

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

**Full Governing Body (FGB) Meeting
Thursday 14th March 2024 at 6pm
Minutes**

Meeting to be held in TOUCAN CLASSROOM

Membership of the Full Governing Body			
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	Nick Drury	ND
Lisa Johnson	LJ	Katie Humphrey	KH
Amy Pettitt	AP	Craig Laurence	CL
Emily Bedford	EBed		

Item		ACTION
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Nick Drury, Lisa Johnson, Craig Laurence, Amy Pettitt, Heather Wood, Peter Smith, Chris Snape, Andy Thomas, Frank Newton.	
1.2	Apologies were received from: Katie Humphrey, Jade Strachan, Emily Broadhurst, Emily Bedford, Jill Foster.	
1.3	Absent: Rob Jagger,	
1.4	Declarations of interest: ND spouse works at the school.	
2.	Minutes and action points from the meeting held on 8 th February 2024	
2.1	The minutes from the meeting held on the 8 th February 2024 were agreed as a true and accurate record. Thanks were shared to PS for chairing the last meeting. There were no action points	
3.	Head's Report	
3.1	CS shared a verbal update on all the curriculum and sporting events that have taken place so far this half term. A PIXAL link partner has visited, and the governors have completed a visit looking at PXAL. A French teacher has resigned but the role has not been filled, it has just involved amendments being made to the current PPA timetable. CS shared the current census data and attendance figures. A new government drive is being focused on attendance which Ebed is working on. The term dates for 2024/25 were shared to the GB, with CS explaining that the inset days had been schedule following some feedback from the parents. There were no questions for the Head regarding his report.	
4.	Chair's Report	
4.1	Thanks were shared to those governors who have taken on extra responsibilities following the recent resignations of governors. Thanks were shared to MF for his time on the GB.	
4.2	HW shared that each committee chair was asked to discuss the structures of their meeting with members and fed back how each	

4.3	committee have decided how the meeting formats will run going forward.	
4.4	HW shared when she has attended school including a PIXAL monitoring visit and then to see interventions being conducted in school. HW shared that there has been a number of pupil exclusions, which HW reassured the GB that outside agencies were involved in these cases. There were no questions for the chair regarding her report.	
5.	Outcome of effectiveness review	
5.1	The review had been shared on Teams and the main highlight was that low scores were highlighted in regards to governor confidence and around developing school strategies. CS has been in contract with Tina Hubbard from Governors services who has offered conversations in how to support the GB. HW acknowledged that there is a concern around the capacity of governors in regards to being able to cover items. CHALLENGE: FN raised that the GB had been criticised for being too large, but taking into account the visits and roles he felt it was a suitable size. CS reassured the GB that we do not have to take on board everything suggested from the governor services team. There was a discussion around the current vacancies and how these should be addressed.	CHALLENGE
5.2	HW raised that risk register still had gaps, which were around cyber security which RJ is looking at. The risk document will be brought back to the GB once RJ has made his recommendations and a test of the vulnerability of the school site is test. ACTION: vulnerability of the cyber security in the school to be located and addressed. ACTION: The risk register is to be updated by RJ and recirculated to the GB.	ACTON ACTON
6.	Discussion around governor report to parents	
6.1	The GB discussed how the governors could be included on the newsletter and how this could drive engagement and new candidates for membership. AT raised a concern that the governors were not a visual presence amongst parents and this needs to be addressed, especially considering the need to diversify the board. It was decided that the GB should contribute to the newsletter regularly with HW drafting an introduction to be included in the next newsletter. It was suggested that the GB need to make the parents aware of the role and how governors play a strategic role in pupils education. Contributing to the newsletter will become a standing item for the FGB agenda so each contribution can be planned. It was also suggested that governors attend school events to highlight their role. CL also raised that the governor page on the website needs an update as the biographies included were outdated. This will be addressed when the website is audited and the provider reviewed. CHALLENGE: AP asked how parent feedback is given to the GB, which HW explained historically there was a link with the parent forum, however, this initiative ran its course. It was suggested that the role of the governors and what could be brought to the Chair attention will be covered in the newsletter. CHALLENGE: AP asked if there was parent questionnaire which would provide feedback to the GB, which CS confirmed there was a parent form which is circulated throughout the year.	CHALLENGE CHALLENGE

7.	Committee Reports	
7.1	Personnel and Salaries: AT discussed the format of the meetings going forward. The meeting covered how changes in laws were affecting school policies. The contract with Judicium had been terminated. AT met with CS to review the staff survey and explained the outcomes of this meeting.	
7.2	Learning and development: HW gave an update on this committee on behalf of KH. HW shared what was highlighted as an outcome of the PIXAL visit and how identified gaps matched current national trends and that support was being sought. PS highlighted the creative and imaginative work presented by SEND pupils.	
7.3	Finance and premises: The OPAL based potential ground work was discussed. The budget was reviewed and the initial budget figures were discussed. CHALLENGE: FN asked for an update on the potential growth on the pre-school, which CS shared the options currently available. LJ shared the grant applications made to Morrisons to provide OPAL resources and that FOTS was currently in the Tesco Blue Token Fund.	CHALLENGE
8.	Standing items	
8.1	Safeguarding: AT is scheduled to visit school to review the SCR. There still needs to be a permanent solution to the safeguarding link role and a reserve governor is required.	
8.2	Governor Visit reports: The following governor visits are scheduled in: SeeSaw, PP, Pre-School and OPAL.	
8.3	Pre-School: It is at capacity and staff are doing well. CHALLENGE: AT asked for a rough timeframe for the potential expansion, which CS wasn't sure. CHALLENGE: CL asked if there was a fixed charge for the fee, which CS stated that most of the income comes from the funded hours with the contribution from parents predicted to drop following recent changes to child benefit. CHALLENGE: HW asked where governors can look at the pre-school accounts, which CS stated that it sits in the budget reports, but is ringfenced. HW raised that it was worth checking the paperwork for who is currently a signatory. Any profit made by the pre-school will be used for the potential expansion or for resources in the pre-school.	CHALLENGE CHALLENGE CHALLENGE
8.4	Training Matters: KH has spoken to CS regarding some training on the curriculum. HW attended a course, for another board, which was focused around asking effective governor questions, which she will circulate the recording to the GB.	
8.5	Kingfisher: Numbers are steady with averages of 26 in afternoon, 21 in morning. CHALLENGE: HW asked if the club was no longer facing any financial pressures, which CS confirmed it was breaking even. The GB were pleased to hear this considering the deficit it incurred during Covid. It was suggested that the club was highlighted on the newsletter to help drive numbers. CHALLENGE: ND asked if the staffing is amended as per the numbers attended to ensure there are no extra costs, which CS confirmed that staffing was worked out by ratios.	CHALLENGE CHALLENGE
9.	Any other business	

9.1	Governance Handbook was shared to the GB to follow the link to read and update their knowledge.	
9.2	Governors were asked to consider their availability on other evenings due to the potential work conflict of the clerk.	
10.	Summary of impact and standards on progress	
10.1	The GB agreed that this meeting had: <ul style="list-style-type: none"> Noted the importance of understanding the potential risk of cyber security breaches and have taken steps to review the vulnerability of the school and how to mitigate this risk considered how to improve governor visibility and presence amongst the parent population of the school in order to encourage potential governor candidates. 	

The meeting closed 19:25

FGB Action Points

AP1	5.2 vulnerability of the cyber security in the school to be located and addressed.	Head	May 24
AP2	5.2 The risk register is to be updated by RJ and recirculated to the GB.	RJ	May 24