

**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	Andrea Cliff	AC
Christine Curtis	CC	Peter Smith	PS
Jane Ainscow	JA	Yasmin Finch	YF
Carolyn Jepson	CJ	Rob Jagger	RJ
Helen Cooper	HC	Jill Foster	JF
Claire Gerrard	CG	Louise Lawson	LL
Frank Newton	Chair	Cathy Sweet	CS
Dawn Mills	DM	David Varey	DV
Debbie Townsend	DT	Co-opted Vacancy	

<b>Minutes of the Full GB meeting held on Thursday, 14 September 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, Frank Newton, Jill Foster, Carolyn Jepson, Rob Jagger, Helen Cooper, Cathy Sweet, Louise Lawson, Claire Gerrard and Andrea Cliff.		
1.2	The meeting was quorate with 11 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Jane Ainscow, Debbie Townsend, David Varey, Peter Smith and Yasmin Finch.		
1.5	Absent: Dawn Mills.		
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>Election of Chair &amp; Vice Chair</b>		
2.1	<b>Chair of Governors:</b> the Clerk advised that one person had been nominated for the post of Chair of the GB, and it was agreed that Frank Newton should be elected Chair for the academic year 2017/2018. This had been proposed by Christine Curtis and was seconded by Andrea Cliff.		
2.2	<b>Vice-Chair of Governors:</b> the Chair asked for nominations for the post of Vice-Chair of the GB, and it was agreed that Christine Curtis should be elected Vice-Chair for the academic year 2017/2018. This had been proposed by Frank Newton and was seconded by Andrea Cliff. Christine Curtis advised that this would be her last year in this role.		
<b>3</b>	<b>Business of the meeting</b>		
3.1	The GB agreed no change to the order of business as set out in the agenda.		
3.2	There were no items of "Any Other Business."		
<b>4</b>	<b>Minutes, confidential minutes and action points of the last meeting</b>		
4.1	The minutes and action points of the last meeting held on Thursday, 13 July 2017 were approved as correct and signed by the Chair.		

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4.2	Four of the ten Action Points (APs 4, 5, 6 & 10) from the last meeting had been completed prior to the meeting.		
4.3	AP8 was removed as an Action Point for the Full GB as progress on the proposed new Learning Entitlement Policy would be monitored by the Learning and Development Committee.		
4.4	The remaining five Action Points were marked as on-going or work in progress, including: <ul style="list-style-type: none"> <li>• AP1 - A small working party to be formed to consider Opportunities for Grant Aid and enhanced Community Involvement;</li> <li>• 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>• AP3 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ;</li> <li>• AP7 - The production of a draft of the new GB Self-Evaluation toolkit, by the Chair, is a work in progress; and</li> <li>• AP9 - The vacancy for a Pre-School Manager was advertised. A temporary role may have to be considered in the short term. See 11.1 below.</li> </ul>	Oct 17	SBM
		Oct 17	Head/ JF
		Oct 17	SBM/ Head/ CS/CJ
		Dec 17	Chair
4.5	The confidential minutes and action points of the last meeting held on Thursday, 13 July 2017 were approved as correct and signed by the Chair.		
4.6	Action had been taken on all six Action Points from the last meeting with three completed (APs 1, 3 & 5) and AP6 was an agenda item.		
4.7	The following was noted for the remaining two action points, including: <ul style="list-style-type: none"> <li>• AP2 - The SBM/Head had begun the process to take over the management of the Before and After School Club by giving notice to the current provider for 31 March 2018. A Letter of response had been received which asked the GB to re-consider its position and offered three alternative proposals. After consideration the GB reiterated its position, particularly about its desire to address the quality of the provision provided, and agreed that the Head would confirm its intention to proceed as per the previous letter to the Before and After School Club notice to end working on 31 March 2018;</li> <li>• AP4 - The Head has begun the process to establish a Teaching School Alliance by making an application of interest to the DfE. The application time has not yet opened this term; and</li> <li>• AP6 - Governors had been asked to email the Chair with their preference of Working Parties, either to support the process of establishing a Teaching School Alliance, or to monitor the situation regarding the need to convert to academy status. The Headteacher and a member of SLT to join each working party whose membership currently is as follows: <ul style="list-style-type: none"> <li>○ Academies – Frank Newton , Rob Jagger and Jill Foster; and</li> <li>○ Teaching School – Chris Curtis, Debbie Townsend and Cathy Sweet.</li> </ul> </li> </ul>	Oct 17	Head
		Oct 17	Head
		Dec17	GB

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<b>5</b>	<b>Matters Arising, not already covered in this agenda</b>		
5.1	There were no other matters arising.		
<b>6</b>	<b>Annual Review of Governing Body's Operating Guidelines</b>		
6.1	<p>The Annual Review of Governing Body's Operating Guidelines was undertaken and included the following:</p> <p>a) <b>GB Standing Orders</b> - a review of the Standing Orders (Operating Guidelines) was undertaken, and the revised document was adopted.</p> <p>b) <b>GB Membership &amp; Confidential GB contact information</b> with one Co-opted Governor Vacancy. As one Parent Governor term of office ends in November 2017(YF) it was decided to wait until this post has been advertised to progress the appointment of a new Co-opted Governor. It was noted that Dawn Mills has been elected as Staff Governor. A confidential contact list had been circulated prior to the meeting, and the Clerk asked for the GB to notify him of any changes.</p> <p>c) <b>GB Website information &amp; appointment of governors with Specific Responsibilities</b> - A revised GB information list for the school website had been circulated prior to the meeting, and the Clerk asked for the GB to notify him of any changes. The following governors were appointed to undertake specific roles, with a shadow governor appointed to aid succession planning:</p> <ul style="list-style-type: none"> <li>▪ Safeguarding &amp; Child Protection – CC/AC</li> <li>▪ SEND &amp; inclusion (including LACs) – JA/CS</li> <li>▪ Pupil Premium – PS/DV</li> <li>▪ Parent Forum - RJ</li> <li>▪ EYFS – VG to ask LL/CS</li> <li>▪ Health &amp; Safety – DT</li> <li>▪ NQT link (new) – CC/FN</li> <li>▪ Link Governor for training- RJ</li> <li>▪ Prejudicial Incidents monitoring by Full GB</li> <li>▪ Equality &amp; Diversity - monitoring by L&amp;D &amp; Full GB</li> <li>▪ Data - monitoring by L&amp;D &amp; Full GB</li> </ul> <p>d) <b>Committee &amp; Working Party membership</b> - It was agreed that the committee structure and membership would remain the same. The Head to check with DM which committee she wished to join. Each committee will elect their own Chair at their first meeting. Terms of Reference will be ratified by the GB at the next meeting in October 2017.</p> <p>e) <b>Governors Code of Conduct</b> - forms for the adoption of the Governors Code of Conduct, which was revised in March 2017 were circulated prior to the meeting for signing, were collected at this point.</p> <p>f) <b>Pecuniary Interests</b> - forms for the register of pecuniary interests, which were circulated prior to the meeting for signing, were collected at this point.</p> <p>g) <b>GB Decision Planner</b> – the Clerk had circulated the Governing Body Decision Planner prior to the meeting and this was amended in a number of places before being approved.</p> <p>h) <b>Schedule of Work</b> - the Clerk had circulated the Schedule of Work prior to the meeting and this was approved.</p> <p>i) <b>Revised Policy Schedule (to 2022)</b> - the Clerk had circulated the revised Policy Schedule prior to the meeting and this was approved.</p> <p>j) <b>Confirmed GB &amp; Committee meeting dates for 2017/18</b> - the Clerk had circulated the revised meeting dates prior to the meeting and these were approved.</p>	Sept 17	Head

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<b>7</b>	<b>Heads Presentation</b>		
7.1	The Headteacher gave a presentation, reviewing the Key Priorities for 2017/2018. The full PowerPoint presentation will be circulated with the minutes of the meeting.		
7.2	The main areas of development were described: <ul style="list-style-type: none"> <li>• Develop cognitive depth throughout all subjects;</li> <li>• Improve pupils outcomes in Grammar, Spelling and Punctuation;</li> <li>• Improve pupils self-awareness of their own role in their education;</li> <li>• Develop the quality of assessment for higher achieving pupils especially in maths;</li> <li>• Increase the number of pupils achieving Greater Depth (or the higher standard in Year 6);</li> <li>• To continue to develop teachers' confidence in teaching for mastery in maths and their ability to design coherent learning including small steps, variation and stem sentences; and</li> <li>• Improve our combined score in reading, writing and maths for all year groups.</li> </ul>		
7.3	There was discussion about the emphasis on improving the schools combined SATs scores in Year 2 and Year 6, and concern that other children would not receive sufficient support. The Head confirmed that all children experiencing difficulties would get the support they needed, but that the school was obliged to place an emphasis on the combined scored this year in order to enable these children to reach their full potential. This work would be monitored by the Learning and Development Committee.		
7.4	The GB then worked in groups to complete a pro-forma which the whole school community is undertaking, including staff, children and parents. The questions asked related to asking the stakeholders what they think children are expected to know and do when they leave school by the end of Year 6. The results will be collated by the Head and will help the school make progress on the proposed new Learning Entitlement Policy.	Oct 17	Head
7.5	The GB also reviewed the Autumn 2017 TOP, and there was a discussion about the possible need to include a section to reflect the development and involvement of the GB. It was agreed that the three main development areas would be monitored and reported upon through the agenda at Full GB meetings.		
<b>8</b>	<b>Chairs Report</b>		
8.1	The Chair reported on two recent visits to the school. On his first visit he met with the new staff and on his second visit he met with the Headteacher to review the Full GB meeting agenda for Thursday, 14 September 2017.		
<b>9</b>	<b>Standing item - Safeguarding</b>		
9.1	An updated version of Safeguarding and Child Protection Policy to be reviewed by the Learning and Development Committee and then will be presented to the GB for ratification.	Sept 17	Clerk
<b>10</b>	<b>Standing Item – Governor School Visits</b>		
10.1	A Governor School Visit on Early Years was completed by FN/DT/CS in July 2017. FN to finalise the report and circulate to the GB.	Oct 17	FN
10.2	A date for one outstanding visit, on History/Geography/Science to be completed as soon as possible by JF/RJ/AC.	Oct 17	JF/RJ/ AC
10.3	The Governor School Visits Programme for 2017/2018 to be finalised at the next		

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	Learning and Development Committee meeting on Thursday, 28 September 2017.	Sept 17	Clerk
<b>11</b>	<b>Standing Item - Pre-School</b>		
11.1	The vacancy for a Pre-School Manager was advertised, and interviews were held. An appointment offer was made but later withdrawn. A temporary compromise has been made in the short term with two key workers becoming room leaders and running the space everyday. We wish to keep the Pre-school viable for a teacher to be put in again as soon as possible. Pre-School numbers per session are good and are set to improve further.		
<b>12</b>	<b>Standing item – Feedback from Training</b>		
12.1	The Chair and Head had both reviewed the EPM Webinar on new Salary Arrangements.		
12.2	There was a reminder about the Autumn Term Training programme, which had been circulated by the Clerk, and the Autumn Term 2017 Governor Briefing.		
<b>13</b>	<b>Standing item - Report from Parent Forum meeting</b>		
13.1	There has been no Parent Forum meeting since the last Full GB meeting.		
<b>14</b>	<b>Any Other Business</b>		
14.1	There being no other business the meeting closed after item 15 at 7.42 pm.		
<b>15</b>	<b>Summary of Impact on Standards and Progress</b>		
15.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> <li>• Had been fully appraised of the key priorities and initiatives for the school for the forthcoming year through the Heads presentation;</li> <li>• Worked together to contribute a governor perspective on the on-going development of the Thorndown entitlement; and</li> <li>• Had undertaken a review of all the Governing Body's Operating Guidelines, as required on annual basis, and appointed governors to undertake specific monitoring roles.</li> </ul>		

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### Summary of Governing Body Action Points – 14 September 2017

<b>GB Meet 1 2017/2018</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	4.4 A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP2	4.4 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.	Head/JF	
AP3	4.4 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.	Head/SBM/ CS/CJ	
AP4	4.4 AP7 - The production of a draft of the new GB Self-Evaluation toolkit, by the Chair, is a work in progress.	Chair	
AP5	4.7 AP2 The Head to confirm the intention of the GB to proceed as per the previous letter to the Before and After School Club notice to end working on 31 March 2018;	Head	
AP6	4.7 AP4 The Head awaits a response from the DfE to the register of interest to establish a Teaching School Alliance	Head	
AP7	4.7 AP6 Governors to email the Chair with their preference of Working Parties, either to support the process of establishing a Teaching School Alliance, or to monitor the situation regarding the need to convert to academy status.	GB	
AP8	6.1d The Head to check with DM which committee she wished to join.	Head	
AP9	7.4 The results from the pro-forma completed at the meeting will be collated by the Head and will help the school make progress on the proposed new Learning Entitlement Policy.	Head	
AP10	9.1 An updated version of Safeguarding and Child Protection Policy to be reviewed by the Learning and Development Committee and then will be presented to the GB for ratification.	Clerk	
AP11	10.1 FN to finalise the report on the Governor School Visit on Early Years, completed by FN/DT/CS in July 2017, and circulate to the GB.	FN	
AP12	10.2 A date for one outstanding visit, on History/Geography/Science to be completed as soon as possible by JF/RJ/AC.	JR/RJ/AC	
AP13	10.3 The Governor School Visits Programme for 2017/2018 to be finalised at the next Learning and Development Committee meeting on Thursday, 28 September 2017.	Clerk	

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