

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

**Full Governing Body (FGB) Meeting
Tuesday 2nd July 2024 at 6pm
Minutes**

Meeting to be held in Dragonfly Classroom

Membership of the Full Governing Body			
Chris Snape	Head	Peter Smith	PS
Emily Broadhurst	EB	Rob Jagger	RJ
Frank Newton	FN	Jill Foster	JF
Jade Strachan	JS	Heather Wood	HW
Andy Thomas	AT	Nick Drury	ND
Lisa Johnson	LJ	Katie Humphrey	KH
Amy Pettitt	AP	Craig Laurence	CL
Emily Bedford	EBed	Jack Jesson	JJ

Item		Action
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Chris Snape, Jill Foster, Nick Drury, Andy Thomas, Jack Jesson, Amy Pettitt, Peter Smith, Jade Strachan, Emily Broadhurst, Katie Humphrey, Lisa Johnson, Emily Bedford, Rob Jagger, Frank Newton and Heather Wood.	
1.2	Apologies for absence: Craig Laurence.	
1.3	Absent: None	
1.4	Declaration of interest: ND, RJ, EB spouses works at school.	
2.	Minutes and action points from the meeting held on 23 rd May 2024	
2.1	The minutes from the meeting held on the 23 rd May 2024 were agreed as an accurate and true record.	
2.2	Action points: There were 7 action points. Of these 4 had been completed. The rest were on-going and Governors were reminded to action these where appropriate.	
3.	Head's Report	
3.1	CS provided verbal feedback including all the extra curricular sporting activities that have been taking place across the school. The transition period has begun and there is a planned parent meeting for year 4/5 to share the curriculum plans. The SENDCo has returned from maternity leave. Caretaker interviews have taken place but an appointment is yet to be made. CS shared details of the end of term staff gathering and invited the GB to attend. CHALLENGE: HW asked about the current morale among staff. CS responded that staff are tired but the attitude remains positive regarding the changes despite the logistics. CHALLENGE: HW asked how the wellbeing of TA staff is given the impact of the 2024/5 changes. CS explained the changes and that they have been informed today and staff are being supported. CPD is planned in to support TA's going forward.	CHALLENGE CHALLENGE
4.	Chair's Report	

4.1	Verbal update was shared, with a supporting report on teams. HW ran through time she had attended school and the future events she will attend including the year 4/5 parents evening. PS shared his experience of visiting school recently. HW shared that in discussion with CS the achievements of the year for the GB include completing the skills audit and risk register and that there had been clear communication regarding the budget. The School values will be reviewed as part of the GB programme next year.	
4.2	Dates for next year: The dates for the next academic year were shared. CHALLENGE: JF asked if the dates it fitted with SBM timetable which CS confirmed. These dates to be accepted	CHALLENGE
4.3	<p>Succession planning: HW has made a start on addressing potential gaps and created a document of roles, which was shared on teams. CHALLENGE: FN suggested that vice chair that could be elected for committee. There was a lengthy discussion regarding roles for the next academic year of which the decision made were:</p> <ul style="list-style-type: none"> • Chair – HW happy to be re-elected for another year only. • Vice Chair – PS happy to be re-elected. • Committee Chairs – AT and KH are happy to continue if re-elected, a vacancy for FP due to RJ resignation. • HtPM – HW to stand down, KH to join and complete the training. • Safeguarding – AT happy to continue until JJ is confident to take over from the deputy role. Safeguarding will also include prejudicial related incidents (AT) and Attendance (JJ). • H&S - JF to continue as lead, gap on H&S deputy • Pupil premium/sports premium – PS to continue with FN deputy. Focus of a visit will be on a 4/5 mixed year group in the spring 2 term. • EY – HW to continue as lead, with KH to deputy with potential for AP to support. 	CHALLENGE
4.4	Training: upcoming training was highlighted. Governors were reminded to attend governance briefings. CHALLENGE: JF raised that some governors should attend safer recruitment so they could support in interviews, despite there not being involved in many recently. CS confirmed there had not been many interviews in the past year. CHALLENGE: JJ suggested that the school values can link into interview questions to ensure safeguarding is covered.	CHALLENGE CHALLENGE
5.	Annual Impact Statement	
5.1	A large proportion of the meeting was spent with governors discussion and contributing to this document. The Governors contributed their comments and challenge to the areas of achievement, forward planning and future demands. Further details can be found on the annual impact document.	
5.2	CHALLENGE: HW asked if there was anything the governors can do to support the SLT team. CS will bring suggestions back but happy for the comments around this to remain in the document. CS informed the GB that he has asked for a different school advisor, which he has received. CHALLENGE: AP asked if priorities for each committee need to be created as an outcome of this document,	CHALLENGE CHALLENGE

	which HW confirmed the committee could use this document for planning and support the actions in it. ACTION: The Committee chairs were asked to complete a summary of achievement of to be included in the newsletter.	ACTIO N
6.	Risk Register update	
6.1	RJ has not reviewed the risk register. ACTION: Risk Register to review this in September.	ACTIO N
7.	Committee Reports	
7.1	Personnel and Salaries: Minutes were shared and AT provided a brief update from this meeting. An update on the staff survey will be shared once it has been complete.	CHALL ENGE CHALL ENGE
7.2	Learning and Development: Minutes were shared and KH shared a brief update from this meeting. CHALLENGE: FN asked if we have any currently any pupil on roll whilst also being overseas, which CS confirmed there was none. CHALLENGE: AP asked how the attendance compared to this time last year, which CS shared an update on the recent attendance but confirmed there was no major changes. EBed shared that there will be a new attendance policy in September.	
7.3	Finance and Premises: The minutes were shared and RJ provided a verbal update. Thanks were shared to RJ for his contribution to the GB.	
8.	Policies	
8.1	Induction: This has been brought to previous FGB meeting. HW has made some notes on the induction policy including adding timeline to the policy. CHALLENGE: JJ suggested that OFSTED document could be included in the induction policy. Mentors should be included for all new governors. CHALLENGE: AP raised that the expectation of mentors needs to be included. CHALLENGE: AP raised that there is a delay in governors receiving their the lanyards. ACTION: This policy to be updated and brought back for Sept.	CHALL ENGE CHALL ENGE CHALL ENGE ACTIO N
9.	Standing items	
9.1	Safeguarding: JJ reviewed the safeguarding audit and will take his comments to the next safeguarding visit.	
9.2	Governor Visit Reports: SeeSaw report had been shared to L&D and brought to the GB.	
9.3	Pre-School: Stay and plays for next year have taken place. LJ raised that there is a local nursery closing so there is potential to have an impact on us. CS stated that there has been positive feedback from parents regarding these settling in sessions.	
9.4	Training Matters: This has been covered earlier in the agenda. HW suggested identifying the upcoming training in readiness for each meeting. Kingfisher: CS shared a brief update on this.	

9.5	Parent communication: Newsletter contribution had been discussed earlier in the agenda. HW will share a note of thanks to the Staff from the GB. HW will also pass on best wish to pupils moving on in the newsletter.	
9.6		
10.	Any other business	
10.1	HW shared her thanks to GB for their contribution and support throughout this year. Thanks were shared to the staff for their hard work.	
11.	Summary of impact and standards on progress	
11.1	The GB agreed that this meeting had discussed and prepared for the next academic year to ensure the key roles and functions and covered. A governor impact document was contributed to by all and achievements and actions were identified.	

The meeting closed at 19:58

FGB Action Points

AP1	2.2/6.1 Risk register is to be rolled over the next meeting.	RJ	Autmn 2024
AP2	2.2 GB were to review the training that is offered by the LA via the Knowledge Governor Hub	All Govs	Ongoing
AP3	2.2 All Governors were asked to complete a short biography and send this to CS.	All Govs	ASAP
AP4	5.2 The Committee chairs were asked to complete a summary of achievement of to be included in the newsletter.	Chairs	ASAP
AP5	8.1 Governor induction policy to be updated and reviewed in Autumn	Chair	Autumn 24