

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

**Full Governing Body (FGB) Meeting at 6:15pm  
Thursday 23<sup>rd</sup> March 2023  
Minutes**

<b>Membership of the Full Governing Body</b>			
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)

<b>Item</b>		<b>Action</b>	<b>Lead</b>
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Chris Snape, Emily Broadhurst, Emily Bedford, Peter Smith, Lisa Johnson, Jane Ainscow, Nick Drury, Helen Cooper, Katie Humphrey, Jade Strachan, Frank Newton, Heather Wood, Craig Laurence, Rob Jagger, Andy Thomas,		
1.2	Apologies for Absence: Jill Foster, Mark Farr and Duncan Woodall.		
1.3	Absent: None.		
1.4	Declaration of Interest: ND spouse and RJ spouse work at the school.		
2.	Minutes and action points from the meeting held on 2 <sup>nd</sup> February 2023		
2.1	The minutes from the meeting held on the 2 <sup>nd</sup> February 2023 were agreed as an accurate and true record.		
2.2	There were three action points, of which two had been completed and one was for September 2023.		
3.	Head's Report		
3.1	<p>The Head's report was circulated prior to the meeting and CS highlighted key points in the meeting:</p> <ul style="list-style-type: none"> <li>• The Reception sandpit has been a big success and thanks had been given to the caretaker for his work on this.</li> <li>• Following from HC letter of concern to the LA H&amp;S team regarding the suggested tree survey Richard Rice, the LA arborist, has attended school. Richard has confirmed that the school is not responsible for surveying the trees on the school site, nor is the school liable should any trees cause any damage or injury. Richard Rice has confirmed that the school site will be re-surveyed.</li> </ul>		

3.2	<p>The governors were asked for questions regarding the Head’s report.</p> <p><b>CHALLENGE:</b> JA asked if there were any current ITE trainees that might be suitable candidates for the potential teaching vacancies, which CS reassured the GB that the trainees would be taken into consideration at the time of recruitment.</p> <p>Thanks were given to CS for his report.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ACTION</b></p> <p><b>ACTION</b></p> <p><b>CHALLENGE</b></p>	
4.	Chair’s Report		
4.1	The Chair’s report was circulated prior to the meeting and FN ran through it in the meeting. Chair shared his thanks to those who ensured the school was able to open during strike action.		
4.2	<p>Governor Responsibilities/Visit Schedule: PP requires a shadow and no governor has volunteered has come forward for this. FN asked the governors once again to consider volunteering for this role. A shadow governor is also required for the Harringay visit. PS also confirmed that the next phonics visit will take place in June when the first set of data will be available.</p> <p>There were no questions for the Chair regarding his report.</p>		
5.	Committees Reports		
5.1	Personnel and Salaries: The minutes were circulated prior to the meeting. PS confirmed the committee had discussed in		

	depth the wellbeing of staff and also provided an update regarding the Head's performance management. <b>CHALLENGE:</b> HW was reassured to see that there was actions and support in place for the TA's but asked if there was a way for there to be feedback from training. CS responded that a survey was already circulated and there were actions to be put in place during the summer term. There were no further questions for PS.	<b>CHALLENGE</b>	
5.2	Learning and Development: The minutes were circulated prior to the meeting. The chair ran through what had taken place in the meeting, especially regarding the developments of the Harringay curriculum and the school attendance data. CS confirmed to the GB that the family breakfast has launched, and the feedback so far has been positive. There were no questions for JA.		
5.3	Finance and Premises: The minutes were circulated prior to the meeting. The chair of the meeting (ND) ran through what had taken place in the meeting including the benchmarking data that was shared and the budget updates. <b>CHALLENGE:</b> HW sought clarification on whether the carry forward was relied on each year. HC confirmed that the carry forward was used to support the class structure which had been agreed previously. <b>CHALLENGE:</b> HW wish to note that it was good to see that the budget was explained to staff and asked if this had been done previously, which HC confirmed. <b>CHALLENGE:</b> ND asked for an update regarding the electricity bills, which HC confirmed the accounts will just be accrued. There were no further questions for ND.	<b>CHALLENGE</b> <b>CHALLENGE</b> <b>CHALLENGE</b>	
6.	Policies		
6.1	HC shared an update on these policies following the ICT service audit and the changes to terminology.		
6.2	Privacy Notice: <b>DECISION:</b> The GB agreed this policy.	<b>DECISION</b>	
6.3	Data Protection Policy: <b>DECISION:</b> The GB agreed this policy.	<b>DECISION</b>	
6.4	Social Media: Suggestion was made that the mobile phone policy from school. <b>DECISION:</b> The GB agreed this policy.	<b>DECISION</b>	
6.5	Schedule of records destroyed or deleted: This document was shared to the GB for their reference. <b>CHALLENGE:</b> RJ asked for confirmation that the school follows this procedure, which HC confirmed.	<b>CHALLENGE</b>	
7.	Standing items		
7.1	Safeguarding: JA had attended a meeting earlier in the month and explained what was covered. <b>CHALLENGE:</b> FN asked if the ITE students are well informed of the safeguarding process before they are on placement, which CS confirmed it was informed from the university and the school and that it is covered in the interview.	<b>CHALLENGE</b>	
7.2	Governors visit Reports: FN and PS have completed a visit but this report is yet to go to the L&D committee for discussion. However, they provided a brief update from this visit. HW has		

7.3	completed a visit in EYFS, which is yet to go to the L&D committee, but she provided a brief update on this visit.  Pre-school: HC confirmed that we won't benefit from the new budget government scheme. Next term the pre-school is completely full. There are some pupils in pre-school with special needs. CS reassured the GB that he is trying to invest as much time as possible into the pre-school as they are members of the entire school community. <b>CHALLENGE:</b> AT asked that with the corporate move to a 4 day working week, could this affect the use of Pre-School by parents. CS stated we could not estimate the impact this may have but it will be monitored termly. HC raised that if parents qualify for 30 hour funding then they will still use those hours.	<b>CHALLENGE</b>	
7.4	Training matters: JA and HW have attended safer recruitment.		
7.5	Kingfisher club: It has been discussed in depth at the F&P committee meeting. Numbers have increased gradually. <b>CHALLENGE:</b> The GB raised that the recent government budget raised that schools should have wrap around care offered. CS expanded the government mandate but that it does not affect the school as it is already offered.		<b>CHALLENGE</b>
8.	Any other business		
8.1	EB asks the governors to volunteer to assist pupils with SATs week (w/c 9 <sup>th</sup> May Am's) <b>ACTION:</b> Clerk to send these dates round to GB.	<b>ACTION</b>	
8.2	FN raised that a discussion had been had regarding an update from EB regarding the ITE programme. EB was happy to complete a presentation to the GB at the end of the summer term.		
9.	Summary of impact and standards on progress		
9.1	The GB agreed that this meeting had impacted on standards and driven progress by: <ul style="list-style-type: none"> <li>The GB have discussed the support and training being offered to staff in regards to wellbeing.</li> <li>The GB were provided updates on recent governor visits and how these demonstrated the development of the curriculum and impact on the outcome of pupils.</li> </ul>		

The meeting closed at 19:17

#### FGB Action Points

	<b>Action</b>	<b>Lead</b>	<b>Outcome</b>
AP1	3.1 Clerk to add annual review of trees on site to the working schedule.	Clerk	Completed
AP2	3.1 Clerk to circulate the FOTS dates to the GB.	Clerk	Completed
AP3	8.1 Clerk to send SATS dates round to GB.	Clerk	Completed