



**Thaxted Primary School**  
**Minutes of Full Governing Body Meeting**  
**Wednesday 15<sup>TH</sup> September 2021, 6.30pm**  
**Held at the school**

Name	Ref	Type	Present	Role	Term
Peter Boorman	PB	Parent	Apologies		05.11.24
Justine Brooks	JB	Associate	Present	Deputy Headteacher	
Tracey Bryant	TB	Local Authority	Present		24.09.23
Edd Gallier	EG	Co-opted	Apologies		24.09.23
Hazel Gotfraind	HG	Co-opted	Present		19.11.23
Anne Hopkins	AH	Partnership	Present	Chair of Governors	14.09.22
Colin Howell	CH	Co-opted	Present		30.06.24
Michelle Hughes	MH	Headteacher	Present		Ex officio
Debra Legge	DL	Partnership	Present		29.04.25
John Levett	JL	Parent	Present	Chair of Finance	23.03.22
Jenny Reilly	JR	Parent	Present		13.11.22
Charlotte Tillbrook	CT	Co-opted	Present		27.06.25
Saroj Velamakanni	SV	Parent	Present		25.06.25
<b>Attendees</b>					
Jackie Sweeting	JS		Present	Clerk and SBM	

Items 1 to 4.1 were chaired by the clerk.

Item	Detail	Action
1.	<b><u>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</u></b> Received and accepted from EG and PB.	
2.	<b><u>DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST</u></b> New declaration forms for 2021/22 were completed at the meeting. <b>A form would be forwarded to EG and PB for completion before the next meeting.</b> JB informed the governors that she was planning to apply for the HT vacancy, and hence declared an interest in item 15. She would leave the room for this item. There were no new business interests or further conflicts of interest declared relating to the current agenda	<b>EG/PB</b>
3.	<b><u>AOB</u></b> <ul style="list-style-type: none"> <li>• Data Protection reminder – covered as part of item 8.</li> <li>• Succession planning – covered in item 14.3.</li> </ul>	
4.	<b><u>MEMBERSHIP</u></b>  <b>4.1 Term of Office for the Chair and Vice Chair</b> This was agreed at 1 year.	

APPROVED

FGB Meeting 15.09.21

	<p><b>4.2 Election of the Chair</b>  AH was nominated by TB and seconded by HG. AH declared herself willing to act as Chair for the 21/22 academic year and all agreed unanimously to her appointment.</p> <p><b>4.3 Election of a Vice Chair</b>  JL had already notified the board that he was not in a position to take on this role in 21/22. He was thanked for acting as Vice Chair over the past year. Many governors felt they couldn't commit enough time to the role, particularly as AH was stepping down as Chair at the end of the year and the Vice Chair was the likely candidate for her role in 22/23. After some discussion it was decided that CT and CH would share the role. This was agreed unanimously by the board.</p> <p><b>4.4 Current vacancies</b>  It was noted that there were two vacancies: one for staff, and another for a parent governor. An election had commenced for both roles.</p> <p>It was also announced that TB planned to step down as the LA Governor. She had been promoted at work and felt she wouldn't be able to devote enough time to the role, particularly because her employer would not release her during the day for governance duties. The governors considered ways of filling the vacancy, assuming that ECC would not be in a position to propose a replacement. They agreed to await applications for the parent vacancy, to see whether an existing parent governor might be able to transfer to the LA role, if there was more than one nomination. Membership would be discussed again at the next meeting on the 13<sup>th</sup> October 21.</p>	<p><b>JS</b></p>
<p>5.</p>	<p><b>GOVERNING BOARD STRUCTURE FOR 21/22</b>  AH and JS had proposed a move from the existing scheme of delegation, which included several committees, to a structure where there would be no committees other than the Pay Committee or panels for exceptional circumstances such as disciplinary, exclusion etc. It had been discussed at the meeting on the 14<sup>th</sup> July 21, but no firm conclusion had been met, primarily because MH, who they felt was one of the members who would be most affected, was absent. AH urged the board to consider this possibility a second time. A draft planner, showing the areas that would be covered at each monthly meeting had been included in the meeting papers. AH thanked JS for putting the planner together.</p> <p>Once again, MH was asked about the HT report and how this would work over the course of each meeting. MH explained that she could focus on one aspect of the report at each meeting rather than provide a whole report once a month. She was comfortable with this option.</p> <p>HG expressed her concerns regarding finance. She was not sure that there would be enough scrutiny of financial documents. AH explained that governors could still specialise in either curriculum and finance. In order to try to reduce the number of papers that would have to be reviewed prior to each meeting, governors would be assigned certain monitoring tasks at the end of each meeting in preparation for the next. JL had expressed a concern by email prior to the meeting, that it was a big responsibility for a governor to be responsible for reviewing certain important documents, such as a finance report or policy. JS proposed that this could be resolved by assigning documents to two governors.</p>	

	<p>SV asked for more details on the motivation for this move and whether it would improve the board’s strategic responsibilities. AH said that it was something that was increasingly common across schools because it greatly improved the efficiency of the board. Items were reviewed and actioned more regularly, plus governors worked better as a team because they met more often. Furthermore, it meant that all governors were aware of all of the board’s key areas of responsibility. She said that not all meetings would need to be face to face if this was the concern; some could be held remotely over TEAMS.</p> <p>It was proposed that the new structure was tried for the autumn term, and then reviewed at the December meeting to see whether it had made a difference. This was agreed. <b>JS would revise the 21/22 meeting dates that were published during the summer term, and circulate a new set of monthly meeting dates.</b></p>	<b>JS</b>
6.	<p><b><u>PAY COMMITTEE</u></b></p> <p><b>8.1 Membership</b>, agreed as:</p> <ul style="list-style-type: none"> <li>- Anne Hopkins</li> <li>- Colin Howell</li> <li>- Charlotte Tillbrook</li> </ul> <p><b>8.2 Chair</b> AH was agreed as Chair of this committee</p> <p><b>8.3 Terms of Reference</b> Approved</p> <p><b>8.4 Date</b> To be included in the new meeting dates</p>	
7.	<p><b><u>OTHER TERMS OF REFERENCE</u></b></p> <p>The governors approved the ToRs for the following committees:</p> <ul style="list-style-type: none"> <li>- Disciplinary Dismissals Committee</li> <li>- Disciplinary Dismissals Appeals Committee</li> <li>- Discipline Exclusions Committee</li> <li>- Pay Appeals Committee</li> </ul>	
8.	<p><b><u>NAMED GOVERNOR ROLES</u></b></p> <p>Role descriptors for these posts had been created and stored on the Governor Zone on the website.</p> <p>Governors were appointed as follows:</p> <p>Safeguarding Governor - JR Safeguarding Audit Group – JR, PB &amp; new Parent Governor SEND Governor - CT Pupil Premium Governor - CH Sports Governor - JR</p>	

	<p>Staff Wellbeing Governors - EG &amp; HG  Health and Safety Governor - JL  Data Protection Governor – JL and SV  PR Link Governor - HG  Governor Training Liaison - AH  Headteacher Performance Management Panel – AH and DL  Mentoring of new governors – EG  PTA Link – PB &amp; HG  Young Carers and Looked After Children – SV</p> <p>AH wished to remind the governors of the informative short GDPR video that Sarah Thorley, had posted onto TEAMS. <b>It was agreed that this would be saved onto the Governor Zone under Important Documents\GDPR.</b></p>	<p>JS</p>
<p>9.</p>	<p><b><u>GOVERNANCE DOCUMENTS TO REVIEW AND APPROVE</u></b></p> <p><b>9.1 Governor Code of Conduct</b>  This was signed by all governors present and would be signed by EG and PB at the next meeting.</p> <p><b>9.2 Instrument of Government</b>  This was agreed unanimously.</p> <p><b>9.3 Standing Orders for the Full Governing Board</b>  These were agreed unanimously.</p> <p><b>9.4 Governor Consent Forms for Data Protection</b>  Copies were completed by all of those governors present.</p>	<p>EG &amp; PB</p>
<p>10.</p>	<p><b><u>OTHER GOVERNOR ROLES</u></b></p> <p><b>10.1 Governor’s Newsletter to Parents</b></p> <p>Autumn term: JR  Spring term: JL  Summer term: DL</p> <p><b>10.2 SIP Monitoring Role</b></p> <p>Priority 1 – SEND: CT (Lead) PB  Priority 2 – Reading &amp; Writing: HG (Lead), EG  Priority 3 - Maths: SV (Lead), JR, CH  Priority 4 - Quality of Education: DL (Lead), JL , AH</p> <p>JR recommended that lead governors booked dates for monitoring relatively early in the academic year.</p> <p><b>10.3 Class Links</b></p> <p>Donaldson – JR</p>	

	<p>Rosen - EG Dahl - CH Blyton - JL Rowling - DL Morpurgo - HG Carroll - PB Lewis - CT Shakespeare - SV</p> <p>The governors talked about the purpose of visits to each class. MH related feedback from the class teachers, who encouraged the link, but hoped governors were willing to help rather than observe. They had suggested the possibility of hearing readers, accompanying the class on a trip, or generally helping out in class. AH reminded the governors that a protocol had been created for these links last year, which MH would resend to all of the governors. <b>She also recommended that the governors reviewed the staff handbook, known as the WHAT book, which was to be put on the governor zone under Important documents.</b></p> <p><b>10.4 Website Check</b> CH had completed the check in autumn 2020. He said it had been a good way of learning more about the school as a new governor. <b>It was agreed that this would be a good task for the new parent governor when they were on board.</b></p> <p><b>10.5 School Parliament Link</b> AH and SV volunteered for this role.</p>	<p>JS</p> <p>AH</p>
11.	<p><b>FINANCIAL REGULATIONS AND SCHEME OF DELEGATION</b> This document had been included on the July agenda, but had not been included with the meeting papers. The governors agreed it unanimously.</p>	
12.	<p><b>STRATEGIC PLAN</b> The governors had met on the 19/07/21 to discuss the school's Strategic Plan. After some in-depth discussion a number of changes had been made and the updated plan had been included with the meeting papers. MH was asked whether the vision had been shared with staff as planned. MH apologised for not covering this on the non-pupil day; she agreed to talk to staff about it at the Briefing on the 16/09/21. Assuming that staff were happy with the document, the governors were happy to approve the plan. <b>It would replace the one on the website.</b></p>	JS
13.	<p><b>HEADTEACHER RECRUITMENT</b> See Part II, Confidential Minutes.</p>	
14.	<p><b>GOVERNORS' BUSINESS</b></p> <p><b>14.1 RAG Rating</b> The governors had not rated themselves against their SIP priorities at the summer meeting. This was carried forward to the next meeting.</p> <p><b>14.2 Agreement of the 21/22 Governor SIP Priorities</b> The proposed priorities that had been included with the meeting papers were agreed. <b>Progress towards these priorities would be RAG rated regularly at FGB meetings</b></p>	AH

	<p><b>14.3 Planning Document</b>  AH had provided a document with the meeting papers. She commented that a majority of the contents had already been covered in the meeting, but she wanted to draw the governors’ attention to the baseline commitment section that had been agreed as part of a previous planning document. She also wished to mention succession, and had provided a draft plan that needed to be populated. A final version would be included on the agenda of the next meeting for approval. Finally, she spoke about preparing for Ofsted, something that had been highlighted as a weakness when the last skills audit was completed in the spring term 21. She proposed to review a section of the leadership and management chapter of the handbook at every meeting, looking at whether the board thought they were fulfilling its duties and brainstorming on how it might improve. Any documents written as part of the process would be saved to the governor zone to use as a reminder when Ofsted notified the school of an inspection.</p> <p><b>14.4 Review of AH’s feedback from her 1 to 1 meetings with Governors</b>  AH had taken time to meet individually with all of the governors during the summer term. She had prepared a paper outlining the feedback that she had received, which had been included with the meeting papers. She said that the meetings had been very useful, and had highlighted areas that the board needed to work on.</p> <p><b>14.5 Best practice questions from the Clerk</b>  JS had prepared a set of questions for the governors to clarify certain aspects of minute taking. The governors agreed the following:</p> <ul style="list-style-type: none"> <li>• The governors would decide which items should be moved to a confidential minutes section at the end of each meeting.</li> <li>• “Anonymous” minutes would be introduced where possible, with no initials to identify particular governors.</li> <li>• There would be a short review at the end of each meeting to assess how it had gone and what could have been done better.</li> <li>• Items would continue to be colour-coded on each agenda, for review, information or action.</li> </ul> <p><b>14.6 Chair’s Action</b>  None</p>	
15.	<p><b><u>AOB</u></b>  AH asked MH to pass on the dates of any school events that the governors might wish to attend. MH said that whole-school assemblies would take place in the hall on Mondays at 9.15am and Fridays at 2.45pm. Governors were welcome to attend at any time.  <b>JB agreed to pass on the dates of the school parliament meetings as these had already been arranged.</b></p>	<b>JB</b>
16.	<p><b><u>ARRANGEMENTS FOR THE NEXT MEETING</u></b></p> <p>A number of agenda items planned for the next meeting were delegated for individuals to review as follows:</p> <p>Financial data</p>	

	<ul style="list-style-type: none"> <li>- budget versus actual – JL, CH</li> <li>- year end carry forward forecast, JL, CH</li> </ul> <p>Policies</p> <ul style="list-style-type: none"> <li>- Accessibility Plan - CT</li> <li>- Admissions Arrangements - AH</li> <li>- Charging and Remissions - CH</li> <li>- Data Protection - SV</li> <li>- Lettings – JL</li> <li>- Redundancy and Restructuring - EG</li> <li>- Sabbatical Policy – EG</li> <li>- Whistleblowing Policy – HG</li> </ul>	
	<p>The minutes are a true and accurate record of the meeting</p> <p>_____ Date _____</p> <p>Chair</p>	