St Thomas Primary School Local Governing Board

Minutes of the Local Governing Board meeting for St Thomas Primary School held virtually on Wednesday 22nd January 2025 at 6pm.

Present:	Tamara Al-Khalili (TA)	Dan Jenkins (DJ) Headteacher
	Debbie Bucella (DB)	Georgia Martin (GM)
	Chris Edwards (CE)	Sarak Sukkum (SS)
	Jackie Evans (JE)	
	Allan Hart (AH) (Chair)	
In Attendance:	Rachel Shaw (RS), ELAT CEO (from 6.30pm)	
	Cheryl Morgan Governance Professional	

Item	Details of Discussion	Decision or Action
1.	**Welcome, Apologies and Consent** Martin Bell, Totty Brobyn and Evonne Pavey had all sent their apologies. Governors consented to these absences.	
2.	**Declarations of Interest** Everyone had registered their declarations of interest. There were no declarations of interest pertaining to any items on the agenda. DJ informed the meeting that he was now a governor of ISCA and would update his pecuniary/business interests.	
3.	**Local Governing Board Matters** **3.1 Governing Board Membership changes.** Debbie Bucella introduced herself to the governors. Governors voted unanimously that DB should join the governing body and she was welcomed to the meeting as a new Community Governor. **3.2 Consider vacancies to fill and recruit.** Governors noted that there was one community governor vacancy. CE would leave the governing body in September and suggested a skills audit to determine the needs of the governing body for the Autumn term.	

4. **Minutes of the previous meeting Wednesday 27th November 2024**

The minutes of 27.11.24 were **approved** as a true record of the meeting.

Matters Arising:

Agenda item	Action	By Whom	When
3	CE to contact the potential new community governor to attend the meeting in	CE	Completed
6	DJ to present the Staff Wellbeing results – see point 8.	DJ	See Agenda Item 8
9	To present the Trust policies not approved at this meeting.	Clerk	These could be seen on the Trust website.
10	CE to confirm completion of website compliance check	CE	Completed

5. **Headteacher's Update**

5.1 Headteacher Update - SEF / Headteacher Report

All reports shared on Governor Hub.

DJ shared his screen with the Headteacher's report and for the benefit of the governors went through some of the acronyms and highlighted his pleasure with the improvement in attendance and persistent absenteeism.

CE queried the writing data and asked why it wasn't a school development priority as with Maths. DJ explained that he is now doing weekly walkarounds with an English focus. He shared the Action Plan and Monitoring on screen. He added that it could be a heavy focus but did not necessarily need to be on the development plan. He was stepping up on scrutiny etc. Every 6 weeks an assessment was done on every child on sounds and the gaps were noted and what they needed to do to improve.

5.2 PP review and report

PP had been Included in the Headteacher's report. The SOAP had been uploaded to Governor Hub and DJ shared his screen with the report. He highlighted the PP data and the outcomes the children were achieving. There was a direct link with children being in school and outcomes increasing. He had had three attendance meetings this week and had walked to someone's home this morning to check on an absentee. He said that the mother was emotional and felt the school was the only consistent thing in her life.

5.3 Quality of Leadership

CE asked about succession and with a member of the leadership team off, a lot more work rested with DJ, and he asked if it was sustainable. DJ said it was working really well and explained who was covering. He said he was keeping on top of everything, and he was still able to continue with his projects etc. RS added that she was working on pushing some more support towards DJ. She encouraged DJ to

	speak up if there were any problems. DJ had spoken with members of the Trust and felt supported by them.	
7	**Safeguarding** **7.1 Safeguarding Audit Update** The audit had been shared on Governor Hub **7.2 Safeguarding action plan update** The Action Plan was shared on screen. DJ reported that it was nearly complete. One of the remaining actions was the need to review the Prevent assessment. CE asked for volunteer induction form to be shared.	Form to be shared at next meeting
8.	**Pupil and Staff Wellbeing** This was reported and discussed during matters arising. **8.1 Staff Wellbeing Survey** DJ shared the results of the Staff Wellbeing survey and went through the findings. DJ said he was most proud of the way the school communicated, He was pleased to report that teachers felt they could stay on top of their workload. The last section had some anomalies and was worded inappropriately (double negatives), and the wording would be changed for the next survey. In the next survey they might include whether those staff who were considering leaving the school might be leaving the career entirely. **8.2 Pupil Wellbeing Survey** DJ said he was awaiting the results of the Pupil Wellbeing survey.	Pupil results to be shared when school receive them
9.	**Policy Review** **9.1 School Policies** Following comments from CE, DJ agreed to update some dates and review the Acceptable Use and Jigsaw references in the Online Safety policy. Governors approved the following policies which had been shared on Governor Hub. - Online Safety Policy - Anti-Bullying Policy **9.2 Trust Policies** Governors noted that the Trust policies could be viewed on the Trust website.	Policies to be updated with minor changes discussed and updated on website
10.	**Governor Monitoring** **10.1 Governor Monitoring**	

	• TB was writing up the safeguarding monitoring report and had also monitored the SCR. • TA gave a verbal report on her visit to the school saying that Miss Mill was singing a song with the young children, and they were all engaged. The EAL students were learning phonics, and they went on to playing Teddy games. A written report will be shared at the next meeting. • AH reported on his visit to monitor Maths. DJ gave an update on Maths Mastery. Governors also noted that AH visited the school to listen to children read each week and DJ thanked AH for his time in the school. • CE stated that he will complete Pupil Premium and English/Oracy visits. **10.2 Website compliance check** This was covered in matters arising.	TA EYFS report to be shared at next meeting CE to perform PP and English visits
11.	**Governor Training and Development:** **11.1 Training and Development** CE explained to DB about the Induction training she would need to complete. **11.2 Feedback** There was no feedback on any training courses. **11.3 Planned Training** Governors were encouraged to use the National College/NGA Learning Link training courses to improve their skills and knowledge.	
12.	**Communication with Trust Board** CE and DJ had met with the Trust and reviewed and accepted the 3-year strategic plan. They had also been part of the discussions around the direction of the Trust. RS reported that they had a number of options to discuss to review the future of the Trust and whether it should continue as it was. Although successful as a small Trust, and with RS moving on, there had been pressure on them to merge with another Trust. The government weren't now pushing for schools to join Trusts or to become bigger Trusts. The Culture and Ethos was alive in ELAT, and they were committed to their children and the schools were valued in their own right. The Trust was working well, and they had discussed their next steps. They had never had a problem with working with other Trusts. In summary, they had decided to carry on as they were, they knew what they wanted to do for the next three years and were happy to work with partners. They would go ahead and recruit a new CEO to continue the Trust moving forward.	
13.	**Risks and Opportunities** CE explained that if they discovered any risks or opportunities in the meeting, they would need to take them to the Trust and also consider how much they ought to share more widely within the community.	

	CE said they had received a parental complaint which they were investigating, and he reminded governors that the eventual decision could be appealed and if so they would need some Trust level support along with governors who hadn't been involved with the original complaint. An opportunity would be whether governance could be connected to the community. DJ said they would be visiting some science workshops and would mention the governor involvement. DJ went on to mention the PTA and those that would be leaving this year when their children left the school at Yr6. The revenue was really useful to the school and the job not onerous. He would be promoting the need for PTA members. JE said there was someone interested and encouraged DJ to keep on motivating the parents.	
14.	**Any other business** None	
15.	**Next meeting date** 26th March 2025 6pm – **VIRTUAL** 4th June 2025 6pm – **VIRTUAL** 16th July 2025 6pm – **FACE TO FACE**	

The meeting closed at 7.15pm

Agenda item	Action	By Whom	When
7	To share the volunteer induction form	DJ	ASAP
8	Pupil wellbeing results to be shared	DJ	When received
10	TA EYFS report to be shared at next meeting	TA	Next meeting
10	CE to perform PP and English visits	CE	ASAP