



**Thaxted Primary School**  
**Minutes of Full Governing Body Meeting**  
**Wednesday 25<sup>th</sup> May 2022, 5.45pm**  
**Held at the school**

Name	Ref	Type	Present	Role	Term
Peter Boorman	PB	Parent	Present		05.11.24
Justine Brooks	JB	Acting Headteacher	Present		
Emma Dymond	ED	Staff	Present		26.09.25
Hazel Gotfraind	HG	Co-opted	Present		19.11.23
Maggi Griffiths	MG	Co-opted	Present		24.01.26
Jamie Henderson	JH	Parent	Present		26.09.25
Anne Hopkins	AH	Partnership	Present	Chair of Governors	14.09.22
Colin Howell	CH	Co-opted	Not Present	Vice Chair	30.06.24
Debra Legge	DL	Partnership	Present		29.04.25
Jenny Reilly	JR	Parent	Present		13.11.22
Jon Spencer	JSp	Local Authority	Present		20.03.26
Charlotte Tillbrook	CT	Co-opted	Apologies	Vice Chair	27.06.25
Saroj Velamakanni	SV	Parent	Present		25.06.25
<b>Attendees</b>					
Jackie Sweeting	JSw		Present	Clerk and SBM	

Item	Detail	Action
1.	<b><u>ATTENDANCE &amp; APOLOGIES FOR ABSENCE</u></b> Received and accepted from CT. JH and DL were expected to arrive late.	
2.	<b><u>DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST</u></b> There were no new interests or conflicts relating to any items on the agenda.	
3.	<b><u>AOB</u></b> <ul style="list-style-type: none"> <li>• PTA - PB</li> <li>• Data Protection - JSw</li> </ul>	
4.	<b><u>MEMBERSHIP</u></b>  4.1 Parent Governor Vacancy Four parents had nominated themselves for the parent governor role. The election began on the 25/05/22 and would continue for 2 weeks. Voting was by Parentmail. AH had spoken to all of the candidates so that they fully understood the level of commitment required. She said that all four had useful experience and skills that they could bring to the role. She recognised that a balance was needed between parent and co-opted governors, but recommended that the board considered co-opting at least one of the candidates to another role once there were vacancies.	

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	<p>4.2 Future Vacancies PB had indicated that he had an acquaintance who might be interested in a co-opted role. AH had suggested that the person contacted her if this was the case.</p> <p>4.3 Position of Chair at the end of July Following the last meeting on the 21/4/22 JSp had met with AH, SV, JSw and JB. He confirmed that he was willing to take over the role of Chair, with SV and CH as Vice Chairs. AH planned to work alongside JSp so that he was ready to take the position of Chair at the end of July.</p> <p>AH wished to congratulate JB on her new position as HT at a primary school in Essex. The other governors added their congratulations.</p>	
5.	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b> There were two amendments:</p> <p>Minutes from the 09/03/22 – item 8 – “children pie” to read “chicken pie” Minutes from the 17/03/22 – item 4 – AH pointed out that CC had accepted voluntary redundancy, and had not been made redundant.</p> <p>Taking these changes into account, it was agreed that the minutes of the meetings on the 09/03/22, 17/03/22 and 21/04/22 were a true record and were signed by the chair.</p>	
6.	<p><b><u>MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA</u></b> <b>9<sup>th</sup> March</b></p> <ul style="list-style-type: none"> <li>• Item 6: PB to provide profile for the website <i>Received on the 25/5/22 – action complete</i></li> <li>• Item 6: JB/JS to send out staff survey <i>Action complete. The next survey would be sent out at the end of the summer term. AH felt that the board was not doing enough to monitor staff wellbeing since EG left. She asked whether HG would be in a position to focus on this as she had previously been supporting him. There had been a focus group in the previous year that had been very successful, but the results had not been successfully passed on to staff and the expected follow-up had not taken place. A governor asked whether the timing was right to meet with staff in light of the level of discontent following the headteacher appointment. This was discussed and it was felt that the board should forge ahead as it was too important to neglect. It was agreed that ED and HG would meet to review EG’s paperwork for the first focus group and decide how best to proceed.</i></li> <li>• Item 6: JB to seek feedback from parents on the school’s expectations for their children at the coffee morning on the 11/03/22. JB reported that she had reminded parents of the school vision. She asked for feedback on homework, the newsletter and uniform. All parents present confirmed that they wanted to keep the uniform. She asked for feedback on the level of expectation for all children. It was felt that this was variable between parents, and therefore, difficult to gauge, but the overall feeling was that it was pitched correctly. JB had reminded parents that the school offered links to a lot of websites on the curriculum pages if they</li> </ul>	ED and HG

	<p>wished to do extra work with their children at home. There were further discussions on the Pupil voice and internet safety. The feedback was that parents would appreciate more guidance with their children using devices at home.</p> <ul style="list-style-type: none"> <li>Item 6: JH and PB to write a report on their SIP monitoring visit <i>PB to resend</i></li> <li>Item 6: JS and SQ to seek quotations for an all-weather surface for the school field <i>The school had received a rough costing of £70 - £80,000. It was agreed that this was going to be an unmanageable target for the PTA (see item 14.1).</i></li> <li>Item 7: DL to meet with JB to pass on methods of dealing with poor attendance at her previous school <i>This had not taken place, but JB said that she had access to plenty of training and advice from the DfE and ECC.</i></li> <li>Item 10: PB to carry out a governor H&amp;S inspection before the end of term <i>Action complete</i></li> <li>Item 16: JR to publish the safeguarding audit and remaining actions JR confirmed that the information was in the safeguarding folder in the governor zone. <i>She still needed to list the outstanding actions, but reiterated that these were minor adjustments to procedures that were already in place</i></li> </ul> <p><b>21<sup>st</sup> April</b></p> <ul style="list-style-type: none"> <li>Item 7.1 JH to provide his feedback on being a parent governor for the newsletter <i>Action complete.</i> JH was thanked for providing an informative account of his role. AH recommended that a governor write a further piece for the newsletter. <i>After some discussion it was agreed that it would be fitting for her to write it herself in her capacity of outgoing Chair.</i></li> </ul>	<p>PB</p> <p>JR</p> <p>AH</p>
7.	<p><b><u>TEACHING AND LEARNING</u></b></p> <p>7.1 Assessment Data Assessment data from the end of the Spring term had been provided with the meeting papers and AH and SV had submitted questions, which had been answered prior to the meeting.</p> <p>The governors asked who was tutoring the Year 5 booster groups, as their impact was critical in light of the attainment in this year group. Was the school doing enough for these children? ED explained that the school employed two retired headteachers to run the groups; one concentrated on maths and the other English. They were normally employed to work with the year 6 children for the autumn and spring terms, but the decision had been made to move them to the year 5 children after the SATs had taken place. The school was also continuing with the National Tutoring Programme but this would be reviewed at the end of term to decide upon its continuation in the new academic year. The governors noted</p>	

a high percentage of children with SEND in this year group and asked whether this was why attainment was so low. JB confirmed that there were 4 children receiving SEN support and one with an EHCP. From the four receiving support, there were two applications for EHCPs outstanding, one of which had been transferred to the school as the child had only just been admitted and his previous school had already made the application. She said that progress was good amongst these children, but that they were coming from a much lower starting point. She referred the governors to her revised commentary on the data in which she had stated that the school had been focusing on children who were behind in years 3 and 4, but having been successful in improving their attainment and progress, it was now turning its attention to the children in year 5.

A governor asked whether the school was pushing hard enough towards the greater depth target? Were the children being sufficiently challenged and if not should there be more of a focus on greater depth in the 22/23 SIP? JB said that it was difficult to prioritise the greater depth children over the large number of children in KS2 who were behind due to Covid. The SLT were confident that some Year 6 children had reached greater depth in their SATS; it would be reviewed again once the results had been received.

A governor queried the year 1 data in the Juniper benchmarking report which showed that 71% of children were ARE. JB confirmed that this was correct and reflected the strength of the cohort.

DL joined meeting at 6.15pm and JH arrived several minutes later.

#### 7.2 Updated SIP

An updated SIP had been provided with the meeting papers and AH had submitted questions, which had been answered on the day of the meeting.

A governor asked whether the SLT was in a position to measure the impact of the catch-up funding expenditure against attainment. JB confirmed that this was tracked and that the data was available.

At this point in the meeting JB was called away for a medical emergency that was taking place elsewhere in the school. She returned to the meeting when she could, and in her absence, ED answered as many of the questions raised as possible.

A governor was interested in hearing more about the Zones of Regulation. ED explained that the children were encouraged to identify themselves with a colour, depending on their feelings on the day. It was something that JJ was rolling out as a means of explaining to children why they may be behaving in certain ways. The children were currently being taught the colours and how to recognise feelings in themselves, but the scheme was still in its infancy at the school. In the future it was expected to support the children with their wellbeing and might be particularly useful during reflection time.

A governor expressed concerns about attendance and asked for the current absence rate. ED consulted JB and reported that last week's absence was at 8% versus the school's norm of 6%. JB and NB were focusing heavily on attendance and were doing everything they could to improve it. It did not help that a far greater percentage of families were taking holiday during term time, but this was the same in all schools, and something that the DfE was attempting to tackle.

8.	<p><b>FINANCE</b></p> <p>The trading accounts for breakfast and after-school club and catering for 21/22 had been provided with the meeting papers, together with last year’s cashflow report. JH had submitted some questions, which had been answered prior to the meeting.</p> <p>AH expressed a concern that the move to more regular full governing board meetings, without committees, was possibly detrimental to scrutiny of the school’s finances, with fewer governors having any real understanding of the reports that they were given. In light of this, and the fact that there would be a new business manager, she recommended that the board considered reintroducing a finance committee for the next academic year.</p> <p>A governor raised the complexity of the spread sheets that were submitted at each meeting and asked whether the school could consider using a different, more straightforward template. JSw agreed that the templates were very detailed, but suggested that they achieved their purpose, and was not aware of an alternative that could be used. Another governor mentioned that JS regularly supplied a commentary with the reports, which was always useful.</p>	Recommend
9.	<p><b>PERSONNEL MATTERS</b></p> <p>9.1 Support staff performance management and pay  JSw confirmed that all support staff had attended a PM meeting. For classroom support this was a mid-year meeting, with a final discussion for the year to take place either at the end of the summer term, or beginning of the autumn term. For ancillary staff this was the year-end meeting. All staff who were eligible to receive an increment, i.e. they were not at the top of their pay scale, had achieved their targets and had received it.</p> <p>Support staff also received backdated pay in March for the inflationary increase that had been due in April 21. This was finally agreed with the unions at 1.75%. Discussions were now ongoing concerning this year’s pay increase that was due to be implemented in April 22. It was expected to be higher and consequently the school had budgeted for 4%.</p> <p>9.2 Staffing Structure 22/23  The staffing structure for September was still fluid as teaching staff had until the 27.05.22 to resign. Based on CC’s recommendation and wish to reduce the number of part-time staff, the school was advertising for an ECT to work in KS2. The closing date was the 06/06/22.</p> <p>AH referred back to discussions she had held at school regarding the line management of support staff. She wanted to clarify whether all support staff had a clear line manager. JSw explained that all ancillary support staff reported to the business manager, but it was trickier to implement line management for classroom-based support staff because they tended to report to a different teacher each year. AH understood the complications but thought that it should be addressed in the future nonetheless. She recommended it was something that the board raised with CC in the autumn term.</p>	Recommend

10.	<p><b><u>ANNUAL REPORT ON CHILDREN WITH SEND</u></b></p> <p>Jen Jinkerson had supplied her annual report in advance of the meeting.</p> <p>The governors wished to thank JJ for a comprehensive report. <b>They were concerned about the lack of support from ECC and discussed whether it was worth them writing to the ECC Director of Education. They concluded that it would be sensible for AH to contact the DEEP Chairs, to raise the possibility of a joint letter.</b></p> <p>It had been noted that the timing of the annual report was not ideal in that JJ was unable to provide year-end data for the children with SEND. As a result, it was agreed that the SEND report would be postponed to the autumn term in 2023.</p> <p>The governors wished to formally thank JJ for everything that she did for the staff and children at the school.</p>	AH
11.	<p><b><u>UNIFORM POLICY</u></b></p> <p>The governors had been signposted to new statutory guidance concerning school uniforms. On the back of this the school had created a new uniform policy, which had been included with the meeting papers.</p> <p><b>A governor asked whether some parents struggled to afford the embroidered uniform.</b> JSw explained that the school offered two suppliers for the embroidered uniform, with one offering a supermarket and the other a premium quality. If they could afford neither parents were offered the possibility of buying generic uniform without the Thaxted logo.</p> <p>The governors approved the new uniform policy.</p>	
12.	<p><b><u>GOVERNOR BUSINESS</u></b></p> <p>12.1 Chair's Action  AH discussed arrangements for the upcoming Governor Forums on Monday 6<sup>th</sup> June from 2.30pm and Thursday 9<sup>th</sup> June at 6pm. She also asked whether the governors should revert back to offering refreshments at the parents evenings, with the next one taking place on the 7<sup>th</sup> July. The governors agreed that this was a good idea and said they would be happy to form a rota.</p> <p>12.2 To review plans for monitoring of the SIP  AH expressed her concern that several monitoring visits were missing from the folder on the governor zone, which would reflect poorly in the event of an Ofsted inspection. She requested that all governors who had written reports checked the folder and supplied the reports to JSw if they were not already there. Taking the delay in getting monitoring up and running in the autumn term into account, she requested that all groups should ensure that they carry out at least 2 visits over the course of the year, and produce two corresponding reports.</p> <p>12.3 To review any recent training  The training spreadsheet had been included with the meeting papers. MG pointed out that her induction training was missing from the 21/22 list. AH pointed out that, although the training record had improved overall, there were governors who had done no training this year other than what was mandatory. This was disappointing.</p>	<p><b>All gobs</b></p> <p><b>SIP Monitoring Govs</b></p>

	<p>12.4 School Development Evening          AH requested that all governors tried to attend the School Development Evening on the 18<sup>th</sup> July (time TBA but likely to be 3.30 or 4pm). She said this was an ideal opportunity to review the previous year and look forward to the coming one, including the priorities that should be put into the SIP. She asked that the governors tried to distribute themselves into different groups rather than all sit together.</p>	<b>All gavs</b>
13.	<p><b><u>MEETING REVIEW</u></b></p> <p>13.1 Confidential sections to be agreed          None</p> <p>13.2 Responsibilities for review for the next meeting</p> <p>Teaching and Learning</p> <ul style="list-style-type: none"> <li>• HT Report – AH, SV, DL, MG</li> <li>• Updated SIP – as above</li> </ul> <p>Financial data</p> <ul style="list-style-type: none"> <li>• Budget vs actual YTD and virements for 22/23 – JH and PB</li> <li>• Annual update of the school’s Financial Regulations – as above</li> <li>• Trading Accounts – as above</li> </ul> <p>Data Protection</p> <ul style="list-style-type: none"> <li>• Review the June DPO Audit - SV</li> </ul> <p>Policies</p> <ul style="list-style-type: none"> <li>• Capability Procedure (Juniper template) JSp</li> <li>• Leave of Absence (Juniper template) JSp</li> <li>• SEND - HG</li> </ul> <p>Governor Business</p> <ul style="list-style-type: none"> <li>• Skills audit (Parentmail Form)</li> <li>• Board internal assessment using the updated NGA 21 questions (Parentmail Form)</li> </ul> <p style="text-align: center;">Both forms to be completed by the end of June</p>	<b>All gavs</b>
14.	<p><b><u>AOB</u></b></p> <p>14.1 PTA AGM          PB reported on the AGM that had taken place on the 23/05/22. 12 people had attended including JH who was to be the new treasurer. Overall the PTA had raised £4000 over the course of the year, which was less than in previous years because it had been unable to arrange as many face-to-face events. £1600 of the funds raised had already been transferred to the school to finance various items, including induction teddies for new starters, workshops and year 6 leavers books. Since the year end it had donated a more significant sum of over £8000 to pay for 30 new iPads. Since its inception the PTA had raised</p>	

	<p>£75,000. At the meeting it was recognised that the fundraisers needed both short-term and long-term targets. Larger amounts were only achievable in conjunction with the awarding of grants; PB and the Chair, Lorna Burkle, were willing to donate some time to put together bids. The board wished to officially thank the PTA for all of their efforts in raising money for “extras” for the school. In particular they wanted to praise them for their fund-raising creativity when normal activities were not permitted during the pandemic.</p> <p>14.2 Data protection JSw reported that all staff were currently undergoing annual refresher training in data protection and that it would be best practice for all governors to do the same. She planned to send out a link to a video that contained a summary of the GDPR and the requirements on staff and governors. She requested that each governor emailed her once they had watched the video so that she could keep a training record.</p> <p>14.3 Exit interviews JSw asked the board whether a governor would like to carry out exit interviews for the departing staff at the end of term. <b>It was agreed that these would be done by JR. JSw would arrange times for each member of staff who was leaving.</b></p>	<p><b>JSw</b> <b>All govs</b></p> <p><b>JS/JR</b></p>
15.	<p><b><u>DATE OF THE NEXT MEETINGS</u></b></p> <p>Monday 11<sup>th</sup> July 2022, 5.45pm Monday 18<sup>th</sup> July 2022 – School Development Evening 15.30</p>	
	<p>The minutes are a true and accurate record of the meeting</p> <p>_____ Date _____</p> <p>Chair</p>	