

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

Membership of the Full GB of Thorndown Primary School			
Vicci Godbold	Head	Peter Smith	PS
Jane Ainscow	JA	Jon Lee	JL
Helen Cooper	HC	Rob Jagger	RJ
Claire Gerrard	CG	Jill Foster	JF
Matt Sweeney	MS	Heather Wood	HW
Andrew Thomas	AT	Richard Boughey	RB
Chris Bacon	CB	Duncan Woodall	DW
Frank Newton	Chair		

Minutes of the Full GB Meeting held on Thursday 7th October 2021 at 6:15pm

Order	Item	Action	Lead
1	Apologies for absence and declarations of interest		
1.1	Governors Present: Frank Newton, Matt Sweeney, Andrew Thomas, Jill Foster, Vicci Godbold, Helen Cooper, Duncan Woodall, Heather Wood, Claire Gerrard, Jane Ainscow, Richard Boughey, Chris Bacon, Rob Jagger, Peter Smith and Jon Lee.		
1.2	Non-Governors present: Jenn Dover was present acting as clerk.		
1.3	Apologise for absence, with governors' consent, were accepted from: None.		
1.4	The meeting was quorate with 15 governors present and with Frank Newton as Chair.		
1.5	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	Minutes and action points from the last meeting held on 9th September 2021		
2.1	The minutes of the last meeting held on Thursday 9 th September 2021 were read, approved and signed by the Chair as a correct record of the meeting.		
2.2	There were 6 action points from the last meeting. Of these 5 were completed, which included: <ul style="list-style-type: none"> AP2 : Both governors have booked or attended the Heads Performance Management training. AP3: link governor roles are covered on this agenda. 		

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4.2	<p>Financial consultation: The closing date for responses is the 22nd October, and HC will be attending a briefing regarding the funding and the high needs block deficit. The school is the minimum funding so there should be an increase of 40,000 for this budget, however, this will be used towards teacher pension and salaries increase. RB raised that he has attended this briefing and that nothing was mentioned regarding the high needs funding, but it was worth noting there was a point raised regarding NI increase and some insurances now required in school. HC has looked at insurance and these should reduce outgoing. HC highlighted that there is a possibility that if the school considers a percentage of the budget to go to the high needs deficit there is could be a fund available for those schools with a higher proportion of high needs pupils. This would benefit the school, but it is not a guaranteed income, so this would need to be considered when making the decision. FN raised that the minimum funding guarantee, will not impact the school as the school has a high proportion of high needs, and FN will attend this consultation as well. FN, HC and RJ will then create a join response.</p>		
4.3	<p>Staffing: SLT are completing learning walks, focusing on the new initiatives, and VG explained what this is covering. VG/CG and Team leaders are looking at books and observing lessons. Next term the SLT will look at books during the learning walks linked to the new initiatives . All teaching staff performance management sessions will be completed by half term. The family worker is looking at different monthly information sessions to run for a small group of parents, and a survey monkey is being sent out soon to find out which topics they should cover. A survey monkey is also being sent out to parents regarding the proposal of allowing children to wear PE Kit all day in school, however, this will be mandated and treated as strictly as school uniform. This email will be after half term. This would mean there is more time for lessons and less lost property. CHALLENGE: RJ can you state that you will mandate the PE kit ready for next year? VG stated that was the plan and the consultation was to clarify the mandate of the PE Kit, as last year there had been very relaxed approaches to what is considered to be appropriate for a PE kit by the children/parents and it was difficult to police. VG intends to treat it as school uniform, and have the same repercussion for not following the rules. VG informed that a fire alarm drill had been completed and that 540 pupils, over 100 staff and preschool children and staff were out in less than 5 minutes.</p> <p>The Head asked for any questions regarding the report?</p>	CHALLENGE	
4.4	<p>CHALLENGE: RJ raised a query as to how the HLTA/TA split role was worked. VG stated that one person holds two contracts, but they are now fully employed as a HLTA. RJ asked if this would be done again in the future, to which VG stated it would not be required in the future. RJ raised</p>	CHALLENGE	

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	that he could not understand how a person could be employed to do two roles. VG stated that as the HLTA was newly qualified at the time and so having time as a TA was a chance to develop their skills. ACTION: Personnel to discuss this situation further.	ACTION	PS
4.5	Attendance: VG provided further information on data prior to the meeting and asked if the governors had any questions. FN raised that the data showed a remarkable level of attendance, which the GB agreed was very positive.		
4.6	CHALLENGE: JA asked after the early careers teachers, as JA had seen comments regarding the amount of work required by ECTs. CG is the induction lead, a mentor has been assigned and the training has been completed. They are being released for an hours meeting every week, which is working well. The ECT mentoring sessions are going well, but only one meeting has taken place so far, but a benefit of a being a big school is that there is lots of support from the entire team. FN raised that he will visit as part of his role, once the current restrictions have lifted, or via teams.	CHALLENGE	
4.7	Year 6, 2, Foundation Stage data: Overview data has been shared prior to the meeting, and the SIP confirmed the data was the same as other local schools. CHALLENGE: JA said it was interesting to see that target pupils didn't lose progress, but the greater depth pupils really lost progress. VG stated that this was because greater depth pupils can be really developed in class, which means lessons and interventions can be tailored for greater understanding and depth, which was difficult to identify and tailor during remote learning. Phonics data is to be collected and looked at in November for Year 2s and the summer for Year 1s, as well as further data being collected by the government, which won't be published as performance tables nationally. CHALLENGE: JL raised that the pupil premium data showed loss of progress through remote learning and asked how this would be addressed, to which JL was reassured that catch up work is being completed, however, it is currently being hindered by staff illness. FN raised that it was good to see that the Year 6 data shows progress being achieved. CHALLENGE: HW asked how confident VG was that the pupils will progress to where they should be, to which VG stated that it would take over two/ three years to achieve some "normality and progression " in data as some pupils are missing smaller or bigger gaps than others so interventions are bespoke. VG informed the GB that the target setting across the school has decreased by 10%, which is being reflected locally. CHALLENGE: JL raised that the data needed to be considered in the context of how the school has been operating during covid and was	CHALLENGE CHALLENGE CHALLENGE	

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	<p>reassured to see that progress was still being made. This progress might not be as pronounced as in previous years, but it was progress and credit was due to the staff for working hard, in difficult circumstances, to drive the progression of the pupils. However, JL sought reassurance that this was in line with other schools in the local area. VG stated that the combined data is roughly the same as other schools. VG reassured the GB that all staff were working hard to drive high ambitions amongst the pupils. CHALLENGE: JF asked it if was possible to keep track of who hasn't engaged with remote learning and track the impact this has had on individual progress. VG said that it had been recorded on each child's notes for this coming year and throughout their time at Thorndown. JF stated that it would be good to show the impact of the interventions as well, to which VG stated that SLT are constantly evaluating the intervention every 6 weeks in Pupil Progress meetings.</p>	CHALLENGE	
5	Chair's Report		
5.1	This has been circulated prior to the meeting and FN ran through this in the meeting.	CHALLENGE	
5.2	<p>Governors Working Schedule:</p> <ul style="list-style-type: none"> The discussion of the attendance of committees was depending on LA recommendation. The Skills Audit has been completed, and once the new parent governors have completed it will be presented in the November FGB. The staff Wellbeing questions have been agreed and the survey will be circulated after half term. The GB performance review will be taken to the steering group and then to the FGB in November. A meeting with John Lewis will be schedule once restrictions allow. Any discussion regarding the school week will be delayed to September 2022. 		
5.3	<p>Ofsted Panel: this is usually made up of the steering group and there will be a discussion with VG after half term regarding what the focus will be on, as well as the key areas. CHALLENGE: JA raised that the steering committee comprised of FN, PS, RJ and herself, but said it should also include a parent governor. FN agreed, and raised that the steering group does not hold any powers, it is purely so the chairs of committees can discuss items.</p>		
6	Committee Terms of Reference		
6.1	<p>Personnel & Salaries : FN clarified that MS sits on personnel as an observing governor with no voting rights. ACTION: Amend terms of reference P&S to reflect these.</p>	ACTION	

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6.2	Learning & Development : ACTION: KM has resigned so the quorum is to be reduced to 4.	ACTION	
6.3	Finance & Premises: There were no comments on these. DECISION: Subject to amendments these are approved.	DECISION	
7	Committee Reports		
7.1	Personnel & Salaries: PS explained that the committee like to walk around the school following the meeting to see the staff but this has been prohibited and the committee welcome the return of these visits when the time is right. There were no questions for the Chair regarding the minutes.	ACTION	JD
7.2	Learning & Development: Year 5/6 team leader attended and provided a presentation regarding the writing initiative. ACTION: The recorded presentation to be shared. CG also provided update on maths. There were no questions for the Chair regarding these minutes.		
7.3	Finance & Premises : Quotes had been received for new ipads. Extra funding has been received for pupil school meals, which was decided to put against buying new kitchen equipment. An update was shared regarding lunchtime company and EPM. There were no questions for the chair regarding these minutes.		
8	Recommended Governor Visit Schedule for 2021/2022		
8.1	FN explained link governors and how the visits are conducted. The visit schedule was recommended from LD committee. DECISION: The GB agreed the list as presented.	DECISION	ALL
8.2	FN stated that it is expected that governors attend at least one of these visits and that governors were to email JA with their suggested preference. FN reiterated that he does not want these tasks to fall onto a few governors only and asked for all governors to respond to this. FN explain that the GBs role was to monitoring progress against the key issues, and it involves the entire governing body to get involved in work. VG stated that the GB should never believe what they are told and that the GB should come and look at the school themselves.	ACTION	
9	Link Governor Roles		
9.1	FN was suggested that there was no amend made to these link roles but there was a vacancy for the Safeguarding link role which as a priority needs to be filled. VG stated that the previous governor had left a job description and supporting documents. FN raised that this link role can not be completed by a staff governor and that the GB were urgently asked to consider themselves for the role. CB volunteered to take on the role, but asked for support in		

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	this role. CHALLENGE: JF raised that in previous years each role had a shadow governor to ensure succession planning and suggested this would be a good idea to reinstate. ACTION: FN to review the shadowing of key roles.	CHALLENGE ACTION	FN
10	Policies		
10.1	Complaints and management of serial complaints: Neither policy has been used, although they have been referenced by VG. DECISION: These policies were approved.	DECISION	
11	Standing Items		
11.1	Safeguarding: Nothing to raise. Another safeguarding review is not due for a number of years.		
11.2	Governor Visits Reports: Already discussed.		
11.3	Pre-school: Numbers are good and an improvement on last year.		
11.4	Feedback from training: Clerk had circulated a report to the Chair that recorded training from the LA from 2016, which shows gaps in governor training. Governors were reminded to attend training and feedback to the FGB.		
11.5	Report from parent forum: RJ explained how the parent forum run and VG is to email RJ with a date after half term as this has been impinged by the covid restrictions.		
11.6	Kingfisher Club: Numbers gradually increasing and the club is a few pupils away from being cost neutral which is positive considering the deficit from last year.		
12	Any other business		
	None.		
13	Summary of impact and standards on progress		
13.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • Governors held leaders to account for the educational performance of the school and its pupils. • Governors reflected on the impact of the current covid situation for both staff and pupils and had been informed of the plans put in place to reduce in school transmission without limiting or impacting the educational needs of pupils. • Governors were aware of the wellbeing of staff and pupils during this roadmap to recovery following covid lockdowns. • Governors considered the committee terms of reference to ensure committees were compliant 		

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	and that link governors roles were addressed in a timely manner.		
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The meeting closed at 19: 46

Summary of Governing Body Action Points -

	Action Point	By Whom	Outcome
AP1	2.2 Governors to attend OFSTED training	All	Ongoing
AP2	2.3 Governors vacancies are still to be addressed	All	Ongoing
AP3	3.1 Clerk to circulate new to governance guide to all the GB.	Clerk	Completed
AP4	4.1 VG to circulate the letter sent to parents regarding the covid update from the LA.	VG	Completed
AP5	4.4 Personnel to discuss HLTA role	PS/Clerk	Nov 21
AP6	6.1 & 6.2 Clerk to update TORS	Clerk	Completed
AP7	7.2 Clerk to circulate E.Broadhurst presentation	Clerk	Completed
AP8	8.2 Governors to complete monitoring visits	All	Ongoing
AP9	9.1 FN to review the shadowing of key roles.	FN	Winter 21

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