

THORPE GOVERNING BODY MEETING AGENDA

Minutes of Thorpe Primary School Local Governing Body.		
Date: 14/06/22	Time: 5.00pm	

Present	
Kate Trethewey	Lisa Lloyd
Colin Hammond	Jo Fillmore
Anne Clayton	
Kathryn Bothwell	In attendance
Trevor Pearce	N. Manders-Jones (Clerk)

Item			
1	Welcome and Apologies Apologies were received and accepted from Tracey Cheung, Manoj Subudhi, and Seta Swan.		
2	Declaration of Interests None		
3	Minutes of the Meeting held 01.03.2022 The meeting minutes held on 01.03.22 were reviewed and agreed upon as an accurate record.		
4			
	3	Action Chair to sign a hard copy of the meeting minutes held on 19.01.22 and return to school.	complete
	10	After school club Action Anne and Colin to meet with the Headteacher to discuss and decide on future actions	As discussed with the trust board, the decision to give more time for the autumn term may need to rethink the provision.

			New reception patents encouraged, and community
	10	Action Headteacher to survey parents' intentions toward wrap-around care	complete
	13	Action link teachers to email link Governors to arrange visits	Complete Action Headteacher to check feedback form
	13	Governor Skills Audit Action Governors to complete skills audit and return to Emma Stephens-Dunn as soon as possible	Complete Trevor to complete
	13	360 Review of the Chair Action Governors to complete 360 reviews as soon as possible, and results to be sent to Chair	Complete
	13	Action Clerk to create training record on Governor HUB	complete
	13	Action Governors were asked to complete NGA Learning Link safeguarding training by June meeting	Complete Action Clerk to post Training record on Governor hub
	13	Action Governors were reminded to produce pen portraits for the school website.	In progress.
	<p>It was noted that Safeguarding training on NGA is not sufficient for safeguarding Governor,</p> <p>Action Headteacher to ask Emma about safeguarding training.</p>		
6	<p>Feedback / Key Messages from the Trust Board and Sharing of Draft PKAT Academy Committee Terms of Reference, Governance Planner 2022-23, and Headteacher Report Checklist</p> <p>Governors reviewed the Draft PKAT Academy Committee Terms of Reference, noting</p> <ul style="list-style-type: none"> • Academy committee rather LGB • Six meetings are recommended in January and May meetings to discuss school improvement and school-specific issues • Three formal H.T. reports are expected • Reduced financial accountability/responsibilities. • Fewer Governors • The Headteacher standardised report format will be worked on next year with the new CEO and Headteachers. <p>Action Headteacher to complete to Parent Governor election before the end of term</p>		
7	<p>Nomination of Chair for 2022-23</p> <p>Tracey Cheung's nomination for Chair was approved.</p>		

8	<p>Agree Meeting Dates for 2022-23 (once per half term, in accordance with the Academy Committee Governance Planner)</p> <table border="1"> <tr> <td>2022/2023</td><td>Thorpe@</td></tr> <tr> <td>Autumn 1</td><td>Tuesday 27/09/22</td></tr> <tr> <td>Autumn 2</td><td>Tuesday 22/11/22</td></tr> <tr> <td>Spring 1</td><td>Tuesday 24/01/23</td></tr> <tr> <td>Spring 2</td><td>Tuesday 21/03/23</td></tr> <tr> <td>Summer 1</td><td>Tuesday 16/05/23</td></tr> <tr> <td>Summer 2</td><td>Tuesday 04/07/23</td></tr> </table> <p>Time and form of the meetings to be decided at the first meeting</p>	2022/2023	Thorpe@	Autumn 1	Tuesday 27/09/22	Autumn 2	Tuesday 22/11/22	Spring 1	Tuesday 24/01/23	Spring 2	Tuesday 21/03/23	Summer 1	Tuesday 16/05/23	Summer 2	Tuesday 04/07/23
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9	<p>School-based policies</p> <p>None at this time.</p>														
10	<p>School Budget 2022-3</p> <p>Governors reviewed the documentation previously circulated on Governor Hub. Anne Clayton gave feedback from her meeting with the school business manager, noting</p> <ul style="list-style-type: none"> • The school had worked with the central finance team to produce the Budget • Years 2022-23 through to 2024-25 all result in positive year-end balances, although year three is looking quite lean • Pupil Premium funding is based on the 01/04/21 to 31/03/22 allocation • The inclusion of teachers on maternity leave on the budget outcomes was noted <p>The Governor approved the Budget as proposed.</p>														
11	<p>School Budget Out-turn 2021-22</p> <p>Governors reviewed the documentation previously circulated on Governor Hub, noting</p> <ul style="list-style-type: none"> • The £54 000 carry forwards this year • Governor approved a Write off a request for £50 left for dinners. • One non-compliance order was reported due to additional costs for an adult to accompany a school trip. • The Headteacher confirmed that payroll is signed off every month and that the Budget is shared and discussed with SLT every month <p>Sports Grant</p> <ul style="list-style-type: none"> • The planned development would be classed as Capital investments, and one of the restrictions placed upon spending the sports grant is that it cannot be used for Capital investment. • The school have decided to appoint a P.E. and Sports Apprentice, using 														

	<p>this funding for the coming academic year.</p> <p>The Governors thanked Catherine for her diligent work and comprehensive report.</p>
12	<p>Headteacher's Report</p> <p>The head teacher delivered her report previously circulated on Governor hub. the Governor's attention was drawn to</p> <p>Admissions & attendance</p> <ul style="list-style-type: none"> • Fifty-two confirmed places for September. The Budget was built on an intake of 60. • 2 Ukrainian Refugees into school should receive in the region of £4,500 for each admission <p>Q How is the school helping them cope?</p> <p>A. the school has Buddy up them with children who speak a similar language. Older students can use translation software</p> <ul style="list-style-type: none"> • Attendance so far this academic year is 94.21 <p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding updates continued to be shared in weekly briefings. • A PKAT Safeguarding Lead has been appointed – Kerry Cliffe. • The Safeguarding team have met with the other safeguarding leads across PKAT, and half-termly network meetings will be set up in the Autumn term • A Racist workshop was arranged as a response to the behaviour of older pupils. This resulted in a decrease in incidents. It is planned to run in-house in the future with PSHE lessons reinforcing messages. <p>Q Would it be better to run the workshop earlier in the academic year?</p> <p>A. the school is planning to run the workshops in the autumn.</p> <p>Data and assessment</p> <ul style="list-style-type: none"> • KS2 SATs took place in mid-May. The children's focus and attitude towards the tests were outstanding, although some papers did not inspire the pupils. • KS1 SATs took place over the last two weeks of the last half-term. The teachers use the evidence from these tests to compile their teacher assessment judgements. • The Phonics Screening Check took place last week; we can still administer the test to children absent the previous week this week. • Year 4 will be undergoing the Multiplication Tables Check (MTC) over the next two weeks • Assessment Week for all year groups, apart from Y6 and Y2, is taking place. End-of-year assessment data will be generated and analysed, and our termly raising standards meeting cycle will revert into action. • After-school enrichment clubs have resumed this term. • The After School Childcare Club has continued to run, and numbers are slowly rising. <p>Staffing update</p> <ul style="list-style-type: none"> • Sue Cordes will retire at the end of this academic year after many, many years at Thorpe. Sue is our Lead Practitioner, and to save money, agreed proposes that we do not re-recruit this position. • Two teachers will leave us to take up class teacher jobs outside Peterborough. We have appointed two new teachers to replace the—one in her 2nd year of teaching and an ECT (Early Career Teacher).

	<ul style="list-style-type: none"> • One teacher will return from her maternity leave in July, and two teachers will go on maternity leave in the Autumn term. • A Senior Midday Supervisor is also retiring at the end of the summer term. We will not replace her Senior Midday Supervisor role as this can be carried out solely by the other Senior Midday Supervisor.
13	<p>SEF and School Improvement Plan: The Governors reviewed the documentation previously shared on Governor hub. Noting the Key issues of the improvement plan</p> <ul style="list-style-type: none"> • Boys writing, Talk for Writing continues to be embedded through the school. Curriculum consolidation in Writing, including a writing scheme to span the key stage journey • KS1 journey, especially with the F.S. wider immersion • Best use of pupils' use of technologies now that upper KS2 will have iPads • Increase pupil leadership role <p>Q. Will the tutoring programme continue into the new academic year? A. Yes, there is an expectation that the programme will be continued, although the funding will be reduced.</p>
14	<p>Stakeholder Survey Outcomes Governors reviewed the outcome of the After School Childcare Facility – survey to parents on March Noting. Not many parents pay for childcare. Parents are well aware of the facility. Price was a barrier to the use of the facility</p> <p>Q.Can a Sibling discount have offered? A.No many have siblings and could be offered £7.50 /£5.50.</p> <p>Q Has the cost been compared to another provider? A yes, the price is comparable or cheaper than alternative providers</p> <p>Q. Could the after-school club form part of the open evening for new starters? A. That could be arranged.</p> <p>A well-being survey for all staff across PKAT was carried out just before the Easter holidays</p> <ul style="list-style-type: none"> • 17% responded. The timing of the questionnaire was a factor, and there was no incentive to complete it. • It was not clear What would happen to the result <p>Conclusion</p> <ul style="list-style-type: none"> • There is a good culture amongst the staff team • Staff would welcome more social Activities.
15	<p>Ofsted Preparation inc. Governor Input The Governor's attention was drawn to</p> <ul style="list-style-type: none"> • The Training webinar published on going hub. • Sample questions from Ofsted and responses • The school at a glance document updated termly. <p>Action Kate to create a folder and share it on Governor Hub</p>

16	<p>Risk Management Review (using Risk Mate)</p> <p>The Governors reviewed and discussed Riskmate, noting the various risk categories that the school faced.</p>
17	<p>Feedback from Governor Visits</p> <p>Governor gave brief feedback on the following visits</p> <ul style="list-style-type: none"> • Finance • safeguarding • early years • Lac /send • Pupil premium • Well-being <p>Governors were reminded to upload visit reports to Governor Hub.</p>
18	<p>Governance:</p> <p>Review of Governing Body Action Plan</p> <ul style="list-style-type: none"> • Action Headteacher to update completed action plan and send it to Governors. <p>Skills Dashboard</p> <p>Governors were reminded to complete it as soon as possible.</p> <p>Current LGB Vacancies and Succession Planning</p> <ul style="list-style-type: none"> • Jo Fillmore confirmed that she is prepared to temporarily remain as a Governor until either of the following conditions are met. <ul style="list-style-type: none"> • Ofsted inspects Thorpe. • A replacement has been found. <p>The Chair confirmed that there would be an urgent proactive search for a replacement and thanked Jo for her commitment</p> <p>Training is undertaken, and emerging needs</p> <p>Governors were reminded to log their safeguarding training</p>
19	<p>Any other Business</p> <p>The Headteacher thanked Colin for his support as Chair of the Governors</p>
	<p>Next meeting Tuesday 27/09/22 5.00 pm.</p>