

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

| Membership of the Full GB of Thorndown Primary School | | | |
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| Vicci Godbold Jane Ainscow Helen Cooper Claire Gerrard Frank Newton Dawn Mills Derren Jones Andrea Dollard | Head JA HC CG Chair DM DJ AD | Peter Smith Jon Lee Rob Jagger Jill Foster Heather Wood Cathy Sweet Natalie Bates Richard Boughey | PS JL RB JF HW CS NB RB |

Minutes of the Full GB Meeting held on Thursday 10th September at 6:15pm

| Order | Item | Action | Lead |
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| 1 | Apologies for absence and declarations of interest | | |
| 1.1 | Governors Present: Vicci Godbold, Cathy Sweet, Dawn Mills, Jill Foster, Frank Newton, Jane Ainscow, Peter Smith, Helen Cooper, Claire Gerrard, Heather Wood, Jon Lee, Derren Jones, and Rob Jagger | | |
| 1.2 | Non-Governors present: Jenn Dover was present acting as clerk. | | |
| 1.3 | Apologise for absence, with governors' consent, were accepted from: Richard Boughey. | | |
| 1.4 | Absent : Natalie Bates and Andrea Dollard. | | |
| 1.5 | The meeting was quorate with 13 governors present and with Frank Newton as Chair. | | |
| 1.6 | Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the GB in respect of any item on the agenda. | | |
| 2 | Election and Roles | | |
| 2.1 | Election of Chair : The nomination of FN as Chair had been received from four of the governors. DECISION: All Agreed that FN to continue as Chair. FN thanked the GB for their nomination and highlighted that he would be stepping down from the GB at the end of his current term and that the GB would need to consider a succession plan. | DECISION | |
| 2.2 | Election of Vice Chair : Nomination for Vice Chair had been received for JA, JL and RJ. JA and JL both declined their nomination and JL seconded | | |

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| | the nomination of RJ for Vice Chair. RJ accepted the nomination. DECISION: All agreed RJ as Vice Chair. | DECISION | |
| 3 | Minutes and action points | | |
| 3.1 | The minutes of the meetings held on: <ul style="list-style-type: none"> • Thursday, 4th July 2019 • Thursday 21st May 2019 • Thursday 5th May 2019 • Thursday 5th May 2019 (Confidential) • Thursday 30th January 2019 Each were read, approved and signed by the Chair as a correct record of the meeting. | | |
| 3.2 | There were no action points from these meeting. | | |
| 3.3 | There was a discussion regarding the topic highlighted in the confidential minutes and it was decided that this would be revisited despite the current situation. | | |
| 3.4 | A discussion was held regarding the LA not approving the Friday afternoon closure to cater for PPA. The GB felt that the current PPA provision and the opportunity to go to consultation on the LA's decision was to be covered in the November GB meeting. ACTION: Clerk to add PPA discussion onto November FGB agenda. | JD | NOV 20 |
| 4 | Committee membership | | |
| 4.1 | FN asked governors to email him regarding any changes they wish to make to their committee memberships but committee membership will remain static until any changes are requested. | | |
| 4.2 | Head's Performance management: PS, CS, JF form this panel and they are scheduled to meet on 16th September. A reserve governor is usually held for this panel, however, due to the nominated governor not attending the mandatory training there was no longer a reserve. | | |
| 4.3 | Governors roles were discussed and were decided as below: <ul style="list-style-type: none"> • Safeguarding and CP- AD • SEND and Inclusion- JA • EYFS - HW • Health and safety - JF • NQT - FN • Pupil premium - RJ and JL | | |
| 5 | Governor vacancies | | |
| 5.1 | FN informed the GB that there were currently 2 vacancies in the form of Co-opted and Parent. FN asked the GB to consider nominations for the Co-opted vacancy and a connection to St Ivo, the feeder school, would be ideal. The parent vacancy was delayed to attract parents from the September intake. ACTION: Clerk to organise a parent nomination and vote to fill this vacancy now that the new intake is in school. | JD | OCT 20 |

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| 6 | Annual Reviews | | |
| 6.1 | Code of conduct: There was no change to this document. DECISION: All agreed upon this document. | DECISION | |
| 6.2 | Standing orders: An amendment had been made to reflect the requirement of virtual meetings due to the COVID-19 pandemic. DECISION: All agreed upon this document. | DECISION | |
| 6.3 | Delegated Decision Planner: FN made some suggested amendments to this document in the meeting and they were all agreed upon. DECISION: All agreed upon this document. | DECISION | |
| 6.4 | Pecuniary Interest: All those present signed and passed these to the clerk to be added to the governors register for this year. | | |
| 6.5 | Confidentiality policy: This was shared to all prior to the meeting and all the governors had read it to remind themselves of this school policy. | | |
| 7 | Head's Report | | |
| 7.1 | <p>Before the Head shared a presentation to the GB she gave a brief update to the GB on how the return to school had been doing. This update included the below key information:</p> <ul style="list-style-type: none"> • Home Visits for EYFS are being conducted via Zoom • No parents are currently allowed in the building. This will be continually monitored • Most pupils are back with very few not attending, with the main reason being illness and isolation post holidays. • A letter is being sent out to those bubbles with a suspected case and VG explained the protocol following this. This follows DfE and Local Authority guidance • The School have tests but they are not to be administered by staff. These are reserved for families who struggle to get to a test location. • Parents and pupils had adjusted to the new staggered times for drop off and collection and were observing social distancing and hand hygiene at these times. • Staffing are adjusting their teaching to cater for the staggered start and end times to the day. <p>CHALLENGE: PS asked how many new intake the school had in reception, to which HC confirmed it was 85.</p> <p>CHALLENGE: HW asked if VG had received any feedback from parents regarding the return to school, to which VG stated that she and the other members of SLT are on the gate each day and that the parents have stated they felt very reassured.</p> <p>CHALLENGE: HW also asked how the teachers are dealing with the result of home learning and if the children are being assessed. VG confirmed that there is assessment going on, and there is currently a HLTA working with Years 5 and another HLTA working with Year 6 focusing on catching up and the government catch up funding is covering a teaching for an afternoon in Year 3 and 4. VG confirmed that there was a gap in learning but it was being addressed.</p> | <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> | |

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| 7.2 | <p>There were no further questions for VG regarding the return to school. VG shared a presentation to the GB that included an overview of the year ahead. Highlights of this presentation included:</p> <ul style="list-style-type: none"> • Key areas of improvement for 19-20, which had or had not been, achieved and the reasons why. This is also available for governors in the Summer TOP • Recovery plan including health and safety, supporting staff and families returning, vulnerable pupils and pupil premium spending. • How to close the gap, • How to sustain parental engagement when parents are not allowed in the school. Parents evening will be online and parents forum will be going ahead once the technology supports this. <p>CHALLENGE: CS asked how the parents evening would go ahead for those without computers access, to which VG confirmed there was a plan in place to cater for this.</p> <p>CHALLENGE: JA asked if the presented data was cohort specific, to which VG confirmed it was and there were further details on the Autumn TOP to what needs addressing for each Year group..</p> <p>CHALLENGE: JL asked if the Government view on the attainment data had change, to which VG stated that the schools attainment would still be judged on published data.</p> <p>CHALLENGE: JL asked how prepared SLT were for second spike and lockdown situation, in which VG stated that she was spending time getting teachers confident using TEAMS, so when it came to a lockdown lessons could be taught live or recorded.</p> <p>FN acknowledged the hard work that had gone into re-opening the school and preparing for future lockdown.</p> <p>There were no further questions for the Head.</p> | <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> | |
| 8 | Absence fines | | |
| 8.1 | This was due for discussion by the GB however, since then the Government have insisted that schools follow the LA guideline to fine those not attending school. As a Local Authority school we must follow their guidelines and no discussion was needed. | | |
| 9 | Chair's Report | | |
| 9.1 | FN shared his report to the GB, which included the various phone calls regarding the reopening of school. FN also attended meeting with VG in the school on 15th July, 3rd September and 7th September. These meetings covered the LA's decision to not support the proposed PPA structure, and how to cater for this FGB meeting respectively. | | |
| 10 | Agree in house training requirements | | |
| 10. | This was delayed to the November meeting due to the lack of training services being offered at this current time. | | |
| 11 | Policy Review | | |

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| 11.1 | Safeguarding and child protection: This has been change to reflect the government and county changes to the KCSIE. There were no questions regarding this policy. DECISION: This policy was approved. | DECISION | |
| 12 | Standing items | | |
| 12.1 | Safeguarding Review: This has been completed in July. VG is completing an update to her training online and the two new assistant heads are attending the two day training in the Autumn. | | |
| 12.2 | Governors visits: L&D are to discuss a revised plan to include catch up visits. | | |
| 12.3 | Pre-School: Opened up again in June and currently carry out taster sessions ready to open full time on the 14th. | | |
| 12.4 | Feedback from training: No training had recently been taken. | | |
| 12.5 | Report from parent forum: The forum has been postponed until technology enables this to go ahead. | | |
| 12.6 | Kingfisher club: This has re-opened for certain year groups but it is not full. HW suggested that HC might want to inform parents that there are spaces still available, which HC agreed to send out an update to parents. | | |
| 13 | Any other business | | |
| 13.1 | There was a discussion regarding how the GB should meet going forward. It was decided that due to the small quantity of attendees committee meetings can be held virtually via Teams. The October FGB meeting will remain a face to face meeting, to ensure robust discussions can take place. A review of whether to continue holding FGB meetings face to face will take place following the October FGB meeting. | | |
| 14 | Summary of impact and standards on progress | | |
| 14.1 | The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • That following the Heads presentation the GB were aware of the necessary steps and hard work that had been undertaken to safely reopen the school to pupils and staff. The GB also shared their thanks and gratitude toward all the school staff. Governors were also aware of the Development plans and areas they could possible visit to assess in the future. • They were also aware of the provisional plan in place to provide catch up to students | | |

The meeting closed at 19:49

Summary of Governing Body Action Points -

| FGB | Action Point | By Whom | Outcome |
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| 3.4 | PPA Discussion to be added onto agenda for NOV FGB. | Clerk | Nov 20 |
| 5.1 | Clerk to organise a parent nomination and vote to fill this vacancy now that the new intake is in school. | Clerk | Oct 20 |

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