

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

**Full Governing Body (FGB) Meeting
Thursday 15th September 2022 at 6:15pm
Minutes**

Membership of the Full Governing Body			
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
Duncan Woodall	DW	Andrew Thomas	AT
Katie Humphrey	KH	Mark Farr	MF
Nicholas Drury	ND	Jade Strachan	JS

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Rhys Thrower, Jane Ainscow, Emily Broadhurst, Frank Newton, Duncan Woodall, Katie Humphrey, Nick Drury, Peter Smith, Rob Jagger, Jill Foster, Heather Wood, Richard Boughey, Andy Thomas and Jade Strachan.		
1.2	Apologies: Apologies were received from Helen Cooper and Mark Farr.		
1.3	Jenn Dover was present acting as clerk. Chris Snape was also present.		
1.4	Frank Newton acted as Chair.		
1.5	Declaration of interest: ND and RJ spouses work at the school.		
2.	Minutes and action points from the meeting held on 30th June 2022		
2.1	The minutes from the meeting held on the 30 th June were agreed as a true and accurate record.		
2.2	There were no action points.		
3.	Governor Body Membership and Roles:		
3.1	Election of Chair and Vice Chair: Nominations had been received prior to the meeting. FN had received a nomination and was happy to continue as Chair. DECISION: The GB voted for FN to continue as chair. Nominations has been received for JA, HW and RJ for vice chair. JA did not wish to stand for Vice Chair instead JA wished to continue as Chair of L&D committee. RJ was happy to hand the role over to HW, which HW agreed.	DECISION	

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	responsibility to attend this training. RT raised that OFSTED will wish to see evidence of this training and mentioned that schools can fail OFSTED if there is a problem with any aspect of safeguarding. FN and RT has discussed training requirements and FN asked those who had attended Safer Recruitment training to send their certification to the clerk for recording on the single central record. CHALLENGE: HW asked if non school based safer recruitment would be acceptable, to which JF stated that the Safer Recruitment is education targeted so needs to be completed. RT had discussed Head Performance Management training and FN reassured the GB that it was compliant. The clerk reminded the GB that they should have received a log into the Governor Hub, in which they should use to book their training from the LA.	CHALLENGE	
5.	Head's Report		
5.1	Due to the close proximity to the start of term the Head gave the GB a verbal update regarding the start of the term.	CHALLENGE	
5.2	RT shared his thanks for the welcome he had received at school and confirmed that there had been a positive start to the term. RT informed the GB of what had been completed during the Inset day, which included looking at writing and progress documents. A staff meeting had been spent preparing for OFSTED and RT is investigating the option of getting an OFSTED inspector into school to complete a mock inspection. CHALLENGE: RJ asked if the inspector would be taking a more abrasive approach to the inspection regime, which RT confirmed they would, but it would be a constructive experience. RT confirmed that new children have settled in well. The school acknowledge the death of Queen Elizabeth in the school assembly and that the school would be closed for the funeral as per DfE guidance. There has been an unexpected staff absence, however, a replacement has been sought and is providing consistency.		
5.3	RT has shared that he has been asking questions regarding working practices of the school and will be going through these in more depths with relevant committees, however, RT shared there were four main areas of focus. These were: <ul style="list-style-type: none"> • Pay structure and performance management • Assessments • Haringey curriculum – a review to ensure value for money and workload. • Technology for staff. 		
5.4	RT had met with the LA advisor. A safeguarding meeting has taken place. RT has made some changes to employee expectation in regard to wellbeing. The school has achieved the Gold Artsmark award. Communication between the school and parents is currently being		
		CHALLENGE	

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5.5	<p>reviewed. CHALLENGE: RJ raised that communication has been an issue raised by parents before, which HW confirmed it was mentioned in the parents forum back in 2019 so was happy to see it being reviewed.</p> <p>Head informed governors that we were taking a more focussed approach to what was being sent out to parents, with the main school mail being sent out on a Tuesday. RT raised that he is reviewing the structure of the school with regards to TA's, especially with the perceived workload the Haringey curriculum is putting on staff. RT has already made changes to the staff meetings to ensure they are more streamlined and beneficial. EB raised that there is a good atmosphere in the school currently and that the staff feel that it is nice to have fresh eyes on the school working practice. CHALLENGE: RJ raised a concern regarding the review of the Haringey curriculum and how this work is perceived by staff. JF raised that she had completed a visit regarding a review of this, which will be shared with L&D , but RT suggested it would be worth reviewing how staff feel about the curriculum this term.</p> <p>FN shared to the GB that he has been in regular communication with RT since the start of term and shared his thanks for the work he has done so far.</p>	CHALLENGE	
6.	Chair's Report		
6.1 6.2	<p>FN shared his report prior to the meeting and ran through it in the meeting. FN wanted to highlight that the Chair had received an official school complaint and that it had been investigated. The GB were not informed of the nature of the complaint as the next stage would be a governor panel if the parent wished to appeal the Chair's response.</p> <p>FN shared an update regarding the post of Deputy Headteacher. Interim candidates had been selected by the LA, but upon viewing the school rejected the appointment. FN, RT and CS have discussed and recommended to the GB that instead of waiting for an interim Deputy that the school would advertise the permanent post. CHALLENGE: RJ asked what type of post the Deputy would be advertised at, which RT stated it would be a full time non-teaching role with a safeguarding lead responsibility. CHALLENGE: HW raised concern that without an interim Deputy the SLT is lacking stability and experience and supported the decision to appoint a permanent post. CHALLENGE: ND asked if the pool of candidates would be different to those of the interim posting, which RT stated it would be different as the interim was LA selected. CHALLENGE: JF sought a back up plan if the post could not be filled by a permanent posting, which RT stated it would be reviewing the advert but he would keep the GB informed. DECISION: The GB agreed for an advert to be placed for a permanent Deputy Headteacher.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p>	

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7.	Policy Review		
7.1	Safeguarding: This policy was an update from the LA with highlighted changes. DECISION: The GB agreed this policy with the recommended changes.	DECISION	
7.2	Responding to prejudice related incidents: This was a new policy from the LA. DW nominated himself to be named governor on this policy. DECISION: The GB agreed this policy.	DECISION	
8.	Standing items		
8.1	Safeguarding Review: JA confirmed that the safeguarding review was completed at the end of the year. JA and RT are scheduling a meeting for this term.		
8.2	Governors visit Reports: JF has a visit report to take to L&D. DW confirmed he has not completed a writing visit and that should be completed this year.		
8.3	Pre-school: Pre-School have settled in. A fire evacuation had been completed following an accidental alarm activation. RT found that despite all the pupils and staff calmly evacuated there were some aspects of the procedure that were only known to select staff and therefore, the amount of procedures with regards to premises and students that are held by a limited number of staff would be reviewed. CHALLENGE: AT raised that recent H&S walk around should identify issues such as being aware of what staff hold the knowledge the premises systems and protocols. JF raised that following the death of the caretaker in 2019 it had been requested by the GB that information regarding procedures should be shared with wider staff, but it appears this has not happened.	CHALLENGE	
8.4	Feedback from training: Training had already been discussed earlier in the agenda.		
8.5	Kingfisher club: Kingfisher numbers were still low and the GB were made aware of how the cost of living crisis would affect parents choice to use the club. CHALLENGE: ND asked if the school is obligated to offer this service, which FN said no but that it was a good selling point of the school. RJ confirmed that F&P will be looking at the finance surrounding Kingfisher Club.	CHALLENGE	
9.	Any other business		
	None.		
10.	Summary of impact and standards on progress		
10.1	The GB agreed that to improve standards across the school it has: <ul style="list-style-type: none"> Discussed the important of having a non teaching staff representation on the GB and have actioned the Head to seek an appointment. This will ensure the whole school community is represented at GB 		

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	<p>meetings and prevent any bias or prejudice against non teaching staff.</p> <ul style="list-style-type: none"> • Discussed the risk of the current SLT structure with regards to lacking experience and agreed to appoint a permanent Deputy Headteacher. • That the Head has already identified developments to be made to the school to ensure a positive impact is made on the school community. 		
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The meeting closed at 19:43

FGB Action Points

	Action	Lead	Outcome
AP1	3.4 RT to email support staff to fill a co-opted governor vacancy.	RT	Oct 2022
AP2	4.2 JA to send highlight changes to the clerk, who will bring back a revised version to the next meeting.	JA/Clerk	Oct 2022

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