

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

**Full Governing Body (FGB) Meeting at 6pm
Thursday 30th November 2023
Minutes**

Meeting to be held in the Staff Room

Membership of the Full Governing Body			
Chris Snape	Head	Peter Smith	PS
Jane Ainscow	JA	Rob Jagger	RJ
Emily Broadhurst	EB	Jill Foster	JF
Frank Newton	FN	Heather Wood	HW
Jade Strachan	JS	Mark Farr	MF
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: Chris Snape, Emily Broadhurst, Jade Strachan, Andy Thomas, Amy Pettitt, Peter Smith, Rob Jagger, Jill Foster, Heather Wood, Mark Farr, Nick Drury.	
1.2	Apologies were received from: Jane Ainscow, Frank Newton, Lisa Johnson, Katie Humphrey, Craig Laurence.	
1.3	Absent: Emily Bedford.	
1.4	Declaration of interest: ND, RJ, EB spouses work in the school. AP works at EPM.	
2.	Minutes and action points from the meeting held on 12 th October 2023 <ul style="list-style-type: none"> • Welcome to Amy Pettitt 	
2.1	Amy Pettitt was welcomed to the GB and everyone introduced themselves.	
2.2	Minutes of the meeting held on the 12 th October 2023 were agreed as an accurate and true record.	
2.3	There were two action points: AP1 – JF is still to complete a website audit, this has not happened due to illness. AP2 – completed.	ACTION
3.	Head's Report	
3.1	The EYFS, Year 1 and 2 are preparing for their Christmas productions next week. Interviews have been taking place today for a placement in EYFS, CS explained the reasons behind these posts and the appointments that had been made. The intention is that staff will be in place for before Christmas. CS noted the hard work and dedication of the pre-school staff thus far.	
3.2	SDP: Pixal has been launched successfully with years 2,3,4,5,6, all	

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.....CHAIR

3.3	<p>completing assessment. The reports from this assessment has already been fed back to year 5 and 6 which is now informing the planning. A training day will be focused on Pixal. Writing units are still under review, with writing moderation being completed today. This has shown evidence of the writing initiatives having an impact across the school. A soft launch of Opal has taken place, with the lead teacher intending to attend an FGB to discuss the initiative fully once the play policy has been written. In opening worlds, history is still being adapted but work on the geography unit has been delayed due to staff illness. There is an issue with the resource being released in good time, which CS has raised with the scheme and the LA. Seesaw has launched in EYFS and there has been a positive response from staff and parents, with the potential that this could spread into year 1. Sendco is reviewing the provision for children and looking at what each child's day includes. AL is being promoted and resources for staff are being prepped. Ebed is reviewing PP.</p> <p>School aims and values: CS shared a draft of the document and gave the GB a bit of background regarding how this has come about and who has been involved thus far. Governors were asked for their thoughts on the document. SLT are looking at how to make this document tangible for the pupils for they can become involved. This document will be shared with parents and uploaded on the website. It was also influence what is included on the website as the impression of the schools needs to be tangible for potential parents. AP raised that it was a good document to have to aid recruitment as potential candidates can view the values on the website and apply if the resonate. CHALLENGE: AT asked if this document will be used in staff meetings, such as performance management, which CS confirmed decisions will be made to fit into the values. CHALLENGE: RJ asked how CS would reflect on changes made against this document, which CS provided some examples made to the curriculum to reflect the values. HW raised that she liked the format, with the three clear column headings and confirmed that the values represented matched the experiences she had had as a parent and a governor. ACTION: Clerk to the put an agenda item on for the summer term meeting to review this document and its impact. CHALLENGE: AT raised that the principles need to be written so that the diverse nature of the parents can all understand the purpose of the document. AT supported the document and its potential uses across the school. CHALLENGE: AP raised that it might need to be presented in different formats to represent each persona in school (pupils, parents, staff) and how this document will support them. MF raised that it would be useful to have some testimonies on the website to support this document. The Governors decided it would be good to annually review this document at the end of the summer term to ensure it is at the forefront of all governors, staff and pupils minds.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
4.	Chair's Report	
4.1	Thanks were shared to PS for attending Hill Top residential trip to stand in for a member of staff at the last minute. PS shared his experience and the joy of the trip	
4.2	HW shared with the GB the times she has attended school. These included to attend meeting to set the agenda for this meeting, a complaint and other confidential staffing matters. The Chair raised that the complaint had been dealt with, with support from Governors	

	<p>Services. The clerk confirmed that the time to request the next stage had passed and was confident the complaint would go no further. HTPM happened last week and targets have been set. HW raised that it was reassuring to see the support networks around CS and that these are being used. HW also attended school to attend the opening of the EYFS play equipment. HW fed back to the GB that the mayor attended this event and commented on the positive behaviour of the children. Thanks were shared to FOTS for the fundraising to get this play equipment installed. HW shared an update on FN health and the GB shared their well wishes.</p> <p>4.3 Skills Audit: Following an action from the last meeting the Clerk had uploaded different version of a skills audit from various sources. HW explained the purpose of completing this was to identify any gaps to help identify candidates to fill the current GB vacancies. This could also identify whether the governors are sitting on the correct committees as per their interest and skills as well as identifying any training requirements. After looking at all the formats it was agreed that the governors will complete a skills audit from the NGA. ACTION: All governors to complete the skills audit and return to the clerk who will report the outcome in the January meeting.</p> <p>4.4 Risk Management: HW informed the GB that it was good practice to have a risk management document and suggested that the GB completed this. HW raised that some items on this were already being actioned. The purpose is to help identify areas of knowledge or challenge that the GB might have, as well as highlighting areas of strength. CHALLENGE: AT raised that with the recent changes it was a good opportunity to fully review the GB's skills, knowledge and working so supported this document. ACTION: RJ suggested this document was discussed at each committee, who can address their areas and then report back fully to the FGB. The GB supported this idea.</p> <p>4.5 CHALLENGE: RJ asked that with all the recent work initiatives and staffing meeting that HW has attend he wanted to check if CS felt supported by the GB, which CS confirmed he did. He has support from the GB, LA and the local Heads cluster.</p>	<p>ACTION</p> <p>CHALLENGE</p> <p>ACTION</p> <p>CHALLENGE</p>
5.	Committee Reports	
5.1	<p>Personnel and Salaries: AT shared the update from the meeting, which included looking at the Staff survey results and the actions for this going forward. Pay review panel has met and been updated on the recent staffing. There were no questions for the Chair.</p> <p>5.2 LD: As JA was absent PS ran through what was covered in the meeting. The main purpose was to look through a range of PP and non-PP books. HW also feed back about her recent governor visit in EY. There were no questions for PS.</p> <p>5.3 FP: RJ shared an update from the meeting, which included that the new financial system is now providing report now that further training has been completed. The Asset register had been introduced. RJ shared with the GB that current status of the budget and the predicted carry forward. CHALLENGE: HW sought clarity regarding if the situation with the finance system is improving, which CS confirmed that following further training the SBM was confident in</p>	<p>CHALLENGE</p>

	the numbers being produced by the reporting programme. HW shared that she has attended a recent webinar regarding budgets and will attend FP committee going forward.	
6.	Standing items	
6.1	Safeguarding: The LA have confirmed that the GB do not need a big safeguarding training update but advised that they will need to complete refreshing training to update on the KCSIE changes. This training can be found online. CS raise that a long term safeguarding issue has just had a good outcome for a family thanks to the persistent work of the DSL team.	CHALLENGE
6.2	Governor visit reports: The EYFS report was discussed in LD and the website audit is still outstanding. No governor visits are currently planned. Governors were reminded to attend visits. AT attended parents evening and shared that it was a really positive informative evening for parents.	
6.3	Pre-school: CS informed the GB that the pre-school is full from January and that he is in consultation with the LA regarding ways to extend the provision. CHALLENGE: AT asked if the predicted numbers make any kind of expansion financially viable, CS responded that he was confident that the pupils number in school and pre-school will rise due to the housing developments in the area. He also stated that he LA wouldn't fund any work if they were not confident in the pupil forecast.	
6.4	Training Matters: HW and CS attended a termly briefing this term. KH has attended some training on EY.	
6.5	Kingfisher: Numbers are still increasing and CS reassured the GB that potential parents are asking about the provision.	
7.	Any other business	
	None.	
8.	Summary of impact and standards on progress	
8.1	The governors were informed of the principles and values and how this will affect decisions of the school as well as how this will be communicated to the wider school community.	
8.2	The governors decided which skills audit to complete, and an action plan has been created to report this back and inform future decisions.	
8.3	A new parent governor was welcomed into the GB and governors discussed how future members could be selected from the gaps identified on the skills audit.	

The meeting closed at 19:22

FGB Action Points

	ACTION	Lead	Outcome
AP1	2.3 JF to look at the website and bring some recommendations to the GB.	JF	Feb 2024
AP2	3.3 Clerk to the put an agenda item on for the summer term meeting to review this document and its impact.	Clerk	Completed
AP3	4.3 All governors to complete the skills audit and return to the clerk who will report the outcome in the January meeting.	All	Dec 23

AP4	4.4 Governors to complete a risk management document, once it has been to each committee for disucssion	Chairs	Spring 24
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