

**THORNDOWN PRIMARY SCHOOL
Full Governing Body (Full GB)**

Membership of the Full GB of Thorndown Primary School:			
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

Minutes of the Full GB meeting held on Thursday, 17 March 2016 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence, and any declarations of interest		
1.1	Governors Present: Vicci Godbold, Jane Ainscow, Carolyn Jepson, Helen Cooper, Steve Mitchell, Frank Newton, Debbie Townsend, Andrea Cliff, Peter Smith, Rob Jagger, Jill Foster, Louise Lawson, Cathy Sweet and David Varey.		
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 Christine Curtis, Claire Gerrard, Yasmin Finch and Sophie Dale.		
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.		
2	Business of the meeting		
2.1	The GB agreed not to alter the order of business as set out in the agenda. There was also one item to be considered under "Any Other Business."		
3	Minutes and confidential minutes and action points of the last meeting		
3.1	The minutes and confidential minutes of the last meeting held on Thursday, 28 January 2016 were approved as a correct record and signed by the Chair.		
3.2	Six of the 10 Action Points from the last meeting had been completed or were agenda items. These were APs 1, 2, 4, 6, 8 & 9. For AP9, the SBM confirmed that the paragraph on safeguarding had been added to all job descriptions.		
3.3	The exceptions were APs 3, 5, 7 & 10 and the following points were noted in relation to these APs: <ul style="list-style-type: none"> • For AP 3, the SBM is still following-up with some governors who have still to return their reply slip to confirm receipt of the paper copies of a set of recently updated policies; • For AP5, Learning and Development Committee to monitor the impact of changes being made in school and the difference to the education of the children; 	Apr 16 On-going	SBM L&D

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	<ul style="list-style-type: none"> For AP7, an additional Governor Visit to review the impact of the new National Curriculum against SMSC and British Values to be arranged in the Summer term; and For AP10, the SBM is organising DBS checks for each member of the GB. 	Sum 16 Apr 16	L&D SBM
4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		
5	Headteacher's Report		
5.1	The Headteacher's Report had been circulated with a record of Attendance and Punctuality figures prior to the meeting.		
5.2	Governors asked about the Exclusion record which shows seven exclusions for three pupils over the last year. The Chair and Vice-chair have been involved with all these exclusions as the school has a duty of care. Behaviour plans are in place and one child is receiving additional support from the LA.		
5.3	The record of Attendance and Punctuality had been discussed at Learning & Development Committee. The Headteacher had separated out the figures for disadvantaged children, to show the impact of persistent absentees. The EWO is involved with all those who are persistently absent and with those whose punctuality is a concern. Ofsted will be looking at: <ul style="list-style-type: none"> Overall attendance and persistent absence rates for all pupils and for different groups in relation to national figures for all pupils; The extent to which low attenders are improving their attendance over time and whether attendance is consistently low (in the lowest 10%); and Punctuality in arriving at school and lessons. 		
5.4	The Headteacher confirmed that the current Termly Operational Plan (TOP) has almost been fully completed. She is preparing the Summer term TOP, and will circulate both documents to the GB before Easter.	Apr 16	Head
5.5	The Headteacher explained that DfE are not produced any thresholds for standardising pupils work until after the Year 6 SATs. Under the old system results could have been expected to be higher than last year.		
5.6	The Headteacher also confirmed that the Ofsted Action Plan has been updated and is on track, and that this will also be circulated to the GB before Easter.	Apr 16	Head
5.7	The Chair confirmed that he and SM (Chair of Finance) would attend the next Learning & Development Committee meeting on Thursday, 5 May 2016, to help review the progress on data.	May 16	FN/SM
6	Chairs Report		
6.1	The Chair reported on his meeting with the Headteacher on several different dates, including: <ul style="list-style-type: none"> 11 February 2016 – half term update; 2 March 2016 – meeting with SBM and Chair of Personnel re staffing; 7 March 2016 - meeting with SBM and Chair of Personnel and two Playgroup staff; and 14 March 2016 – planning meeting for Full GB. 		
6.2	The Chair had also written to the Town Council to thank them for their support re		

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	Improvements to the crossing outside the school gate.		
7	Pavilion Playgroup		
7.1	Please see the Confidential Minutes and three Action Points.		
8	Committee Reports		
8.1	The Chair of each committee outlined some of the key points from their meetings.		
8.2	<p>Learning & Development – 3 March 2016</p> <ul style="list-style-type: none"> Innovative practices in Mathematics were discussed, including CG's involvement in the establishment of a Number Sense Research Project, and the establishment of a Teacher Research Group, as part of her Maths Hub work. 		
8.3	<p>Finance & Premises – 3 March 2016</p> <ul style="list-style-type: none"> The committee heard about the number of pupils anticipated next year, and that the school will be setting up two new classes (19 in total). The cost of setting up these classes will use up all the carry-forward and all the additional growth funding. The Budget is looking very tight for next year with savings needed to be made wherever possible; and Spending on the Government Procurement Card (GPC) was reviewed and approved, with spot-checks at random drop-ins to be performed. 		
8.4	<p>Personnel & Salary – 9 March 2016</p> <ul style="list-style-type: none"> The committee discussed the plans for a new class structure for 2016/2017, and levels of staffing; and Discussions took place about the appointment of new teaching staff, staff about to undertake maternity leave, the phased return of staff from maternity leave and job-shares that are to be put in place. In addition some staff will be changing role next year, or changing the year that they teach. 		
9	Feedback from Governor Visit Reports		
9.1	Three Governor Visit Reports had been circulated prior to the meeting, including an SLT monitoring, a report monitoring the quality of teaching and learning in foundation subjects; and an SEND report. All governor visit reports are monitored by the Learning & Development Committee		
9.2	The Chair of the Learning & Development Committee confirmed by email that the next visits are planned and include: Pupil Premium, Mastery in Maths, Marking and Feedback, and a review of the impact of the new National Curriculum against SMSC and British Values – see item 3.3 above.	Sum 16	CC
10	Standing item - Report from Parent Forum meeting		
10.1	RJ reported back on the latest meeting of the Parent Forum. He reported that the meeting was well attended. A presentation on Sex Education was the main topic on the agenda, and the policy was fully discussed. The Sex Education Policy will be circulated to all parents with the minutes of the Parent Forum meeting.		
10.2	Residential Visits were also discussed, and the nature and timing of trips is to be reviewed. A new system allowing Parents to save money for trips throughout the		

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10.3	year in a 'Trip Bank' was well received. Another topic for discussion was the Mastery in the Curriculum, and Parents felt that these types of discussions helped with their understanding.		
11	Review Policy Schedule for 2015/2016		
11.1	The updated Policy Schedule for 2015/2016 had been circulated prior to the meeting and there are no further actions for this term.		
12	Review Work Schedule for 2015/2016		
12.1	The Work Schedule for 2015/2016 had also been circulated prior to the meeting and is up to date following the addition of the item 'Review of the size of the GB.'		
12.2	It was noted that there are no outstanding actions from Keeping in Touch (KIT) Visit Report that took place in the Autumn term 2015.		
12.3	It was also noted that the Review of the size of the GB had been reviewed when the school was formed in 2011, and during the reconstitution that took place on 2015. At present the membership is 18 with no vacancies and there were no plans to change the size of the GB.		
13	Any Other Business (AOB)		
13.1	Academy status		
13.1.1	RJ asked about the new White Paper and the need for the school to become an Academy. He also raised the issue of recruitment of governors using a skills based approach.		
13.1.2	It is hoped that following the impending Ofsted that the school will be in a position of strength, as outstanding, which will enable the GB to have more choice about academisation.		
13.1.3	Further discussion took place about Partnerships and Trusts, possibly including Secondary Schools, and about Multi-Academy Trusts (MATs). It was agreed that the GB needed to know much more about the different models available and that it would need to undertake detailed discussions in the future.		
13.2	Safeguarding The Chair reminded the GB about his latest email regarding Safeguarding, with all governors needing to ensure that they had signed the Code of Conduct and that they provided the SBM with the evidence needed to complete the DBS checks now required – see item 3.3 above.		
13.3	There being no other business the meeting closed at 8.00 p.m.		

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**Summary of Impact on Standards and Progress from the meeting
held on 17 March 2016**

Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.

The GB agreed that, at this meeting, it had covered:

- Detailed discussions on Head Teachers Report with particular regard to Attendance and Punctuality, Termly Operational Plan and Exclusions;
- Pavilion Playgroup (in Confidential session); and
- Recently published Government White Paper on Academy Status

Summary of Governing Body Action Points – 17 March 2016

GB Meet 5 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.3 The SBM is still following-up with some governors who have still to return their reply slip to confirm receipt of the paper copies of a set of recently updated policies.	SBM	
2.	3.3 Learning and Development Committee to monitor the impact of changes being made in school and the difference to the education of the children.	L&D	
3.	3.3 An additional Governor Visit to review the impact of the new National Curriculum against SMSC and British Values to be arranged in the Summer term.	L&D	
4.	3.3 The SBM is organising DBS checks for each member of the GB.	SBM	
5.	5.4 The Headteacher to circulate the current Termly Operational Plan (TOP) and the Summer term TOP to the GB before Easter.	Head	
6.	5.6 The Headteacher to circulate the Ofsted Action Plan to the GB before Easter.	Head	
7.	5.7 The Chair and SM (Chair of Finance) to attend L&D Committee meeting on Thursday, 5 May 2016.	FN/SM	
8.	9.2 The Chair of the L&D to arrange for the next visits to include: Pupil Premium, Mastery in Maths, Marking and Feedback, and a review of the impact of the new National Curriculum against SMSC and British Values.	CC	

See also three additional Action Points in the CONFIDENTIAL minutes

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