

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL  
Full Governing Body (Full GB)**

<b>Membership of the Full GB of Thorndown Primary School:</b>			
Vicci Godbold	Head	Debbie Townsend	DT
Christine Curtis	CC	Andrea Cliff	AC
Jane Ainscow	JA	Peter Smith	PS
Carolyn Jepson	CJ	Yasmin Finch	YF
Helen Cooper	HC	Rob Jagger	RJ
Claire Gerrard	CG	Jill Foster	JF
Steve Mitchell	SM	Louise Lawson	LL
Frank Newton	Chair	Cathy Sweet	CS
Sophie Dale/Dawn Mills	SD/DM	David Varey	DV

<b>Minutes of the Full GB meeting held on Thursday, 13 July 2017 at 6.15 pm.</b>			
<b>Order</b>	<b>Item</b>	<b>Action</b>	<b>Lead</b>
<b>1</b>	<b>Apologies for absence and any declarations of interest</b>		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Steve Mitchell, Frank Newton, Peter Smith, Jill Foster, Carolyn Jepson, Rob Jagger, Helen Cooper, Cathy Sweet, Debbie Townsend, Yasmin Finch, Louise Lawson and Dawn Mills.		
1.2	The meeting was quorate with 14 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Jane Ainscow, David Varey, Claire Gerrard, Sophie Dale and Andrea Cliff.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the GB in respect of any item on the agenda.		
<b>2</b>	<b>Business of the meeting</b>		
2.1	The GB agreed no change to the order of business as set out in the agenda, but the discussions under item 8 would be recorded as confidential minutes.		
2.2	There were no items of "Any Other Business."		
<b>3</b>	<b>Minutes and Confidential Minutes and action points of the last meeting</b>		
3.1	The minutes and action points of the last meeting held on Thursday, 18 May 2017 were approved as correct and signed by the Chair.		
3.2	Five of the ten Action Points (APs 5, 7, 8, 9 & 10) from the last meeting had been completed prior to the meeting, or were marked on-going, or as agenda items.		
3.3	The following was noted for the remaining five action points, including: <ul style="list-style-type: none"> <li>• For AP1, A small working party to be formed to consider Opportunities for Grant Aid and enhanced Community Involvement.</li> </ul>	Sept 17	SBM

Thorndown Governing Body Meeting: 14 September 2017

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..... (CHAIR)

	<ul style="list-style-type: none"> <li>For AP2, Further ways to make energy savings had been investigated by JF and the company she works for in Peterborough. She will discuss ways forward with the Headteacher.</li> <li>For AP3, The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.</li> <li>For AP4, The Summer 2017 TOP has been updated, and the new Autumn TOP will include the actions to meet the requirements of the OFSTED report. Both TOPs will be circulated to the GB by the end of term.</li> <li>For AP6, Ofsted approved the Safeguarding and Child Protection procedures in school and the Single Central Record (SCR).</li> </ul>	Sept 17	JF/Head
		Sept 17	SBM/Head
		July 17	Head
3.4	The confidential minutes and action points of the last meeting held on Thursday, 18 May 2017 were approved as correct and signed by the Chair.		
3.5	Four of the five Action Points (APs 2, 3, 4, & 5) from the last meeting had been completed prior to the meeting, or were marked on-going, or as agenda items. The remaining action point (AP1) was covered in AP4 above.		
<b>4</b>	<b>Matters Arising, not already covered in this agenda</b>		
4.1	There were no other matters arising.		
<b>5</b>	<b>Headteacher's Report</b>		
5.1	The Headteacher's Report and the latest data from SATs had been circulated to the GB prior to the meeting.		
5.2	The Headteacher received and answered questions about the contents of her report, which included sections on: <ul style="list-style-type: none"> <li>Maintenance;</li> <li>Staffing;</li> <li>Staff Training;</li> <li>Curriculum;</li> <li>Attendance;</li> <li>Dates for your diary;</li> <li>Exclusion;</li> <li>Prejudice incidents;</li> <li>Looked after children; and</li> <li>Other points of interest.</li> </ul>		
5.3	<b>SEND Funding</b>		
5.3.1	Governors asked if the school was able to claim back additional funding spent on children with SEND. The Head explained that the school is expected to cover the cost of the first £6,000, and then the START team will pay a top-up contribution towards additional costs. This amount rarely meets the full cost of educating a child with needs. The school is still funding an additional £5,886 over and above its original contribution.		
5.3.2	The situation next year will be even more difficult when the new Reception intake has up to seven children with EHC plans, and will need considerable TA support. Committees have discussed this at length and after discussing options with Ray		

Thorndown Governing Body Meeting: 14 September 2017

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

	Byford (LA Financial advisor) the school has had to move existing TAs into 1:1 roles. Concerns have already been expressed about less TA time spent in KS2, the impact this could have on pupil performance and the ability of the school to offer appropriate interventions.		
5.4	<b>Exclusions</b>		
5.4.1	While there have been no exclusions so far this term, governors asked about the total number of children excluded this year. One child, excluded for five days, has left to join another school. The other fixed term exclusions were for three Year One pupils.		
5.5	<b>Maintenance</b>		
5.5.1	Governors asked particularly about the cladding and insulation of the building. The LA has produced a statement for schools to reassure governors. This has been shared with the Health and Safety Committee. The LA has assured the school, that there is no cause for concern. As a new-build school it meets all building standards and regulations. The school also has a sprinkler system. The school is only two storeys high and the government are, at the moment, only asking for schools which are four stories high to be checked.		
5.5.2	The school's policy is to evacuate the building immediately. The school can evidence that evacuation procedures are practised every half term. It was agreed that future practises would include procedures to clear the school when an exit is blocked.		
5.6	<b>Data - KS1 &amp; KS2 Assessment Outcomes</b>		
5.6.1	The Headteacher circulated a document outlining some of the key data for both KS1 and KS2 Assessment Outcomes. She stated that the results overall were mixed and did not reflect all the good work being undertaken in school. An overview of all the results will follow with the TOP and will be discussed at length by Learning & Development Committee. The areas that caused most concern included speeding up the increase in SPAG scores, improving the overall combined results and improving the results in Foundation Stage.		
<b>6</b>	<b>Chairs Report</b>		
6.1	The GB was informed by the Headteacher that she had nominated both the Chair (FN) and the Vice-Chair (CC) for long-service awards and for their significant contribution to the work of the GB. CC received her certificate, at the 'Celebrating Success Event' in July 2017, organised by the LA. The Chair was presented with his certificate, as he was unable to attend the 'Celebrating Success Event.'		
6.2	CS also attended the 'Celebrating Success Event' as she had completed a number of training courses during her Induction year.		
6.3	The GB was informed by the Chair that SM was standing down as a governor. He has also made a significant contribution to the work of the GB, including being involved in the amalgamation of the old Infant and Junior Schools and serving as Chair of Finance & Premises Committee. He was thanked for his service and the Co-opted Vacancy will be advertised in the Governor's Newsletter to Parents due to go out before the end of term.	July 17	SBM
6.4	With SM standing down as a governor, there was also a vacancy on the Head's Performance Management Review Panel. It was agreed that CC would re-join the panel for one year only and that a new governor would shadow her during the year and undertake the necessary training to be part of this process. CS expressed her interest in joining the Head's Performance Management Review		

Thorndown Governing Body Meeting: 14 September 2017

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

	Panel. CS to shadow CC during the year and undertake the necessary training to be part of this process.	Sept 17	CS
6.5	The Chair reported that SD was leaving the school and therefore standing down as Staff Governor. She would be replaced by Dawn Mills in September 2017. The Chair expressed his thanks for her contribution to the work of the GB, and sent her best wishes in her new post at another school.		
6.6	The Chair reported on his recent visit to meet with the Headteacher, and CC, to review the Full GB meeting agenda for Thursday, 13 July 2017.		
<b>7</b>	<b>Committee Reports</b>		
7.1	The minutes of the three Committee meetings held in June 2017 were circulated to the GB prior to the meeting. The Chair of each committee outlined some of the key points from their meetings.		
7.2	<b>Personnel &amp; Salary – 14 June 2017</b> <ul style="list-style-type: none"> <li>The Committee were pleased that the school expected to have a full complement of teaching staff in September 2017.</li> </ul>		
7.3	<b>Learning &amp; Development – 15 June 2017</b> <ul style="list-style-type: none"> <li>Discussion took place on the Learning Entitlement for each child (see item 11 below);</li> <li>Recent KS1 &amp; KS2 SATs results were discussed (see 5.6 above);</li> <li>Reports on Governor Visits, including an Early Years visit, Mastery in Maths visit &amp; Maths visit to Leicester were all discussed at the meeting; and</li> <li>The Committee reviewed a number of policies scheduled for updating this term, including a new Growth Mindset Policy.</li> </ul>		
7.4	<b>Finance &amp; Premises – 15 June 2017</b> <ul style="list-style-type: none"> <li>The Budget for 2017/2018 remains very tight;</li> <li>CCS has been given notice to end their current Cleaning Contract. The tendering process, using Tenet Education Services is under way;</li> <li>Pre-School numbers per session are good. A Pre-School Manager will be recruited to ensure that each session is covered by five adults, and meets staffing ratios;</li> <li>Four outstanding policies were reviewed;</li> <li>Health &amp; Safety Committee meeting held on Thursday, 13 July 2017; and</li> <li>The After-School Club item was deferred to the Full GB meeting.</li> </ul>		
<b>8</b>	<b>Future Development of the School and Governing Body</b>		
8.1	Please see confidential minutes.		
<b>9</b>	<b>LSCB Child Protection Monitoring Report</b>		
9.1	The LSCB Child Protection Monitoring Report had been completed by the Headteacher and had been circulated to the GB prior to the meeting.		
9.2	It was noted that the form did not ask for the name of the governor with responsibility for monitoring Child Protection issues on behalf of the GB.		
9.3	Following a question from the GB the Child Missing Education procedure was explained to the GB.		

Thorndown Governing Body Meeting: 14 September 2017

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

<b>10</b>	<b>GB Self-Evaluation toolkit</b>		
10.1	A new GB Self-Evaluation toolkit, replacing Audit of GB Effectiveness, has been produced by Governor Services. It was agreed that the Chair would undertake a first draft of this document and circulate this to the GB for their comments	Sept 17	Chair
<b>11</b>	<b>Learning Entitlement</b>		
11.1	It is proposed that the existing Curriculum Policy be replaced by a new Learning Entitlement Policy in the new academic year.		
11.2	Learning Entitlement will cover all aspects of the curriculum and beyond, not just English and Maths.		
11.3	The Headteacher and the staff are working on Learning Entitlement and what every child can expect to receive in school by the time they reach Year 6. This will be a focus for the morning of the training day on Monday, 4 September 2017. Parents will also be asked for their input.		
11.4	Learning and Development Committee will then review and monitor the new Learning Entitlement Policy when appropriate.	Nov 17	L&D
<b>12</b>	<b>Standing item - Report from Parent Forum meeting</b>		
12.1	CS reported back from the latest Parent Forum meeting.		
12.2	The focus of the meeting was Transitions, including Pre-school to Reception and moving to Secondary school. There was much discussion about changing classes and established friendship groups. It was agreed that this Forum was very important to enable Parents to have their say, and provide feedback. However it is the Headteacher who takes day-to-day procedural decisions with her staff, and it is the GB who gives strategic direction.		
12.3	Concerns about funding for the school were raised by one parent.		
12.4	A group of Year 6 Parents, whose children were leaving the school this year, were contributing to purchasing books for the school from a Wish List.		
<b>13</b>	<b>Standing item – Feedback from Training</b>		
13.1	CS reported back from the latest training she had attended. At an ‘Early Years Update’ the topics covered included: latest hotspots (lack of available places), closing the attainment gap, stretching children on the cusp of GLD, and Hard to Reach Parents.		
<b>14</b>	<b>Standing Item - Governor School Visits</b>		
14.1	The Governor School Visits Programme is on-track, with two Governor Visits outstanding. One to be completed before the end of term, and one deferred to next term.		
<b>15</b>	<b>Standing Item - Pre-School</b>		
15.1	Pre-School numbers per session are good – see 7.4 above. The vacancy for a Pre-School Manager will be re-advertised. A temporary role may have to be considered in the short term.	Sept 17	SBM/ Head
<b>16</b>	<b>Review of Work Schedule &amp; Policy Schedule</b>		
16.1	The Clerk confirmed that there were no outstanding issues from the Work Schedule or the Policy Schedule for this academic year.		

Thorndown Governing Body Meeting: 14 September 2017

READ & AGREED AS A TRUE RECORD

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<b>17</b>	<b>Meeting dates for 2017/2018</b>		
17.1	<p>The GB and committee meeting dates for the academic year 2017/2018 had been confirmed at the last meeting and were circulated prior to the meeting. However two suggested changes were approved, and governors were asked to note these new dates, including:</p> <ul style="list-style-type: none"> <li>• <b>Personnel &amp; Salaries Committee Meeting: Wednesday, 25 April 2018 to Wednesday, 2 May 2018; and</b></li> <li>• <b>Full GB Meeting: Thursday 12 July 2018 to Thursday 5 July 2018.</b></li> </ul>	July 17	GB
<b>18</b>	<b>Any Other Business</b>		
18.1	The GB was reminded on the social event planned for Thursday 20 July 2017 at 6.30 for 7.00 pm.		
18.2	There being no other business the meeting closed after item 19 at 8.22 pm.		
<b>19</b>	<b>Summary of Impact on Standards and Progress</b>		
19.1	<p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> <li>• Discussed the strategic direction of the school, in three different areas;</li> <li>• Reflected on the positive progress made in adopting the Pre-school; and</li> <li>• Reviewed the latest data available on this year's SATs.</li> </ul>		

Thorndown Governing Body Meeting: 14 September 2017

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

**Summary of Governing Body Action Points – 13 July 2017**

<b>GB Meet 7 2016/2017 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.3 A small working party to be formed to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
2.	3.3 Further ways to make energy savings had been investigated by JF and the company she works for in Peterborough. She will discuss ways forward with the Headteacher.	JF/Head	
3.	3.3 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.	Head/ SBM	
4.	3.3 The Summer 2017 TOP has been updated, and the new Autumn TOP will include the actions to meet the requirements of the OFSTED report. Both TOPs will be circulated to the GB by the end of term.	Head	Completed
5.	6.3 The Co-opted Vacancy to be advertised in the Governor's Newsletter to Parents due to go out before the end of term.	SBM	Completed
6.	6.4 CC to re-join the Head's Performance Management Review Panel for one year only. CS to shadow her during the year and undertake the necessary training to be part of this process.	CS	
7.	10.1 The Chair to produce a draft of the new GB Self-Evaluation toolkit, and circulate this to the GB for their comments	Chair	
8.	11.4 The Learning and Development Committee to review and monitor the new Learning Entitlement Policy.	L&D	
9.	15.1 The vacancy for a Pre-School Manager will be re-advertised. A temporary role may have to be considered in the short term.	SBM/ Head	
10.	17.1 The GB to note the two approved changes to the meeting dates for the next academic year, including: <ul style="list-style-type: none"> <li>• Personnel &amp; Salaries Committee Meeting: Wednesday, 25 April 2018 to Wednesday, 2 May 2018; and</li> <li>• Full GB Meeting: Thursday 12 July 2018 to Thursday 5 July 2018.</li> </ul>	GB	Revised dates re-circulated

**Please also see Confidential Minutes for additional Action Points**

Thorndown Governing Body Meeting: 14 September 2017

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