

**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	SD	David Varey	DV

<b>Minutes of the Full GB meeting held on Thursday, 23 March 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, Claire Gerrard, Steve Mitchell, Frank Newton, Andrea Cliff, Peter Smith, Jill Foster, Jane Ainscow (to parent consultation in meeting), Carolyn Jepson, Rob Jagger, David Varey, Helen Cooper, Louise Lawson, Cathy Sweet (to parent consultation in meeting) and Sophie Dale (late, at parent consultation).		
1.2	The meeting was quorate with 16 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Debbie Townsend and Yasmin Finch.		
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 not to consider the Pre-School item unless Cathy Sweet was present, as she had to attend a parent consultation during the GB meeting. There were no other alterations to the order of business as set out in the agenda.		
2.2	There were no items of "Any Other Business."		
<b>3</b>	<b>Minutes and action points of last meeting</b>		
3.1	The minutes, confidential minutes and action points of last meeting held on Thursday, 26 January 2017 were approved as correct and signed by the Chair.		
3.2	Seven of the ten Action Points (APs 2, 4, 5, 6, 7, 9 & 10) from the last meeting had been completed prior to the meeting.		
3.3	It was noted for AP2 that the GB in-house training session entitled 'Understanding Mastery in Mathematics' presented by CG on Thursday, 9 March 2017 was well		

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	attended and very informative. This training allowed governors to understand better the innovative work being undertaken in Maths and would allow the GB to challenge the school in its learning visits. CG was again thanked for her hard work and efforts in this area of the curriculum.		
3.4	The following points noted about the three remaining actions, including: <ul style="list-style-type: none"> <li>For AP1, the formation of a small working party to consider Opportunities for Grant Aid and enhanced Community Involvement is still on-going;</li> <li>For AP3, further ways to make energy savings would be investigated by JF and the company she works for in Peterborough. The Finance &amp; Premises Committee were dissatisfied with the MLEI initiative. An ECO day has been organised by CG for Thursday, 30 March 2017; and</li> <li>For AP8, the Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ. The Charitable Trust Governing Instrument has now been submitted to the Charities Commission and is awaiting approval.</li> </ul>	April 17	SBM
		April 17	JF
		May 17	Head/ SBM/ CS/CJ
<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, including Ofsted Action Plan</b>		
5.1	The Headteacher's Report had been circulated to the GB prior to the meeting. Also circulated for this meeting were the updated Ofsted Action Plan		
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>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	There have been three exclusions in Year 1 this term, and the Educational Psychologist has already visited the school to help set up support plans for these children.		
5.4	The Head also reported that she had joined a group of Headteacher's interviewing Newly Qualified Teachers (NQTs) who wish to join the LA pool this year, and one potential candidate is visiting the school next week.		
5.5	The Head reported that it is almost two years since the last Ofsted, and the school is expecting to hear about an inspection by 30 April 2017.		
5.6	The Head confirmed that the school has received the validated RAISEonline report and this document will be circulated with the minutes of this GB meeting.	Mar 17	Head/ Clerk

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<b>13</b>	<b>Standing Item – Pre-School</b>		
13.1	The Head reported that Pre-School numbers are beginning to rise but not as fast as anticipated.		
13.2	Developing Wrap-around Care is being explored, with a Breakfast Club and more After-school care, to support working parents.		
13.3	In September 2017, new legislation means that three year-olds are entitled to 30 hours provision, subject to certain financial criteria. The LA believes that there will be greater uptake in September 2018 as most parents will have already got childcare in place.		
13.4	Top up funding of approximately £30K will be required from the Trustee Account to ensure that Pre-School remains cost neutral with current numbers. Forecast figures, for a full 12 months, means that there need to be 33 children per session in Pre-School to break even, with two year-olds being considered as well.		
13.5	A review of the management structure for next year would mean the Pre-School would only be teacher-led (managed) with an HLTA acting as Deputy Manager to save money.		
13.6	Both Personnel & Salaries, and Finance & Premises Committees, have discussed the issues at length.		
13.7	Despite the best efforts of the Headteacher to register the Pre-school with Ofsted, this has not been possible yet.		
<b>6</b>	<b>Chairs Report</b>		
6.1	The Chair reported on his visit to the school on Monday, 20 March 2017, and his meeting with the Head, Chair of Finance Committee, School Financial Adviser (SFA) and other senior school staff to discuss the provisional draft school budget for 2017/2018.		
6.2	In addition he also met separately with the Head on Monday, 20 March 2017, to discuss the Full GB meeting agenda for Thursday, 23 March 2017.		
6.3	The Chair reported on his progress with the LA on the school's catchment area. Following additional correspondence sent to the LA regarding additional funding and catchment area clarification, an amended school catchment area map has been received and will be circulated with the minutes of this GB meeting. The Head reported that all the Heads in the St Ives cluster are concerned about the availability of school places and as a group have requested a meeting with the LA Admissions team.	March 17	Head/ Clerk
6.4	The Chair also reported on his progress with Governor Skills Audit. All the responses have been received and a summary of these returns was circulated to the GB prior to the meeting. He believes that the responses indicate the school is now in a stronger position than it was two years ago.		
6.5	Subject to the result from the expected Ofsted inspection, the Chair also believes that the school Development Plan should start to reflect areas of improvement and development for the GB. This could encompass a range of issues and developments and he stated that he would call a special meeting of the Full GB to discuss the future development of the role of the GB once the expected Ofsted visit has been concluded.	Summer 17	Chair

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<b>7</b>	<b>Committee Reports</b>		
7.1	The minutes of the three Committee meetings held in March 2017, and the Health & Safety meeting 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	<p><b>Personnel &amp; Salary – 15 March 2017</b></p> <ul style="list-style-type: none"> <li>• The introduction of new legislation meant the GB Code of Conduct needed amending to include a section relating to on the collection of personal data and compliance to Edubase;</li> <li>• The Staff, Governors &amp; Volunteers Code of Conduct would be re-named the Adults Code of Conduct; and</li> <li>• Reiterated the need for the school to retain single-age group class teaching.</li> </ul>		
7.3	<p><b>Learning &amp; Development – 16 March 2017</b></p> <ul style="list-style-type: none"> <li>• Considered work in three key areas, including: Data, Governor Visits and Policy Review (nine).</li> </ul>		
7.4	<p><b>Finance &amp; Premises – 16 March 2017</b></p> <ul style="list-style-type: none"> <li>• Formula Carry Forward forecast to be £18K</li> <li>• In 2017/2018, for a 20 class structure, the school will have a shortfall in the budget of £10K;</li> <li>• This is due to the historical way that funding is given to the school based on pupil numbers from the last census;</li> <li>• The Schools Financial Adviser (SFA) is confident that the school will be able to make savings during the year to meet the shortfall;</li> <li>• The new budget has to be approved at the next Finance &amp; Premises Committee meeting on 27 April 2017, and submitted to the LA by Friday, 5 May 2017;</li> <li>• The SFVS document was approved by the Committee and signed by the Chair of the GB for return to the LA; and</li> <li>• The minutes of the Health &amp; Safety Committee meeting held on 9 March 2017 were also reviewed.</li> </ul>		
7.5	The Chair of the GB thanked the SBM and all the staff for their hard work in working with limited resources this year.		
<b>8</b>	<b>Standing item - Report from Parent Forum meeting</b>		
8.1	The last Parent Forum meeting had a focus on Growth Mindset. This was well received but attendance at the meeting was low and a suggestion to change the timing of the meeting was also discussed.		
<b>9</b>	<b>Standing item - Academy status</b>		
9.1	There was nothing further to report on Academy status at the moment.		
<b>10</b>	<b>Standing item – Feedback from Training</b>		
10.1	Feedback from the GB in-house training session entitled ‘Understanding Mastery in Mathematics’ was given in 3.3 above.		
10.2	Governors are now to be asked to inform Helen Cooper (SBM) about any training requirements so that she can book this for the GB and keep appropriate records. Any other training activities, such as GEL training, or Webinars, should also be reported to her as she is now taking the lead role in recording governor training activities.	April 17	GB
10.3	The Chair reported back from the Governor Conference held on Saturday, 4 March		

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10.4	2017. The Clerk had circulated the presentations given at the Conference to the GB prior to the meeting.  The Chair felt the Conference was informative and three key points raised have now been addressed by the school, including the need for the GB to complete a Skills Audit, to keep training records and to post information about delegated powers on the school website.		
<b>11</b>	<b>Standing item - Safeguarding</b>		
11.1	CC had completed her termly Safeguarding and Child Protection visit to check the Single Central Record (SCR). There were no issues reported.		
11.2	AC reported that she had completed Safeguarding training, by undertaking an EPM Webinar. She believes that the school is fully compliant in this area.		
<b>12</b>	<b>Standing Item – Governor School Visits</b>		
12.1	Three Governor Visits reports, which had been discussed at the Learning & Development on 16 March 2017, had been circulated prior to the meeting, including: <ul style="list-style-type: none"> <li>• Developing Inference in Reading at KS2 and Spelling at KS1 report from a visit held in November 2016;</li> <li>• Writing Visit report had been completed by JA with VG; and</li> <li>• Growth Mindset report.</li> </ul>		
12.2	The Governor School Visits Programme is on-track, but with Easter coming early this term, some scheduled visits have been moved into the Summer term 2017.		
<b>13</b>	<b>Standing Item – Pre-School</b>		
	Discussed earlier in the agenda.		
<b>14</b>	<b>Review of Work Schedule</b>		
14.1	There were no outstanding tasks in the Work Schedule.		
<b>15</b>	<b>Policy Schedule</b>		
15.1	There were no outstanding tasks in the Policy Schedule except to review the new LA model Complaints Policy adopted at the last meeting held on Thursday, 26 January 2017. As number of errors had since been found in the model policy issued by the LA the model policy was withdrawn, corrected and an amended policy has been re-issued. This had been circulated to the GB prior to the meeting.		
15.2	It was agreed that this revised Complaints Policy should be adopted by the school, and published on the website. Paper copies of the new Complaints Policy should also be made available in school.	Mar 17	SBM
<b>16</b>	<b>Any Other Business</b>		
16.1	There being no other business the meeting closed after item 17 at 7.22 pm.		
<b>17</b>	<b>Summary of Impact on Standards and Progress</b>		
17.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> <li>• Ensured that the attainment of its children is at the heart of everything the school does financially; and</li> <li>• Through its rigorous schedule of Governor Visits, the GB was able to challenge the school to ensure progression and development for future years.</li> </ul>		

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**Summary of Governing Body Action Points – 23 March 2017**

<b>GB Meet 5 2016/2017 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.4 A small working party to be formed to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
2.	3.4 Further ways to make energy savings would be investigated by JF and the company she works for in Peterborough.	JF	
3.	3.4 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.	Head/SBM/ CS/CJ	
4.	5.6 The RAISEonline report will be circulated with the minutes of this GB meeting.	Head/Clerk	Completed
5.	6.3 An amended school catchment area map has been received and will be circulated with the minutes of this GB meeting.	Head/Clerk	Completed
6.	6.5 Subject to the result from the expected Ofsted inspection, the Chair would call a special meeting of the Full GB to discuss the future development of the role of the GB.	Chair	
7.	10.2 Governors to be ask Helen Cooper (SBM) to book any training activities, and inform her of other training on GEL, or any Webinars undertaken.	GB	
8.	15.2 The revised Complaints Policy to be published on the website. Paper copies of the new Complaints Policy should also be made available in school.	SBM	Completed

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