

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

**Full Governing Body (FGB) Meeting  
Thursday 13<sup>th</sup> October 2022  
Minutes**

<b>Membership of the Full Governing Body</b>			
Rhys Thrower	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	Richard Boughey	RB
Jade Strachan	JS	Mark Farr	MF
Duncan Woodall	DW	Nick Drury	ND
Andy Thomas	AT	Katie Humphrey	KH
Lisa Johnson	LJ		

<b>Item</b>		<b>Action</b>	<b>Lead</b>
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Frank Newton, Rhys Thrower, Lisa Johnson, Jade Strachan, Emily Broadhurst, Nick Drury, Katie Humphrey, Jane Ainscow, Peter Smith, Andy Thomas, Helen Cooper, Heather Wood, Rob Jagger.		
1.2	Governors' apologies were received from: Jill Foster, Richard Boughey and Mark Farr.		
1.3	Absent: Duncan Woodall.		
1.4	Declaration of interest: RJ and ND spouses work in the school.		
1.5	Welcomes were shared to Lisa Johnson. The GB were informed that LJ has filed the co-opted vacancy as a representative of the Support Staff in School. She will also join the F&P committee. Chris Snape was in attendance as an observer.		
2.	Minutes and action points from the meeting held on 15 <sup>th</sup> September 2022		
2.1	The minutes from the meeting held on the 15 <sup>th</sup> September 2022 were agreed and signed as an accurate and true record.		
2.2	There were two action points from these minutes and these had both been completed.		
2.3	The minutes from the meeting held on the 11 <sup>th</sup> October 2022 were agreed and signed as an accurate and true record.		
3.	Head's Report		
3.1	RT's report had been circulated prior to the meeting. There was an addition of a school information report which would		

3.2	<p>be a useful reference document for Ofsted. Governors were sent this via email and offered paper copies in the meeting. The GB were asked for any questions regarding the report.</p> <p><b>CHALLENGE:</b> AT asked why the surface water tank has taken so long to be emptied, which HC explains the reason behind the delays. HC raised that there was a lot of wood chips found in the pump system that was causing a problem and explained the purpose and function of the water tank.</p> <p><b>CHALLENGE:</b> JA sought clarity on what EHA stood for, which RT confirmed was Early Help Assessment.</p> <p>RT raised that it was pleasing to see that the school had been awarded the Arts Mark as the staff and children have worked hard on achieving this.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>	
4.	Chair's Report		
4.1	<p>The Chair's report had been circulated prior to the meeting and FN provided some verbal updates.</p> <p>4.2 Pre-Ofsted Ready LA Health Check: This was attended by FN, CS and RT and was run by Tina Hubbard. FN highlighted that there were no major issues arising but some minor items to be addressed. FN informed the GB that a written report will be sent from the LA and this will be discussed with the Steering Group who will use it to create a governor action plan.</p> <p>4.3 Deputy Head Appointment: FN attended school on the 6<sup>th</sup> October to shortlist candidates with RT and CS. FN was kept informed of the interview process and the decision that the panel had reached. FN chaired the Extra FGB meeting on the 12<sup>th</sup> to ratify the panel decision. FN has signed the appointment letter which has been posted and email to the candidate.</p> <p>There were no questions for the Chair regarding his report.</p>		
5.	Committees Terms of Reference		
5.1	<p>The committee have updated their Terms of Reference and brought these to the FGB for ratification. Minor amendments were made in regard to names and dates.</p> <p><b>DECISION:</b> The P&amp;S TORs were agreed.</p> <p><b>DECISION:</b> The L&amp;D TORs were agreed.</p> <p><b>DECISION:</b> The F&amp;P TORs were agreed.</p> <p>5.2 Standing Orders: FN these are out of date as highlighted by LA and they were happy to see they were on agenda.</p> <p><b>DECISION:</b> The Standing Orders were approved.</p> <p>5.3 Delegated Decision Planner: JA went through the planner and highlighted the suggested changes in red. The changes discussed were:</p> <ul style="list-style-type: none"> <li>• Draft Curriculum Policy being completed by</li> </ul>	<p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p> <p><b>DECISION</b></p>	

	<p>committee, which JA thought was inaccurate in that the committee review but do not create policies.</p> <p><b>CHALLENGE:</b> RJ asked why the committee was not involved in the drafting, which JA stated the committee was involved in checking the policy not creating a policy, which is the role of school staff.</p> <p><b>CHALLENGE:</b> ND raised whether to add review instead of draft, but JA highlighted that this was included further in the document so would repeat the statement. This item would be removed from committee delegation.</p> <ul style="list-style-type: none"> <li>• Publish pupil achievement – JA raised that this does not happen, and RT confirmed it that it would not be published but shared with staff. Therefore, this is removed from committee delegation.</li> <li>• Decided Discipline behaviour was decided to be Governor and Committee delegation as the FGB need to set the ethos of the school, but the committee need to be involved in regard to policy.</li> <li>• Reinstatement of excluded pupils no longer goes to committee therefore needs to be removed.</li> <li>• The committee get budget monitor reports 6 times a year not 3 which will be changed.</li> </ul> <p><b>DECISION:</b> Governors were happy with suggested amends made to the delegated decision planner.</p>	<b>CHALLENGE</b>	
6.	Committee Reports		
6.1	<p><b>Personnel and Salaries:</b> A request was made to remove a section of minutes and moved to the confidential minutes, which was agreed. The GB were reassured that the minutes had not been circulated further than the FGB and that the minutes should now remain confidential. PS was invited to provide an update from this meeting in which PS highlighted the agreement of 4 temporary TA’s to be appointed. The committee enjoyed a tour of the school. There were no questions for the committee chair regarding these minutes.</p>		
6.2	<p><b>Learning and Development:</b> JA shared an update of meeting including the Subject Lead who added to meeting. RT had shared some data and a brief overview of the curriculum being delivered in school. There were no questions for the committee chair regarding these minutes.</p>		
6.3	<p><b>Finance and Premises:</b> RJ shared an update of the meeting including the replacement to staff laptops, the flooding that took place over the summer, a review of the pay roll providers as well as the approval of the 4 temporary TA’s and the reasons why this these vacancies had not been filed prior to now. RT raised that he had found a solution regarding a query raised in the meeting regarding staffing a residential trip. To prevent Staff having to drive a sick child home and back to the trip again it was now included in the risk assessment that two</p>		

	members of staff are on standby to effectively replace those staff who are travelling. The GB were happy with this solution and pleased that it had been built into the risk assessment.		
7.	Recommended Governor Visit Schedule for 2022/2023		
7.1	These had been discussed between JA and RT, decided at L&D and now to the FGB for agreement. <b>DECISION:</b> The GB agreed the schedule of visits. <b>ACTION:</b> Clerk to circulate the visit schedule. <b>ACTION:</b> Governors to complete selections and inform JA.	<b>DECISION</b> <b>ACTION</b> <b>ACTION</b>	
7.2	FN informed the GB how governor visits would link to the governor action plan. RT raised that it was good practice that governors complete a visit report any time they attend school. <b>ACTION:</b> The Clerk will find a template for governors to complete that can be completed on general visits to school.	<b>ACTION</b>	
8.	Standing items		
8.1	Safeguarding: Most of the Governors have now completed safeguarding training. JA has checked the single central record.		
8.2	Governor Visit Reports: The Harringey report had already been shared and discussed at L&D and was now taken to the FGB for information. JA raised that the committee found that RT view of the curriculum was different to the report due to the feedback from other teachers. The depth of knowledge was clear but there was an impact on other subjects which needed to be investigated. <b>CHALLENGE:</b> RJ asked why there was a knock on effect on other subjects, which RT stated it was length of time to deliver the lessons and confirmed a wider review would be taking place to ensure all areas of the curriculum are being delivered. <b>CHALLENGE:</b> RJ raised that if we have the resources for subjects could these not be tailored to the school and not just using the Harringey resources, which RT confirmed it was being looked into as they were currently not getting value for money on the programme due to the lack of RE curriculum. <b>CHALLENGE:</b> HW raised a concern that when attending school to do specific visits she did not feel confident that the right questions were being asked and not finding wider evidence or challenge in the school. RT raised that it was worth asking, on a visit, what is not working and why, or if anything could be done differently.	<b>CHALLENGE</b>  <b>CHALLENGE</b>  <b>CHALLENGE</b>	
8.3	Pre-School: Numbers are still holding and parents are always requesting registration forms. RT reassured the GB that when he visits it is always a positive atmosphere. <b>CHALLENGE:</b> AT asked LJ if there was anything the Pre-School need, which LJ stated it was bikes and scooters, which RT and HC are currently looking into purchasing using the ringfenced pre-school funds.	<b>CHALLENGE</b>	
8.4	Feedback from Training: Governors were reminded to feedback to the GB when attending training. HW has		

	started the Taking The Chair course to help her in her role as Vice Chair. <b>CHALLENGE:</b> RJ raised that as an outcome of the recent Safeguarding training he felt there was issues highlighted that the GB were not currently compliant with. RT raised that the safeguarding audit should highlight if there was an issues. <b>CHALLENGE:</b> JA raise that the training put a greater emphasis on the governors, especially as safeguarding training was not statutory previously. <b>ACTION:</b> FN will follow up on outstanding issues raised in the safeguarding training.	<b>CHALLENGE</b>	
8.5	Parent Forum: FN raised that the Vice Chair and Chair will meet to discuss how better linked the parents and the GB are.	<b>CHALLENGE</b>	
8.6	Kingfisher Club: Full report to be sent to the F&P for next meeting.	<b>ACTION</b>	
9.	Any other business		
9.1	PS raised that members of the School Council from KS1 who were involved in the Deputy Head interviews raised that they had few scooters and bikes and PS requested that this was looked into.		
10.	Summary of impact and standards on progress		
10.1	The GB agreed that to further drive standards and progress it had: <ul style="list-style-type: none"> <li>• Agreed a governor visit schedule for the year and decided on how best to reflectively challenge and validate information.</li> <li>• As a direct outcome of the recent safeguarding training taken by the whole GB it highlighted some areas of development for the GB which will be included in the governor action plan.</li> </ul>		

The meeting closed at 19:14

#### FGB Action Points

	Action	Lead	Outcome
AP1	7.1 Clerk to recirculate the visit schedule for governors to select visits and inform JA	All Governors	Oct 22
AP2	7.2 Clerk to find a governor visit template form.	Clerk	Completed
AP3	8.4 FN will follow up on outstanding issues raised in the safeguarding training.	FN	Nov 22