

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

**Full Governing Body (FGB) Meeting at 6:15pm
Thursday 14th September 2023
Minutes**

| Membership of the Full Governing Body | | | |
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| Chris Snape | 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 | Mark Farr | MF |
| Jade Strachan | JS | Nick Drury | ND |
| Duncan Woodall | DW | Katie Humphrey | KH |
| Andy Thomas | AT | Craig Laurence | CL |
| Lisa Johnson | LJ | Emily Bedford | EBed (associate) |

| Item | | Action |
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| 1. | Election of Chair and Vice Chair | |
| 1.1 | Nominations for Chair has been received for HW, PS and FN. Nominations for Vice Chair had been received for HW. | |
| 1.2 | The nominated candidates were asked to leave the room whilst the remaining governors discussed the nominations. DECISION: The GB voted unanimously to vote in HW as Chair and FN for Vice Chair. The candidates returned to the room, however, HW and FN turned down their roles. The GB were asked again for a nomination for Chair, in which FN was nominated. DECISION: The GB voted that FN was to continue as Chair and HW as Vice Chair. | DECISION DECISION |
| 2. | Welcome / Apologies / Declarations of Interest | |
| 2.1 | Governors present: Chris Snape, Frank Newton, Nick Drury, Emily Broadhurst, Peter Smith, Craig Laurence, Lisa Johnson, Emily Bedford, Jade Strachan, Heather Wood, Rob Jagger, Jane Ainscow, | |
| 2.2 | Apologies for absence: Andy Thomas, Jill Foster, Katie Humphrey, | |
| 2.3 | Absent: Mark Farr. | |
| 2.4 | Declaration of interest: ND spouse and RJ spouse work in the school. | |
| 3. | Minutes and action points from the meeting held on 6 th July 2023 | |
| 3.1 | The minutes from the meeting held on the 6 th July 2023 were agreed as an accurate and true record. | |
| 3.2 | There were two action points, which are still ongoing. | |
| 4. | Annual Statutory Document | |
| 4.1 | Code of conduct: There were no changes. DECISION: The GB agreed this policy. | DECISION |
| 4.2 | Delegated Decision Planner: One change was suggested regarding governor visit reports. DECISION: The GB agreed this document. | DECISION |

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| 4.3 | The GB completed their pecuniary forms and returned them to the clerk. | |
| 4.4 | Standing Orders: This was on a two yearly review so was not due for review. | |
| 5. | Governor Roles and Memberships | |
| 5.1 | Special Responsibilities: JA will become prejudicial related incidence governor as this is in the remit of safeguarding. A reserve is require for PP. | |
| 5.2 | Governor visits: JA meeting with CS next week to create the visit schedule and get this circulated to the next FGB meeting. | |
| 5.3 | Committee membership: JS and LD will join L&D. EB and EBed will join F&P. | |
| 5.4 | Governor Membership: A discussion was had regarding co-opting ND and HW. DW has resigned from the GB. | |
| 5.5 | Associate Membership Review: EBed discussed her current role and whether there was space to become a permanent Governor. The Clerk advised that this would need to be decided in line with the constitution. ACTION: Clerk to locate the constitution and a discussion is to be had at the next FGB meeting regarding Governor membership. | ACTION |
| 5.6 | Safeguarding training: CS will investigate whether this is required, but raised that Judicium and other resources have online training sessions. ACTION: Clerk to add safeguarding requirements to the next FGB meeting. | ACTION |
| 6. | Head's Report | |
| 6.1 | CS gave the GB a verbal report which gave a breakdown of what each year group has covered so far and the main area of focus for this term. CS informed the GB that PiXL, the new assessment system, lead by EB, is being implemented. OPAL, outdoor learning, is being introduced and lead by the PE lead. CS reassured the GB that the staff and pupils had settled back in well. | |
| 6.2 | There were no questions for the Head regarding his report. CS informed the GB that he is changing the format of the Head's report going forward and the GB were happy with his suggested changes. | |
| 7. | Governor LA Complaint Discussion regarding Finance software changes | |
| 7.1 | SBM raised that she still does not have a reliable budget software. This is negatively impacting on her ability to do her job and provide budget information to SLT or the GB. SBM is refusing to submit finance reports to the LA until the software issues are resolves. GB were disappointed to hear that the Director Of Education has had a dismissive response to Head's concerns regarding the inability to access budget software. | |

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| 7.2 | The Head raised that there had been insufficient support from the LA regarding the situation and a lack of training. The GB were reassured that other schools in the county were in the same situation. SBM reassured the GB that the finances were still functioning, such as pay role, however, it was the reporting on the finances that were affected. CS informed the GB of the extra work that SBM had put in to ensure the school finances were still operating. | DECISION ACTION |
| 7.3 | FN suggested that RJ and FN write to Martin Wade and Jonathon Lewis expressing the major concern of the pressures and difficulty the SBM was under and the negative impact the software change has had. CS confirmed that he knew of one other governor body who had put a complaint in. DECISION AND ACTION: The GB agreed that FN and RJ to create a letter of complaint and send it on behalf of the GB. SBM expressed her thanks to the GB for the support. | |
| 8. | Chair's Report | |
| 8.1 | The Chair shared a brief report including of times he attended school at the end of last term and the beginning of this. | |
| 9. | Standing items | |
| 9.1 | Safeguarding: The KCSIE was shared to the GB, alongside Safer Working Practice. HW raised that there were a lot of photos shared on social media at the end of term and CS responded that he would add it to the relevant newsletter to remind parents not share photos on social media. CL suggested that parents could be reminded to update their permission, which CS confirmed this was updated annually and there will be a new MIS system, which means parents can update permission regularly. | |
| 9.2 | Governor Visit Reports: None | |
| 9.3 | Pre-School: An update was covered in the Heads report. | |
| 9.4 | Training Matters: Governors were reminded where they can access training. | |
| 9.5 | Kingfisher: Governors were pleased to hear that the number of pupils attending was increasing. | |
| 10. | Any other business | |
| 10.1 | There has been some amendments made to the diary, which has been circulated to all governors. | |
| 10.2 | RJ raised a health and safety concern with parents walking across the car park. CS will address this in the newsletter and alter where SLT stand in the morning to address an incidences. | |
| 10.3 | LJ informed the GB that she had been voted in as Chair of FOTS and that there will be an update on FOTS events. SBM informed the GB that the FOTS team have raised enough funds to cover the cost of the new play equipment in EYFS. | |
| 11. | Summary of impact and standards on progress | |
| 11. | The GB agreed that this meeting had an impact on standards and progress by: <ul style="list-style-type: none"> • Having a robust succession plan for chair and the GB roles. • The decision to write a letter of extreme disappointment at the | |

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| | continuing issues around the finance software. | |
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The meeting closed at 19:41

FGB Action Points

| | ACTION | Lead | Outcome |
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| AP1 | 4.3 The governing body impact statement will be reviewed in November. | Clerk | November 2023 |
| AP2 | 5.3 Governors to review contingency for admin staff following SLT. | Governors | 2023-2024 |
| AP3 | 5.5 Membership to discussed once clerk has the constitution. | Clerk | Oct 2023 |
| AP4 | 5.6 Clerk to add safeguarding requirements to the next FGB meeting. | Clerk | Oct 2023 |