

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

**Full Governing Body (FGB) Meeting  
Tuesday 8<sup>th</sup> October 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		
Emily Bedford	EBed		

<b>Item</b>		<b>Action</b>
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Jade Strachan, Lisa Johnson, Jack Jesson, Peter Smith, Chris Snape, Nick Drury, Emily Broadhurst, Katie Humphrey, Heather Wood, Frank Newton,	
1.2	Apologies for absence: Jill Foster, Emily Bedford, Amy Pettitt and Andy Thomas.	
1.3	Absent: None.	
1.4	Declaration of interest: ND and EB live with someone who work in the school.	
1.5	Chair of Governors: Nominations had been received for Heather Wood to continue as Chair. <b>DECISION:</b> The GB voted for Heather Wood as Chair.	<b>DECISION</b>
1.6	Vice Chair of Governors: Nominations had been received for Peter Smith to continue as Vice Chair. <b>DECISION:</b> The GB voted for Peter Smith as Vice Chair	<b>DECISION</b>
2.	Minutes and action points from the meeting held on 2 <sup>nd</sup> July 2024	Teams
2.1	The minutes from the meeting held on the 2 <sup>nd</sup> July 2024 were agreed as a true and accurate record.	
2.2	Action points: <ul style="list-style-type: none"> <li>• AP1 - Risk Register - This was being updated by RJ. This had been reviewed by the committee's in depth. Suggested taking it back to F&amp;P to review if required following a review by HW and CS.</li> <li>• AP2 - The clerk has shared via resources for training and reminded governors of their statutory duty to attend training. CS raised that the school had joined the national college and the governors should access training there.</li> </ul>	

	<ul style="list-style-type: none"> <li>• AP3 – Governors were reminded to submit their biographies to CS for use in the newsletter.</li> <li>• AP4 - Committee summary of achievement has not been completed. This is to be rolled over as a continued action.</li> <li>• AP5 - Induction policy this is to be reviewed at the next meeting.</li> </ul>	
3.	Annual document review	
3.1	Code of Conduct: No updates to this policy. <b>DECISION:</b> This policy was agreed.	<b>DECISION</b>
3.2	Delegated Decision Planner: No changes were made to this document. <b>DECISION:</b> This policy was agreed.	<b>DECISION</b>
3.3	Pecuniary Interest Forms: Governors were reminded to complete these forms.	
3.4	Standing Orders: The amount of meetings held in a year was amended. <b>DECISION:</b> This document was agreed.	<b>DECISION</b>
3.5	Governors membership and constitution: The GB is currently holding 4 vacancies, 1 is for a parent with an election taking place. The GB were concerned at the high level of vacancies and there was a discussion regarding the skills required, mainly focused on the F&P committee. CS suggested that the recent parent governors could share their experience with the school community to drive interest. The GB agreed to wait for the outcome of the parent election and then address the vacancies and the decision to reduce in size at the next meeting.	
3.6	<b>ACTION:</b> Clerk to add governor vacancy/constitution to the next agenda.	<b>ACTION</b>
3.7	Committee terms of reference: These had been decided at the committees and brought to the GB for approval. JJ suggested Safeguarding will come under L&D so JJ will be added as a member of this committee. <b>DECISION:</b> The GB agreed the committee TORs. <b>ACTION:</b> The FP committee TORs will be agreed at the next meeting following their meeting on the 15 <sup>th</sup> . Safeguarding: Governors were reminded that ALL governors were required to attend safeguarding training annual and were signposted to training. <b>CHALLENGE:</b> JJ asked how staff compliance in safeguarding training is recorded, which CS explained how this is stored on the SCR.	<b>DECISION ACTION CHALLENGE</b>
4.	Head's Report <ul style="list-style-type: none"> <li>• SDP</li> <li>• Staff CPD Plan</li> </ul>	Teams
4.1	Heads Report on the One-Drive and CS ran through the headlines. Staff CPD: CS explained how staff were accessing the national college for CPD, as well as other free resources and upskilling amongst colleagues. CS requested a new SIP from the LA and CS is already benefitting from this change. <b>CHALLENGE:</b> FN	<b>CHALLENGE</b>

<p>4.2</p> <p>4.3</p>	<p>asked if the new SIP is supportive, which CS confirmed they were. The LA have recognised that CS was not getting the support required, so have given a budgetary discount which have resulted in a monthly visit, alongside with other subject visits. Staffing updates were shared and CS confirmed there had been an applicant to cover EB’s maternity.</p> <p>SDP and pupil outcomes: A detailed SDP was provided prior to the meeting as well as pupil outcomes. CS explained the focuses of the year and how these will be attained. A whole school attendance was provided and CS provided an update on pupils on reduced timetables. CS shared the enhanced curriculum activities planned across the school. LA visited to review My Concern and how the school was utilising it. They will review this in 6 month time for a more in-depth view. JJ offered to support with My Concern as a frequent user for work.</p> <p><b>CHALLENGE:</b> PS raised that it is staggering the number of logs, which CS stated that the focus is on the reporting being more precise with category logging to assist identifying trends.</p> <p>Premises: CS informed the GB of the recent damage to the hall ceiling. CS provided a history of the issue, known to the LA and how the situation will now be repaired and currently affecting the use of the hall. The loss adjuster is visiting, which will start the process of repairing. <b>CHALLENGE:</b> ND asked if the area of the hall is the only place with this issue, which CS explained how the LA have investigate the cause and no other structural issues were found. <b>CHALLENGE:</b> FN asked if the kitchen was affected, which CS confirmed it was not. CS explained the temporary fix suggested by the LA. Governors were concerned that the LA knew of this problem and that this had the potential to cause a serious incidence. <b>CHALLENGE:</b> HW sought reassurance in how confident CS was that this was the only area affected, CS explained the water had been tracked and no other areas identified, which the LA agreed with.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
<p>5.</p>	<p>Chair’s Report</p>	
<p>5.1</p>	<p>CS, PS, HW, EBed have met to discuss the start of the academic year. The mixed year groups were discussed and questions asked. HW was pleased to hear that CS has a new SIP and the new CPD has been formulated. Following the end of the previous year HW was reassured to hear that there had been a TA meeting that discussed the work of the year.</p>	
<p>6.</p>	<p>Risk Register and Impact Statement</p>	
<p>6.1</p>	<p>Risk Register: <b>ACTION:</b> This will be reviewed by CS and HW and the FP if required.</p>	<p><b>ACTION</b></p>
<p>6.2</p>	<p>Impact statement: <b>ACTION:</b> This was reviewed in depth in July, HW will check if the final comments have been added to it and bring back for approval.</p>	
<p>7.</p>	<p>Committee Reports</p>	
<p>7.1</p>	<p>PS: Pay policy and grievance policy was reviewed as well as the terms of reference. Staff wellbeing survey results were discussed. <b>CHALLENGE:</b> JJ asked if there were any major changes to the policy, which CS explained it was the removal of the performance related pay that was the major change.</p>	<p><b>CHALLENGE</b></p>

7.2	LD: The committee had received an update on the class structure and the curriculum. The visit schedules was discussed. TORS and policies were signed off. The visit schedule was drafted and the spreadsheet highlighted the proposed visits. CS highlighted that the OPAL council has a space for a governor to join. <b>ACTION:</b> Governors were asked to volunteer for these visits and get booked in as soon as possible.	<b>ACTION</b>
7.3	FP: Meeting has been rescheduled to the 15 <sup>th</sup> due to the LA finance programme resulting in no budget reports being accessible.	
8.	Policies	
8.1	Governor Visit and Governor Induction – These were to be reviewed by CS and HW. This will be rolled over to the next meeting.	<b>CHALLENGE DECISION</b>
8.2	Safeguarding: This was an LA policy and CS ran through the changes. HW highlighted that there is nominated governors and suggested including both AT and JJ. <b>CHALLENGE:</b> HW asked how the school monitors safeguarding for children at other provision, which CS explained the communication. <b>DECISION:</b> This policy was agreed.	
8.3	Responding to prejudicial events: It was discussed that the safeguarding governor will cover this named role. <b>DECISION:</b> This policy was agreed.	
9.	Standing items	
9.1	Safeguarding: This has been covered in policy updates and training requirements. A safeguarding visit will be booked in.	
9.2	Training: Training resources had been shared earlier in the meeting.	
9.3	Governor Visit Reports: The schedule was discussed earlier in the meeting.	
9.4	Pre-School: CS provided an update on the pre-school and how they have settled in. Gb were reassured that the pre-school was a less intense environment that previous years.	
9.5	Kingfisher: Continues to do well. Government announcement on breakfast club provisions could provide issues. The school are not volunteering to do a government pilot scheme for a breakfast club for all pupils until there is confirmation regarding the funding and implementation.	
9.6	Parent communication: There had been recent communication about the GB following the parent election. JJ has offered to do a piece to explain the role. Governor bios will be included in the newsletter after half term. CS explained how parent communication was being addressed across the school.	
9.7	School Events: Dates were provided on the heads report. Governors were invited to attend parents evening. PS	

	highlighted the lanyards coloured might need to be addressed to highlight governor presence at school events.	
10.	Any other business	
	None	
11.	Summary of impact and standards on progress	
11.1	The GB had reviewed and updated annual documents. The SDP and CPD plan were shared, and the GB were fully updated on the plans for the school and staff for the academic year demonstrating SLT were investing in and supporting the staff. the. The governor visit schedule was discussed and governors were asked to commit to visiting to drive focus of the GB and to monitor the progress and attainment across the school.	

**The meeting closed at 19:36**

**FGB Action Points**

<b>AP1</b>	All Governors were asked to complete a short biography and send this to CS.	All Govs	ASAP
<b>AP2</b>	The Committee chairs were asked to complete a summary of achievement of to be included in the newsletter.	Chairs	ASAP
<b>AP3</b>	Governor Visit and Governor Induction policies – These were to be reviewed by CS and HW. This will be rolled over to the next meeting.	Chair	Autumn 24
<b>AP4</b>	Clerk to add governor vacancies and constitution to the November agenda	Clerk	November 24
<b>AP5</b>	The FP committee TORs will be agreed at the next meeting following their meeting on the 15 <sup>th</sup>	Clerk	November 24
<b>AP6</b>	Risk Register: This will be reviewed by CS and HW and the FP if required.	CS/HW	November 24
<b>AP7</b>	Latest Impact statement document to be shared with the GB	HW	November 24
<b>AP8</b>	Governors were asked to volunteer for these visits and get booked in as soon as possible.	All Govs	ASAP

Signed:

H. Wood