

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

**Full Governing Body (FGB) Meeting at 6:15pm
Thursday 18th May 2023
Minutes**

Membership of the Full Governing Body			
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	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Chris Snape, Frank Newton, Emily Broadhurst, Emily Bedford, Lisa Johnson, Nick Drury, Rob Jagger, Peter Smith, Helen Cooper, Jill Foster, Katie Humphrey, Jade Strachan, Andy Thomas, Mark Farr and Heather Wood.		
1.2	Apologies for absence: Craig Laurence and Jane Ainscow.		
1.3	Absent: Duncan Woodall.		
1.4	Declaration of interest: RJ and ND spouses work in school.		
2.	Minutes and action points from the meeting held on 23 rd March 2023		
2.1	The minutes from the meeting held on the 23 rd March 2023 were agreed as an accurate and true record.		
2.2	There were three action points, all of which were completed.		
3.	Head's Report		
3.1	This had been circulated prior to the meeting and CS highlighted some information from the report in the meeting. CS confirmed that the LA have been informed that the school will not be completing the tree survey. CS confirmed the staff member covering the maternity leave of the Assistant Head/Senco. CS shared an update regarding the Pixl provision that will be purchased for the next academic year. CS provided some further information regarding the exclusion that had occurred through an external provision. There were no questions for the Head regarding his report and update.		

4.	Chair's Report		
4.1	This was circulated prior to the meeting and FN ran through the highlights of this report. FN highlighted the hard work that went into the year 3 and 4 productions that some governors attended. FN explained the circumstances surround the Steering Group being called to meet, which will be discussed further in agenda item 6. There were no questions for the Chair regarding his report.		
5.	Committees Reports		
5.1	Personnel and Salaries: These were circulated prior to the meeting. PS highlighted that the SATs test have impacted the entire school staffing levels. The maternity cover for the Assistant Head/SendCo was discussed in detail. There were no questions for PS regarding the minutes.		
5.2	Learning and Development: These were circulated prior to the meeting. PS highlighted the discussions surrounding the proposed assessment package. CS provided an update regarding the assessment tool. There were no questions for PS regarding the minutes. HW raised that, she asked in the meeting regarding the transition into Secondary and shared the follow up on this point. EB shared what had been included in the recent Secondary transition visit. CHALLENGE: KH asked if the pupils were aware of the recent media coverage surrounding the local secondary school, which EB confirmed they were and these had been discussed. CHALLENGE: MF asked if it was worth considering taking the transition information and discussions down to year 5 as they will be aware of the media coverage. CS responded that they will look into whether transition discussion needs to happen earlier in the year. EB confirmed that there is more work being done on transition this year, more than every other year. The Governors were pleased to hear the support being given to the transition of the year 6. CHALLENGE: AT asked that with attendance being benchmarked against national, whether this is a good benchmark. CS responded that school attendance is above national attendance and that it is a good benchmark. CS reassured the governors that despite being above the national there is still room to improve the school attendance figures. CHALLENGE: AT asked for a year group breakdown of attendance, which CS will provide. ACTION: CS to provide further breakdown of the school attendance data.	CHALLENGE CHALLENGE CHALLENGE CHALLENGE ACTION	
5.3	Finance and Premises: These were circulated prior to the meeting. RJ ran through some highlights of the work completed on the premises. The budgeting tool was terminated by the LA and HC is still waiting to attend training on the new system at the end of the month. RJ raised that the committee were unable to ratify the budget and RJ explained the reasons behind this decision and how this resulted in the steering group meeting being called. RJ explained the figures surrounding the discussions had at the steering group. The steering group decided not to replace the teacher retiring at the end of the academic		

	<p>year and have a 20 class structure instead of 21 next academic year. FN asked the governors to agree that the steering group are mandated to regularly look at the budget. HW explained how the decision to not reduce the quantity of classes will affect pupils by increasing class sizes. HW reassured the governors that historically there has been a varying amount of classes due to the intake of pupils. FN reassured the governors that the steering group will try other solutions prior to mixing year groups. The recommendation that the steering group is delegated to look at the budget and return to the FGB with recommendations but not to make a decision without consulting the FGB. DECISION: The committee were happy to mandate the steering group to make review the budgets and recommendation brought to the s for the GB. It was proposed by JF, seconded by RJ and all governors voted in favour. ACTION: The Head to approach the Chair of Governors when circumstances require a meeting of the steering group. CHALLENGE: ND asked how far HC/CS were to predict the budget, which CS raised they could predict a few years in advance but there were too many variables. HC shared her view on the budget and the decision to make it risk adverse. HW wish to note the steering groups thanks to HC for her work producing budgeting report and reassuring the governors with the most accurate figures. CHALLENGE: AT asked if the CCTV policy should be taken to P&S due to GDPR, which CS stated that the new policy had come as a result of the recent audit, but agreed it could be taken to the next P&S committee for review. ACTION: This policy to go on the next personnel agenda.</p>	<p>DECISION</p> <p>ACTION</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION</p>	
6.	Budget pressures 2024/2025 onwards		
	Discussed in 5.3 under the Finance and Premises Committee meeting minutes.		
7.	Policies		
7.1	<p>Tackling Extremism and radicalisation: This policy repeated a lot of information in other policies so CS sought advice from the LA. It was confirmed that a lot of the information in the policy was covered by the Safeguarding and Prevent, therefore, CS proposed this policy was archived. DECISION: The governors were happy to archive this policy.</p>	<p>DECISION</p>	
8.	Standing items:		
8.1	Safeguarding: The team are working hard and making progress on ongoing cases. CS reassured the governors that the team are pushing for what is best for children.		
8.2	<p>Governors visit Reports: Three reports were circulated to governors long with the agenda. PS shared the highlights of the phonics visit and shared the evidence of hard work of the subject lead. There were no questions regarding the phonics visit report. HW shared the highlights of the Early Years visit including how the SLT are ensuring the EYFS team are being included in the school and the evident of motor skills developing. There were no questions for HW regarding her visit report. PS shared the highlights of his KS2 SATs visit report including the staff input to support</p>		

	pupils. The school were audited on the Friday, which CS confirmed went well. JF shared the evidence of resilience and hard work of the pupils and staff throughout the week. Thanks were shared to EB for her hard work on the SATs to ensure pupils are prepared and supported throughout the process. Thanks were shared to all staff and participating governors for their work on this.		
8.3	Pre-school: Numbers are still high and there are high numbers of enquiries for next academic year. CS shared an update on the Toddler Group that has been set up by the EYFS lead and the Families worker for Thorndown families. This is being well attended and positive feedback has been received. CS highlighted the work pre-school have been doing on communication.		
8.4	Training matters: HC highlighted that there are some training courses available on The School Bus, which all governors are subscribed too.		
8.5	Kingfisher club: Breakfast club number are increasing. CHALLENGE: AT asked if the breakfast club include breakfast, which HC confirmed, so AT raised that the attendance could be due to the cost of living crisis and that this was worth considering. Governors were happy to hear that numbers of pupils attending are increasing.		
9.	Any other business		
9.1	FN shared that EB will be presented to the next FGB meeting regarding the ITE programme. FN also suggested other staff could attend and present, which will be discussed with Head and fed back to the FGB.		
9.2	RJ raised that the budget still requires ratification. HC explained the situation regarding the budget formulation once the new software is in place. HC confirmed there is no date for submission. Training finish in July so HC informed the governors that budget reports and notes will not be available to governors until October. HW noted the governors disappointment that the LA have put the governors in this situation.		
10.	Summary of impact and standards on progress		
10.1	The governors agreed that this meeting has impacted on standards and driven progress by: <ul style="list-style-type: none"> The governors have considered various reports regarding the current budget setting and potential budgeting solutions and have taken steps to mitigate the potential for financial risk. 		

The meeting closed at 19:20

	ACTION	Lead	Outcome
AP1	5.2 CS to provide further breakdown of the school attendance data.	CS	Summer 23
AP2	5.3 The Head to approach the Chair of Governors when circumstances require a meeting of the steering group.	Head	Ongoing

AP2	5.3 CCTV policy to be reviewed by PS	Clerk	Summer 23
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