in the school.	
1.6	The meeting was quorate with Frank Newton as Chair.	
1.7	Craig Laurence was welcomed as the new parent governor.	
2.	Minutes and action points from the meeting held on 24 th November 2022	
2.1	The minutes from the meeting held on the 24 th November were agreed as an accurate and true record.	
2.2	There were three action points, all of which will be discussed in this meeting.	
3.	Head's Report	
3.1	A Head Report and the SDP had been circulated prior to the meeting and CS asked for any questions.	
3.2	CHALLENGE: AT asked how often is the state and repair of the school is observed and work scheduled. CS raised that governors can highlight anything regarding the cosmetics of the building when they visit. CHALLENGE: AT asked if there was a schedule for cosmetic works, which SBM confirmed the painting work that had been completed over the summer and	CHALLENGE CHALLENGE

<p>3.3</p> <p>3.4</p>	<p>the painting that is schedule to be completed this summer.</p> <p>CHALLENGE: HW commented on the turn over of TA staff highlighted in the report and asked if there were any concerns with the amount of staff leaving and the pressures on the TAs with regards to EHCP pupils. CS responded that he was aware of the pressures on the TAs and has met with the TAs to ensure they have the relevant support and training in their roles. Feedback from the TA regarding this has been positive and CS is confident that TAs feels happy and supported in their roles in school. External support is being explored with potentially of implementing it in the future. HW raised that it would be relevant for the next governor visit regarding SEND to focus on the role of the TA and the support provided for them, which CS agreed. ACTION: PS committee are to discuss TA wellbeing in regards to support for EHCP pupil.</p> <p>CHALLENGE: DW asked if the school was affected by the strike action, which CS confirmed the school was fully open.</p> <p>CS reassured the GB that change will occur but it will be well considered and nothing will be implemented in a rush. This message has also been conveyed to all staff.</p>	<p>CHALLENGE</p> <p>ACTION</p>
<p>4.</p>	<p>Chair's Report</p>	
<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>The chair circulated a report and explained the visits he made during December and January.</p> <p>Governor Special Responsibilities: School website shadow reserve is now KH. The vacancy is for the shadow reserve on pp/sports grant is still to be filled. FN explained how the governor special responsibility and visits are informed by the SDP. DW, HW and AT have volunteered for the Assessment visit. ACTION: JA to send the updated visit list to clerk to drive uptake in volunteers for the shadow roles.</p> <p>Steering Group: A virtual meeting had been held to discuss the Pre-Ofsted report and actions have been created following this meeting, which were noted in detailed on the report.</p>	<p>ACTION</p>
<p>5.</p>	<p>Associate Member discussion and vote</p>	
<p>5.1</p> <p>5.2</p>	<p>FN circulated a report regarding the proposal of adding Emily Bedford (EBed) as an Associate member of the GB. FN recommendation to the GB was that EBed was elected as an associate member, with a term of 4 years, where she can attend the FGB, with no voting rights, and attend F&P with full voting rights.</p> <p>CHALLENGE: AT asked what the long term plan with regards to the role and vacancies on the GB, FN responded that is dependent on what vacancies were created during the academic year and suggested that the term could be revisited in the September 2023 meeting.</p> <p>CHALLENGE: RJ sought clarity that the role would then, as suggested, be interim until September when the membership would be revisited, which FN confirmed.</p> <p>CHALLENGE: AT asked if the recommendation was EBed prefer option, which FN confirmed that EBed and CS had been</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

5.3	involved in the discussion fully. CHALLENGE: PS asked that as any governor can attend any other committee, with no voting rights, can the associate member do the same, which FN confirmed. There was a general discussion on the term of the associate governor, in which the GB were happy that the term could be agreed in this meeting but revisited throughout the length of term.	CHALLENGE
5.4	The recommendation of the Chair was that EBed was voted to become an associate member for 4 years, with full voting rights on the F&P committee but no right to vote in the GB. DECISION: The GB agreed the recommendation for the Associate member to be voted on and agreed to join and then review in September. ACTION: September FGB to review this decision for Associate Governor.	DECISION ACTION
6.	Parent Communication	
6.1	HW circulated a report regarding the discussion with the Head on parent communications and went through the key points of this report in the meeting.	
6.2	The main action of this report is:	
	<ul style="list-style-type: none"> • To create a questionnaire to be sent to parents to find out what communication parents wanted or liked. • Based on the feedback agree key ways to communicate with parents which will be reported back to the FGB. • The website to be reviewed in regards to its accessibility for parents and the information available. 	
6.3	CHALLENGE: PS raised that the important factor with communication is that it needs to reach as many parents as possible and the GB need to be aware that there are some parents who can not attend school events. CS raised that communication can be developed over time after feedback. Thanks were shared to HW for her work on this report.	
7.	Committees Reports	
7.1	Personnel and Salaries: The minutes were circulated prior to the meeting and PS gave a brief update of what was included in the meeting. There were no questions for the chair regarding these minutes. An update was provided regarding Judicium still being unable to provide pay roll services.	
7.2	Learning and Development: The minutes were circulated prior to the meeting and JA gave a brief update of what was included in the meeting. There were no questions for the chair.	
7.3	Finance and Premises: The minutes were circulated prior to the meeting and RJ gave a brief update on what was included in the meeting. SBM confirmed that the unit priced for the quoted laptops remained the same despite the number requested being reduced. EB explained that there have now been three applicants for ITE and that some candidates are coming in for work experience before deciding on application. SBM gave a brief update on the initial funding budget numbers received.	

	<p>CHALLENGE: HW asked that in regard to the laptop replacements is there potential for the laptops to be passed on to vulnerable families. SBM confirmed they could be wiped but their processing ability is the reason for replacement. SBM raised that the school still held DfE laptops, which could be loaned to parents if required.</p> <p>CHALLENGE: AT raised that funding for pre-school was discussed at previous meetings and asked if any new resources had been purchased as an outcome. SBM explained the pre-school funding and confirmed that she was in discussion with the pre-school manager regarding resources. CS raised that he is attending pre-school to ensure they feel part of the school and ensuring staff are being supported. CHALLENGE: AT asked if the school had applied for community funding for resources, which the GB were supportive of and asked AT to send details to the GB.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
8.	Policies	
8.1	Exclusion/Behaviour policy: CS explained the situation with regards to the statutory exclusion policy being incorporated in the positive behaviour policy. CS had spoken to the LA who confirmed they were happy with the inclusion of exclusions in the school behaviour policy. CS raised that the policy who need reviewing to ensure it is robust and up to date, as well as ensuring the exclusion letters are up to date. This policy will be brought back to the FGB in due course.	
9.	Standing item	
9.1	Safeguarding Review: Nothing to report	
9.2	Governors visit Reports: The template has been updated and this should be used as a trial. There is a need for the focus of the report to be on the challenge in the visit. Template will be circulated to governors and then feedback should be sought.	
9.3	Pre-school: Discussed in the F&P committee minutes.	
9.4	Training matters: AT attended the complaints training, which he found useful. JA attended supporting disadvantaged pupils which highlighted some important questions to ask on the PP visit. HW attended Safeguarding training and will be attending Safer Recruitment training this month.	
9.5	Kingfisher club: Breakfast club is building up in attendance with afterschool club attendance remaining variable.	
10.	Any other business	
	None	
11.	Summary of impact and standards on progress	
11.1	<p>The GB agreed that to the impact of this meeting to drive progress and standards was:</p> <ul style="list-style-type: none"> • Governors noted with interest the priorities identified by the Head and look forward to the framework of work and future feedback. • Governors are investigating targeting school communication to maximise pupil learning and parental engagement. 	

The meeting closed at 19:33

FGB Action Points

	Action	Lead	Outcome
AP1	3.3 PS committee are to discuss TA wellbeing in regards to support for EHCP pupils.	Clerk	March 23
AP2	4.2 JA to send the updated visit list to clerk to drive uptake in volunteers for the shadow roles.	JA/Clerk	Feb 23
AP3	5.4 September FGB to review this decision for Associate Governor.	Clerk	Sept 23