

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

**Full Governing Body (FGB) Meeting  
Thursday 8<sup>th</sup> February 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	Rob Jagger	RJ
Frank Newton	FN	Jill Foster	JF
Jade Strachan	JS	Heather Wood	HW
Andy Thomas	AT	Mark Farr	MF
Lisa Johnson	LJ	Nick Drury	ND
Amy Pettitt	AP	Katie Humphrey	KH
Emily Bedford	EBed	Craig Laurence	CL

<b>Item</b>		<b>Action</b>
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Peter Smith, Jill Foster, Emily Broadhurst, Craig Laurence, Frank Newton, Emily Beford, Lisa Johnson, Nick Drury, Chris Snape, Jade Strachan, Amy Pettitt and Andy Thomas.	
1.2	Apologies: Rob Jagger, Katie Humphrey and Heather Wood.	
1.3	Absent: Mark Farr.	
1.4	Declarations of interest: Amy Pettitt works for EPM. EB and ND live with members of staff.	
1.5	Peter Smith acted as Chair	
2.	Minutes and action points from the meeting held on 30 <sup>th</sup> November 2023	
2.1	The minutes from the meeting held on the 30 <sup>th</sup> November 2023 were agreed as a true and accurate record and signed.	
2.2	There were four action points, of which three had been completed. The Website audit will be competed in time for the next meeting.	
3.	Head's Report	
3.1	CS uploaded the report to Teams prior to the meeting and ran through some highlights in the meeting.	
3.2	There has been an increase in EHCP and EAL students in the school. There has been a permanent exclusion and other fixed term exclusions are being supported by school and the LA. There are a number of young carers, which are being worked with staff who have completed the relevant training. The pupils that have left the school are due to moving house and one family have left to home school. School attendance has been covered in depth in L&D and Ebed is working on the new DfE initiative called 'Moments Matter'. Parents have been surveyed for reviewing the attendance policy and Ebed shared the responses. The school will continue to engage parents regarding attendance.	

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<p>3.3</p> <p>3.4</p> <p>3.5</p>	<p>EB has completed moderation training in the year 6 team. Staff are now using PIXAL Resources. Pupil outcomes from the Autumn term have been reviewed and interventions and support planned. EB highlighted how the PIXAL provides data in comparison to previous settings. The monthly average of My Concern reports was shared and CS reassured the GB that Social Care is being pushed for support when required. CS shared the examples of curriculum enrichment that has happened, and others that are planned. The updated SDP was shared to the GB.</p> <p>Premises updates were shared in depth in F&amp;P committee and highlighted in CS report. Staffing changes were shared in depth at the P&amp;S committee and highlighted in CS report. CS explained that an operational pan had been applied for and explained the reasons behind it as shared with the committees.</p> <p><b>CHALLENGE:</b> FN asked if any of the school’s allocation for September were from other schools catchment areas, which CS responded that there are currently 73 pupils coming in September but he was not sure if any of those were other schools catchment.  <b>CHALLENGE:</b> FN asked if any of the new EHCP applications were pupils from other schools joining the school, which CS stated they were all for pupils already in the school. CS raised that there is a high proportion of EHCPs in year 6 with regards to staffing for September.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
<p>4.</p>	<p>Chair’s Report</p>	
<p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>A report from HW was shared on Teams. PS attended the meeting held between HW and CS regarding planning for this meeting.</p> <p>Thanks were shared to JA following her resignation. KH will take on the role of L&amp;D chair. AT volunteered to cover the Safeguarding link until another suitable governor is recruited. A second governor would still be required to support AT.</p> <p>Following the skills audit HW wished to raise to all members of the GB that she wants to ensure every governor feels able to be involved in the visit schedule and roles. Any governor who feels unable to volunteer for visits/roles can email HW or the Clerk for support and training.</p> <p>AP will join the P&amp;S committee. The timings and structure of the committees should be reviewed and the balance of the accessibility for governors and the workload of staff need to be consider. Governors were ask to consider their committee membership and share any views to HW.</p>	
<p>5.</p>	<p>Skills Audit outcome</p>	
<p>5.1</p> <p>5.2</p>	<p>The matrix was shared to the GB. Committee chairs were asked to review the matrix in regard to the membership and skills of the committees. There were low scores in some areas which will become the focus of development and training for the GB.</p> <p>AT raised that going forward the diversity of the GB needs to be reviewed in regard to filling co-opted vacancies. Staff and parents were asked to consider candidates that would suit the GB requirements in regard to diversity and skills as identified in the matrix. AT reiterated that the GB were at a time of change and that</p>	

	this was an opportunity to improve the GB	
6.	Governor effectiveness review	
6.1	A template from the NGA and LA were shared on teams. HW and CS have decided to create a Microsoft form to be circulated to the GB. PS shared that having a quick review of the questions there were no immediate areas to be addressed. CS reassured the GB that the point was to ensure that the GB are making the better than the good work it is already completing.	
7.	Risk Management Review	
7.1	This document was shared to all following updates from the committees. It was suggested that the steering group review this and bring any suggestions to the GB.	
8.	Committee Reports	
8.1	Personnel and Salaries: Thanks were noted to JA for her contribution to this committee. Staff absences were discussed in depth. AT will look through the staff wellbeing survey with CS. Judicium/EPM requirements were discussed and a decision need to be made. AT shred feedback from the tour of the school.	<b>CHALLENGE</b>
8.2	Learning and Development: HW shared some notes from this committee on her chair's report. The highlights include the presentation on SEND, the review of the SeeSaw app and Opal review.	
8.3	Finance and Premises: ND shared some highlights of this meeting including the feedback from the SBM regarding the finance software, the potential expansion of the pre-school, and the ITE application. <b>CHALLENGE:</b> CL asked if the spare classroom could be used to house the afterschool club, which CS shared that the spare classroom is not close enough to the pre-school to support, or have the facility requirements or space to suit the afterschool club.	
9.	Standing items	
9.1	Safeguarding: This had been covered in the Head's and Chair's Report.	
9.2	Governor Visit Reports: There were none.	
9.3	Pre-School: New staff have settled in and providing the extra support, however SLT continue to support as required.	
9.4	Training Matters: AP completed the introduction to governance.	
9.5	Kingfisher: The numbers remain steady.	
10.	Any other business	
	None.	
11.	Summary of impact and standards on progress	
	The GB agreed that this meeting had discussed at length the resignation of a long standing governor and the roles now required to be filled. The GB acknowledge the outcomes of the skills audit in that the equality and diversity of the board need to be addressed.	

**Meeting closed at 19:08**  
**FGB Action Point- None**

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