

**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/Dawn Mills	SD/DM	David Varey	DV

<b>Minutes of the Full GB meeting held on Thursday, 18 May 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, Peter Smith, Jill Foster, Jane Ainscow, Carolyn Jepson, Rob Jagger, David Varey, Helen Cooper, Cathy Sweet, Sophie Dale, Debbie Townsend and Yasmin Finch		
1.2	The meeting was quorate with 16 governors present.		
1.3	Non-Governors Present: David Clark (Clerk). Dawn Mills was welcomed to the meeting. Dawn will be the new Staff Governor in September 2017 replacing Sophie Dale.		
1.4	Apologies for absence, with governors' consent, were accepted from Louise Lawson and Andrea Cliff.		
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 no change to the order of business as set out in the agenda, but the discussions under item 9 would be recorded as confidential minutes.		
2.2	There was one item of "Any Other Business" to be raised by the Chair.		
<b>3</b>	<b>Minutes and action points of the last meeting</b>		
3.1	The minutes and action points of the last meeting held on Thursday, 23 March 2017 were approved as correct and signed by the Chair.		
3.2	Five of the eight Action Points (APs 3, 4, 5, 6, 7 & 8) from the last meeting had been completed prior to the meeting, or were marked on-going, or as agenda items.		
3.3	All of the three remaining actions, including AP1, AP2 and AP3, were on-going:		

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	<ul style="list-style-type: none"> <li>For AP1, A small working party to be formed to consider Opportunities for Grant Aid and enhanced Community Involvement;</li> <li>For AP2, Further ways to make energy savings would be investigated by JF and the company she works for in Peterborough; and</li> <li>For AP3, The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.</li> </ul>	<p>June 17 June 17</p> <p>June 17</p>	<p>SBM JF</p> <p>Head/ SBM/ CS/CJ</p>
<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 and updated TOPs for Spring 2017 and Summer 2017 had been circulated to the GB prior to the meeting.		
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>Attendance;</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	Attendance - the EAL percentage attendance was lower last term. This is because three families went on their pilgrimage to Mecca and a few parents of Polish pupils have been keeping their children off unnecessarily. The EWO has been working with these families and has drawn up six week attendance plans, in order that EAL attendance can increase in the summer term.		
5.4	Exclusions - there have been two exclusions this term. Both families and pupils are now being supported by the SENCO.		
5.5	The Summer 2017 TOP will be updated by the end of term. The new Autumn TOP will include the actions to meet the requirements of the OFSTED report. Both TOPs will then be circulated to the GB.	July 17	Head
<b>6</b>	<b>Chairs Report</b>		
6.1	The Chair reported on his three recent visits to meet with the Headteacher. Two visits to the school took place after the recent OFSTED inspection, when he reviewed the draft OFSTED report and some minor corrections were made. The third visit was to review the Full GB meeting agenda for Thursday, 18 May 2017.		
<b>7</b>	<b>Committee Reports</b>		
7.1	The minutes of the three Committee meetings held in May 2017 were circulated to the GB prior to the meeting. The Chair of each committee outlined some of the key points from their meetings.		

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7.2	<p><b>Personnel &amp; Salary – 3 May 2017</b></p> <ul style="list-style-type: none"> <li>• The Committee considered the wording of two policies and then adopted them for use in school. These were the Managing Sickness Absence Policy and the Recruitment and Selection Policy; and</li> <li>• Reiterated their support for the Headteacher’s request to retain single-age group class teaching. The new budget for 2017/2018 had been produced based on a 20 class single-age structure.</li> </ul>		
7.3	<p><b>Learning &amp; Development – 4 May 2017</b></p> <ul style="list-style-type: none"> <li>• Considered the latest version of the data spreadsheet, with the highlights for each Year Group being outlined. In both KS1 and KS2 the combined Reading/ Writing/ Maths scores indicate that pupils are on-track;</li> <li>• The Ofsted Parent Survey was undertaken by 173 parents and was very positive. A Children’s Survey is being completed in school, and is based on NHS Wellbeing model; and</li> <li>• The school is experiencing an increase in the numbers of Service Children it has on roll across all year groups. This is set to rise further as Wyton Primary School is now full. A statement about Service Children has been added to the school website The Head also confirmed that she is meeting with both the Army and Air Force Liaison Officers in the coming weeks. One parent has already volunteered to be a local point of contact.</li> </ul>		
7.4	<p><b>Finance &amp; Premises – 4 May 2017</b></p> <ul style="list-style-type: none"> <li>• Following a detailed overview the school budget for the financial year 2017/2018 was approved. This included a carry-forward of £28,021 from 2016/2017. The 2017/2018 budget is projected to break-even with a zero predicted carry forward;</li> <li>• The budget was constructed to meet the GB’s intention of having a 20 class single-age structure;</li> <li>• A forecast budget for 2018/2019, with the class structure remaining at 20 classes was also discussed, and based on forecast numbers there is an estimated potential overspend of £32,997;</li> <li>• The Scheme of Delegation, contained in the revised Terms of Reference, was reviewed but needs no amending; and</li> <li>• The Pupil Premium Statement on the website had been updated at Easter, and a summary statement had been circulated to the Committee.</li> </ul>		
8	<p><b>Feedback from Ofsted Inspection</b></p>		
8.1	<p>The school, and the Pre-school, had been inspected by OFSTED on 26/27 April 2017, and the report had been circulated to the GB prior to the meeting. The Chair reported that the school had made significant improvements over the last two years, moving in to the ‘GOOD’ category.</p>		
8.2	<p>The Chair stated that this was an excellent OFSTED report and on behalf of the GB offered his congratulations to the Headteacher, the SMT, all the staff employed by the school, and all the pupils and parents for contributing to the improvements made in school.</p>		
8.3	<p>The staff wanted to record their thanks to the GB for their continued support.</p>		
8.4	<p>The Head to feedback thanks from the GB to the staff and to pursue the LA to ensure that this ‘GOOD’ OFSTED report was reported accordingly in the press. She confirmed that work is in hand to update the school website accordingly.</p>	June 17	Head

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<b>9</b>	<b>Future Development of the School and Governing Body</b>		
9.1	Please see confidential minutes.		
<b>10</b>	<b>Standing item - Report from Parent Forum meeting</b>		
10.1	The Parent Forum meeting is next week and has a focus on 'Philosophy for Children.'		
<b>11</b>	<b>Standing item - Academy status</b>		
11.1	This was discussed under the confidential minutes.		
<b>12</b>	<b>Standing item – Feedback from Training</b>		
12.1	The Chair reported that he had attended the recent Governor Briefing and that the Clerk had circulated the presentations to the GB prior to the meeting.		
12.2	JF reported that she had attended EAL training, and all Governors were reminded to advise Helen Cooper (SBM) of any training undertaken.		
<b>13</b>	<b>Standing item - Safeguarding</b>		
13.1	The Head reported that she had recently completed the training on Domestic Violence and that she had become the School Lead on this matter.		
13.2	CC to complete her termly Safeguarding and Child Protection visit to check the Single Central Record (SCR).	June 17	CC
<b>14</b>	<b>Standing Item - Governor School Visits</b>		
14.1	Two Governor Visit's reports, which had been circulated to the GB prior to the meeting, to be discussed at the next Learning & Development Committee on Thursday, 15 June 2017.	June 17	Clerk
14.2	The Governor School Visits Programme is on-track, with two scheduled visits to be completed during the Summer term 2017. The focus of the Parental Involvement visit will be amended to obtain a baseline position for a follow-up visit next year.		
14.3	A Social Event for the GB and staff is being planned by the Head.	July 17	Head
<b>15</b>	<b>Standing Item - Pre-School</b>		
15.1	The Pre-school had been included in the inspection by OFSTED on 26/27 April 2017, and moving in to a 'GOOD' category will be beneficial in terms of recruitment, and also enables the school to offer places to two-year-olds next year.		
<b>16</b>	<b>Review of Work Schedule</b>		
16.1	A number of the tasks in the Work Schedule were reviewed, and the following points noted: <ul style="list-style-type: none"> <li>• Termly Review of GB Membership – Dawn Mills to be the new Staff Governor in September 2017. As the GB is full no further action is required;</li> <li>• Review of Termly Operational Plan (TOP)/School Development Plan (SDP) &amp; Ofsted Action Plan – completed in items 5 &amp; 8 above;</li> <li>• Child Protection Monitoring Report – to be sent to schools this term and the completed report to be reviewed by the GB meeting, at its meeting on Thursday, 13 July 2017;</li> <li>• Plan Dates of Meetings for next year – see item 18 below;</li> <li>• Review Policy Schedule - see item 17 below;</li> <li>• Complete Audit of GB Effectiveness – to be replaced by the GB Self-</li> </ul>	July 17	Head

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	<p>Evaluation toolkit. This will be sent to schools this term, and reviewed by the GB meeting at its meeting on Thursday, 13 July 2017; and</p> <ul style="list-style-type: none"> <li>Consider Findings Parental &amp; Pupil Surveys – see item 7.3 above.</li> </ul>	July 17	Chair
<b>17</b>	<b>Policy Schedule</b>		
17.1	<p>A number of the tasks in the Policy Schedule were reviewed, and the following points noted:</p> <ul style="list-style-type: none"> <li>GB Skills Audit – completed by Chair (and reported in item 6.4 - GB minutes 23 March 2017);</li> <li>Audit of GB Effectiveness – see item 16.1 above: and</li> <li>Tackling Extremism &amp; Radicalisation Policy – this new Policy had been approved last year but has it has not been necessary to test its use so far. A few amendments were made and the policy was approved for use in school.</li> </ul>		
<b>18</b>	<b>Proposed meeting dates for 2017/2018</b>		
18.1	The proposed GB and committee meeting dates for the academic year 2017/2018 had been circulated prior to the meeting. The dates were all based on the same cycle used in 2016/2017 and were approved.		
<b>19</b>	<b>Any Other Business</b>		
19.1	The Chair asked that the GB approve the purchase of the LA Governance Advice, Support and Training Package for 2017/2018, at a cost of £66 per governor per annum. This was approved by the GB.		
19.2	There being no other business the meeting closed after item 20 at 7.40 pm.		
<b>20</b>	<b>Summary of Impact on Standards and Progress</b>		
20.1	<p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> <li>In light of the recent OFSTED report, it had discussed, in depth, the areas of development for the school and the GB, whilst keeping the school on its journey to becoming 'outstanding.'</li> </ul>		

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**Summary of Governing Body Action Points – 18 May 2017**

<b>GB Meet 6 2016/2017 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.3 A small working party to be formed to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
2.	3.3 Further ways to make energy savings would be investigated by JF and the company she works for in Peterborough.	JF	
3.	3.3 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.	Head/SBM/ CS/CJ	
4.	5.5 The Summer 2017 TOP will be updated by the end of term. The new Autumn TOP will include the actions to meet the requirements of the OFSTED report. Both TOPs will then be circulated to the GB.	Head	
5.	8.4 The Head to feedback thanks from the GB to the staff and to pursue the LA to ensure that this 'GOOD' OFSTED report was reported accordingly in the press.	Head	
6.	13.2 CC to complete her termly Safeguarding and Child Protection visit to check the Single Central Record (SCR).	CC	
7.	14.1 Learning & Development Committee to consider the two Governor Visits reports, circulated to the GB at the next meeting on Thursday, 15 June 2017.	Clerk	Added to agenda
8.	14.3 A Social Event for the GB and staff is being planned by the Head.	Head	
9.	16.1 The Child Protection Monitoring Report to be completed by the Head and reviewed by the GB meeting, at its meeting on Thursday, 13 July 2017.	Head	
10.	16.1 The GB Self-Evaluation toolkit, which replaces the Audit of GB Effectiveness, to be reviewed by the GB meeting at its meeting on Thursday, 13 July 2017.	Chair	

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