

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

**Full Governing Body (FGB) Meeting at 6:15pm  
Thursday 12<sup>th</sup> October 2023  
Minutes**

<b>Membership of the Full Governing Body</b>			
Chris Snape	Head	Peter Smith	PS
Jane Ainscow	JA	Rob Jagger	RJ
Emily Broadhurst	EB	Jill Foster	JF
Frank Newton	FN	Heather Wood	HW
Jade Strachan	JS	Mark Farr	MF
Andy Thomas	AT	Nick Drury	ND
Lisa Johnson	LJ	Katie Humphrey	KH
		Craig Laurence	CL
		Emily Bedford	EBed (associate)

<b>Item</b>		<b>Action</b>
1.	Election of Chair and Vice Chair	
1.1	Nominations for Chair had been received for HW. <b>DECISION:</b> The GB voted for HW to be Chair.	<b>DECISION</b>
1.2	Nominations for Vice Chair had been received for JA, PS, RJ and JA and ND as Co-vice chair JA. JA and ND did not wish to take on the role, RJ was happy to not stand if PS wanted the role. PS was happy to take on the role, however, raised to the GB that someone would take off one of his other chair roles. AT volunteered to take on the Chair of PS committee role. <b>DECISION:</b> The GB voted for PS to take on the role of Vice Chair. The GB acknowledge that another governor would have to take on the role of Chair/Lead for the Pay review committee and the HTPM.	<b>DECISION</b>
2.	Welcome / Apologies / Declarations of Interest	
2.1	Governors Present: Chris Snape, Jane Ainscow, Emily Broadhurst, Jade Strachan, Andy Thomas, Lisa Johnson, Peter Smith, Rob Jagger, Jill Foster, Heather Wood, Nick Drury, Katie Humphrey and Craig Laurence.  Emily Bedford was also present as an Associate Governor.	
2.2	Apologies for absence: Frank Newton.	
2.3	Absent: Mark Farr.	
2.4	HW informed the GB that she has received the resignation of HC as a Governor. She will continue to attend F&P committee in her capacity as SBM. FN had also shared a letter of resignation from his role as Chair. The GB wished to formally thank both HC and FN for their time and dedication to their roles.	
2.5	Declaration of interest: EB, ND and RJ each live with another member of staff.	

3.	Minutes and action points from the meeting held on 14 <sup>th</sup> September	
3.1	The minutes from the meeting held on the 14 <sup>th</sup> September were agreed to be a true and accurate record. The clerk raised that the minutes had been amended following discussions raised at the PS committee and the minutes circulated and signed were the amended version.	
3.2	Of the Action points, two were on this agenda and one was outstanding. HW raised that she had seen a draft letter regarding the finance software. CS stated that some feedback from governors was required and then he would confirm when the letter had been sent.	
4.	Head's Report	
4.1	CS had created a new format for the Head's Report and saved it to Teams, for governor comments, prior to the meeting. CS shared some highlights of his report including that the PiXL assessment had been started and there had been changes to the subject leads. Persistence absence is close to the national average and CS reassured the GB that this will be a focus going forward. CS ran through the data that had been discussed at length at the L&D committee. The Insurance audit had been completed and there were no actions as an outcome. CS shared how the ground removed for the new play equipment in EYFS will be reused in the main playing field. CS shared that a 1 to 1 pre-school appointment has now been made, but that the other roles are being advertised. CS ran through the curriculum enhancement that has been completed across the school.	
4.2	CS asked for any questions on his report. <b>CHALLENGE:</b> HW asked why there was an increase in safeguarding reports in March, CS could not explain fully other than that there was just an increase in logs. <b>CHALLENGE:</b> HW asked if there were any concerns regarding whether a suitable candidate could be found for the pre-school role as the EYFS lead had raised there was a national shortage of pre-school workers. CS raised that the lack of engagement in the advert could be a result of it being placed over the summer. The pre-school have high standards and the team want to ensure a candidate is right for the team and the setting.	<b>CHALLENGE</b>  <b>CHALLENGE</b>
4.3	The GB thanked CS for his detailed report and commented how much they liked the new format, especially the comparison to the national figures where applicable. CS stated that he would complete this detailed format once a term and give a verbal update in the subsequent meeting. HW requested that an update on the recruitment of staff was provided at the next meeting.	
5.	Committee Reports	
5.1	Committee Minutes: The minutes from the meeting held on 21 <sup>st</sup> September (FP and LD) and 27 <sup>th</sup> September (PS) were shared with the GB prior to this meeting. Each Chair shared a brief update on what was discussed in these meetings. It was confirmed that dates had been set for the	

	<p>HTPM and that the LA had confirmed they are happy to HW to remain on this committee. AT will now join this committee. <b>CHALLENGE:</b> RJ asked for an update regarding the budgeting software, which CS confirmed SBM was being provided with more training but the school is still not able to submit any budget reports. RJ raised that the year 1 classes are currently full and CS advised the GB that he would be rejecting any year 1 pupils from admission and provided the rationale.</p>	<p><b>CHALLENGE</b></p>
<p>5.2</p>	<p>Terms of Reference: The committee terms of reference had been updated at each committee and shared with the GB prior to this meeting. <b>DECISION:</b> The GB agreed to the terms of reference for each of the three committees, which some further amendments being made to the L&amp;D.</p>	<p><b>DECISION</b></p>
<p>5.3</p>	<p>Visit Schedule: The visit schedule created by JA and CS was shared with the LD committee. JA ran through the plan, the rationale and asked for governor to volunteer for visits. <b>CHALLENGE:</b> EBed suggested that the Pixl data will be available by the summer 1 visits which would be beneficial. It was agreed there would be no ECT visits this year. The PP visit was included as one of the main visits so therefore did not need to be included in the termly plan of visits. The EY visit will remain an annual visit. CS raised that the OPAL committee require a governor to join, alongside a parent representative. The initial meeting will be held on the 7<sup>th</sup> November and governors were to show interest to CS in joining this committee. <b>CHALLENGE:</b> RJ asked what the school is not currently doing in regards to lunchtime provision that OPAL fulfils. CS explained what is covered in OPAL and the benefits and impact it can have on learning. <b>CHALLENGE:</b> HW raised that a website review was discussed as an action for governors. SBM and CS are going to be looking at the website and the information is presents. <b>ACTION:</b> JF to look at the website and bring some recommendations to the GB.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION</b></p>
<p>6.</p>	<p>Chair's Report</p>	
<p>6.1</p>	<p>HW provided a verbal report to the GB, which included the following:</p>	
<p>6.2</p>	<p>Many members of the GB had concerns regarding the timing of the discussion around succession planning and the fact that this conversation was held in previous meeting as part of the election. HW reassured the GB that she has spoken to CS about the process and has agreed that the timing can be altered to enable better succession planning discussions at an earlier stage. HW h suggested that the summer agenda will include an open discussion regarding roles for the following academic year. The GB were happy with this suggestion and agreed that it would ensure that the academic year gets off to an efficient and effective start. In addition, HW has located some guidance on succession planning for Governing Bodies and will read this in preparation future discussions. <a href="http://nga.org.uk">Finding your next chair (nga.org.uk)</a></p>	

<p>6.3</p> <p>6.4</p>	<p>HW had responded to FN letter of resignation on behalf of the GB. HW also met with the Head and Clerk to finalise this meeting agenda and plans going forward. HW informed the GB that she intends to be an informal visible presence around the school as Chair. EBed raised that the staff appreciate the governors being a visible presence around the school. HW was able to report that when she did pop into school she encountered the Police on a visit to the EYFS and was pleased to report how engaged and excited the pupils were.</p> <p>HW raised that she was happy for feedback regarding her reporting to the GB. The GB suggested that as it was a opportunity to embrace some changes the meeting time could be changed to 6pm for all meetings to ensure continuity. The GB agreed to this change. CS raised that the Governor Services offer a governor health check, which could be completed to highlight guidance on how to improve the effectiveness of the GB. RJ raised that as the GB have to be transparent it would be a good time to share the changes of the GB with the wider community. CS agreed and will include a governance update on the next newsletter.</p>	
<p>7.</p>	<p>Governor Membership</p>	
<p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>There was a lengthy discussion regarding the membership at the last meeting, however, due to changes to the GB it was raised as an agenda item once more.</p> <p>Co-opted Roles: It was agreed at the last meeting that at the end of HW term she will become a Co-opted Governor. ND will continue his term as parent governor and then a decision on whether to co-opt will be discussed. HW raised to the GB that skills need to be looked at before automatically co-opting governors. Following the resignation of HC a co-opted vacancy has been created. The GB agreed that this vacancy can be filled by EBed making her a co-opted governor and no longer an associate governor.</p> <p>The GB had a lengthy discussion regarding how governors inductions are completed and the support they are given. <b>CHALLENGE:</b> RJ raised a concern that there was a lack of governors nationally and that the GB should actively be searching for potential governors to fill the vacancies. The clerk informed the GB that the GB should be seen to be actively seeking governors as it was not good practice to hold vacancies. <b>CHALLENGE:</b> CL sought guidance on the process of electing governors, the clerk explained the procedures for different categories of governor. It was agreed that the school should advertise for co-opted governor roles as well as the vacant parent role at the end of HW term. The GB decided that a skills audit should be completed to identify who would be a good candidate for the vacant co-opted roles following good practice guidance. During this process the GB will identify any training gaps. <b>ACTION:</b> Clerk to make a folder for governors to locate</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION</b></p>

7.4	skills audit templates for reference to create their own version.  Local Authority Membership: HW explained the procedure for electing an LA governor to the GB. <b>DECISION:</b> The GB agreed that FN can continue at LA governor.	<b>DECISION</b>
8.	Policies	
8.1	Safeguarding: This policy had been updated by the LA following the recent updates made to the KCSIE document. <b>DECISION:</b> The GB agreed this policy.	<b>DECISION</b>
8.2	Publication scheme: The GB were informed that this policy sits alongside the freedom of information act. <b>DECISION:</b> The GB agreed this policy with the intention of reviewing it again once the website review has been completed.	<b>DECISION</b>
9.	Standing items	
9.1	Safeguarding: There was still no clear guidance on how often governors should complete safeguarding training however CS directed governors to online training resources. EBed informed the GB that all staff have completed their annual safeguarding training. ND and HW raised they had completed safeguarding training through their roles outside of this GB.	<b>CHALLENGE</b>
9.2	Governors visit Reports: JF informed the GB that she had a brief catch up with the SENDCo prior to their maternity leave. <b>CHALLENGE:</b> HW asked if there was a hand over to the current SENDCo, which CS confirmed there was a hand over period last term. HW informed the GB that she and KH completed an EY visit at the end of last term and the report will be brought to the next L&D committee.	
9.3	Pre-school: CS informed the GB that he is in the preliminary stages of discussing with the LA whether there is potential to expand the pre-school.	
9.4	Training matters: KH is booked on EY training. JA attended the termly briefing and shared an update to the GB on what this covered including checking whether the school has an asbestos policy, which it was confirmed there is one. JF has attended HTPM and HS training.	
9.5	Kingfisher club: Numbers are still rising and CS reassured the GB that he was confident that numbers would continue to increase due to the recent potential reception 2025 parents had already enquired about the club.	
10.	Any other business	
10.1	JA raised that there was a funding shortfall in the news and whether this impacted on the school. CS stated it was being investigating and will provide an update to the GB.	
11.	Summary of impact and standards on progress	
11.1	The GB agreed that this meeting had an impact on standards and progress by: <ul style="list-style-type: none"> <li>• Taking the opportunity to review the GB succession planning and strategic planning for the future.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Undertaking a skills audit to ensure the GB were robust and resilient in their planning for the longevity of the board.</li> <li>• Looked at the plan of governor visits and how these linked to the school development plan to ensure governor visits were impactful and meaningful.</li> </ul>	
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**The meeting closed at 19:50**

**FGB Action Points**

	<b>ACTION</b>	<b>Lead</b>	<b>Outcome</b>
AP1	5.3 JF to look at the website and bring some recommendations to the GB.	JF	Nov 23
AP2	7.3 Clerk to make a folder for governors to upload various skills audit templates.	Clerk	Completed