

Thornton-in-Craven Primary School

Meeting of the Full Governing Body held on
Wednesday 16th October 2024 at 6.30pm at the school

MINUTES

Present: Suzie Brown (headteacher) (SB); Neil Roe (NR); Rebecca Lofthouse (RL); Rebecca Garrity (RG); Debbie Joyce (DJ); Nicola Moorhouse (NM); Sue Walker (SW); Donna Ryan (DR)

Apologies: Rachel Davies (RD)

In attendance:

Jo Brookes (JB) - Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.

Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.

Ensuring the sound, proper and efficient use of the school's financial resources.

		Actions
1.	Welcome and Introductions NR welcomed everyone to the meeting and reminded them of the Board's key functions.	
2.	Apologies Apologies were received and accepted from Rachel Davies.	
3.	Election of Chair and Vice-Chair The Board appointed NR as Chair from the date of this meeting for a term of one year. Nominated by DJ. Seconded by SW. The Board appointed RL as Vice-Chair from the date of this meeting for a term of one year. Nominated by RG. Seconded by DJ.	
4.	Annual Register of Business and Personal Interests Governors completed the form 'Annual Register of Governors' Business and Personal Interests' and were reminded to declare any changes at subsequent meetings.	
5.	Register of Gifts and Hospitality Governors completed the form and were reminded to declare any changes at subsequent meetings.	
6.	To remind governors of the need to declare interests, pecuniary or non-pecuniary. The Chair reminded governors of the requirement to do this.	
7.	Declare Related Party Transactions Governors confirmed that there were none to declare.	
8.	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.	

	It was agreed that the discussion on academisation (agenda item 26) would be treated as confidential and recorded in a confidential minute, not available for public inspection.	
9.	To receive notification of any other urgent business to be taken at item 32 To consider a response to the dangers of AI that are currently facing pupils and their parents.	
10.	To review the Governing Board's constitution and membership There are currently no governor vacancies. Governors noted the Board's lack of diversity, that all but one member are women, and that the majority of members are parents. There is a need to think about succession planning and a possible recruitment drive going forward. It was noted that the Board includes a comprehensive range of skills including financial, educational, business, legal and mental health.	
11.	Committees Matters formally covered by the School Improvement Committee are now incorporated into FGB meetings. A Finance Committee was established. Membership to be NR, SB, SW, RD.	
12.	To confirm the scheme of delegation to the headteacher This was confirmed to be £5,000.	
13.	To appoint governors with specific responsibilities and link governors These were confirmed as: Safeguarding RL SEND/PP RD Attendance NR Health & Safety NR Sustainability NM PE/ PSHE/ Mental health and wellbeing DR EYFS RG Finance NR, SB, SW, RD Maths, English and Science SW Other curriculum subjects DJ	
14.	To agree a timetable for governor visits Governors to attend school to monitor their areas of responsibility once a term. Dates to be agreed with the headteacher.	HT
15.	Review of governance documents The governance strategic plan has been completed. Governors thanked SW for her work on completing this. It will be considered at the next FGB meeting. Standing Orders and Code of Conduct to be considered at the next meeting.	HT/ Clerk
16.	To approve the minutes from the meeting on 11 July 2024. The minutes were approved by the governors as a true record to be signed by the Chair.	
17.	Matters arising There were none.	

18.	Minutes of committees held since the last meeting There were none.	
19.	Report from the Headteacher Key points to note were: Attendance data looks positive The school gates have been serviced. There has been an issue with people (not pupils) climbing on and damaging the gates. HT has installed a camera to monitor the situation. Apart from KS1 gymnastics there will be no sports' clubs next term due to the winter weather and need to be outside for sports' clubs. Extra- curricular provision, especially with regard to trips, is good. A visit to a mosque is planned. Numbers in school are expected to increase across the year as more nursery pupils join. There has been some mobility with regards to pupils since September.	
20.	Pupil Outcomes Update There was nothing new to report.	
21.	School Improvement Plan This was approved by the Board	
22.	Governing Board Skills Audit This has been completed and is now up to date.	
23.	Pupil Premium There are currently 4 Pupil Premium children in school. This provides £6240 income for the school. This is set to reduce in the next academic year.	
24.	Sports' Premium To be considered at the next FGB meeting.	HT/ Clerk
25.	Safeguarding The school now has a new Local Authority (LA) adviser, Stuart Anslow. He has already carried out the school's annual safeguarding audit and confirmed that all is in place and there are no areas to be addressed. Governors noted that LA advisers to school change frequently. This hinders stability and consistency of support from advisers. Governors noted that the HT has helped the LA in providing significant support to other schools eg. Phonics support. They expressed their concern that this was leading to the HT being out of school regularly without their being clear benefits for her own professional development or clear advantage for the school.	
26.	Academisation The Chair reported that schools have a responsibility to consider this at least once a year. See confidential minute for discussion.	
27.	Health and Safety The HT reported that a meeting planned with the LA H&S (HANDS) adviser to consider fire safety and working at heights training had been cancelled due to the adviser leaving the service.	

28.	To receive the budget monitoring report to date To be covered at the next meeting of the FGB It was noted that the school's finances are currently healthy. However, there is a need to be vigilant going forward, especially when there are likely to be increases to staff salaries and pension contributions. It is hoped that some of the school's current revenue can be allocated to obtaining a new classroom.	HT/ Clerk
29.	Governor Training There was nothing to report.	
30.	Governor Monitoring Reports No visits has taken place since the last FGB meeting.	
31.	Policy Review RSE, attendance and behaviour policy will be considered at the next meeting of the FGB. RL left the meeting at 8.04pm	HT/Clerk
32.	To deal with any matters agreed for consideration under item 9 above. The HT showed a video to governors focusing on how photos of pupils on social media can be manipulated using AI. They considered the dangers around this issue and how best to bring the matter to the attention of parents. Governors agreed that the HT would send the video to parents, on behalf of the FGB, to raise awareness of the issue. It was agreed that parents would be informed via text that important information, including a video would be sent to them and that it is highly sensitive and not to be viewed by children. The Board agreed the importance of regularly highlighting to parents the issues around the dangers of social media. HT stated that KS1 would receive education on the dangers of social media going forward.	HT
33.	Dates of future meetings: FGB meetings: 11 December; 5 February; 26 March; 21 May; 9 July at 6.30pm Finance meeting: 11 December at 6pm	
	Actions See points 14, 15, 24, 28, 31,32 above.	

The meeting closed at 8.22pm

Signed: (Chair)

Date: