

**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, 24 November 2016 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, Debbie Townsend, Andrea Cliff, Peter Smith, Jill Foster, Jane Ainscow, Helen Cooper, Carolyn Jepson, Rob Jagger, Yasmin Finch and David Varey.		
1.2	The meeting was quorate with 15 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Cathy Sweet and Louise Lawson.		
1.5	Absent: Sophie Dale.		
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 alter 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 the last meeting</b>		
3.1	The minutes, confidential minutes and action points of last meeting held on Thursday, 6 October 2016 were approved as correct and signed by the Chair.		
3.2	Six of the nine Action Points (APs 1, 2, 3, 4, 5 & 9) from the last meeting had been completed prior to the meeting.		
3.3	The following actions were noted, including: <ul style="list-style-type: none"> <li>• For AP6, see 11.4 below re the in-house training session in Mathematics;</li> <li>• For AP7, the Head to circulate information about the EPM Webinars to the GB; and</li> <li>• For AP8, Lead Governors to finalise dates for their Governor visits with the Subject Lead and the Headteacher, is on-going.</li> </ul>	Dec 16	Head

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<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 had been circulated to the GB prior to the meeting with nine documents circulated before half term. Also circulated for this meeting were the Updated Autumn TOP and the Post Ofsted Action Plan up to October 2016.		
5.2	The Headteacher outlined some of the key points in her report, including: <ul style="list-style-type: none"> <li>• Pupils - currently have 521 children on roll;</li> <li>• Maintenance - the 35 thermostats that were not working are to be replaced free-of-charge by Gowing and Hunt as they were defective; and</li> <li>• Dates for your diary – including FOTS Christmas Craft fair, Productions and Christmas Lunch were highlighted. The last day of term is 20 December 2016 and school re-starts for pupils on 5 January 2017.</li> </ul>		
5.3	The Headteacher also reported on a RAISE online briefing and will circulate this and supporting links to the GB. She asked that all the GB take note of the strengths and weaknesses highlighted for each year group, as shown below: <ul style="list-style-type: none"> <li>• Year 1- Speaking and Listening as this is the weakest area from the EYFS data from last year;</li> <li>• Year 2- The boys were above average in their EYFS data in reading and writing and we must be ensuring this remains high in their end of Year 2 data;</li> <li>• Year 3- EAL pupils didn't perform as well as others in their Year 2 SAT data;</li> <li>• Year 4- This year group is very boy heavy 2:1 and writing was their weakness</li> <li>• Year 5- This year groups Year 2 data was considerably below national and so we must ensure these pupils catch up and progress in line with other Year 5 pupils in other schools; and</li> <li>• Year 6- lots of mobility of pupils in this year group so we must ensure pupils from other schools match their Year 2 data.</li> </ul>	Dec 16	Head
5.4	Governors understood that there are many evaluation documents available for them this year e.g. Raiseonline and the FFT dashboards. Governors understand that data and statistics can give a range of answers depending on what is asked.		
<b>6</b>	<b>Chairs Report</b>		
6.1	The Chair reported on his visit to the school and his meeting with the Headteacher, on Thursday, 24 November 2016 to discuss the Full GB Agenda and a general discussion regarding developments in school. He referred to a letter from the LA regarding Safer Recruitment – see item 12.1 below.		
<b>7</b>	<b>Opportunities for Grant Aid and enhanced Community Involvement</b>		
7.1	The SBM gave a presentation to the GB on 'Opportunities for Grant Aid and enhanced Community Involvement' which will be circulated to all governors with the minutes of the meeting.	Dec 16	Clerk
7.2	Her aim is to start an Income Generation Programme, which would need a marketing strategy, prior to making grant applications and obtaining funding.		
7.3	Her PowerPoint slides include a review of the school Aims and Values, around the aspiration that Thorndown Primary will be an outstanding school. She asked if the current statement makes Thorndown Primary any different from any other school, and how this would translate when talking to someone who is not in		

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	education.		
7.4	She suggested in the slides that the school should be innovative and inspirational in terms of teaching, to generate a love of learning, build resilience and provide key skills to succeed in a world of opportunity. The school should also actively promote and seek experience from the wider community to enhance the knowledge of our children. We have a project that you may be interested in learning more about.....		
7.5	She believes that alternative vision statement that is more memorable should be pursued and that everyone in the school community needs to know what it is and to be able to repeat it.		
7.6	In terms of marketing Thorndown Primary, she suggested the GB needs to agree on a wider selection of stakeholders and develop a marketing campaign for the wider community and tell them about the amazing educational experiences the pupils have.		
7.7	Governors discussed the points raised in the presentation and felt that there were two strands to develop, one strand for those inside the current school community, and one strand for those outside. New ideas which could be achieved relatively quickly included the idea of a Mother/Toddlers group.		
7.8	It was agreed that a small working party should be put together to consider all the ideas raised by the presentation. This should include Parents, Staff and at least two members of the GB (RJ/JF).	Dec 16	SBM RJ/JF
<b>8</b>	<b>Committee Reports</b>		
8.1	The Chair of each committee outlined some of the key points from their meetings.		
8.2	<b>Personnel &amp; Salary – 9 November 2016</b> <ul style="list-style-type: none"> <li>• The Headteacher reported on the Performance Management review for teaching staff and her recommendations to the committee; and</li> <li>• A number of policies, largely EPM models, were adopted for use.</li> </ul>		
8.3	<b>Learning &amp; Development – 10 November 2016</b> <ul style="list-style-type: none"> <li>• Subject co-ordinators Dawn Mills and Judy Bralee attended the meeting to explain the rationale behind the revised RE policy. Discussion included Collective Worship, and references to British Values and Safeguarding will be added to this policy;</li> <li>• The 2016 RAISE online document was discussed at length. A new requirement to review the progress of children who achieved GLD (Good Level of Development) against their ARE (Age Related Expectations) in writing and maths at the end of KS1 was discussed. The school has put support plans in place for all EAL children and is reviewing writing to ensure there are more high achievers;</li> <li>• A number of policies were adopted for use in school; and</li> <li>• New guidelines for Supporting Service Children in Cambridgeshire have been produced by the LA. Some aspects of service life were not covered. The school is already providing support for the children in this vulnerable group at a level that exceeds the good practice outlined in the guidelines.</li> </ul>		
8.4	<b>Finance &amp; Premises – 10 November 2016</b> <ul style="list-style-type: none"> <li>• The Maintenance issue regarding the thermostats was discussed;</li> <li>• Budget Monitoring for 2016/2017 shows that the budget remains tight;</li> <li>• The possible establishment of a separate charity account for school trips, where parents could contribute on a monthly basis to offset the cost of</li> </ul>		

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	<p>any school trip, and the school could claim gift-aid would be further investigated by the SBM and RJ;</p> <ul style="list-style-type: none"> <li>• UIFSM take-up is currently 77% a reduction of 4% from the end of last term;</li> <li>• Current Numbers at Pre-School per session were discussed and 39 children per session is financial break-even;</li> <li>• The BCR data from three maintained primary schools of a similar size enabled the Committee to undertake a benchmarking exercise. The Committee agreed that spending by the school was roughly in line with the other three maintained primary schools of a similar size; and</li> <li>• A desk-top presentation/visit from Bougyues to discuss energy saving ideas for the Mobilising Local Energy Investment (MLEI) initiative has been completed. It was agreed that they been invited to attend the next Finance &amp; Premises Committee meeting on Thursday, 12 January 2017 at 7.15 pm to outline their proposal further. All governors are invited to attend and Learning &amp; Development Committee to finish earlier that night. The SBM to send JF the paperwork for her to review.</li> </ul>	Jan 17	GB
<b>9</b>	<b>Standing item - Report from Parent Forum meeting</b>		
9.1	A report from Parent Forum meeting is a standing item for Full GB meetings.		
9.2	The main agenda item at the last meeting was an update on Physical Education in school. This had been well received by the Parents present.		
9.3	The main agenda items at the next meeting, which is to be held on Thursday, 19 January 2017 at 7.00 pm, will be Communication, School Meals and Uniform.		
<b>10</b>	<b>Standing item - Academy status</b>		
10.1	There was nothing further to report on Academy status at the moment.		
<b>11</b>	<b>Standing item – Feedback from Training</b>		
11.1	Feedback from Training is now a standing item for Full GB meetings.		
11.2	PS reported that he had attended the training entitled ‘Preparing for Ofsted’ which highlighted the importance of governors sharing the vision of the school and monitoring the impact that this was having.		
11.3	CG reported on her recent visit to China for her DfE funded MathsHub trip. She explained what a great opportunity this had been to see the approach to Mastery in action. She observed lessons with real pace and had been involved in lesson planning. Two Chinese teachers will be in school in January where lessons they teach will be observed by staff from within the County. The planning for this return visit has ensured that all safeguarding issues have been addressed, and that suitable publicity will be in place.		
11.4	An in-house training session entitled ‘Understanding Mastery in Mathematics’ will be organised by CG during the Spring Term 2017. Three proposed dates will be circulated and the best supported option will be confirmed.	Dec 16	CG
<b>12</b>	<b>Standing item - Safeguarding</b>		
12.1	<b>Safer Recruitment</b>		
12.1.1	Safer Recruitment is part of the Safeguarding and Child Protection agenda. The Chair referred to a letter from the LA regarding Safer Recruitment dated 17 November 2016 - as referred to in item 6.1 above).		
12.1.2	The LA’s Internal Audit Team annually review safer recruitment practice in		

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12.1.3	maintained schools and visited Thorndown in 2015/2016. The letter states that of the fifteen schools audited, five received moderate assurance, nine limited assurance and one received no assurance. However no judgement is given to schools in the final report.  The report sent to Thorndown gave the impression that the school was compliant as there were only ten minor recommendations made to improve practice. These recommendations were all acted upon following receipt of the report, and have, subsequent to the receipt of this latest letter, been re-checked to ensure that the school is fully compliant.		
12.2	Safeguarding and Child Protection - The governor with responsibility for Safeguarding and Child Protection, including Safer Recruitment, is CC and she has undertaken a Governor Visit this week. Her draft report is being prepared and will be circulated shortly.	Dec 16	CC
<b>13</b>	<b>Standing Item – Governor School Visits</b>		
13.1	Both the Governor School Visits Programme, and the template report, were circulated with the minutes of the last GB meeting. The Governor School Visits Programme is on-track, with an additional visit planned to review some of the innovative work being undertaken in Reception.		
<b>14</b>	<b>Standing Item – Playgroup</b>		
14.1	The SBM reported that she had held a meeting with the Chair and Treasurer of the Playgroup.		
14.2	The Playgroup is to be dissolved in January 2017 and the Charity Commission advised.		
14.3	A new Charitable Trust Governing Instrument has been drafted and sent to the Pre-School Learning Alliance (PLA) to ensure it is legally compliant. The new Trustees are likely to include the Headteacher, the Chair of the GB, another Governor (to be agreed) and two members of the existing Playgroup Committee (Chair and Treasurer initially). Final accounts for the Pavilion Playgroup to be audited and submitted and appear to have sufficient funding.		
14.4	The SBM agreed to circulate the approved Charitable Trust Governing Instrument to the GB for information purposes.	Dec 16	SBM
14.5	It was noted that if Ofsted were to arrive now the Head is still unsure if Pre-school is expected to be included in the inspection report. The Head is still investigating.		
<b>15</b>	<b>Work Schedule</b>		
15.1	There were no outstanding tasks in the Work Schedule.		
<b>16</b>	<b>Policy Schedule</b>		
16.1	There were no outstanding tasks in the Policy Schedule. A new LA Complaints Procedure, which has been the subject of consultation, has still to be published by the LA, and will be a future agenda item for the GB.		
<b>17</b>	<b>Any Other Business</b>		
17.1	The Chair of the GB wished everyone compliments of the season.		
17.2	There being no other business the meeting closed after item 18 at 7.48 pm.		
<b>18</b>	<b>Summary of Impact on Standards and Progress</b>		

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18.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
18.2	The GB agreed that, at this meeting, it had covered: <ul style="list-style-type: none"> <li>• Had discussed the school vision statement;</li> <li>• Agreed that it needs to actively pursue raising the profile of the school in order to seek opportunities for Grant Aid and enhanced Community Involvement; and</li> <li>• Understood more about innovative practices in school.</li> </ul>		

### Summary of Governing Body Action Points – 24 November 2016

GB Meet 3 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 The Head to circulate information about the EPM Webinars to the GB.	Head	On-going
2.	5.3 The Headteacher to circulate the RAISE online document and supporting links to the GB. She asked that all the GB take note of the strengths and weaknesses highlighted for each year group.	Head	Completed
3.	7.1 The Clerk to circulate the SBM presentation on 'Opportunities for Grant Aid and enhanced Community Involvement' to all governors with the minutes of the meeting.	Clerk	Completed
4.	7.8 A small working party to be put together to consider all the ideas raised by the 'Opportunities for Grant Aid and enhanced Community Involvement' presentation. This should include Parents, Staff and at least two members of the GB (RJ/JF).	SBM/RJ/JF	
5.	8.4 Bougyues to be invited to attend the next Finance & Premises Committee meeting on Thursday, 12 January 2017 at 7.15 pm to outline their energy saving ideas for the Mobilising Local Energy Investment (MLEI) initiative (Learning & Development Committee to finish early).	GB	Completed
6.	11.4 CG to circulate three proposed dates for the in-house training session entitled 'Understanding Mastery in Mathematics'. The best supported option will be confirmed.	CG	
7.	12.2 CC to finalise and circulate her Governor Visit report for Safeguarding and Child Protection.	CC	
8.	14.4 The SBM to circulate the approved Charitable Trust Governing Instrument to the GB for information purposes.	SBM	Completed

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