

**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	Andrea Cliff	AC
Christine Curtis	CC	Peter Smith	PS
Jane Ainscow	JA	Yasmin Finch	YF
Carolyn Jepson	CJ	Rob Jagger	RJ
Helen Cooper	HC	Jill Foster	JF
Claire Gerrard	CG	Louise Lawson	LL
Frank Newton	Chair	Cathy Sweet	CS
Dawn Mills	DM	David Varey	DV
Debbie Townsend	DT	Co-opted Vacancy	

<b>Minutes of the Full GB meeting held on Thursday, 5 October 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, Frank Newton, Jill Foster, Carolyn Jepson, Helen Cooper, Louise Lawson, Claire Gerrard, Dawn Mills, Andrea Cliff, Jane Ainscow, Peter Smith and Yasmin Finch.		
	The meeting was quorate with 13 governors present.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from Debbie Townsend, David Varey and Cathy Sweet.		
1.4	Absent: Rob Jagger.		
1.5	Declarations of Interest: None.		
1.6			
<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.		
2.2	There was to be one item of "Any Other Business."		
<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, 14 September 2017 were approved as correct and signed by the Chair.		
3.2	Three of the 13 Action Points (APs 5, 8 & 10) from the last meeting had been completed prior to the meeting.		
3.3	For AP12, the outstanding visit, on History/Geography/Science, will be completed on Wednesday, 11 October 2017 by JF/RJ/AC.	Oct 17	JF/RJ/ AC
3.4	For AP13, the Governor School Visits Programme for 2017/2018 was revised at the Learning and Development Committee meeting on Thursday, 28 September 2017, and governors are asked to email the new Chair (JA) with their preferred dates.	Oct 17	GB
3.5	The remaining Action Points were marked as on-going or work in progress, including:		

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3.6	<ul style="list-style-type: none"> <li>• AP1 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement;</li> <li>• AP2 - Further ways to make energy savings had been investigated by JF and the company she works for in Peterborough. She will discuss ways forward with the Headteacher;</li> <li>• AP3 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ;</li> <li>• AP4 - The production of a draft of the new GB Self-Evaluation toolkit, by the Chair, is a work in progress;</li> <li>• AP6 - The Head awaits a response from the DfE to the register of interest to establish a Teaching School Alliance;</li> <li>• AP7 - Working Parties to support the process of establishing a Teaching School Alliance have been established, and will continue to monitor the situation regarding the need to convert to academy status;</li> <li>• AP9 - The results from the pro-forma completed at the meeting will be collated by the Head and will help the school make progress on the proposed new Learning Entitlement Policy; and</li> <li>• AP11 - FN to finalise the report on the Governor School Visit on Early Years, completed by FN/DT/CS in July 2017, and circulate to the L&amp;D Committee.</li> </ul> <p>The Chair asked the Clerk that, now two new working parties have been formed, they become a standing item for each agenda. The Academies Working Party will be: Frank Newton (Chair), Rob Jagger, Jill Foster, with the Headteacher and a member of SLT. The Teaching School Working Party will be: Chris Curtis (Chair), Debbie Townsend, Cathy Sweet with the Headteacher and a member of SLT.</p>	<p>Oct 17</p> <p>Oct 17</p> <p>Oct 17</p> <p>Nov 17</p> <p>Nov 17</p> <p>Nov 17</p> <p>Oct 17</p> <p>Nov 17</p>	<p>SBM</p> <p>JF/ Head</p> <p>SBM/ Head</p> <p>Chair</p> <p>Head</p> <p>Head</p> <p>FN</p> <p>Clerk</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>Heads Report</b>		
5.1	The Headteacher's written report had been circulated to the GB prior to the meeting. The Headteacher received and answered questions about the contents in the different sections of her report.		
5.2	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• The majority of M &amp; E work carried out over the summer holidays;</li> <li>• The school was struck by lightning on Monday, 11 September 2017. All fire panels blew and the communications on the refuge alarms. Work has been carried out and the fire panels have now been repaired. The refuge alarms need further work;</li> <li>• The eco greenhouse has now been completed – thanks to the Caretaker for undertaking this work;</li> <li>• There is a leak in the roof by Badger classroom (upstairs). The property manager will try to establish the problem and then we can log as a latent defect;</li> <li>• Emergency lighting – all batteries have now been replaced. The acid test (excuse the pun) will be at the next service, to see if the batteries are</li> </ul>		

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	<p>holding their charge. Once we have the invoice, a strong letter will be sent to Grahame Tweed to highlight the problems; and</p> <ul style="list-style-type: none"> <li>• Fire retardant spray has been purchased for the displays that line any fire exit routes.</li> </ul>		
5.3	<p><b>Staffing at Thorndown 2017-2018</b></p> <ul style="list-style-type: none"> <li>• Lists of all the teaching staff and support staff were included in the report as well as the staff meeting focus for the Autumn Term 2017;</li> <li>• There are four NQTs and four new TAs (all working in the Foundation Stage with our EHP pupils) this year;</li> <li>• The NQTs have clear objectives to work on during their release time and have already had an observation by their mentors, in addition to observing other teachers in their team and across the wider school. They are meeting regularly with their mentors. All mentors have had refresher or whole day training; and</li> <li>• The Heads Performance Management Review has been completed. SMT's performance management reviews and target setting are underway. All teaching staff will have their performance management meeting by the 31 October 2017.</li> </ul>		
5.4	<p><b>Learning Entitlement update</b></p> <ul style="list-style-type: none"> <li>• INSET day was split into three parts. CG ran a misconception session in maths. VG reviewed our current curriculum focusing on its strengths and weaknesses. The last session was split into year group teams where they looked through this term's planning to ensure depth in all subjects had been planned for; and</li> <li>• For planning purposes teachers fill in a quick table highlighting anything they have completed this week linked to our areas of improvement. A new column to show pupils using depth of knowledge has been introduced.</li> </ul>		
5.5	<p><b>Other reported areas included:</b></p> <ul style="list-style-type: none"> <li>• <b>Overview of courses until October half term;</b></li> <li>• <b>Pupil attendance</b> -The National Attendance data for 2016 showed a figure of 95.9%. For Summer Term 2016, the attendance figure for Thorndown was 96.39%, and for the Summer Term 2017 rose to 96.91%. There are currently 531 children on roll;</li> <li>• <b>Dates for your diary;</b></li> <li>• <b>Other points of interest;</b></li> <li>• <b>Exclusions</b> - There have been no exclusions so far this term.</li> <li>• <b>Prejudice incidents</b> -There have been no prejudicial incidents so far this term; and</li> <li>• <b>Looked after children</b> -The school now has two looked after child (LACs) in school who started in September 2017.</li> </ul>		
<b>6</b>	<b>Chairs Report</b>		
6.1	The Chair reported on his one recent visit to meet with the Headteacher, to catch-up on the start to the term and to review the Full GB meeting agenda for Thursday, 5 October 2017.		
6.2	It was confirmed that the advert for a new Parent Governor had been circulated, with a closing date of Friday, 13 October 2017. As yet there have been no expressions of interest.		

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<b>7</b>	<b>Committee Reports and recommended Terms of Reference</b>		
7.1	The minutes of the three Committee meetings held in September 2017 were circulated to the GB prior to the meeting. There are two new Committee Chairs this year, and reports were received from each Committee Chair present outlining some of the key points from their meetings. In the absence of the Chair of Finance & Premises, CJ together with the Head, presented to the meeting.		
7.2	<p><b>Personnel &amp; Salary – 27 September 2017</b></p> <ul style="list-style-type: none"> <li>• The Committee were pleased that the school had a full complement of staff in September 2017;</li> <li>• A Pay Increase for teaching staff was agreed; and</li> <li>• The Pay Policy was reviewed and amended.</li> </ul>		
7.3	The proposed terms of reference for Personnel & Salary Committee were ratified by the GB for use for 2017/2018.		
7.4	<p><b>Learning &amp; Development – 28 September 2017</b></p> <ul style="list-style-type: none"> <li>• Data was discussed at length and it was noted that the school is making good progress</li> <li>• The school is 'narrowing the gap' between Pupil Premium (PP) children and non-PP children;</li> <li>• The Committee heard about the challenging targets being set (top 20% of schools); and</li> <li>• The Governor School Visits Programme for 2017/2018 was revised.</li> </ul>		
7.5	The proposed terms of reference for Learning & Development Committee were ratified by the GB for use for 2017/2018.		
7.6	<p><b>Finance &amp; Premises – 28 September 2017</b></p> <ul style="list-style-type: none"> <li>• The Budget for 2017/2018 remains very tight. A new Budget toolkit is to be introduced;</li> <li>• CCS has been given notice to end their current Cleaning Contract, and the Committee heard about progress on the tendering process;</li> <li>• Pre-School numbers per session are good, and a new Key Worker is to be recruited;</li> <li>• Pupil Premium funding was discussed;</li> <li>• School Meals to be reviewed further as the school is to be promoted as a 'flagship' of good practice;</li> <li>• Health &amp; Safety Committee minutes of Thursday, 28 September 2017 were discussed; and</li> <li>• The Committee discussed the implications of the Pay Increase.</li> </ul>		
7.7	The proposed terms of reference for Finance & Premises Committee were ratified by the GB for use for 2017/2018.		
<b>8</b>	<b>Standing item – Safeguarding</b>		
8.1	An updated version of Safeguarding and Child Protection Policy was approved by the Learning and Development Committee and was circulated to all governors prior to the meeting for information purposes.		
<b>9</b>	<b>Standing Item – Governor School Visits</b>		
9.1	The Governor School Visits Programme for 2017/2018 was revised at Learning and Development Committee. This had been circulated by the new Chair (JA) and		

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	governors are asked to email her with their preferred dates. See item 3.4 above		
<b>10</b>	<b>Standing Item - Pre-School</b>		
10.1	There was no additional information about the Pre-School at this moment in time.		
<b>11</b>	<b>Standing item – Feedback from Training</b>		
11.1	The Head advised that RAISEonline had been replaced by GIAS (Getting Information about Schools) and that she had attended a briefing on its introduction. New rules about Data Protection to come in force in May 2018 will mean the school will need to appoint a Data Protection Officer.		
11.2	The Clerk advised that he had circulated all the presentations from the Autumn Term 2017 Governor Briefing to all governors this afternoon		
<b>12</b>	<b>Standing item - Report from Parent Forum meeting</b>		
12.1	The first meeting this term of Parent Forum is not due to take place until Monday, 9 October 2017.		
<b>13</b>	<b>Standing item - Before and After School Club</b>		
13.1	Please see Confidential minutes.		
<b>14</b>	<b>Items from Schedule of Work or GB Policy Schedule</b>		
14.1	There was one item to consider from the GB Policy Schedule which was the Publication Scheme, which had been circulated to the GB prior to the meeting. After discussion this was approved for use in school, but it was noted that with the new Data Protection rules due to come into force in May 2018 this policy may need to be reviewed again then.		
<b>15</b>	<b>Any Other Business</b>		
15.1	A further updated version of the Governing Body's Standing Orders had been circulated prior to the meeting, which was discussed, amended and approved.		
15.2	There being no other business the meeting closed after item 16 at 7.00 pm.		
<b>16</b>	<b>Summary of Impact on Standards and Progress</b>		
16.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> <li>• Had been fully appraised of the key priorities and initiatives for the school for the forthcoming year through the Heads report;</li> <li>• Developed a relevant Governor School Visits Programme for 2017/2018, which linked to the SDP, and the key priorities for the school for the coming year; and</li> <li>• Had reviewed and approved revised Standing Orders and Terms of Reference for each Committee, as required on an annual basis, to ensure that effective governance could take place.</li> </ul>		

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### Summary of Governing Body Action Points – 5 October 2017

GB Meet 2 2017/2018	Action Point	By Whom	Outcome
AP1	3.3 The outstanding visit, on History/Geography/Science, will be completed on Wednesday, 11 October 2017 by JF/RJ/AC.	JF/RJ/AC	
AP2	3.4 Governors are asked to email the new Chair (JA) with their preferred dates for the Governor School Visits Programme for 2017/2018.	GB	
AP3	3.5 A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP4	3.5 Further ways to make energy savings had been investigated by JF and the company she works for in Peterborough. She will discuss ways forward with the Headteacher.	Head/JF	
AP5	3.5 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS and CJ.	Head/SBM/ CS/CJ	
AP6	3.5 The production of a draft of the new GB Self-Evaluation toolkit, by the Chair, is a work in progress.	Chair	
AP7	3.5 The Head awaits a response from the DfE to the register of interest to establish a Teaching School Alliance.	Head	
AP8	3.5 The results from the pro-forma completed at the meeting will be collated by the Head and will help the school make progress on the proposed new Learning Entitlement Policy.	Head	
AP9	3.5 FN to finalise the report on the Governor School Visit on Early Years, completed by FN/DT/CS in July 2017, and circulate to the L&D Committee.	FN	
AP10	3.6 The Clerk the two new working parties as standing item for each GB agenda (The Academies Working Party and the Teaching School Working Party).	Clerk	Completed

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