



Thaxted Primary School
Minutes of Full Governing Body Meeting
Wednesday 8th December 2021, 6.30pm
Held via Zoom

Name	Ref	Type	Present	Role	Term
Peter Boorman	PB	Parent			05.11.24
Justine Brooks	JB	Acting Headteacher	Present		
Vacancy		Local Authority			
Emma Dymond	ED	Staff	Present		26.09.25
Edd Gallier	EG	Co-opted	Apologies		24.09.23
Hazel Gotfraind	HG	Co-opted	Apologies		19.11.23
Jamie Henderson	JH	Parent	Present		26.09.25
Anne Hopkins	AH	Partnership	Present	Chair of Governors	14.09.22
Colin Howell	CH	Co-opted	Present	Vice Chair	30.06.24
Debra Legge	DL	Partnership	Present		29.04.25
John Levett	JL	Parent	Present		23.03.22
Jenny Reilly	JR	Parent	Present		13.11.22
Charlotte Tillbrook	CT	Co-opted	Present	Vice Chair	27.06.25
Saroj Velamakanni	SV	Parent	Apologies		25.06.25
Attendees					
Jackie Sweeting	JS		Present	Clerk and SBM	

Item	Detail	Action
1.	<u>ATTENDANCE & APOLOGIES FOR ABSENCE</u> Received and accepted from EG, SV and HG. There were no further apologies.	
2.	<u>DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST</u> There were no new interests or conflicts relating to any items on the agenda.	
3.	<u>AOB</u> None	
4.	<u>MEMBERSHIP</u> There remained one LA vacancy. An advert had been posted on Thaxted online, but this had not resulted in any approaches on this particular occasion. AH reiterated her view that it would be worth investigating whether staff in any of the school's feeder secondary schools would be interested in the role. JB agreed to contact the head of the secondary school at HRS, together with the new headteacher of the primary school. AH planned to write to the headteachers at Joyce Frankland and SWCH See confidential minutes for further discussions regarding membership.	JB AH
5.	<u>MINUTES OF THE PREVIOUS MEETING</u> It was agreed that the minutes of the meeting on the 17/11/21 were a true record and would be signed by the chair.	

APPROVED

FGB Meeting 08.12.21

	<p>would be well beyond this and next year’s allocation of the grant, but agreed that it was something that the school could work towards installing, possibly with the support of the PTA. Charitable organisations, local businesses and the parish council could also be approached for funding.</p> <p>Finally, JB reported on the peer review that had taken place on the 24/11/21. This had been led by the headteachers from Great Bardfield and Great Dunmow, with support from the new primary school headteacher at Helena Romanes. The reviewers had met with staff and the children; they carried out learning walks for maths and English throughout the morning and then met with subject leaders for English, maths, EY (phonics) in the afternoon. They had also met with JJ as Inclusion Manager. They had seen all aspects of the school, including meeting with the children, hearing them read, and reviewing their books. They also ate lunch in the hall and joined the children on the playground. The report was still outstanding, but the visitors gave feedback to staff at the end of the day. They reported on good relationships between the children and adults, and a strong sense of teamwork amongst staff. They saw some discrepancies in marking and feedback in books between classes, but promised to provide more details on this in the report. Whilst being intimidating on the day, the staff agreed that the process had been a useful form of preparation for an Ofsted inspection, particularly for the subject leaders who were likely to face a deep dive. The governors thanked JB for the verbal report and asked that the actual report be put on the agenda for discussion at the next meeting.</p>	JB/JS
8.	<p><u>FINANCE</u></p> <p>A number of finance reports had been circulated, as stated on the agenda.</p> <p>Budget vs actual – c/f to next meeting Cashflow for 21/22 – c/f to next meeting Trading accounts for catering, after-school and breakfast clubs – c/f to next meeting Virements – reviewed by JL. No issues Contract review – c/f to next meeting</p>	<p>JH/HG JH/HG JH/HG</p> <p>JL</p>
9.	<p><u>PREMISES MATTERS</u></p> <p>Carried forward to the next meeting</p>	JL
10.	<p><u>STAFF WELLBEING</u></p> <p>A summary of the November staff survey had been provided prior to the meeting. EG had circulated an analysis of results in the form of a PowerPoint presentation. In it he had noted that there were fewer responses overall in comparison with the survey that took place in the spring and wondered whether this was because staff had not received sufficient feedback. He commented on the increase in staff who struggled to unwind at the end of the day and those that said that they were not happy with their workload and suggested that this might need more investigation. A governor recommended that the SLT considered inviting in a suitable expert who could help the staff find strategies to cope with the nature of the job; it was impossible to eradicate all of the stressors, but it was sometimes possible to help people manage them. JB agreed that this was a good idea and would look into possibilities for a future inset day.</p> <p>All of the staff and governors at the meeting agreed that the work carried out by the Focus Group on Staff Wellbeing had lost its way. The first meeting had been very effective, but the</p>	JB/JS

	actions had not been implemented. JB and ED planned to feed the actions back to the staff and put things in place for a follow-up meeting.	JB/ED
11.	<u>WEBSITE REVIEW</u> JH had provided results of a website review and this was circulated together with an action plan, created by the school. A majority of the actions had been completed, with the exception of the section on equality.	
12.	<u>PAY COMMITTEE</u> AH reported on the Pay committee meeting that had taken place remotely on the 19/10/21. There were no issues with teachers' salaries; where targets had not been met it was due to Covid. The HT performance management panel had met and had recommended that MH's salary be increased by 1 increment, backdated to the 01/09/21. The committee had also reviewed the performance management cycle for support staff, whereby classroom support staff would receive targets at the beginning of the academic year rather than the 1 st April. Finally, it had approved the Pay Policy for 21/22.	
13.	<u>POLICIES</u> JR had scrutinised the updated Child Protection Policy in advance of the meeting. She approved it on behalf of the board, pointing out that it followed the ECC template. She requested that the SLT ensured that all staff were aware of the updated document.	JB/ED/JS
14.	<u>GOVERNOR BUSINESS</u> 14.1 Chair's Action AH reported that she had bought prosecco on behalf of the governors for the staff to have a Christmas drink 14.2 SIP Monitoring It was recognised that monitoring had started later than normal due to the SIP revisions that had taken place during the first half of the term. Progress was noted as follows: Priority 1 – CT – a meeting had been arranged for early January 2022 Priority 2 – HG to contact ED. Priority 3 – SV, CH and JR visited. Report to follow Priority 4 – DL - meeting was planned for early January 2022 14.3 RAG rating of the board against its SIP Priorities See attached document 14.4 Training/CPD The spreadsheet was reviewed. A majority of governors had undertaken some form of training over the course of the term. 14.5 Class Links JR – Donaldson: JR had visited the class and planned to write a report. SQ had reported that the children were academically where they were expected to be, but they were less able to manage emotionally. This was partially due to the fact that	JR

	<p>they had not been visiting a pre-school environment prior to joining the school due to Covid.</p> <p>EG – Rosen: EG had been into school and was due to write a report.</p> <p>CH – Dahl: It has been difficult to arrange a day to visit, but this was in progress.</p> <p>JL – Blyton; First visit to be initiated in the new year</p> <p>DL – Rowling: as above</p> <p>HG – Morpurgo: A visit had taken place and HG was due to write a report.</p> <p>PB – Carroll class: No visit so far</p> <p>CT – Lewis: CT had visited and produced a report that had been circulated. She had enjoyed her time in the classroom and had found it very encouraging.</p> <p>SV – Shakespeare: First visit to be initiated in the new year</p> <p>14.6 Ofsted Inspection framework Following on from the last meeting, AH had provided a new set of questions for discussion as follows:</p> <p>Pupil Learning:</p> <ul style="list-style-type: none"> ○ Do pupils enjoy learning? How do governors know? Yes, feedback provided by: <ul style="list-style-type: none"> ▪ Class visits ▪ School parliament ▪ Talking to children when visiting school ▪ Attending assemblies ○ Do pupils have high aspirations? Yes, evidenced by: <ul style="list-style-type: none"> ▪ Six Rs, and the overall vision for the school. ▪ Results from parent and pupil surveys ▪ Culture of the school, embedded in the fabric of the school ○ How does the school develop pupils’ cultural capital and teach children about other cultures? <ul style="list-style-type: none"> ▪ Assemblies, plays, planned curriculum ▪ Wider curriculum – ethos of developing whole child - equipping them to become good citizens. ▪ The rich curriculum embraces the arts ○ How are British values embedded in the life of the school? <ul style="list-style-type: none"> ▪ School parliament. ▪ The curriculum covers democracy, rule of law, individual liberty, mutual respect and the tolerance of different faiths and beliefs. 	<p>EG</p> <p>CH</p> <p>JL</p> <p>DL</p> <p>HG</p> <p>PB</p> <p>SV</p>
--	---	--

	<p>In conjunction with these discussions the governors asked whether the school could offer more opportunities to introduce children to other faiths. JB said that Ashley Taylor, the RE Subject Leader, had sent invitations to representatives of different faiths, but visits were not a popular option at the current time. The subject was covered regularly at Monday morning assemblies, and often followed up by class teachers during the same week. JB was reminded to pass on a list of assembly topics so that governors could attend when they had a particular interest. JB agreed to do this for the spring term</p> <p>There was a general discussion about the role of the governors at an Ofsted inspection. It was felt that the school was lucky to have such a high calibre of governors, with such varied life experiences. AH said that the board should be confident that they would represent the school competently when the inspection took place.</p>	JB
15.	<p><u>MEETING REVIEW</u></p> <p>12.1 Confidential sections to be agreed Item 4 – membership</p> <p>12.2 Meeting Review A concern was raised relating to the new board format without committees. Based on this meeting it appeared that certain activities were not being completed in a timely fashion.</p> <p>12.3 Responsibilities for review for the next meeting</p> <p>Curriculum/Teaching and Learning</p> <ul style="list-style-type: none"> • Assessment Data – AH, DL, CT, JR <p>Finance</p> <ul style="list-style-type: none"> • Benchmarking alongside SFVS - CH/ JL <p>Premises</p> <ul style="list-style-type: none"> • Inventory check – JL • Contracts – JL • Premises Plan - JL <p>Policies</p> <ul style="list-style-type: none"> • Behaviour and Exclusions - SV • Children Missing Education due to Healthcare needs - CT • Complaints Procedure - AH • Equality Plan - HG • First Aid Policy - JR • Governor Monitoring Visits - AH • Health and Safety - JR • LAC Policy - DL • Staff Code of Conduct - JH • Virtual Governance Policy – AH 	

16.	<p><u>AOB</u></p> <p>The governors enquired into the general level of staff morale. JB said that times were difficult because of the amount of cover needed for people who were ill. It had been a long and tiring term and staff were looking forward to the Christmas break. ED said that the staff had worked brilliantly as a team; considering all of the changes that had taken place over the course of the term the staff were holding up very well.</p>	
17.	<p><u>DATE OF THE NEXT MEETING</u></p> <p>Wednesday 19th January 2022 (JR – apologies) Wednesday 23rd February 2022 Wednesday 23rd March 2022 Wednesday 4th May 2022 Wednesday 15th June 2022 Wednesday 13th July 2022</p> <p>All meetings start at 5.45pm</p>	
	<p>The minutes are a true and accurate record of the meeting</p> <p>_____ Date _____</p> <p>Chair</p>	