

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

**Full Governing Body (FGB) Meeting  
Thursday 5<sup>th</sup> December 2024 at 6pm**

**Minutes**

**Meeting to be held in Dragonfly Classroom**

<b>Membership of the Full Governing Body</b>			
Chris Snape	Head	Peter Smith	PS
Emily Broadhurst	EB	Jill Foster	JF
Frank Newton	FN	Heather Wood	HW
Jade Strachan	JS	Nick Drury	ND
Andy Thomas	AT	Katie Humphrey	KH
Lisa Johnson	LJ	Jack Jesson	JJ
Amy Pettitt	AP	Karen Gipp	KG
Emily Bedford	EBed		

<b>Item</b>		<b>Action</b>
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Chris Snape, Jade Strachan, Nick Drury, Peter Smith, Karen Gipp, Frank Newton, Lisa Johnson, Jill Foster, Heather Wood, Amy Pettitt,	
1.2	Apologies for absence: Katie Humphrey, Andy Thomas, Jack Jesson, Emily Broadhurst, Emily Bedford.	
1.3	Absent:None.	
1.4	Declaration of interest: ND spouse works at school.	
2.	Minutes and action points from the meeting held on 8th October 2024	
2.1	The minutes from the meeting held on the 8 <sup>th</sup> October 2024 were agreed as an accurate and true record.	
2.2	Action point: There were 8 action points that were either completed or to be discussed in this meeting.	
3.	Head's Report	
3.1	CS gave a full update regarding covering upcoming and returning maternity leaves. The remedial work on the Hall has been completed and this is now open for use. The work on the ceiling repair will be completed over the summer holiday. CS highlighted to the GB how adaptive the staff and pupils have been during this upheaval and confirmed that some smaller Christmas events had taken place in the small hall. CS provided a brief update on the replacement options for the employee assistance programme, one option was to combine this with the staff sickness insurance policy but further details will be provided in a later meeting. CS shared an update on the recent curriculum enrichment events.	
3.2	Broadband: CS explained the situation with school broadband. Cluster schools have been working together to finalise the requirements of the school. CS explained the quotes sourced	



4.3	<p>unbalanced class sizes. By reducing the PAN to 60 it would be a two form entry, which would prevent mixed year groups in the lower school from 2026. HW raised that her email was on the letter to parents regarding this and she has not had any queries or comments. CS shared some concerns parent had shared, which have mainly been around siblings yet to join the school and CS explained how the LA will cater for this.</p> <p><b>CHALLENGE:</b> AP asked if the impact on staff had been considered, which CS confirmed it had been discussed with staff.</p> <p><b>DECISION:</b> The GB had no objections or concerns with the consultation running. The outcome and feedback from the consultation will be brought to the next GB meeting when it has been received from the LA. CS will get a timeline from the LA regarding the feedback as the GB want to decide on the PAN prior to budget setting. CS raised that this decision will not impact on the two current operational PANs.</p>	<p><b>CHALLENGE</b></p> <p><b>DECISION</b></p>
5.	Chair's Report	
5.1	<p>Impact Statement: This was reviewed in the summer term and included the forward planning of the governing body. This has been amended and the GB now need to finalise this document. <b>DECISION:</b> The GB agreed this document.</p>	<p><b>DECISION</b></p>
5.2	<p>Chair's report: HW have been in communication with CS regularly. HW attended FP committee as an observer and considering the financial implications on the budget on both pupils and staff HW has decided to join this committee as a voting member. HW reminded the GB that they are able to attend any committee meeting as an observer if they are not a member.</p>	
5.3	<p>SMT: The impact statement highlighted an action for the GB and they are aware of the upcoming gaps in SMT and the risk this could pose. <b>CHALLENGE:</b> HW asked CS how the gaps would be addressed and what support CS is receiving. CS confirmed that he has discussed the needs with the SIP and a plan had been formulated. This included releasing the SENDCo time to step up and support, this will be covered by asking other middle leadership staff to step up. CS will be able to utilise a dedicated Headship Time and the SENDCo will step up as the Senior Leader during this time. This plan will be in place after Christmas until Easter, when it is envisaged that the SMT will be full capacity again. However, if this is not the case this plan will formulate the foundation for a new plan going forward which will be discussed with the SIP. CS reassured the GB that the staff have been very generous and supporting in offering to step up to support SMT in during this time. <b>CHALLENGE:</b> AP asked if the SENDCO would be increase her working hours, which CS confirmed she would not at this time and that the T&amp;L responsibility will be passed to other staff to cater for her stepping up. <b>CHALLENGE:</b> HW</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>

5.4	asked what impact this would have on the budget, which CS stated the teacher sickness absence insurance money is covering some of the cost. However, the cost needs to be considered in regard to ensuring there the functionality of an SMT.	<b>IMPACT</b>
5.5	<p><b>IMPACT:</b> The GB have been reassurance that a plan is in place to cover the gaps currently identified on the SMT. A conversation with staff, the SIP and the governors has taken place in regards to capacity in the school to cover the strategic running of the school. The GB were pleased to hear that the new SIP is providing more support than previous years and that CS is benefitting from the monthly meetings. The GB will continue to monitor the strategic capabilities of the SMT.</p> <p>Governor Membership: KG was welcomed as a new parent governor following the recent ballot. There are currently 3 co-opted vacancies and there was a discussion regarding whether current parent governors could be co-opted on at the end of their term. <b>CHALLENGE:</b> The clerk raised a concern that the board had the potential to become unbalance due to an existing high number of parent and staff governors. The GB acknowledged this and decided to address the current vacancies with the requirements from the 2024 skills audit. The current gap in skills is financial, which KG is now able to cover, as such she will join the FP committee. <b>CHALLENGE:</b> PS raised that not only do skills need to be addressed but experience and commitment need to be considered. <b>ACTION:</b> The clerk is to look into ways to externally advertise for governors. <b>ACTION:</b> Clerk to send out another skills audit, with the intention to review the skills of the GB in January to further pinpoint gaps for tailored recruitment. <b>IMPACT:</b> The Governors have considered how best to fill the current vacancies on the board and the skills gaps that need to be addressed via new governors. An action plan for was discussed and agreed upon, which the clerk will begin actioning.</p>	<b>CHALLENGE</b>  <b>CHALLENGE ACTION ACTION</b>  <b>IMPACT</b>
6.	Risk Register and Impact Statement	
6.1	<p>Risk Register was covered in the last year via the committees. However, it was due to be reviewed by a governor who has since resigned, therefore, it was agreed that the risk register would be reviewed by the committee again in January.</p> <p><b>ACTION:</b> Clerk to add risk register to the committee agendas and the subsequent FGB.</p>	<b>ACTION</b>
7.	Committee Reports	
7.1	Personnel and Salaries: JF shared an update on what was covered in this meeting and there were no questions regarding these minutes.	
7.2	Learning and Development: HW shared an update and asked governors to come forward to cover the gaps in the recently	

	shared governor visit schedule. There were no questions regarding these minutes.	
7.3	Finance and premises: JF shared an update and there were no questions regarding the minutes. The GB wished to note their thanks to the SBM for her ongoing patience whilst operating under a difficult situation due to the finance software.	
8.	Policies	
8.1	Governor Induction: Feedback from newer governors has been given and subsequent amendments made. <b>DECISION:</b> The GB agreed this policy.	<b>DECISION</b>
8.2	Governor Visits: This includes the new visit template. <b>DECISION:</b> The GB agreed this policy.	<b>DECISION</b>
9.	Standing items	
9.1	Safeguarding: EBroadhurst has written a report for JJ and AT regarding children in care as they have been unable to schedule a meeting. Single central record will be reviewed.	<b>CHALLENGE</b>
9.2	Training: JF shared her recent safer recruitment refresher and how this should impact on safeguarding ethos of the school and raised concern how the lanyard system is not being challenged in school from her experience. Clerk reminded all governors to attend safeguarding training annually. HW will be attending property maintenance training next week.	
9.3	Governor Visit Reports: The schedule was shared and no reports were to be shared.	
9.4	Pre-School: Recent absences of Staff have been covered. New induction has made a positive impact for both kids and staff. The numbers are still doing well. <b>CHALLENGE:</b> LJ asked what will happen in regard to staffing when the number increase in January as currently some staff are used in the Toddler club. CS explained how the toddler club is currently run and how pre-school staff attend to reinforce numbers coming to the pre-school and ease transition. These staff will be brought back to the pre-school when the ratio requires it.	
9.5	Kingfisher club: Numbers are steady, and there is still lots of interest. There has been no further information regarding the government plan to offer breakfast to all pupils.	
9.6	Parent communication: A number of governors have already given a bio to be included in the newsletter. KG was asked to provide some information for the newsletter as a new governor.	
9.7	School Events: Governors have not been receiving the newsletter as requested, which CS will follow up on.	
10.	Any other business	
	None	
11.	Summary of impact and standards on progress	

See 5.4 and 5.5	
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The meeting closed at 19:36

**FGB Action Points**

<b>AP1</b>	5.5 Clerk to look into externally advertising for governors	clerk	Ongoing
<b>AP2</b>	5.5 Clerk to send out another skills audit to be completed by Jan 25	Clerk	Completed
<b>AP3</b>	6.1 Clerk to add risk register to the committee agendas and the subsequent FGB.	Clerk	Jan 25

Signed:

