

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

**Full Governing Body (FGB) Meeting at 6:15pm
Thursday 6th July 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	Emily Bedford	EBed (associate)

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Nick Drury, Emily Broadhurst, Emily Bedford, Chris Snape, Lisa Johnson, Peter Smith, Frank Newton, Helen Cooper, Craig Laurence, Jade Strachan, Rob Jagger, Heather Wood, Jill Foster, Mark Farr and Andy Thomas.		
1.2	Apologies for absence: Jane Ainscow, Duncan Woodall and Katie Humphrey.		
1.3	Declarations of interest: RJ and ND spouses work in the school.		
2.	Minutes and action points from the meeting held on 18 th May 2023		
2.1	The minutes from the meeting held on the 18 th May 2023 were agreed as an accurate and true record.		
2.2	There were three action points: <ul style="list-style-type: none"> • AP1 – Attendance data was shared to the LD. CS provided a quick update regards attendance and initiatives to support families. CHALLENGE: FN asked how the persistent absentees are addressed, which CS explained how this is dealt with in the school. • AP2 – This action point is ongoing. • AP3 – CCTV policy will be reviewed in the PS in the autumn term. 	CHALLENGE	
3.	Head's Report		
3.1	This has been circulated prior to the meeting and CS raised some highlights in the meeting including an update on staffing. There has been a lot of enrichment, with positive feedback from parents. Some data was shared on the report and CS ran through the highlights of this in the meeting. The GB were informed of the delay in receiving		

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	<p>the SATs results and the reasons behind this. The SATS data will be shared with the GB once this is received.</p> <p>CHALLENGE: HW asked if there was any impact on pay due to the extension of the school day. CS explained the changes in the school day but confirmed there had been no change to their contracts. CHALLENGE: HW asked if there was a change in expectation, which CS confirmed there was no changes.</p> <p>There were no further comments or questions for CS regarding his report.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>	
4.	Chair's Report		
4.1	A chair's report was circulated prior to the meeting and FN shared an update especially around the recent exclusions. FN reminded GB that the FOTS summer fayre is on tomorrow and that it would be good to have some governor presence. GB were also reminded that there was an invitation to the staff summer get together.		
4.2	Dates for Next Year: Governors were asked to put the dates in the diary.		
4.3	Governing Body Impact Statement: A template from the School Bus had been shared to the steering group and a decision was taken to not use this template An outcome of steering group is that the committees would go through this document. ACTION: The Chair agreed to undertake a review of how the Committees and FGB reported on their work and would share his views with The Steering Group and then report back to The Governing Body in November 2023	<p>ACTION</p>	
5.	Committees Reports:		
5.1	Personnel and Salaries: The committee minutes were shared prior to the meeting and the Chair gave an update on what was covered in the meeting. CHALLENGE: HW asked if the staff wellbeing was a summary or if there was data from a staff survey. CS shared that it was a summary but a staff survey has been circulated.	<p>CHALLENGE</p>	
5.2	Learning and Development: The committee minutes were shared prior to the meeting and PS shared an update from the meeting in JA absence, which included an update on the Pixal programme, the attendance figures and the content of meetings going forward. There were no questions regarding the minutes.		
5.3	Finance and Premises: The committee minutes were shared prior to the meeting and the Chair gave an update on what was covered in the meeting including the budget updates. CS shared some feedback from the recent Heads Conference regarding the change of finance software. There was an update on the proposed play equipment and the change to the photocopier contracts. CHALLENGE: HW raised that with the outcome of the LA financial audit it was found that schools do not have the relevant compliance and asked if the school had a contingency	<p>CHALLENGE</p>	

	<p>should the SBM be incapacitated. HC stated that were none, nor was their a contingency for the school secretary. HW suggested that the governors should look at this.</p> <p>ACTION: Governors to review contingency for admin staff following SLT recommendations. PS raised a concern regarding the congestion caused by the bikes and scooter shed.</p>	ACTION	
6.	ITE presentation		
6.1	<p>EB shared a presentation on the ITE course, which included an overview of the course and of the year completed and year ahead. Governors raised a concern that with the lower uptake there is a risk that the programme will not continue to break even. CS reassured the GB that the break even point was being monitored in regards to the continuity of the programme. The GB wished to note their thanks to EB for her work on the programme throughout the year and for providing the GB with an update on the programme.</p>		
7.	Policies		
7.1	<p>Freedom of Information: The policy was from the ICT service. There was a discussion regarding some suggested amendments which the GB agreed. CHALLENGE: AT asked how the school ensure that staff are trained annual as per the policy, which CS reassured the GB that it was recorded. DECISION: The GB agreed this policy.</p>	CHALLENGE	
7.2	<p>Complaints: This was an update from the LA and it combined the complaints and serial complaints policy. There was a discussion regarding a section of the policy regarding the format of meetings. DECISION: This policy was agreed.</p>	DECISION	
8.	Standing items		
9.1	<p>Safeguarding: The Annual Safeguarding Review had been shared. CS reassured the GB than an action plan will be formulated following this review. This will include an update on No's 29 and 33. It was also noted that No 74 should be moved to the YES column. There were no questions regarding this item. Further updates on this item will be given under the standing item.</p>		
9.2	<p>Governor visit report: Harringay curriculum report had been circulated to the L&D committee and brought to the FGB for information. CHALLENGE: FN asked if this curriculum was paid for, which CS confirmed it was therefore it is continually reviewed for value for money.</p>	CHALLENGE	
9.3	<p>Pre-School: HC gave an update on the pre-school intake. The EYFS is running a toddler group, which is an idea from the families worker and EYFS lead to cater for the community and drive the impression of the pre-school and the school.</p>		
9.4	<p>Training Matters: Governors were reminded to attend training and feed this back to the GB and Clerk. HW informed the GB that she has completed the Taking The</p>		

9.5	Chair course and Exclusions. JF attended the Head Performance Management. Kingfisher: HC provided an update on the figures of the clubs.		
9.	Any other business		
	GB shared their thanks to CS and all the entire teaching and support staff for their hard work throughout the year.		
10.	Summary of impact and standards on progress		
10.1	The GB agreed that this meeting had achieved the following to drive standards and impact on progress: <ul style="list-style-type: none"> • Arrangements to be put in place to ensure the Continuity of Key Staff roles which will enable the school to continue to operate efficiently. • The ITE Program continues to contribute to the recruitment of first class new recruits to the teaching profession. Challenges facing the ITE program in future years were understood. 		

The meeting closed at 19:39

FGB Action Points

	ACTION	Lead	Outcome
AP1	4.3 The governing body impact statement will be reviewed in November.	Clerk	November 2023
AP2	5.3 Governors to review contingency for admin staff following SLT.	Governors	2023-2024