

**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, 14 July 2016 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence, and any declarations of interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Frank Newton, Peter Smith, Rob Jagger, Jill Foster, Cathy Sweet, Jane Ainscow and Debbie Townsend.		
1.2	The meeting was quorate with 13 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Andrea Cliff, David Varey, Yasmin Finch, Sophie Dale and Louise Lawson.		
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.		
2.2	There was also one item of "Any Other Business" which the GB agreed to consider with the report from Learning & Development Committee – see 7.3 below.		
3	Minutes and confidential minutes and action points of last meeting		
3.1	The minutes, confidential minutes and action points of last meeting held on Thursday, 19 May 2016 were approved as correct and signed by the Chair.		
3.2	Seven of the nine Action Points from the last meeting held on Thursday, 19 May 2016 had been completed prior to the meeting.		
3.3	For Action Point 1, it was noted that a new version of the Post Ofsted Action Plan would be circulated by the Headteacher on the last day of term in July 2016.	July 16	Head
3.4	For AP6, the response to the Audit of GB Effectiveness 2016 to be finalised – see item 13.1 below.		

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3.5	For AP9, it was agreed that committees should elect Vice-chairs at their first meetings in the new academic year, or agree to elect an acting chair if the need arose.		
4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		
5	Heads Report		
5.1	The Headteacher's Report, including the Summary of Judgements, had been circulated prior to the meeting.		
5.2	The Headteacher reported that there had been one additional exclusion since writing her report making three exclusions so far this term.		
5.3	The GB discussed the need for annual servicing of equipment, and the statutory requirements on the school, so this work is set to be completed over the summer holidays. A quote for this specialist contract work had been obtained from Gowing and Hunt. As there are a limited number of companies who are able to quote for all the tasks required to be completed, so further quotes have been difficult to obtain. The GB approved a budget spend of £11,854 for this essential maintenance work.		
5.4	The KS2 national test results were discussed. The school were disappointed with the overall standard of marking and a number of papers have been returned for re-marking. Provisional results indicate that the school was above the county and national average in Maths. Provisional results in Writing are in line with the county average, but below county average in Grammar. A number of Reading papers have been returned and these will be re-marked. Parents have been made aware of individual results only. It was pleasing to see that Pupil Premium children in Y6 exceeded expectations and have significantly closed the attainment gap.		
5.5	The overall SATs results will be reported to the GB at the first GB meeting in September 2016, when those papers that have been returned have been re-marked.	Sept 16	Head/ Clerk
5.6	KS1 data shows that the school is in line nationally, except for Writing. Governors remain concerned over the new system of testing and the negative impact that this has had on children who have been told that following a whole year of work they are below the expected level for the age group.		
5.7	Pupil's attendance was being monitored closely, and the Head reported that one family, who had three children causing concern, had moved out of the area. She reported that they were now on roll at another school, and that good use had been made of the Missing Pupils Policy in this matter.		
5.8	The Headteacher reported that there had been one additional child placed on the Child Protection register since writing her report making three pupils in total.		
5.9	There have been four prejudicial incidents so far this term and all were reported to the Cambridgeshire Pride website. All four incidents involved children making racist comments to other pupils and, in all cases, parents were informed. Governors asked if there had been any incidents following the Brexit referendum result, and although there were no incidents, a letter was sent to all parents regarding the need to show tolerance and respect.		

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5.10	The Summary of Judgements circulated prior to the meeting was also discussed, and will be updated with new data so it is ready for the next inspection. The TOP has been reviewed, and updated and will be circulated by the Headteacher on the last day of the school year. This will be used to provide the focus for the new TOP in Autumn 2016. Following advice given at training the Head will include areas of development and targets for the GB in this new TOP.		
5.11	The GB discussed a request from the Deputy Head (CG) to purchase a set of resources to develop her innovative and successful teaching approach to mastery in the Maths curriculum. Specialist text books for this approach have been reviewed and observed in practice. The text books and resource packs will particularly assist non-specialist teachers in their planning and enable them to develop more challenging activities in maths lessons. It was confirmed that a total of £20k had provisionally been set aside in the Budget for this resource, and a spend of £14,249.20 was requested. The GB approved a budget spend of this amount for these resources to develop this new approach in the Maths curriculum. The GB agreed that this work should be included in the Governor Visit monitoring programme next year.	Sept 16	CC
5.12	The Headteacher announced that the Deputy Head (CG) was one of a select number of staff in the County who would be funded to travel to China in November 2016 to review the teaching of Maths using this innovative approach with these resources.		
6	Chairs Report		
6.1	The Chair reported on his meetings, or telephone conversations, with the Headteacher on several different dates, including: <ul style="list-style-type: none"> • 13 June 2016 – telephone call to discuss a draft letter to the LA regarding the possible future placement of a pupil; • 5 July 2016 – meeting with Head to discuss KS2 SAT results, and class allocations for next year; and • 13 July 2016 - planning meeting for Full GB meeting. 		
7	Committee Reports		
7.1	The Chair of each committee outlined some of the key points from their meetings.		
7.2	Personnel & Salary – 15 June 2016 <ul style="list-style-type: none"> • Discussed AP1 and agreed that the Chair, whoever it was, would undertake a review of SLT salaries in the academic year beginning in September 2016; • Reviewed and adopted a number of standard EPM model policies; • Noted that the school was moving to single age classes; • Discussed the advertisement and appointment of a new Caretaker. Interviews took place and the interview panel offered the post to the best of the four candidates. Subsequently it came to light that the successful candidate was in a personal relationship with an existing member of staff that the panel knew nothing about. It was agreed that the panel were entirely satisfied with the appointment process and the successful candidate, and that this relationship would not have influenced their decision. The panel also considered that there were no other safeguarding issues in making this appointment; and • Considered a spreadsheet outlining the amount of Staff Absence, and that there were no major concerns. 		

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7.3	<p>Learning & Development – 16 June 2016</p> <ul style="list-style-type: none"> • Been fully briefed by Hilary Patrick on the learning, teaching, organisation and management of Design & Technology, and on the Artsmark application; • Heard from Jamie Sewell (PE Co-ordinator) who presented a PowerPoint outlining the purpose and use of the Sports Premium Funding; • Discussed a spreadsheet showing EYFS data; • Reviewed and approved two policies for use in school, and a draft Parent Social Media Policy was discussed; • Discussed Governor Visits, with 11 visits having taken place this year, involving all the GB, except staff governors; • A Governor Visit by Peter Smith (Pupil Premium Governor), with David Varey shadowing him in this key role, had taken place. Visits next year on Child Protection (CC) and SEND (JA) should also have additional governors as shadows for succession planning; • The reports from two Governor Visits on Maths had been circulated prior to the GB meeting; • The reports from two Governor Visits, to review the impact of the new Marking & Feedback policy, and the New NC and how it promotes SMSC and British Values, have been written and will be circulated with the minutes of this meeting; • Governor School Visits Reports are a standing item for Full GB meetings, and the Chair requested that next year's programme be considered carefully at the first two Full GB meetings of the year; • A draft Governor Visit report on Monitoring Pupil Premium progress was discussed and will be finalised with the addition of some data and circulated by the Headteacher – see 2.2 above. 	July 16	CC/ Clerk
7.4	<p>Finance & Premises – 16 June 2016</p> <ul style="list-style-type: none"> • The committee discussed the sculpture which is ready for installation, but needs a more secure concrete base. A local builder is expected to complete this work for September 2016, and the GB will be advised; • There was no update on the Climbing Frame grant application; • Mobilising Local Energy Investment (MLEI) project – a meeting regarding the new CCC initiative to help schools make energy efficiency cost savings is to take place on 3 August 2016; • Feedback from the recent Financial Audit will be given – see item 15 below; • The school now subscribes to a new system called Medical Tracker which links to SIMS and allows for a more effective and efficient system of recording medical issues and concerns; and • Budget Monitoring is currently on track. 	Sept 16	Clerk
8	<p>Standing item - Report from Parent Forum meeting</p>		
8.1	A report from Parent Forum meeting is a standing item for Full GB meetings.		
8.2	There was a low turnout at the last meeting where the main item was a presentation on SEND by the school SENCO. The presentation and the minutes of these meetings are available on the school website.		
8.3	A further discussion on how attendance could be improved took place under AOB, and agreed areas for future discussion included:		

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	<ul style="list-style-type: none"> • Reviewing school performance; • School meals; and • Reviewing the Anti-bullying Policy. 		
9	Standing item - Academy status		
9.1	There was nothing further to report on Academy status at the moment.		
10	Standing item - Safeguarding		
10.1	Safeguarding is a standing item for Full GB meetings. See also the Annual Child Protection Monitoring Report in item 14 below.		
10.2	An updated version of 'Keeping Children Safe in Education' is to be implemented from September 2016. Governors will be asked to 'sign up' again at the first GB meeting of the academic year on Thursday, 15 September 2016.	Sept 16	Head/ Clerk
11	Standing item – Feedback from Training		
11.1	Feedback from Training is now a standing item for Full GB meetings. The Chair reported that he had now received one further completed skills audit.		
11.2	The Clerk confirmed that a new LA Training Programme would be issued in September 2016 and attendance at Termly Briefings was encouraged. A free in-house training session would still be available next year, but these were due to be withdrawn.		
12	Standing Item - Governor School Visits Reports		
12.1	Governor School Visits Reports were fully discussed in the report from Learning & Development Committee – see 7.3 above.		
13	Audit of GB Effectiveness 2016		
13.1	The Audit of GB Effectiveness 2016 has been sent to the school by the LA. As in previous years the Head/Chair/Vice-chair had drafted a response, and this had been circulated to the GB for comments prior to the meeting. It was agreed that the Chair and Vice-chair would finalise the response to the Audit before the deadline which is Wednesday, 20 July 2016.	July 16	Chair/ VChair
14	Annual Child Protection Monitoring Report		
14.1	The annual review of Safeguarding and Child Protection was circulated to schools by the LA on 20 May 2016. The Headteacher reported that the school is fully compliant in all areas, and that she had already completed and returned the form as it is now an electronic return.		
15	Financial Audit		
15.1	The SBM confirmed that the school had been selected at random to complete the LA Financial Audit this year. This would cover the performance of the school in two areas, office procedures and governance of risk.		
15.2	The audit had been completed and the schools awaits a full written report, but has been made aware that it needs to tighten up controls in some areas. The minutes of decisions taken at GB or committee meetings need to be fuller and accurately record the decisions taken. There was discussion over the number of documents to be retained with the minutes already stored in hard copy in the office. A level of assurance would be awarded to the school following benchmarking with other school. The Clerk to add the 'Financial Audit LA Report' as an agenda item to the next Full GB meeting on Thursday, 15 September 2016.	Sept 16	Clerk

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16	Work Schedule & Policy Schedule for 2015/2016		
16.1	The Work Schedule for 2015/2016 has been fully completed		
16.2	There was one outstanding policy to complete from the Policy Schedule for 2015/2016. The new 'Tackling Extremism and Radicalisation Policy' approved in Summer 2015 was reviewed, and after a few minor amendments were made, the policy was adopted for use in school, with a two year review cycle.		
17	Governors Year End Newsletter		
17.1	The draft Governors Year End Newsletter had been circulated prior to the meeting, and was approved for circulation to Parents.		
18	Any Other Business		
18.1	Playgroup		
18.1.1	The Clerk to add the Playgroup as a standing item for each Full GB meeting.	Sept 16	Clerk
18.1.2	The GB gave a mandate to the school to go out to consultation over the hours, roles and responsibilities of staffing for the Playgroup, in order for the school to maintain the proposed staffing structure it agreed on 19 April 2016 (item 2.6).		
18.2	The School Newsletter had been circulated prior to the meeting, and the final School Newsletter of the year would be circulated next week.		
18.3	The SBM reported on a Freedom of Information request that had been received regarding expenditure on ICT equipment.		
18.4	Governors asked about the Builders Sign that is still outside the school. The SBM reported that she planned to re-use the sign at a later date rather than to remove it.		
18.5	The Chair thanked all the staff and the GB for all their hard work this academic year and felt that good progress had been made.		
18.6	There being no other business the meeting closed after item 19 at 8.02 pm.		
19	Summary of Impact on Standards and Progress		
19.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
19.2	The GB agreed that, at this meeting, it had covered: <ul style="list-style-type: none"> • Had been fully informed, via the Head Teachers Report, of the provisional data on pupil progress this year, and the impact of mastery in mathematics, which is leading to further developments; • Heard an overview of the Governor Visits Programme, with additional reports, that confirmed independently the view of the GB that the children in the school were making good progress; • Understood the work being undertaken in each of its delegated committees; and • Considered succession planning in some key governor roles. 		

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Summary of Governing Body Action Points – 14 July 2016

GB Meet 7 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.3 The Head to circulate a new version of the Post Ofsted Action Plan on the last day of term in July 2016.	Head	
2.	5.5 The overall SATs results will be reported to the GB at the first GB meeting in September 2016.	Head/Clerk	
3.	5.11 The GB agreed that a Governor Visit to review the teaching approach to mastery in the Maths curriculum should be included in monitoring programme next year.	CC	
4.	7.3 Two Governor Visits reports, to review the impact of the new Marking & Feedback policy, and the New NC and how it promotes SMSC and British Values, to be circulated with the minutes.	CC/Clerk	
5.	7.3 Governor School Visits Reports to be a standing item for Full GB meetings.	Clerk	
6.	7.3 The Governor Visit report on Monitoring Pupil Premium progress to be finalised with the addition of some data and circulated by the Headteacher.	Head/Clerk	
7.	10.2 An updated version of 'Keeping Children Safe in Education' is to be implemented from September 2016. Governors will be asked to 'sign up' again at the first GB meeting of the academic year on Thursday, 15 September 2016.	Head/Clerk	
8.	13.1 The Chair and Vice-chair to finalise the response to the Audit of GB Effectiveness 2016 before the deadline which is Wednesday, 20 July 2016.	Chair/Vice-Chair	
9.	15.2 The Clerk to add the 'Financial Audit LA Report' as an agenda item to the next Full GB meeting on Thursday, 15 September 2016.	Clerk	
10.	18.1.1 The Clerk to add the Playgroup as a standing item for each Full GB meeting.	Clerk	

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